

**Department of  
Gender and Women's Studies**

**Graduate Programs**

**HANDBOOK**

**2016-2017  
REVISED**

**The University of Arizona**

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## Welcome to Gender and Women's Studies!

The Gender and Women's Studies (GWS) Graduate program is designed to help you develop your knowledge of Gender and Women's Studies as a field as well as your own research, speaking, writing, critical thinking and reflection skills, and support you in creating new knowledge in your area of interest through an innovative Master's Paper or Dissertation. The following information is meant to help you proceed through the requirements and procedures of the program in a timely fashion.

### Responsibilities

**You** are ultimately responsible for knowing and fulfilling the program and university requirements and deadlines. You should meet regularly with the Academic Program Coordinator, who is an expert on these requirements and the procedures for fulfilling them; and likewise, you should meet regularly with the Director of Graduate Studies, who can help you to understand departmental expectations.

The Department, your teachers and advisors, the Graduate College, your students and many others will communicate regularly with you through your UA email account. Please check your email at least once per day and reply within 24 hours to any messages requiring a response. (If you will be unable to respond due to extenuating circumstances such as travel, you should set up an automatic reply explaining when the sender can expect a reply.)

In addition to the information provided in this Handbook (aka "the blue book"), information about deadlines and necessary forms is available on the Graduate Forms and Policies web page: <http://grad.arizona.edu/academics/degree-certification/gradpath>. Other important dates are identified in the University Master Calendar: <http://www.arizona.edu/calendars-events>.

**Participate!** You are not undertaking a graduate program simply to jump through bureaucratic hoops. Our university offers ample opportunity to meet scholars from all over the world, to engage in intellectual conversation beyond the classroom and to serve on committees that shape the department, college, and university. Gender and Women's Studies sponsors speakers and conferences through the departmental colloquium and other venues for the benefit of our students, faculty and the broader university. We expect that you will take advantage of these opportunities.

## Advising and Mentoring

### *Your First Advisor*

During the summer before the first year, the Director of Graduate Studies (DGS) assigns incoming graduate students a provisional faculty advisor (from core faculty) based upon faculty availability. It should be noted that this is a provisional relationship: the person initially assigned may or may not correlate with student interests. This advisor is meant to assist with basic orientation to GWS and the UA and to help with the selection of first semester courses. Incoming students are encouraged to contact their advisor before the semester starts and then to meet with their advisor in person during orientation week and again monthly in the first semester of their program. Students may select a different advisor as early as October 15 of your first semester. If you wish to select a different advisor, it is up to **you, the student**, to consult with the alternate faculty member to make sure that they are willing and available. If you change advisors, you **MUST** notify the DGS.

### *Advising Beyond the First Year*

Your first year advisor may or may not be the person you will select to serve as chair of your Master's Paper Committee (for Ph.D. students adding an M.A. degree, or M.A./J.D. students), and your Comprehensive Examination Committee, or your Dissertation Committee. You may have different chairs for each of these committees or keep the same person.

NB: If you are pursuing an MA, you should select your MA Paper committee chair no later than August of the academic year in which you intend to submit the paper.

As you advance through the program and clarify the focus of your scholarship, you should select a committee chair and other committee members with appropriate expertise. Once selected, that chair will serve as your primary advisor. You are urged to consult with faculty members to determine their availability as advisors as early as possible. It should be noted that due to faculty workloads and the inevitable unevenness of student interest in any given year, a particular faculty member may deny a request to take on the role of advisor.

After the first semester, frequency of meetings with your advisor may vary based on your status in the program, such as needing to meet weekly or bi-weekly during final preparations for qualifying, comprehensive examinations or the dissertation defense preparation, but only once a semester during coursework or dissertation writing. You are responsible for initiating these meetings. Don't be shy; faculty members understand that it is a core part of their job to advise you. *Even faculty on leave are expected to maintain regular correspondence with their advisees.*

During your years in coursework, your advisor will help you select courses, see you through a plan of study and help you to interpret the program requirements. Your advisor should also be available to offer guidance about any academic or professional issues that might arise. Your advisor is responsible for working with you on your preparation and submission of the Annual Review of Graduate Student Progress, to which they attach their own assessment of your progress.

The Department uses the term "mentor" to describe those who offer guidance and support to graduate students in a less formal way than an advisor. We strongly encourage you to develop mentoring relationships with faculty from the GWS Core, affiliated faculty, and other graduate students. For instance, you may wish to retain your initial advisor as a mentor, even once you have selected someone else to chair your exams and dissertation.

## I. Ph.D. PROGRAM REQUIREMENTS

PhD requirements include **64 units** of coursework (including a minor of 9 units and 18 dissertation units); successful completion of the Qualifying Process; passing the Comprehensive Exam; approval of a dissertation proposal; completion and defense of the dissertation. Please also note that students must maintain continuous enrollment, as detailed in the Doctoral Continuous Enrollment Policy (see page 25-27). And all students are required to submit an Annual Report as detailed in the Annual Review of Graduate Student Progress (page 17).

### Courses and Units:

The equivalent of at least six semesters of full-time graduate study is required for the Ph.D. A minimum of 36 units of coursework in the area of the major subject, 9 units in the minor subject, and 18 units of dissertation must be completed. Most students will take more than the minimum number of units for a given degree.

All required units of credit counted toward the degree must be taken for graduate credit, including any courses transferred from another institution. At least 22 units (i.e. half the required coursework) on the Doctoral Plan of Study must be in courses in which regular grades (A, B, C) have been earned. Courses with grade D cannot be counted toward a graduate degree. A minimum of 12 units of regular grades taken at the University of Arizona are required to establish the Grade Point Average (GPA).

Non-credit based requirements such as comprehensive exams, dissertations or thesis requirements, research requirements, and professionalization requirements may not be transferred from another institution.

### **12 Units GWS Required Classes:**

GWS 539A Feminist Theories I (3 units) should be taken Semester I

GWS 539B Feminist Theories II (3 units) should be taken Semester II

GWS 639 History/Social Movements (3 units) should be taken at first opportunity

Critical Race/Ethnic Studies course\* (3 units) may be completed any semester

\*see Descriptions of GWS Required Classes for details.

### **24 Elective Units in Major Field**

These may be classes in and outside of the department. They should be selected in consultation with the student's advisor.

Students may repeat GWS539A and GWS539B one time each for credit that is applicable to a GWS PhD major, PhD minor, MA, or Concentration, on the condition that the syllabus for the course is substantially different from the earlier offering. Course eligibility will be determined by the Director of Graduate Studies or, if a conflict of interest, the Department Head. Repeat enrollment will be treated as a normal GWS elective course. Repeat enrollment will have no bearing on PhD Qualifying procedures tied to these courses.

Students may fulfill up to 10 units by enrolling in the Certificate in College Teaching. For more information see: <http://oia.arizona.edu/project/certificate-college-teaching-program>.

**9 Units (minimum) in Minor Field**

The student may fulfill the Minor requirement in two ways.

- Undertake a formalized Minor in another department (e.g. History or Anthropology). Some departments require as many as 15 units for their minors. Consult with the minor department's graduate advisor for clarification of their requirements.
- Create an individualized minor composed of a coherent set of courses in an area or field (e.g. social theory or Chicana/Latina studies) in consultation with your GWS faculty advisor and the GWS Director of Graduate Studies.

It is the student's responsibility to keep track of their minor requirements. The student may choose two supporting minor subjects, in which case each minor must have at least six units of coursework. Although the minor subject or subjects will usually be taken outside the major department, minors within the major department may be permitted with the approval of the department.

**18 Dissertation Units****TOTAL MINIMUM UNITS: 63****Expected Enrollment:**

Timely progress through the program is based on the assumption that students will ordinarily take 9 units per term during their coursework up to and including preparation of their dissertation proposal. After core and minor course completion, students may use internship, independent study, and preceptorship courses to provide specialized training and time for study as needed, within program limits for each category. Minimum enrollment for assistantships is 6 units, which also corresponds to minimum full-time enrollment for financial aid and loan deferments. Once a student is ABD, they should enroll in 9 units per semester for the first two semesters of their dissertation writing, and then should they need to continue with dissertation units, the minimum for continuous enrollment is 1 unit per semester, unless they have an assistantship which requires 6 units.

## **Descriptions of GWS Required Courses (13 Units)**

### GWS 539A Feminist Theories I (3 units)

This course is Part 1 of a two-semester survey of feminist theories. The course covers major issues, debates and texts of feminist theory and situates feminist theory in relation to a variety of intellectual and political movements including liberalism, Marx and Marxisms, structuralism and poststructuralism, critical race studies and postcolonial theory. The course is a discussion format and requires active participation of all students.

### GWS 539B Feminist Theories II (3 units)

This course is Part 2 of a two-semester survey of feminist theories. The course covers major issues, debates and texts of feminist theory and situates feminist theory in relation to a variety of intellectual and political movements including psychoanalysis, Foucault, cultural studies, transnationalism, queer and trans theories. The course is a discussion format and requires active participation of all students.

### GWS 639 Feminist and Related Social Movements (3 units) Offered biennially.

In the United States in the nineteenth century, feminism emerged out of the abolition movement in Protestant churches, and subsequently was joined to a decidedly secular labor movement. Why do we think of feminism primarily as a non-religious social movement? How accurate is our perception that it was principally an autonomous movement, distinct from racial and economic justice movements? Why do we talk about “waves” of feminism, and what are the strengths and weaknesses of that model? How does that chronology change if we attend to feminist movements outside the United States? What role does feminism continue to play around the world today? This course will explore feminist and related social movements from the nineteenth century to the present, highlighting the interrelationship of feminist movements inside and outside the United States.

### Critical Race and Ethnic Studies (3 units)

In consultation with your advisor and the DGS, select an appropriate course taught by a core GWS faculty member. In special cases, this requirement may be fulfilled through a course outside of the department. If you wish to take a course offered outside the department, be sure to get pre-approval from the DGS.

## Doctoral Plan of Study

In conjunction with the student's advisor, each student is responsible for developing a Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College no later than the third semester in residence.

The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The student must complete the *Doctoral Plan of Study form (in GradPath)*.

## Transfer Credit

Graduate credit earned at approved institutions, if accepted by the Gender and Women's Studies Department and the Graduate College, may be counted toward the requirements. To be accepted, the student must have earned an A or B in the original course. Grades of transfer courses will not be calculated in The University of Arizona G.P.A. Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit. Please note that if you are from a school on the quarter system, transferred credits count for 2/3rds of our semester units (convert quarter units to semester units by multiplying the number of quarter units by .67).

*For students **with** an MA in gender and women's studies or a related field, a total of **fifteen** units may be fulfilled through approved transferred credit. Only two core GWS courses may be fulfilled through transferring credit.*

*For students without an MA in gender and women's studies or a related field, a total of **twelve** units may be fulfilled through approved transferred credit. Only one core GWS course may be fulfilled through transferring credit.*

Students who wish to transfer credit must submit the *GWS Request for Transfer Credits form*, along with a syllabus for each course they wish to transfer and a statement of approval from their advisor to the DGS by the beginning of their second semester. The DGS may bring the proposal to the Curriculum Committee for final approval. **This should be done by no later than the end of March of the second semester**

If approved by the department, they must complete the *Transfer Credit form (in GradPath)* before the end of their first year of residency.

## **Qualifying Process (QP) [For students entering the Ph.D. program prior to Fall 2017]**

All students entering the Ph.D. program are required to complete a Qualifying Process. There are two Qualifying Processes: one for students entering the program without an MA; the other for students who enter with an MA in gender and women's studies or a related field. The department has endeavored to make this requirement a useful and productive exercise, through which the student not only demonstrates their qualifications for PhD-level work but also develops their professional knowledge and skills. Therefore, both processes are structured to provide an opportunity for the student to explore publication processes and venues and to write a publishable paper.

### **Qualifying Process (QP) for Students**

#### **Who Enter the Ph.D. program *without* a Master's Degree**

Students who enter our program *without* a previous Master's Degree from an accredited institution are required to write and defend a Master's Paper. The QP must be completed by the spring semester of the second year in the program.

#### **Requirements for the Master's Degree**

Students who want formal recognition of the MA on their transcripts will need to be admitted to the MA program by the Graduate College and file a Master's Plan of Study. (This should be done in the spring of their second year, or the student will have to pay summer tuition and have the degree posted in August.)

To add the MA Program to your academic record, you will need to fill out the [Change of Program](#) form. Once it is filled out obtain the DGS signature and submit to Academic Coordinator.

The Graduate College will send you an email once the MA is added. Then you will be able to complete the Master's forms.

#### ***Master's Plan of Study***

#### ***Master's/Specialist Committee Appointment Form***

Once you complete all requirements for the Master's degree, the department submit the ***MA Completion of Degree Requirements form***

#### **The Master's Paper**

This paper should exemplify the kind of work the student intends to undertake at the PhD level. It should contain significant scholarly research, demonstrate rigorous theoretical analysis, and display fluency with the chosen methodology. It should be well written and logically organized. In the interest of time, students may build on an existing piece of writing (such as a seminar paper), rather than start from scratch.

In topic, genre, length and citation style, this paper should be prepared (as if) for submission to specific scholarly journal. The paper should be submitted with a cover letter explaining the choice of journal and why this essay would be appropriate for submission to that journal.

### **Master's Paper Committee**

The student will select a Master's Paper Committee, including a Committee Chair, which will oversee and advise the writing of the Master's Paper. The committee must consist of at least three members; at least two must be current tenured, tenure-track, or approved tenure-equivalent UA faculty members. If the third member is not a current tenure-track UA faculty member, they must be approved by the Graduate College as a special member. A member who is not a current tenure-track faculty member will not be eligible to serve as sole chair of the committee but can serve as co-chair if approved to do so by the Graduate College. Should a student want more than three committee members, those members must be tenured, tenure-track, approved tenure-equivalent UA faculty, or special members approved by the Graduate College. Students will need to declare their M.A. Paper Committee by filling out the *Master's/Specialist Committee Appointment Form (in GradPath)* no later than fall of their 2nd year of the program.

