



Gender, Women & Sexuality Studies

# GRADUATE MANUAL

2024-25

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# WELCOME!

## Introduction

Welcome to the Gender, Women & Sexuality Studies (GWSS) Graduate Manual! This comprehensive guide is your go-to resource throughout your graduate journey. We've carefully crafted it to provide essential information about the procedures and policies of both the UW Graduate School and the Department of Gender, Women, and Sexuality Studies.

While this manual covers a lot, the [UW Graduate School: Arrival through Graduation Guide](#) contains additional resources. So, make sure to check it out for additional insights. The [Graduate School's Complete Policy Index](#) can also be an excellent supplement to this manual, offering a wealth of valuable information on various policies and procedures that govern graduate education at the University of Washington.

We want to ensure your success, so don't hesitate to reach out if you have any questions or need assistance. Whether you seek help from the [GWSS Program Coordinator](#), your Faculty Advisor/s, the Director of Graduate Studies, or fellow graduate students, we're here to support you every step of the way.

Congratulations on embarking on this exciting journey!

## Mission

The Department of Gender, Women & Sexuality Studies at the University of Washington draws on feminist thought to foreground transformative intersectional and transnational analyses of social formations such as race, ethnicity, class, gender, and sexuality as they are shaped in conjunction with local and global, political and economic histories and structures. Our research innovates and enlivens academic and public debates using books, articles, archive development, exhibit curation, digital media production, poetry, performance, and community engagement. Our histories of innovative public engagement are both wide and rich.

Our department has long been an active participant in conversations about the institutionalized study of gender and sexuality. We are one of the oldest programs in the United States, and began in 1970 as the University of Washington Women Studies Program. Since then, we have continually embraced the shifting meanings and implications of gender and sexuality; our research and teaching reflect their unfolding complexities and contradictions within the university and beyond. To indicate that our work as a department is not owned by or solely relevant to women, in 2011 we changed our name to Gender, Women & Sexuality Studies.

Social justice concerns have been central to our mission from the beginning. As individual scholars and as a department, our research is dedicated to the analysis of historical and contemporary intersectional feminist praxis in the realms of feminist technologies and creative practice; gender equality, queer, and trans rights; indigenous, immigrant, labor, and environmental rights; prison abolition, Black Lives Matter, and anti-war movements; and other on- and offline mobilizations that advance justice-minded paradigms across the Global South and North and imagine new worlds.

## Information for New Graduate Students

While many sections of this manual will be relevant to your concerns throughout your years of graduate study, there are specific topics that are more relevant to first-year graduate students:

### Autumn Quarter Prep

#### CONFIRMING ENROLLMENT

Visit the [Enrollment Confirmation System](#) (ECS) to accept admission and pay the required \$500 Enrollment Confirmation Deposit (ECD). This fee confirms your intent to enroll at the University of Washington and will be applied toward your

first quarter tuition and fees.

Following successful acceptance of admission and payment of the ECD, you will receive an Acknowledge of Confirmation (AoC) email, which will include a Private Access Code (PAC) and instructions for setting up your UW NetID. It will also specify the date for when you can begin registering for classes.

## SETTING UP A UW NETID & EMAIL ACCOUNT

To create a UW NetID and set up your email account, visit the [Manage UW NetID Resources](#) portal. Once there, simply follow the step-by-step instructions provided. If you have any questions or require assistance, don't hesitate to reach out to the [UW Technology Service Center](#), also known as IT Connect.

### *Email Account Options*

The University of Washington offers two cloud-based email services for managing your UW email: UW Exchange Online and UW Gmail. You can learn about and compare these options on [IT Connect's Email and Calendaring](#) page. Both are FERPA compatible, which is important, especially while working as a Teaching Assistant (TA). Remember to *never* send sensitive information, like student grades, via email.

### *Department Correspondence*

Emails from the department will be sent to your campus email address, which ends with "@uw.edu." This includes messages from the GWSS listserv, the graduate student email list. So, please make sure to check your email regularly, at least once a day Monday to Friday.

For all university-related interactions, we strongly recommend utilizing your campus email account. It's important to note that emails sent through UW email addresses are subject to public records requests, and any usage of personal email accounts for UW-related matters may inadvertently expose your personal emails to such requests.

### *GWSS Listserv*

The primary communication channel for graduate students is the GWSS listserv ([grads-gwss@uw.edu](mailto:grads-gwss@uw.edu)). Membership includes all graduate students, the Director of Graduate Studies, and the GWSS Program Coordinator. While you are encouraged to use it for group emails, kindly utilize your campus email address for communication. Please be aware that the listserv is University-owned and department-sponsored, making it susceptible to public records requests. In essence, always uphold a high standard of professionalism in your interactions!

## IMMUNIZATIONS

New students must show proof of immunity to specific diseases within three weeks of starting their first quarter. Failure to meet this requirement may result in a registration block for the next term. The Hall Health Center oversees the UW Immunization Requirement program. Find submission instructions on the [UW Immunization Requirement](#) website.

## ORIENTATION

### *Teaching@UW: Strategies for TAs*

Prior to the commencement of Fall Quarter classes, first-year graduate students are expected to participate in the annual Teaching@UW program, provided by the [Center for Teaching & Learning](#) (CTL). Students who have been admitted with Research Assistant (RA) or Fellowship funding have the option to defer this requirement until the commencement of their second year of graduate education. However, it's essential to note that completing the Teaching@UW program is a mandatory University requirement for all students who have been admitted with TA funding.

The knowledge and skills imparted during this training will prove increasingly valuable as you progress through your

academic journey and undertake teaching responsibilities. Furthermore, the CTL offers a plethora of online teaching resources that can be of great assistance as you navigate the program and fulfill your teaching duties.

### *GWSS Orientation*

The annual new student orientation provides an invaluable opportunity for our incoming graduate students to connect, learn, and begin their graduate education with confidence. This mandatory day-long event, typically scheduled during the week preceding the start of classes and running from 10 am to 3 pm, offers an indispensable introduction to our department and its resources through informative sessions with key speakers, including the Department Chair, Administrator, GWSS Program Coordinator, and the Director of Graduate Studies. It ensures that all incoming students are well-prepared to embark on their academic journey with a solid foundation of knowledge and support.

### *Getting Settled on Campus*

Graduate education occurs in many venues, formal and informal. We encourage you to make a special effort to integrate yourself into the department from the very beginning.

One of the best ways to do this is by introducing yourself to as many faculty members and fellow students in GWSS as possible. You can accomplish this through various means, such as attending classes, scheduling meetings with faculty during their office hours, engaging in informal conversations in the TA offices and hallways, or participating in departmental social and scholarly events like receptions, colloquia, and talks such as the annual Stice Feminist Scholar of Social Justice Lecture. You can also look for opportunities to build networks with faculty and graduate students beyond GWSS, such as [graduate research clusters](#) and [microseminars](#) sponsored by the Simpson Center for the Humanities or programs organized by the [Center for Communication, Difference, and Equity](#). Building these connections early on will be valuable throughout your graduate journey.

Our faculty members, staff, and graduate students are dedicated to supporting and assisting new graduate students in their transition to graduate school. They are here to help you navigate academic and personal challenges, ensuring your success as you progress through your graduate studies.

### GENERAL OFFICE INFORMATION

**Location:** B110 Padelford Hall

**Building Hours:**

- Monday – Friday: 7:00am – 9:00pm
- Saturday – Sunday: 8:00am – 5:00pm

**Mailing address:**

UW/GWSS  
Box 354345  
Seattle, WA 98195-4345

**Street address:** 4110 East Stevens Way NW

**Phone:** (206) 543-6900

**Fax:** (206) 685-9555

**Email:** [gwss@uw.edu](mailto:gwss@uw.edu)

**Website:** <https://gwss.washington.edu/>

### OFFICE SPACE

**PDL B110 H:** Designated Graduate Student Lounge. Students are responsible for general maintenance.

**PDL B111:** Designated TA (Teaching Assistant) and PTL (Part-time Lecturer) office.

**PDL B110 C:** Copy and Mailroom.

**PDL B110 G:** GWSS Conference room.

**PDL B110:** GWSS Main Office.

## FACULTY ADVISOR/S

At the time of your admission, you will be assigned a Faculty Advisor/s who will provide overall guidance and help you select courses for at least your first year of study. Once you arrive on campus, it's essential to start getting to know the departmental faculty, as well as other scholars on campus, such as [GWSS Adjunct Faculty](#), with expertise related to your research interests. While many students choose to continue with the same advisor/s beyond the first year, this is not mandatory. You are encouraged to switch to a different [faculty member](#) within the department as an advisor/s if that arrangement better aligns with your educational goals. To make a change, discuss and confirm the shift with your current advisor/s and potential future advisor/s, and notify the GWSS Program Coordinator to make it official. More details on the selection and roles of advisors are provided below.

## First-Year Checklist

### 1. **UW NetID and Email:**

Visit the [Manage UW NetID Resources](#) portal to establish a NetID and to set up your campus email.

### 2. **Student Husky Card:**

Obtain your student [Husky Card](#) from the Husky Card Account & ID Center located on the ground floor of Odegaard Undergraduate Library.

### 3. **Orientation Events:**

Attend the following:

- a. [GWSS Graduate Student Orientation](#).
- b. Center for Teaching and Learning's [Teaching@UW](#) program

### 4. **Building Keys:**

Get building keys (including copy room, conference room, B111 TA office) from the GWSS Administrator.

### 5. **Academic & Professional Plan:**

Complete your first annual [Academic & Professional Plan](#) together with your advisor/s; an advisor/s-signed copy and a copy of your most recent CV are due to the GWSS Program Coordinator by 5pm on the third Friday of Autumn Quarter.

### 6. **Self-Evaluation:**

Complete your first annual [Self-Evaluation](#); an advisor/s-signed copy and a copy of your updated CV are due to the GWSS Program Coordinator by 5pm on the first Wednesday in April. This two-step process of submitting a plan and self-evaluation each year is intended to facilitate clear communication about goals and achievements with your advisor/s and the GWSS faculty; and to help you track and document your scholarly trajectory and milestones. It also supports you in developing important professional skills, such as regularly updating your curriculum vitae.

