

Graduate Student Handbook

Department of Africana Studies

Brown University

(Approved by the faculty on February 7, 2022)

(Approved by the Graduate School on March 15, 2022)

Introduction

Welcome to the Ph.D. program in the Department of Africana Studies. We are an academic department dedicated to the development of research and teaching in the field. This handbook is intended to present the guidelines and expectations for the program, to provide answers to some of the most frequently asked questions about the program, and to help graduate students plan their graduate academic program effectively.

While this handbook presents the most comprehensive and complete information about the Ph.D. program, no such written guide can foresee every academic, administrative, or programmatic issue that might arise. Since each graduate student course of study in the program is highly individualized and many distinctive scholarly combinations are possible, you will also want to consult with the Director of Graduate Studies, the Director of Graduate Training, your graduate faculty advisor, departmental faculty and staff, and fellow graduate students throughout your time in the program. More generally, you are urged to engage in regular and collegial conversations with other Brown University faculty and graduate students.

It is every graduate student's responsibility to be aware of the contents of this handbook, and to consult it when questions arise and/or when preparing for the next stage of the program. The Graduate School handbook also provides useful information. These guidelines are subject to revision as the Department of Africana Studies faculty and the profession itself evolves. When changes have been approved, they will be introduced in a timely manner.

Arrival on Campus

Your principal initial contacts in the Department of Africana Studies are the Director of Graduate Studies (DGS), the Academic Department Manager, who will help you with administrative procedures at Brown, and your assigned Faculty Advisor who will offer academic mentorship and guidance for the first two years. Each of them is informed about the University, the Graduate School, the Department, and the graduate program.

Immediately upon your arrival on campus, please inform the DGS and schedule an appointment to discuss your program and any other matters. The DGS will be an important person for you. The DGS serves as chair of the department's Graduate Studies Program Committee which oversees graduate program policy and is the decision-making body for any special questions or issues affecting your graduate experience. During your time in the Department of Africana Studies, the DGS along with your Faculty Advisor will be involved with you on a number of

important matters, ranging from how you fulfill course and language requirements, to teaching assignments, to the makeup of your preliminary examination and dissertation committees.

About the Department

The Department of Africana Studies at Brown University is the intellectual center for faculty and students interested in the critical study of the artistic, cultural, historical, literary, and theoretical expressions of the peoples and cultures of Africa and the African Diaspora. Central to the intellectual work of the department is the close collaboration of artists and scholars in examining the relationships between academic and artistic modes of knowledge and representations of the world and human existence. Unique in this respect, the Department's forum for arts and ideas, Rites and Reason Theatre, brings together artists and scholars to collaborate on modes of expression in communicating new and innovative thoughts and ideas.

The Department of Africana Studies has one of the leading faculties in the discipline. Full updated details about the faculty are on the website's faculty research pages. Past and present members of the faculty have received many prestigious honors and awards such as the Gish Award, the Guggenheim Fellowship, the Carnegie Fellowship, the MacArthur Fellowship, and the Man Booker International Prize. In addition, Africana Studies faculty members have successfully competed for fellowships and grants to support their research from such institutions as the American Council of Learned Societies, Ford Foundation, Fulbright Program, National Endowment for the Arts, and National Science Foundation.

With the extremely talented and well-respected faculty, the Department of Africana Studies readily attracts highly qualified, critical and creative undergraduate and graduate students to the department and to Brown University. The dynamic growth and evolution of the discipline of Africana Studies ensures that the Brown University Department of Africana Studies remains at the forefront of advancing the discipline through the comprehensive study of the peoples and cultures of Africa and the African Diaspora that leads to the production of critical knowledges about the world and human existence.

You can find out more about our faculty [here](#).

Graduate Studies Committee

The Graduate Studies Committee is composed of three faculty members in Africana Studies, as well as the Chair of the department.

The Director of Graduate Studies (DGS) is the primary liaison with the Graduate School. They assign TAs in consultation with the chair; respond to ongoing inquiries about funding status, contingency funds, etc.; verify standing for visa and external fellowship applications; review and recommend all Ufund applications and GS forms; approves conference travel fund applications; approves leaves of absence; verifies degree requirements; approves transfer credits; writes graduate program annual report ; coordinates, with the dissertation director, the public lecture component of the dissertation defense; organizes, with the chair, commencement and

confirms graduation requirements have been met; writes letters for internal fellowships; nominates graduate students years 1-6, for internal-to-Brown awards; administers the GEF account with the chair; determines exceptions to handbook policy.

