

GRADUATE HANDBOOK
Department of Gender, Sexuality, and Women's Studies
2023-2024

University of Florida

NOTE: Please always also consult the [Graduate School Handbook](#) and the [Graduate Catalog](#) for important details and links to more information.

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CONTACT INFORMATION

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INTRODUCTION

Welcome to the Graduate Program at the Department of Gender, Sexuality, and Women's Studies. The Department offers academic programs, grants graduate and undergraduate degrees, and advances research in Gender, Sexuality, and Women's Studies. Faculty in the Department successfully compete for national fellowships and grants, win research and teaching awards, and produce rigorous and transformative research.

Vibrant Community of Scholars

We offer a vibrant and diverse faculty, flexible requirements, and excellent preparation for professional employment or doctoral work. Our core faculty apply their expertise in gender, race, sexuality, and women's studies to key areas such as data science and technology, health and medicine, history of women, law and politics, leadership and business, literatures and cultures, media and art, sexual violence and exploitation, racialized sexualities, and social movements. In addition to our core faculty members, we have over 100 affiliated faculty members who offer courses, serve on graduate committees, and collaborate in other ways with the Department.

Graduate Degree Options

We offer innovative teaching and research, both Thesis and Non-Thesis MAs, combined MA/JD option, and faculty who work closely with graduate students at a major state university known for its range of specializations. Students have broad opportunities for professional development and for working with core and affiliate faculty. Graduates of our program have gone on to a variety of PhD programs as well as employment in teaching and research, nongovernmental organizations, social services, advocacy, and journalism. You can read profiles of some of our alums in our newsletters.

Student Funding

We offer an excellent funding package to our MA students. Our typical funding includes graduate assistantships with tuition remission, along with supplemental need-based scholarships. We also provide students with generous research and travel funds. Financial aid applications should be submitted with admission materials. Honorably discharged veterans eligible for in state tuition.

Gainesville Community

Gainesville, Florida is a great location for graduate studies. Gainesville is a medium-sized university town with a host of resources and welcoming climate. Our students come from around the country and internationally and find UF and the wider community to provide an affordable and culturally rich environment in which to live. Many of our students elect to carry out internships in local organizations that offer academic credit and valuable hands-on experience, preparing them for post-graduate employment and active participation as global citizens.

For more information and a brief history of the Department, please visit the [History link](#) on the Department website.

Current and prospective graduate students should familiarize themselves with the Department's [website](#) and the [Graduate School website](#).

LAND ACKNOWLEDGEMENT: This is an acknowledgement that for thousands of years the area now comprising the state of Florida has been and continues to be home to many Native Nations. We further recognize that the main campus of the University of Florida is in the heartland territory of two historically-known Native societies –those of the Potano and of the Alachua Seminole. As a part of our current stewardship, we acknowledge an obligation to honor the ancestral, present, and future Native residents of Florida. (Statement originally crafted by UF Libraries.

UNIVERSITY RESOURCES & CONTACT INFORMATION

Admissions Office

Phone: 352-392-1365

Counseling and Wellness Center

Phone: 352-392-1575

Disability Resource Center

Phone: Voice 352-392-8565, [FL Relay Service](#) 800-955-8770

GatorGradCare (health insurance for graduate assistants)

Phone: 352-392-2477

Graduate School

Phone: 352-392-4643

IRB - UF Institutional Review Board

IRB Contact Page: <https://irb.ufl.edu/contact-us.html>

International Center

Phone: 352-392-5323

Multicultural and Diversity Affairs (MCDA)

Phone: 352-294-7850

Office of the University Registrar

Phone: 352-392-1374

Office for Student Financial Affairs (financial aid)

Phone: 352-392-1275

Student Health Care Center

Phone: 352-392-1161

UF Bookstore and Gator1 Central

Phone: 352-392-0194

U Matter We Care

Phone: 352-294-CARE (2273)

University Bursar's Office (finance and accounting)

Phone: 352-392-0181

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Affiliate Faculty

The Department is also home to over 100 affiliate faculty. For more information, please visit our listing of [Affiliate Faculty](#).

DEGREES OFFERED

The Women's Studies Program, administered by the Department of Gender, Sexuality, and Women's Studies, is designed for students who wish to pursue a Master of Arts degree (MA, thesis or non-thesis) in Women's Studies. In addition, students may apply to pursue a Master of Arts degree while also earning their Bachelor of Arts degree (BA), professional law degree (JD), or their PhD (MA-PhD). As well, students may consider the concurrent degree program. Students admitted to other graduate programs (MA and PhD) can also pursue one of two certificates in conjunction with their primary degree: A Graduate Certificate in Women's Studies or a Graduate Certificate in Gender and Development.

Graduate work in the department can deepen students' critical thinking, analysis, and skills in understanding gender, sexuality, and women in connection with other systems such as class, nation, and race. Students pursuing graduate work in the department learn theories and methodologies for generating such knowledge and learn how such knowledge can be applied to benefit society and the lives of individuals.

Note on post baccalaureate study: The graduate school has specific guidelines for students to apply for post baccalaureate enrollment to take graduate classes that are not part of a degree program: "Post baccalaureate students may enroll in graduate courses, but graduate credit is not generally accepted by the Graduate School for transfer." See the current Graduate Catalog.

Master of Arts (MA), Thesis and Non-Thesis

A *Master of Arts degree, with thesis*, requires at least 30 credits including up to 6 credits of *Research for Master's Thesis* (6971). The Graduate School rules about the composition of these credits are as follows: At least half of the required credits (not counting 6971, Research for Master's Thesis credits) must be in the major (WST courses). No more than 6 credits can be taken as S/U credits, not including WST 6971. Students are limited to 6 credits of internship credits toward their MA degree and 6 credits of independent study. However, students are limited to a combined total of 9 credits of internship/independent study overall in their MA degree coursework. Six credits of undergraduate courses (3000-4999) outside the major (not WST) may count when taken as part of an approved graduate program. Consult with the Graduate Coordinator and your Committee Chair before registering. No more than 5 credits each of 6910 (Supervised Research) and 6940 (Supervised Teaching) may be taken by a graduate student at UF. Students who have taken 5 credits of 6910 cannot take 7910; the rule also applies to 6940 and 7940. Courses numbered 7979 and 7980 are not eligible to count toward a master-level degree program. All thesis students must register for an appropriate number of credits in 6971 in their final term (3 for fall/spring graduation; 2 for summer graduation).

In addition to the 30 required credit hours, students generally have 6 or more credits to take during their time in the program (i.e., 9 credits per semester over 4 semesters, plus option to take credits over summers). They may use these additional credits to take skills/methods/theory courses outside of the list of approved electives. Students should consult with their chair and the graduate coordinator regarding possible options for such courses before registering.

Each MA, with thesis candidate must prepare and present a thesis, typically 50-100 pages,

showing independent investigation. It must be acceptable, in form and content, to the supervisory committee and to the Graduate School. The work must be of publishable quality and must be in a form suitable for publication, guided by the Graduate School's format requirements.

Instructions for Submitting MA Thesis and Announcing Defense:

Prior to finishing their research work, students should set a proposed oral defense date with their Committee Chair (a date that works for all on the committee) that fits the MA thesis defense timeline announced by the graduate coordinator early in the Spring semester. The agreed upon date must be submitted to the Graduate Coordinator and Office Manager via the [Defense Announcement Form](#) by February 1st. Two weeks prior to the scheduled oral defense date, with their Chair's approval, students must submit the final copy of the thesis to their Supervisory Committee. The document should be in acceptable format as determined by the graduate school editorial office. On the same day that the thesis is submitted to the Committee, students should also send a copy to the department administrator/office manager with a request for an official announcement of the defense to the faculty and graduate students of the Department. Students are encouraged to send this draft to the graduate school editorial office on the same day that it is submitted to the committee. There will be no digital sharing of the document to the full Department. Paper copies can be requested and made available for interested faculty. A copy of the thesis will be printed and put in the student's file.

Defense procedure: Students should check with their Chair and committee about expectations for a defense. Typically, a defense includes a short (10-15 minute) presentation about the MA thesis after which the candidate will answer questions from the committee about their work. It is not uncommon for a committee to suggest edits to be completed after a defense, with submission of a final revised draft. The committee chair can be the person to accept this final revised draft. A final copy should be submitted to the office administrator. At your defense the office administrator will provide paperwork. After the defense the committee will sign that paperwork and return it to the office administrator. If edits are needed on a final paper/project, a committee chair can hold that paperwork until the submission is made. If no edits are needed, then after the defense and the paperwork is submitted and the student is done with the defense. (In order to graduate, students must also finish and pass classes and file all necessary paperwork for graduation).

IMPORTANT NOTES:

- Graduate school rules stipulate that thesis students are required to enroll in 3 credits of MA research hours in their final term (2 credits if graduating in summer). Also, final exams (i.e., oral defense of thesis) will be considered invalid after two semesters.
- In addition to conducting defenses in-person, students may conduct their defense via Zoom, Microsoft TEAMS, or other remote electronic media provided that the examination is conducted with the simultaneous presence (either electronic or physical) of the entire supervisory committee and the student, allowing all participants access to the presentation, all questions and all responses in "real" time. The Chair or Co-Chairs of the students' committee as well as all other supervisory committee members and the student must agree to this method. The Defense announcement form, documenting this agreement to modality, must be submitted to the Graduate Coordinator and office administrator by February 1st via the [Defense Announcement Form](#).

Instructions for submitting MA Non-Thesis Project and Announcing Defense:

Prior to finishing their research work, students should set a proposed oral defense date with their Committee Chair (a date that works for all on the committee) that fits the MA non-thesis timeline announced by the graduate coordinator early in the Spring semester. The agreed upon date must be submitted to the Graduate Coordinator and Office Manager via the [Defense Announcement Form](#) by February 1st. Students should send their final project and corresponding paper to their Chair and any committee members two weeks prior to the defense for review. Non-thesis project documents are not sent to the graduate school editorial office.

