



Clark Atlanta University

2020-2022

Doctor of Philosophy in Humanities
Student Handbook

Telephone: (404) 880-8546

E-Mail: HumanitiesProgram@cau.edu

Table of Contents

Humanities Ph.D. Program Office Contacts & Location	Page 4
Clark Atlanta University Mission Statement	Page 5
Clark Atlanta University Vision Statement	Page 5
Humanities Ph.D. Program Mission Statement	Page 5
Humanities Ph.D. Program Vision Statement	Page 5

Ph.D. in Humanities Degree Program

Goals	Page 6
Student Learning Outcomes	Page 6
Degree Requirements	Page 6-11
Plan of Study for Ph.D. in Humanities: African American Studies Concentration	Page 12-13
Plan of Study for Ph.D. in Humanities: Africana Women's Studies Concentration	Page 14-15
Plan of Study for Ph.D. in Humanities: History Concentration	Page 16-17
Plan of Study for Ph.D. in Humanities: English Concentration	Page 18-20
Humanities Ph.D. Program Curriculum	Page 21-22
Humanities Ph.D. Program Course Descriptions	Page 23

Policies and Procedures

Students' Rights & Responsibilities	Page 24
Academic Integrity	Page 25
Good Academic Standing and Satisfactory Academic Progress	Page 26
Policies, Rules, and Guidelines	Page 27
Graduate Student Appeals	Page 28

Additional Resources

Forms available in the Humanities Ph.D. Program Office (Digital forms available online and upon request)	Page 29-43
a) CAU Web Registration Form	
b) Request for University Transfer Credit Form	
c) Dissertation Committee Selection Form	
d) Progress Towards Degree Advisement Form	
e) Graduate Concentration Declaration Form	
f) Graduate Concentration Change Form	
g) Official Graduation Audit Form	
h) New Student Information Form	
i) Request to Schedule Dissertation Oral Defense Form	
j) Guidelines for Dissertation Oral Defense	
k) Rubric for a Successful Doctoral Dissertation Oral Defense	
l) Certification of Full-Time Status for Dissertation or Thesis Online Process Instructions	

Student Handbook Disclaimer

Page 44

Humanities Ph.D. Program Contact Information

Name	Position	Office Location	Telephone	Email
Rico D. Chapman, Ph.D.	Director, Humanities Ph.D. Program Interim Associate Dean, School of Arts & Sciences Associate Professor, History	Sage-Bacote Hall, Suite 204	404-880-8546	rchapman@cau.edu
Clarence P. Wilson, III	Administrative Support, Humanities Ph.D. Program	Sage-Bacote Hall, Suite 204	404-880-8546	cwilson@cau.edu

Clark Atlanta University Mission Statement

Leveraging its distinctive history, Clark Atlanta University is an urban research university that transforms the lives of students and their communities by preparing citizen leaders to be problem solvers through innovative learning programs; supportive interactions with faculty, staff, and students; exemplary scholarship; and purposeful service. Revised, approved by the Board of Trustees, June 22, 2013

Clark Atlanta University Vision Statement

Clark Atlanta University will increasingly become a dynamic 21st century research university of choice for a diverse student body with enhanced student enrollment yields, success and global marketability.

Humanities Ph.D. Program Mission Statement

The mission of the Doctor of Philosophy in Humanities Ph.D. Program is to prepare doctoral students, through an interdisciplinary program, to serve as humanistic scholars, researchers and educators with a focus on leadership and service to humanity.

Humanities Ph.D. Program Vision Statement

The vision of the Doctor of Philosophy in Humanities Ph.D. Program is to establish a program to promote interdisciplinary, innovative and research-based content delivery and learning in the field of humanities.

Doctor of Philosophy in Humanities Degree Program

Doctor of Philosophy Degree in Humanities (72 Credits)

The Ph.D. in Humanities curriculum provides two tracks: (1) Humanities with a single-subject concentration; (2) Humanities with a double-subject concentration. Both tracks permit students to select a preferred program of study that supports their individual career goals.

The program of study comprises the Interdisciplinary Humanities Core Requirements and the following Concentrations:

- African American Studies
- Africana Women's Studies
- English
- History

These subject areas may serve as a primary concentration or a secondary concentration. Other approved subject areas can serve as a secondary concentration.

To support its mission, the Doctor of Philosophy Humanities Ph.D. Program is committed to providing an academic environment that will promote the following objectives:

Goals

1. Train students who will become teachers and scholars knowledgeable in humanistic inquiry.
2. Provide opportunities for students to further develop their skills as critical thinkers and research scholars.
3. Provide opportunities for students to investigate interdisciplinary ideas in the humanities, including their exemplars.
4. Further develop students' knowledge and skills to conduct research in specific disciplines in the humanities.

Student Learning Outcomes

Students in the Doctor of Philosophy Degree in Humanities Program who have completed coursework and have fulfilled all the requirements of the program will be able to:

1. Apply methodologies of humanistic inquiry to address current societal issues.
2. Develop a rational philosophy of teaching and pedagogy to be utilized in and outside the classroom environment.
3. Analyze and interpret the cultural production of past and contemporary humanist scholars and artists and their contributions to society.
4. Engage in interdisciplinary research that addresses human concerns and their solutions.

Degree Requirements

Candidates for the **Doctor of Philosophy Degree in Humanities** will complete up to seventy-two (72) graduate credits in interdisciplinary humanities and an appropriate concentration or concentrations, including the dissertation in residence. The general requirements for the degree include:

I. Humanities Requirements: 36 Credits

Humanities Core and Pedagogy Courses: 21 Credits

- CHUM 875, Humanistic Inquiry (3)
- CHUM 876, The Person in History and Literature (3)
- CHUM 877, Literature and Popular Culture (3)
- CHUM 878, Ideas and Exemplars (3)
- CHUM 879, Interdisciplinary Seminar (Ethics & Social Philosophy) (3)
- CHUM 880, Special Topics (Contemporary Issues in Humanities) (3)
- CHUM 883, Science and the Humanities (3)

Pedagogy Component: 6 Credits

- CHUM 881, Teaching and the Humanities (3)
- CHUM 882, Internship in Teaching (3)

Humanities Electives: 3 Credits *(Select one (1) from the following)*

- CHUM 885, Digital Humanities (3)
- CHUM 886, Directed Research (3)
- CHUM 888, A Review of the Humanities (3)

Research Methodology and Design: 6 Credits

- CHUM 891, Research Methods (3)
- CHUM 892, Research Design (3)

II. Courses in the Concentration: 30 Credits**

Choose one (1) of the following for a primary concentration *or* select two (2) for a double-subject concentration (primary (24) and secondary (18)):

1. African American Studies
2. Africana Women's Studies
3. English
4. History

**Includes Concentration Dissertation Research course (3 credits).

Other subject areas that can be used for a secondary concentration include political science, public administration, or sociology.

III. Dissertation Consultation and Research: 6 Credits

Required for the completion of the **Doctor of Philosophy Degree in Humanities**. Also fulfills Dissertation Research requirements in Humanities discipline and the concentration(s). *Select **two** (2) dissertation courses in Humanities **or** one (1) in Humanities **and** one (1) in primary concentration.*

- CHUM 901, Dissertation Consultation (1-3)*
- CHUM 905, Dissertation Research (1-3)
- OR**
- CHUM 905, Dissertation Research (3)
- CXXX XXX, Concentration Dissertation Research (3)

***Students may need to take CHUM 901 Dissertation Consultation (1 credit) depending on progress toward dissertation research.**

IV. Qualifying Examination: Humanities Ph.D. Comprehensive Examination

Humanities Ph.D. Students are required to sit for a written comprehensive examination in the Humanities discipline and their selected concentration(s). These examinations must be taken upon completion of all required coursework. You **MUST** be financially enrolled, in order to sit for the examination.

A Comprehensive Examination schedule is published and posted annually each semester. Students anticipating taking the comprehensive examinations must complete the Comprehensive Examination Application and return it to the Program Office by the set deadline.

Written comprehensive examinations must be taken by each student in the program upon completion of select Humanities Ph.D. courses. The Humanities Ph.D. examinations are administered as a take-home examination administered over the course of seventy-two (72) hours, or three (3) days during the Fall & Spring semesters.

Although course work should generally provide an adequate preparation, supplementary reading in the appropriate areas is highly recommended. The examination responses should reflect a thorough knowledge of the topics with clear and concise writing. A student who fails an examination will be allowed ONE (1) opportunity to retake the examination. Failure to pass the second time will constitute grounds for academic dismissal. Students **MUST** provide an official Clark Atlanta University Excuse Form, if they miss or are unable to sit for the examination on the scheduled date.

