# Table of Contents

**Program Description**................................................................................................................... 3  
Course of Study................................................................................................................................. 3  
Ideal PhD Timeline .......................................................................................................................... 4  
Ideal MA Timeline ........................................................................................................................... 6  
Coursework Evaluation ...................................................................................................................... 8  

**PhD Committee Composition & Comprehensive Examinations** .................................................. 10  
Committee Composition .................................................................................................................. 10  
Comprehensive Examinations ........................................................................................................ 10  

**PhD Comprehensive Examination Timeline and Dissertation Proposal Logistics:** .......................... 11  
Dissertation Prospectus & Progress ............................................................................................... 13  
Dissertation Defense & Submission ................................................................................................. 14  

**Graduating**...................................................................................................................................... 14  

**Registration** .................................................................................................................................... 15  

**Contact Information** .................................................................................................................... 16  

**Conferences and Travel Funding** ................................................................................................ 16  

**Dissertation Fellowships** ............................................................................................................ 17  

**Miscellaneous** .............................................................................................................................. 17  

**Resources** ..................................................................................................................................... 18
Program Description

The graduate program in American Studies provides rigorous yet flexible training in a range of theoretical perspectives and research methodologies building on the interdisciplinary history of our scholarly pursuit. Our program emphasizes intersectionality as a mode of scholarship, mode of teaching, and mode of being. We value creative, ethically-centered, and community-focused work. We prepare and encourage students to explore the complex, variable, and contested nature of what it means to be American. We recognize that this requires examining many kinds of evidence derived from multiple sources and genres (archival materials, oral history, literature, popular culture, music, art, food, bodily movement and adornment, landscape, architecture, belief), accessed via multiple methodologies (historical, literary, ethnographic, and digital) and analyzed via theoretical perspectives that attend to race, gender, and sexuality; aesthetics and politics; region and transnational connection.

The program prepares both those who aim to teach at the college and university levels in American Studies and related fields (including American Indian Studies, literature, history, art history, cultural studies, and folklore) and those who aim to pursue careers in museums, historical sites, archives, libraries, or publishing or to apply American Studies perspectives in other professional settings.

All American Studies Ph.D. students take three required courses that provide grounding in the history, theory, and methodologies of American Studies. Students choose additional coursework inside and outside the department in accordance with their specific interests, and each student develops three individual areas of specialization, drawing on the strengths of the department and peer departments at UNC-CH, including art, cultural studies, literary studies, intellectual history, religious studies, American Indian and Indigenous Studies, folklore, African-American Studies, and more. Students take comprehensive examinations in two areas of specialization.

Students may complete a master’s degree on their way to their doctoral degree. Students who enter with an M.A. in American Studies or a closely related field may apply to transfer up to 9 hours of approved graduate credit toward the doctoral degree. In addition to coursework, requirements for the Ph.D. include proficiency in one language other than English (or one of the other research proficiencies outlined below), written and oral qualifying examinations, a dissertation prospectus, and the dissertation.

PhD Course of Study

Our PhD program is designed to take four to five years to complete. Here’s how you get to graduation:

1. Required coursework
2. Proficiency requirement
3. Dissertation proposal
4. Comprehensive examinations
5. Dissertation prospectus
6. Dissertation

**MA Course of Study**

Our MA program in Folklore is designed to take two years to complete. Here’s how you get to graduation:

1. Required coursework
2. Preliminary research plan
3. Critical literature review
4. Thesis proposal
5. Thesis

In the Folklore MA program, core courses taught by the Folklore faculty offer students a perspective on the breadth of genres and issues addressed by our discipline. The three additional courses allow students to explore interdisciplinary connections and historical contexts for their thesis topics. These additional courses may be taught by Folklore faculty or may come from a variety of associated graduate programs, including Anthropology, Communications Studies, English and Comparative Literature, History, and Music. Students may also arrange to take courses at Duke University, including courses in the Department of Cultural Anthropology, ethnomusicology courses in the Department of Music, and courses offered by the Center for Documentary Studies at Duke University.