Defense procedure: Students should check with their Chair and committee about expectations for a defense. Typically, a defense includes a short (10-15 minute) presentation about the MA non-thesis project after which the candidate will answer questions from the committee about their work. It is not uncommon for a committee to suggest edits to be completed after a defense, with submission of a final revised draft. The committee chair can be the person to accept this final revised draft. A final copy should be submitted to the office administrator. At your defense the office administrator will provide paperwork. After the defense the committee will sign that paperwork and return it to the office administrator. If edits are needed on a final paper/project, a committee chair can hold that paperwork until the submission is made. If no edits are needed, then after the defense and the paperwork is submitted and the student is done with the defense. (In order to graduate, students must also finish and pass classes and file all necessary paperwork for graduation).

IMPORTANT NOTES:

- In addition to conducting defenses in-person, students may conduct their defense via Zoom, Microsoft TEAMS, or other remote electronic media provided that the examination is conducted with the simultaneous presence (either electronic or physical) of the entire supervisory committee and the student, allowing all participants access to the presentation, all questions and all responses in “real” time. The Chair or Co-Chairs of the students' committee as well as all other supervisory committee members and the student must agree to this method. The Defense announcement form, documenting this agreement to modality, must be submitted to the Graduate Coordinator and office administrator by February 1st via the [Defense Announcement Form](#).
- Students conducting non-thesis MA projects cannot register for WST6971 Master's Research.

FINISHING (Turning in Thesis, Setting Defense, Defense procedure)

A *Master of Arts, with a (non-thesis) Paper or Project* requires at least 30 credits. The Graduate School rules about the composition of these credits are as follows: Non-thesis students cannot earn credit in *Research for Master's Thesis* (WST 6971) and should not enroll in it. No more than 6 of the total 30 credits can be from S/U courses. Students are limited to 6 credits of internship toward their MA degree and 6 credits of independent study. However, students are limited to a combined total of 9 credits of internship/independent study overall in their MA degree coursework. Six credits of undergraduate courses (3000-4999) outside the major (i.e., not WST) may count when taken as part of an approved graduate program. Consult the Graduate Coordinator and your Committee Chair before registering. At least half of the required credits (not counting 6971) must be in the major (WST courses).

In addition to the 30 required credit hours, students generally have 6 or more credits to take during their time in the program (i.e., 9 credits per semester over 4 semesters, plus option to take credits over summers). They may use these additional credits to take skills/methods/theory courses outside of the list of approved electives. Students should consult with their chair and the graduate coordinator regarding possible options for such courses before registering.

Each Master of Arts - non-thesis candidate must determine with their advisor by early in their second year (at the latest) whether they will write a paper (1) or present a project (2) in their final semester.

1. Paper: Students electing to write a paper should identify a suitable topic in the area of gender, sexuality and/or women's studies for a journal article-length work of high quality, possibly with a view toward future publication. This paper is generally shorter than a thesis and does not need to be submitted to the Graduate School but the student's committee must judge it as a substantive and well-presented work. The work should be original in nature and should not be a reiteration of a previously submitted seminar paper.
2. Project: Students who elect to carry out a project must submit a proposal to their advisor for approval before undertaking the project. Suitable projects might include, but are not limited to, the writing of a grant proposal, development of a community-based organization, or production of a creative work. In addition to the project, students typically write an essay of approximately 15 pages detailing the project's significance to gender, sexuality, and/or women's studies.

COURSE REQUIREMENTS

*** See also COURSE SELECTION and MA PLAN***

The Department offers the Master of Arts (M.A.) thesis degree option, which requires the completion and defense of a thesis (30 credit hours), and the Master of Arts non-thesis degree option, which requires completion and defense of a project or paper (30 credit hours). All Master's students take a core curriculum of 12 graduate credits (4 courses). For the thesis M.A., the remaining 18 hours consist of 12 credits of approved electives and 6 thesis credits (i.e., WST6971). It is strongly recommended that students take at least 3 additional credits in research methods or skills as an elective. For the non-thesis M.A., 18 credits of approved electives are required.

Required Core Courses (12 credits):

- ✓ WST 5933: Proseminar
 - ✓ WST 6008: Feminist Methods in Research and Scholarship
 - ✓ WST 6508: Advanced Feminist Theory
*or Approved 6000-level WST course in *Theory*– see below
 - ✓ Approved 6000-level WST course in *Feminist Praxis/Public Scholarship* – see below
- *Please note: Theory should be taken in first year*

Electives (18 Credits)

- ✓ 6 courses - Keep track of these on the working document - MA Plan of Study (If doing thesis, 6 credits must be WST 6971 MA Research)

APPROVED COURSES:

Approved 6000-level WST courses in *Theory*

WST 6935: Latinx Sexualities

WST 6935: Race, Sex, Representation

WST 6935: Global Women of Color

WST 6908: Advanced Feminist theory

WST 6348: Ecofeminism

WST 6935: Foundations and Futures of Black Feminist Theory

Approved 6000-level WST Courses in *Feminist Praxis/Public Scholarship*

WST 6935: Social Justice Praxis

WST 6596: Intersectional Activisms

WST 6935: Critical Girlhood Studies

WST 6935: Queer & Trans Movements

WST 6935: Jobs, Gender & Justice

WST 6935: Reproductive Health and Justice

WST 6935: History of Women's Medicine

Recommended Additional Skills/Methods Courses:

In addition to the required WST6008, it is strongly recommended that students take at 3 additional credits in research methods or skills as an elective. This can be a WST course, or a course from outside the Department, suggested by Supervisory Chair (e.g., a statistics course for a research project using statistical methods).

WST 6935: Data Feminisms

WST 6935: Feminist Pedagogy

WST 6935: Power, Justice and Qualitative Inquiry

ANG 6930: Gender, Sex & Ethnographic Fieldwork

MMC 6936: Critical Cultural Studies

For some more general skills/methods courses see also:

FYC 6802, Advanced Research Methods for the Social Sciences

FYC 6800, Scientific Reasoning and Research Design,

As well, see courses in the Research and Evaluation Methodology program in the College of Education

Reminders of additional Course Information:

- At least half of the required credits (not counting 6971) must be in the major (WST courses).
- In addition to the 30 required credit hours, students generally have 6 or more credits to take during their time in the program (i.e., 9 credits per semester over 4 semesters, plus option to take credits over summers). They may use these additional credits to take skills/methods/theory courses outside of the list of approved electives. Students should consult with their chair and the graduate coordinator regarding possible options for such courses before registering.
- No more than 6 credits can be taken as S/U credits, not including 6971.
- Students are limited to 6 credits of internship credits toward their MA degree and 6 credits of independent study. However, students are limited to a combined total of 9 credits of internship/independent study overall in their MA degree coursework.
 - International students must check with the University of Florida International Center about eligibility for internship before enrollment.
- Six credits of undergraduate courses (3000-4999) outside the major (not WST) may count when taken as part of an approved graduate program. Consult your chair and the graduate coordinator before registering.
- No more than 5 credits each of 6910 (Supervised Research) and 6940 (Supervised Teaching) may be taken by a graduate student at UF. Students who have taken 5 credits of 6910 cannot take 7910; the rule also applies to 6940 and 7940.
- Courses numbered 7979 and 7980 are not eligible to count toward a master-level degree program.
- All thesis students must register for an appropriate number of credits in 6971 in their final term (3 for fall/spring graduation; 2 for summer graduation).
- Non-thesis students cannot earn credit in *Research for Master's Thesis* (6971) and so should not enroll in it.

Course Selection

In selecting courses to take each semester, students should review the details about requirements (in this Handbook and relevant online Department and Graduate School resources). See also MA Plans of Study. Next the student should review the courses that are approved to count for credit for Department degrees. These are listed before each semester on the [Courses lists](#) on Department webpage. Courses may be selected from either [Courses in the Department - Graduate](#) or [Approved Graduate Electives](#). Students should consult with their Advisor or Chair, as well as the Graduate Coordinator when selecting appropriate courses. On occasion, students may identify courses not on these lists which are relevant to their course of study. After consulting with their Advisor, students may petition to count such courses for Department degree credit. See *Department Course Petitions* below for details.

BA/MA Combination Degree Program

This accelerated program provides more rapid access to research and analytical skills and allows qualified undergraduates to enroll in graduate courses and benefit from the more intense level of intellectual engagement involved in graduate training. Students admitted to the program may enroll in up to 12 hours of graduate courses toward both the BA and MA degrees during their junior and senior years. Qualified students can pursue the graduate degree while majoring in another department (i.e., even if they are not Women's Studies majors). In order to receive course credit, students must earn minimum grades of B in those courses. Students will choose either the thesis or non-thesis option for the MA. For more information on the combined degree program, please visit the undergraduate catalog webpage on [Combination Degrees](#).

ADMISSION REQUIREMENTS for BA/MA:

- Overall GPA of 3.2 or higher
- Completion of WST 3015
- At least 12 credit hours in undergraduate courses that count for Women's Studies credit, including courses taken in the semester of application
- Completed Combined BA/MA degree [form](#) and BA/MA application to Department (see below). NOTE: Upon graduating with a BA, students in the program must still apply for the MA program officially in the graduate school and in the Department (see below)

Important note about finances:

As stated in the Undergraduate Catalog, there are a number of financial considerations to keep in mind in relation to pursuing the BA/MA degree. Students are responsible for paying the difference between undergraduate and graduate tuitions. Bright Futures and/or the Florida Prepaid Tuition Program will pay the undergraduate tuition rate for the graduate courses students take; each student will have to pay the difference between undergraduate and graduate course costs. If a student continues to graduate school, they will save on the undergraduate portion of tuition costs for the 12 taken while still classified as an undergraduate. See [Frequently Asked Questions](#) for more detail. Within the Department, while funding is not guaranteed, should funding be available, BA/MA students can be considered for it once the BA is earned. However, stand-alone MA students receive priority in funding.