### **The Qualifying Meeting**

This meeting must be held no later than in the 4<sup>th</sup> semester; it is the responsibility of the student to schedule the meeting. Before the Qualifying Meeting is held, the M.A. Paper must be complete, carefully proofread, and appropriately formatted. It is customary for the Master's Paper Committee to receive the M.A. Paper at least two weeks in advance of the meeting. The student's Master's Paper Committee will meet with the student to evaluate the student's eligibility to continue Ph.D. work. Scheduling the Qualifying Meeting prior to April 15 is highly advised, to allow time for revisions.

There are two possible results of the Qualifying Meeting.

- 1) Qualifying. The student can continue coursework and begin the Comprehensive Examination process
- 2) Not qualifying. The student may be eligible to earn the terminal M.A.

The student should submit the Results of the Qualifying Meeting form to the Academic Program Coordinator within 24 hours of the Qualifying Meeting.

### **The Final M.A. Paper**

By the end of the semester in which the QP is completed, the student must submit a copy of the final M.A. Paper to the Academic Program Coordinator. The student must also present a version of their M.A. Paper at a GWS Graduate Student Colloquium.

The **deadline** for submitting the M.A. paper and reporting the results of the qualifying process through GradPath will be the last day of finals in the spring semester of their second year. Students needing extension must request the extension by May 1, and complete the process before the end of Summer Session II (the award date for degrees in Summer) to maintain satisfactory academic progress and maintain eligibility for funding. The extension request will be a brief memo cosigned by their MA Committee Chair, submitted to the Department Chair, and the Director of Graduate studies outlining their timeline for completion.

In no case except a formal leave of absence will a student be permitted to continue into their third year without completion of the MA paper and maintain eligibility for funding. In the case where a student is taking a formal leave of absence, the student's modified calendar should be part of their leave application and agreed to by the student's Chair and Director of Graduate Studies.

## **Qualifying Process (QP) for Students Who Enter the Ph.D. program *with* a Master's Degree**

Students who enter our program *with* an MA in gender and women's studies or a related field must complete their QP by the end of the spring semester of the *first* year in the program.

The QP consists of two components:

1. Performance in GWS 539A Feminist Theories I (fall semester of year one)
2. The professor of GWS 539A will submit to the Director of Graduate Studies (DGS) a written evaluation of the student's work in the seminar, and his/her potential for doctoral work.

### **Qualifying Paper and Qualifying Meeting**

During the spring semester of the student's first year in the program (no later than April 1st), the student will submit their qualifying paper for review by the faculty on the Curriculum Committee. In topic, genre, length and citation style, this paper should be prepared (as if) for submission to specific scholarly journal. The paper should be submitted with a cover letter explaining the choice of journal and why this essay would be appropriate for submission that journal. This must be a substantive essay originally written for one of their fall GWS graduate courses and revised according to the feedback received from the professor. A copy of the original essay with the professor's comments should be submitted with the revised essay. Students may submit a paper from a non-GWS course, with approval of the DGS and the professor for that course.

The faculty on the Curriculum Committee will review the papers and the GWS 539A evaluations and will then meet with the student and their advisor (and/or the professor with whom they worked on the paper). The qualifying meeting should start with a faculty-only discussion of student progress in the program, and then should include a discussion with the student. The objective is a review of student performance, progress, and future plans, not an examination per se.

There are three possible results of the Qualifying Meeting.

1. Qualifying. The student can continue coursework and begin the Comprehensive Examination process.
2. Recommendation that the student complete the M.A. requirements upon which s/he will be re-evaluated for qualification.
3. Not qualifying.

The student should submit the Results of the Qualifying Meeting form to the Academic Program Coordinator within 24 hours of the Qualifying Meeting.

## Qualifying Process (QP) [For students entering the Ph.D. program starting Fall 2017]

The Qualifying Process takes place within the student's first year in the doctoral program.\* The student will be considered qualified to continue in their doctoral program if all of the following are met:

1. The student completes at least 15 units of **graded** coursework in the first two semesters.\* (Students are strongly encouraged to complete 18 units of coursework overall in their first two semesters.)
2. The student achieves an overall grade point average of at least 3.6 on a 4-point scale for their first two semesters.
3. The student takes no more than two Incompletes over their first two semesters.
4. The student completes all remaining coursework and is without Incompletes within 6 weeks of the end of the second semester.\*\*

If a student fails to meet any of these requirements, they will no longer be eligible to continue in the GWS doctoral program.

\* Under special circumstances (e.g., disability or family obligation) a student may petition to extend the timeline for completing at least 15 units of graded coursework for an additional (third) semester. Students working under an extended timeline will be held to the same criteria but over three semesters (i.e., a 3.6 minimum GPA over three semesters; no more than two incompletes over three semesters; all incompletes finished within 6 weeks of the third semester). Students wishing to pursue this option should petition to do so no later than the last day of their first semester. The petition consists of a formal letter addressed to the Director of Graduate Studies (DGS) outlining the reasons for extending the timeline, along with a letter of support from the student's Major Advisor. The DGS will make a determination within 4 weeks of receiving the petition; should the DGS decline the petition, it will automatically be forwarded to the faculty members of the Graduate [or Curriculum] Committee for review. The determination of the Graduate [or Curriculum] Committee will be final.

\*\* In extraordinary circumstances (e.g., health emergency) a student may petition to extend the deadline for satisfying Incompletes. Students must make this petition before the six-week deadline has expired. The petition consists of a formal letter addressed to the Director of Graduate Studies (DGS) outlining the reasons for extending the timeline. The DGS will make a determination within two weeks of receiving the petition; should the DGS decline the petition, it will automatically be forwarded to the Department Head for review. The determination of the Department Head will be final.

### Petition to Continue in the Program

Students who do not meet the criteria for Qualifying elaborated above may petition to continue in the program. The student must write a letter to the Director of Graduate Studies (DGS) outlining their argument for making an exception in their case to the Qualifying criteria. The student must also acquire a letter of support from their Major Advisor (their advisor at the end of the second semester of their program). The petition and letter of support must be received by the DGS no later than five (5) business days before the first day of the semester after the student is notified of their failure to Qualify. The DGS will bring the petition and letter of support to the faculty members of the Graduate [or Curriculum] Committee, who will make a final determination within two weeks of the start of the semester (the deadline to drop all courses and be refunded for tuition and fees). There is no further appeal of the decision by the Graduate [or Curriculum] Committee. During the semester in which the student petitions for continuance, they must maintain continuous enrollment. As they are considered not making sufficient progress in their program, however, the student will be ineligible for departmental employment or funding during this semester.

## **Comprehensive Examination for Doctoral Candidacy Written and Oral**

This Examination is intended to test the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of study, and in depth within the area of specialization. There are two portions to the Comprehensive Examination: the written exam and the oral exam. They must be taken sequentially. Students should normally take the Comprehensive Exams upon or near completion of their coursework, either at the end of third year or during the fourth year. The examinations (and the dissertation approval process) should be completed prior to the start of the 5<sup>th</sup> year in the program.

### **Comprehensive Examination Committee**

The student is responsible for forming a comprehensive examination committee that can examine them on the major and minor fields to confirm competency in those areas.

#### Committee Chair

While the student may select a Major Advisor outside of GWS, the Chair or a Co-Chair of the Comprehensive Examination Committee must be core GWS faculty to assure that the Comprehensive Examination meets the requirements set by the Department. Thus, for the purposes of the Comprehensive Examination, the student may need to select a Committee Chair who is not their Major Advisor or who works with the Major Advisor as a Co-Chair. A non-tenure track faculty member who is approved as tenure-equivalent may serve as Co-Chair but not sole Chair. Pre-tenured GWS core faculty may serve as a Co-Chair with another tenured or approved tenure-equivalent GWS core faculty member only; they may not serve as sole Chair or as a Co-Chair with non-GWS faculty.

#### Committee Composition

The examining committee must consist of a minimum of four members. The Major Advisor, who must be a member of the examination committee, and two additional members must be current University of Arizona faculty members that are tenured, tenure track, or approved tenure equivalent. The fourth member may be tenured or tenure-track, or an approved special member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be current tenured or tenure-track faculty members, or approved special members. Students obtaining a formal minor external to GWS must have a committee representative from that department.

### **Examination Reading Lists and Question Development**

In consultation with their committee, the student develops three well-defined areas of study and compiles an accompanying reading list for each area. The student must preface the reading lists with one to two pages of text describing and justifying the examination areas and selection of materials. The Examination Committee must approve the areas and lists. It is anticipated that these lists are finalized approximately 6 months in advance of the written examinations. Once the lists are finalized and approved, the student must submit the lists to the Academic Program Coordinator. The student will need to fill out the *Comp Exam Committee Appointment Form (in GradPath)*. **The student will then notify the Director of Graduate Studies and the Academic Program Coordinator of the dates when they will begin the written examination.**

Once the student has mastered the approved material and the examination has been scheduled, the Chair will poll the committee for potential questions for each examination sub-area. While individual committee members may be explicitly associated with one specific area/list, they may contribute

questions involving any of the areas/lists. Students may be asked to contribute suggestions for potential questions.

The Chair compiles the examination. The examination may be constructed such that the student will have some choice of which questions to answer in each area. The questions should be framed in such a way as to keep the total length of the completed examination below 50 pages or 15,000 words, maximum. The Examination Committee will review the examination before it is given to the student.

### **Written Examination Process**

The Chair distributes to the student, (cc: the Academic Coordinator) the written portion of the examination either electronically or physically. The student has up to (and no more than) 21 calendar days from receiving the exam to complete it. By the 21<sup>st</sup> day, the student submits to both the Major Advisor and the Academic Program Coordinator a packet of examination answers of no more than 50 pages (50 pages or 15,000 words, maximum, exclusive of bibliography, which should be provided for each examination area but not necessarily for each question answered).

The student's examination answers will be photocopied and distributed by the Academic Program Coordinator to the Examination Committee no later than two business days after submission. A ballot will be included in the packet. Committee members must send their evaluations along with the ballot to the Chair and the Academic Coordinator within two weeks of receiving the exam.

There are two potential outcomes to the committee evaluation of the Written Examination:

- Pass. This allows the student to proceed with the Oral Examination. The balloting need not be unanimous, but at least three or more committee members pass the entirety of the exam.
- Fail. The student cannot proceed with the Oral Examination. The student may re-take the Written Examination once. If the student passes the re-take, they may proceed with the Oral Examination. If the student fails the re-take, /they will be disqualified (not permitted to continue in the Ph.D. program).

### **Oral Examination**

The Oral Examination may be scheduled to take place *as soon as seven days and no later than six months* after the Major Advisor has notified the student that they have passed the Written Examination. The student will need to fill out the ***Announcement of Doctoral Comprehensive Exam Form (in GradPath)***

The Oral Examination is the occasion when faculty committee members have both the opportunity and obligation to require the student to display a broad knowledge of the chosen field of study and sufficient depth of understanding in areas of specialization. The objective is to ascertain that the student is sufficiently prepared to take on the role of a junior colleague, and can adequately demonstrate a breadth and depth of knowledge of the field.

The entire Examination Committee must be present for the entire examination (conference calls or video-conferencing are permitted in rare cases when a committee member is out of town). If a full committee is not assembled, the examination must be cancelled or postponed. The duration of the examination must be at least one hour and no more than three hours. It is a closed session, not open to the public.

Before beginning the Oral Examination, and in the absence of the student, the Examination Committee must review the ground rules for the examination and establish procedures to be followed. At this time, the Major Advisor must distribute the Graduate College's "*Procedures for Oral Comprehensive Examinations for Doctoral Candidacy*." The Examination Committee will also discuss their evaluation of the student's Written Examination (which may be pertinent to the Oral Examination).

### **Oral Examination Results**

At the conclusion of the Oral Comprehensive Examination (and after the student has left the room), discussion of the student's performance is initiated. Each member of the Examination Committee is expected to evaluate the student's performance on the basis of the examination as a whole, not just on a particular area of questioning or only on his/her own field of specialization.

The Chair reviews aloud the voting policies and procedures prior to the voting. Straw votes are encouraged. However, only one final, official, and secret vote by ballot is permitted (pass, fail, or abstain). An abstaining vote counts as a negative vote. More than one negative or abstaining vote will result in failure of the examination.

There are two possible results of the Oral Examination:

- Pass. The student is advanced to doctoral candidacy and may begin the process of preparing a dissertation proposal.
- Fail. The student's performance on the Oral Examination does not demonstrate depth or breadth of knowledge, and can include cases where the oral performance is significantly poorer than would be expected based on the Written Examination and student performance in other professional contexts. Students have the right to re-take the Oral Examination only once. The Examination Committee members must be the same as those present at the first examination. Should the student fail the examination a second time, they are disqualified from the PhD program; they cannot re-take the examination or continue with the program.

The Chair will report the results using the *Results of Comprehensive Exam Form (in GradPath)*.

## Dissertation

### Dissertation Committee

After successful completion of the Comprehensive Examinations, students will select a Dissertation Committee of three to five members, inclusive of the Chair, who is the student's Major Advisor. (The Dissertation Committee need not be the same as the Comprehensive Examination Committee.) The Graduate College requires a minimum of three members, all of whom must be current University of Arizona faculty members that are tenured, tenure-track, or approved as tenure equivalent. A non-tenure track faculty member who has been approved as equivalent may serve as co-chair but not sole chair. Any members beyond the third must be tenured or tenure-track, or approved special members. Special members must be pre-approved by the Dean of the Graduate College. All dissertation committee members are expected to attend the entire final defense. If a committee has only three members, all must approve the dissertation. If a committee has four or five members, there may be one dissenting vote.

As soon as the committee has been selected, the student must complete the *Doctoral Dissertation Committee Appointment Form (in GradPath)*.

### Dissertation Proposal and Proposal Defense

In consultation with their committee members, and especially the Chair (major advisor) the student must develop a written proposal for their dissertation.