Comprehensive Examination Description

This is a written examination, taken over the course of three (3) days or seventy-two (72) hours. Students will be provided with the examination on the Thursday evening prior to the examination start date, and students are to return the examination on Sunday evening, no later than 11:59 PM (EST) via e-mail at: HumanitiesProgram@cau.edu. Students will choose any four (4) out of the seven (7) themes, in which they would like to respond. Students must choose ONE (1) question from each of the selected sections to answer. For this examination students are expected to demonstrate their knowledge in the Humanities core curriculum, which may be utilized to analyze themes, structures, issues, and hypotheses relating to the areas of humanistic study.

The Humanities Ph.D. Comprehensive Examination addresses seven (7) themes reflecting select Humanities Ph.D. courses that include the following:

- A) Ideas & Exemplars
- B) Literature & Popular Culture
- C) Ethics & Social Philosophy
- D) Humanistic Inquiry
- E) The Person in History & Literature
- F) Teaching in the Humanities
- G) Digital Humanities

For each question, students must type eight (8) - ten (10) pages, 12 font, Times New Roman, double-spaced, one (1) inch margins.

Students work must be neat and well organized, and are required to correctly cite all sources, according to their concentration, (i.e.; Turabian or MLA). Grammar, spelling, and other mechanics will be accounted for. Once the examination is submitted, it will be submitted into TURNITIN.COM, before being evaluated by the appropriate faculty member for grading.

Concentration-Specific Comprehensive Examinations

The Humanities Ph.D. Program Office does not facilitate, nor govern the comprehensive examinations of the concentration departments. Students are to communicate with their concentration department about concentration specific comprehensive examinations.

Other General Requirements

A. Foreign Language Proficiency

Ph.D. students must demonstrate proficiency in two of the foreign languages offered by the University (French and Spanish) by passing a reading examination or taking a one-semester, noncredit course in each language. Application to take other languages may be considered if justified by the relevance to the student's research interest.

As a substitute, students may demonstrate reading proficiency in one foreign language and by passing an examination in a graduate course in computer science, statistical analysis, or another applicable research tool. (See university Graduate Handbook, Page 112)

(International students may not use their native language to satisfy the requirement) In certain cases, depending on the student's projected area of dissertation research, an alternative to the second language may be considered (such as demonstrated proficiency in quantitative methods, library research methodology, or computer skills). Students wishing to pursue this option should submit a request to the program director explaining the need and applicability of such work to the student's field of inquiry, and suggesting an appropriate University course together with a copy of the syllabus for the course.

V. The Doctoral Dissertation

The dissertation is an integral portion of the degree program. The dissertation will always conform to the standards devised by the Council of Graduate Schools in the United States with respect to the Doctor of Philosophy in Humanities Degree.

The formal research dissertation may take several acceptable forms, such as the evaluation and synthesis of academic or disciplinary knowledge, comparative studies, creative intellectual projects, or significant research in teaching problems. Such research or independent investigation should be closely related to academic subject matter and demonstrated in scholar's mastery of academic content and research skills using Primary and Secondary sources.

At this point, students will typically develop preliminary dissertation interests in consultation with interested faculty well before the formal proposal stage. Once they are eligible to submit a proposal, that is, having passed comprehensive examinations, the proposal is submitted to both the program coordinator and the appropriate Department Chair. The student is encouraged to

suggest a prospective committee of readers; however, in all cases the committee must be approved by the Chair and the Program Coordinator. The proposal is evaluated by the Humanities Program Director, the Department Chair, and the student's Dissertation committee chair. Following approval of the proposal, the student may begin writing.

Generally, all doctoral dissertations should emanate from the writer's intellectual growth and scholarly mastery of a well-defined topic. Average length of dissertation is 200-250 pages. The AUC Robert Woodruff Library holds bound copies of all dissertations. Prospective writers should examine representative samples for format, scope, and level of scholarly achievement. The following are the procedures governing the dissertation:

1. Eligible candidates (i.e., those who have satisfied all academic requirements) submit to the Humanities Program Director, Dissertation Committee Chair, Department Chair four copies of a dissertation proposal that reflects the foregoing standard.
2. The Proposal should contain the following:
 - a. Proposed topic and probable title.
 - b. Abstract, Scope, Definitions, Research Questions and Working Thesis.
 - c. Significance of Study
 - d. Research Methodology
 - e. Literature Review
 - f. Narrative Outline of chapter content.
 - g. Bibliography
3. Students may confer with faculty in the formulation of the proposal, as well as suggest the constitution of their dissertation committee. Final composition of the committee must be approved by the Program Director and the appropriate Department Chair.
4. The Program Director will confer with the appropriate Department Chair to evaluate the proposal. At least one other department faculty who is eligible to serve on the student's dissertation committee must read and evaluate the proposal.
5. Upon approval of the dissertation proposal, a dissertation committee will be appointed by the Program Director on the basis of the Department Chair's recommendations and the student's suggestions. The advisory committee will consist of at least three members: a first reader, who serves as the principal advisor or dissertation director, and a second and third reader. The first and second readers must be CAU full-time faculty with the terminal degree in the area of the student's dissertation. Some topics may require more readers.
6. The student will confer regularly with the first reader to develop the dissertation draft, submitting portions for criticism and revision as they are completed. The second and third readers will be asked to participate in evaluation of revised material on a chapter-by-chapter basis. Chapter reviews can take up to 30 days.
7. The final draft of the dissertation must be submitted to the dissertation committee at least four weeks before the dean's deadline in the semester in which the degree is to

be conferred. The Program Director, in turn, must receive the finished dissertation at least four weeks before the dean's deadline.

8. Students must register for Dissertation Consultation or Dissertation Research in each semester in which they are writing and receiving guidance, including the semester in which they graduate.
9. Dissertations should conform to the format specifications of the University Thesis and Dissertation Handbook available from the Office of Graduate Programs. Individual departments may supplement this with their own style requirements, particularly in the method of citing sources.
10. The student is required to participate in an oral defense of his/her dissertation, that will be open to the public.

VI. Graduation

For graduation requirements, it is imperative to consult the University Graduate Catalog, *Humanities Ph.D. Program Student handbook*, and the *concentration area handbook*. Without exception, deadlines must be adhered to and all requirements met. Those not meeting requirements by the noted deadlines will not be allowed to walk in the commencement ceremonies. The Humanities Ph.D. Program *Graduation Audit* takes planning and preparation. Consistently arrange appointments with your advisor to ensure that planning begins between 1-2 years before anticipated graduation. Graduation applications should be completed by the student, then submitted to the Humanities Ph.D. program office, along with the completed audit form, which will then be reviewed and approved by the program director.

**Doctor of Philosophy Degree in Humanities: African American Studies
Concentration (30 Credits)**

Student Learning Outcomes

Graduates of the **Doctor of Philosophy Degree in Humanities: African-American Studies Concentration** will:

1. Apply integrated concepts and theories of Humanities and African, African American Studies, and African diaspora cultures to construct a research based dissertation.
2. Assess historical and contemporary body of works of African Americans and people of African descent through humanistic inquiry.
3. Interpret and communicate effectively in oral and written formats the humanistic influences of African Americans and people of African descent.

Degree Requirements

In addition to the General Degree Requirements as published in the *Clark Atlanta University Graduate Catalog*, candidates pursuing an **African American Studies Concentration** are required to complete **thirty (30)** credits in the following coursework:

I. Required Courses: 30 Credits

Research Courses: 6 Credits

CAAS 501, Africa and the African Diaspora (3)
CAAS 710, Pro-Seminar in Africana Studies (3)

Concentration Courses: 18 Credits

CAAS 630, Seminar in Selected African Americans (3)
CHIS 680, History of Africa to 1800 (3) *or*
CHIS 681, History of Africa since 1800 (3)
CAAS XXX, Graduate Elective I (3)
CAAS XXX, Graduate Elective II (3)
CAAS XXX, Graduate Elective III (3)
CAAS XXX, Graduate Elective IV (3)

Cognate Courses: 6 Credits*

CXXX XXX, Cognate Course I (3)
CXXX XXX, Cognate Course II (3)

***Select two (2) graduate cognate courses in the concentration of choice (e.g. African Women's Studies, English, History, Political Science, or Sociology)**

**Plan of Study for Doctor of Philosophy Degree in Humanities: African American Studies
Concentration (72 Credits)**

Year One					
	Fall Semester	Cr		Spring Semester	Cr
CHUM 875	Humanistic Inquiry	3	CHUM 876	The Person in History and Literature	3
CHUM 877	Literature and Popular Culture	3	CHUM 878	Ideas and Exemplars	3
CAAS 501	Africa and the African Diaspora	3	CHIS 680 <i>or</i> CHIS 681	History of Africa to 1800 <i>or</i> History of Africa since 1800	3
CAAS 710	Pro-Seminar in Africana Studies	3	CXXX XXX	Cognate Course I	3
	TOTAL	12		TOTAL	12
Year Two					
	Fall Semester	Cr		Spring Semester	Cr
CHUM 879	Interdisciplinary Seminar: Ethics & Social Philosophy	3	CHUM 883	Science in the Humanities/ Consilience in Humanities	3
CHUM 891	Research Methods in Humanities	3	CHUM 892	Research Design in Humanities	3
CAAS XXX	Concentration Elective I	3	CAAS 630	Seminar in Selected African Americans	3
CXXX XXX	Cognate Course II	3	CAAS XXX	Concentration Elective II	3
	TOTAL	12		TOTAL	12
Year Three					
	Fall Semester	Cr		Spring Semester	Cr
CHUM 880	Special Topics: Contemporary Issues in Humanities	3	CHUM 882	Internship in Teaching	3
CHUM 881	Teaching and the Humanities	3	CHUM XXX	Humanities Elective	3
CAAS XXX	Concentration Elective III	3	CHUM XXX	Dissertation Research	3
CAAS XXX	Concentration Elective IV	3	CAAS XXX	Dissertation Research	3
	TOTAL	12		TOTAL	12

