

**Gender & Women's Studies Ph.D. Program
Qualifying Process – Student Report Form**

**Complete and return to the Academic Program Coordinator
within 2 weeks of the end of the spring semester**

Name

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.

Units Completed	
Total Units	Graded Units
Include independent studies, internships, etc. Do not include transfer units.	Do not include independent studies, internships, transfer units, etc.

Current GPA

Incompletes			
Year & Semester	Course No. & Name	Professor	Date Completed

Incompletes must be satisfied within 6 weeks of the end of the spring semester. The student should notify the DGS when they submit outstanding coursework. The DGS will then request confirmation from the course professor. The conditions for Qualifying cannot be met until all course grades are posted.

Signature

Date

* 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 decide within 4 weeks of receiving the petition; should the DGS decline the petition, it will automatically be forwarded to the faculty members of the Curriculum Committee for review. The determination of the 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 decide 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 June 1. The DGS will bring the petition and letter of support to the faculty members of the Curriculum Committee, who will make a final determination within one week. There is no further appeal of the decision by the 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.