APPLICATION SEQUENCE:

Please note there are multiple layers to the application/completion of the combined BA/MA. As outlined below, first you complete the [Combined BA/MA Request form](#) and the Department BA/MA application to the Department (see details below). This is to let your BA and potential MA advisors know your intentions, to approve you to enter the program, and to inform the Registrar's office so they can track your graduate work ahead of time. When you finish and graduate with your BA, you then need to submit an official application to the Graduate School (officially submitting your transcripts, etc.). At that time, you also submit an MA application to the Department (elements of BA/MA application may be resubmitted – statement, letters, etc.). Once that is reviewed and if approved, then you are formally a graduate student. At that time, you must meet with the Graduate Coordinator and request they file a Transfer of Credit petition to the graduate school (to have the graduate courses you took as an undergraduate transferred to your graduate degree record – these are the courses listed on your Combined Degree form). The process looks something like this:

1. Submit the [Combined BA/MA Request form](#) – see directions at the bottom of the form for submitting it (Make sure this form is completely filled out and received by the Graduate School such that your combined degree status is approved and recorded – Please be sure to contact Toby Shorey, tshorey@ufl.edu, as noted at the bottom of the Combined BA/MA Request form, at the end of the process to double-check that the form has been received)
2. Submit a Department BA/MA Application (see next page for further steps)
3. Finish BA and apply for BA graduation
4. Apply to [Graduate School](#), and submit [MA Graduate Application](#) materials for Department
5. If approved, contact the Graduate Coordinator to file a Transfer of Credit petition form to the Graduate School (This is to have undergraduate course work officially entered into student’s graduate record. These are the courses listed on your Combined Degree form). NOTE: The Combined Degree form does not automatically notify the graduate school that the courses should count toward the MA degree work. The Transfer of Credit petition does so.
6. Finish MA coursework and MA Degree project and defense.
7. File for graduation with the Graduate School.

DEPARTMENT BA/MA APPLICATION (to be completed while an undergraduate)

Students may apply as early as the second semester of their sophomore year or as late as the first semester of their senior year. The application ideally occurs in the junior year. Please submit the following materials to the Undergraduate Coordinator after meeting with her.

- Letters of recommendation from three faculty members, including at least one who is a member of the core Department faculty
- 2-4-page statement of purpose describing the student’s academic goals, long-term career goals, and how these relate to the MA in Women’s Studies
- [Combined BA/MA Request form](#)
(see next page)

DEPARTMENT MA APPLICATION (to be completed as soon as you graduate with BA):

When you finish and graduate with your BA, immediately complete the Graduate School and Department MA Application, following the [application procedures](#) (ignoring the deadline) as outlined on the Department website.

***Please do not forget to file a Transfer of Credit form (see # 5 in Application sequence above) ***

MA/PhD Non-Traditional Degree Program

If you are already in a PhD program at UF, you may apply to our MA program also. If you are presently a Certificate student, once you have applied and been accepted to the MA, as a PhD/MA student, we will have to de-enroll you from the Certificate program and re-enroll you in the MA program. Up to nine credits from the doctoral degree program may be counted toward the master's degree program. It is the student's responsibility to review this program of study one semester before the student's graduating term. The student must then inform the UF Graduate School and both departments (doctoral and master's) of any discrepancies between this program of study and course work actually taken. If there are discrepancies, the student must submit an accurate, updated program of study to the UF Graduate School before the midpoint deadline (published in the graduate catalog) for the term in which the student is applying for graduation. Please note: *Graduation from the MA program does not have to be the same term as the student finishes the PhD. In the final term, the student must fulfill requirements for final term registration and final exam for the MA degree (PhD credits do not count toward final term registration).*

** Please note that students receiving funding from their PhD departments will not be eligible for funding from the Department. In addition, please know that little funding for PhD/MA students is available presently.

** Please note that you will need an advisor for your MA degree as well. Please see guidelines about committee selection under MA degree guidelines. The MA Chair should not be same as your PhD advisor.

MA/PhD APPLICATION:

Please submit the following to the Department to be considered for the MA program (if you are currently getting a PhD in another unit on campus). Once these materials have been received by the Department (you may submit them directly to the Graduate Coordinator), the Graduate Admissions committee will review them and decide on your admission to the program:

- * Statement of intellectual purpose
- * Draft of [Nontraditional Doctoral/Master's Degree Program form 1 and form 2](#). Please note: *Once approved by the Department to pursue the MA, these forms will need to be officially completed and signed. The student cannot fill out the final forms (see instructions on forms).*
- * Letter of approval from PhD department, approving you to pursue the MA and granting you permission to count the overlapping credits.
- * Letter of recommendation from PhD advisor.
- * UF transcripts
- * a writing sample of up to 25 pages.
- * NOTE: *If you are admitted into the program, you will then also need to formally apply for admission to the MA in Women's Studies through the Office of Admissions Graduate Application (<https://admissions.ufl.edu/apply/graduate/>) in order to be officially enrolled.*

Please also be aware that graduate school rules stipulate that non-thesis students are required to take 3 credits of something that will count toward their degree in their final term (2 credits if the final term is summer). Also, final exams (oral defenses) will be considered invalid after two semesters.

MA/JD Degree Program

The faculties of the [Levin College of Law](#) and of the Women's Studies program in the College of Liberal Arts and Sciences have approved a combined degree program culminating in both a JD degree, awarded by the College of Law, and an MA in Women's Studies (thesis or non- thesis), awarded by the Women's Studies program. Under this combined degree program, a student can obtain both degrees in approximately one year less than it would take to obtain both degrees if pursued consecutively. Please note: Essential criteria relating to the joint degree program are as follows:

ADMISSION REQUIREMENTS:

Candidates for the program must meet the entrance requirements for and be accepted by both the College of Law and Women's Studies. The student must inform both programs at the time of application to the second program that she/they/he intends to pursue the joint degree. A Change of Degree program form is submitted to the Graduate School. The joint degree program is not open to students who have already earned one degree. NOTE: Since law students are professional students, not graduate students, they have to apply for graduate admission through the Office of Admissions website if they wish to pursue a joint degree program (JD - professional degree + MA - graduate degree).

- *Timing:* Admission to the second program is required no later than the end of the third consecutive semester after beginning one degree of the joint degree program. A summer term is counted as a single semester.
- *Requirements:* A student must satisfy the curriculum requirements for each degree before either degree is awarded. In each case, no fewer than 12 credits must be taken in each program. The graduate program in Women's Studies will accept 12 credits of appropriate professional courses toward the Women's Studies degree. The 12 credits selected from the professional curriculum must be approved by the Women's Studies Graduate Coordinator upon the recommendation of the student's graduate supervisory committee. Reciprocally, the College of Law will accept 12 credits of appropriate Women's Studies courses toward the satisfaction of the JD degree.
- *Enrollment Classification:* A student enrolled in the joint degree program may spend the first year in either the College of Law or the Women's Studies program (in the College of Liberal Arts and Sciences). Students admitted to one College but electing to spend the first academic year in the other College under the joint degree program may enter the second College thereafter without once again qualifying for admission so long as she/they/he has notified the second College before the end of the first week of the first semester in the joint degree program and are in good academic standing when the studies commence in the second College. Students must carry the minimum number of credits required by either college.
- *Eligible Grades:* Women's Studies courses which are to be credited toward the JD degree must carry a grade of "B" or higher and will not be counted in the College of Law grade point average. College of Law courses which are to be credited toward the M.A. (thesis or nonthesis) degree must carry a grade of "C" or higher and will not be counted in the grade point average of Women's Studies.
- *Degree Award:* A student enrolled in the joint degree program will not receive either degree until she/they/he has satisfied all of the requirements for both degrees, or in cases of withdrawal from the joint degree program, until she/they/he has satisfied the requirements of one of the degrees (as if she/they/he had not been a joint degree

candidate).

- *Withdrawal:* Students who enroll in the joint degree program but do not complete the joint program may receive up to 6 course credits taken in the Law School toward the MA provided she/they/he completes these courses with a grade of “C” or better. These courses will be treated as “electives” for purposes of the MA. Students may receive JD credit for 2 Women’s Studies courses, up to a total of 6 semester credits, and the credits will be treated as the two graduate courses ordinarily allowed outside of the College of Law for credit toward the JD.
- *Appointments:* Within the Department, while funding is not guaranteed, should funding be available, JD/MA students will be eligible for consideration of it while enrolled in the College of Liberal Arts and Sciences (however, stand-alone MA students receive priority in funding).
- *Supervisory Committee:* To facilitate student progress in the joint program to the fullest extent possible given the availability and consent of appropriate law school faculty, the student’s graduate supervisory committee will be comprised of 2 graduate faculty members from CLAS (at least one of whom is on the Women’s Studies graduate faculty), and 1 law school faculty member. Whether a law school faculty member serves on the supervisory committee or not, MA Degree projects will focus on a topic related to law and women’s or gender issues.

Graduate Certificates (in *Women’s Studies* or *Gender and Development*)

As stated by the Graduate School [page](#) on Graduate Certificates, “A Graduate Certificate program is a formal collection of courses that together form a coherent program of study offered through an academic unit. A Graduate Certificate is recognition of the acquisition of knowledge and skills in a given field of study. A Graduate Certificate is an academic credential granted by the University of Florida. As such, all Graduate Certificates must follow the requirements of admission, successful completion of approved graduate level coursework, application to receive the credential, and enrollment during the term in which the certificate is awarded and posted to the transcript.” See also the [Graduate Certificate page](#) in the Graduate Catalog about general information about Graduate Certificates. Pursuing a graduate certificate in the Department of Gender, Sexuality, and Women’s Studies deepens students’ critical thinking, analysis, and skills in understanding gender, sexuality, and women in connection with other systems such as class, nation, and race. The Certificate in Women’s Studies (WST) is designed for graduate students from any discipline who wish to become acquainted with theoretical approaches and methodologies for examining the roles of gender, race/ethnicity, sexuality and other sociocultural systems. The Certificate in Gender and Development (GAD) applies this lens to the analysis of labor/economic development processes at micro and macro levels and in international contexts. Graduate students from all colleges at UF are eligible to enroll in these certificates. Students may earn a [Graduate Certificate in Women’s Studies](#) or a [Graduate Certificate in Gender and Development](#). All graduate students in an MA or PhD program from all colleges at UF are eligible to enroll in these programs. Students must be registered during the term in which they receive the Graduate Certificate. Students must apply to receive a Graduate Certificate by the mid-point of the term in which they plan to complete the certificate program requirements. If a student decides to pursue BOTH Certificates, different coursework for each Certificate is required. (In other words, courses for one Certificate may not count for the other). *Presently the Department does not accept Certificate applications from those not already enrolled at UF.* We recommend that the student’s committee include one Core or Affiliate faculty member of the Department for Gender, Sexualities and Women’s Studies Research.