There is no one required disciplinary format or style for the proposal. However, the proposal must describe original, substantive research in Gender and Women's Studies. It should explain:

- 1) the research topic or question and its **significance** (why is this topic/question interesting and important)
- 2) the **significance** of the new knowledge being created as a contribution to (and potentially *beyond*) the field of GWS;
- 3) the scholarly context for the work, as in a literature review demonstrating that the student has fluency with the existing scholarship related to the topic (relevant scholarship will most often also be listed in a bibliography included as part of the proposal);
- 4) the theoretical and/or methodological approach;
- 5) *how*, in practice, the project will be conducted (i.e., the project will involve examination of particular sets of archived documents, or ethnographic research in some place, or examination/interpretation of some particular texts, or whatever the case may be).

Generally speaking, the more specifically the project is articulated in the proposal, the easier it will be to realize the project. Thus the proposal may include hypotheses to be tested, arguments that the author expects to make, chapter descriptions, bibliography or any other components helpful to the student and their committee in constituting a clear and full explanation of the project.

**The Proposal Defense** is a one hour meeting of the student and their committee to discuss the proposal. At the conclusion of the meeting the committee members vote on approval of the proposal. All members of the Dissertation Committee must approve the Dissertation Proposal.

The Proposal Defense should be completed before the start of the 5th year in the program and is necessary for "ABD" status. Dissertation units can be taken during the semester following the passing of the Written Comprehensive Examination, if all other course work and program requirements for the Major and Minor have been complete and an up-to-date approved Doctoral Plan of study is on file. The Proposal Defense must be completed within 6 months or one semester of the completion of the Oral Comprehensive Examination. Non-completion is considered not making satisfactory progress and may

affect funding eligibility. After completion of the approved proposal the graduate student should submit a copy of the Proposal to the Academic Program Coordinator. The Doctoral Dissertation Committee Appointment Form (in GradPath) is to be completed immediately following the proposal Defense.

### **Dissertation**

The dissertation is a substantial piece of original research in Gender and Women's Studies. Great care should be taken with your dissertation. For those students who go on to become professors, the dissertation will be a key component in job interviews. Hiring committees will want to see that the dissertation topic, research, and writing indicate that the dissertation can be revised into a publishable book or series of academic journal articles in a timely fashion.

Before the Dissertation Defense can be scheduled, the dissertation must be complete, which means there must be no parts left to write and that the document includes any intended Conclusion, Bibliography, footnotes, and, if applicable, Appendices. The dissertation must be properly formatted and carefully edited.

It is customary for the completed dissertation to be available to the Dissertation Committee at least three weeks in advance of the Dissertation Defense. Students should ask each of their committee members how far in advance of the defense they need to receive the dissertation. All Dissertation Committee members must agree that the quality and completeness of the dissertation are sufficient before the Dissertation Defense can occur.

### **Final Oral Defense Examination**

Upon the completion of the dissertation, the candidate must submit to a Final Oral Defense Examination. A student must be in good academic standing to schedule the defense. The examination focuses on the dissertation itself but can include general questioning related to the field(s) of study within the scope of the dissertation. (Detailed information about the exam procedure is available here:

<http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/final-oral-defense-examination>

### **Scheduling:**

The date, time, and location of the final examination must be scheduled with the Graduate College in advance using the *Announcement of Final Oral Defense form (in GradPath)*. This form should be submitted far enough in advance of the examination that all approvers can grant their approval in time for the form to reach the Graduate College one week prior to the exam.

The Graduate College will place an announcement on the UA master calendar to invite the public to attend the candidate's presentation of his or her work. Final Oral Examinations should be scheduled during days when the university is in session and during normal business hours. Permission to hold examinations during University holiday closures or outside of normal university business hours may be granted by Graduate College. Whenever possible, the Final Oral Defense Examination should be scheduled such that this public portion of the defense can be included in the GWS Colloquium (usually a Wednesday at noon).

The Final Oral Defense Examination must be scheduled such that there is time for revision and submission of the final Dissertation by the deadline for the semester in which the student intends to graduate, as listed on the Graduate College website:

<http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation>

The department STRONGLY discourages dissertation defenses during the summer (after Spring semester graduation and before the first day of classes in the Fall semester). Most faculty members have academic year appointments and thus are not likely to be available for a defense during the summer.

### **Final Oral Defense Procedure:**

The dissertation director presides over the defense, which includes two parts:

- an initial seminar, open to the public, during which the student presents the dissertation and entertains questions.
- a closed portion, during which the committee may ask the student additional questions and conduct its deliberation on the result.

There is no minimum time limit for the Final Oral Examination, but the entire proceedings may not exceed three hours. Members of the committee must be present for the entire examination. Should special circumstances require a member to attend remotely, prior permission from the Graduate College is necessary.

If the committee requires revisions, those must be done in a timely manner, not to exceed one year. If the revisions are not completed by the dissertation submission deadline for the term when the student defends, the student will be required to register for the next semester and will graduate in the semester when the revisions are complete and approved. If revisions are not done by the end of the time to degree period, the student will have to re-take comprehensive examinations to demonstrate currency of knowledge.

### **Filing the Dissertation**

Upon successful completion of both components of the Dissertation Defense, the candidate makes any final revisions requested by the Dissertation Committee and obtains final approval from the Dissertation Director. S/he next submits one bound copy of the dissertation to the GWS Graduate Program Coordinator, and submits the dissertation electronically for forwarding to the Library of The University of Arizona and to University Microfilms, Inc. ([UMI](http://www.umi.com)). During this process the dissertation will be audited by the Graduate College to make sure it adheres to archiving standards. For detailed instructions, see <http://grad.arizona.edu/degrecert/dissertations-theses>. A [processing and microfilming fee](#) also must be paid to the University Bursar. Upon receipt of the finalized dissertation, the Dean of the Graduate College will recommend conferral of the doctoral degree by the Arizona Board of Regents.

Recent issues surrounding filing and publication of dissertations:

<http://chronicle.com/article/Dissertation-for-Sale-A/132401/II>.

**Once the student has met all requirements for the dissertation, including all revisions, the Dissertation Advisor will fill out the *Change of Grade for Graduate K Grades form*. The form will be sent to the Graduate Student Academic Services (GSAS) for processing.**

## Annual Review of Graduate Student Progress

Each student must submit an Annual Report, due April 15 of every year. This report is prepared by the student and their advisor. It must be submitted to Academic Program Coordinator, who will forward to the Director of Graduate Studies. *Failure to complete and submit the annual report in a timely fashion will make a student ineligible for funding.*

The Annual Review is structured to assess three things:

- 1) whether the student is making minimum satisfactory progress towards their degree (see the Satisfactory Progress Policy);
- 2) whether the student, with the support of the program, is developing professionally in ways that will lead to professional success;
- 3) whether, given the progress of all students as a group, the program processes and requirements are functioning properly.

Only the assessment of minimum satisfactory progress has any implications for funding. During their first four years, students can assume that if they are making minimum satisfactory progress they will receive the funding indicated at admissions, barring unforeseen budget cuts beyond the control of the department. For students in their 5<sup>th</sup> year or beyond, Annual Reports will only be used to assess eligibility for funding. Should there be any need for the department to selectively distribute funding, applications will be solicited through a separate process.

The Annual Report is composed of 3 parts:

- 1) A form, on which the student documents their fulfillment of the program requirements. This portion is meant to provide the information needed to ascertain minimum satisfactory progress.
- 2) A CV and one-page narrative description of progress, accomplishments and future plans. The narrative should note the significance of items added to the CV that year such as publications, presentations, awards, etc. It should briefly address the student's RA or TA experience, successes and goals for improvement. And it should discuss the next steps the student intends to take in their own professional development.
- 3) A brief letter or narrative from the advisor, signaling their approval of the report as written by the student and offering their own perspective on the student's progress.

The DGS will present the reviews to the faculty at a faculty-only meeting. The faculty will discuss the progress of individual students and advise the DGS regarding any particular feedback to be provided to those individuals. The faculty will use the reviews collectively to assess and improve the program as a whole.

The DGS will respond to each individual student in writing no later than June 1, providing feedback to the student and their advisor as directed by the faculty.

### Appeal Procedure

If a student feels an assessment of unsatisfactory progress has been made incorrectly, the student may appeal that evaluation by writing a letter to the Director of Graduate Studies, signed by the student and their advisor, providing their rationale. The student may attach supporting materials. The letter must be submitted within thirty days of receipt of the official response to the Annual Report provided by the DGS. If the student and advisor do not concur or the DGS is not persuaded by the appeal, the student may take their appeal to the Head.

## **II. M.A./J.D. DUAL DEGREE IN GENDER AND & WOMEN’S STUDIES AND THE COLLEGE OF LAW**

The M.A./J.D. in Gender and Women’s Studies prepares students to practice law with an understanding of the historical and cultural dimensions of gender and feminism, as well as the interconnections of gender, law, and public policy, both nationally and internationally.

The M.A./J.D. is generally a four-year program, although several students have accumulated enough units to graduate one semester early. A minimum of 21 units of graduate coursework in Gender and Women’s Studies, plus 15 units of approved law coursework are required for the 36-unit M.A. in Gender and Women’s Studies. Students may transfer up to 15 units of GWS courses and seminars toward the J.D.

Students attend either Gender and Women’s Studies or The College of Law their first year. The second year is spent in the alternate program. Students then complete their requirements for both degrees throughout the third and fourth years. Courses taken in Gender and Women’s Studies prior to admission to The College of Law cannot be applied to the J.D.

Dual degree applicants must meet the application deadlines and testing requirements for each program independently. For more information, see:

The College of Law website: <http://choosearizonalaw.com>

GWS web site: <http://gws.arizona.edu/node/206>.

### **Admission to The College of Law**

First-year students are admitted only in the Fall semester. Applicants are encouraged to submit their applications after September 1 of the year prior to anticipated enrollment. All application materials must be delivered to the College of Law Admissions Office or postmarked no later than FEBRUARY 15 of the year of expected enrollment. The College of Law will request your LSDAS report when they receive your application and is not included in the February 15 deadline of materials. The College of Law has their own admissions procedures, not under the aegis of the Graduate College.

### **GWS Course Requirements**

15 UNITS Core GWS Requirements

GWS 539A Feminist Theories I

GWS 539B Feminist Theories II

GWS 639 Feminist and Related Social Movements

2 Core Choice Select two courses taught by core GWS faculty

6 ADDITIONAL GWS UNITS (these may be cross-listed with GWS)

Students may repeat GWS539A and GWS539B one time each for credit that is applicable to a GWS PhD major, PhD minor, MA, or Concentration, on the condition that the syllabus for the course is substantially different from the earlier offering. Course eligibility will be determined by the Director of Graduate Studies or, if a conflict of interest, the Department Head. Repeat enrollment will be treated as a normal GWS elective course. Repeat enrollment will have no bearing on PhD Qualifying procedures tied to these courses.

## 15 UNITS Law School Requirements

TOTAL MINIMUM UNITS: 36

Satisfactory progress is based on separate evaluations of the GWS GPA (minimum 3.0) and the College of Law GPA (minimum 2.0).

Students will be responsible for paying differential tuition for the College of Law and regular tuition.

### **Transfer Credit**

No more than 20% of the minimum number of units required for a Master's degree can be transferred from other accredited institutions (e.g., if a Master's degree requires 30 units, then no more than 6 units can be transferred from another university). Transfer of credit toward an advanced degree will not be made unless the grade earned was A or B, and unless it was awarded graduate credit at the institution where the work was completed. Grades of transfer work will not be used in computing the student's grade point average.

### **M.A./J.D. Continuous Enrollment Policy**

A student admitted to a master's program must register each fall and spring semester for a minimum of 3 graduate units, from original matriculation until all course and thesis requirements are met. When these requirements are met, master's students not on financial assistance and/or not needing to maintain appropriate visa status, must register for a minimum of 1 unit of thesis or master's report credit each semester until the thesis or report is finalized. While 1 unit satisfies Continuous Enrollment, it does NOT meet requirements for full-time status. Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet [full-time status requirements](#), and should check with their program advisor regarding such requirements to ensure that they remain qualified for funding. If the degree program requirements are to be completed in the summer, the student must register for a minimum of 1 unit of graduate credit during that term. Master's and Educational Specialist candidates do not have to register for graduate units during summer sessions unless they plan to make use of University facilities or faculty time. If they do plan to use facilities or faculty time, they must enroll for a minimum of 1 unit of graduate credit.

### **Master's Plan of Study**

In conjunction with the student's major professor, each student is responsible for developing a Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College no later than the second semester in residence.

The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The Student must complete the *Master's Plan of Study form (in GradPath)*. There is a Plan of Study fee.

### **Master's Paper**

In addition to fulfilling the Course Requirements, all M.A./J.D. students must complete and defend a Master's Paper. This paper (max. 40pp, exclusive of bibliography) should contain significant scholarly research, demonstrate rigorous theoretical analysis, and display fluency with the chosen methodology. It should be well written and logically organized. In the interest of time, we recommend that students build on an existing piece of writing, rather than start from scratch.

**Master's Paper Committee**

The student will select a Master's Paper Committee, including a Committee Chair, which will oversee and advise the writing of the Master's Paper. The committee must consist of at least three members; at least two must be current tenured, tenure-track, or approved tenure-equivalent UA faculty members. If the third member is not a current tenure-track UA faculty member, they must be approved by the Graduate College as a special member. A member who is not a current tenure-track faculty member will not be eligible to serve as sole chair of the committee but can serve as co-chair if approved to do so by the Graduate College. Should a student want more than three committee members, those members must be tenured, tenure-track, approved tenure-equivalent UA faculty, or special members approved by the Graduate College. Students will need to declare their M.A. Paper Committee by filling out the *Master's/Specialist Committee Appointment Form (in GradPath)*.

**The MA Defense Meeting**

Before the defense is scheduled, the M.A. Paper must be complete, carefully proofread, and appropriately formatted. It is customary for the Master's Paper Committee to receive the M.A. Paper two weeks in advance of the meeting. At the meeting, the student will give a brief initial presentation (5 minutes) and then respond to questions posed by committee members. The committee will then (without the student present) deliberate and determine the student's eligibility to receive the MA. The meeting (including the committee deliberation) should be no less than one hour, no more than two hours. The Committee Chair will report results to the student, the DGS and Academic Coordinator.

**The Final Master's Paper**

The student must submit a copy of the final M.A. Paper to the GWS Graduate Coordinator. The student must also present a version of their M.A. Paper at a GWS Graduate Student Colloquium.