The Director of Graduate Admissions (DGA) responds to year-round inquiries from prospective students about graduate program; organizes Diversity Preview Day, including the review of applicants and the meeting with prospective applicants; oversees the admissions process, including serving on screening committee in Round 1, assigning applications to faculty in Rounds 2 and 3, recommending interviews for finalists; chairs admissions meeting; writes letters of nomination for Presidential/named and diversity fellowships; coordinates recruitment of admitted students - faculty/graduate student encouragement after admission, including Super Monday; makes initial advisor assignments for incoming graduate students (in consultation with the related faculty); and handles Open Graduate Education Program applications.

The Director of Graduate Training (DGT) runs new graduate student orientation; runs new TA orientation; identifies workshops for grant and fellowship applications in the humanities and humanistic social sciences; coordinates Sheridan Center training session for TAs; reviews applications for additional summer funding for students; coordinates the grad student participation in the department colloquium series; distributes survey to teaching faculty as a part of the evaluation of 1st year students; supervises and coordinates with faculty advisors on the end-of-the-year 'Annual Review' status letters and review process for all students; organizes/coordinates annual reviews of all students; and advises on the exam preparation process and dissertation proposal process.

Advising

Incoming doctoral students are assigned an advisor from the faculty. This advisor is a pre-professional mentor, who helps with everything from course selection to long term questions about the dissertation, networking, CV-building, etc. They also conduct the annual review.

In the second year, as doctoral students begin to define their research fields, they choose a new advisor, who will serve as the director, or organizer, of their qualifying exams, and who conducts the annual review.

In the third year, after the qualifying exam process is complete, doctoral students compose a new dissertation committee. This committee is composed of a faculty director, who serves as their primary advisor and who also drafts the annual review, as well as other members who represent areas of necessary expertise. The committee is established by the student, after conversations with all relevant faculty members, who must agree to serve in their roles. While the faculty director takes the lead in drafting the review, all members of the committee contribute to the annual review process and play a role in advising the student.

Throughout their time at Brown, doctoral students are always comprehensively advised by the DGS and the DGT.

Open MA and doctoral certificate students are advised by the DGS.

About the Program

The Ph.D. program in Africana Studies at Brown University builds on and expands the intellectual approach of the department to the discipline. The Department's distinctive critical interdisciplinarity provides a firm base from which to respond to the opportunities and challenges within the discipline as well as to develop cutting edge scholarship that contributes to the discipline, the academy, and the broader public.

The goal of the Africana Studies Ph.D. program at Brown is to rigorously prepare students to develop new and innovative scholarship that explores and analyzes the distinct contributions of Africana cultural, intellectual, political, and artistic productions as well as critically investigate and develop new disciplinary and interdisciplinary methods and theories. The program trains students to become skilled and informed scholars and educators poised to make significant contributions to academic and nonacademic communities and initiate cultural and social policies with humanitarian objectives informed by critical thinking and global perspectives on social and human development.

Graduate students in the program will receive rigorous training in the discipline of Africana Studies and the theories and methods of interdisciplinary work, with an acute focus on race, class, gender, and sexuality, while being critically conversant with the methods and theories of other academic disciplines. Students will pursue their individualized research projects in consultation with the Director of Graduate Studies and other department and department-affiliated faculty. Within and across the three areas of emphasis, Africana Studies graduate students are encouraged to explore the breadth and depth of the discipline while developing capacity and competence in distinct areas of scholarship.

Though all faculty oversee the graduate program, the everyday details are handled by the Graduate Studies Committee (GSC), which is composed of the Director of Graduate Studies, the Director of Graduate Training, the Director of Graduate Admissions, and the Chair of the department.

The doctoral program features three areas of emphasis:

Studies in History, Politics, and Theory

Studies in History, Politics, and Theory focuses on the institutional, theoretical, and material expressions of African and African Diasporic culture, experience, and thought. Graduate students with research interests in this area will draw on theories, methods, and approaches in Africana Studies as well as Africana philosophy, critical theory, feminist theory, political theory, history, religious studies, and sociology in developing innovative research projects that engage past and present social and political formations, the production and reproduction of critical knowledges, and the representation of historical and political ideas and formations.

Studies in Literary, Expressive, and Performance Cultures

Studies in Literary, Expressive and Performance Cultures focuses on the critical study of visual culture, performance, and the literary arts that critique the contributions and (self) representations of people of African descent in global and contested societies. Graduate students with research interests in this area will draw on the methods and theories in Africana Studies as well as engage scholarship in aesthetic theory, cultural studies, literary theory and criticism, media studies, and performance studies.