Doctor of Philosophy Degree in Humanities: Africana Women's Studies Concentration (30 Credits)

Student Learning Outcomes

Graduates of the **Doctor of Philosophy Degree in Humanities: Africana Women's Studies Concentration** will:

1. Apply integrated concepts and theories of Humanities, Africana Studies, and Africana historiography, and the history of African people with emphasis on women nationally and globally to construct a research-based dissertation.
2. Assess historical and contemporary body of works on the lives of all women, with special emphasis on women of color, by class, age, and geographic location through humanistic inquiry.
3. Discuss the humanistic role of women and identify issues specific to African Diaspora cultures.
4. Interpret and communicate effectively in oral and written formats the humanistic influences related to the issues, strategies and contributions of Africana women.

Degree Requirements

In addition to the General Degree Requirements as published in the *Clark Atlanta University Catalog*, candidates pursuing **Africana Women's Studies Concentration** are required to complete **thirty (30)** credits in the following coursework:

I. Required Courses: 30 Credits

Research Courses: 6 Credits

CAWS 501, Feminist Theory (3)
CAWS 503, Feminist Methodology (3)

Concentration Courses: 18 Credits

CAWS 506, Women and Development (3)
CAWS 600, Seminar in Africana Women's Studies (3)
CAWS 611, Introduction to Women's Studies (3)
CAWS XXX, Departmental Course I (3)
CAWS XXX, Departmental Course II (3)
CAWS XXX, Departmental Course III (3)

Cognate Courses: 6 Credits*

CXXX XXX, Cognate Course I (3)
CXXX XXX, Cognate Course II (3)

***Select two (2) graduate cognate courses in the concentration of choice (e.g. African American Studies, English, History, Political Science, or Sociology)**

**Plan of Study for Doctor of Philosophy Degree in Humanities: Africana Women’s Studies
Concentration (72 Credits)**

Year One					
	Fall Semester	Cr		Spring Semester	Cr
CHUM 875	Humanistic Inquiry	3	CHUM 876	The Person in History and Literature	3
CHUM 877	Literature and Popular Culture	3	CHUM 878	Ideas and Exemplars	3
CAWS 501	Feminist Theory	3	CAWS 506	Women and Development	3
CAWS 503	Feminist Methodology	3	CAWS 611	Introduction to Women’s Studies	3
	TOTAL	12		TOTAL	12
Year Two					
	Fall Semester	Cr		Spring Semester	Cr
CHUM 879	Interdisciplinary Seminar: Ethics & Social Philosophy	3	CHUM 883	Consilience in Humanities	3
CHUM 891	Research Methods in Humanities	3	CHUM 892	Research Design in Humanities	3
CAWS XXX	Departmental Course I	3	CAWS XXX	Departmental Course II	3
CXXX XXX	Cognate Course I	3	CXXX XXX	Cognate Course II	3
	TOTAL	12		TOTAL	12
Year Three					
	Fall Semester	Cr		Spring Semester	Cr
CHUM 880	Special Topics: Contemporary Issues in Humanities	3	CHUM 882	Internship in Teaching	3
CHUM 881	Teaching and the Humanities	3	CHUM XXX	Humanities Elective	3
CAWS 600	Seminar in Africana Women’s Studies	3	CHUM XXX	Dissertation Research	3
CAWS XXX	Departmental Course III	3	CAWS XXX	Dissertation Research	3
	TOTAL	12		TOTAL	12

Doctor of Philosophy Degree in Humanities: History Concentration (30 Credits)

Student Learning Outcomes

Students pursuing the **Doctor of Philosophy Degree in Humanities: History Concentration** will:

1. Assess the impact of historical and contemporary body of works and append the multiple facets of causation through humanistic inquiry.
2. Interpret and communicate effectively in oral and written formats the value of historical data based on its context, credibility, authority, and bias.
3. Discuss and critique the humanistic influence of major history scholars within historical schools.
4. Apply integrated concepts and theories of humanities and historical principles and strategies to construct a research-based dissertation.

Degree Requirements

In addition to the General Degree Requirements as published in the *Clark Atlanta University Graduate Catalog*, candidates pursuing the **Doctor of Philosophy Degree in Humanities: History Concentration**, are required to complete **thirty (30)** credits in the following coursework:

I. Required Courses: 30 Credits

Historical Methodology and Research Courses: 6 Credits

CHIS 682, Seminar in African History (3)

CHIS 895, Advanced Graduate Course in Historiography and Methodology (3)

Areas of Study in History: 24 Credits

Students may select courses from the following areas of study in history in any combination.

1. United States History

CHIS 550, U.S. Constitutional History and the Law to 1877 (3)

CHIS 551, U.S. Constitutional History and the Law since 1877 (3)

CHIS 575, Intellectual and Cultural History of the United States (3)

CHIS 576, Social and Economic History of the United States (3)

CHIS 789, United States History Post 1945 (3)

2. African-American History*

CHIS 563, The African American in the United States to 1877 (3)

CHIS 564, The African American in the United States Since 1877 (3)

CHIS 566, Contemporary African American History (3)

CHIS 602, Black Metropolis (3)

CHIS 767, The Modern Civil Rights Movement (3)

CHIS 777, The Atlantic World (3)

Students with no previous graduate level African American history courses are required to complete **three (3) credits in this area.*

3. African History

CHIS 607, Community, Family, and Oral History (3)

CHIS 680, History of Africa to 1800 (3)

CHIS 681, History of Africa since 1800 (3)

Plan of Study for Doctor of Philosophy Degree in Humanities: History Concentration (72 Credits)

Year One					
	Fall Semester	Cr		Spring Semester	Cr
CHUM 875	Humanistic Inquiry	3	CHUM 876	The Person in History and Literature	3
CHUM 877	Literature and Popular Culture	3	CHUM 878	Ideas and Exemplars	3
CHIS XXX	Area of Study in History Course I	3	CHIS XXX	Area of Study in History Course III	3
CHIS XXX	Area of Study in History Course II	3	CHIS XXX	Area of Study in History Course IV	3
	TOTAL	12		TOTAL	12
Year Two					
	Fall Semester	Cr		Spring Semester	Cr
CHUM 879	Interdisciplinary Seminar: Ethics & Social Philosophy	3	CHUM 883	Consilience in Humanities	3
CHUM 891	Research Methods in Humanities	3	CHUM 892	Research Design in Humanities	3
CHIS XXX	Area of Study in History Course V	3	CHIS XXX	Area of Study in History Course VI	3
CHIS 682	Seminar in African History	3	CHIS 895	Advanced Graduate Course in Historiography and Methodology	3
	TOTAL	12		TOTAL	12
Year Three					
	Fall Semester	Cr		Spring Semester	Cr
CHUM 880	Special Topics: Contemporary Issues in Humanities	3	CHUM 882	Internship in Teaching	3
CHUM 881	Teaching and the Humanities	3	CHUM XXX	Humanities Elective	3
CHIS XXX	Area of Study in History Course VII	3	CHUM XXX	Dissertation Research	3
CHIS XXX	Area of Study in History Course VIII	3	CHIS XXX	Dissertation Research	3
	TOTAL	12		TOTAL	12

Doctor of Philosophy Degree in Humanities: English Concentration (30 Credits)

Student Learning Outcomes

Students pursuing the **Doctor of Philosophy Degree in Humanities: English Concentration** will:

1. Analyze and effectively communicate in written and oral formats essential works of literature by American, African American, British, and other multiethnic/cultural authors.
2. Discuss and critique the influence of humanistic theories on literary or linguistic perspectives and scholarly work.
3. Apply integrated concepts and theories of humanities and English literature to construct a research-based dissertation.

Degree Requirements

In addition to the General Degree Requirements as published in the *Clark Atlanta University Graduate Catalog*, candidates pursuing the **Doctor of Philosophy Degree in Humanities: English Concentration**, are required to complete **thirty (30) credits** in the following coursework. Students must complete **twenty-four (24) credits in English** including eighteen (18) credits composed of three (3) credits **each** from the six (6) **Areas of Study in English** listed below. Additionally, students may elect any of the two graduate courses listed for the Department of English. Students who have not completed sufficient graduate study in Literary Criticism must complete CENG 560, Literary Theory and Criticism.