**Completion of Master's Requirements**

For dates by which requirements must be met to graduate in a particular semester, refer to the Deadline Sheets, available in departments, in the **Graduate Student Academic Services (GSAS)** Office, and online at the Graduate College website. All outstanding fees must be cleared before the final completion date. Any financial encumbrances will delay mailing of the diploma and transcripts. Contact the Bursar's office, Room 208, Administration Building or 621-3232. All grades must be submitted for Incompletes and current semester coursework must be received before the degree is considered completed. A student must be in good academic standing at the time of completing degree requirements.

## **Annual Review of Graduate Student Progress**

Each student must submit an Annual Report, due April 15 of every year. This report is prepared by the student and their advisor. It must be submitted to Academic Program Coordinator, who will forward to the Director of Graduate Studies. *Failure to complete and submit the annual report in a timely fashion will make a student ineligible for funding.*

The Annual Review is structured to assess three things:

- 1) whether the student is making minimum satisfactory progress towards their degree (see the Satisfactory Progress Policy, below);
- 2) whether the student, with the support of the program, is developing professionally in ways that will lead to professional success;
- 3) whether, given the progress of all students as a group, the program processes and requirements are functioning properly.

Only the assessment of minimum satisfactory progress has any implications for funding.

The Annual Report is composed of 3 parts:

- 1) A form, on which the student documents their fulfillment of the program requirements. This portion is meant to provide the information needed to ascertain minimum satisfactory progress.
- 2) A CV and one-page narrative description of progress, accomplishments and future plans. The narrative should note the significance of items added to the CV that year such as publications, presentations, awards, etc. It should briefly address the student's RA or TA experience, successes and goals for improvement. And it should discuss the next steps the student intends to take in their own professional development.
- 3) A brief letter or narrative from the advisor, signaling their approval of the report as written by the student and offering their own perspective on the student's progress.

The DGS will present the reviews to the faculty at a faculty-only meeting. The faculty will discuss the progress of individual students and advise the DGS regarding any particular feedback to be provided to those individuals. The faculty will use the reviews collectively to assess and improve the program as a whole.

The DGS will respond to each individual student in writing no later than June 1, providing feedback to the student and their advisor as directed by the faculty.

### **Appeal Procedure**

If a student feels an assessment of unsatisfactory progress has been made incorrectly, the student may appeal that evaluation by writing a letter to the Director of Graduate Studies, signed by the student and their advisor, providing their rationale. The student may attach supporting materials. The letter must be submitted within thirty days of receipt of the official response to the Annual Report provided by the DGS. If the student and advisor do not concur or the DGS is not persuaded by the appeal, the student may take their appeal to the Head.

### **III. GWS PH.D. MINOR**

Ph.D. candidates in other disciplines may select a minor in Gender and Women's Studies. The Gender and Women's Studies minor is 12 units of approved Gender and Women's Studies courses, including two courses from the following list:

- GWS 539A Feminist Theories I
- GWS 539B Feminist Theories II
- GWS 639 Feminist and Related Social Movements

The remaining two courses may be any 500-level (or above) courses offered by core Gender and Women's Studies faculty or officially cross-listed with GWS. Students may repeat GWS539A and GWS539B one time each for credit that is applicable to a GWS PhD major, PhD minor, MA, or Concentration, on the condition that the syllabus for the course is substantially different from the earlier offering. Course eligibility will be determined by the Director of Graduate Studies or, if a conflict of interest, the Department Head. Repeat enrollment will be treated as a normal GWS elective course. Repeat enrollment will have no bearing on PhD Qualifying procedures tied to these courses.

The minor will be granted upon completion of coursework with a B or better for the required units. No more than two transfer courses will be accepted, and cannot replace the Gender and Women's Studies core courses.

It is expected that one or more core Gender and Women's Studies faculty members will serve on the student's comprehensive examination committee and dissertation committee.

Students intending to undertake the GWS PhD Minor should meet with the GWS Director of Graduate Studies for initial advising and may then choose another advisor from the GWS faculty (this should be the faculty member who will serve on the Comprehensive exam and dissertation Committees).

To formally enroll in the minor, a Minor Program of Study Form must be completed and a signed copy filed with the Gender and Women's Studies Academic Program Coordinator.

## IV. GWS GRADUATE CERTIFICATE

The GWS Graduate Certificate is intended for students who already have completed a BA: they may be enrolled in other graduate programs at UA or be working professionals seeking to enhance their understanding of feminist theory and feminist social movements and other aspects of gender and women's studies relevant to their interests. (Students enrolled in a PhD program at the UA should consider the PhD Minor in Gender and Women's Studies.)

Students wishing to undertake the certificate must apply to the Graduate College and the GWS Department (<https://apply.grad.arizona.edu/users/login>). Accepted students will be awarded a certificate upon completion of 4 GWS graduate seminars (12 units) with a grade of B or higher. Two must come from the following list:

- GWS 539A Feminist Theories I
- GWS 539B Feminist Theories II
- GWS 639 Feminist and Related Social Movements

The remaining two courses may be any 500-level (or above) courses offered by core Gender and Women's Studies faculty or officially cross-listed with GWS. Students may repeat GWS539A and GWS539B one time each for credit that is applicable to a GWS PhD major, PhD minor, MA, or Concentration, on the condition that the syllabus for the course is substantially different from the earlier offering. Course eligibility will be determined by the Director of Graduate Studies or, if a conflict of interest, the Department Head. Repeat enrollment will be treated as a normal GWS elective course. Repeat enrollment will have no bearing on PhD Qualifying procedures tied to these courses.

Certificate students should meet with the GWS Director of Graduate Studies for advising.

## V. TERMINAL MASTER'S DEGREE

The Terminal MA is **only** available to students enrolled in the GWS PhD Program who will not be completing that program and do not already hold an MA in GWS or a related field.

If a student will not be continuing with the PhD but has fulfilled the MA requirements and wants to be awarded the MA degree, they will need to register for 3 units during the semester they wish to receive their degree, maintaining continuous enrollment per Graduate College policies. And they will need to file a *Master's Plan of Study (in GradPath)* and have the department submit the *MA Completion of Degree Requirements form*, demonstrating that they have fulfilled the MA requirements.

A minimally revised, properly formatted version of the Qualifying or MA paper may serve as the "MA thesis" for purposes of formal MA Completion of Degrees Requirements. It must be submitted to the Academic Program Coordinator.

## VI. GWS AND GRADUATE COLLEGE POLICIES AND PRACTICES

Below is an alphabetical listing of policies that are not covered elsewhere in this Blue Book. Some of these policies originated in the Graduate College, others in the GWS Department. All GWS policies formally approved by the faculty (per GWS bylaws). Any suggestions for changes to policies related to graduate studies should be made to the Director of Graduate Studies who will bring them to the Curriculum Committee for discussion and potential development and presentation to the faculty. Proposals may also be brought forward to the Curriculum Committee by the graduate student representatives who sit on the Committee.

### Auditing Classes

With the consent of the course instructor, graduate students may audit courses not included in their regular programs of study by filling out a Drop/Add form. Such units are included in the student's unit load and are charged the same fees as registration for credit. Audit units, however, are not counted in the determination of full- or part-time status. A change from credit to audit will be permitted after the fourth week of classes and until the last day of class only if the student is earning a passing grade in the course and receives the approval of the course instructor and the Dean of the Graduate College. Refer to the Schedule of Classes for the final date for changing a course from audit to credit and vice versa. A change from audit to credit may be petitioned to the dean of the Graduate College but is not allowed after the end of the semester.

### Admissions Policy for the GWS Graduate Programs

The GWS Admissions Committee makes a recommendation to the GWS faculty regarding admissions. The primary question in assessing applicants for admission is whether or not the committee believes the applicant is capable of successfully completing the Ph.D. or M.A./J.D. program. The committee will admit any candidate it views as qualified within the maximum number of students approved to be admitted each year by the faculty.

#### **Criteria for Admission:**

**Academic Excellence:** This criterion should attend to past achievements as well as the potential of student's scholarship to advance the field.

#### As evidenced in:

- 1) Admissions essay
- 2) Letters of recommendation
- 3) Writing sample
- 4) Transcript
- 5) GRE & GPA

- a. To be competitive for admissions, applicants must achieve a GPA of at least 3.0 and at least two out of three of the following minimum GRE General Test scores:

4.5 Analytic Writing or 560 Analytic (old analytic test)

153 Verbal

144 Quantitative

Note: Foreign Students are required to submit TOEFL scores. Those students must achieve a score of 600 or higher (on the paper version of the test) for admission.

**Fit with the Department** (e.g. faculty resources, university resources, institutional resources)

**Commitment to Social Justice** The committee considers the applicant's commitment to creating positive social change. This may include individual actions, such as artistic or creative endeavors, or participation in political or social groups towards the end of achieving greater social justice. Applicants are urged to represent these activities where appropriate throughout the application.

**Diversity** Our department's goal is to understand knowledge and its various constructions. We cannot fulfill that goal without a serious attempt to reflect and support the contributions of diverse participants in the gender and women's studies community. The committee will consider whether the candidate increases the diversity of the department in terms of class, race, ethnicity, gender, age, nationality, sexual orientation and/or disability as evident in the application materials.

## **Enrollment Policies**

### **Doctoral Continuous Enrollment Policy**

- A student admitted to a doctoral program must register each Fall and Spring semester for a minimum of 3 graduate units from original matriculation until the completion of all course requirements, written and oral comprehensive exams, and 18 dissertation units. When these requirements are met, doctoral students not on financial assistance and/or needing to maintain appropriate visa status, must register for a minimum of 1 unit of dissertation credits each semester until final copies of the dissertation are submitted to the Graduate Student Academic Services Office. If only the Final Oral Exam (the defense) is completed during the summer or winter term, the student has maintained continuous enrollment, and has fulfilled all 18 required dissertation credits, registration is not required.
- Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements, and should check with their program advisor regarding such requirements to ensure that they remain qualified for funding.
- Doctoral students who have maintained continuous enrollment and are taking only comprehensive exams during either Summer or winter term do not have to register for graduate credit during that summer or winter session.
- Doctoral students who have maintained continuous enrollment, fulfilled all their other degree requirements as well as the 18 hours of dissertation and were enrolled in the prior semester may defend in the summer or winter term without registration. If, however, a student needs library privileges in the final semester, enrollment is required.
- Unless excused by an official Leave of Absence (which may not exceed one year throughout the student's degree program), all graduate students are subject to the Continuous Enrollment Policy and must pay in-state and out-of-state tuition and fees in order to remain in the program. If the student fails to obtain a Leave of Absence or maintain continuous enrollment, he or she will be required to apply for re-admission, to pay the Graduate College application fee, and pay all overdue tuition and fees, including cumulative late penalties. There is no guarantee of re-admission. Tuition or registration waivers cannot be applied retroactively. Any student

considering re-application should first check with the Graduate Student Academic Services Office to see whether additional work or updated forms will be necessary. Students who have completed coursework but have not yet completed Comprehensive examinations need to maintain continuous enrollment with Independent Studies units. Dissertation Units cannot be used until after both written and oral comprehensive examinations have been completed and the dissertation proposal has been approved.

#### Additional Enrollment Considerations:

All requirements for the degree of Doctor of Philosophy must be completed within 5 years of passing the Comprehensive Exam. Programs may have more stringent time to degree requirements. Should a student not finish within that time period, he or she may be allowed to re-take the Comprehensive Exam with permission of the program, and then proceed to complete other requirements, e.g., the dissertation.

**Please note that "*continuous enrollment*" is not the same as "*full time enrollment*" for financial aid purposes.**

### Full-Time Graduate Student Status

#### *Fall and Spring Semesters*

During the fall and spring semesters, for students with Graduate Assistant/ Associate appointments, full-time status consists of a minimum enrollment in 6 units of graduate credit. A graduate student working on a thesis or dissertation who is only enrolled in 900-level units and not employed as a Graduate Assistant/ Associate must be enrolled in 3 units. A student who has completed all course work, the thesis/dissertation unit requirements, has advanced to candidacy, is working on the thesis/dissertation, and is not employed as a Graduate Assistant/ Associate may apply for [advanced status \(link is external\)](#), which allows 1 unit of 900-level credit for full-time status. In all other cases, full-time status consists of a minimum enrollment in 9 units of graduate credit.

The full-time status enrollment minimums apply to students wishing to defer federal loan repayments, to international students with F or J visa status, and/or to students receiving University funding other than wages. Full-time enrollment may or may not keep the student from falling outside the threshold of the [Affordable Care Act \(link is external\)](#) and/or [Arizona State Retirement System \(link is external\)](#) requirements. It is recommended that hiring units and graduate students refer to these policies to ensure compliance.

More information on graduate minimum enrollment policies is available from the [Graduate College \(link is external\)](#). Please note that some academic colleges may require more units to maintain full-time status when students are receiving financial assistance from the college. Also note that full time and minimum enrollment policies are different to maintain [continuous enrollment](#).

#### *Summer and Winter Sessions*

During the fall and spring semesters, for students with Graduate Assistant/ Associate appointments, full-time status consists of a minimum enrollment in 6 units of graduate credit. A graduate student working on a thesis or dissertation who is only enrolled in 900-level units and not employed as a Graduate

Assistant/ Associate must be enrolled in 3 units. A student who has completed all course work, the thesis/dissertation unit requirements, has advanced to candidacy, is working on the thesis/dissertation, and is not employed as a Graduate Assistant/ Associate may apply for [advanced status \(link is external\)](#), which allows 1 unit of 900-level credit for full-time status. In all other cases, full-time status consists of a minimum enrollment in 9 units of graduate credit.

## **Funding Policies (see section VII. FUNDING FOR GRADUATE STUDY, starting on p. 30 below)**

### **Governance**

#### **Department Committees**

According to department bylaws, Gender and Women's Studies graduate students elect representatives to serve on most departmental committees. Students serving as representatives are expected to gather student perspectives on issues and bring them to their committees as well as report back to their colleagues (except in matters of confidentiality, like graduate admissions). Elections should happen within the first two weeks of the school year. If students fail to elect representatives in a timely fashion, or if an elected representative cannot fulfill the required duties, the committee chair will send out a call for nominations, including self-nominations. If only one person comes forward in the time allotted, that person will serve. If more than one, the chair can use the most democratic process possible within the time constraints in order to make the decision.