### 7. **Course Record Keeping:**

Maintain a personal file of all the courses you take, including seminars and independent studies. Include reading lists, syllabi, instructor name(s), and the quarter and year each course was taken in this file. This record will be valuable to you in the future, especially as you begin developing reading lists/bibliographies for your [General Examination and Dissertation Prospectus](#).

### 8. **Summer Funding Planning:**

Begin planning for summer funding opportunities by discussing options with your advisor/s and doing research on grants and fellowships you are eligible to apply for (more below).



## CAMPUS RESOURCES

There are a variety of campus resources that can enhance your experience at UW. Below, we've outlined just a few, but this list is by no means exhaustive. We also encourage you to explore the Graduate School's [Campus Resource Database](#) as well as their [Student Advice Knowledge Database](#).

### Center for Teaching and Learning (CTL)

The [Center for Teaching and Learning](#) (CTL) supports graduate students involved in teaching, offering personalized consultations to enhance your teaching practice. Services include assistance with inclusive teaching strategies, active learning techniques, and course design. CTL also provides workshops and facilitated conversations to address broader teaching issues. Additionally, they facilitate the annual [Teaching@UW](#) program, which all GWSS graduate students with TA positions are expected to complete.

### Counseling Center

The [Counseling Center](#) offers multiple options for students seeking help with stress and mental health concerns. Enrolled Seattle campus graduate students are eligible for free, short-term counseling services. These include support for stress, depression, and crisis situations, as well as referrals for longer-term care. The center also provides crisis services, consultations, workshops, and presentations. Students can access support through the [Husky Helpline](#) and virtual drop-in sessions via [Let's Talk](#). Medication evaluation is available through a [referral to Hall Health](#).

### D Center

The [Disability and D/deaf Cultural Center](#) (D Center) offers a welcoming space for students, staff, and faculty to gather and celebrate disability and D/deaf pride. It provides a safe environment for studying, organizing, and participating in social, cultural, and educational programs related to disability and D/deaf experiences. The D Center also shares resources for self-advocacy and activism, and hosts events with ASL interpreters and CART captioning as needed. Its mission is to uplift the stories of disabled and D/deaf individuals and foster a community-focused cultural consciousness at UW.

### Disability Resources for Students (DRS)

[Disability Resources for Students](#) (DRS) supports students with disabilities by providing academic accommodations, auxiliary aids, and alternative testing services. DRS works with students to create personalized accommodations through a collaborative process with instructors, which are then managed through the myDRS system. All information with DRS is kept confidential. To ensure timely support, students needing accommodations should reach out to DRS as early as possible.

### Graduate & Professional Student Senate (GPSS)

The [Graduate and Professional Student Senate](#) (GPSS) represents over 15,000 graduate and professional students at the University of Washington. GPSS Senators represent academic departments as well as non-academic programs and communities. GPSS hosts events and programming, provides opportunities for engagement through internal committees and university-wide liaison positions, and offers funding for academic and professional development.

### Q Center

The [Q Center](#) provides comprehensive support for students, faculty, staff, and alumni of all sexual orientations and gender identities. It offers a safe and affirming environment, along with a range of programs and resources, including mental health care for transgender students. The center hosts events such as [Lavender Graduation](#) to celebrate LGBTQ+ graduates and coordinates various programs, social organizations, and educational initiatives.

## UAW 4121

[UAW 4121](#) is the union of graduate and undergraduate ASEs (Research Assistants, Teaching Assistants, Staff Assistants, Reader, Graders, Tutors), Postdocs, and Research Scientists at the University of Washington. The union advocates for better working and living conditions through collective bargaining, negotiating wage increases, health insurance, and protections against discrimination. Members are encouraged to participate actively in this democratic organization, which relies on their engagement to drive change.

## UW Libraries

[UW Libraries](#) supports graduate students with a range of resources for research, teaching, and information needs. Key services include access to extensive research resources, personalized assistance from GWSS's subject librarian, [Cass Hartnett](#), and programming at the [Research Commons](#) tailored for graduate students. Additional support includes the [Graduate Student Research Institute \(GSRI\)](#) for practical research skills, the [Odegaard Writing and Research Center \(OWRC\)](#) for help with the research process, and the [Graduate Funding Information Service \(GFIS\)](#) for funding-related resources.

Be sure to check out the resource guides specifically created for [international students](#) and [graduate students](#).

## UW Information Technology (UW-IT)

[UW Information Technology](#) (UW-IT) offers a wide range of services to support students in their academic journey. Key resources include online collaboration tools like UW Google Apps and Microsoft Office 365, learning platforms such as Canvas and Panopto, and technology training. UW-IT provides essential software downloads, including antivirus protection, and manages IT accessibility services. Students can access UW networks, set up their UW NetID, and utilize the U Drive for secure file storage. For additional support, check out technology workshops, study spaces, and resources available through UW-IT's website.

# THE GRADUATE SCHOOL

GWSS's graduate program operates within the framework established by the Graduate School. This means that all graduate students are subject to the policies and procedures set forth by the Graduate School, which serve as a foundational framework. Additionally, the department has its own specific policies and procedures that are applied in conjunction with the Graduate School's regulations. Consequently, to successfully complete their graduate programs, students are required to meet both the Graduate School's general requirements and the specific requirements established by the Department.

While this Handbook primarily focuses on conveying information specific to GWSS, it's important to note that you are responsible for familiarizing yourself with the Graduate School's rules and requirements. For detailed information on Graduate School Policies and Procedures, please visit the Graduate School's [Complete Policy Index](#).

## MyGrad Program

The MyGrad Program serves as the central portal for communication between you and the Graduate School. It facilitates the tracking and documentation of your progress through the graduate program, making it an essential tool for managing your academic journey. Among other things, you will use the MyGrad Program to schedule your General and Final Exams, request leave when necessary, accept a Graduate School award, review committee changes, and submit any required petitions to the Dean.

Access the MyGrad Program using your UW NetID and password by visiting [MyGrad Program](#).

## Graduate School Offices at a Glance

The Graduate School is the central administrative body overseeing graduate programs at the University of Washington, housing departments that mostly also provide instruction to undergraduate students. It also serves as a hub for numerous resources related to graduate student professional development and student life. You can find a comprehensive list of programs in the [UW Graduate School Directory](#). Below, we highlight some key departments and programs within the Graduate School that can greatly benefit you during your academic journey:

### FELLOWSHIPS & AWARDS

The Fellowship and Awards office administers regional and federal fellowship and scholarship programs that require Graduate School involvement, including the application process for Fulbright and other international and research abroad programs for students and faculty, and fellowships funded by private gifts to the University. Additionally, their role includes administering discretionary tuition waivers and explaining and monitoring policies related to graduate student appointments. Contact Fellowship & Awards at [gradappt@uw.edu](mailto:gradappt@uw.edu) or (206) 543-7152.

### GRADUATE ENROLLMENT MANAGEMENT SERVICES (GEMS)

[GEMS](#) is the office responsible for providing support with admissions and ongoing student assistance. They help graduate students, faculty, and staff understand and implement policies, requirements, and procedures pertaining to the completion of master's and doctoral degrees.

### GRADUATE STUDENT AFFAIRS

[Graduate Student Affairs](#) uses a holistic approach to supporting graduate students by providing programming, offering direct help to plan for success, helping with mentoring, assisting with issues specific to first-generation graduate students, and much more, so that you can thrive and be successful at the university and beyond.

### GRADUATE STUDENT EQUITY & EXCELLENCE (GSEE)

In support of the University's outreach, recruitment, and retention of Black, Latinx, Native American, and Pacific Islander students, [GSEE](#) presents networking and professional development opportunities for graduate students throughout the academic year. Graduate students are encouraged to engage with GSEE by attending events, volunteering as an Outreaching Grad (OG), or visiting their office. Importantly, GSEE has an inclusive approach — there is no application process, and all graduate students are welcome to participate in their programming and events.

## COURSE REGISTRATION & CREDIT REQUIREMENTS

Students are responsible for staying informed about and adhering to registration deadlines, which are available online at [UW's Academic Calendar](#). If you hold an RA or TA appointment, it is mandatory to be registered as a full-time student. The University of Washington defines full-time status for graduate students as enrollment in at least 10 credits (2 during the summer quarter). Please be aware that all graduate students are required to be enrolled full-time unless an alternative arrangement has been approved by the department.

### First-Year Course Requirements

Full-time students enroll in two five-credit courses and the 1-credit GWSS colloquium course each quarter during their first two years in the program. In the first year, students typically take a core course each quarter in addition to either one course pertinent to their area of interest or a research methodology course.

### Minimum Credit Requirements

#### TA/RA Requirement:

- Must register for a minimum of 10 credit hours for each quarter of their appointment.

- For Summer Quarter, the minimum requirement is 2 credits.

**Full-time Status:**

- 10 – 18 credit hours (minimum of 10).
- Tuition charges remain the same for 7-18 credit hours. Additional tuition fees apply for credits in excess of 18.

**Financial Aid:**

- A minimum of 10 credits is required to maintain financial aid, but this amount may vary.
- Contact the [Office of Financial Aid](#) with any additional questions.

**International Students:**

- Must register for a minimum of 10 credit hours in order to meet visa/immigration requirements, with some exceptions.
- Contact [International Student Services](#) with any additional questions.

**Dropping & Adding Courses**

If you find it necessary to drop or add a course, please ensure that you complete this process within the first seven days of the quarter. This will help you avoid incurring a \$20 change of registration fee or, in some cases, a forfeiture of tuition. If you do need to make changes to your schedule after the change of registration fee is in effect, we recommend that you make all necessary changes in a single day so that you are only charged once. Starting from the 8th day of the quarter, dropping classes will result in a \$20 change of registration fee and potential tuition forfeiture.

For more detailed information regarding the University's [Registration Changes Policies](#), please visit the [Office of the University Registrar](#). For more detailed information regarding the University's [Tuition Forfeiture Policy](#), please visit [Student Fiscal Services](#).

**MASTER’S DEGREE PROGRAM IN FEMINIST STUDIES**

The Department of Gender, Women, and Sexuality Studies does not offer a terminal master’s degree program. However, students admitted to the Ph.D. program without a master’s degree in GWSS or a related field are required to pursue a master’s degree along the path to their Ph.D. Additionally, some students may decide that a Ph.D. is not their desired career path and choose to earn a master’s degree before departing from the department. Students are trained in interdisciplinary feminist social theory, knowledge formations in academic and activist communities, feminist methodologies, and feminist queer and transgender modes of inquiry, enabling them to develop analytical skills that foreground gender, race, and sexuality as integral components of local and global social structures.