**Ideal PhD Timeline (Effective Fall 2020)**

| Year 1          | **Fall:** 700, two electives  
| **Spring:** 701, two electives |
|-----------------|-------------------------------|
| **Year 2**      | **Fall:** 901 for students seeking MAs,¹ two electives; three electives for students holding MAs  
| **Spring:** 902 for all PhD students², 992/993 for students seeking MAs, one or two electives |
|                 | Exam committee formed, lists made. |
|                 | AMST MA awarded to those who entered with BA (must enroll in 992/993). |
| **Summer**      | Reading for AMST and field exam |

¹ MA Design. This is taught as an independent study with your advisor. Students will also be advised to convene an MA writing group.

² PhD Research Seminar. **All students will take 902 and will meet regularly with instructors.** Students with a MA can produce a conference + academic paper for those who are interested in academic publications or a conference + public facing project (museum, digital, etc.) for those who aren’t. In this case, students entering with a BA would complete research in the Fall (901) and work on writing with others.
| Year 3 | Fall: 903,³ directed reading in subject field, elective  
AMST and field exam on the first and second Mondays of October, respectively. The rest of 903 devoted to dissertation proposal, prospectus development and dissertation design.  
Full five person committee formed.  
Prospectus defense at the end of Fall semester. ABD after prospectus defense.⁴ Students can now teach own class in years 4 or 5. |  
| Summer | Dissertation research  
Course planning if students will TF |  
| Year 4 | Fall: 994  
Spring: 994  
Students TA, TF,⁵ or are on fellowship |  
| Year 5 | Fall: 994  
Spring: 994  
Students TA, TF, or are on fellowship |  
³ Comps prep, then after comps, prospectus development.  
⁴ Language exam or proficiency attestation must be complete before reaching ABD status  
⁵ Teaching Fellows must have an approved Statement of Teaching on file before teaching their own class
# Ideal MA Timeline

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<tr>
<th>Year 1</th>
<th>Fall$^6$:</th>
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<tbody>
<tr>
<td></td>
<td>• FOLK 850: Approaches to Folklore Theory</td>
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<td>• One course taught by a member of Folklore’s core faculty</td>
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<td>• One other course</td>
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<td></td>
<td>• Periodic conversations with your preliminary advisor, other professors, and the DGS to discuss your interests, identify relevant faculty in other departments, strategize courses to take, discuss applications for summer funding, etc.</td>
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<th>Spring:</th>
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| Summer between Year 1 & Year 2 | • Conduct thesis research and draft critical literature review  |

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<tr>
<th>Year 2</th>
<th>Fall:</th>
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<td></td>
<td>• One course taught by a member of Folklore’s core faculty$^9$</td>
</tr>
<tr>
<td></td>
<td>• One other course (taken in either the fall or the spring)</td>
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<tr>
<td></td>
<td>• FOLK 993: Master’s Research and Thesis (register with the chair of your thesis committee; schedule regular meetings)</td>
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$^6$ The total coursework for the MA consists of FOLK 850, FOLK 860, 3 courses with Folklore’s core faculty, 3 other courses, and 2 semesters of FOLK 993 (Master’s Research and Thesis). You should consult regularly with your preliminary advisor or thesis committee chair to be sure that you’re on track to complete all the degree requirements. We recommend distributing courses as outlined in this chart, although you may alter this distribution with your advisor’s approval. You may take “other” courses in any department at UNC or—by applying through the Interinstitutional Program—at Duke, North Carolina Central, or North Carolina State University. To take courses elsewhere, you’ll have to both secure permission of the instructor and work with the DGS to process the paperwork. See the department policy document on our Intranet site for more information.

$^7$ Although your preliminary advisor may end up chairing your thesis committee, this is by no means required; you may choose any member of Folklore’s core faculty as your chair. Your thesis committee, in turn, must also include at least one other member of the core faculty; the third member (necessarily a PhD) could hail from any department at UNC or another university, or could be a scholar working outside the academy. If you choose a scholar from outside of UNC, you’ll need to get approval by the semester’s end from both your chair and the DGS, so that all the requisite formalities can be addressed. You may also choose to add a 4th member to your committee; usually, this is someone from the community with whom you are working.

$^8$ Your Preliminary Research Plan—which typically stretches about two pages, with an additional page of bibliography—is essentially a brief review of your thesis research, in which you state your key research question(s), outline your plans for doing the research and obtaining funding to do so, and name the members of your thesis committee.