Studies in Feminism, Gender, and Sexuality

Studies in Feminism, Gender, and Sexuality focuses on the cultural, ideological, political, and theoretical implications of feminist consciousness, practices, and theories, constructions of gender as well as critical understandings and analyses of sexuality throughout the African and African Diaspora world. This area of emphasis also stresses the critical examination of the complex interrelationships between feminist theory, constructions of gender and sexuality, and the constructions and operations of legal systems and public policy. Graduate students with research interests in this area will critically engage concepts, methods, and theories developed in critical theories of race, diaspora studies, feminist studies, masculinity studies, queer theory, and womanist theory to examine historical and contemporary forms and formulations of feminism, gender, and sexuality across various African and African Diaspora social, cultural, economic, political, and theoretical formations.

Students must declare their chosen field of research emphasis by the end of the first year of coursework. Six of the student's required twelve classes must be in the student's chosen area of research emphasis and four in another secondary area of emphasis.

Ph.D Requirements

The Ph.D. in Africana Studies requires the successful completion of twelve semester courses, including the five required courses listed below, and three others in the student's chosen field of research emphasis and two should be completed in the two other fields. These eight courses – of the twelve total that are required – should be taught by core and affiliate faculty. Students entering the program with a master's degree or other advanced coursework/degrees must still take the required courses in Africana Studies.

The Ph.D. program is designed to be completed in six years. Financial support for Ph.D. students does not generally extend beyond the sixth year.

Students are strongly encouraged to apply for internal and external funding each year.

Required Courses

AFRI 2001: Seminar in Theories, Politics, and Histories. This seminar introduces students to the field of Africana Studies, the central questions and concepts within the field, prominent texts and

thinkers in the discipline, and the relation of the field to the other academic disciplines and the broader society.

AFRI 2002: Seminar in Literary, Expressive, and Performance Cultures. This seminar introduces students to the social, aesthetic, intellectual and political debates regarding the existence, significance and purposes of Black/Africana cultures. The central issues and debates in popular, expressive and literary arts will be explored.

AFRI 2003: Seminar in Feminism, Gender, and Sexuality. This seminar introduces students to the key debates within the field when it comes to Black feminism, gender, and sexuality. The central issues and debates will be explored.

AFRI 2101: Methods in Africana Studies. This seminar introduces students to the different methodological approaches in the discipline of Africana Studies. Students will be introduced to the critical interdisciplinarity of the discipline as well as methodological approaches from other disciplinary fields that are appropriate for research and study in Africana Studies.

AFRI 2102: Professionalization Seminar. This course explores the mechanics of a doctorate degree in Africana Studies. We will explore the constitution of our field through the elaboration of exam lists and narratives, query its pedagogical application in the design of undergraduate syllabi, and begin to outline and enact our participation in the profession both within and beyond the academy. At the end of this class, students will have constructed a portfolio that will assist their progress towards a degree and provide the tools with which to chart pathways once a degree is in hand. A key component of the professionalization courses is the construction of an undergraduate syllabus by each student, which will subsequently be revised and discussed during the dissertation proposal defense, and which will be taught in either the first semester of the student's fourth or fifth year.

KEY DATES

The Grad School has a set of hard dates that you should be aware of. Each year's dates vary, so students should always refer to the Registrar's calendar and consult with the DGS.

Please consult the Graduate School's calendar [here](#).

The department's set of key dates is meant to ensure a smooth and easy glidepath through the program's six years, and also to ensure that work does not back up into May.

Late May: annual review of graduate students.

Early February of 3rd year: complete all three doctoral exams.

Mid-April of 3rd year: hold prospectus defense.

Mid-February of 6th year: full committee receives the dissertation for review.

Mid-March of 6th year: schedule your dissertation defense.

Late-May of 6th year: schedule public presentation of dissertation before Commencement.

Graduate Studies Timeline

Graduate students in Africana Studies are typically admitted with five semesters of fellowship and seven semesters of TA/TF appointments.

Year 1

Students must take six courses in the first year, three in both the Fall and Spring to be in good standing. Students must take at least one of the required seminars (AFRI 2001, 2002, 2003, and 2101) in each semester. Half of the remaining courses taken should be in their chosen field of research emphasis. Students are typically on fellowship in both semesters of their first year.