I. Required Courses: 30 Credits

Core Courses: 6 Credits

CENG 509, Genres of Literary Expression (3)

CENG 516, Major Authors (3)

Areas of Study in English: 18 Credits

Select at least one course from each of the following areas of study:

1. African and Caribbean Literature: 3 Credits

CENG 530, The African Novel (3)

CENG 531, African Poetry in English (3)

CENG 532, Africana Critical Traditions (3)

CENG 533, The Caribbean Novel (3)

CENG 534, Caribbean Poetry (3)

2. African American Literature: 3 Credits

CENG 520, Ideas and Forms in African-American Literature (3)

CENG 521, African-American Poetry, From Dunbar to the Present (3)

CENG 522, The African-American Novel (3)

CENG 523, Poetry of the Harlem Renaissance (3)

CENG 524, Comparative Black Literature (3)

3. American Literature: 3 Credits

CENG 510, Early American Literature (3)

CENG 511, American Poetry (3)

CENG 512, American Romantics (3)

CENG 513, American Realism and Naturalism (3)

CENG 514, The American Novel (3)

- CENG 515, Contemporary American Literature (3)
- 4. British Literature: 3 Credits**
- CENG 540, The English Novel (3)
 - CENG 541, Victorian Poetry (3)
 - CENG 542, Literature of the Romantics (3)
 - CENG 543, Drama of the Renaissance (3)
 - CENG 544, Shakespeare (3)
 - CENG 546, The Renaissance (3)
 - CENG 547, The Enlightenment (3)
 - CENG 548, Modern Drama (3)
- 5. Women's Literature: 3 Credits**
- CENG 590, Contemporary African Women's Fiction (3)
 - CENG 592, Caribbean Women Writers (3)
 - CENG 593, Ethnic American Women Writers (3)
 - CENG 594, Southern Women Writers (3)
- 6. Language and Linguistics: 3 Credits**
- CENG 580, Modern Linguistics (3)
 - CENG 581, History of the English Language (3)
 - CENG 582, African-American Dialects (3)

Elective Courses in English: 6 Credits

- CENG XXX, Graduate Elective in English (3)
- CENG XXX, Graduate Elective in English (3)

**Plan of Study for Doctor of Philosophy Degree in Humanities: English Concentration
(72 Credits)**

Year One					
	Fall Semester	Cr		Spring Semester	Cr
CHUM 875	Humanistic Inquiry	3	CHUM 876	The Person in History and Literature	3
CHUM 877	Literature and Popular Culture	3	CHUM 878	Ideas and Exemplars	3
CENG 509	Genres of Literary Expression	3	CENG XXX	Area of Study in English Course I	3
CENG 516	Major Authors	3	CENG XXX	Area of Study in English Course II	3
	TOTAL	12		TOTAL	12
Year Two					
	Fall Semester	Cr		Spring Semester	Cr
CHUM 879	Interdisciplinary Seminar: Ethics & Social Philosophy	3	CHUM 883	Consilience in Humanities	3
CHUM 891	Research Methods in Humanities	3	CHUM 892	Research Design in Humanities	3
CENG XXX	Area of Study in English Course III	3	CENG XXX	Area of Study in English Course V	3
CENG XXX	Area of Study in English Course IV	3	CENG XXX	Area of Study in English Course VI	3
	TOTAL	12		TOTAL	12
Year Three					
	Fall Semester	Cr		Spring Semester	Cr
CHUM 880	Special Topics: Contemporary Issues in Humanities	3	CHUM 882	Internship in Teaching	3
CHUM 881	Teaching and the Humanities	3	CHUM XXX	Humanities Elective	3
CENG XXX	English Elective	3	CHUM XXX	Dissertation Research	3
CENG XXX	English Elective	3	CENG XXX	Dissertation Research	3
	TOTAL	12		TOTAL	12

Humanities Ph.D. Curriculum

The Humanities Ph.D. curriculum provides two tracks:

- 1) Humanities with a single-subject concentration; 2) Humanities with a double-subject concentration.

1) Humanities Ph.D. Curriculum with a SINGLE-SUBJECT CONCENTRATION

Requirements	University Credit Hours
Humanities and Pedagogical Courses CHUM 875: Humanistic Inquiry CHUM 876: The Person in History & Literature CHUM 877: Literature & Popular Culture CHUM 878: Ideas & Their Exemplars CHUM 879: Interdisciplinary Seminar: Ethics & Social Philosophy CHUM 880: Special Topics: Contemporary Issues in Humanities CHUM 881: Teaching & The Humanities CHUM 882: The Internship in Humanities CHUM 883: Science & The Humanities Humanities Ph.D. Electives (Select one (1) course) CHUM 885: Digital Humanities CHUM 886: Directed Research CHUM 888: A Review of the Humanities	30 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours
Research Methodology and Design CHUM 891: Research Methods CHUM 892: Research Design	6 Credit Hours 3 Credit Hours 3 Credit Hours
Concentration African American Studies, Africana Women’s Studies, English, and History	30 Credit Hours (Please review graduate curriculum from area of concentration.)
Modern Languages French for Graduate Students Spanish for Graduate Students	Please Note: Two Modern Languages courses are required, however the hours are not counted towards the degree hours. As a substitute, students may demonstrate reading proficiency in one (1) Modern Language and by passing an examination in a graduate course in computer science, statistical analysis, or another applicable research tool. (See Pg. 115 in the Graduate Student Handbook.)
Comprehensive Examinations -Humanities Ph.D. Interdisciplinary Core -Concentration Comprehensive Examination	Please Note: These are required examinations, but there are no credit hours awarded, however PASS/ FAIL grade awarded.
Dissertation Research (Select two (2) Humanities Ph.D. Dissertation courses, or pick one (1) from Humanities Ph.D. and one (1) from the Primary Concentration) CHUM 901: Dissertation Consultation CHUM 905: Dissertation Research	6 Credit Hours *Please see Humanities Ph.D. Student Handbook for Dissertation formats & Defense information. 1-3 Credit Hours 1-3 Credit Hours
Humanities Ph.D. Degree	Total University Credit Hours: 72 Credit Hours

2) Humanities Ph.D. Curriculum with a **DOUBLE-SUBJECT CONCENTRATION**

Requirements	University Credit Hours
Humanities and Pedagogical Courses CHUM 875: Humanistic Inquiry CHUM 876: The Person in History & Literature CHUM 877: Literature & Popular Culture CHUM 878: Ideas & Their Exemplars CHUM 879: Interdisciplinary Seminar: Ethics & Social Philosophy CHUM 881: Teaching & The Humanities CHUM 882: The Internship in Humanities CHUM 883: Science & The Humanities	24 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours 3 Credit Hours
Research Methodology and Design CHUM 891: Research Methods CHUM 892: Research Design	6 Credit Hours 3 Credit Hours 3 Credit Hours
Primary Concentration African American Studies, Africana Women’s Studies, English, and History	24 Credit Hours (Please review graduate curriculum from area of concentration.)
Secondary Concentration (Select eighteen (18) credit hours from any of the following majors: English, History, Africana Women’s Studies, African American Studies, Political Science, Public Administration, and Sociology)	18 Credit Hours
Modern Languages French for Graduate Students Spanish for Graduate Students	Please Note: Two Modern Languages courses are required, however the hours are not counted towards the degree hours. As a substitute, students may demonstrate reading proficiency in one (1) Modern Language and by passing an examination in a graduate course in computer science, statistical analysis, or another applicable research tool. (See Pg. 115 in the Graduate Student Handbook.)
Comprehensive Examinations -Humanities Ph.D. Interdisciplinary Core -Concentration Comprehensive Examination	Please Note: These are required examinations, but there are no credit hours awarded, however PASS/ FAIL grade awarded.
Dissertation Research (Select two (2) Humanities Ph.D. Dissertation courses, or pick one (1) from Humanities Ph.D. and one (1) from the Primary Concentration) CHUM 901: Dissertation Consultation CHUM 905: Dissertation Research	6 Credit Hours *Please see Humanities Ph.D. Student Handbook for Dissertation formats & Defense information. 1-3 Credit Hours 1-3 Credit Hours
Humanities Ph.D. Degree with Double-Subject	Total University Credit Hours: 78 Credit Hours