**Master’s Degree Tracks**

Students in our program can choose between two master’s degree tracks: the thesis track and the practicum track. Both tracks culminate in a written component: an original research project (thesis track) or a practice-related project, such as a handbook, manual, or creative work with an accompanying artist statement (practicum track). The practicum track often also involves an extended placement at a community organization relevant to your research interests and career aspirations.

**Master’s Degree Requirements**

**REQUIREMENTS CHART**

Requirement	Credits	GWSS Requirement	Graduate School Requirement
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Core courses: GWSS 500, 501, 502, 503, 504	25 credits	500 and 501 should be taken during the first year of study.  502, 503, and 504 are offered every other year and can be taken during the 1 <sup>st</sup> or 2 <sup>nd</sup> year of study.	Minimum grade of 2.7 must be achieved in these and all courses required for the degree.  At least 18 credits must be taken for a numerical grade and must be at the 500 level and above; 490 courses will be recognized as 500 level when applicable.
Additional Coursework in Research Methods and Area of Concentration	20 credits	400 and 500 level courses only; must include at least 10 GWSS credits.	Undergraduate Research (499) is not accepted as part of the graduate program.
GWSS 700 (thesis track) or GWSS 701 (practicum track)	9 credits		This project represents a culminating experience: an original research project (thesis track) or a written component relevant to the work done, such as a handbook, manual, or creative project(practicum track).
<b>Total Credits</b>	<b>54 credits</b>		A minimum 3.0 GPA is required to receive the MA.

**Please Note:** these requirements go into effect in Spring 2025. Students who began the program before then should refer to the previous version of the Graduate Manual and/or consult with the GWSS Program Coordinator and Department Chair for guidance.

## GRADE REQUIREMENTS

- Maintain a minimum course grade of 2.7 in each course counted toward graduate degree requirements.
- Maintain a minimum cumulative grade point average of 3.0.

## CREDIT REQUIREMENTS

- Complete a minimum of 45 credits of coursework.
- Choose either Thesis track or Practicum track:
  - Thesis track: At least 9 Thesis credits (GWSS 700).
  - Practicum track: At least 9 Practicum credits (GWSS 701).
- Complete 25 credits of Core Seminars in GWSS; these include:
  - GWSS 500: Feminist Social Theory
  - GWSS 501: Feminist Formations
  - GWSS 502: Feminist Queer and Trans Inquiries
  - GWSS 503: Feminist Methodologies
  - GWSS 504: Feminist Pedagogies
- Earn an additional 20 credits in 400 or 500 level courses within your area of concentration, including at least 10 credits in GWSS courses.
- Ensure that at least 18 of these credits are at the 500 level or above.
- Take at least 18 credits for numerical grades.

## WRITTEN REQUIREMENTS

- Complete an original research project (thesis track) or complete a written component relevant to the work

done, such as a handbook, manual, or creative project (practicum track).

## ADDITIONAL REQUIREMENTS

- Complete master's degree requirements within six years, which includes quarters spent on leave.
- Maintain registration through the end of the quarter in which the degree is conferred, or if eligible, pay the [Graduate Registration Waiver Fee](#).
- Submit a [Master's Degree Request](#) via MyGrad at the beginning of the quarter you intend to complete your degree.
- If requested by your [Supervisory Committee](#), give a formal or informal presentation on your master's experience prior to, or just after, the Graduate School approves your Master's Degree Request.
- Ensure that your signed [Committee Signature Form](#), which is provided to you by the GWSS Program Coordinator once you submit a Master's Degree Request, is signed by all committee members and returned to the GWSS Program Coordinator by the last day of the quarter. This form is essential for confirming your graduation approval to the Graduate School.
- If completing the thesis track, submit a signed and complete [Master's Thesis Approval Form](#) along with a copy of your thesis to the Graduate School by the last day of the quarter.
- Additional requirements may be set by the Department, Faculty Advisor/s, or Supervisory Committee.

For a complete timeline of the steps you must complete to be awarded your degree, please consult the Graduate School's [Graduation Requirements Checklists](#) for thesis and non-thesis master's students.

## Master's Degree Supervisory Committee

Your Supervisory Committee should be established in consultation with your Faculty Advisor/s. The composition of this committee is outlined in the Graduate School's [Supervisory Committee for Graduate Students](#) policy. Key requirements are:

- Your committee should consist of two to four members.
- The Chair and at least one-half of the total membership must be members of the [graduate faculty](#).
- The committee must include at least one core GWSS faculty member (typically the Chair).
- Practicum track students should include a representative from their practicum site.

Once you have determined your committee members, complete and submit the [Master's Degree Supervisory Committee Appointment](#) form to the GWSS Program Coordinator. This information will then be entered into MyGrad, and your committee members will be notified. This step must be completed before you can submit a Master's Degree Request, which is outlined below in further detail.

## Completing the Master's Degree

### SUBMITTING A MASTER'S DEGREE REQUEST

To have your master's degree conferred, you must submit a [Master's Degree Request](#) during the quarter you plan to graduate. The request form is available from the first day of instruction until the end of the quarter, but it's recommended to submit it early.

Once you've submitted your request, the GWSS Program Coordinator will verify that all degree requirements except the thesis or practicum project have been met before approving it. If you have not met the minimum Graduate School requirements for the degree, a contingency is placed on the [Committee Signature Form](#), which must be cleared before the degree can be conferred. If you have met the requirements, the GWSS Program Coordinator approves your request, which notifies the Graduate School the department is requesting for your degree to be conferred. As long as the

Graduate School agrees that you have met all requirements, your degree will be awarded.

Master's degree requests are valid for one quarter and must be submitted during the quarter in which you intend to complete your degree requirements.

### COMMITTEE SIGNATURE FORM

Submitting a Master's Degree Request allows the GWSS Program Coordinator to generate the Committee Signature Form from MyGrad. This form must be signed by at least two graduate faculty members of your committee, including your Chair/s, indicating they have approved the final version of your thesis or practicum project. Once you've obtained the necessary signatures, submit your form to the GWSS Program Coordinator, who will convey your results to the Graduate School. The completed form must be submitted to the GWSS Program Coordinator by the last day of the quarter; otherwise, registration for the following quarter is required and another Master's Degree Request must be submitted.

### Master's Degree Requirement Policy

- All incoming students without a master's degree in GWSS or a related field must complete the requirements for the master's degree.
- Discuss your intended timeline for your master's degree as soon as possible with your advisor/s. With your advisor/s input, decide whether you will choose the thesis or the practicum/project option.
- In consultation with your advisor/s, form your Master's Degree Supervisory Committee and submit the [Master's Degree Supervisory Committee Appointment](#) form to the GWSS Program Coordinator. The GWSS Program Coordinator will input this information into MyGrad, which is necessary for you to be able to submit a Master's Degree Request.
- Once you and your committee have decided on the quarter in which you will complete your master's degree, notify the GWSS Program Coordinator.
- Contact the GWSS Program Coordinator to register for GWSS 700 MA Thesis or GWSS 701 MA Practicum (Project) for the quarter/quarters you will be working on your master's degree. At least 9 credits total are required.
- Notify the GWSS Program Coordinator when you submit a Master's Degree Request via MyGrad so that it can be approved.
- Both master's theses (GWSS 700) and practicum/projects must be formally defended (final exam) with your Master's Degree Supervisory Committee.
- Master's degree projects must be submitted to the GWSS Program Coordinator for departmental records (Thesis are submitted into the ProQuest ETD Administrator Site and on record with UW libraries.)

## PH.D. PROGRAM IN FEMINIST STUDIES

Students are trained in interdisciplinary feminist social theory, knowledge formations in academic and activist communities, feminist methodologies, and feminist queer and transgender modes of inquiry, enabling them to develop analytical skills that foreground gender, race, and sexuality as integral components of local and global social structures.

### Ph.D. Program Timeline

Below is a brief snapshot of the milestones on the way to completing a Ph.D. in Feminist Studies. Note that this timeline is a general guideline and may vary. Each milestone is explained in more depth in the pages to come.

YEAR	CATEGORY	RESPONSIBILITIES
	Teaching	• Attend <a href="#">Center for Teaching &amp; Learning TA Conference</a> (prior to start of Autumn qtr.,