Year 2

In the fall semester, students must enroll in the professionalization seminar (AFRI 2102). Students must take their two remaining seminars (again, AFRI 2001, 2002, 2003, and 2101). Of the three remaining required classes in the second year, two may be independent studies and one must be in their chosen field of research emphasis. During the second year, students will also choose their research advisor and begin preparing for their candidacy or preliminary examinations. By the end of the second year, students should complete the language requirement. Students typically have a TA appointment in both semesters of their second year.

Year 3

During the third year, students prepare to advance to Ph.D. candidacy with the completion of preliminary examinations and a dissertation proposal. All third-year students must register for AFRI 2970, the preliminary exam preparation course. If students desire to do a course with a committee or faculty member as part of the preparation for their exams, they can register for AFRI 2980, the graduate independent reading and research course. All three examinations are normally completed by the end of February of the third year.

Students must satisfactorily complete these examinations in their chosen fields of emphasis along with any additional examinations in secondary fields of research and teaching competence. After the successful completion of the candidacy examinations, students will begin preparation of the dissertation proposal in the spring of the third year. The dissertation proposal must be presented to the faculty and successfully defended no later than the week of April 15th if the student is to remain in good standing. Students are typically serving as TAs in both semesters of their third year.

Year 4

During the fourth year, students carry out research and begin to write their dissertations. During this year, students may be away on fellowships or may choose to stay in residence. In the latter case, students have to register for AFRI 2990, the thesis preparation course and TA while they do the research for their dissertation. Students will also participate in the department's colloquium

series where they will receive critical feedback on their projects from department and department-affiliated faculty to ensure the successful completion of their projects. year five.

Years 5:

In the fifth year, students are expected to focus on writing their dissertations. Students register for AFRI 2990, the thesis preparation course, and, in most cases, will be fully funded by a dissertation fellowship from the Graduate School. With the approval of the DGS, students may apply to the Graduate School for their dissertation fellowship in the fourth year and write while teaching in the fifth year.

Year 6:

In the sixth year, students are expected to focus on completing their dissertations. Students register for AFRI 2990, the thesis preparation course, and will be fully funded by one semester of dissertation fellowship and one semester of TA/TF appointment from the Graduate School.

Language Requirements

Ph.D. students must demonstrate competency in one of the following languages: French, German, Portuguese, or Spanish. Depending on the student's research interests, the language requirement may also be fulfilled by demonstrating competency in an indigenous African language, American Sign Language, or one relevant to their area of scholarly interest. Exceptions must be approved by the DGS. The language requirement may be fulfilled either through appropriate coursework or by examination and may be met by one of the following methods:

1. Earning a grade of B or better in a 1000-level or higher course offered by a Brown University foreign language department (or a peer institution listed in section XII), for which the professor attests that teaching and reading assignments were preponderantly in that language. This course may count towards the 16 required courses if the course content coheres with the student's research interests;
2. Passing a translation exam administered by Africana Studies faculty or qualified faculty in other Brown University departments. Rules for language exams administered by other departments vary. Please consult the relevant department before you take the exam. Exams administered or graded by Africana Studies will be determined by the Director of Graduate Studies in consultation with the Faculty Advisor. Students must be able to translate approximately 1,000 words of text related to their research field, approved by the DGS. The exam will be proctored, and dictionaries may be permitted.
3. Passing a graduate-level reading course offered by a foreign language department.

Foreign language reading courses are offered by Brown University for graduate students during the summer. The Middlebury Summer Language School offers fellowships to support intensive

language training. Graduate students should satisfy the foreign language requirement as early as possible in the program. The Department will provide some funding to support language training during the summer.

Teaching

Teaching is vital to the overall training of graduate students, developing skills of communication and dissemination. At least two semesters of teaching – as an assistant, or TA, or as the instructor of record - is required of all Ph.D. students regardless of funding. Students usually serve as teaching assistants in undergraduate courses offered by the department during their second and third years. Students may also petition the Graduate Studies Committee to teach their own small seminars focused on their research areas in the fourth or fifth years of study, using the syllabus developed in AFRI 2102 and in the dissertation proposal process. The DGS and Chair make all TA and teaching assignments based the pedagogical benefit to the doctoral student.

Teaching Assistants generally assist professors in large lecture class settings. The appointment is a learning opportunity, first and foremost, and faculty envision TAs as teaching proteges, not as labor. As such, TAs are expected to serve as teaching assistants for 20 hours per week which involves attending all the lectures, leading one or two sections depending on enrollment, holding weekly office hours, and assisting with grading papers and exams. TAs represent the professor in the course and therefore should present themselves accordingly. The professor allocates the proportions of time allocated for respective duties in accordance with the standard number of work hours for a TA.