Humanities Ph.D. Program Course Descriptions

CHUM 875	Humanistic Inquiry	3 Credits
Introduces fundamental concepts and methods of humanities studies and research generally and those which are basic to various disciplines in humanities including language, arts, literary criticism, and historiography.		
CHUM 876	The Person in History and Literature	3 Credits
Examines the concept of “person” as a reflection of the ontological, ethical, and political premises of various cultures and epochs, and how concepts of personhood are embedded in historical and literary texts.		
CHUM 877	Literature and Popular Culture	3 Credits
Addresses fundamental questions about the nature of contemporary culture by examining the structures, myths and genres of contemporary popular culture.		
CHUM 878	Ideas and Exemplars	3 Credits
Investigates the contexts and processes in which seminal ideas are created in a particular ethos, and their exemplars as well as the principles determining their transformation in subsequent epochs and in cultural diffusions.		
CHUM 879	Interdisciplinary Seminar: Ethics and Social Philosophy	3 Credits
Addresses issues such as pedagogical ethics, administrative ethics, and encourages students to make ethical choices in various scenarios, including choices that enhance social responsibility.		
CHUM 880	Special Topics: Contemporary Issues in Humanities	3 Credits
Explores contemporary issues and new disciplinary trends in the humanities.		
CHUM 881	Teaching and the Humanities	3 Credits
Examines various pedagogical theories and approaches in the humanities and explores strategies for developing teaching philosophies, course designs, and classroom management and policies.		
CHUM 882	Internship in Teaching	3 Credits
Entails practical classroom experience in applying the pedagogical principles, research, and methods studied in CHUM 881. <i>Prerequisite:</i> CHUM 881.		
CHUM 883	Science and the Humanities	3 Credits
Explores the nexus between science and the humanities and what science can offer the humanities.		
CHUM 885	Digital Humanities	3 Credits
Explores the emerging methodologies for using the electronic media in humanistic study as well as electronic publishing in humanities.		
CHUM 886	Directed Research	3 Credits
Allows students to conduct individual research or participate in study abroad research under the guidance of a faculty.		
CHUM 888	A Review of the Humanities	3 Credits
Provides a comprehensive examination of the major issues, controversies, ideas, concepts and methods of humanities.		
CHUM 891	Research Methods	3 Credits
Considers qualitative and quantitative approaches to conducting research as practiced in the humanities, including broad discussions of issues of causality, validity, reliability, and the ethics of human research. The course also emphasizes current research methods in humanities.		
CHUM 892	Research Design	3 Credits
Develops the skills necessary to design and write a research project, develop and submit grant applications, fellowship applications, and a dissertation prospectus. Additional emphasis is directed on writing as a competent researcher.		
CHUM 901	Dissertation Consultation	1-3 Credits
CHUM 905	Dissertation Research	1-3 Credits

Policies and Procedures

Students' Rights and Responsibilities Related to Financial Aid

What Students Have the Right-to-Know:

- The cost of attendance.
- The financial assistance available from federal, state, and institutional sources.
- Procedure and deadlines for submitting applications for financial aid.
- How financial aid recipients are selected.
- How financial eligibility is determined, including resources the aid office considered available to the student.
- When and how financial aid funds are disbursed.
- An explanation of each type of award the student receives.
- The refund policy for students who withdraw.
- For any federal or state student loan received: the interest rate, the total amount to be repaid, when repayment begins, the length of the repayment period, and the cancellation or deferment provisions of the loan.
- For any Federal Work-Study job: a description of the job, the hours a student is eligible to work, the rate of payment, and how and when payment is made.
- The criteria used to determine satisfactory academic progress for financial aid purposes.
- How to appeal a decision by the Office of Financial Aid concerning an award.

What Students Have a Responsibility to Do:

- Read directions thoroughly, complete all forms accurately, and comply with all deadlines.
- Submit any additional information or documents required by the Office of Financial Aid or other agency if applicable.
- Contact the Financial Aid Office if an award letter is not received within three weeks of submitting all required documents.
- Read, understand, and keep copies of any forms the student is required to sign.
- Repay any student loans that are received.
- Attend an entrance interview and exit interview if federal or state loans are received while attending Clark Atlanta University.
- Notify the Office of Financial Aid of any change in enrollment status or financial status, including any scholarships or grants received from outside sources.
- Notify the lender of any changes in your permanent address and enrollment status.
- Satisfactorily perform the work agreed upon in a federal work-study job.
- Know and comply with all requirements for continuation of financial aid, including satisfactory academic progress requirements.
- Check the status of your account each semester (On Banner Web) to verify that all eligible aid is applied to your account.
- Verify your mailing address with the University Registrar each semester.

Academic Integrity

Plagiarism

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, and is expected to be the result of their own thought, research, and self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it is a published article, chapter of a book, a paper or file from a friend, an essay cut and pasted from the internet, etc.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed the sources. If the words of someone else are used, the student must insert quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact constitutes plagiarism. The only facts one need not cite are those that are considered common knowledge, like the dates of WWII, for example.

Cheating

Cheating includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Examples include but are not limited to:

- Copying, in part or in whole, from another's test or other evaluation instrument;
- Submitting work previously presented in another course;
- Using or consulting during an examination sources or materials not authorized by the instructor;
- Altering or interfering with grading or grading instructions;
- Sitting for an examination by a surrogate, or as a surrogate;
- Any other act committed by a student in the course of his or her academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Penalties:

First offense: The student will receive a zero on the plagiarized essay or test on which he/she cheated and will not be allowed to rewrite the essay or retake the exam. The documentation of plagiarism/cheating will be kept in a confidential file in the Humanities Program Office.

Second offense: If the student plagiarizes or cheats in the same or different class or examination he or she will automatically fail the course or examination.

No distinction will be made between unintentional and intentional plagiarism/cheating. It is the student's responsibility to follow the rules for avoiding plagiarism/cheating. If the student has questions, he or she is responsible for asking the instructor for the clarification.

Good Academic Standing and Satisfactory Academic Progress

The academic records of Clark Atlanta University (CAU) students are updated after each semester of an academic year to determine academic standing. Academic standing is posted to students' academic records at the end of each semester and may be viewed by students at that time. The grade point average (GPA) is based on courses in which students receive a grade of A, B, C, D, F, and P (with course credit). Students who fail to maintain academic good standing are placed on academic warning, academic probation or academic suspension as described below. These standards apply to all graduate students, full-time and part-time.

- **Academic Warning:** Students are placed on academic warning the first time their cumulative GPA falls below 3.0. Academic warning may occur only once during a student's matriculation.
- **Academic Probation:** Students are placed on academic probation if their cumulative GPA remains below 3.0 after one semester on academic warning. Students may remove themselves from academic probation by raising their cumulative GPA to at least 3.0. For students attending summer school, a reevaluation will occur at the end of the summer. Summer school grades will be considered a part of the previous academic semester.
- **Academic Suspension:** Students on academic probation will be placed on academic suspension for failing to raise their cumulative GPA to 3.0 after two consecutive semesters on academic probation. Students suspended under this rule will be eligible to apply for readmission to the University after one semester of suspension. After the third suspension students will not be eligible for readmission.
- **Academic Good Standing:** A cumulative GPA of 3.0 is required for a graduate student to maintain academic good standing at CAU.

CAU Policy Statement:

Federal regulations require schools to have a *Satisfactory Academic Progress* (SAP) policy to ensure that all students receiving federal and state financial aid make measurable progress toward their degree. Clark Atlanta University assesses students' academic progress according to qualitative (final grades) and quantitative measures (percentage of credit hours that students successfully completed/time frame standards). Full or part-time graduate students receiving federal aid must:

- Maintain a minimum cumulative GPA of 3.0 or better
- Complete at least 67% of all cumulative attempted credits
- Complete the degree program within 150% of the published length of the program
- Verify their financial aid eligibility Graduate students required to complete and submit an academic plan are not making satisfactory academic progress towards the completion of their degree program. An academic plan must be approved and signed off by the student and his/her academic advisor. In order for the student to maintain continued federal aid eligibility, the student must follow the academic plan each semester until the student achieves SAP or until the student graduates.

Policies, Rules, and Guidelines

Humanities Ph.D. Program students, Faculty and Staff must all adhere to CAU guidelines. This is especially important regarding expectations for student academic performance. Consult the most recent versions of undergraduate, graduate, and faculty handbooks; if a question arises outside of those details, inquire with the chair in writing for clarification. Basic expectations exist on all levels: (students) professional behavior, engaged classroom participation, integrity in assignment completion, and high quality coursework; (faculty) professional behavior, clarity of instruction, consistent grading criteria, detailed evaluation returned in a timely manner; and (administration) professional behavior, consistent facilitation of departmental processes, timely response to inquiries and requests. This *Humanities Ph.D. Program Student Handbook* offers guidelines that will help students and faculty better plan for smooth progression of coursework and graduation requirements. Students must plan ahead; **turning in requests at the last minute does not obligate faculty or staff to rush work through. Department deadlines are firm, plan ahead.** In the event of any question or dispute, the catalogs and handbooks are the documents that will be consulted to find resolution. The *CAU Graduate Catalog* supersedes the *Humanities Ph.D. Program Handbook*. Basic program expectations include professional, timely, and respectful communication, use of CAU email for all correspondence by ALL parties, and high academic performance. Basic expectations also include attendance at required program functions such as advising sessions (students). If you are unable to attend a program function, please notify the appropriate person in writing. Students are expected to adhere to guidelines of attendance and professional academic behavior when interacting in class and with peers, staff, and professors outside of class.