$^9$ If you want to take this course from someone who is not a Folklore core faculty member, then you’ll need to consult with your thesis chair about your proposed alternative, and then submit a formal request (with your rationale and a statement of support from your thesis chair) to the DGS for approval.
• By mid-September, submit thesis proposal and critical literature review to your thesis chair for feedback; finalize committee members
• By end of September, submit revised thesis proposal and CLR to all committee members and schedule proposal meeting
• By mid-October—proposal meeting. (At the meeting’s successful conclusion, your thesis chair will sign the first two sections of the Master’s Comprehensive Exam Report. Please give it to the Graduate Student Services Manager to keep until your defense.) Post your approved thesis proposal on the “Folklore MA Thesis Proposal” Sakai site.

Spring:
• FOLK 993: Master’s Thesis (register with your thesis chair.)
• One other course (if you didn’t take this in the fall)
• Meet regularly with your thesis chair to discuss thesis sections/drafts
• January—register to graduate in ConnectCarolina
• By mid-February—submit a revised version of your thesis to all committee members and schedule thesis defense
• By last week of March—thesis defense (All committee members will sign last two sections of the Master’s Comprehensive Exam Report.)
• Early April—make any final revisions to your thesis and obtain your thesis chair’s approval of the final version
• Submit your thesis electronically to the Graduate School
• April—participate in a symposium with your Folklore peers, at which you’ll present your thesis to faculty, students, and guests.

10 Your Thesis Proposal should be roughly 10 pages (2500 words) of prose, plus a detailed bibliography. In it, you should:
• succinctly state your key research question and thesis statement;
• briefly outline the thesis’s central topic and core issues;
• discuss your methodology, describe the data that you’ve already collected, and identify additional research that you need to do;
• briefly situate your inquiry within the relevant factual and theoretical literature; and
• offer a substantial bibliography.

11 The Critical Literature Review is a 15-20-page bibliographic essay based on readings you are exploring for your thesis and from first year courses. See separate instructions.

12 At the proposal meeting, you should be prepared to defend your Thesis Proposal and to field questions about your Critical Literature Review. Committee members will assess whether you are prepared to undertake the proposed work and will make suggestions about additional research and/or reading that they deem crucial to the project.

13 The thesis text should be 35-50 pages long, excluding notes, bibliography, illustrations, and appendices. It should be based on original field and/or archival research and present an argument with the degree of detail and thoroughness represented in our discipline’s major scholarly journals (such as the Journal of American Folklore) or other journals suggested as models by your thesis committee chair. We welcome alternative forms of sharing your research results; these might include, for example, a film with adjoining commentary, a CD with extensive liner notes, detailed plans for an exhibition or festival, or a fully developed website. If you plan an alternative “thesis,” be sure to consult with both your thesis chair and your committee members early in the process.

14 Your thesis should follow the format specified in the Graduate School’s Thesis and Dissertation Guide.

15 The thesis defense offers you an opportunity to present and defend your argument, to discuss the thesis with the committee in the context of your broader intellectual development, and to receive instructions for revising your thesis for submission to the Graduate School.

16 Detailed instructions for this process appear in the Submission section of the Graduate School’s Thesis and Dissertation Guide.
Coursework Evaluation

- **Grades:** For graduate courses, \( H \) for work that is clearly excellent, \( P \) for work that is entirely satisfactory, \( L \) for work that is marginal but passing, and \( F \) for work that is failing. Plus and minus grades are recorded by the Department but not by the Graduate School.

- **Satisfactory Progress:** If a student earns 3 or more Ps or one \( L \) in the first year, the Graduate Studies Committee (GSC) may meet to evaluate the student’s record. Students who receive 2 incompletes in the first year will also be evaluated. The GAC and the faculty who have taught this student will meet to discuss progress and determine whether they should continue in the program. A doctoral student who receives a single grade of \( F \) or 3 \( L \) grades is ineligible to continue in the Graduate School.

- **Incompletes:** Incompletes are to be avoided when possible. Students may not take more than one Incomplete per semester. While the Graduate School policy states that students have a full calendar year to finish incomplete work, the department stipulates that faculty must come to a specific agreement with the student, setting the earliest due date possible. A grade of Incomplete can be rectified no later than two weeks before the exam period in the semester that the incomplete work is due. An Incomplete (or AB) must be removed by the deadline or the grade becomes an \( F \). Incompletes (and ABs) must be removed before the student can graduate or take a leave of absence.