CERTIFICATE APPLICATIONS:

To apply to either of the Certificate programs, you must turn in **two** applications. All graduate students in an MA or PhD program from all colleges at UF are eligible to enroll in these programs. Presently, *the Department does not accept Certificate applications from those not already enrolled at UF.*

1. First, please apply through the graduate school admissions [here](#).
(Note: “The Office of Admissions cannot forward an application to a certificate program to the department until all materials and transcript(s) have been received”)
2. Second, once all the materials have been submitted and approved by Admissions, please also fill out the appropriate Department Certificate Form – [Graduate Certificate in Women’s Studies Form](#) or [Graduate Certificate in Gender and Development Form](#) (filling in the courses completed and courses you plan to complete) and turn it in by email to the Graduate Coordinator with the subject line: Graduate Certificate Application and marked as high priority. See below for important dates.

It is *STRONGLY RECOMMENDED* that you complete Step 2 -- turning in the second application to the Department -- by the mid-point of the semester (around October 15th for Fall and February 15th for Spring). In effect, this means that it is recommended you start step 1 of the application process at the beginning of the semester.

Once the application is approved, by both the Admissions office and the Department, the Graduate Coordinator will notify you by email. At that time, you will also be added to the Department Certificate listserv to receive updates and information about Department activities. (If you have questions about the listserv, please contact the office administrator. If, at any point, you decide to no longer pursue your Certificate, please notify both the office administrator and the Graduate Coordinator.

GRADUATE CERTIFICATE IN WOMEN’S STUDIES REQUIREMENTS

The *Graduate Certificate in Women’s Studies* is designed for graduate students from any discipline who wish to focus on interdisciplinary issues related to feminist theory and practice.

For the Certificate, students are required to earn 12 credit hours that include the following courses:

- 3 credit hours of Theory/methods course with WST designation—Choose from a core set of courses which includes:
 - WST 5933 Proseminar
 - WST 6008 Feminist Methods in Research and Scholarship
 - WST 6508 Advanced Feminist Theory (or Approved 6000-level WST course in *Theory*– see Course Selection)
 - WST 6935 Special Topics (Varies)
- 9 credits of graduate level electives (Chosen in consultation with student’s primary advisor). Certificate students may take any additional course above as an elective. Please also consult [Courses lists](#) on the Department webpage – electives may be from either [Courses in the Department - Graduate](#) or [Approved Graduate Electives](#). (Please click on the appropriate semester). On occasion, courses not on these lists may be petitioned to

count – see the Department Course Petitions section below to see further details on how to petition to have a graduate seminar count for Department credit.

GRADUATE CERTIFICATE IN GENDER & DEVELOPMENT REQUIREMENTS

The *Graduate Certificate in Gender and Development* (GAD) is designed for graduate students from any disciplines who wish to focus on issues related to gender and development. As demonstrated by research, publications, conference/seminars, and institutional participation, the field of gender and development (GAD) continues to grow. Gender is a critical variable in the analysis of (labor/economic) development processes at both the micro and macro levels. Today, government and non-governmental organizations are paying increasing attention to the role of gender in (labor/economic) development for reasons of equity and efficiency.

For the GAD Certificate, students are required to earn 12 credit hours that include the following courses:

- 3 credit hours of Theory/methods course with WST designation —Choose from a core set of courses which includes:
 - WST 5933 Proseminar
 - WST 6008 Feminist Methods in Research and Scholarship
 - WST 6508 Advanced Feminist Theory (or Approved 6000-level WST course in *Theory*– see Course Selection)
 - WST 6935 Special Topics (Varies)
- 3 credit hours of a graduate level “SKILLS” course.
(Chosen in consultation with student’s primary advisor. Skills courses should provide training in the tasks related to the planning, implementation, monitoring and evaluation of development initiatives and/or planning and utilization of participatory methodologies.)
- 6 credits of graduate level electives (Chosen in consultation with student’s primary advisor). Certificate students may take any additional course above as an elective. Please also consult [Courses lists](#) on the Department webpage – electives may be from either [Courses in the Department - Graduate](#) or [Approved Graduate Electives](#). On occasion, courses not on these lists may be petitioned to count – see the Department Course Petitions section below to see further details on how to petition to have a graduate seminar count for Department credit.

FINISHING CERTIFICATES

At the beginning of your graduating semester, you should update your Graduate Certificate form. When doing so please list all the courses you took for your Certificate. Please note, at this time you should also apply to graduate (this is a separate process than applying for your other degrees). Students must be registered during the term in which they receive the Graduate Certificate. Students must apply to receive a Graduate Certificate by the mid-point of the term in which they plan to graduate (this is a separate process than applying for their other PhD or MA degree). Please also be sure to complete the final step before graduation: Completing the Learning Outcome Assessment (LOA) form (PDF on Department website). Please have your Committee Chair fill out this form and submit it to the Graduate Coordinator by the mid-point of the semester of graduation. Remember: ***In the semester you plan to graduate you must submit a [degree application](#) to be certified for graduation (separate from your degree application for other degrees).***

Concurrent Degrees

University of Florida provides a concurrent degree program allowing for simultaneous study on an individualized basis that leads to two master's degrees in two different graduate programs. Such a program is initiated by the student and requires prior approval of each academic unit and the Graduate School. If the student is approved to pursue two master's degrees, up to 9 credits of course work from one degree program may be applied toward the second master's degree, thereby allowing both degrees to be completed in less time. The [Graduate School Concurrent Degree forms](#) (3) are required for approval of the concurrent program.

Important details to keep in mind:

- The student will be classified by the first program's college and major until that degree is awarded. When the student meets all degree requirements, the student must apply for graduation. Once the first degree is conferred, the student's classification will change to the second college and major
- These are two separate degree programs. Therefore, one thesis or terminal project for both is *not* acceptable. The student must have individual supervisory committees for each degree program. The chair of each committee must be from the major department of that particular master's degree program. All courses taken by the student since admission to the University of Florida as a graduate student must be accounted for on these forms. At the department's discretion, up to *nine* credits may be shared between the two degrees. Any changes to these programs of study must be submitted to the UF Graduate School as soon as possible — no later than the midpoint deadline published in the graduate catalog for the term during which the student has applied for graduation.

ACADEMIC PROGRAM DETAILS

The Graduate Coordinator and Advisor/Committee Chair

During their first year in the MA program, students will be assigned an advisor that is the best possible match with their research interests (given current faculty staffing and availability). The Graduate Coordinator will advise incoming students for their first year in concert with the student's advisor. Students are encouraged to remain with their assigned advisor as their supervisory Committee Chair through to the completion of the program. However, in some circumstances (e.g., changes in student's research area) students can elect to formally change to a different supervisory Committee Chair. By the mid-point of the spring semester of their first year in the program, students should confirm their Committee Chair and form a committee, appropriate to the thesis/non-thesis requirements of the graduate school (see section below on Supervisory Committee). The Graduate Coordinator will still be available to help the student navigate the intricacies of the program, but the student's Chair will guide the student in decisions about their individualized program of study and professional development beginning in the middle of the spring term of their first year in the program.

The Graduate Coordinator needs to be notified of additions or changes to a student's committee so that they can be accurately reflected on the student's record.

Department Course Petitions

On occasion, students may identify courses not on Approved lists of courses that count toward Department degrees, but which are relevant to their course of study. After consulting with their Advisor or Chair, students may petition to count such courses for Department degree credit. See below for details:

- Courses taken before Fall 2020: Graduate courses with 50% gender, sexuality, and/or women's studies course content and/or courses with significant (at least 50%) course assignments completed with gender, sexuality, and/or women's studies content.
- Courses taken as from Fall 2020 on: Only graduate courses that have 50% gender, sexuality, and/or women's studies course content can be petitioned. Courses where course content is general and student does independent final projects related to feminist/queer/intersectional content do not qualify to be petitioned for credit.

To Petition: Please complete the [Course Petition form](#) (also available on Forms webpage) and submit it to the Graduate Coordinator.

M.A. Plans of Study

Regular planning of coursework for the MA is required by completing and updating the [MA Plan of Study form](#) (also located on the "forms" webpage on Department website) and turning it in to the Graduate Coordinator *before* registration each semester.

Advisor/Mentee Guidelines

The advisor and mentee are expected to work together to facilitate the mentee's successful transition to the program, establish a research project area, and identify a committee chair and committee members. In some cases, the student may facilitate a transition from their assigned advisor to another committee chair.

In addition, several structures are in place to help students make progress toward identifying their project area and committee members during their first semester. These include orientation and ongoing mentoring by the Graduate Coordinator along with focused instruction and assignments in Proseminar and Feminist Methods during the first semester. Students can also contact the Graduate Advisory Committee to discuss any issues or concerns they may have.

Key deadlines:

By end of semester (1 st semester)	Student works with advisor to develop a list of potential members and a written document with the preliminary title of their MA degree project, a short description of the project, and how it aligns with faculty areas of expertise to present in meetings with potential committee members.
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Guidelines for First-Year Advisor/Mentee Goals and Meetings

Student mentee and their advisor should **meet at least once a month** to address the following topics and goals. There is no need to submit reports of meetings to the Graduate Coordinator, although follow-up emails between advisor and mentee summarizing meetings are encouraged.

FIRST SEMESTER, Year 1:

GOAL: A list of potential committee members; A written document with the preliminary title of MA degree project, a short description of the project, and how it aligns with faculty areas of expertise to present in meetings with potential committee members. Due: *By last day of classes of semester*

1. Discuss adjustments to program and check in about student wellbeing – e.g., check in about balancing workload, adjusting to employment/TA responsibilities, understanding expectations and requirements and any difficulties student raises. Troubleshoot – identify strategies for potential solutions to any challenges (setting study schedules, discussing workload balance with supervisor, etc.). Advisor and student review Department’s research and travel support and related procedures (see Department Graduate Handbook) as well as support resources available at UF (e.g., CWC, U_Matter WeCare, Disability Resource Center, Career Connections Center).

Here are links to some of these resources:

[CWC \(Counseling and Wellness Services\)](#)

[Online Group Counseling](#) available for Black Graduate students, Women, Spanish speaking students, etc.