Functions: Action Request, Appeals, Probation

Students should make appointments to meet regularly with advisors, at least once per semester. Email the Program Administrative Support for an appointment or visit the program office during posted normal business hours. For any action request made to the director by students or faculty, documentation will be required and an informational form must accompany the request. This will enable the director to gather all necessary information and to track the progress of the request. As stated in the Graduate Catalog (p. 43), all graduate grade appeals begin between student and faculty. If a graduate student has a question regarding the grade for a course or assignment, the first step is to meet with the faculty member to look at the syllabus and better understand the basis of the grade. For either grade review request (generated by student) or grade change request (generated by faculty), documentation will be required. If the inquiry is not resolved between student and faculty, students may request a grade review by the program director. The program director will not initiate a grade change; however, if a dispute arises, both student and faculty will be required to submit a completed form and documentation of grades. Only the faculty of record (not the program director or dean) can change a grade, but the program director can facilitate a review of the grading process to ensure the student is presented with details. The syllabus will be consulted to ascertain if further action is warranted. Grade review and change requests must be submitted within 30 days of the semester immediately following assignment of the grade. When preparing to meet graduation requirements (students), records such as incomplete "I" grade contracts will be required to ensure smooth progression toward completion. Both students and faculty (department file) should maintain a copy of records. Requests such as course substitutions must be requested and should be completed with the program director and/or the concentration chair.

Graduate Appeals

(see the university graduate catalog *Appeal of Academic Decisions*) Students have the right to appeal decisions (e.g., final grade appeals) regarding their academic performance or an academic requirement. Before initiating an appeal, students should attempt to resolve the issues directly with the Instructor of Record of the course at issue. The student must initiate and document contact with the Instructor of Record not later than thirty (30) calendar days from the beginning of the academic term following that in which the course at issue was completed. The student's documentation should include the date, time, and place at which the contact with the Instructor of Record occurred and a description of the content of discussion.

If the issues as discussed with the Instructor of Record cannot be resolved, students electing to appeal an academic decision must adhere to the following process and procedures:

- The student must submit a written statement of appeal along with supporting evidence (including the student's documentation regarding the date, time, and place at which the above contact with the Instructor of Record occurred and a description of the content of the content) justifying the grounds for the appeal to the Instructor of Record's department chair.

The appeal must be submitted to the program director no later than thirty (30) calendar days from the beginning of the academic term following that in which the course at issue was completed. Students not in residence should send their appeals by certified mail to the School of Arts & Sciences Dean for disposition according to the following process and procedures:

- The department chair forwards (1) the student's written statement of appeal, (2) supporting documentation, and (3) progress toward resolution of the student's issues to the School Dean and the Instructor of Record.
- The School Dean may choose to appoint a Committee of the Faculty to (1) review the student's written statement of appeal and supporting documentation, (2) secure any additional relevant information from the student, and (3) examine evidence and other information that the Instructor of Record may wish to offer to the Committee. The Chair of the Committee of the Faculty forwards a letter of recommendation to the School Dean, who sends a letter to the student, the Instructor of Record, the Department Chair, and the Chair of the Committee of the Faculty documenting the School Dean's decision. The School Dean should send a certified letter to students not in residence.

The student may appeal the decision by the School Dean to the Provost and Vice President for Academic Affairs who may elect to submit the student's appeal to the Academic Council for recommendations. The Provost and Vice President for Academic Affairs will notify the student by certified letter of his/her decision and will forward copies of the letter to the School Dean, the Chair of the Committee of the Faculty, the Department Chair, and the Instructor of Record. The decision of the Provost and Vice President for Academic Affairs is final and may not be appealed. Prior to notifying the student, the Provost and Vice President for Academic Affairs may elect to submit the student's appeal to the Academic Council for recommendations. The decision of the Provost and Vice President for Academic Affairs is final and may not be appealed.

CLARK ATLANTA UNIVERSITY

WEB REGISTRATION FORM

Registration PIN: _____

SEMESTER: _____ YEAR: _____

NAME: _____ ID# 900 _____
LAST FIRST MIDDLE

CRN	SUBJECT	COURSE	SECT.	COURSE TITLE	DAY(S)	TIME	CREDIT HRS.
TOTAL CREDIT HOURS:							

Student's Signature

Advisor's Signature



Request for University Transfer Credit (Up to 18 Credit Hours or 6 courses)

To the University Registrar:

_____ **900** _____
 (Print Full Name: Last, First, Middle) (Student I.D. #)

The student named above is currently classified as a student in the Doctorate of Philosophy in Humanities Program with a concentration in _____
 (Concentration)

This form verifies that upon conferring that the credits are in accordance with the University guidelines, the student named above, has been granted permission to transfer the following course credit hour(s):

 (Name of Institution(s) where course(s) were taken)

Year/ Term	Hour(s)	Course #	Course Title	CAU Course Equivalent	Grade Received

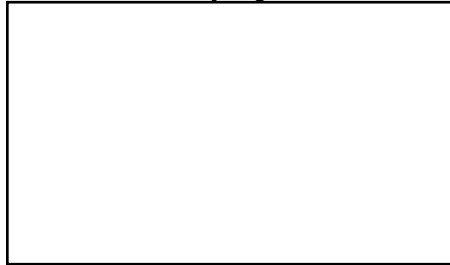
 (Student Signature & Date) (Concentration Chair Signature & Date)

 (Humanities Ph.D. Program Director)

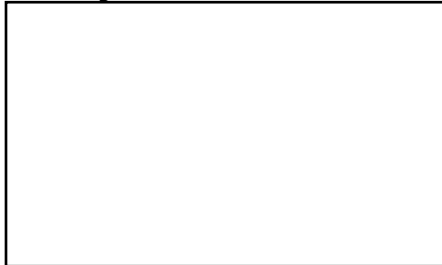
 (Signature & Date)

 (University Registrar)

 (Signature & Date Posted)



(Humanities Program Stamp)



(University Registrar Stamp)

This request should be accompanied by a copy of the transcript on which the request is based. Students may be required to supply the official catalog description or course syllabi. Once the Transfer credit(s) have been posted, please provide a signed and stamped copy to the Humanities Program Office.



Dissertation Committee Selection

_____ 900 _____
 (Print Full Name: Last, First, Middle) (Student I.D. #)

_____ (Telephone Number) _____ (Student E-Mail)

The following faculty members have agreed to serve on my dissertation committee:

Dissertation Topic:

Committee Selection: For an initial selection of the dissertation committee, please mark the "Initial" box. For an amendment to the original dissertation committee, please mark the "Amendment" box.

_____	_____	[] Initial [] Amendment
First Reader (Must be CAU Faculty) Name & Rank	(Signature & Date)	
_____	_____	[] Initial [] Amendment
Second Reader Name & Rank / Institution	(Signature & Date)	
_____	_____	[] Initial [] Amendment
Third Reader Name & Rank / Institution	(Signature & Date)	
_____	_____	[] Initial [] Amendment
*Fourth Reader Name & Rank / Institution	(Signature & Date)	

_____ / _____ / _____
 Student Signature Date

*- Denotes Optional Reader

_____	_____
(Department Chair in area of concentration)	(Signature & Date)
_____	_____
Rico D. Chapman, Ph.D.	(Signature & Date)
(Humanities Ph.D. Program Director)	

Progress Towards Degree

Name: _____ 900#: _____

Concentration(s): 1st: _____ 2nd: _____

Expected Graduation Year: _____

Please select one: Single-Subject Concentration Double-Subject Concentration

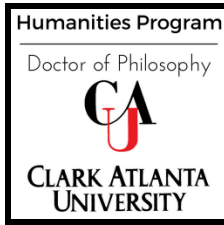
I. Core Humanities and Pedagogy Courses (Thirty [30] Semester Hours) Double-Subject Concentration (Twenty-Four [24] Semester Hours)	Semester/Year	Grade
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
II. Research Methods and Design (Six [6] Hours)		
CHUM 891: Research Methods (Substituted by CSSW 910: Research Methodology)		
CHUM 892: Research Design		
III. Foreign Language Requirement (No Credit Hours)		
IV. Concentration (Thirty [30] Hours)		
**Double-Subject Concentration:		
Primary- Twenty-Four [24] Semester Hours & Secondary- Eighteen [18] Semester Hours		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
**Secondary Concentration – Eighteen [18] Semester Hours		
11.		
12.		
13.		
14.		
15.		
16.		
VI. Humanities and Concentration Qualifying Examinations Requirement		
VII. Doctoral Dissertation (Minimum Six [6] Hours)		

Total Number of Credits Required for Ph.D. Humanities: Seventy-Two (72)

Total Number of Credits Required for Double-Subject Concentration: Seventy-Eight (78)

The original copy of this form should be kept within the Humanities Ph.D. Program Office, in the student's personal file.