Teaching Assistants are evaluated by student generated electronic evaluations and professors' feedback. These evaluations will be reviewed by the Graduate Studies Program Committee during student annual reviews and will become part of their academic file. Students should discuss the specific evaluation process for their assignment at the start of the course. Students are strongly encouraged to utilize the University's resources to hone their teaching skills. The Harriet W. Sheridan Center for Teaching and Learning provides excellent tools and guidance, including a multi-tiered teaching certification program. The Department requires students to attend the Sheridan Center's new TA orientation session.

Whenever they serve as the instructor of record - in their fourth, fifth, or sixth year – graduate students should arrange to have two members of the core or affiliate faculty watch them teach their own class. These classroom visitations should include a follow-up meeting and a brief set of written recommendations. These visitations are arranged by the graduate student.

The syllabus for this class is read three times during the students first few years. In the second year, it is read by peers and the faculty instructor in AFRI 2102 (the professionalization class). In the spring of the third year, it is read by the student's dissertation committee. And in the semester prior to the course's official offering, it is read by the Graduate Studies Committee.

Qualifying Exams

All three qualifying examinations are normally scheduled by the end of the Fall semester in the third year by the student's committee. Students must satisfactorily complete these major examinations in their three chosen fields of emphasis by February 1st of the third year to remain in good standing. The qualifying examination committee consists of a chair from Africana Studies and two members of the faculty in the Department, either core or affiliate, or one from outside the Department.

The exam process is broken into four stages:

First, there is the reading list. In preparation for these exams, the student should agree upon a reading list of 60-100 books and articles with each member of their committee. Generally, the list is constructed mutually, with input from both the faculty member and the student, though in some cases the faculty member may take a bigger role in shaping the list.

Second, there is the formal examination for each field, which is scheduled independently. This part of the exam is written, consist of an essay between 15-20 pages, in each of the candidate's three chosen fields. Each field advisor will be responsible for generating two to three questions from which the student will pick one as the focus of their exam. The reading lists should serve as the basis for the questions that will be asked and also for the parameters within which they should be answered. Students are given 72 hours to complete their essay. Students typical stagger these exams over the course of the third year.

Third, there is a common meeting of all three examiners and the candidate. At the end of the third exam, a meeting should be scheduled at which the committee should ask any additional questions that flow from the written essays, and should evaluated of the candidate's performance on the written portion of the exam. Prior to this meeting, all questions and written answers will be circulated to the committee, but only the field advisor evaluates the answer for their field.

Finally, the committee will meet and make an overall evaluation using the categories of no pass, pass, high pass, and pass with distinction. The list of examiners, the list of questions, all three written answers, and the results of the evaluation should be filed with the DGS and Department Manager.

If a student fails to pass an exam, the student may retake one exam once, understanding that all the third-year requirements must still be met on time.

Sample field lists, exam questions and essays from previous exams can be found [here](#).

While a traditional, in-person conversation is always preferred, in circumstances where a face-to-face meeting is difficult, and where the committee and the student agree, an online exam is allowed.

Dissertation Proposal

After passing the preliminary examination, the exam committee effectively disbands and the candidate proceeds to the dissertation proposal stage.

The dissertation proposal must be presented to the faculty and successfully defended during the semester after the completion of the qualifying examinations. It must indicate the original scholarly contribution to the discipline of Africana Studies and will make clear the problems or issues as well as the scholarly concerns of the proposed work, the scholarly context within which it positions itself, the structure and organization of the study, and a preliminary bibliography.

The required components of the proposal include:

Title
Abstract
Introduction and Proposed Research Questions
Background and Context
Review of Relevant Literature
Methodology and Research Plan
Significance
Chapter Outlines

Sample proposals can be found [here](#).

Each graduate student is responsible for asking faculty members to serve on the dissertation committee and for designating a dissertation committee chair who may – or may not – have served on the qualifying exam committee. Co-chairs are permitted if agreed upon by the two faculty members concerned. The dissertation committee normally consists of three faculty. The chair or co-chair, who must be a member of the department's core faculty. And two others, one of whom must be either a member of the core or affiliate faculty. Candidates may request additional faculty members, even faculty from another university, when it is necessary to adequately cover the candidate's research interests. Exceptions must be approved by the DGS.