1		<ul style="list-style-type: none"> <li>unless teaching responsibilities begin year 2)</li> <li>• Begin teaching (unless on fellowship)</li> </ul>
	Coursework	<ul style="list-style-type: none"> <li>• Begin Ph.D. core course sequence (25 credits; 500-504)</li> <li>• Begin additional coursework in research methods and area of concentration (35 credits total; 15 credits must be GWSS courses)</li> <li>• Complete 1st year of <a href="#">Graduate Research Colloquium</a> – GWSS 595 (quarterly for two years)</li> </ul>
	Planning	<ul style="list-style-type: none"> <li>• Determine whether you already meet the <a href="#">language requirement</a> or how you're going to fulfill it</li> <li>• Meet with your 1st year advisor/s (at least in Autumn &amp; Spring; more frequent meetings are encouraged)</li> <li>• In consultation with your advisor/s, research and apply for funding opportunities for pilot research</li> <li>• Submit <a href="#">Academic &amp; Professional Plan</a> (due annually end of 3rd week in Autumn qtr.)</li> <li>• Submit <a href="#">Self-Evaluation Form</a> (due annually first Wednesday in April)</li> </ul>
2	Teaching	<ul style="list-style-type: none"> <li>• Attend <a href="#">Center for Teaching &amp; Learning TA Conference</a> (prior to start of AUT qtr., unless teaching responsibilities began year 1)</li> <li>• Begin teaching (if not done year 1)</li> </ul>
	Coursework	<ul style="list-style-type: none"> <li>• Complete Ph.D. core course sequence (25 credits; 500-504)</li> <li>• Complete additional coursework in research methods and area of concentration, including a <a href="#">2nd methods course</a> besides GWSS 503 (35 credits total; 15 credits must be GWSS courses)</li> <li>• Complete 2nd year of <a href="#">Graduate Research Colloquium</a> – GWSS 595 (quarterly for two years)</li> </ul>
	General Exams & Prospectus	<ul style="list-style-type: none"> <li>• Establish <a href="#">Ph.D. Supervisory Committee</a>, including a Graduate School Representative (GSR), and initiate a discussion with them about exam fields and preparation</li> <li>• Begin writing <a href="#">Prospectus</a></li> <li>• Apply for <a href="#">IRB Review</a> (if applicable)</li> </ul>
	Planning	<ul style="list-style-type: none"> <li>• In consultation with your advisor/s, research and apply for funding opportunities for dissertation research</li> <li>• Submit <a href="#">Academic &amp; Professional Plan</a> (due annually end of 3rd week in Autumn qtr.)</li> <li>• Submit <a href="#">Self-Evaluation Form</a> (due annually first Wednesday in April)</li> <li>• Explore professional opportunities (fellowships, conferences, fieldwork &amp; research grants)</li> </ul>
3	Coursework	<ul style="list-style-type: none"> <li>• Complete any remaining coursework requirements not completed in years 1 &amp; 2, including <a href="#">language requirement</a></li> </ul>
	Colloquium	<ul style="list-style-type: none"> <li>• Present 1<sup>st</sup> colloquium (before General Exams)</li> </ul>
	General Exams & Prospectus	<ul style="list-style-type: none"> <li>• Submit <a href="#">Prospectus</a> to Ph.D. Supervisory Committee (at least two weeks prior to written exam)</li> <li>• Complete <a href="#">General Exams</a> &amp; achieve candidacy</li> </ul>
	Planning	<ul style="list-style-type: none"> <li>• In consultation with your advisor/s, research and apply for funding opportunities for dissertation research and writing</li> <li>• Submit <a href="#">Academic &amp; Professional Plan</a> (due annually end of 3<sup>rd</sup> week in Autumn qtr.)</li> <li>• Submit <a href="#">Self-Evaluation Form</a> (due annually first Wednesday in April)</li> <li>• Explore professional opportunities (fellowships, conferences)</li> </ul>
4	Coursework	<ul style="list-style-type: none"> <li>• GWSS 800 – dissertation credit completion (30 credits)</li> </ul>
	Colloquium	<ul style="list-style-type: none"> <li>• Present 2<sup>nd</sup> colloquium (prior to Final Exams)</li> </ul>
	Dissertation	<ul style="list-style-type: none"> <li>• Establish <a href="#">Reading Committee</a> (Many students continue with the same members of their supervisory committee, but this juncture presents an opportunity to change the</li> </ul>



		constitution of the committee that will read and examine your doctoral dissertation.)
	Planning	<ul style="list-style-type: none"> <li>• Begin writing dissertation</li> <li>• In consultation with your advisor/s, research and apply for funding opportunities for dissertation writing and completion, keeping in mind when departmentally guaranteed funding, as outlined in your offer of admission, will end</li> <li>• Submit <a href="#">Academic &amp; Professional Plan</a> (due annually end of 3rd week in Autumn qtr.)</li> <li>• Submit <a href="#">Self-Evaluation Form</a> (due annually first Wednesday in April)</li> <li>• Continue professional preparation</li> </ul>
5	Dissertation & Final Exams	<ul style="list-style-type: none"> <li>• Schedule <a href="#">Final Exam</a> (Dissertation Defense)</li> <li>• Submit Final Electronic Dissertation</li> </ul>
	Planning	<ul style="list-style-type: none"> <li>• Submit <a href="#">Academic &amp; Professional Plan</a> (due annually end of 3<sup>rd</sup> week in Autumn qtr.)</li> <li>• Submit <a href="#">Self-Evaluation Form</a> (due annually first Wednesday in April)</li> <li>• Prepare academic job market materials/go on job market</li> <li>• Continue professional growth (publish, conferences, fellowships)</li> </ul>

## Ph.D. Requirements

### REQUIREMENTS CHART

Requirement	Credits	GWSS Requirement	Graduate School Requirement
Core Courses: 500, 501, 502, 503, 504	25 credits	500 and 501 should be taken during the first year of study.  502, 503, and 504 are offered every other year and can be taken during the 1st or 2nd year of study.	Minimum grade of 2.7 must be achieved in these and all courses required for the degree.  At least 18 credits must be taken for a numerical grade; 490 courses will be recognized as 500 level when applicable.
Additional Coursework in Research Methods and Area of Concentration	35 credits	400 and 500 level courses only; at least half must be 500 level or above; must include at least 15 GWSS credits.	Undergraduate Research (499) is not accepted as part of the graduate program.
GWSS 800 (Dissertation)	30 credits	Taken over a period of 3 or more quarters, at least one of which follows the General Exam.	
<b>Total Credits</b>	<b>90 credits</b>		A minimum 3.0 GPA is required to receive your Ph.D.

**Please Note:** These requirements go into effect in Spring 2025. Students who began the program before then should refer to the previous version of the Graduate Manual and/or consult with the GWSS Program Coordinator and Department Chair for guidance.

### GRADE REQUIREMENTS

- Maintain a minimum course grade of 2.7 in each course counted toward graduate degree requirements.
- Maintain a minimum cumulative grade point average of 3.0.

### CREDIT REQUIREMENTS

- **Complete a minimum of 90 credits:**
  - **60 credits of coursework:**
    - Complete 25 credits of Core Seminars in Gender, Women and Sexuality Studies; these include:

- GWSS 500: Feminist Social Theory
- GWSS 501: Feminist Formations
- GWSS 502: Feminist Queer and Trans Inquiries
- GWSS 503: Feminist Methodologies
- GWSS 504: Feminist Pedagogies
- Earn an additional 35 credits in 400 or 500 level courses in research methods and your areas of concentration, including at least 15 credits in GWSS courses.
  - Ensure that at least half of your credits are at the 500 level or above.
  - At least 18 credits of 400- and 500-level coursework must be taken for a numerical grade, excluding 499 and transfer credit.
- **30 credits of doctoral dissertation (GWSS 800):** taken over a period of at least three quarters, at least one of which follows the General Examination.

## CREDIT SUBSTITUTION

Under exceptional circumstances, students may substitute up to 5 credits from another department for the additional 15 credits of GWSS coursework if no equivalent course is available within GWSS. Substitutions will be granted only when the proposed course is directly relevant to the student's research and contains substantial feminist content.

To request a substitution, students must submit the following materials to the Graduate Committee:

- **Written Statement:** Explain the rationale behind the request and the course's relevance to your research.
- **Course Syllabus:** Provide a copy of the syllabus for the course you wish to substitute.
- **Faculty Assessment:** A GWSS faculty member who teaches related courses must review the syllabus and confirm that the course offers content not covered in any similar GWSS course.

## ADDITIONAL REQUIREMENTS

### *Colloquium Requirement*

Graduate students and faculty participate in a scholarly community meeting several times a quarter to share feminist perspectives on research, theory, methodology, and pedagogy

## CULTURE

- GWSS aims to establish a context in which both “early ideas” and polished presentations can be shared by visitors, faculty, and students. This is an opportunity to interact and think together with your peers and with research presented by visiting scholars and faculty.

## STUDENT GOALS

- Develop oral skills in articulating one’s own scholarly interests and projects and engaging constructively with others around their work.
- Practice speaking to a range of publics—disciplinary, interdisciplinary and non- academic.
- Develop skills in providing and responding to constructive criticism.

The GWSS Colloquium (GWSS 595) is required for the first six quarters (2 years, 6 credits) of your studies at UW. You are required to attend and participate in this course. You must receive credit for these six quarters of colloquium attendance to advance to the general exam. After these first six quarters, at least two presentations for colloquium are required as a component of enrollment in GWSS 700 and 800. Please discuss the structure and timing of these latter requirements with your advisor/s annually.

### *Language Requirement*

Demonstrated proficiency in two (2) languages is required to earn a Ph.D. in Feminist Studies (your first language and a second language). Consider a language that is relevant to your area of specialization and/or demonstrates your philosophical commitment to language study as a component of intersectional, transnational feminist knowledge. Consult with your Faculty Advisor/s or Supervisory Committee during your first year to determine whether you've already fulfilled this requirement or what second language is best suited to your program of study. **This requirement must be completed prior to General Exams.**

Please note that credits taken to fulfill the language requirement do not count toward those required for the Ph.D. degree. Proficiency appropriate to a student's area of specialization (oral, written, and/or reading ability) may be demonstrated in ONE of the following ways:

- First language fluency in a language other than English
- Educational Assessment Center test (scores vary depending on language) in Schmitz Hall
- Completion of third-year college-level language coursework (minimum acceptable grade is 2.7)

To confirm fulfillment of the language requirement, you must complete the [Ph.D. Language Requirement Form](#) and submit it to the GWSS Program Coordinator, along with any accompanying documentation, to the GWSS Program Coordinator.

### *Research Methods Requirement*

In consultation with their Faculty Advisor/s, Ph.D. students are expected to complete two methodology courses: GWSS 503: Feminist Methodologies and a methods course in another discipline relevant to their research project.

## Ph.D. Supervisory Committee

### SUPERVISORY COMMITTEE COMPOSITION

Your Supervisory Committee works with you to plan your graduate training, and it conducts the General Examination and the Final Examination (Dissertation Defense). Much of the structure and function of this committee is determined by the Graduate School and not by the Department. The composition of this committee is outlined in the Graduate School's policy on the [Supervisory Committee for Graduate Students](#). Key requirements are:

- Your committee must consist of four to five members,
  - At least two members must be core GWSS faculty members
  - At least three members (including one Chair and the GSR) must be members of the [Graduate Faculty](#) with an endorsement to chair doctoral committees.
  - The committee requires at least two additional members besides the Chair and GSR. Ideally, include three or four additional members to ensure a quorum at all formal meetings. A quorum consists of at least four committee members, including the Chair, the GSR, and at least two other voting members.
  - Committee members should be capable of guiding your studies to effectively support your career goals.

### *Supervisory Committee Chair*

- The Chair must be a GWSS Core Faculty member who is part of the Graduate Faculty and approved to chair Supervisory Committees.
- In exceptional cases, a student may petition the department Graduate Committee to have an [Adjunct Faculty member](#) (who is a member of the Graduate Faculty and approved to chair Supervisory Committees) serve as the Chair. This petition must include:
  - A letter explaining why the Adjunct Faculty member is the best choice.