Research Proficiency Certification for Doctoral Students in American Studies

The Department of American Studies requires its doctoral students to select and develop an individualized proficiency that will improve the quality and impact of their research and enhance the capacity they will wield in their professional lives. This empowers students to add value to their education by defining and pursuing an enabling skill set that can deepen the dimensions of their research, practice, and service.

Examples of useful proficiencies might include:

- the study of a relevant language other than English, including Cherokee offered in our Department;
- ethnographic field work;
- oral history interview and recording techniques;
- digital modes of coding, mapping, and visualization;
- training in the processes of public planning and policy;
- facility in survey methods and quantitative analysis;
- skills in documentary production;
- archival curation and museum programming.
Research Proficiency Requirements

The proficiency must be in addition to or extend the skillset that students bring with them at matriculation.

Certification of this proficiency is met by two requirements:

- the completion of at least one course or an equivalent process of training
- a practical demonstration of its acquisition.

The course can be a graduate or undergraduate course but it must teach the proficiency that is being sought. Only one graduate course can count for the credit requirements for completing the degree. The student may propose a coherent plan of training equivalent to the 100 hours of a three-credit course if that path is more conducive to acquiring the skill or if a course does not exist that teaches the desired proficiency.

Demonstration of the proficiency acquired must be achieved by an application of the skills learned through an outcome additional to that prepared for the course. This result might include a presentation at a conference or a public-facing project.

A student may select the study of a language that is directly relevant to their research to certify this research proficiency. The application must explain why the language is relevant, the extent of their present competency, to their research and how their plan enables them to gain proficiency. Certification can be achieved through coursework and a traditional competency exam in that language (more on that exam here), or by extending their capacity with a language with which they already have some skill through coursework or tutor training and a means of demonstrating their added capacity.

The earning of a relevant graduate certificate approved by the Graduate School (such as in Digital Humanities, Participatory Research, Survey Methodology, Geographic Information Sciences) will count for this requirement.

The Department can assist doctoral students by training advisors in the schedule and procedure for applying, attaining, and certifying this proficiency requirement and by informing students of which courses are available each semester at UNC (and Duke and NC State) that teach relevant skills. Paths to proficiency might be paved with further consultation and affiliation with such organizations as The Digital Innovation Lab, The Center for Documentary Studies, the Southern Oral History Program, Carolina Public Humanities, and the Carolina Center for Public Service.

Process for Planning and Certifying the Proficiency

Incoming doctoral students have the responsibility to work with their preliminary advisor to select a proficiency and prepare a plan for its attainment before they complete their prospectus and become candidates for the Ph.D. A written application on a Departmental form will spell out which skill set they will acquire to meet this certification, describe the extent of their present competency, explain why it is relevant to their research, and outline how their plan enables them to gain proficiency. Incoming students will submit their proposal to the Graduate Studies Committee by October 1 of their first semester. This Committee will meet to approve or suggest alterations to this proposal by November 15.
Students who are already enrolled may appeal to allow a research proficiency to replace the existing language if they are able to develop a plan of acquisition for completion and certification.

At the end of the fall of the third year, the DGS will follow up and confirm with students and their dissertation directors whether the benchmarks of attainment have been fulfilled, and if not, what plan is in place to complete the requirement.

PhD Committee Composition & Comprehensive Examinations

Committee Composition

Students should form their committees by the middle of their third year of study. One member of the committee will act as the dissertation director (student’s choice, in consultation with faculty member in question). Often, but not always, the dissertation director is also the committee chair. The committee chair is in charge of organizing exam paperwork and putting the exam itself together. The dissertation committee will be comprised of five members of the faculty (no more), of which three must hold tenure-track positions in the student’s home department. Exceptions to this rule can be made to the Director of Graduate Studies, who requests exemption from the Graduate School. If you plan to include a faculty member from another institution on your committee, please submit a copy of their CV to the GSSM. The Committee Composition Form can be found under the “Graduate Forms” tab on the Intranet.

Comprehensive Examinations

Candidates for the PhD must pass two written examinations administered by the Department: the American Studies Exam and the Subject Field Exam. Students must then pass an oral defense conducted by the student’s exam committee, constituted by three faculty members. Students should consult with members of their committee regularly as they prepare for these examinations.