Following proposal approval, all pending candidates will present at a public colloquium in the Department. The Department files a copy of the approved proposal with a cover sheet signed by all members of the committee.

At the proposal defense – which is run by the faculty director – the committee will also briefly discuss the syllabus created in AFRI 2102.

Dissertation Defense

The dissertation defense has two parts:

The first part is a traditional defense, conducted in private, with only the committee and the graduate student in attendance. This part of the defense represents an opportunity for the student to present the dissertation at which time the committee will discuss the scholarship with the

candidate and either approve the dissertation or recommend further revisions for approval. Students should recognize that the meeting may conclude with recommendations for further revisions; in those cases, it is often (but not always) the chair that ensures the revisions are undertaken seriously. Once the committee has approved the dissertation, and after any necessary revisions are complete, the student files a copy of the dissertation with a cover sheet signed by all members of the committee with the Graduate School and the Department.

A sample cover sheet can be found [here](#).

The second part is public. After all revisions are complete and after the committee has approved, students are required to present at a public colloquium in the department. In general, this presentation includes a statement of the problem, a description of the method, a survey of the organization, a meaningful case study or example, and a summary of major lessons learned. Typically, the committee chair serves as emcee. The conclusion of this colloquium – which must include a roughly 30-minute presentation and a roughly 30-minute Q & A – marks the end of the defense. This public part of the defense marks the presentation of the work after it is technically approved by the committee, and can follow (i.e., it does not need to precede) the formal submission required by the Graduate School. It must, however, be completed before any participation in Commencement.

Dissertation Submission

The deadlines for the submission of the final copy of the dissertation – along with the precise format of that submission – are determined for the Graduate School. At this writing, May 2, 2022 is the deadline for submission. Graduate students planning on completing the degree should double-check all deadlines and requirements with the Graduate School.

[Here](#) is a link to the Graduate School dissertation requirements.

While a traditional, in-person conversation is always preferred, in circumstances where a face-to-face meeting is difficult, and where the committee and the student agree, an online defense – the first and second parts described above – is permitted. And so long as the Graduate School allows for the cover sheet to be signed electronically, the department will allow it, too.

Open M.A. and Transitional M.A.

Africana Studies does not accept applications for terminal Masters. Currently enrolled students are awarded a terminal M.A. degree only under exceptional circumstances.

THE OPEN M.A.

Students enrolled in other Departments seeking tools to analyze issues central to Africana Studies in their individual research may apply to the Open M.A. program. Students admitted to the Open M.A. must complete eight courses, including two of the core topical classes (listed

above, and not including the professionalization seminar) in the Africana Studies graduate program. At least four of the remaining courses must be with core or affiliate Africana faculty.

THE TRANSITIONAL M.A.

Students enrolled in our Ph.D. program can receive a “transitional M.A.” This degree can be conferred in the spring of their third year, after the successful completion of designated coursework (described above). The application is approved by the DGS and made to Graduate School, and students should adhere to their deadlines.

The Doctoral Certificate

The certificate in Africana Studies requires students to take four courses total: three of the core courses (e.g., 2001, 2002, 2003, and 2101), and one additional course taught by an Africana Studies faculty member. Also, students will be expected to demonstrate their learnings in their dissertation via a dedicated chapter, or otherwise significant theoretical or methodological inclusion of Africana Studies principles. If this is not possible, students will be expected to take an additional course taught by core faculty.

Funding

While the Department decides who to support, the funding actually comes from the Graduate School. Therefore, Graduate School regulations and budgeting govern the administration of this support. The Graduate School website has the most up to date information.

The Graduate School offers doctoral students six years of guaranteed financial support, including a stipend, tuition remission, a health-services fee, and a health insurance subsidy. As always, any guarantee of support is conditional upon students maintaining satisfactory academic progress in their programs.

The Graduate School allots each doctoral program a pre-set number of support units that are assigned to continuing students as teaching assistantships, proctorships, and, in consultation with the dean, dissertation fellowships. These allotments are tied to a wide complex of needs within these units, including undergraduate enrollments and the professional development of graduate students as future faculty (in the case of teaching assistantships), technical and programmatic support (proctorships), and graduate students’ research and scholarship (research assistantships and fellowships). Upon recommendations from academic programs and other units at Brown, student appointments are then processed by the Graduate School according to the original allotments and to these criteria, among others.

DEPARTMENT RESEARCH FUNDING: Graduate students may apply once in their six years for a single, one-time \$1000 award, which can be used to support their research in the form of a small seed grant.