One elected graduate student represents the graduate students at general meetings of the faculty. In addition, the standing committees requiring graduate student representation are:

#### **The Curriculum Committee**

The Curriculum Committee shall consist of 2 elected Graduate Students, the Director of Undergraduate Studies, the Department Head, and the Director of Graduate Studies; the Academic Program Coordinator and SBS Undergraduate Advisor will serve ex officio.

The Curriculum Committee will oversee the Department's graduate and undergraduate curriculums, graduate student GTA placements, and winter/summer teaching. The committee also recommends curricular and programmatic policies to the Faculty for their vote, and oversees and monitors the degree programs and students.

#### **The Admissions Committee**

The Admissions Committee shall consist of 2 elected Graduate Students, the Chair of Admissions & Recruitment, at least one Faculty member, and at least one member of the Affiliated Faculty.

The Admissions Committee shall review applications from prospective graduate students, rank those applications and recommend potential admits to the faculty for their vote.

#### **Awards Committee**

The Awards Committee will consist of 1 elected Graduate Student and 1 Faculty member who will select recipients of WOSAC stipends, the Florence Hemley Schneider award, and

other eligible awards and fellowships under the jurisdiction of GWS. A WOSAC member will join the committee where applicable.

### **The Anti-Racism Task Force**

The Anti-Racism Task Force shall consist of 1 to 2 elected Graduate Students and 1 to 2 Faculty members drawn from GWS or Affiliate Faculty.

The Anti-Racism Task Force shall oversee, investigate, and make recommendations to the appropriate bodies concerning recruitment and retention of faculty and students of color, and curriculum transformation to ensure full consideration of the multiple axes of difference. The Task Force may also take up other issues in order to combat racism in the Department, University of Arizona and Tucson community.

Should the department have the opportunity to hire new faculty members; each search committee will also have one graduate student representative. More information about the responsibilities of the search committees is provided in the department bylaws.

### **Competitive, External Searches for lines housed $\geq .50$ or more in GWS.**

The Search Committee shall consist of a minimum of 5 members, the majority of whom must be Faculty. A minimum of 2 will be GWS Faculty. One member must be an elected GWS graduate student. All members have voting rights.

### **Internal or Non-Competitive Appointments**

The evaluation committee will be composed of 2 GWS Faculty, and 1 elected graduate student member.

## **Grievance Procedures**

Many of the problems that students face in the transition to graduate school have to do with negotiating a new and complex system. Concerns and confusion about what is expected at each stage, how to manage time, how to focus topics, or how departmental, college, or university decisions are made are common. If a student is experiencing a problem or has a concern, that student should first ask their advisor for clarification and advice. Keeping lines of communication open between faculty and students is the most important step that all of us can take to keep grievances to a minimum. Nevertheless, even with open communication, students sometimes feel their concern is not satisfactorily addressed. In the event that a student feels they have been wronged, these are the steps to take.

#### **STEP 1: PROFESSORS/ADVISORS**

If the concern is about a particular class, speak with the professor. If the issue is not related to a specific class, or if you have not been able to resolve the issue with the professor, discuss the problem in detail with your advisor. Be sure that the advisor or professor fully understands the issues involved. Try to work together to come to a resolution.

#### **STEP 2: DIRECTOR OF GRADUATE STUDIES**

If, for any reason, an adequate understanding cannot be reached with the professor or advisor, students should bring their concern or grievance to the DGS. Try to work together to come to a resolution. If the problem persists, the DGS will advise the student on the appropriate next action to take.

### STEP 3: DEPARTMENT HEAD

Grievances that have to do with the program itself (i.e. course requirements, protocol) that could not be resolved at the level of the DGS, need to be addressed in writing to the Dept. Head who will then discuss the issue with the student. If there is no resolution, the Head will send the complaint to the Faculty. The Faculty will consider the appeal, discuss the issue, and make a recommendation to the Dept. Head.

If the problem concerns a grade and no understanding has been reached after steps 1 & 2, the student should take the appeal to the Department Head. If the problem remains at the end of this step, the Department Head will advise the student on the University's grade appeal procedure.

The Graduate College also maintains a Grievance Policy. The policy and detailed procedures can be found at:

<http://grad.arizona.edu/academics/policies/academic-policies/grievance-policy>

As noted on the Graduate College page, there are many issues not addressed by their policy and procedures:

- Allegations of gender (including sexual harassment), racial, ethnic, religious and sexual orientation discrimination; these are dealt with by the [Office of Institutional Equity](#).
- Grade appeals, procedures for which are available in [General Catalog](#) or from the Graduate College Information Desk. (Grade appeal procedures apply to course grades; appeals of comprehensive examination or oral defense results follow the general Graduate College Grievance Review Procedures.)
- Complaints against University employees and students that are covered by provisions of the [University Handbook for Appointed Personnel](#) ("UHAP"), the [Staff Personnel Policy Manual](#) ("SPPM"), and the [Student Code of Conduct](#).
- [Graduate College petitions](#) requesting waivers of policy are not addressed through the general Graduate College Grievance Review Procedures; students may appeal denials of petitions by writing directly to the Dean of the Graduate College.
- [The University Ombudsperson](#) is also available to assist students with concerns and complaints.

## Incompletes

The grade of "I" for "Incomplete" may be awarded only at the end of the semester when all but a minor portion of the coursework has been satisfactorily completed. Graduate students should make arrangements with the instructor to receive an Incomplete grade before the end of the semester.

Instructors are encouraged to use the [Report of Incomplete Grade form](#) as a contract with the student. On the form, the instructor states: (1) which assignments or exams should be completed and when; (2) how this work will be graded; and (3) how the student's course grade will be calculated. Both the instructor and student sign this agreement and both should retain copies.

As a matter of University and Registrar policy, Graduate students have a maximum of one calendar year to remove an Incomplete. An Incomplete not removed within one year is replaced by a failing grade of "E" and counted as an "E" in determining the student's grade-point average. If the coursework cannot be completed within one year, the student may petition to extend the Incomplete. This petition must be submitted before the grade converts to an "E."

Students may not carry an Incomplete during the summer if they propose to teach, and cannot carry an incomplete into the following academic year to be eligible for GAT positions.

## **Petitions**

A student who believes, with good academic reason, that they deserve redress or exception to Graduate College rules, regulations, or policies can formally petition for an exception. A petition form must be submitted to the Graduate College Degree Certification Office explaining all relevant facts. Such petitions must be accompanied by supporting documents and a letter of support from the student's Major Advisor, Director of Graduate Studies, or Department Head and required signatures. [Petition forms are available online: http://grad.arizona.edu/system/files/petition.pdf](http://grad.arizona.edu/system/files/petition.pdf).

## **Satisfactory Academic Progress**

### **Graduate College Satisfactory Progress Policies:**

<http://grad.arizona.edu/policies/academic-policies/satisfactory-academic-progress>

### **Gender and Women's Studies Policy on Satisfactory Academic Progress:**

The purpose of this policy is to establish a minimum standard for satisfactory academic progress. It does not describe or indicate the full extent of academic accomplishments and expectations that each student will strive to achieve in the course of their professional development. Satisfactory academic progress simply requires that students complete the various requirements of the program successfully and in a timely manner. These requirements include coursework, the appropriate qualifying process, constitution of comprehensive exam committee and passage of the comprehensive exam, constitution of dissertation committee, approval of dissertation proposal, and completion of dissertation research and writing. The standard time to M.A./J.D degree is 4 years and the standard time to the Ph.D. degree is 5-6 years. (Time to degree will vary depending whether the student came in with an MA and on how many units may have been accepted as transfer credit.) During coursework, the student must maintain a minimum 3.0 GPA, with 3.5 GPA required for fellowship or scholarship support. Individual students may negotiate a slower than usual pace for their coursework to accommodate specific personal circumstances (such as child or elder care responsibilities) and some dissertation projects may take extra research time.

## **Time Extensions**

Under special circumstances, such as joint programs, or part-time registration due to family or work commitments, a longer program may be negotiated by petitioning the GWS Director of Graduate Studies either at the time of application or as the need arises. Requests for leaves or extensions need to include an explanation of the reasons for the request, a detailed plan for completing the degree, a signed list of who has agreed to serve on the committee (depending on stage of program) and a letter of the support from the committee chair. Students should be sure to check with both the department and the Financial Aid Office to be sure that any funding will not be adversely affected by deviation from the nine-unit semester.

If a leave of absence request is not approved by the GWS Director of Graduate Studies and submitted to the Graduate College before the semester for which they are being requested, students will be required to pay for registration for that semester before they can complete the program. Failure to do so will result in financial penalties per the Graduate College's Continuous Enrollment Policy.

Compelling reasons for extension or leave of absence include:

- birth or adoption of child  
(See also GA parental leave policy:  
<http://grad.arizona.edu/financial-resources/ua-resources/employment/parental-leave>)
- medical reasons (Note: Medical leave of absence does not require department approval.)
- military duty
- financial hardship
- visa difficulties
- other personal or family reasons

## VII. FUNDING FOR GRADUATE STUDY

There are many forms of funding available to graduate students in our program. The department is able to provide some fellowship funding, especially to incoming students with monies from the Graduate College and the Elizabeth Lapovsky Kennedy Endowment (which funds both the Women's Plaza of Honor Fellowship and the Kennedy Endowed Fellowship). Most students are primarily funded through their years in course work as Teaching and Research Assistants. Students can earn additional money by teaching online courses in summer and winter sessions. Students who are further along in the program should seek grants and fellowships for their dissertation research and writing through various departmental, university and national sources relevant to their research topic. Students at all stages of the program are also encouraged to apply for small one-time funds for travel to conferences from WOSAC, the GPSC and other sources.

### Graduate Assistant and Associateships

The Graduate College GA Manual, providing the full set of policies and procedures, is available at: <http://grad.arizona.edu/funding/ga/ga-manual>

It covers:

- [Qualifications for Appointment](#)
- [Appointment Process and Procedures](#)
- [English Speaking Proficiency Evaluation](#)
- [Appointment Period and Supplemental Compensation](#)
- [Appointment Process and Responsibilities](#)
- [Mandatory Online Training](#)
- [Benefits of Appointment](#)
- [End of Term Evaluations](#)
- [Resignation or Termination from Appointment](#)
- [Contacts for Questions or Assistance](#)

(Some excerpts are provided here below on p. 32-33.)

### **GWS GA Workload Policies:**

- Average workload over the semester should not exceed 20 hours per week for each 0.5 FTE appointment.

Teaching Assistants:

- A 0.50 TA workload is generally supervision of 2 sections of 30 students each in a multi-section course.
- A 0.25 TA workload is generally supervision of 1 section of 30 students in a multi-section course.
- A 0.5 Grader will provide grading support for up to 75 students.
- A 0.25 Grader will provide grading support for a single course of up to 45 students.
- Specific responsibilities and duties of each TA for each class are to be identified using the TA-Professor Contract, which must be filled out and submitted to the Academic Program Coordinator by the first day of classes in each semester.

Research Assistants:

- Specific responsibilities and duties of each RA are to be identified using the RA-Supervisor Contract, which must be filled out and submitted to the Academic Program Coordinator by the first day of classes in each semester.

**Eligibility/Incompletes**

Students may not carry an Incomplete during the summer if they propose to teach, and cannot carry an incomplete into the following academic year to be eligible for GAT positions.

**Work Period**

The start date (first day of work) of the Work Period for GWS Graduate Assistants will be one week in advance of the first day of classes for each semester. The end date of the work period (the last day of work) for GAs in GWS is 48 hours (two business days) after the last day of the official exam period for each semester. If a research assistant is hired to work beyond this work period, they must be paid supplemental compensation for the additional hours worked (and those hours must be actively reported through the normal time reporting procedures). It is highly recommend that students contact their supervisors immediately upon notification of appointments.

**Evaluation:**

All Teaching and Research Assistants/Associates will be regularly evaluated using the appropriate TA or RA Evaluation forms. These evaluations are meant to provide constructive feedback and to create a substantive record of accomplishment that might be useful to writers of letters of recommendation and to the students when applying for jobs.

**ABD Status**

- Being “ABD” means having completed all coursework except dissertation units as well having passed written and oral comprehensive examinations, and having an approved dissertation proposal.
- Students who are ABD can be instructors of record for courses without multiple sections (i.e. not supervising other graduate students), at the GAII rate.
- ABD Students can be eligible to teach a course of 25 to 45 students (no grader), as 0.5 GAII. Upper-division writing intensive courses must meet minimum enrollments (15) and may be capped at 25 students. Lower-division courses may be capped at 45 students, with minimum enrollments of 25 students.
- Students can be eligible to teach a DE course of 10-19 students at 0.25 time or 20-45 students for 0.50FTE. This includes courses that are hybrid evening/weekend and DE, which must have a DE enrollment sufficient to pay the students’ salary if EW funds are not forthcoming. At present (2014), that minimum enrollment is approximately 10 for a 0.25 position.

**Extended Funding (Year 5+)**

- Students are strongly encouraged to actively seek out and apply for grant and fellowship support for their dissertation research and writing. The Department will do its best to help students find appropriate opportunities.
- With regard to GA positions, GWS will endeavor to provide four years of GA funding for students in good academic standing. After 4 years students must have achieved ABD status to be prioritized for funding opportunities. Those who wish to be considered for 5<sup>th</sup> or further years of funding may submit proposals for EW/DE instruction or adjunct positions that may be available within the department. Students may also be considered for the regular state/temp funds GTA positions after all other students (years 1-4) in good academic standing are funded. Post-4<sup>th</sup> year students may continue to be covered by research grants, fellowships, or other non-state funds at the discretion of the PI of those projects. They may also be hired at the discretion of other units on campus.

- Satisfactory academic progress is absolutely required for consideration for extended funding, which primarily implies significant annual progress on the dissertation, as described in student annual reports and concurred with by their advisors.