- A letter of agreement from the proposed Chair.

### *Graduate School Representative (GSR)*

You must select a faculty member from outside the department to serve as the Graduate School Representative (GSR). The GSR's roles include:

- Representing the University's broad concerns regarding scholarly performance.
- Providing a non-specialist perspective on the quality of your work.
- Ensuring that your mastery of the subject matter is comprehensive.
- Ensuring that all procedures are conducted fairly and in accordance with Graduate School guidelines.

Given the overlap between GWSS faculty's adjunct appointments and feminist scholars in other departments, finding a suitable GSR may require effort. Observe potential candidates during classes or seminars in other departments. Collaborate with your Supervisory Committee Chair/s, other GWSS faculty, and the Director of Graduate Studies to identify an appropriate GSR who can enhance the quality of your dissertation work.

### ESTABLISHING YOUR SUPERVISORY COMMITTEE

Your Supervisory Committee is a crucial element of your graduate studies and establishing it should be done as soon as it is academically reasonable. GWSS expects you to form your committee no later than the fall quarter of your third year. Additionally, the Graduate School requires that the committee be formed at least four months prior to the intended date of your General Examination.

To establish your Supervisory Committee, start by consulting with your advisor/s to discuss potential committee members. Arrange meetings with each prospective member to assess their suitability and willingness to serve. Complete a [Ph.D. Supervisory Committee Appointment](#) form and submit it to the GWSS Program Coordinator. Each member must sign the form to indicate their willingness to serve, and the Supervisory Committee Chair/s must sign it twice—once to agree to serve on the committee and once to approve the entire committee.

Before finalizing your committee, ensure you and your Supervisory Committee Chair/s review the necessary procedures for [Human Subjects and Animal Subjects for Dissertations](#) and complete any required forms. Once all signatures are obtained, return the Ph.D. Supervisory Committee Appointment form to the GWSS Program Coordinator. The GWSS Program Coordinator will process your request with the Graduate School, and you and your committee members will receive email notifications when the appointments are officially established. Be sure to keep a copy of the completed form for your records.

### RECONSTITUTING (CHANGING) YOUR SUPERVISORY COMMITTEE

It is possible to change the members of your Supervisory Committee if necessary, such as when your dissertation focus shifts or if a new faculty member would be a valuable addition. Before making any changes, consult with your Supervisory Committee Chair/s, the Director of Graduate Studies, or the Department Chair to discuss the proposed adjustments. It may also be helpful to review the Graduate School's policy on [Supervisory Committees for Graduate Students](#). Once you're ready to proceed, complete the [Ph.D. Supervisory Committee Change Request](#) form, obtain signatures from any members being added or removed, and submit the form to the GWSS Program Coordinator who will update the committee in MyGrad. Once processed, both you and the affected committee members will receive email confirmations.

### MEETINGS WITH YOUR SUPERVISORY COMMITTEE

After forming your Supervisory Committee, schedule an initial meeting with all members to plan your coursework, readings, and other activities in preparation for your General Examination. The committee will evaluate both the written

and oral components of your General Exam. Additionally, they will guide and approve your dissertation proposal and conduct your Final Examination, where you will defend your dissertation. Other meetings may be scheduled as needed, based on discussions with your Supervisory Committee Chair/s.

## General Examination & Dissertation Prospectus

Most full-time students are expected to take the General Examination by the end of fall quarter of their 4th year of study. All full-time students are expected to complete the General Examination prior to the end of spring quarter of their 4th year of study, if not before.

Before scheduling the General Examination, ensure the following Graduate School requirements are met:

- Completion of at least 18 credits of coursework at the 500 level and above.
- Completion of at least 18 graded credits of 400- and 500-level coursework, excluding 499.
- Completion of at least 60 credits. Some of these credits may be taken in the same quarter of the exam.
- All members of the Supervisory Committee must approve that the student's background of study and preparation is sufficient to schedule the General Examination.
- Formation of your Supervisory Committee at least four months before the exam.
- A minimum cumulative GPA of 3.00.
- Registration and completion of at least 2 credits in the quarter during which the oral exam is taken and candidacy is conferred.

In addition, the Department Requires:

- Completion of all departmental course requirements for the Ph.D.
- Fulfillment of the departmental [language requirement](#).
- Submission of the [Dissertation Prospectus](#) to the Supervisory Committee, as well as the GWSS Program Coordinator, at least two weeks prior to beginning the written section of the General Examination.
- The General Examination and Final Examination (Dissertation Defense) must not occur in the same quarter. However, they can be scheduled in consecutive quarters.

## GENERAL EXAMINATION FORMAT

The General Examination consists of both written and oral sections. The written portion precedes the oral examination and is designed and assessed according to departmental guidelines. The oral portion, formally referred to as the General Examination, is required by the Graduate School.

### *Written Exam*

The goals of the written exam are to:

- Assess understanding of basic concepts in Gender, Women, and Sexuality Studies, ensuring the capability to teach undergraduate courses and comprehend feminist knowledge production and application.
- Evaluate in-depth knowledge of research, theory, and methods pertinent to the student's specialization.
- Encourage the synthesis of information to aid in developing a solid dissertation research question, feasible research proposal and timeline, and articulation of contributions to the field.

The structure and content of the written exam are determined by the Supervisory Committee, with collaborative development of the reading lists and exam format. The exam format, reading lists, and timeline should be clearly developed and communicated to the student and full committee during the quarter prior to the exam. Typically, the format involves writing three scholarly papers in areas or subfields of the student's specialization, in response to

questions prepared and sent by the committee via the GWSS Program Coordinator. In each paper, the student's goal is to demonstrate an understanding of major issues in the designated area or subfield of their research specialization. Students are allotted one week to write each of the three exam papers, either over three consecutive weeks or with up to a one-week break between them. The exam period, including both written and oral components, should not exceed ten weeks/1 quarter.

### *Oral Exam*

The oral exam aims to:

- Follow up on issues arising from the written exams.
- Discuss dissertation research plans as outlined in your Dissertation Prospectus and the relationship between issues raised in the written exams and the student's intended research.

The specific structure of the oral exam is determined by the student and the Supervisory Committee. It typically involves discussion of written exam issues and dissertation research plans. New topics are generally not introduced unless prior notification is given to the student. The oral exam usually lasts two hours. Faculty examiners rate the student's performance on the exam as Pass, Fail, or they may recommend re-examination after a period of further study. At least four members of the committee, including the Chair/s, the Graduate School Representative (GSR), and one additional Graduate Faculty member, must be physically or virtually present at the General Examination.

### DISSERTATION PROSPECTUS POLICY

- The student will submit a dissertation prospectus to their committee, as well as the GWSS Program Coordinator, at least two weeks prior to beginning the written section of the general examination. If not submitted by this time, the exam will need to be rescheduled for the following quarter.
- Discussion of the prospectus will be incorporated into the oral section of the general exam. The committee may request revision of the prospectus to be approved before advancing to candidacy.
- Upon successful completion of the prospectus and exam, the student will advance to candidacy.

### SCHEDULING YOUR GENERAL EXAMINATION

1. **Contact Your Supervisory Committee** – Find a mutually agreeable date, time, and room for the oral exam. Ensure you copy the GWSS Program Coordinator on this email exchange or forward the finalized details once they are decided.
2. **Set Up Your General Exam** – At least four weeks prior to the exam, log in to MyGrad Program and select the option to set up your General Exam. The GWSS Program Coordinator must approve this request for your exam to proceed. Once approved, your Supervisory Committee will be notified, and the GWSS Program Coordinator will generate a Committee Signature Form in MyGrad.
3. **Day of the General Examination** – Ensure that all Supervisory Committee members sign the Committee Signature Form before returning it to the GWSS Program Coordinator. This form is used to notify the Graduate School of your exam outcome. If you pass, you will be designated as a doctoral candidate (Ph.C.) effective the quarter following the one in which the Committee Signature Form is filed. If you fail, the Graduate School permits up to two re-examinations after additional study.

### GENERAL EXAMINATION & SATISFACTORY PROGRESS

Any full-time student who has not passed the General Examination prior to the first day of classes of their 5<sup>th</sup> year of study may be recommended for Probation until such time as the exam has been successfully completed. Any such student who has not passed the General Examination by the beginning of the third quarter (usually Spring Quarter) of their 5<sup>th</sup> year of study may be recommended for Final Probation. A petition to extend these deadlines may be made to

the Graduate Committee. However, such a petition will be very closely scrutinized and not routinely approved.

## Dissertation & Final Examination

The dissertation and its defense, referred to as the Final Examination, are the culminating requirements for the doctoral degree. These steps follow the attainment of Candidate status, which requires passing your General Examination at least one quarter prior. The dissertation should reflect "original and independent investigation and achievement," demonstrating mastery of research techniques and the ability to tackle significant problems.

Before scheduling your Final Examination, the following requirements must be met:

- Completion of all required coursework.
- At least half of your program must be in courses 500 or above.
- You must have at least 18 graded credits of coursework (400 or 500 level courses only) at the UW which averaged to at least 3.0
- Successful completion of the General Examination at least one quarter before the Final Examination.
- A minimum of 30 dissertation credits (800) spread over at least three quarters, with at least one quarter following the General Examination.
- Completion of all doctoral degree requirements within ten years, including transferred work and any time spent on leave (e.g., internships).
- Registration for at least 2 credit hours during the quarter in which you take your Final Examination and submit your dissertation.

## FINAL EXAMINATION FORMAT

1. **Public Presentation** – Typically 30 minutes, with an optional 15-minute Q&A session at the discretion of the student and their advisor/s.
2. **Advisory Committee Meeting** – Includes the Chair/s, GSR, and all reading committee members for about 15 minutes.
3. **Post-Presentation Feedback** – The student rejoins the committee to respond to questions they pose and for feedback and discussion of future research and publication plans.

## APPOINTING YOUR DOCTORAL READING COMMITTEE

As you near completion of your dissertation, you must appoint at least three members of your Supervisory Committee to serve as the Reading Committee. At least one member of the Reading Committee must hold an endorsement to chair doctoral committees. The Reading Committee is responsible for:

1. Ensuring that the dissertation is a significant contribution to knowledge and an acceptable piece of scholarly writing.
2. Determining the appropriateness of your dissertation as a basis for issuing a Committee Signature Form for the Final Examination.
3. Approving your dissertation by signing the final version.