The goals of the comprehensive exams in American Studies are to:

- Demonstrate mastery of major concepts, themes, and theories and show understanding of essential works in the field of American Studies and in your chosen sub-field.
- Demonstrate capacity to synthesize existing scholarship and craft arguments with it.

Comps are comprised of two open-note written exams (8 hours each) that are later defended in a single oral examination (approximately 90 minutes).

1. American Studies Exam: Drawn from readings in 700 and 701 (30 books) and cohort collaboration (15 books). Directed by the instructor of 700 or 701 unless an exception
is made.

2. Subject Field Exam: A combination of a discipline (e.g. 20th Century American History) and subdiscipline (e.g., American Indian justice movements). 45 books. Directed by the student’s advisor.

At the time of their oral exam, students must bring a record of their external (at UNC and/or outside UNC) professionalization exercises.

**PhD Comprehensive Examination Timeline and Dissertation Proposal Logistics:**

Students will undertake comprehensive exams in October of their third year. Students take two open-book, eight-hour written examinations: one in American Studies on the first Monday in October, and one in a subject area of their choosing on the second Monday in October.

**Year One**

- All doctoral students will take AMST 700 History and Practices of American Studies and AMST 701 Research Methods in American Studies during their first year. Successful completion of these courses, including a final major paper or project, will be considered to demonstrate sufficient grasp of shared core ideas and methodologies in the field of American Studies. Readings from these courses will constitute much of your American Studies exam list.

**Year Two**

- **Fall semester:** Students seeking an MA enroll in AMST 901.

- **Spring Semester:** All students enroll in AMST 902 PhD Research Seminar in which each student, in consultation with the professor teaching AMST 902 and the members of their examination committee, works on a scholarly product of their design (an essay for publication, a grant application, a conference paper and presentation, a digital project, or more) and a brief (roughly 500-word) preliminary dissertation proposal. Students seeking an MA enroll in AMST 992 or 993 with their advisor.

- **Also Spring Semester:** All students will constitute an examination committee of three members (no more than one of whom may be from outside the department). One committee member will supervise the creation of an American Studies Exam reading list. A second will supervise the creation of a Subject Field Exam list. The third reader supports the student and peer faculty as needed. All three will read both exams and join the student for the oral defense. One of these committee members is usually the student’s primary advisor.

- **Also Spring Semester:** Students confirm their intent to undertake their comprehensive examinations in the Fall with the DGS and Graduate Student Services Manager (GSSM).
Summer

- Summer between year two and year three: reading for examinations and development of preliminary dissertation proposal.

Year Three

- All students enroll in AMST 903, a directed reading in their subject field. As comprehensive exams are on the first and second Mondays of October, respectively, the rest of 903 is devoted to dissertation proposal, prospectus development and dissertation design.

- Students will undertake comprehensive exams in October of their third year. Students should schedule their oral examination with the GSSM no more than two weeks after the completion of their written exams.

- September (no later than first Friday in September): Each student submits the preliminary dissertation proposal (500 words) to the five dissertation committee members, to members of the student’s comprehensive examination committee who will not serve on the dissertation committee (if any), and to the Director of Graduate Studies and posts the proposal on the AMST PhD Dissertation Prospectus Sakai site.

- By the last Friday of September: The examination committee chair (usually the student’s advisor) requests two questions each from the two examining committee members. The scope of these questions should be calibrated to the expectation that the examination will be open book and that the student will take a period of eight hours to write the response. The chair sends the questions to the Graduate Student Services Manager.

- By October 1: The student should consult with the examination committee members in order to schedule the oral examination (within two weeks after the written examination—see timing below). This schedule should then be sent to the GSSM, copying the DGS, in order to ensure that exam paperwork can be prepared. The GSSM will then also facilitate either reserving a room or invites for a virtual meeting.

- The First Monday of October: The GSSM sends the American Studies Exam, drawn from readings in 700 and 701 (30 books) and cohort collaboration (15 books), by 8am. Directed by the instructor of 700 or 701 unless an exception is made.

- The Second Monday of October: The GSSM sends the Subject Field Exam, combination of a discipline (e.g. 20th Century American History) and subdiscipline (e.g., American Indian justice movements). 45 books. Directed by the student’s advisor.