### **Matching Funds for Graduate Students Who Receive External Fellowships**

This policy is intended to encourage our PhD students to apply for nationally prestigious dissertation fellowships such as the AAUW, ACLS/Mellon, Spencer, etc., that provide funds to allow the student to focus full-time on dissertation research and/or writing. Since a student receiving such an award may be required by the external funder or be advised by their dissertation director to decline employment as a graduate assistant and thus forego tuition remission and health insurance coverage, we will endeavor to provide Graduate Tuition Stipend funds to cover tuition and fellowship funding to cover the cost of individual student health insurance, to the extent that those items are not covered by the external fellowship itself. Provision of any such matching funds will necessarily be contingent on availability of funds.

### **Thesis/Dissertation Tuition Waiver**

A Thesis/Dissertation Tuition Waiver is available to cover nonresident tuition charges only (Arizona residents cannot receive this award). Recipients must be degree-seeking graduate students. Maximum enrollment is six (6) units. Only 900-level course numbers are allowed and you must have a GPA of 3.0 or above to receive this award. You need to see the Academic Coordinator to register and receive this waiver.

## **GRADUATE COLLEGE POLICIES (excerpted from the Graduate College GA Manual)**

<http://grad.arizona.edu/financial-resources/ua-resources/employment/GA>

### **Qualifications for Appointment**

In order to be considered for a Graduate Assistant/Associate position, a graduate student must:

1. **Be admitted to a graduate degree seeking program.** Certificate only programs do not satisfy this requirement. Furthermore, Law, Medicine and Pharmacy students are not normally eligible for a GA position unless concurrently enrolled in a regular degree-seeking program.
2. **Have a minimum GPA of 3.0.** If a student is newly admitted, the admission GPA is considered for this requirement. A student must also maintain a minimum GPA of 3.0 during their appointment. Appointing departments may also require a higher GPA. It is important to check the GPA **before** making an offer of GA appointment so that any issues can be addressed in a timely manner. The Graduate Assistant/Associate Low GPA Waiver form must be submitted should a hiring exception be necessary. GPA exceptional appointments are limited to one semester appointments and are not eligible for reappointment until grades are reviewed.
3. **Be enrolled in at least 6 graduate level units.** Undergraduate, Outreach, or audited courses do not satisfy this requirement. Appointing departments may also require a higher enrollment.

Appointing departments may also have additional criteria that a graduate student must meet in order to be appointed into a Graduate Assistant/Associate position.

## Appointment Period and FTE Information

Appointment Period	Start Date	End Date
Full Fiscal Year	07/01/2016	06/30/2017
Fall Only Fiscal	07/01/2016	12/31/2016
Spring Only Fiscal	01/01/2017	06/30/2017
Full Academic Year	08/15/2016	05/21/2017
Fall Only Semester	08/15/2016	01/01/2017
Spring Only Semester	01/02/2017	05/21/2017

### Hire Priority Date

GAs appointed with a start date before the Hire Priority Date (below) will receive full benefits. Conversely, those ending before those dates will not retain any GA benefits for that semester. GAs hired on or after the priority date will receive reduced amounts for the GA Remission and GA insurance benefit, if enrolled in the Campus Health coverage. The GA Remission is prorated by pay period and the GA insurance benefit by day. Please contact the Graduate College ([link sends e-mail](#)) for more information.

Term	Hire Priority Date
Fall 2015	September 25, 2016
Spring 2016	February 12, 2017

### FTE Information

GAs are appointed. As such, their reported hours may not be reduced in most cases. During periods where a GA is concurrently enrolled, total on-campus appointment may not exceed 26.4 hours per week (0.66 FTE). International GAs on F-1 or J-1 visas are subject to additional restriction: their appointment may not exceed 20 hours per week (0.50 FTE) while they are concurrently enrolled.

GAs appointed at 0.66 FTE cannot be compensated over their FTE except during winter or summer. GAs appointed at less than 0.66 that work hours above their designated FTE must be paid via [supplemental compensation](#). A GA may also hold multiple appointments so long as the total FTE does not exceed the restrictions.

The University of Arizona has approved four possible FTE's and maximum payable hours for GAs.

FTE	Hours Per Pay Period
0.25	20.0
0.33	26.4
0.50	40.0
0.66	52.8

### Supplemental Compensation

Additional compensation for GAs, from any source, must be processed using the [Supplemental Compensation for Graduate Assistants/Associates Form \(link is external\)](#) ("sup comp").

Only students concurrently appointed as a GA, or a GA for the proceeding Spring semester if processing for summer compensation, can be compensated via the sup comp form.

A GA may not receive supplemental compensation past the end of their appointment if they have graduated the previous semester.

A continuing GA must be hired on sup comp during the summer months to maintain their exempt employment status and associated benefits.

### **Compensation Limits**

Because it is recommended that Graduate Assistants/Associates be limited to working no more than 26.4 hours per week total compensation while classes are in session (.66 FTE), including the GA position and any additional on-campus position to prevent them from becoming eligible for employee health benefits under the Affordable Care Act (ACA), eligible sup comp hours should be calculated as the difference between .66 FTE (26.4 hours) and the GA FTE. For example, if the GA is on a .50 FTE (20 hours per week) then the GA may receive sup comp of 6.4 hours per week. *Colleges/departments may set lower maximum limits.*

Employment for international students on F-1 or J-1 visas must be limited to twenty (20) hours per week (.50 FTE) while classes are in session. This is a federal regulation and departments are responsible for compliance. Please contact International Student Services at 621-4627 for additional information.

Class break periods allow some additional hours and F-1/J-1 visa restrictions no longer apply.

- **Winter Break (12/16/16-01/10/17)**

- Students graduating in December with a terminal degree cannot continue in **any** student positions after graduation. Those individuals that are interested in continued employment would need to be hired into faculty, staff, or post-doc positions.
- School is not in session but students are still being paid for their GA appointments. Students may be compensated up to the difference between .875 (35 hours) and the GA FTE. Students should not be working and cannot be compensated for Monday, December 26, Tuesday, December 27 or Monday, January 2 (official University holidays). GAs on academic appointments are not required to put in hours during the break. Any hours worked must be paid via supplemental compensation. If you have any questions, please contact Julie Treanor at 621-5193 or [treanorj@email.arizona.edu](mailto:treanorj@email.arizona.edu) ([link sends e-mail](#)) for additional assistance.

- **Summer Break (05/16/16-08/19/16)**

- Students graduating in May with a terminal degree cannot continue in **any** student positions after graduation. Those individuals that are interested in continued employment would need to be hired into faculty, staff, or post-doc positions.
- Students completing their terminal degrees in August can be paid via supplemental compensation **if** they have not had more than 10 weeks at 20 hours without enrollment. Check GA eligibility at UAccess Analytics> Dashboards> Business Managers Home Page> Retirement Eligibility.
- It is recommended GAs on supplemental compensation be limited to no more than **35** hours per week total compensation in the summer.

- GAs receiving summer supplemental compensation that will continue as GAs for fall 2016 should be enrolled for 6 graduate units. Students not continuing as GAs or in any other student employment position for fall 2016 should be enrolled for full time before summer hours begin (refer to full time enrollment policy at <http://catalog.arizona.edu/> (link is external)). Please be aware those students that are not pre-enrolled for Fall 2016 and working at least 20 hours per week will accumulate weeks toward Arizona State Retirement eligibility.
- Departments should ask GAs about plans to teach for Summer Session BEFORE submitting summer supplemental compensation forms in order to avoid potential excess of allowable FTE.
- Continuing fiscal GAs may be compensated up to the difference between .875 (35 hours) and the GA FTE. Students should not be working and cannot be compensated for Monday, May 30 (Memorial Day observed) or Monday, July 4 (Independence Day observed).

## Fellowships and Grants

**Fellowships** are funds provided to a scholar to support their living expenses while they are studying or writing up their research. Fellowships for graduate students usually support dissertation writing, although there are a few, such as the NSF Graduate Research Fellowship and the Ford Foundation Predoctoral Fellowship, that support the student during their coursework years. (Please note that some dissertation fellowships, such as the AAUW Fellowship, are specifically for “completion,” that is, for the final year of dissertation writing. The fellowship contract requires that the dissertation be filed by late summer of the fellowship year. Do not apply for a completion fellowship if you will not be able to complete your dissertation in the appropriate timeframe.) In order to encourage GWS PhD students to apply for nationally prestigious dissertation fellowships such as the AAUW, ACLS/Mellon, Spencer, etc., the department will endeavor to provide Graduate Tuition Stipend funds to cover tuition and Women’s Plaza of Honor fellowship funding to cover the cost of individual student health insurance, if those items are not covered by the external fellowship itself. (Provision of any such matching funds will necessarily be contingent on availability of funds.)

**Grants** are funds provided to conduct a specific research project and usually require a budget showing the specific costs associated with the research project. Grants vary quite a bit regarding what kinds of budget items they are willing to fund; some do and some do not fund salary/living expenses for the primary investigator. If your dissertation project will be based on ethnographic fieldwork, survey research or laboratory experiments, then you will probably need to get a grant to support your research (before you get a fellowship to write up your dissertation).

Information about fellowship opportunities provided by the UA is listed on the Graduate College website:

<https://grad.arizona.edu/ofce/>

The Graduate College website also provides some additional links related to searching and applying for funding:

<http://grad.arizona.edu/funding/opportunities>

The Social and Behavioral Sciences Research Institute (SBSRI) provides support for identifying and applying for funding from diverse sources outside the UA. They also offer a variety of small grants programs that offer seed money for projects and support the grant and fellowship application processes. <http://sbsri.sbs.arizona.edu/>

A wide variety of professional organizations provide listings of grant and fellowship opportunities relevant to particular academic disciplines or interdisciplinary fields. So, depending on your area of research, you may want to regularly check the listings of the American Studies Association, the Modern Languages Association, the Association of American Geographers, the National Women's Studies Association, etc etc.

Some of the primary funders of dissertation research include:

American Association of University Women

[www.aauw.org](http://www.aauw.org)

American Council of Learned Societies (ACLS)

<http://www.acls.org/programs/dcf/>

Ford Foundation

<http://sites.nationalacademies.org/pga/fordfellowships/>

National Science Foundation (NSF)

[http://www.nsf.gov/funding/education.jsp?fund\\_type=2](http://www.nsf.gov/funding/education.jsp?fund_type=2)

Spencer Foundation

<http://www.spencer.org/fellowship-awards>

Woodrow Wilson National Fellowship Foundation

<http://woodrow.org/>

## **Summer/Winter Session and ABD Regular Semester Teaching Guidelines and Processes**

The Gender and Women's Studies Department generally offers several courses in Summer and Winter Sessions. Our graduate students are invited to apply to teach undergraduate courses. In addition, students who are ABD may be invited to apply to teach courses offered during the regular semester. Twice a year, the department will put out a call for applications for these opportunities. Current GWS graduate students with appropriate qualifications and training will receive priority consideration.

Applications to teach these classes are vetted by a Hiring Committee, made up of the Head, DGS, and DUGS. Applications will be judged holistically, such that the Hiring Committee will consider all of the following to the best of their ability: the quality of the syllabus, the strength of the letters of recommendations and the qualifications of the application as presented in their letter of application and CV, and financial need. Among current GWS graduate students, those who have earned an M.A. will receive first priority for Summer/Winter. GWS graduate students who have not earned an M.A. will receive second priority. Non-departmental graduate students working with Gender and Women's Studies faculty will have third priority. Qualified proposals from outside the university will be considered fourth.

Graduate students may not teach graduate-level courses, and graduate students who have not completed the M.A. are not invited to teach upper-division courses. Students who have not achieved ABD status are not eligible for solo teaching in the regular semester. Any exceptions to these rules require the approval of the Curriculum Committee.

Students applying to teach summer/winter courses must have served as teaching assistants either at UA or in a comparable program. ABD students applying to teach a regular semester course must have served as teaching assistants; priority will be given to those who have taught a summer or winter session course. All applicants must show evidence of satisfactory progress in their academic programs and may not carry an Incomplete during the summer they propose to teach.

In allocating teaching assignments, the following criteria will be considered:

- quality of the proposed syllabus
- evidence of expertise in the course material
- teaching assistantship in a comparable course
- strong faculty recommendations that address teaching and scholarship
- satisfactory progress towards degree, with no incompletes
- complete annual review

**The Office of Instruction and Assessment provides extensive resources in support of teaching. Make use of this valuable resource!**

<http://oia.arizona.edu/>

## VIII. RESOURCES

### **Career Services**

The department and your advisor will provide substantial support to students seeking academic jobs after the PhD. If you are seeking another kind of job or are getting a different degree, you may also want to make use of Career Services. The staff there is happy to work with students individually and in groups. For more information on what they have to offer, see:

<https://www.career.arizona.edu/>

### **Center for English as a Second Language (CESL)**

<http://www.cesl.arizona.edu/>

CESL offers full-time daily instruction for general intensive English as well as TOEFL preparation. CESL also offers individual evening-time specialty classes for listening, speaking, writing, and reading. There is a fee for all instruction, and no university credit is given.

### **Commencement**

For information on Commencement details, visit the UA Commencement Website

<<http://commencement.arizona.edu/>> and the SBS Convocation Website

<http://web.sbs.arizona.edu/college/convocation/>.

### **Computing on Campus**

#### **NetID and Email**

The Office of Student Computing Resources has compiled a wealth of computing information at this website: <http://www.uits.arizona.edu/departments/oscr/help/get-started>. The website contains an online new-student orientation, during which you may create your UA Net ID and set up your UA email account. Your UA NetID verifies your identity when you use many of the online services the University of Arizona provides. This ensures the privacy of your personal information and restricts the use of resources to those for whom they are intended. E-mail is the official means of communication between the University administration and all students. You are required to have a University of Arizona e-mail account. Important official e-mail notices may be sent to students periodically, and it is your responsibility to monitor your UA e-mail account for such messages.