**Reading Committee members must agree to read the entire dissertation before scheduling the defense. Students should coordinate with their committee members to establish when to provide a copy of their dissertation, keeping in mind that most committees will expect to receive it at least two weeks prior to the exam.**

## SCHEDULING YOUR FINAL EXAMINATION & SUBMITTING YOUR DISSERTATION

The major steps for scheduling your Final Exam and submitting your dissertation are outlined below. Refer to [GWSS's](#)



[Final Exam & Graduation Checklist](#) and the [Graduate School's Graduation Requirements](#) page for more detailed information. Additionally, quarterly deadlines are available on the Graduate School's [Student Dates & Deadlines calendar](#).

1. **Contact Your Supervisory Committee** – Find a mutually agreeable date, time, and room for the exam. Ensure you copy the GWSS Program Coordinator on this email exchange or forward the finalized details once they are decided.
2. **Set Up Your Final Exam** – Log in to MyGrad Program at least four weeks prior to the exam to set up the Final Exam. The GWSS Program Coordinator must approve this request. Once approved, your Supervisory Committee will be notified, and the GWSS Program Coordinator will generate a Committee Signature Form in MyGrad.
3. **Day of the Final Examination** – Ensure all Supervisory Committee members sign the Committee Signature Form before returning it to the GWSS Program Coordinator.
4. **Submit Your Dissertation** – By the last day of the quarter, have your Reading Committee approve your dissertation in MyGrad and submit it via the [UW ETD Administrator Site](#). Ensure that your dissertation has been formatted according to the [Graduate School's Dissertation Policies](#) and ProQuest ETD Administrator guidelines.

Students needing additional time for formatting must pay the [Graduate Registration Waiver fee](#) by the last day of the quarter. This provides an additional 14 days for formatting but delays your official graduation date to the following quarter. Note that this fee covers formatting only, not major content revisions. Regardless of whether you pay the fee, your Reading Committee must approve your dissertation for submission by the last day of the quarter. It is highly recommended that you schedule your exam far enough in advance of the end of the quarter to allow time for any major content revisions requested by your committee.

Most students submit their dissertation and receive their Ph.D. in the same quarter as their defense. If that is not possible, you must be enrolled and submit your dissertation no later than the last day of the quarter following your defense.

## ANNUAL PLANNING & PROGRAM PROGRESS

All graduate students and their Faculty Advisor/s are expected to participate in an annual planning and evaluation process. This structured review fosters continuous improvement and ensures alignment with academic and professional goals.

### Academic & Professional Plan

At the start of each fall quarter, you will prepare an [Academic & Professional Plan](#). If you have not yet established your Supervisory Committee, you will consult with your advisor/s to develop this plan. Once your Supervisory Committee is in place, you will work in consultation with your Supervisory Committee Chair/s. The plan, which must be submitted to the GWSS Program Coordinator by the end of the third week of Autumn Quarter, outlines your goals for coursework, teaching, and research for the academic year. This plan may be adjusted throughout the year with written approval (signature) from your advisor/s or committee chair/s. It is recommended that you review your plan at the start of each academic quarter to ensure you are making satisfactory progress.

### Self-Evaluation

Graduate Student [Self-Evaluations](#) are due to the GWSS Program Coordinator on the first Wednesday in April each year. The final draft must be signed by both you and your advisor/s before submission. These self-evaluations allow you to review the Annual Academic & Professional Plan submitted in the fall, reflect on your progress, assess successes, identify areas for improvement, and set goals for future development.



## Faculty Evaluation & Feedback Letter

After self-evaluations are submitted, faculty members review these documents and provide feedback. This feedback is included in annual Faculty Feedback Letters, which are sent to students by the end of the Spring quarter. These letters offer insights into your performance, achievements, and areas for further growth, and are intended to guide and assist you in maintaining satisfactory progress.

## FUNDING YOUR GRADUATE STUDIES

Incoming domestic and international students are offered a guaranteed number of funded quarters, as outlined in their admissions offer letter. This funding package typically includes a mix of department-based research and teaching assistantships, as well as University-wide fellowships secured through the department. Continued funding is contingent on satisfactory performance, which is reviewed annually. Students with disabilities, as confirmed by [Disabilities Resources for Students \(DRS\)](#), may qualify for additional funding. At every step of their graduate career, students are encouraged to research and apply for internal (within UW) and external fellowship and grant opportunities that will support their research, dissertation writing, and scholarly networking throughout the trajectory of their doctoral training.

### Teaching Assistantship (TA) & Research Assistantship (RA) Guidelines & Procedures

All graduate student appointments in GWSS are made in concurrence with [Executive Order 28 – Graduate Student Service Appointments](#) and [Executive Order 30 – Graduate Student Fellowship and Traineeship Awards](#), which cover most matters related to Graduate Student Service Employees and in concurrence with the requirements of the UW [UAW Academic Student Employees Contract](#).

All academic student appointments carry a tuition waiver, which covers most tuition and fees. A small portion of fees remain the student's responsibility each quarter. To be eligible for the tuition waiver, ASEs are required to be enrolled in ten credit hours during each quarter in which they have an appointment. During summer quarter, the minimum requirement is two credits. Exceptions to this minimum credit load must be requested through a [Petition for Reduced Enrollment](#), which is approved by the Dean of the Graduate School.

### TA ASSIGNMENTS

Incoming GWSS students are guaranteed a funding package comprised of a combination of department-based research and teaching assistantships and university-level fellowship funding secured through the department, subject to satisfactory performance determined by an annual faculty review process. To support additional quarters of funding for research and dissertation writing, beyond those guaranteed, students should seek faculty mentorship on applying for University fellowship opportunities, such as [Graduate School Fellowships](#) or those available through the [Simpson Center for the Humanities](#), as well as to external funding sources.

In early Winter quarter, the Annual TA Application Form will be circulated. All students working toward a Ph.D. in Feminist Studies who seek TA appointments from the department for the following year, including those with guaranteed funding, must submit this form. TA positions are always reserved for students who still have guaranteed quarters of funding. If remaining TA positions are available, they will be distributed as equitably as possible, while recognizing the necessity of balancing departmental and individual needs. After assignments are made and the level of each student's appointment is determined according to Graduate School and Union Contract rules, the department administrator prepares all relevant employment forms.

The following criteria guide departmental decisions in assigning Teaching Assistantships, when available, to students beyond their guaranteed number of quarters:

- *Academic Progress:* In most cases, priority for TA assignments past the guaranteed quarters will be related to academic performance. Students making consistent progress in the program will be more likely to receive extended funding. Students on External Warn, Probation or Final Probation status with the Graduate School typically will not be eligible for extended TA or RA funding from the department. A student who is offered a TA position, but later placed on warn status or probation, may have their funding revoked. Students on Internal Warn Status as noted in their annual evaluation will have low status for extended funding.
- *Teaching Evaluations by Course Instructors:* Because the assignment of TAs is primarily intended to provide undergraduate teaching services, formal evaluation of graduate students in terms of their competence as TAs will be considered in making future assignments. For this reason and in keeping with the ASE Union Contract, instructors evaluate TAs working with them on a quarterly basis.
- *Educational Assessment Center Student Evaluations of Teaching:* Undergraduate student course evaluations are an important factor in determining TA assignments. Graduate students should order course evaluations of their work as TAs work each quarter, and request that a copy of the evaluation be sent to the Department Chair.

### *Important Note on TA Funding*

TA funding is for nine months only. During Summer quarter, the department has few, if any, TA positions and a limited number of independent teaching opportunities. Applications to teach in summer quarter are separate from the annual TA application process.

### *TA Graduate Coursework Conflict*

In case of a coursework time schedule conflict with a TA assignment, it is the responsibility of the TA to get in touch with the department as soon as possible in the registration period to discuss alternative teaching possibilities. In cases in which no alternatives can be found, the initial assignment will remain the TA's responsibility.

## RESEARCH ASSISTANTSHIPS

Research Assistants are typically selected by an individual faculty member who supervises the position through a grant, contract, or other arrangement. If a student is requested by a faculty researcher and wishes to accept the appointment, that student will be awarded the RA position. In such instances, faculty act as Principal Investigators and therefore are responsible for the conduct of the research. If the faculty member does not have a particular request, she can ask students to interview for the position. After a RA has been selected, the Department Administrator prepares all relevant employment forms.

The RA's responsibilities are to the Principal Investigator and the respective research project providing the salary, which may or may not coincide with the student's own personal research interests. These appointments should not be confused with fellowships that enable students to pursue self-directed research.

## TA & RA SALARY LEVELS

All ASE positions (TAs, RAs and GSAs) are paid at the levels determined by the Graduate School and UAW Local 4121. Students entering without a master's degree are paid at the TA, RA or GSA level. Those entering with a master's degree or who earn an MA or complete equivalent coursework at the UW are paid at the TAI, RAI, or GSAI level.

Following successful completion of the General Examination and advancement to Ph.C. status, pay levels increase to the TAI, RAI and GSAI level. Salary changes take place in the quarter following the change in status.

## Teaching Your Own Course as a Graduate Student

Students interested in pursuing an academic teaching career are encouraged to gain as much training and experience in the classroom as possible. If the departmental budget allows, advanced graduate students may have the opportunity to

teach as an independent instructor of record. Independent teaching is most often available during Summer Quarter, but budget and curricular needs sometimes provide opportunities for such teaching in other quarters.

Preparation to teach one's own course includes the following steps:

- Participation in the [Center for Teaching & Learning's TA program](#), which typically occurs prior to the start of the first year the student serves as a teaching assistant, although more senior students are invited to participate in the conference if they so choose.
- Serving as a teaching assistant for a variety of courses, particularly courses in which the TA is responsible for designing and leading quiz (discussion) sections.
- Serving as a teaching assistant for the specific course you hope to teach independently, assuming that course is part of the regular GWSS curriculum and the course has TAs assigned to it.
- Successful completion of GWSS 504: Feminist Pedagogy. Extensive teaching experience can be substituted for this requirement in some cases.
- A master's degree in GWSS or related field is required.
- Successful completion of the General Examination and advancement to candidacy for the Ph.D. is preferred.
- Participation in two-session syllabus design and development workshop offered through the department in Spring quarter.
- You are encouraged to find a faculty mentor who can serve as a consultant as you develop and teach the course. The mentor is typically someone who regularly teaches the course or has expertise in the course topic.