- Each student may take the exam during any eight-hour period convenient for them during the appointed day (8 am to 8 pm) and at a place of their own choosing. The examination is open notes. The student will pick one of the two questions on each area of concentration and will spend eight hours. The eight hours includes time for outlining and short breaks. You may take an hour for lunch without counting it against your exam time.
• If you experience circumstances that prevent completion of your exam, please notify the DGS, copying the GSSM and your advisor, to petition to retake your exam. We will then schedule a new exam period and provide support as needed!

• When the students have completed their examination responses, they should email these to their committee chair, copying the GSSM, who will be responsible for distributing them to all three examination committee members.

• Within two weeks after the completion of the second written exam, the three members of the examination committee will assemble with the student for an hour-and-a-half-long oral examination involving further discussion of the written exams and the brief dissertation proposal.

• At the orals, the examination committee chair signs parts I and II of the Doctoral Exam Report form. The student is then responsible for conveying the form to the GSSM, who will keep it in the student’s file. (Parts III and IV will be signed by the full dissertation committee at the time of the dissertation defense and dissertation submission.)

**Dissertation**

Dissertations produced by students in the Department of American Studies at the University of North Carolina at Chapel Hill make original, significant contributions to clearly defined fields of research in the discipline. Dissertations will make clear, coherent arguments, will incorporate sufficient research in secondary criticism, and will demonstrate mastery of research methods. Students are expected to incorporate feedback before submitting a final draft. All students must convene their committee at least once annually after achieving ABD status, meaning students should have no fewer than two full committee meetings before their defense.

**Dissertation Prospectus & Progress**

• **Prospectus:** The dissertation prospectus is a document that describes the dissertation as planned.
  
  o **Definition and length:** The prospectus should be between eight and twelve pages long (2500 to 3500 words), and should contain both a brief abstract of the project as a whole and a longer rationale and justification for the project.
  
  o **Timing:** Prospectus must be written and defended before the end of the semester in which the student takes the comprehensive exam. If the student fails to complete the prospectus in this time frame, a meeting with the advisor and the DGS must be scheduled, and the following timeline established:
    
    o **Prospectus Meeting:** Students are responsible for organizing the date and time of the prospectus meeting; DGS can step in and help with scheduling if need be. Student must contact Graduate Student Services Manager with date and time; GSSM reserves room and prepares paperwork for the chair. All five members of the dissertation committee must be present at the Prospectus Meeting.

• **Chapter Meeting:** Students must hold a meeting with at least three members of the dissertation committee (including the director) in the semester following the prospectus meeting, with the aim of having one or more chapters to discuss. Students are responsible
for organizing the date and time of the prospectus meeting; DGS can step in and help with scheduling if need be. Students must contact Graduate Student Services Manager with date and time; GSSM reserves room and prepares paperwork for the chair.

- **Full Committee Meeting:** Students must constitute a full committee meeting at least annually for every academic year after successful defense of their prospectus.

**Dissertation Defense & Submission**

- **Dissertation Defense:** The final oral is in a strict sense a defense of the dissertation, and it should be approached as such; the students should be ready to explain and justify the argument, and to state with clarity its original contribution to the discipline. The student may be called on to discuss methodology, plans for revision, and trends in the field.
  
  - **Scheduling the Defense:** Students are responsible for organizing the date and time of the defense; DGS can step in and help with scheduling if need be. Student must contact Graduate Student Services Manager with date and time; GSSM reserves room and prepares paperwork for the chair.
  
  - **Required Revisions:** At the time of the defense but no later, the committee may require revisions to the dissertation. The dissertation advisor will be responsible for ensuring that the required revisions have been made.
  
  - **Dissertation Submission:** The dissertation must conform to the format outlined in the Thesis and Dissertation Guide at the Graduate School: [Thesis and Dissertation Guide](https://gradschool.unc.edu/current.html). The student files the final dissertation with the Graduate School, here: [https://gradschool.unc.edu/current.html](https://gradschool.unc.edu/current.html). Student is responsible for finding out filing date; Graduate Student Services Manager can help.
  
  - **Dissertation Abstract:** Students are expected to include with their dissertations an abstract of no more than 350 words. University Microfilms International publishes *Dissertation Abstracts International*, which includes a copy of every UNC doctoral student's dissertation abstract. University Microfilms International will not publish doctoral abstracts that exceed 350 words.