[Group counseling](#) for LGB empowerment, Trans empowerment, Black women+, International students, sexual assault survivors

[UMatterWeCare](#)

[Disability Resource Center](#)

[Career Connections Center](#)

[Anti-Racism Repository](#)

As well, the Graduate Advisory Committee (Dr. Coy & Dr. Shaikh) is available as a collective. Any member of the committee can be contacted to work out questions, how to access resources, or address concerns.

2. Discuss concrete plans for degree progress and completion (e.g., classes student can take develop interests, thesis/nonthesis options, areas of interest, faculty with similar interests).

3. Draft mini-prospectus paragraph describing MA project ideas and how they align with faculty areas of expertise – to use in emails to set meetings with potential chair and committee members and to practice how to discuss research interests and their alignment with faculty areas of expertise, briefly and professionally (“elevator speech”) with faculty.

4. Draft a tentative title for MA degree project and a list of potential chairs and committee members. Discuss plan for meeting with faculty members who might serve on student committee and in what capacity.

SECOND SEMESTER, Year 1:

1. Discuss adjustments to program and check in about student wellbeing – e.g., check in about balancing workload, adjusting to employment/TA, understanding expectations and requirements and any difficulties student raises. Troubleshoot – identify strategies for potential solutions to any challenges (setting study schedules, discussing workload balance with supervisor, etc.).

Student meets with potential committee chairs and members to present project idea and how the idea aligns with potential chairs/members' areas of expertise.

2. Review concrete plans for degree progress and completions – e.g., classes that can develop interests, thesis/nonthesis options, areas of interest, faculty with similar interests).

3. Advisor and mentee meet as needed to help advise in refining MA degree project focus and choosing committee members.

The Supervisory Committee (Committee Chair and Members)

All MA students in the Department are expected to assemble a supervisory committee by mid-semester of the spring semester of the first year (the Graduate School requires the committee by end of second semester). The committee, led by the student's Chair, observes and guides the student's academic progress. The graduate school rules for Supervisory Committees differ for those completing the MA by doing a thesis or a non-thesis; see below for details. Any additional members of a student committee (beyond those officially needed) must have graduate faculty status, either within or outside of the student's home department. If a student pursues a minor from another unit, the committee must include a Graduate Faculty member from the minor department. If a committee member is added to the graduate student's committee as a special appointment, they cannot fulfil the role of a regular committee member but must be considered an "extra" committee member (For example, a student completing an MA-thesis will need a Chair and member of their committee with graduate faculty status in the Department but then can have an additional member who has Graduate Faculty Status outside the Department or is approved by the Graduate School as a special appointment).

The supervisory committee for a *Master of Arts degree, with a Thesis* is required to have a Chair and one additional member, both with Graduate Faculty Status in the student's home department (i.e., the Department). Please check with the Graduate Coordinator for a current list of faculty with Graduate Faculty Status in the Department. Additional members may be added and may have Graduate Faculty Status in or outside the Department or may be submitted for Graduate School approval as special appointments. If a student pursues a minor from another unit, the committee must include a Graduate Faculty member from the minor department. The supervisory committee for a student completing an MA with a thesis must approve a thesis topic and the plans for carrying out the research. The committee must meet when the thesis is at least 50% completed to review procedures, progress, and expected results and to make suggestions for the completion of the study. The final comprehensive exam (oral defense) must be attended by the entire supervisory committee in compliance with Graduate Council policies. Only the supervisory committee members may sign the signature pages for the thesis. Unanimous

approval is required.

A supervisory committee for a *Master of Arts degree, with a Paper or Project* (non-thesis) is required to have a Chair with Graduate Faculty Status in the Department - see Graduate Coordinator for a current list. Additional members may be added and may have Graduate Faculty Status in or outside the Department or may be submitted for Graduate School approval as special appointments. A final comprehensive exam (oral defense) is required for all non-thesis degrees.

Academic Standing

Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated (i.e. not rounded up; a 2.99 GPA is a 2.99 GPA and will not be rounded up to a 3.00) and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Academic standing is further determined by annual evaluation (see below). Students with less than a 3.1 GPA may not hold an assistantship or fellowship.

Annual Evaluation of Students

Student progress is evaluated continuously by the Department faculty. In addition to continuous evaluation, students are evaluated annually. This evaluation is based on the quality of the student's academic work, research, professional accomplishments, assigned assistantship work, professional and ethical conduct, and completion of degree requirements. To facilitate such evaluation, students are asked to start the process by filling out the first part of the Graduate Student Annual Evaluation Form in consultation with their Supervisory Chair. The form is intended to guide student-Chair collaborative reflection and mentoring related to student's progress. It is a three-step form:

1. The first part of the form is the Student Progress Report Form and guides and documents the student's self-assessment. This part is completed by the student and given to their Chair prior to Department annual student progress faculty meeting.
2. The second part is the Advisor Report Form and has Section 1 and 2.
 - a. Section 1 guides and documents the Chair's assessment and is completed by the Chair and brought to the annual student progress faculty meeting. At this meeting, Department faculty review the progress of all students and determine whether each student is continuing in good standing. (See below for details about students deemed not to be making satisfactory progress).
 - b. Section 2 of the Advisor Report Form comprises the formal written feedback. The Chair completes this written feedback, informed by the annual student progress faculty discussion, and gives the feedback to the student.
3. After the steps above, the Chair holds a mentoring discussion with the student to share and discuss the annual feedback with the student. The Chair then submits the completed and signed form (all parts above) to the Graduate Coordinator and Donna Tuckey who places the form in the student's file.

If a student is deemed not to be making satisfactory progress, the written feedback will identify the performance areas/behaviors that require improvement, actions/outcomes required to reach a level of satisfactory progress, a timetable for achieving these outcomes, and consequences (e.g., probation, dismissal) for not achieving these outcomes. These actions are not confined to the annual evaluation and may be initiated by faculty at any time as part of continuous evaluation.

Research Topic Panel Presentation

The Department strives to foster space for engaged discussion of research. To that end, we sponsor a panel presentation by first year graduate students about their MA thesis or project plans at the end of the Proseminar. Each first-year graduate student will spend 5-8 minutes presenting their research topic ideas and research plans (to the degree that they have developed them thus far) to the group. Second year graduate students and core faculty attend, listen, and offer constructive feedback.

General Timeline to Degree

Please see [Graduate School Calendar](#) for specific dates

Year 1:

August

- One week prior to class: department orientation and graduate school orientation
- Peer mentors (graduate student) and Advisors (faculty) assigned
- Complete MA plan of study in orientation and submit to Graduate Coordinator
- Register for courses

September – December

- Courses to take:
 - WST 5933 Proseminar
 - WST 6008 Feminist Research and Methods
 - Elective course (from [Courses in the Department- Graduate or Approved Graduate Electives](#))
- Classes begin
- Course assignments to develop MA project/thesis (in WST 5933 & WST 6008)
- Meet at least once a month with First-Year Advisor and Peer mentor, discuss possible classes for Spring (see MA Plan and Graduate Handbook)
- Final research panel presentation (at end of semester, attended by faculty and 2nd year graduate students, feedback provided).

January – March

- Courses to take:
 - WST 6508 Advanced Feminist Theory or equivalent *Theory* course (see list of approved courses)
 - Other coursework (selected from [Courses in the Department- Graduate or Approved Graduate Electives](#)).
- Turn in updated MA Plan in first week of classes.
- Begin to narrow down focus on MA degree project in consultation with Advisor
- Attend one defense of 2nd year graduate students

- Submit Student Progress Report section of the [Annual Evaluation forms](#) due to official Chair by March 15
- Meet with Chair – Discuss summer research plans. Review [Graduate School Calendar](#) and discuss timeline to finish degree and set writing schedule. Discuss possible classes for Fall (see MA Plan and Graduate Handbook)

April

- Meet with Chair to discuss annual feedback
- Formalize full committee and email to Graduate Coordinator, with Committee Chair copied, to be entered into GIMS (Graduate Student Records)

Summer

- Work on MA Paper/Project/Thesis according to advice from official Chair (e.g., find relevant cultural texts, conduct interviews, etc.)
- See Professional Development section below for structured resources and supports (e.g., 14-day summer writing workshop) to help students stay on track in making progress on their MA work over the summer.
- NOTE: If students intend to work with Human Subjects, they must complete IRB Protocol. Students should consult with their Chair for advice to complete the IRB. Info on IRB available here: <http://irb.ufl.edu/>

Year 2:

Fall

- Students work with Chair to choose appropriate classes (selected from [Courses in the Department- Graduate](#) or [Approved Graduate Electives](#)); (see MA Plan and Graduate Handbook). Turn in updated MA Plan in first week of classes.
- Work closely with Chair and committee members to complete Paper/Project/Thesis for MA Degree and prepare for Spring defense.
- Review instructions for setting a defense date (below) and start working to set a tentative date with the committee (check [graduate school dates](#)).
- Review [Defense Rubric](#) with Chair.
Since this is the semester before graduation, students should check to make sure that all incompletes or other unresolved grades are cleared, grade changes have been recorded, and the supervisory committee and all degree program details listed in the Student Information System (SIS) and web-based Graduate Information Management System (GIMS) are accurate.

Spring

- Students work with Chair to choose appropriate classes (selected from [Courses in the Department- Graduate](#) or [Approved Graduate Electives](#)); (see MA Plan and Graduate Handbook). Students must register for at least three credits (two in summer) that count toward the degree during the semester of graduation. Students on an assistantship, fellowship, or traineeship must be registered appropriately for their appointment. Thesis students must register for at least 3 credits of 6971. Turn in updated MA Plan in first week of classes – note final signatures needed.
- An important step is the *Application for the degree* (also known as “applying to graduate”) which must be made online (<https://one.ufl.edu/>) early in the semester of graduation by the deadline published in the [Graduate School Calendar](#). Application

for the degree assures that the student's name is on the graduation list and includes the application for the diploma, placement of the student's name in the commencement program, and placement of the name on the list to receive information on commencement procedures, including rental or purchase of regalia. Application for graduation must be made each term a student anticipates graduating. The application does not carry over from a previous semester. Failure to make application by the published deadline will preclude the student's graduation in that term.