*Please note: This progress form DOES NOT stand in placement of a Graduation Audit.



Graduate Concentration Declaration Form

To the University Registrar:

_____ 900 _____
(Print Full Name: Last, First, Middle) (Student I.D. #)

The student named above is currently classified as a student in the Doctorate of Philosophy in Humanities Program. This form verifies that the student has been granted permission to declare a concentration or concentration(s) in:

(Concentration)

(2nd Concentration)

_____ _____
(Student Signature) (Date)

(New Concentration Chair)

(Signature & Date)

(2nd New Concentration Chair)

(Signature & Date)

(Humanities Program Director)

(Signature & Date)

(University Registrar)

(Signature & Date Posted)



(Humanities Program Stamp)



(University Registrar Stamp)

After the concentration(s) has been posted, please provide a copy to the Program Office

*Revised 11/14/17



Graduate Concentration Change Form

To the University Registrar:

_____, 900 _____
(Print Full Name: Last, First, Middle) (Student I.D. #)

The student named above is currently classified as a student in the Doctorate of Philosophy in Humanities Program with a concentration/ and or concentrations in:

_____ & _____
(Former Concentration) (Former Secondary Concentration)

This form verifies that the student has been granted permission to change their concentration(s) to:

_____ & _____
(New Concentration) (New Secondary Concentration)

_____ (Student's Signature) _____ (Date)

(Former Concentration Chair) (Signature & Date)

(New Concentration Chair) (Signature & Date)

(Former Secondary Concentration Chair) (Signature & Date)

(New Concentration Chair) (Signature & Date)

(Humanities Ph.D. Program Director) (Signature & Date)

(University Registrar) (Signature & Date Posted)



(Humanities Ph.D. Program Stamp)



(University Registrar Stamp)

Humanities Program

Doctor of Philosophy



**CLARK ATLANTA
UNIVERSITY**

Official Graduation Audit

Candidate for Graduation: _____
(Name as to be displayed on Degree: Last, First, Middle)

Student I.D. #: 900 _____ **Ph.D. Candidate** **Doctorate of Arts in Humanities Candidates**

Concentration: _____ **2nd:** _____

Graduation Year: _____

Please select one: **Single-Subject Concentration** **Double-Subject Concentration**

I. Core Humanities and Pedagogy Courses (Thirty [30] Semester Hours) D.A.H. Course (Twenty Four [24] Semester Hours)	Semester Taken	Grade
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
II. Research Methods and Design (Six [6] Hours) (D.A.H. Not Applicable)		
CHUM 891: Research Methods (Substituted by CSSW 910: Research Methodology)		
CHUM 892: Research Design		
III. Foreign Language Requirement (No Credit Hours)		
IV. Concentration (Thirty [30] Hours); D.A.H. (Twenty Four [24] Semester Hours)		
**Double Subject Concentration:		
Primary Twenty Four [24] Semester Hours & Secondary Eighteen [18] Semester Hours		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Secondary Concentration Eighteen [18] Semester Hours		
11.		
12.		
13.		
14.		
15.		
16.		
VI. Humanities and Concentration Qualifying Examinations Requirement		
VII. Doctoral Dissertation (Minimum Six [6] Hours)		

Total Number of Coursework Credits Completed: _____
Total Number of Credits Required for Ph.D. Humanities: Seventy-Two (72)
Total Number of Credits Required for D.A.H. Candidates: Forty-Eight (48)

Having determined that the above-named student has duly completed all necessary course work requirements, comprehensive examinations, and required research and dissertation hours for the degree of:

Doctor of Philosophy (Ph.D.) in Humanities/ Doctorate of Arts (D.A.H.) in Humanities with a concentration(s) in:

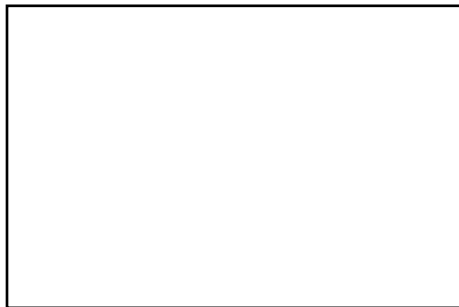
1st: _____ **2nd:** _____

This **Graduation Audit** verifies that the student has completed the Ph.D. / D.A.H. dissertation and is making or has successfully made steady progress toward the dissertation's approval, which is the final requirement for the conferment of the degree.

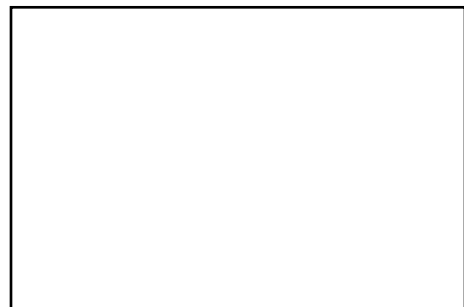
I, _____, hereby **APPROVE** the aforementioned student's application for graduation.
 (Humanities Program Director)

 (Humanities Program Director Signature & Date)

 (University Registrar Signature & Date)



(Humanities Program Stamp)



(University Registrar's Stamp)

FOR OFFICIAL USE ONLY.

The original copy of this form should be kept within the Humanities Program Office, in the student's personal file.
 A copy of this Official Audit should not be given or released to the student at any time.

Created & Revised by the Humanities Program Office: 09/19/18



New Ph.D. Student Information Form

_____ 900 _____ / _____
(Print Full Name: Last, First, Middle Initial) (Student I.D) Birthday (Month/Day)

_____ _____ _____
(Mobile Number) (Home Number) (Best time to reach you?)

(Personal E-Mail)

LOCAL (ATL) Mailing Address:

_____ _____
(Street Number) (APT/Unit/Suite Number)

(City, State, Zip code)

PERMANENT Mailing Address:

_____ _____
(Street Number) (APT/Unit/Suite Number)

(City, State, Zip code)

Concentration(s):

_____ (Concentration 1)

_____ (Concentration 2)

All Information detailed on this form will remain confidential and will not be shared unless authorized by the student.

Created & Revised by the Humanities Ph.D. Program Office: 11/10/2017

Latest Revision: 08/09/2021



REQUEST TO SCHEDULE DISSERTATION ORAL DEFENSE

This form must be approved and signed by **ALL** parties and turned in to the Humanities Ph.D. Program Office, no later than **one (1) week prior** to the requested defense date. If not, the requested date will be denied.

NOTICE: Once approved, the Dissertation Oral Defense will be posted and made public to the CAU campus community.

TO: Director of the Humanities Ph.D. Program
Assistant Dean, School of Arts & Sciences

FROM: _____ / _____ **900** _____
Student Name Signature Student 900#

Student E-mail ()
Phone Number

Requested Defense Date: ____ / ____ / ____ **Time:** _____ **AM/PM**

Tentative Defense Location (CAU Campus only): _____

Title of Dissertation:

The Candidate has met all requirements for the degree except for the dissertation.

Dissertation Committee Members:

_____ Name of Committee Chair	_____ Signature & Date
_____ Name of Second Reader	_____ Signature & Date
_____ Name of Third Reader	_____ Signature & Date
_____ Name of Fourth Reader (If applicable)	_____ Signature & Date

Action of Department Chair in area of concentration:

Approved Denied

Signature & Date

Action of Humanities Program Director:

Approved Denied

Signature & Date



Guidelines for Dissertation Oral Defense

Opening & Introductions (by Committee Chair)..... **5-10 minutes**
**Brief statement about format of Dissertation Defense*

Presentation (by Candidate)..... **20-30 minutes**

Your presentation should include, but is not limited to the following questions:

- Provide the Title and Thesis of Dissertation.
- What is the purpose of the study? What arguments and theories are central to the dissertation?
- What research methods were applied and why?
- What were the significant conclusions of the research?
- What were some of the limitations encountered during the research process?
- Discuss the primary and secondary sources used to carry out this project.
- What are the implications of this research? Can the study be expanded in the future?

Questions posed to candidate by Dissertation Committee..... **20 minutes**

Deliberation of Committee Members (Candidate & Guests will leave the room)..... **10 minutes**

Candidate returns for comments (by Committee).....**10-15 minutes**

Decision Announcement and Closing Remarks (Committee Chair)..... **5-10 minutes**

Rubric for a Successful Doctoral Dissertation Oral Defense

Category	Considerations for Ratings
Research Questions/ Introduction	Clear introduction of the problem; provides justification for the study; clarifies questions and provides a clearly articulated and defensible hypothesis
Literature Review	Identifies relevant research and literature; well-organized and timely critique
Theoretical Framework (If applicable)	Uses theory, if applicable, to generate the hypothesis or to make the problem area more clear
Research Methodology	Identifies appropriate methods and techniques; identifies any limitations, and a clear plan for analysis.
Analysis/ Results	Clearly align with hypothesis and methodology; results are presented and clearly summarized
Discussion/ Implications	Clear summary of key insights gained; clarifies how findings and hypothesis advance the field; new knowledge is discussed along with implications of findings future research
Quality of writing	Well-organized; cohesive; free of mechanical and grammatical errors
References and Citations	Appropriate use of references and in-text citations; Correct format of citations (Turabian or MLA for English)
Oral Presentation	Responses are well-poised and demonstrates knowledge of field of study; answers questions accurately, able to clarify concerns in the document; articulate with appropriate word choice; body language is confident and professional; ability to maintain eye contact and poise; responsive to feedback



Clark Atlanta University Office of the University Registrar

Certification of Full-Time Status for Dissertation or Thesis Online Process

Effective Monday, March 23, 2020

Students needing a Certification of Full-Time Status for Dissertation or Thesis may do so via email.