**Graduating**

- **Apply to Graduate:** Students must “Apply to Graduate” with the Graduate School via ConnectCarolina in the semester during which the student intends to defend the dissertation: [https://gradschool.unc.edu/current.html](https://gradschool.unc.edu/current.html)

- **Graduation Deadlines:** Be sure to check with the Graduate School for all deadlines related to graduation: [https://gradschool.unc.edu/academics/resources/graddeadlines.html](https://gradschool.unc.edu/academics/resources/graddeadlines.html)
Registration

• **UNC Registrar**: Please see the registrar’s web site for instructions on how to register and pertinent deadlines: https://registrar.unc.edu/guide/registration-tasks/

• **Registration and Fellowships**: Students must be registered full-time to hold a University Fellowship. This includes Teaching Fellowships, Research Assistantships, Non-Service Awards, etc.

• **Full-time Registration**: Students who are teaching and enrolled in fewer than three courses are considered under-enrolled by the Graduate School, and this comes with heavy financial penalties.
  
  o Full-time registration can also be achieved by registering for nine or more hours (three classes) OR registering for three hours of 992/993/994 (with or without credit hours for other courses).
  
  o When students do not register for courses during any given semester, they must apply for readmission.

• **Auditing**: Auditing of courses is permitted but discouraged. Student must have permission from the instructor to audit.

• **Registering for Dissertations/ Directed Readings**:
  
  o Dissertation Hours = AMST 994  Directed Readings = AMST 895
  
  o You need only register for 3 credits in these classes. You may register for dissertation hours for multiple semesters. You may register for dissertation hours even before you are writing your dissertation if you are in need of more hours to attain full-time status.
  
  o **It is important to register under the appropriate instructor’s section number when registering for any of these classes. Please contact the Graduate Student Service Manager if you do not see your advisor or instructor assigned to a section.**

• **Dropping Classes**: Students who are receiving tuition remission (payment for out-of-state tuition) are responsible for dropping any unwanted classes by the last day to drop a course for financial credit. This is usually two weeks after the first day of classes. If you drop a course during this time, you must inform the Graduate Student Services Manager. See the Registrar’s calendar to find the deadline for each semester.
  
  https://registrar.unc.edu/academic-calendar/: Students who drop after this date are responsible for paying for the dropped classes.
• **Inter-Institutional Registration:** Students registered for at least three credit hours on this campus may take graduate courses at North Carolina State University, UNC-Charlotte, UNC-Greensboro, North Carolina Central University, and Duke University. Students must fill out the Inter-Institutional Approval Form and have it approved by the DGS. Tuition will be calculated as if the registration were for a course offered at UNC.

• **Residence Credit:** A minimum residence credit of four full semesters, which must be spent in continuous registration on this campus, is required of all PhD students. Two of these semesters must comprise contiguous registration of at least six hours each; the remaining two may be earned over a longer period of time and during noncontiguous semesters, if so desired. All must be earned through UNC-CH registration—transfer credits cannot be applied. Residence credit earned on work for a master’s degree at UNC-CH is applicable as residence credit for a doctoral degree. The residence credit requirement should be completed before the doctoral written examinations and oral exam defense are taken.

**Contact Information**

• It is the responsibility of every graduate student to have a current address and phone number listed in ConnectCarolina.

• It is the responsibility of every graduate student to thoroughly read and respond to emails.

• All Graduate Students are assigned mailboxes in the mailroom located in the Bain Staff room (GL 219). Students are encouraged to check their boxes at least once a week.

**Conferences and Travel Funding**

• **Conferences:** For students entering the program with a B.A., it is reasonable to begin attending conferences after one’s exams. For those entering with an M.A., it is reasonable to begin attending conferences starting in your second year. While graduate conferences are enjoyable, they do relatively little for your CV. The department thus recommends that students try to attend regular conferences instead. Talk to your advisor or other mentors about how to apply for a spot at a conference.

• **Travel Funding:** Students may apply for travel funding to a conference at which they are presenting once in their tenure as a student with the department. Applications can be found under the “Graduate Forms” tab on the Intranet. There are travel grants available from the Graduate and Professional Student Federation and other campus centers.
Dissertation Fellowships

- **Graduate School Fellowships:** The Graduate School offers a limited number of dissertation fellowships that release students from teaching to concentrate on writing the dissertation. The DGS will invite students to apply for these in fall and spring terms. For more information on the Graduate School Dissertation Fellowships, see [https://gradschool.unc.edu/funding/gradschool/fellowshipsandgrants.html](https://gradschool.unc.edu/funding/gradschool/fellowshipsandgrants.html)

Miscellaneous

- **Residency:** If you are an out-of-state student, we ask that you apply for residency for tuition purposes once you are eligible. This significantly reduces the cost of your tuition, and allows us to support more students in our program. More information can be found on the Graduate School website.