## Summer Employment

Summer stipends or paid positions are not guaranteed. Many students seek outside employment to cover their summer expenses. Therefore, it is crucial for graduate students to plan ahead and explore alternative funding options. Students can look for funding opportunities through RA, fellowship, or traineeship appointments. Additionally, students, in collaboration with their Faculty Advisor/s, may prepare small research grant applications to on-campus funding sources. These funding opportunities have fixed deadlines throughout the year and require advance planning.

## SUMMER TEACHING SELECTION PROCESS

GWSS offers summer courses in response to the instructional needs of our undergraduate students and contingent on available funds. The number of courses scheduled each summer may therefore vary. Once a course is scheduled, our ability to offer it depends on sufficient enrollment numbers.

The Department is committed to providing undergraduate students with excellent instruction, as well as to training graduate students to be excellent instructors. In this spirit, the Department endeavors to give all graduate students who qualify the opportunity to teach GWSS undergraduate courses during Summer Quarter.

In order to qualify to teach during the summer, graduate student applicants are required to attend any instructional/professionalization sessions, such as syllabus design or development workshops, offered in the prior academic year.

After these requirements have been met, the Department then selects graduate students to teach as independent instructors of summer courses based on the following criteria:

1. Graduate students should have completed GWSS 504: Philosophies and Techniques of Teaching. (Since this course is only offered every other year, we understand that some students may not yet have had the opportunity to take it.)
2. Experience with university-level teaching (either as a TA or as an instructor) in which the TA is responsible for

the content and conduct of discussion sections.

3. Experience as a TA for the specific course that will be taught independently. If this is not possible, students must arrange with the course instructor to observe the course for a quarter.
4. Selection of a faculty mentor to serve as a consultant as the TA develops and teaches the course. The mentor is typically someone who teaches the course regularly or who has expertise in the topic of the course.
5. Graduate students must have been evaluated by GWSS faculty based on an annual [Academic & Professional Plan](#) and an annual [Self-Evaluation](#) form submitted in a timely fashion. This includes submitting a teaching evaluation. They must be assessed as making suitable progress towards completion of their graduate program.
6. The Department endeavors to give priority to students who have received fewer quarters of funding in summer than those who have received more prior funding.

## Fellowships & Traineeships

In the instance of fellowship or traineeship award, a university budget title and number are assigned, and the Department Administrator prepares the appointment form. Consult them to ensure your appointment details are in order. Positions which require no specific work duties may not be included in the Union contract. Positions that require the student to perform some service or duties are included in the Union coverage.

In many instances, all or part of the student's tuition and fees are paid by the fellowship or training grant. A section of the fellowship appointment form asks which quarters are to be charged to the grant number listed. Please note that tuition and fees are not always covered by the award. Questions concerning payment of tuition should be clarified before the onset of the appointment. The granting agency, the grant PI and/or the Graduate School are likely sources of this information.

## PAYROLL PROCEDURES & DEDUCTIONS

### Appointment Periods

TA positions are offered on a quarterly basis, with payroll periods that do not perfectly align with the instructional periods of the academic quarter. The payroll periods are as follows:

- **Autumn Quarter:** September 16 – December 15 (3 months)
- **Winter Quarter:** December 16 – March 15 (3 months)
- **Spring Quarter:** March 16 – June 15 (3 months)
- **Summer Quarter:** June 16 – August 15 (2 months)

While these pay periods don't exactly match the academic quarters, TAs are responsible for supporting the course and its instructor throughout the academic quarter. TAs should coordinate with the instructor to determine when their assistance is needed before the course begins and after it ends. Note that there is no paid vacation, meaning there is no pay for the period from August 16 to September 15.

Research Assistantships can vary in duration but typically follow the same quarterly dates as TA appointments. RAs are usually appointed for full or half months, although appointments can be made for irregular periods, with payment calculated daily based on the monthly rate. Unlike TAs, RAs are expected to be on duty throughout the entire period of their appointment. As with TAs, there is no paid vacation period for RAs.

### Paydays & Paychecks

Paychecks for salaried, monthly, and hourly appointees (TAs, RAs, Fellows, Trainees) are issued on the 10th and 25th of each month. For hourly employees, hours worked should be submitted via Workday by the 15th of the month, with payday on the 25th; and by the last day of the month, with payday on the 10th of the following month. Please ensure

you sign up for direct deposit through Workday.

## STANDARD DEDUCTIONS FROM TA & RA PAYCHECKS

- **Federal Withholding Tax** on salary
- **Medical Aid** (state accident/health insurance, also known as "Workers' Compensation," for on-the-job injuries). This deduction is minimal. In the event of injury during your service appointment, contact the Department Administrator for the appropriate claim forms.

## Payment of Tuition & Fees

To hold TA and RA positions, students must be registered full-time with a minimum of 10 graduate credits per quarter (2 credits during Summer Quarter). If you have a student loan, you may still be required to register for 10 credits during the Summer Quarter.

Most tuition and fees for RAs or TAs appointed to a 50% or greater position (20 hours or more per week) will be automatically paid. However, certain fees must be paid by Friday of the third week of the quarter. Failure to pay these fees by the deadline will result in a "late payment fee" being added to your account. Refer to the [UW Time Schedule](#) or [Student Fiscal Services](#) for deadlines and rates.

**Even if your tuition bill is incorrect, be sure to pay the student fee before the due date.**

## QUALIFYING FOR A TUITION WAIVER

During Autumn, Winter, and Spring Quarters (the academic year) both RAs and TAs must be employed at least 50% (20 hours per week) and be on the active payroll for at least five of the six pay periods in order to qualify for a tuition waiver. Additionally, students must be registered for a minimum of 10 credits per quarter to qualify.

## Income Tax Information

You will receive a W-2 form (statement of income and taxes withheld) in January following the calendar year worked. Please ensure your mailing address is up to date in Workday to avoid any delays in receiving your tax documents. If your address is incorrect or not updated, your tax forms may be returned to the [Payroll Office](#) and will not be re-mailed. In such cases, it is your responsibility to access your tax form online through Workday or contact the Payroll Office to request a replacement.

# POLICY INDEX

## GWSS Policies

### CHANGING PRIMARY FACULTY ADVISOR/S

The goal of the Gender, Women & Sexuality Studies Department is to provide each student with the best training possible in light of the student's career goals. We understand that your goals or areas of interest may shift during your graduate training. You are encouraged to switch to a different faculty member within the department as a primary advisor if that arrangement better aligns with your educational goals. To make a change, discuss and confirm the shift with your current advisor/s and potential future advisor/s, and notify the GWSS Program Coordinator to make it official. Feel free to discuss any issues related to changing your Faculty Advisor/s with the Director of Graduate Studies or the Department Chair at any time.

### CONCURRENT DEGREE REQUESTS

An informal concurrent degree program allows students to pursue two graduate degrees or a combination of a graduate

and a professional degree simultaneously, rather than sequentially. This approach conserves both the student's time and the University's resources by enabling a coordinated progression through both programs. While our department does not offer a formal concurrent degree program, students can pursue an informal concurrent degree program with approval from both departments involved.

To request department permission to pursue an informal concurrent degree, students must submit a written proposal to the Graduate Committee that includes the following:

- **Description of the concurrent degree and its benefits** for the Gender, Women, and Sexuality Studies degree.
- **Detailed plan of study** outlining the proposed coursework for both degrees (color-coding is encouraged).
- **Current academic standing.**
- **Schedule of deadlines** for paperwork submission.
- **Current copy of the student's informal transcript.**
- **Written approval** from the student's advisor/s or committee chair/s.

Students pursuing a concurrent degree who wish to receive funding from GWSS must complete 10 GWSS credits per quarter (2 credits during summer quarter). Failure to meet this requirement may result in loss of funding.

Concurrent enrollment in two or more degree programs may significantly impact student tuition and fees. Students are advised to consult with [Student Fiscal Services](#) for detailed information on how concurrent enrollment might affect their tuition and fees.

For comprehensive details, please refer to the Graduate School's [Policy 1.5: Concurrent Degree Programs](#).

## DISABILITY POLICY

The GWSS department is committed to providing access and reasonable accommodations to students with disabilities. We work with the [Disability Resources for Students \(DRS\) Office](#).

## DISSERTATION PROSPECTUS POLICY

- The student will submit a dissertation prospectus to their committee, as well as the GWSS Program Coordinator, at least two weeks prior to beginning the written section of the general examination. If not submitted by this time, the exam will need to be rescheduled for the following quarter.
- Discussion of the prospectus will be incorporated into the oral section of the general exam. The committee may request revision of the prospectus to be approved before advancing to candidacy.
- Upon successful completion of the prospectus and exam, the student will advance to candidacy.

## GRADING PROCEDURES

- **Degree Requirements:** All 400 and 500 level courses that count towards your departmental degree requirements must be taken for a numerical grade, unless the course is offered exclusively on a Credit/No Credit basis. You must earn a minimum grade of 2.7 in these courses. To graduate, you need at least 18 graded credits at these levels and a minimum GPA of 3.0. (Refer to the [Master's Degree](#) and [Ph.D. Degree](#) sections for more details.)
- **Credit/No Credit Courses:** Some courses are offered only on a Credit/No Credit basis, as indicated in the [University Time Schedule](#). Grades for these courses will not be numerical, and credits earned will not count towards the 18 graded credits required for graduation.
- **Satisfactory/Not Satisfactory (S/NS) Option:** You may choose to take courses not required for your degree on a Satisfactory/Not Satisfactory (S/NS) basis. You need to make this choice through the Registrar's Office and can



switch between S/NS and numerical grading up to the end of the seventh week of the quarter. The instructor will not know your grading choice. If you receive a grade of 2.7 or higher, your transcript will show an S (satisfactory). If the grade is below 2.7, your transcript will show NS (not satisfactory). Credits earned under S/NS grading will not count toward the 18 graded credits required for graduation.