The process is as follows:

1. Navigate to Registrar, then click the forms section in the red box. Click on Dissertation/Thesis Certification Form.

Registrar > forms> Dissertation/Thesis Certification Form

Forms

Home / Office of the University Registrar / Forms

FORMS



(**NEW - Fillable PDF Forms - A fillable PDF is an interactive PDF document that allows users to enter answers on the form while viewing it in Adobe Acrobat or Reader.**)

- [Academic Disclosure Form](#)
- [Address Change Form](#)
- [Application for Withdrawal from University Form](#)
- [Closed Class Permission Form](#)
- [Change of Major Form](#)
- [Course Withdrawal Form](#)
- [Cross Registration Form - ARCHE](#)
- [Diploma Reorder Form](#)
- [Dissertation/Thesis Certification Form](#)
- [Enrollment Verification Instructions](#)
- [Graduation Application - Graduate](#)
- [Graduation Application - Undergraduate](#)
- [Graduate Foreign Language Reading Exam](#)
- [Transcripts Request Instructions For Students Who Attended After 2000](#)
- [Transcript Request Instructions For Students Who Attended Prior to 2000](#)
 - [E-transcripts](#) (NOTE: E-transcripts service is available to currently enrolled students and

Office of the University Registrar

ARCHE

Academic Calendar

CAU Catalogs

Dean's List

Enrollment Verification

FERPA

Final Exam Schedule

Forms

Office of the University Registrar

Panther Path Degree Works

Policy on Credit Hour Determination

Registration and Enrollment

Transcript Request Services

Dynamic Schedule

Veteran Affairs

2. Fill out the electronic form, see example below:

Clark Atlanta University Office of the University Registrar Grade Adjustment Form

Grade adjustment Form

* Required

Email address *

Your email

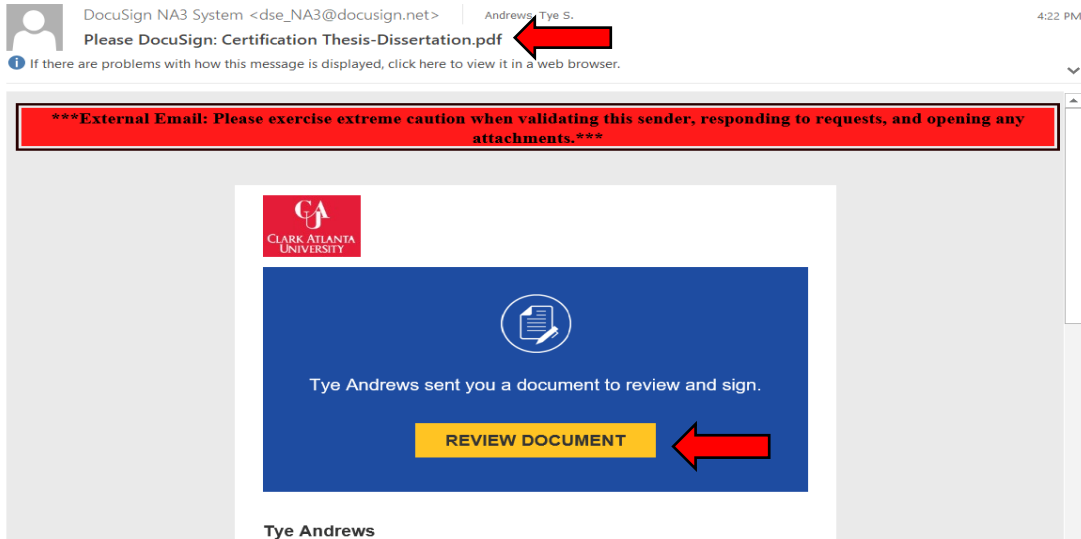
Student's Name? *

Your answer

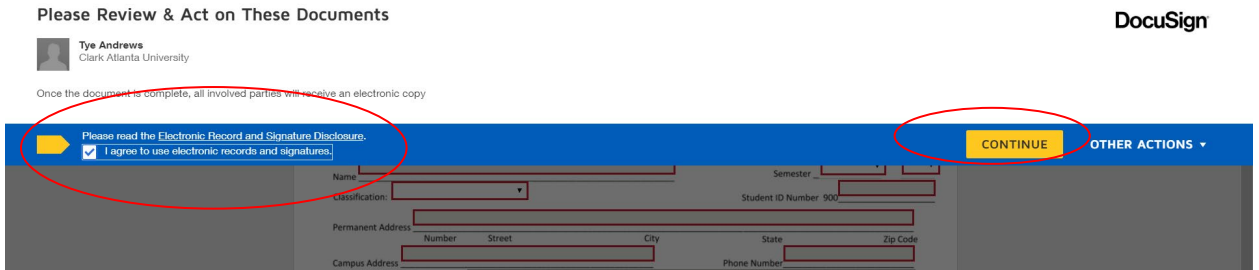
Student's 900 *

Your answer

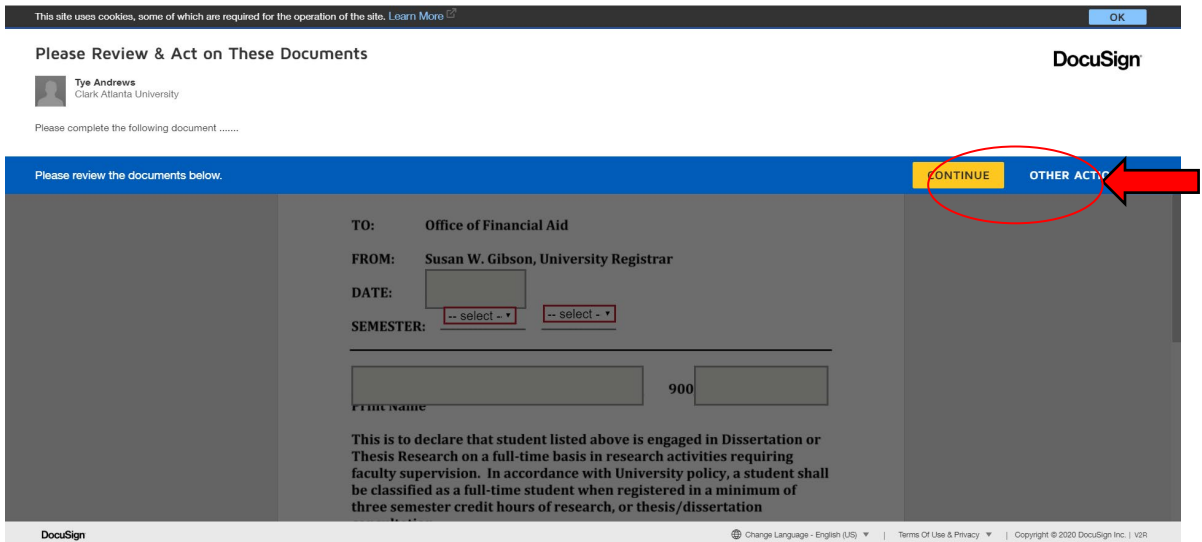
- Upon receipt of the completed form, an official Certification of Full –Time Status for Dissertation or Thesis Form will be returned to you via DocuSign.



- Click on *Review Document*, an agreement will populate across the screen for signature and verification.



- Click I agree to use electronic records and signatures, then click continue.



6. Fill out the highlighted areas indicated for you. Complete the form via DocuSign and click finish.

Please review the documents below.

DocuSign Envelope ID: 5D4C26C2-0500-481C-B2D9-112CE0456B90

GA
CLARK ATLANTA UNIVERSITY
Office of the University Registrar

Certification of Full-Time Status for Dissertation or Thesis

TO: Office of Financial Aid

FROM: Susan W. Gibson, University Registrar

DATE:

SEMESTER: -- select -- -- select --

900

PRINC NAME

This is to declare that student listed above is engaged in Dissertation or

7. A confirmation of the completed Certification of Full-Time Status for Dissertation or Thesis Form will be emailed from Mrs. Tye Andrews via DocuSign.

Disclaimer:

The Humanities Ph.D. Program Student Handbook is subject to change upon review.