- **Leave of Absence:** A graduate student may request a leave of absence from graduate study for up to one year. During an official LOA, the student does not plan to make academic progress. Students should consult with the DGS about their intention to take a leave; DGS and GSSM will assist in submitting the proper forms to the Graduate School for Approval. Students should check the Graduate School website for associated restrictions.

- **Study Carrels:** Graduate students are eligible for study carrels located in the book stacks of Davis Library. Students may obtain applications for carrels at the Circulation Desk of Davis. These applications should be signed by the advisor or the Director of Graduate Studies.
**RESOURCES**

**Food Resources**
- Food Not Bombs – North Carolina branches in most major metropolitan area [https://foodnotbombs.net/new_site/map/northcarolina.html](https://foodnotbombs.net/new_site/map/northcarolina.html)
- Food Bank of Central & Eastern North Carolina – service in Raleigh, Durham, New Bern, Greenville, Wilmington, and NC sandhills
  - [https://foodbankcenc.org/](https://foodbankcenc.org/)
- Index of food banks in North Carolina
  - [https://www.foodpantries.org/st/north_carolina](https://www.foodpantries.org/st/north_carolina)

**Crisis/Disaster Relief Resources**
- Day One Disaster Relief – collaboration-based rapid disaster response
  - [https://dayonedisasterrelief.org/](https://dayonedisasterrelief.org/)
- Join the Google Group here: [https://groups.google.com/d/forum/unc-ch-crisis-relief](https://groups.google.com/d/forum/unc-ch-crisis-relief)
  - Email unccrisisrelief@gmail.com
- Carolina Student Impact Fund – institutional relief fund for students affected by COVID-19 (press release)
- UNC Student Emergency Fund
  - [https://odos.unc.edu/student-support/student-emergency-fund](https://odos.unc.edu/student-support/student-emergency-fund)
- Durham Artist Relief Fund – mutual aid fund for Durham artists and art presenters affected by cancellation of events due to COVID-19
  - [https://www.northstardurham.com/artistrelief](https://www.northstardurham.com/artistrelief)
- NC Artist Relief Fund – statewide mutual aid fund for artists and art presenters affected by cancellation of events due to COVID-19
  - [https://vaeraleigh.org/artist-relief-fund](https://vaeraleigh.org/artist-relief-fund)
- The Stay Project (w/ Kentucky Student Environmental Coalition)
  - [https://www.thestayproject.net/mutual-aid.html](https://www.thestayproject.net/mutual-aid.html)
- Steady Collective – community health and harm reduction organization
  - [https://thesteadycollective.org/](https://thesteadycollective.org/)
- **Spreadsheet** with additional regional resources.

**Free books and Digitized Archival Materials and Films**
- Internet Archive [https://archive.org/](https://archive.org/)
- Project Gutenberg [https://www.gutenberg.org/](https://www.gutenberg.org/)
- Chronicling America [https://chroniclingamerica.loc.gov/](https://chroniclingamerica.loc.gov/)
- North Carolina Collection (Wilson Library) [https://library.unc.edu/wilson/ncc](https://library.unc.edu/wilson/ncc)
- Library of Congress Digital Collections [https://www.loc.gov/collections/](https://www.loc.gov/collections/)
- Smithsonian Digital Collections [https://library.si.edu/collections](https://library.si.edu/collections)
- Smithsonian Open Access [https://www.si.edu/openaccess](https://www.si.edu/openaccess)
- The U.S. National Archives and Records

- Folkstreams [https://www.folkstreams.net/films.php](https://www.folkstreams.net/films.php) and other streaming films/videos (UNC LibGuide) [https://guides.lib.unc.edu/streaming/stream](https://guides.lib.unc.edu/streaming/stream)

- Fair Use, Free Speech & Intellectual Property guides (Center for Media & Social Impact) [https://cmsimpact.org/program/fair-use/](https://cmsimpact.org/program/fair-use/)