- Complete any outstanding incompletes by midsemester. Be sure to check with faculty supervisor that a change of grade form is submitted.
- Set defense date for finishing MA Degree Paper/Project/Thesis by February 1st via the [Defense Announcement Process](#). Be sure to check the [Graduate School Calendar](#) for relevant defense and submission deadlines. Defense dates must be set to meet Graduate School deadlines. All deadlines are listed in the [Graduate School Catalog](#) which is updated annually and the [Graduate School Calendar](#) which is updated each semester. Further details specific to type of degree:
 - ✓ Students completing a **Thesis** need to check the [Graduate School Calendar](#) (look for “Deadline for final exam milestone to be completed in SIS (the Student Information System) for thesis students” and “Last day to submit successfully defended master's thesis via GIMS (the Graduate Information Management System) for intended review by the Graduate School Editorial Office.” Students completing a Thesis need to meet first submission deadlines with the graduate school editorial office. See also the [Electronic Thesis & Dissertation \(ETD\) Technical Support page](#).
 - ✓ Students completing a **Paper/Project** as a non-thesis need to check [Graduate School Calendar](#) (look for “Deadline for final exam milestone to be completed in SIS (the Student Information System) for dissertation, non-thesis, project and project-in-lieu-of-thesis students.”). Traditionally this date is a bit later than for those completing a Thesis. Students completing a non-thesis do not need to submit their Paper/Project to the graduate school editorial office. Final copy should be submitted to Donna after final edits (after the defense). Once a defense date is chosen that works for all on the committee and meets Graduate School deadlines, the Chair and the student should set a due date for submitting the Paper/Project/Thesis to the committee two weeks prior to that defense date.
- Successfully finish the MA Thesis, Paper/Project and Defense. - *In brief, satisfactory performance on the defense must be completed by the deadline dates shown in the [Graduate School calendar](#) [Please note different dates for Thesis and Paper/Project (non-thesis)]. For those doing a Thesis, final submission of the corrected Thesis must also meet deadlines in Graduate School calendar and with the graduate editorial office. For those doing a Paper/Project (non-thesis), final copy should be submitted to Donna after final edits.*

Financial Aid

Qualified graduate students in every department are eligible for fellowships, assistantships, traineeships, and other financial aid awards. Graduate assistantship (GA) appointments, which include tuition remission and stipends, are available through the Department. Students receive a letter of appointment within a few months of their acceptance to the program. The process for selecting GA positions is determined by the admissions committee and is based on a combination of factors including GPA, letters of recommendation, and writing samples provided by the applicant. A limited amount of need-based funding is available through the Vada Allen Yeomens Fellowship Fund.

Information on external fellowships, small grants, and other funding opportunities is available on the Office of Research [website](#). The Community of Science Funding Opportunities database and the GrantsNet Database are keyword searchable and highly recommended as information resources. The University Libraries provides information about funding on their [grants and fellowships page](#). The Graduate School also has a funding [website](#). Loan applications are available from the Student Financial Affairs Office (S107 Criser Hall) or [online](#).

RESEARCH WITH HUMAN OR ANIMAL SUBJECTS AT UF

As stated in the [Graduate School Graduate Handbook](#), Research with Human or Animal Subjects UF regulations require that all research projects involving human or animal subjects be reviewed, even if the research does not involve experimentation, is purely observational, or seems totally harmless. This applies whether or not the research project is funded. Graduate research that will involve collecting data using human or animal subjects must be approved before the project begins by one of three boards outside of the academic unit. The Institutional Review Board (IRB) reviews all research involving humans, through three IRB offices: • IRB-01 (telephone number 352 273 9600) reviews research at the Health Science Center, Shands HealthCare Inc., and the Veterans Administration (VA) Hospital conducted by faculty or staff working at those facilities. • IRB-02 (telephone number 352 392 0433) reviews all other nonmedical research involving human subjects. • IRB-03 (telephone number 904 244 5310) reviews research for the University Medical Center in Jacksonville, Florida. For more information and forms, click this online link: [UF Institutional Review Board](#).

STUDENT HONOR CODE/STUDENT CONDUCT CODE

Students enrolled in the Department for Gender, Sexualities, and Women's Studies Research are expected to abide by the [University of Florida Student Honor Code and Student Conduct Code](#). See the code for an explanation of cheating, plagiarism, falsification of documents, term papers, etc. Students who fail to abide by the honor code will be subject to a minimum penalty of a failing grade for the assignment and a maximum penalty of a referral to the Dean of Students office for judicial proceedings. For a good discussion about plagiarism and how to properly cite your sources, please review this [short 30 minute video](#).

SEXUAL MISCONDUCT (Reporting and Resource Options)

The University of Florida is committed to providing all members of our community with fair and equitable treatment, regardless of sex, gender, or sexual orientation. The University strives to protect our community from any form of sexual misconduct or gender-based harassment. Such behaviors will not be tolerated at the University, and any individuals who engage in such conduct will be subject to disciplinary action. Similarly, the University does not tolerate or condone retaliation, will take steps to prevent retaliation, and will evaluate responsive actions, as necessary, for any retaliatory acts. Information on the investigative process and potential adjudication can be found [here](#). UF provides a range of support resources. Information regarding these resources, on campus and in the community, are listed on the Office of Title IX Compliance website and can be found [here](#).

A wide variety of mechanisms are available to report an alleged Title IX violation (see below), however, the first step for a Reporting Party is to decide if he/she/they simply want(s) to seek out confidential support or officially report the violation(s). *It is important to understand that the majority of employees at the University of Florida are identified as 'Responsible Employees' and, as such, have the duty to inform the Office of Title IX Compliance of any reports they receive alleging sexual misconduct.* It is equally important to know that, should a Reporting Party report an incident of alleged sexual misconduct to a Responsible Employee or to the Office of Title IX Compliance, they will not be required to move forward with an investigation if that is not their desire.

Employees in the following areas are identified as *confidential resources* and not obligated to forward allegations of sexual misconduct to the Title IX Coordinator:

- [Office of Victim Services](#) (OVS)
- [Counseling & Wellness Center](#) (CWC)
- [UF Employee Assistance Program](#) (EAP)

All employees (TEAMS, OPS, USPS, Faculty) working in areas other than those identified above are considered 'Responsible Employees' and are obligated to report all allegations of sexual misconduct communicated to them. Failure to do so could result in disciplinary action. Reporting Parties (or others) who want to report allegations of sexual misconduct may communicate this information to any Responsible Employee or via any of the alternative options listed below.

Options for Reporting Title IX Violations

- Title IX Information Form: <https://titleix.ufl.edu/make-a-report/>
- Title IX Coordinator: (352) 273-1094
- Deputy Title IX Coordinators
- UFPD: (352) 392-1111
- Gainesville Police Department: (352) 955-1818

NOTE:

a. The Office of Title IX Compliance will always consider the Reporting Party's requests/needs as paramount throughout the process. However, when legitimate allegations are so severe as to pose a serious threat to the Reporting Party or the community in general, the Title IX Coordinator may determine it is necessary to move forward with a case independent of the Reporting Party's participation; these circumstances are extremely rare.

The commitment of the University of Florida to protect all community members from any form

of sexual misconduct or gender-based harassment includes the responsibility of all members of the community to report incidents of this behavior. Any employee, student, or visitor who has knowledge of an occurrence of sexual misconduct is strongly encouraged to promptly reach out to the Office of Title IX Compliance. Reports and questions can be directed to informtitleIX@ufl.edu or by contacting the following UF official:

Dr. Russell Froman, J.D.
 Assistant Vice President for ADA & Title IX Compliance
 427 Yon Hall
 1908 Stadium Road
 (352) 273-1094
rfroman@ufl.edu
<https://titleix.ufl.edu>
informtitleIX@ufl.edu

CONFLICT RESOLUTION

The Office of Student Conduct and Conflict Resolution (SCCR) provides Conflict Resolution services to students in order to aid them in effective conflict resolution processes and develop students' abilities to handle conflict effectively. Students can utilize the Student Conduct and Conflict Resolution Services by contacting the office at (352) 392-1261 ex. 207 or by visiting the [Office of Student Conduct and Conflict Resolution](#) located within the Dean of Students Office (202 Peabody Hall). Here is a comprehensive list of various services available to students:

Conflict Coaching: Students seek counsel and guidance from SCCR in order to engage a conflict more effectively/independently.

Facilitated Dialogue: Students access SCCR to coordinate having a third party (mediator) facilitate a structured session aimed at resolving a conflict and/or constructing a go-forward or future plan for the parties involved. The parties are in control of any agreement reached or decision made, though depending on the circumstances, SCCR may have to give final approval and/or monitor the proposed terms of an agreement. The facilitators for Conflict Resolution services are the SCCR staff, University of Florida law school students, or other community members where appropriate.

Mediation: Students access SCCR to serve as a third party to coordinate a structured session aimed at resolving a conflict and/or constructing a go-forward or future story for the parties involved.

Restorative Justice Practices: Through a diversion program or as an addition to adjudication, SCCR provides space and facilitation for students taking ownership for harmful behavior and parties affected by the behavior to jointly repair harm. The process involves several meetings and an approximately 2- hour Restorative Justice session.

For referral or to request conflict resolution services, please see this [Conflict Resolution page](#).

PROCEDURES FOR ADDRESSING CONCERNS, CONFLICTS, & GRIEVANCES

The Department of Gender, Sexuality, and Women's Studies adheres to all grievance procedures as described by the Graduate School in the [UF Graduate Student Handbook](#) (see pages 7-8).

Sexual harassment and related violations of Title IX are addressed as described in the Sexual Harassment and Title IX section above. Academic issues, those not involving sexual harassment, should first be handled through the Department mechanisms, and if still unresolved, through subsequent mechanisms, as described below. *Note: At any of the steps below, students may use relevant conflict resolution resources described above, such as the SCCR's conflict coaching, facilitated dialogue, and mediation and may consult with the Graduate Coordinator (or Director if the concern is with the Graduate Coordinator).*

In the Department, as a first step, we strongly encourage direct communication between the graduate student and the person(s) with whom the concern or conflict exists. The SCCR's conflict coaching services may be helpful in this regard. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the concern. As outlined in the UF Graduate Handbook, the student may hold an oral discussion or wish to present his or her concerns in writing to the person(s) with whom the concern or conflict exists; that person(s) in turn must respond to the student either orally or in writing.