JOB MARKET RELATED EXPENSES: Students applying for jobs/postdocs receive an additional \$1000 for job-related expenses (for instance, unreimbursed expenses accrued during campus visits, interfolio expenses, postage, proofreading, etc.; note that this does not include clothes/personal accessories).

GRADUATE STUDENT TRAVEL SUPPORT Presenting papers at professional conferences is important to graduate students' academic and professional growth. Eligible graduate students who present at academic conferences can apply to the Graduate School for up to \$650 per fiscal year to cover travel expenses. Given funding limitations, application does not guarantee support. On a case-by-case basis, the Graduate School will consider applications from sixth-year doctoral students. The Graduate Student Council offers additional funding to cover costs for students who have exceeded their eligibility for conference funding through the Graduate School and their department. All applications must be submitted online using the UFUNDS online module. Applications must be received by the Graduate School 30 days prior to travel; those submitted after 45 days will not be reimbursed. Conference travel related questions should be submitted to graduate-travel@brown.edu.

DEPARTMENT SUPPLEMENTAL FUNDING: Graduate students are welcome to apply for supplemental funding to support travel expenses for up to \$500 per fiscal year. Requests will be reviewed and approved on a case-by-case basis by the DGS. Please submit the Supplemental Funding Application including all required documentation via email to DGS and Department Manager as soon as possible. To receive this support, students must have exhausted support from the Graduate School first.

Students who wish to access these funds should email the department manager detailing their request.

TRAVEL ADVANCES AND REIMBURSEMENTS: Students may request an advance to defray out-of-pocket expenses. The travel advance cannot be submitted more than three-weeks prior to conference travel, unless the request is to purchase airfare. Students may not request a second advance until expenses from prior advances are reconciled. Students awarded funding from the graduate school and/or Department are eligible for reimbursement. Reimbursement requests must be processed by submitting the expense summary and reimbursement form as well as all required support documentation to the Department Manager within 30 calendar days of initial purchase. Please note that expenses older than 60 calendar days will incur penalties per university policy. Graduate students should clear all travel ahead of time with the Department Manager, Mariesa Fischer.

DEPARTMENT OF AFRICANA STUDIES GRADUATE STUDENT LECTURE: Each year, if the budget permits, the Department will provide money to graduate students to bring to campus a scholar of their collective choice. Graduate students are encouraged to consider emerging voices in the discipline and to consult with the DGS and other Department faculty before submitting the proposal to the Chair. The lecture will usually be scheduled for the spring.

EXCHANGE PROGRAMS: The Graduate School has negotiated the following exchange arrangements with some of Brown's peer institutions. Africana Studies graduate students may participate if the exchange permits types of coursework unavailable at Brown, and if the coursework is especially useful for the student's plan of study. A student should only engage in an exchange arrangement if it is approved by the DGS.

EXCHANGE SCHOLAR PROGRAM: After completion of one year at Brown, students are eligible to enroll for one or two semesters in the Graduate Schools of the following universities: University of California at Berkeley, University of Chicago, Columbia University, Cornell University, Harvard University, MIT, Princeton University, Stanford University, and Yale University. Students continue to pay tuition at Brown. Note that participation in this program may affect your financial support from Brown; for example, if your support is in the form of a teaching assistantship and you cannot fulfill teaching responsibilities at the other institution, you will not receive your stipend. To be eligible for this program, students are required to take all three core classes in their first year.

CROSS-REGISTRATION AT HARVARD: There is a long-standing agreement between Harvard and Brown to allow cross-registration of graduate students without paying tuition to the host institution. To do this, you must get the proper forms from the Registrar's office at each university, and signatures from the Director of each graduate program and a Dean at each Graduate School. If instead of one course you want to take an entire semester's course work at Harvard, then you need to enroll in the Exchange Scholar Program.

ADVANCED STUDENT STATUS: Students within the six-year guarantee who have completed their 24 tuition-unit requirement and plan to be away from Brown for a semester or the academic year conducting dissertation research and who choose to defer Brown stipend support, may apply for Advanced Student Status. Such students are considered full-time students, are charged tuition, health services fee, recreation fee, the graduate student activity fee, dental insurance, and must have health insurance from Brown or provide proof of comparable coverage under another plan.

TRAVELING SCHOLAR STATUS: The university defines a Traveling Scholar as a graduate student whose research (for example, on a dissertation) requires that they must be away from Brown in order to pursue studies full time. The advantages include a very modest registration fee and health insurance support. There is a time limit of one year, though it may be extended in exceptional cases.

