African Studies — M.A. Program

Core Requirements

☐ Language Requirement (6 courses or demonstrated Intermediate-High language proficiency)

__________________________________________________________________________________________

(Indicate how language requirement has been fulfilled in the space above. A Language Petition has to be filed with the Grad Division for official records.)

**Courses used to meet the language requirements do not apply toward the total course requirements.

☐ Required African Studies Course

African Studies 201

Area of Concentration (5 courses)

These courses can be taken from the same department, (i.e., history, poli sci). (Identify concentration)

Students planning to use courses from more than one department to fulfill the five-course concentration requirement should have the MAAS Chair approve those courses as appropriate to the concentration.

☐ Graduate Level Courses (200+) (at least 3 courses at the graduate level)

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☐ Graduate Level or Undergrad Upper Division Courses (100+)

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Elective Courses on Africa outside of concentration (3 courses)

These courses must be chosen from departments outside of the student’s area of concentration.

☐ Graduate Level Courses (200+) (at least 2 courses at the graduate level required)

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Revised on 9/12/08
Graduate School Checklist
M.A. students must complete the following items. Also refer to “Standards and Procedures for Graduate Study at UCLA” http://www.gdnet.ucla.edu/gasaa/library/spintro.htm.

☐ Residency Petition (US Citizens and Permanent Residents only)
If an M.A. student is not currently a California resident and is planning on attending UCLA for more than one year, he/she may be able to qualify for California residency tuition for his/her second year. The residency petition is available at http://www.registrar.ucla.edu/forms/. Please read the qualifications, instructions and deadlines carefully!

☐ Language Requirement
The requirement can be fulfilled in the following ways. All students, regardless of how they fulfill the requirement, need an approved petition from the Chair. A copy of the petition must be given to Student Affairs Officer (SAO). The original goes to the Graduate Division, Murphy Hall 1255.

___1) Language course at UCLA (Two years of an African language at UCLA)
___2) Language proficiency exam (Coordinated with the Chair and SAO)

☐ Advancement to Candidacy
Advancement to candidacy forms must be filed no later than the second week of the quarter in which the student expects the award of the degree. Advancement to candidacy may not occur until the foreign language requirement has been satisfied. Students should have formed an approved thesis committee prior to filing the ATC petition. Forms are available from the student affairs officer in Bunche 10373. The program’s Chair must sign the form. A copy must be returned to student affairs officer and the original goes to the Graduate Division, Murphy Hall 1255.

☐ Master’s Thesis
M.A. students must complete the following steps. Please see “Policies and Procedures for Thesis and Dissertation Preparation and Filing” http://www.gdnet.ucla.edu/gasaa/library/thesisintro.htm. There are orientation meetings on manuscript preparation and filing procedures conducted by the Graduate Division. These orientations are normally held the third week of classes each regular academic term. There are official dates in the university calendar for submitting final thesis drafts to committees and for filing theses in order to get the degree that quarter.

___1) File Master’s Thesis Committee Form
   Before advancing to candidacy, you must nominate a Thesis Committee (comprised of three faculty members). Forms are available online at http://www.gdnet.ucla.edu/gasaa/library/nominintro.htm.
   ___a) Complete the PDF form from this website.
   ___b) The Program’s Chair must sign the form.
   ___c) Give a copy of the form to the student affairs advisor.
   ___d) Turn in the Master's Thesis Committee form to the Graduate Division in Murphy Hall 1255.

If for any reason your Committee’s membership is revised, you must complete the “Recommendation for Reconstitution of Master’s Thesis Committee” form, available online at http://www.gdnet.ucla.edu/gasaa/library/reconstintro.htm. Once the form is completed it must be signed by your academic advisor, a copy must be given to the SAO and the original turned into the Graduate Division.

___2) File Thesis

___3) Inform the SAO and IDP Chair that the thesis has been filed.

☐ Comprehensive Examination
Students may choose to select the comprehensive examination plan in lieu of the thesis. This decision should be made in consultation with the departmental Chair. The examination committee must comprise of three members approved by the departmental Chair. The deadline for taking the exam is ten days before the degree date of the term in which you will complete the degree.

Failure to complete any of the above items, as stipulated may result in postponement of expected degree date.

Revised on 9/12/08
Other Important Resources

**URSA (University Records System Access)**—http://www.ursa.ucla.edu

University Records System Access (URSA) gives UCLA students real-time access to their University academic records. URSA is accessed by logging on to http://www.ursa.ucla.edu and access is based on a nine-digit UCLA student I.D. and a four-digit security code that is assigned when you are admitted. For most students, URSA provides the easiest way to enroll in classes and to gain real-time access to academic, financial, and personal records. **Students must be enrolled by the end of the second week of classes.**

**UCLA Catalog**—http://www.registrar.ucla.edu/catalog

The UCLA catalog may be purchased at the UCLA store or viewed on-line. The **Schedule of Classes** is available on-line at http://www.registrar.ucla.edu/schedule.

**UCLA Library**—http://www.library.ucla.edu

Students can go to this site to access all of the UCLA libraries and their offerings such as ORION 2, which is a catalog of all holdings at UCLA, article databases, and on-line journals.

**UCLA Bruin Online**— http://www.bol.ucla.edu/

Bruin OnLine (BOL) is a collection of services that provide UCLA students, faculty, and staff with remote dialup and on-campus access to the campus backbone network and the Internet. In order to use Bruin OnLine services, you must have a BOL account which can be established at http://www.bol.ucla.edu/services/accounts/

The collection of services offered by BOL include:

- Dial-up Internet access within the 310 area code
- Email accounts
- Web page space
- Listserv mailing list service
- UCLA Usenet News Service
- Proxy Server
- Software for the above mentioned services