If the student considers the response to such an initial discussion to be unsatisfactory and feels that the concern still exists, the student may present the concern to the Graduate Coordinator, who will work with the Chair and Associate Chair to review the matter and discuss with the person(s) with whom the conflict exists. The SCCR's conflict resolution resources such as facilitated dialogue or mediation may be helpful in this step.

Per the Graduate School Regulations, if the student considers the outcome of this discussion to be unsatisfactory, the student may present the grievance in writing with all supporting documentation to the Graduate Coordinator. The Graduate Coordinator will convene a meeting with the Chair and Associate Chair to review the grievance. The Chair, Associate Chair, and Graduate Coordinator of the Department are designated to adjudicate formal grievances. They may call upon other faculty, staff, or offices for consultation. If a concern or grievance involves any member of the adjudicating body (including the Graduate Coordinator), that person will be recused, and the remaining members will appoint a replacement for the purpose of reviewing and adjudicating the grievance. The adjudicating body will respond to the student's grievance in writing in a timely fashion.

Per the procedures outlined in the Graduate Handbook, if the student considers the grievance unresolved after the Department's process and response, the matter will be referred to the designated Associate Dean in the College of Liberal Arts and Sciences. The right of appeal in writing to the Ombuds for graduate and professional students, as the authorized representative of the President of the University, shall be the final appeal but only after the above steps have been exhausted.

The Office of the Ombuds is located in 31 Tigert Hall, 392-1308 and their website is <http://www.ombuds.ufl.edu>.

Other Grievance Resources:

Most employment-related grievances are covered by the Collective Bargaining Agreement, Article 22, between the Florida Board of Education of the State University System and Graduate Assistants United. Students with employment related concerns should contact the GAU office at 392-0274, or Human Resource Services at 352-392-2477. Allegations of research misconduct should be brought to the attention of the administrative officer (e.g., Department Chair, Dean) to whom the accused party reports. Students may wish to seek advice from the Director of the Division of Research Compliance, 460 Grinter, 392-9174, before making a formal complaint.

Graduate students who have complaints or problems with other aspects of university life should consult the Dean of Students Office in 202 Peabody Hall, 392-1261 for the appropriate grievance procedure.

RESIDENCY

Florida statute requires the claimant (the student or dependent student's parent/legal guardian who is claiming residency) to be a U.S. citizen or permanent resident or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. The claimant must have established and maintained a legal Florida residence at least 12 months before the first day of the semester for which in-state status is sought. In-state status is only for those residents who reside in the state permanently with established legal domicile in Florida. Permanent Florida residency is demonstrated by the absence of ties to any other state and establishment of a bona fide domicile in Florida. Permanent residence is evaluated for the domicile year associated with the initial term of entry to UF or the term for which you are seeking reclassification. In most cases, a copy of a federal income tax return substantiating residency and dependent or independent student status will be required. If you are attempting to change your residency status, you must be admitted to the university, have completed one term of enrollment as a non-Florida resident and provide documentation of 12 months of legal residence in Florida.

Please review the following link for more information on establishing [Florida residency](#).

GATORLINK EMAIL

It is the responsibility of every student to maintain and check their [Gatorlink email](#) (link for student email setup) as it is the primary means of communication. For information concerning policies for the use of Gatorlink email, help setting up mobile devices, application support, and the acceptable use of university computing resources, please visit the [Computing Help Desk](#).

GRADUATE ASSISTANTS UNITED (GAU)

Graduate Assistants United is your labor union! GAU represents all Teaching Assistants, Research Assistants, and other Graduate Assistants at the University of Florida. When you are a Graduate Assistant (GA), you are more than just another student, you are also an employee of the University. GAs perform over half of the academic work (teaching and research) at UF, and serve in many other support roles across campus. Our skills keep the University running smoothly. UF works because we do! For more information see the [GAU website](#).

PRIVACY/FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, also known as the Buckley Amendment, is a federal law that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education, from kindergarten through university level. At the University of Florida, the privacy of education records is also protected by Florida Statute Section 1002.22 and University of Florida regulations. The U.S. Department of Education summarizes the rights afforded to students by FERPA as follows:

- The right to inspect and review their educational records within a reasonable period of time and no more than 45 days after the institution has received the request
- The right to request to amend inaccuracies in their educational records
- The right to limit disclosure of some personally identifiable information
- The right to file a complaint with the Family Policy Compliance Office if they feel their FERPA rights have been violated.

FERPA requires institutions to provide students with annual notification of these rights. UF's annual notification appears in the undergraduate and graduate catalogs. Students who suspect that a FERPA violation has occurred, should contact the Vice President for Student Affairs (155 Tigert Hall; 352-392-1265), or the University Privacy Office (G4 Tigert Hall; 352-273-1212) or they can contact the Family Policy Compliance Office within the U.S. Department of Education. Please visit this webpage about [FERPA](#) for more information on confidentiality and privacy information.

UF SOCIAL MEDIA POLICY

SCOPE: The UF Social Media Policy applies to all UF faculty, staff, and students who are employed by UF in any capacity. The guidelines also apply to other people (such as volunteers and appointees) who use internally managed university computing resources. This policy applies to all forms of social media, including, for example, Facebook, Twitter, Instagram, Snapchat, YouTube, LinkedIn, blogs, online comments, etc. This policy may apply to employees outside of work hours and while using personal accounts when use of social media affects an individual's professional responsibilities, violates an applicable law, or constitutes a violation of UF regulation or policy.

POLICY: The University of Florida is committed to the highest standards of freedom of speech and expression. UF recognizes the vital role that social media can play in both expressing free speech and also in communicating, collaborating, and interacting with students, faculty, staff, non-UF colleagues, and the general public. UF encourages its employees to use social media as a means to connect with the UF community and foster thoughtful engagement and dialogue about the issues important to and impacting UF and its communities. This policy intends to protect the appropriate use of social media, while prohibiting conduct through social media that may be unlawful, contrary to UF regulations or policies, or violative of professional standards, when applicable. This policy also provides suggestions for situations involving social media that could be damaging to the University or its constituents.

Please see the [UF Social Media Policy website](#) for further details.

POLICY INQUIRIES: The following is the department, office, or individual is responsible for

overseeing implementation of and assuring compliance with this policy. Any individual with questions about the policy:

UFHR – Employee Relations

903 W. University Avenue

P.O. Box 115000

Gainesville, FL 32611

Phone: (352) 392-1072

Email: EmployeeRelations@hr.ufl.edu (to expedite a response, please include the phrase “**Social Media**” in the subject line of any email inquiries or reports)

STUDENT EMPLOYMENT

GRADUATE ASSISTANT EXPECTATIONS: Graduate students employed as Graduate Assistants in the Department are expected to work the assignment hours per week agreed to in their offer letter. In the first week of the appointment, a GA and their supervisor should meet to discuss and write an agreement for working together for the semester. Within the first two weeks, the Graduate Assistant and supervisor should meet again to evaluate the agreement. Supervisors should not expect student employees to work over the expected assigned hours. Graduate Assistants are expected to work the full number of hours assigned. In the event that the Graduate Assistant is not meeting employment expectations, the faculty supervisor will call a meeting with the Graduate Assistant and the expectations will be reiterated to identify areas needing improvement and to plan follow-up evaluation. The faculty supervisor will also notify the student’s Advisor. The goal is for the faculty supervisor and Graduate Assistant to have clear communication about expectations and follow-up feedback about those expectations to carry out their assigned employment responsibilities. If the Graduate Assistant does not meet employment expectations for a second time, the faculty supervisor will notify the Graduate Coordinator and First Year Advisor or Committee Chair and call a meeting with the Graduate Assistant and Graduate Coordinator to identify areas needing improvement and plan a follow-up evaluation. If the preceding opportunities for improvement do not resolve the matter and the Graduate Assistant does meet employment expectations for a third time, the faculty supervisor will notify the Graduate Coordinator, First Year Advisor or Committee Chair, and Department Chair to determine resolution, including the possibility of terminating the assistantship.

SEARCHING FOR JOBS: To search and apply for on-campus jobs, including all Federal Work-Study (FWS), Federal Community Service, and OPS positions, go to [GatorJobs](#) and choose “Search Postings.” For “Job Category,” choose “Student.” Search for off-campus jobs through the [Career Connections Center](#) using your Gator CareerLink Account. Learn more about Federal Work-Study, Veteran's Affairs Work Study, Other Personnel Services, and Federal Community Service at the [Student Financial Affairs Web site](#).

These links may also help:

[Graduate Costs](#)

[Funding](#)

NOTE ABOUT HOURS: The primary reason students attend UF is to pursue their educational goals. Employment should not interfere or take priority over students’ educational pursuits. For this reason, students who are registered full-time are limited to working 20 hours per week. Our general policy in the Department is to keep .50FTE a limit (20 hours per week). In very

exceptional cases (like if a student is doing a paid internship that is part of their academic training), students may petition to work more than 20 hours (.50FTE). To do so, students should first discuss the petition and desire to work extra hours with their Chair/Advisor to evaluate with them the extra workload. If the Chair/Advisor supports the need to do so, the student should fill out the [Hours Extension form](#) and submit it to the Graduate Coordinator for review by the Graduate Admissions committee. For further information, see the Graduate Catalog and the [Requirements for Appointment](#). An FTE above .74 will mean that the tuition waiver covers 6 credits instead of 9 credits (detailed in first link above). Also, non-US citizens have additional restrictions (outlined in second link above).

DISABILITY AND ACCESSIBILITY RESOURCES FOR STUDENTS &

EMPLOYEES Graduate students are often both UF students and UF employees (e.g., teaching assistants, graduate assistants). UF offers disability and accessibility resources for students and employees through separate avenues. Graduate students can access resources and accommodations for their student-related activities (e.g., classes, on-campus housing, and campus involvement) through the UF Disability Resource Center (DRC) and for their employee-related activities (e.g., teaching assistantship) through UF Human Resources (HR). These are separate processes and resources and accommodations in one role are not automatically transferrable to another role. However, graduate students can access both the UF DRC and UF HR to determine applicable resources and accommodations for student and employee roles.