#### **Getting Help with Computing**

University Information Technology Services

<http://www.uits.arizona.edu>

#### **Instructional Technology**

Some primary campus services for instructional technology include:

University of Arizona Software Licensing (free software): <http://softwarelicense.arizona.edu/students>

Learning Technologies Center (LTC),

<http://www2.uits.arizona.edu/learning-technologies-center>

Equipment Services (AV equipment for classroom use), <http://www.uaav.arizona.edu/>

#### **Office of Student Computing Resources (OSCR)**

The Office of Student Computing Resources (OSCR, pronounced “Oscar”) was established in 2004 to help students get the most out of UA computing technology. OSCR provides access to a wide range of

computing tools and support services in general-purpose computing labs (open to UA students, faculty, and staff) and electronic classrooms spread across campus. Visit <http://www.oscr.arizona.edu/> or call 621-OSCR.

### **Computer Labs Around Campus**

<http://www.oscr.arizona.edu/maps>

## **Disability Resources**

### **Disability Resource Center (DRC)**

<http://drc.arizona.edu/>

The Disability Resource Center and The University of Arizona are committed to facilitating full access for students with disabilities through consultation with faculty and the provision of reasonable accommodations. The first step in the process is meeting with a Disability Specialist and presenting documentation of a disability. The Disability Specialist's role is to review documentation and consult with students and faculty regarding reasonable accommodations.

### **Strategic Alternatives Learning Techniques (SALT) Center**

<http://www.salt.arizona.edu/>

The Strategic Alternative Learning Techniques (SALT) Center promotes the achievement of individuals with learning and attention challenges. Through a student-centered model, SALT provides comprehensive services to maximize student success and support the University of Arizona community. We collaborate with community-based organizations that facilitate learning and enrollment in higher education. We initiate and pursue innovative practices designed to partner with and serve the people of Arizona and the global community.

## **The Graduate and Professional Student Council (GPSC)**

The GPSC was created to promote the causes and concerns of the graduate student body, to create and foster programs beneficial for growth and interaction, to disburse funds for the benefit of professional development, and to serve as the representative body and voice at the University of Arizona, the University of Arizona Administration, and the Arizona Board of Regents on behalf of graduate and professional students.

The GPSC provides **travel grants** and other types of funding to graduate students. For more information see: <http://gpsc.arizona.edu/travel-grants>

## **Human Subjects Protection Program**

Information about the Human Subjects Protection Program and Institutional Review Board, including certification, procedures, and forms, is available at this web site:

<http://orcr.arizona.edu/h spp>.

## **International Student Programs and Services**

<http://internationalstudents.arizona.edu/>

The mission of Office of International Student Programs and Services is to coordinate comprehensive programs and services for international students that foster positive experiences at The University of Arizona and in the United States. They serve as representatives and advocates for international students, providing liaison with UA campus academic and administrative departments, local, state and federal agencies, foreign agencies, and various organizations and members of the Tucson community.

## **SBS Research Institute (SBSRI)**

<http://sbsri.sbs.arizona.edu/>

SBSRI is a unit in the Dean's Office which promotes and supports research. They have Pre-Doctoral and Doctoral Grants, as well as workshops for grantwriting. They have listings and contact information for numerous grant and fellowship programs.

## **Teaching**

A wide variety of resources in support of your development as a teacher are offered through the Office of Instruction and Assessment. These resources range from workshops that you can attend on a drop-in basis to individualized classroom observation and consulting to the Certificate in College Teaching, (described immediately below). For more information see: <http://oia.arizona.edu/content/tas>

## **Certificate in College Teaching Program**

The Certificate in College Teaching (CCT) Program is open to all post-baccalaureates.

If you are a student interested in the CCT Program, [please click here to access an information sheet for your faculty advisor](#), for instance your thesis or dissertation chair. Faculty advisors of international students are advised to provide a letter of support.

**Current UA graduate students:** If you are a U.S. citizen or Permanent Resident Card I-551 ("Greencard") holder and enrolled in a degree program at the UA, you are eligible for enrollment in the CCT.

- If you are an international graduate student, please check with the [Global Initiatives International Student Services](#) whether you are eligible for enrollment into a graduate certificate program. Coursework for our certificate program alone does not add up to full-time student status.

**Faculty and staff:** If you are a U.S. citizen or Permanent Resident Card I-551 ("Greencard") holder and not currently enrolled as a UA graduate student, you must satisfy the Graduate College admission requirements and then enroll as a certificate-seeking graduate student. If you intend to take one or more courses, but not to apply to and complete the certificate, you may enroll as a non-degree seeking graduate student. You can find the Graduate College Admission requirements at: <http://grad.arizona.edu/admissions>

- If you are NOT a U.S. citizen or Greencard holder, please check with [Global Initiatives International Faculty and Scholars](#) whether you are eligible for enrollment as a certificate-seeking student and consequent enrollment into a graduate certificate program. Make sure to ask

about documenting English language proficiency and transcripts (important for Graduate College application) as well as required vaccinations (important for matriculation with Registrar).

**Financial aid:** CCT courses carry the same tuition and fees as other graduate-level courses. While there is no financial aid available through the OIA to complete the program, many graduate students use the benefits from their departmental teaching or research assistantships to cover tuition for the CCT courses. Similarly, faculty and staff often apply for Qualified Tuition Reduction. Please contact the CCT Coordinators for details.

**Transfer credit:** The following information applies to transfer credit request; please contact the CCT Coordinators for more information.

- If you have already taken a course on teaching in your department and it is listed on the CCT approved electives list, you can transfer the course for the CCT program, even if you did not yet take the required IA 697a - Learner-Centered Teaching course. However, we highly recommend taking the IA 697a - Learner Centered Teaching course first.
- If you took a course on college teaching that is not on our list of approved courses, course substitution may be possible.
- If you have graduate credit from a different institution, please note that a course approved for transfer credit must have been taken no more than two years prior to admission to the CCT. Transfer credit is limited to 3 credit hours of elective course credit.

**Courses without certificate:** If you wish to use course credits earned in the CCT program to satisfy course requirements in your graduate program or a Multidisciplinary Minor, you can enroll in the courses without applying to the CCT program. Please contact your graduate advisor for more information on departmental requirements. The CCT Coordinators can provide any course documentation that may be requested.

#### Important Links for the Certificate in College Teaching

- [FAQs](#) regarding the Certificate in College Teaching
- For further information about this and other Graduate Certificate programs, including faculty list, policies, procedures, forms and other information, please see the [Graduate College website](#).

For more information about this program, please contact the CCT Coordinators:

[Erin Dokter](#), CCT Coordinator, [edokter@email.arizona.edu](mailto:edokter@email.arizona.edu)

[Mascha N. Gemein](#), CCT Graduate Coordinator, [mngemein@email.arizona.edu](mailto:mngemein@email.arizona.edu)

## Writing Resources

### **Writing Skills Improvement Program (WSIP)**

<http://wsip.web.arizona.edu/>

The WSIP offers free Writing Workshop Series each semester, as well as a summer writing institute.

**Bi-weekly writing workshops** take place on Mondays and Wednesdays from 2:00pm to 2:50pm, Location TBA, and cover all aspects of basic college writing. Workshops are free and open to UA students, staff, faculty, and visiting scholars. Online registration is required.

<http://wsip.arizona.edu/workshop-series>

**Graduate Writing Workshops** This weekly series is designed to address the central challenges faced by academic writers in all fields. One-hour workshops include “Step-by-Step Through the Master’s Thesis or Dissertation” and “Designing the Curriculum Vitae and Cover Letter.” For more information, including the calendar of workshops: <http://wsip.arizona.edu/graduate-writing-workshops>

**Graduate Writing Institute** This free three-week intensive writing program is held each summer for all graduate students focusing on writing projects, theses, and dissertation work. Students of various disciplines work on their writing in small groups and attend lectures in larger groups on relevant topics regarding writing. They also receive individual tutoring time. This program assists graduate students to complete research papers and projects, conference presentations, theses and dissertations. For more information and to fill out an application: <http://wsip.arizona.edu/writing-institutes> . Applications are due several months in advance of the Institute.

**Graduate Writing Services** Besides the Graduate Writing Workshops, the WSIP offers individual tutoring for minority graduate students.

### **Graduate Writing Resource**

The online Graduate Writing Resource contains useful information about academic writing, from overcoming procrastination to composing a literature review: <http://www.gwr.arizona.edu/>.

## Who can help me with...? GWS Staff Information

Do you have a question about something GWS related? Find out who can help you!

### Darcy Roman-Felix, Academic Program Coordinator

E-mail: [roman@email.arizona.edu](mailto:roman@email.arizona.edu)

TEL: 520-621-5657

FAX: 520-621-1533

Office: 101

- Course scheduling
- Enrollment and registration for courses (grad and undergrad)
- Graduate program coordination
- Department directory
- Faculty searches
- GTA/GRA hiring paperwork
- Promotion and Tenure
- Annual Reviews
- Issues building keys to new students/faculty
- Minor building/facility problems
- GWS website maintenance
- Submits SBS ticketdog requests for technological help
- Work-study hiring, timesheets, tasks
- Process new or leaving faculty/grads
- P. card purchases
- Processes travel requests
- Purchases office materials
- Help with copy machine
- GWS Graduation Party
- GWS Graduate recruitment weekend

### Leigh Spencer, Program Coordinator

E-mail: [spencerl@email.arizona.edu](mailto:spencerl@email.arizona.edu)

TEL: 520-621-5656

FAX: 520-621-1533

Office: 103B

- WOSAC Awards and Travel Stipends (Students and Faculty)
- WOSAC fundraising and gift processing
- WOSAC event coordination, including LUNAFEST
- Coordination of fundraising, website/honoree bio updates, and engravings/naming opportunities in the Women's Plaza of Honor
- Assistance with general GWS fundraising
- Maintains list of GWS Affiliate Faculty and related events
- Maintains list of departmental committees
- Organizes special events
- Faculty meetings (minutes, agenda, scheduling)
- Staff meetings
- Scheduling/maintenance of GWS Conference Room
- Schedules events/meetings on department calendar
- Maintains department head's calendar
- GWS website maintenance

- Creates marketing material for GWS events (flyers, emails, posters)
- Maintains [SBS-GWS@email.arizona.edu](mailto:SBS-GWS@email.arizona.edu) (GWS general email)
- Maintains GWS Facebook and Twitter pages
- Accesses department shared drives (for workstudy students or department head information)
- Submits SBS ticketdog requests for technological help
- Maintains GWS Listservs
- Tracks department gifts, sends thank yous, maintains Raiser's Edge (GWS donations)
- Helps with copy machine

**Terry Mullin, Business Manager, Senior**

E-mail: [mullin@email.arizona.edu](mailto:mullin@email.arizona.edu)

TEL: 520-621-7339

FAX: 520-621-1533

Office: 201A

- Financial duties for Gender & Women's Studies (GWS) including: human resources/personnel; department account reporting; start up retention financial reporting and tracking, purchasing; preparing College reports (temp funds); budget roll over; summer session payments, provide financial assistance to WOSAC, WPOH/ELK Endowment financial reporting, and budget preparation
- Financial duties for SIROW including: human resources/personnel; department and research reporting; purchasing; preparing college reports (temp funds); budget roll over, budget preparation; and proposal routing
- Financial reporting and coordination for special one-time events
- Independent and subcontract agreements and payments
- Manages business office
- Approves staff timecards and time off requests in conjunction with department head
- Building monitor

**Debbie Marlow, SBS Undergraduate Advisor**

E-mail: [dmalow@email.arizona.edu](mailto:dmalow@email.arizona.edu)

TEL: 520-626-0606

Office: ENR2 Building, Room South 450

- Advises GWS majors and minors (undergraduate only)
- Signs up undergraduate students to be GWS majors/minors
- GWS seniors degree check

**Eithne Luibheid, Director of Undergraduate Studies**

E-mail: [eithne@email.arizona.edu](mailto:eithne@email.arizona.edu)

TEL: 520-626-2746

Office: 109

- Fields issues/concerns for undergraduate GWS majors/minors
- Helps with undergraduate course descriptions
- Submits changes to undergraduate courses

**Adam Geary, Director of Graduate Studies**

**Undergraduate Internship Coordinator**

E-mail: [ageary@email.arizona.edu](mailto:ageary@email.arizona.edu)

TEL: 520-621-2166

Office: 109C

- Oversees and Administers Graduate Studies program and policies
- Coordinates placements of Graduate Assistants and other grad funding
- Assigns Graduate Student Offices
- Provides advising and mentoring to all graduate students as needed
- Inquiries from prospective graduate students (applicants) about our PhD, PhD Minor or Certificate programs (takes substantive questions about the department, the intellectual content or faculty of the program, etc; Darcy takes requests for information about technical processes, procedures, deadlines etc)
- Fields all questions about the GWS undergraduate internship program
- Is the official Instructor for GWS undergraduate internship credit (GWS393)

**Jadwiga Pieper Mooney, GWS Department Head**

E-mail: [jadwiga@email.arizona.edu](mailto:jadwiga@email.arizona.edu)

TEL: 520-626-9158

FAX: 520-621-1533

Office: 110

- Requests for funding/cosponsoring events
- Administrative functions of the Department including personnel, curriculum, and general oversight
- Elizabeth Lapovsky Kennedy Endowment business

**Sally Stevens, Director of SIROW**

E-mail: [sstevens@email.arizona.edu](mailto:sstevens@email.arizona.edu)

TEL: 520-626-9558

Office: 205B

- Coordinates SIROW events
- Hires Graduate Assistants for SIROW projects

**If you still can't find what you're looking for, please ask any of us in the main office, GWS 103. We'll be happy to help.**

## **GWS General Office Operations**

### **Announcements**

The department maintains femlist, which focuses on feminist news and campus events for the UA and larger Tucson community. To be added to the listserv, contact the Program Coordinator.

### **AV Equipment**

We have a laptop and projector installed in the conference room for use. Equipment should be checked out with office staff or a work-study student. For Audio/Visual equipment for classroom use, <http://www.uaav.arizona.edu/>.

### **Computers**

There are a number of computers available for graduate student use including one in room 105 for all students assigned to that office. Other students will also have computers available in their assigned workspaces. UA policy prohibits improper computer use, which includes downloading unauthorized software. Personal files will be periodically deleted from shared computers, so please do not store important information. Back up your work and documents regularly. Please do not eat/drink while using the computers. Please see office staff or a work-study student for troubleshooting.