LEAVES OF ABSENCE: Traveling Scholar status should not be confused with a Leave of Absence. A Leave of Absence assumes that the candidate is suspending their studies. If a student believes they may have to suspend studies for any reason, they should consult with the DGS as soon as possible. A Leave of Absence should only be taken for the most serious of reasons, and in consultation with the DGS. Regulations regarding such leaves, readmission, tuition consequences, and so forth are summarized on the Graduate School website.

Annual Review

The faculty meets once a year to review the progress of each enrolled student. Reviews happen at the end of the spring semester, when an email survey is sent out to all faculty who have taught or advised the student in a given year. The responses are collected, collated, and analyzed by the GSC and the student's primary advisor, along with the student's transcript and the digital CV. The advisor composes a brief formal letter, which is shared with the student before Commencement.

In preparation for this review, students must complete the Graduate School online CV for review. Interested grad students may also request a meeting with the GSC and/or their advisor to discuss their evaluation and recommendations.

Standing

A student in good standing has either an A or a B grade in all their classes, carries no incompletes beyond the start of the following semester, keeps up with the qualifying exam schedule, and is making satisfactory – as defined by their dissertation director – progress on their dissertation.

A student in good standing has completed their duties as a TA, an RA, or a Proctor to the satisfaction of their supervisor.

A student in good standing adheres to the university's student honor code, and, in keeping with the principles of that code, contributes positively and constructively to the academic learning environment of the classroom and to the co-curricular environs of Africana Studies, virtual or otherwise, including department events and department spaces.

The university's academic code is right [here](#).

Grievances

The Department of Africana Studies follows the Principles of the Brown University Community for faculty, staff and student conduct expectations and community standards. These University principles are guided by our concern for mutual respect, academic integrity, and professionalism in how we conduct ourselves in our learning, teaching and research. All students are expected to be familiar with Academic and Student Conduct Codes: Graduate Student Edition, published by the Graduate School.

In the case that you should face a grievance within the department against a faculty, student or staff member, you should: 1) communicate immediately and directly with your faculty advisor, the DGS, and/or the Department Chair; and if deemed necessary, 2) file a formal complaint in writing with the faculty advisor, the DGS, and the Chair.

While social media can be useful for the dissemination of ideas, direct communication among students, faculty and staff within the Department is the primary way to resolve grievances related

to the principles and standards of social conduct and academic values. Whenever a complaint is filed the DGS and the Chair will form a committee to review it and to mediate the conflict within the department in accordance with the procedures outlined by the Graduate School and the University Ombudsperson.

Facilities, Offices, Contacts, and Websites

FACULTY AND ADMINISTRATIVE OFFICES: The Department of Africana Studies faculty and administrative offices are located in Churchill House at 155 Angell Street.

GRADUATE STUDENT CARRELS: Graduate student work spaces are located in the Lower Level of Churchill House and are available for student use.

MAIL: Every graduate student is assigned a mailbox in the department office. Significant notices and information from the department and other university offices such as the Graduate School are sent there, so you should check your mailboxes regularly. Mailboxes are located on the 2nd floor of Churchill House.

BUILDING ACCESS: You will have access to Churchill House during our normal business hours, Graduate Students share an office space in the lower-level area of Churchill House and will be given keys to permit access to this office outside of business hours. This privilege is extended to the Department's graduate students only and keys are not to be given out or duplicated. Students interested in reserving other areas inside Churchill House for meetings, student programs, etc. should write to the Department Manager to request space.

YOUR MAILING ADDRESS

Your Name
Department of Africana Studies
Brown University
Box 1904
Providence, Rhode Island - 02912

BROWN LIBRARIES: The main library is the Rockefeller Library, 10 Prospect Street, whose holdings include Humanities and Social Sciences. The other large general use library is the Science Library, 201 Thayer Street, which includes materials on psychoanalysis and the history of science and technology among other things. If you wish, you may apply for carrel assignment in the Rockefeller Library. Ask about this at the circulation desk of the library.

RISD LIBRARY: Brown students also have borrowing privileges at the RISD Fleet Library located at 15 Westminster St. Ask about this at the Rockefeller Library, as the RISD Library requires a letter of introduction from Brown.

INTERLIBRARY LOANS: The Brown library participates in various Ivy League, area, and national library consortium arrangements. Furthermore, inter-library loan has become quite fast

and can sometimes deliver journal articles to you electronically. You should explore the library website to become more familiar with these resources.