- **Independent Study/Research Courses:** An "N" grade is assigned to independent study or research courses when the project spans multiple quarters and is not graded until completion. You must maintain continuous registration in the course until a grade is given and consistently register for either the graded or Credit/No Credit section.

For additional information on grading, refer to the [Graduate School Grading Practices](#).

## EVALUATION PROCEDURES

As outlined in the [Annual Planning & Program Progress](#) section of the manual, your performance in the program will be reviewed annually by department faculty. If your progress is deemed unsatisfactory, feedback may be provided by your Faculty Advisor/s, the Department Chair, the Director of Graduate Studies, and, in some cases, the Dean of the Graduate School. Unsatisfactory progress can be communicated in the following ways, in increasing order of seriousness:

1. **Verbal warning** from your Faculty Advisor/s, the Director of Graduate Studies, or the Department Chair.
2. **Written warning** from the Director of Graduate Studies ("Internal Warning").
3. Change in status to **Probation**.
4. Change in status to **Final Probation**.

Procedures 1 and 2 are internal warnings within the department, while Procedures 3 and 4 involve the Dean of the Graduate School. Probation and Final Probation statuses are recorded on your transcript, with Final Probation also resulting in a letter from the Dean. Students in the "external" categories (3 and 4) will receive a letter from the Director of Graduate Studies outlining the steps needed to return to good standing. A student is typically not dropped from the University unless they have been on Final Probation for at least one quarter. Students on Warn, Probation, or Final Probation are less likely to receive TA or RA funding, and those placed on Probation or Final Probation after funding has been awarded may have their funding rescinded.

At the request of any faculty or Supervisory Committee member, the Graduate Committee will review the student's academic status and make appropriate recommendations.

For questions about your evaluation, consult your Faculty Advisor/s, Supervisory Committee Chair/s, the Director of Graduate Studies, or the Department Chair. For additional information on the Graduate School's policy on academic performance, refer to [Policy 3.7: Academic Performance and Progress](#).

## GRIEVANCE PROCEDURES

For issues related to evaluations or interactions with faculty members, it is important to first try to resolve the matter informally with the person(s) involved. This initial approach will keep the discussion confidential. However, if you escalate the issue by involving another faculty member or the Department Chair, it will become part of the official record. At that point, the information will be accessible to anyone involved or interested in the matter.

For additional guidance or assistance in resolving grievances, you may contact the [Office of the Ombud](#).

## LEAVE POLICY

A graduate student in the GWSS department may be approved for 6 academic quarters of leave (approved quarterly or up to one academic year at a time) with approval of their Faculty Advisor/s; any additional quarters of leave must be

approved by the Graduate Program Committee. The Graduate Program Committee will review requests for leave of one to three quarters in length; the requests must first be approved by the Faculty Advisor/s.

#### **Leave Quarters 1-6:**

- Approval is required from your Faculty Advisor/s.
- You may request up to three quarters of leave at a time, but all must be within the same academic year.

#### **Leave Quarters Beyond 6:**

- Any leave beyond six quarters requires approval from the Graduate Program Committee.
- You can request up to three quarters of leave at a time, but all must be within the same academic year.
- Leave request form filled out and signed by Faculty Advisor/s and submitted to the Graduate Program Committee at least 30 days before the end of the quarter prior to the beginning quarter of leave.

#### **To Request Leave:**

- Complete the [GWSS Leave Request Form](#).
- Have it signed by your Faculty Advisor/s or Supervisory Committee Chair/s.
- Submit it to the GWSS Program Coordinator.
- Complete the quarterly leave process outlined below.

#### **Quarterly Leave Process:**

- Submit a leave request through [MyGrad](#), which requires departmental approval.
- Pay the \$25.00 fee to the Office of the Registrar.

For additional details about leave policies at the University-level, please refer to the Graduate School's [Graduate on-Leave Status](#) page and [Policy 3.5: On-Leave Policy to Maintain Graduate Student Status](#).

#### **MASTER'S DEGREE REQUIREMENT POLICY**

- All incoming students without a master's degree in Gender, Women & Sexuality Studies or a related field must complete the requirements for the master's degree.
- Discuss your intended timeline for your master's degree as soon as possible with your advisor/s. With your advisor/s input, decide whether you will choose the thesis or the practicum/project option.
- In consultation with your advisor/s, form your Master's Degree Supervisory Committee and submit the [Master's Degree Supervisory Committee Appointment](#) form to the GWSS Program Coordinator. The GWSS Program Coordinator will input this information into MyGrad, which is necessary for you to be able to submit a Master's Degree Request.
- Once you and your committee have decided on the quarter in which you will complete your master's degree, notify the GWSS Program Coordinator and Department Chair.
- Contact the GWSS Program Coordinator to register for GWSS 700 MA Thesis or GWSS 701 MA Practicum (Project) for the quarter/quarters you will be working on your master's degree. At least 9 credits total are required.
- Notify the GWSS Program Coordinator when you submit a Master's Degree Request via MyGrad so that it can be approved.
- Both master's theses (GWSS 700) and practicum/projects must be formally defended (final exam) with your Master's Degree Supervisory Committee.



- Master’s degree projects must be submitted to the GWSS Program Coordinator for departmental records (Thesis are submitted into the [ProQuest ETD Administrator Site](#) and on record with UW libraries.)

## REINSTATEMENT TO THE PH.D. PROGRAM

Failure to maintain On-Leave status or continuous enrollment (non-registration is considered withdrawal from the University) constitutes evidence that you have resigned from the Graduate School, and you will automatically be withdrawn from the University.

If you let your enrollment lapse and want to return to the program to finish, you would need to meet with your Supervisory Committee to design a plan to complete your dissertation. If the committee approves your plan, the department faculty will review it, and if they approve, you can [apply for reinstatement](#) to the Graduate School and they will confirm your eligibility.

A request for re-entry into the Ph.D. programs requires the following information:

1. a formal letter requesting re-entry into the program,
2. the reason for the lapse in on-leave standing,
3. a specific plan for completion of the program, and
4. a statement from the Faculty Advisor/s or Supervisory Committee Chair/s concurring with the petition and plan, and conveying her/his willingness to work with the student to complete the program.

The request must be signed by the student and Faculty Advisor/s or Supervisory Committee Chair/s. The Faculty Committee has final authority to re-admit upon the recommendation of the Graduate Program Committee.

## TEN YEAR POLICY FOR THE COMPLETION OF THE PH.D.

Students are expected to complete their Ph.D. degrees within 10 years. (Ten years is measured as time elapsed since the first quarter of registration in the graduate program.) As stated in the [UW Graduate School Policy](#), “Periods spent on leave or out of status are included in these limits.” In the unusual situation in which a student requires more than 10 years to complete their degree, the GWSS department requires that the student work with their Faculty Advisor/s and their Supervisory Committee to develop a detailed timeline for completion of the degree. This plan must be approved, in writing, by the student’s Supervisory Committee and the GWSS faculty. Development and approval of the extended timeline for completion of the degree must be completed by the end of the second quarter of the student’s 9th year of study.

Student progress during the extension period will be monitored closely by the department faculty and failure to meet deadlines established in the approved degree-completion timeline will result in the following:

1. Missing a timeline deadline will result in a departmental **Warning**, at which time the student must meet with their Supervisory Committee Chair/s to update the timeline for completion of the degree.
2. Continued failure to meet deadlines will result in a final restructuring of the timeline by the student’s committee and in the department recommending that the Graduate School place the student on academic **Probation**.
3. Continued failure to meet deadlines while on academic Probation will result in the department recommending that the Graduate School place the student on **Final Probation**. A student placed on final probation will have one quarter to bring their work to completion (or back into alignment with the approved timeline). Failure to do so will result in the student’s dismissal from the Ph.D. program.

## Graduate School Policies

The Graduate School maintains a comprehensive, searchable database of all [Graduate School policies](#) and related

procedures, which will be helpful throughout your program. The policies you will likely find most helpful include:

- [Graduate Degree Requirements](#)
- [Concurrent Degree Programs](#)
- [On-Leave Policy to Maintain Graduate Student Status](#) and [Graduate On-Leave Status](#)
- [Academic Grievance Procedure](#)

Policies Related to Exams & Graduation:

- [Supervisory Committee for Graduate Students](#)
- [Graduate School Representative \(GSR\) Eligibility](#)
- [Final Examination: Dissertation Defense](#)
  - [Instructions for virtual defenses](#)
  - [Procedures if a committee member is missing](#)
- [Graduate Registration Waiver](#)

## University Policies

### SCHOLARLY INTEGRITY

Because of the importance of issues of scholarly or scientific misconduct to the operations of the University and because significant expertise is required to address such issues, the University has established the [Office of Research Misconduct Proceedings](#). This Office assumes primary responsibility for investigating and resolving allegations of scientific and scholarly misconduct by its faculty, staff, and students.

Inappropriate activities include:

- Intentional misrepresentation of credentials
- Falsification of data
- Plagiarism
- Abuse of confidentiality
- Deliberate violation of regulations applicable to research
- Other practices that seriously deviate from those commonly accepted by the scientific community in proposing, carrying out, or reporting results.

Please refer to [Executive Order #61- Research Misconduct Policy](#) and your [UAW Union Contract](#) for further information.

### STUDENT CONDUCT CODE

The University of Washington upholds high standards of ethics, integrity, and accountability. As a member of the UW community, you are expected to adhere to the Student Conduct Code, which outlines your responsibilities in contributing to academic goals and the welfare of the University community.

The Student Conduct Code includes:

- [Washington Administrative Code \(WAC\) 478-121](#)
- [Student Governance Policy Chapter 209](#) (Academic and Behavioral Misconduct)
- [Student Governance Policy Chapter 210](#) (Discriminatory and Sexual Misconduct)

These documents detail the conduct proceedings and your rights within the process. The Office of Community Standards and Student Conduct administers the code and can provide more information.

Key standards include:

- Academic and professional honesty
- Respect for University functions and the safety of others
- Compliance with University rules and regulations

Misconduct examples include:

- Disrupting teaching
- Physical abuse or threats
- Sexual offenses
- Property damage
- Unauthorized use of weapons or substances

Violations can lead to disciplinary actions, including suspension or dismissal. For the complete code, visit the [Office of Community Standards and Student Conduct](#) or [view it online](#).