### **Conference Room Scheduling**

If you would like to schedule a meeting in the Conference Room, complete the online Conference Room Request at <http://poll daddy.com/s/A46C55F24D98CF4E>

You will receive a confirmation email. Please tidy up after your meeting/event. Return room to original setup.

### **E-Mail**

Please check your UA email regularly as we often distribute announcements of general interest via various departmental distribution lists. You are required per UA policy to use your UA email account for academic purposes. Please do not use Yahoo, Hotmail, or Gmail for university business.

### **Fax**

The Fax Machine is located in the Main Office Work Room. The Fax Machine is available to all GWS employees *for business use only*. Instructions are posted above the machine. You must have an access code to operate the Fax Machine (see Business Manager for your code). If you have questions, see office staff or a work-study student. GWS fax number: (520) 621-1533.

### **Keys & Security Doors**

Make a legible copy of your CatCard and give it to the Academic Program Coordinator. She will initiate the key authorization paperwork and give to you to take to the key desk to pick up your key(s).

Please note: On that sheet of paper, please include the following information:

- The room number of the office that has been assigned for your use,
- If new, your NetID (not your password) so that SBS Techs can email your network login.

Your key authorization paperwork will be returned to you, via your GWS mailbox. Obtain your keys from the Key Desk (6:30am-3:00pm), located at 1533 East Helen Street, Bldg. 155J. Bring your CatCard and Key Authorization/Receipt form with you. You may visit <https://www.fm.arizona.edu/fm-dept/lockkey.html> for more information.

When you accept keys, you become responsible for maintaining an adequate level of security. Do not

share your keys with unauthorized individuals and do not provide entrance to unauthorized individuals. Never label your keys. If you lose your keys, immediately inform the Business Manager, Key Desk and UAPD. If you lock yourself out of your office, see office staff for assistance. In addition to keys, you will need an access code to enter the building after hours. Take a *photocopy* of your CatCard to the Business Manager and s/he will ask you for a 4-digit PIN.

### **Library**

The GWS Library is located in the Conference Room. Materials are for GWS faculty and graduate student use only and should be checked out with office staff or a work-study student.

### **Lounge/Kitchen**

The downstairs lounge (101C) has a refrigerator and microwave. You are welcome to use either one. Please clean up after yourself and make sure to remove spoiled food from the refrigerator. The utensils and serving pieces are for everyone's use. Please wash and return them as soon as you have finished with them.

### **Mail**

Mail is delivered daily in the morning. Incoming mail will be distributed to your mailbox located in the Main Office Work Room.

Our address:

Your name  
925 N. Tyndall Ave.  
PO Box 210438  
Tucson AZ 85721-0438

The outgoing mail baskets (one for Metered Mail, the other for Campus Mail) are located in the Main Office Reception Area. You may use Metered Mail only for business purposes (write 2060500 on the envelope, in place of a stamp). For Campus Mail, please recycle used envelopes (located near the outgoing mail baskets). Mark out any old addresses/information and write the new address where it can be plainly seen.

### **Payroll Information**

Paychecks are distributed every other week on Friday mornings. Live checks are kept in the Front Office (Room 103). To pick up a live check see office staff or a work-study student. You can elect to have your paycheck automatically deposited into your checking or savings account. To initiate electronic deposit, login to UAccess Employee and follow the directions. For questions, contact the Business Manager.

### **Photocopying**

The photocopier is available for you to use for materials related to teaching and research.

### **Security**

When you leave your office, lock your office door and take your keys with you, even if you will only be gone for a few minutes.

### **Supplies**

Supplies are located in the Main office. If you see that you are taking the last box of tape, etc., please email office staff so more can be ordered.

**Telephones**

Telephone use is restricted to local calls. If you have special permission to make long-distance calls (e.g. RA's working on research projects), you will be given an access code (see the Business Manager).

**Website**

The GWS website is <http://gws.arizona.edu/> . Please send a photograph and brief bio to the Administrative Assistant who will upload them to the website.

**Work Order Request Forms**

Please use the *Work Order Request* Forms (available at the Main Office Reception area) to request tasks from a work-study student when we have them. The forms are color coded according to desired turn-around time.

We have a small staff who do a tremendous amount of work. Please help make their jobs easier by doing small jobs yourself (*if possible*) and by respecting their work and workspace. Please do not use staff phones, computers, or work space unless you are given permission to do so.

## IX. CHECKLIST, TIMELINES, FORMS

### Ph.D. DEGREE CHECKLIST and TIMELINES

You must complete the following steps before **Graduate Student Academic Services (GSAS)** can verify that you have completed your requirements and before your degree can be awarded. See <http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation>

1. \_\_\_\_\_ **The Qualifying Process (QP)** this is a department requirement.  
For students entering program **with** a Master's Degree, complete by end of 2<sup>nd</sup> semester in residence. See page 11.  
For students entering program **without** a Master's Degree, complete by end of 4<sup>th</sup> semester in residence. See page 9-10.
2. \_\_\_\_\_ **Transfer Credit**  
Students who wish to transfer Graduate credit earned at approved institutions. This should be done no later than the second semester. See page 6.
3. \_\_\_\_\_ **Minor Area of Study** Select a minor area of study. See page 4.
4. \_\_\_\_\_ **Doctoral Plan of Study Form (GradPath)**  
This form is due in the 3rd semester in residence. Your Doctoral Plan of Study should be designed in consultation with the DGS and your advisor. See page 6.
5. \_\_\_\_\_ **Comprehensive Examination for Doctoral Candidacy Form (GradPath)**  
Complete form prior to beginning the written portion of Comps. This identifies the faculty who will serve on your oral comprehensive exam committee. See page 11.
6. \_\_\_\_\_ **Announcement of Doctoral Comprehensive Exam Form (GradPath)**  
Complete prior to oral portion of Comps. This form is used to formally schedule a doctoral oral comprehensive exam. Once your committee has agreed on a time and place for your oral exam, enter those below and submit this form to schedule the exam. The committee members will be sent a confirmation e-mail. The members you identified on your committee appointment form are listed below. You may make changes to your committee by clicking "Adjust Committee Members." Any changes will be routed to your department for their approval. See page 12.
7. \_\_\_\_\_ **Doctoral Dissertation Committee Appointment Form (GradPath)**  
Complete form no later than 6 months before the date of the Final Oral Exam. See page 14.
8. \_\_\_\_\_ **Announcement of Final Oral Defense Form (GradPath)**  
See <http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/final-oral-defense-examination> for rules concerning your final defense. You must submit this form at least seven working days before you plan to defend. Note the submission deadlines for graduation when determining your defense date with your committee <http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation>. Once you and your committee have agreed on a time and location, enter that information below. Provide the official title of your dissertation. If you have changed your committee, make those adjustments below. See page 15.
9. \_\_\_\_\_ **The Dissertation**  
File as soon as your Defense is passed and requested revisions have been made. Help on submitting your dissertation: <<http://dissertations.umi.com/arizona/>> See pages 14-16.

## Timeline for PhD Students with an MA

NOTE: This is just a general guideline. Individual students' pace will vary, in part depending on how many units of coursework they transfer, if any.

	Fall	Spring
Year 1	<ul style="list-style-type: none"> <li>• GWS 539A Fem Theories I</li> <li>• Electives/Minor (2) or GWS 639 History/Social Movements * or Critical Race and Ethnic Studies Course</li> <li>• All students confirm advisor selection.</li> </ul> <p>**</p>	<ul style="list-style-type: none"> <li>• GWS 593B Fem Theories II</li> <li>• Electives/Minor or Critical Race and Ethnic Studies Course</li> <li>• Qualifying Meeting</li> <li>• Request transfer credits, if desired.</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• GWS 639 History/Social Movements* or Electives/Minor (2) or Critical Race and Ethnic Studies Course</li> <li>• Select Comps committee.</li> <li>• Doctoral Plan of Study Form</li> </ul>	<ul style="list-style-type: none"> <li>• Electives/Minor (2)</li> <li>• Comps preparation.</li> </ul>
Year 3	<ul style="list-style-type: none"> <li>• Take comprehensive exam.</li> <li>• Submit Committee Appointment Form (after Comps are passed)</li> <li>• Electives/Minor (3)</li> <li>• Possible dissertation proposal defense for students entering with an MA.</li> </ul>	<ul style="list-style-type: none"> <li>• Dissertation Proposal Defense for students entering with an MA.</li> <li>• Electives/Minor (3)</li> <li>• Students should be ABD at the end of year three (e.g.comps and approved dissertation prospectus completed).</li> </ul>
Year 4	<ul style="list-style-type: none"> <li>• Dissertation Units as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Dissertation Units as Needed.</li> </ul>
Year 5	<ul style="list-style-type: none"> <li>• Dissertation Units as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Dissertation Defense (must occur at least 2 weeks prior to the dissertation filing deadline for spring semester).</li> </ul>

All core, major and minor coursework need to be completed prior to achieving ABD status. After comprehensive exam, but not prior to ABD status, students can use independent studies, internship and preceptorship units to fulfill full-time enrollment requirements for GA positions.

\*Depending on course availability. Take at the earliest opportunity.

\*\*It is recommended that students take 3 units of preceptorship or other teaching instruction or support the semester of their first appointment as a GAT for GWS. <http://oia.arizona.edu/project/certificate-college-teaching-program>

### **Timeline for Students without an MA**

	Fall	Spring
Year 1	<ul style="list-style-type: none"> <li>• GWS 539A Fem Theories I</li> <li>• Electives/Minor (2) or GWS 639 History/Social Movements * or Critical Race and Ethnic Studies Course</li> <li>• All students confirm advisor selection.</li> </ul>	<ul style="list-style-type: none"> <li>• GWS 593B Fem Theories II</li> <li>• Electives/Minor or Critical Race and Ethnic Studies Course</li> <li>• MA Plan of Study, if planning to complete requirements for MA.</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• GWS 639 History/Social Movements*</li> <li>• Electives/Minor (2) or Critical Race and Ethnic Studies Course Doctoral Plan of Study</li> </ul>	<ul style="list-style-type: none"> <li>• Electives/Minor (2)</li> <li>• Qualifying Process: MA Paper &amp; Presentation</li> <li>• Select Comps committee.</li> </ul>
Year 3	<ul style="list-style-type: none"> <li>• Electives/Minor (3)</li> <li>• Comps preparations.</li> </ul>	<ul style="list-style-type: none"> <li>• Electives/Minor (3)</li> <li>• Take comprehensive exam.</li> <li>• Submit Committee Appointment Form (after Comps are passed)</li> <li>• Possible dissertation proposal defense.</li> </ul>
Year 4	<ul style="list-style-type: none"> <li>• Dissertation Units as needed.</li> <li>• Electives and Dissertation Proposal Defense.</li> </ul>	<ul style="list-style-type: none"> <li>• Dissertation Units as Needed.</li> <li>• Students should be ABD at the end of year four (e.g.comps and approved dissertation prospectus completed).</li> </ul>
Years 5/6	<ul style="list-style-type: none"> <li>• Dissertation Units as needed.</li> </ul>	Dissertation Defense (must occur at least 2 weeks prior to the dissertation filing deadline for spring semester).

All core, major and minor coursework need to be completed prior to achieving ABD status. After comprehensive exam, but not prior to ABD status, students can use independent studies, internship and preceptorship units to fulfill full-time enrollment requirements for GA positions.

\*Depending on course availability. Take at the earliest opportunity.

## Graduate College Timelines:

### Timeline for Master's/Specialist Candidates

To see all required steps to earn your degree, please visit [Steps To Your Degree](#).

EVENT	DEADLINE	
Submit <b>Masters/Specialist Plan of Study</b> . There are <a href="#">fees</a> associated with this form.	Second semester in program or your departmental deadline, if earlier	
Submit Master's/Specialist <b>Committee Appointment Form</b> in GradPath.	As soon as the Plan of Study has been approved. This form is <b>required</b> whether or not you formed a committee.	
Completion of <b>ALL degree requirements</b> including comprehensive exam, coursework, <a href="#">submission of the final approved thesis for archiving</a> , and any other departmental requirements.	<b>Graduation Term</b> <b>Date</b>	
	Spring 2016	13 May 2016
	Summer 2016	10 Aug 2016
	Fall 2016	16 Dec 2016
	Winter 2016	10 Jan 2017

### Timeline for Doctoral Candidates

To see all required steps to earn your degree, please visit [Steps To Your Degree](#).

EVENT	DEADLINE	
Submit <b>Plan Of Study</b> in GradPath.	Generally by the 3rd semester in Residence, or your departmental deadline - if earlier.	
Submit <b>Comp Exam Committee Appointment Form</b> in GradPath.	As soon as you have determined who will serve on your committee, and <b>before</b> you begin the written comprehensive exams.	
Submit <b>Announcement of Doctoral Comprehensive Exam</b> in GradPath.	The Announcement should be submitted <b>before</b> your oral exam once you set the date, time and room with your committee. (Written and oral comprehensive exam results are reported together by the committee chair following the oral exam.)	
Submit <b>Announcement of Final Oral Defense</b> in GradPath.	At least ten (10) business days prior to the date of the <b>Final Oral Examination</b> . Submit the Announcement as soon as you set the date, time and room for your defense with the committee.	
Complete the <b>Final Oral Examination/Defense</b> . This is the latest date <i>recommended</i> in order to meet the Dissertation* Submission deadline below. Defending after this date leaves less time for final revisions before the submission can be made.	<b>Graduation Term</b> <b>Date</b>	
	Spring 2016	18 Apr 2016
	Summer 2016	29 Jul 2016
	Fall 2016	21 Nov 2016
	Winter 2016	3 Jan 2017
Last day to <b>Submit Dissertations*</b> to the Graduate Student Academic Services Office. * Dissertations or any other doctoral product such as DMA document or DNP project report.	<b>Graduation Term</b> <b>Date</b>	
	Spring 2016	2 May 2016
	Summer 2016	10 Aug 2016
	Fall 2016	5 Dec 2016
	Winter 2016	3 Jan 2017