Disability and Accessibility Resources for Students:

The Disability Resource Center (DRC) is dedicated to facilitating access for equitable opportunities for learning and campus engagement for students with disabilities. Academic, physical, technological, and attitudinal barriers may exist when an individual with a disability interacts with an environment that is inaccessible. While many students with disabilities have a long-standing diagnosis and have utilized accommodations in their previous schooling to address barriers that may prevent their full participation, there are many students with disabilities who are not yet diagnosed when entering college or graduate school. The DRC offers resources to students who have not yet received a formal disability evaluation. Students can learn more about the DRC, accommodations available, as well as begin the registration process, by visiting www.disability.ufl.edu

ADA and Accessibility Services for UF Employees and Job Applicants:

As detailed on the [ADA and Accessibility Services for UF Employees and Job Applicants webpage](#), UF Human Resources or the Office of ADA Compliance can assist employees in exploring possible employment-related disability resources and reasonable accommodations. The employee must first formally request an accommodation to initiate the interactive process. Each disability accommodation request is unique. Consequently, every request is analyzed and processed on a case-by-case basis. However, the general steps of the interactive process are described on the webpage about [Employee Accommodation](#).

PROFESSIONAL DEVELOPMENT RESOURCES

General Resources

Many professional development resources are available through [UF's National Center for Faculty Development and Diversity \(NCFDD\) institutional membership](#): You'll need to register as a user to access these resources, and then many of these resources are available to you for free.

Writing Resources

Writing Challenges through NCFDD: Among the NCFDD resources, you may consider is the [14-day writing challenge](#). For example, over the summer one is being held 6/21/21 – 7/4/21. Also available is the WriteNow Summer session. The 14-day writing challenge is free, the WriteNow sessions have a fee associated with them. If, in consultation with your advisor, you decide to do the WriteNow session, you may submit a Department funding request form through our regular procedures (Follow the Travel

Funding procedures above, but submit information about WriteNow instead of the conference. No College application needed). Of note, the difference between the 14-day writing challenge and WriteNow according to NCFDD is: "It's the same software that we use for the 14-day writing challenges. The WriteNow Summer Session will offer 12 weeks of access rather than 2, and it's exclusively for graduate students/postdocs so folks will be in a group with other participants who are at their same level (and not graduate students with full professors in our randomized writing challenge groups)."

Writing Studio: UF has a [Writing Studio](#) which is committed to helping University of Florida students and faculty meet their academic and professional goals by becoming better writers. The *Writing Studio* is a free service for current UF graduate and undergraduate students, offering one-on-one tutorials.

Conferences

In general, there are many different local, national, and international gender, sexuality, and women's studies conferences every year. Below are links to some conferences Department graduate students often attend, but we encourage you to watch for announcements from professional organizations and discuss conferences that may be of interest to your specific area of study with your Advisor and/or Chair/Advisor:

- | | |
|-------|---|
| NWSA | National Women's Studies Association Conference
(held annually in early November, proposals due in February) |
| SEWSA | Southeastern Women's Studies Association
(held annually in mid-March, proposals due at end of November) |
| F3S | Florida Society of the Social Sciences
(held annually every spring – March or April) |

Career Resources

UF has a very helpful [Career Connections Center](#), offering a variety of resources. For those interested in applying for jobs after your degree, the CCC has a number of resources, including information about [how to connect with career communities](#) (including non-academic

communities, like “Multicultural, First Generation, LGBTQ , International” and more). As well, you can make an individual appointment for [Career Planning](#). For those interested in applying to a PhD or a professional program, the [CCC webpage on graduate and professional school options](#) offers resources.

TRAVEL PROFESSIONAL DEVELOPMENT FUNDING / APPLICATIONS

Department Travel Funding Policy

The Department will fund each MA graduate student up to a total of \$1000 per fiscal year (July 1 to June 30) for conference or research travel. In exceptional circumstances, students may petition for up to \$500 additional in funds; to do so, they must demonstrate that they have applied for other funds, including for college funds in each application cycle that they have requested funding. Students traveling to conferences should *always* apply for College (CLAS) travel funding during the application cycle that covers the time period for the scheduled conference. This means having a conversation with your Chair/Advisor in advance about conferences you might attend each year, when they occur, and when the College travel funding application cycle is for each conference. Please note that many conferences will also have travel funding opportunities.

All students planning to conduct travel using UF funds must conduct the UF GO Training and book their travel using the [UF GO](#) platform. Students will need to take UGO100, Introduction to UF GO, available in [myTraining](#). Within 24-28 hours of training completion, you will be granted access to the UF GO system. If you have any questions about the new travel system, please contact the department administrator.

TO APPLY FOR TRAVEL FUNDING:

Please complete both College and Department travel applications and submit them at the same time to the Graduate Coordinator of the Department.

2 APPLICATIONS:

1. COLLEGE APPLICATION – This is the [link](#) to the College travel application form. The College of Liberal Arts and Sciences – CLAS - announces travel funding opportunities about every 6 months (the Graduate Coordinator will forward these announcements to all Department graduate students as they are received with a deadline for submitting it). Each announcement will outline a time period for conference attendance and a due date. Please complete and turn in this application. Please note the application includes completion of the form and submission of a professionally appropriate abstract of the paper or research to be presented or a letter on the importance of the travel. Please submit a copy to the Graduate Coordinator as *one pdf document*. Please also submit the Department application at the same time (separate document). *Priority is given to provide funds to people presenting a paper at a conference (not just attending).*

2. A. DEPARTMENT APPLICATION - This is the [link](#) to the Department travel application form. Please fill this out as part A of your application. You will need to also complete part B and C and submit all the parts as *one pdf document*.

B. PROFESSIONAL ABSTRACT/ OR LETTER - In addition to the application form you should submit presentation information, including an abstract about your presentation.

C. COPY OF ACCEPTANCE TO CONFERENCE- In addition please include an

official copy of the acceptance to the conference.

***** Part A, B, and C should be submitted as one pdf document *****

SUBMISSION: Please submit the CLAS travel application form **and** the Department travel application form (Part A, B, and C as one pdf) to the Graduate Coordinator by the deadline specified by the Graduate Coordinator for each funding cycle. Please submit it via email with the subject line: *Graduate Student Travel Funding Application*. The Department will review these materials and make a determination about Department funding once a CLAS award determination is made.

TO APPLY FOR GENERAL PROFESSIONAL DEVELOPMENT FUNDING:

On occasion, graduate students may want to use their department funding for purposes other than travel. The only acceptable uses of these funds are: 1) software needed for research or 2) a professional development opportunity such as a workshop on a particular methodology. In those instances, please follow these steps for applying for Department professional development funding. *Please submit all parts of your application as one pdf document.*

1. APPLICATION (*Parts A, B, and C to be submitted as one pdf document*):

A. DEPARTMENT APPLICATION - This is the [link](#) to the Department travel application form. Please complete the Department travel applications, substituting where appropriate information about the professional development opportunity you will be completing instead of travel. In addition to this form you should submit relevant professional development information, including information about the work you will do

B. DESCRIPTION OF PROFESSIONAL DEVELOPMENT OPPORTUNITY

C. COPY OF ACCEPTANCE OR REGISTRATION FOR PROFESSIONAL DEVELOPMENT OPPORTUNITY

SUBMISSION: Please put the application form, description of professional development opportunity, and copy of acceptance or registration in one pdf document and submit it to the Graduate Coordinator via email with a subject line: *Graduate Student Funding Application*. Please submit well in advance of the opportunity (recommendation is 2 months in advance). The Department will review these materials and make a determination about funding.

If funding for travel is approved, you will be expected to complete the required training on the [UF GO travel system](#). You are expected to arrange for your own travel, and you may work with the department administrator to arrange for your expenses to be paid via UF P-Card. Your travel arrangements, [travel request forms](#), and your [reimbursement requests](#), along with receipts for travel expenses **must be submitted in a timely manner**. Information about [UF travel and expense directives](#) can be found here. For more information, please contact the office administrator.

FORMS

See sections above for details and instructions about each of the forms linked below

Evaluation Forms

[Graduate Assistant Evaluation](#)

[Graduate Student Annual Evaluation](#)

Defense Rubric

[MA Defense Rubric](#)

[Defense Announcement Form](#)

Travel Forms

[College graduate student travel application form](#)

[Department graduate student travel application form](#)

Certificate Forms

[Certificate in Women's Studies Form](#)

[Women's Studies Certificate Learning Outcomes Assessment](#) (to be filled out upon completion of Certificate)

[Certificate in Gender and Development Form](#)

[Gender and Development Certificate Learning Outcomes Assessment](#) (to be filled out upon completion of Certificate)

MA Planning Forms

[MA Plan Form](#) (Working document to be updated first week of each semester)

Coursework Forms (for both MA and Certificates)

[Course Petition Form](#)

[Graduate Internship Application](#)

see also the [internship information page](http://wst.ufl.edu/internships/): <http://wst.ufl.edu/internships/>

[Graduate Independent Study](#)

To do an independent study, you must designate a faculty member to sponsor it, and work with the faculty member to create an agreed upon plan. Please use the Graduate Independent Study form, which explains "An independent study requires a paper of at least 15 pages plus formal bibliography (exceptions, such as for creative work, oral history collection, etc., must be approved in advance by the Graduate Coordinator for Women's Studies). You should plan your work with a faculty member (usually your committee chair or a committee member) who has expertise in the field. On a separate piece of paper, give a brief overview of the topic(s) your independent study will address and how you will go about studying them (will you read published writings, do data collection and analysis, create original art work, etc.). Explain how the independent study relates to past course work or internships you have done, and why you believe it is worthy of academic credit. Finally, list at least five sources (books, articles, films, etc.) that you plan to use in the course of the study. Bring this proposal, and this form with your supervisor's signature, to the Graduate Coordinator in Women's Studies before the start of the term, and you will be enrolled in the course."

GRADUATION!

Preparation Details

Degrees are awarded after each term in December, May, and August. The semester before graduation, the candidate should check her/his/their file to make sure that all incompletes or other unresolved grades are cleared, grade changes have been recorded, and the supervisory committee (if required) and all degree program details listed in the web-based Graduate Information Management System ([GIMS](#)) and SIS are accurate. The [Degree Application](#) must be made online early in the semester of graduation by the deadline published in the University Calendar and the Graduate School Academic Calendar. Application for the degree assures that the student's name is on the graduation list and includes the application for the diploma, placement of the student's name in the commencement program, and placement of the name on the list to receive information on commencement procedures, including rental or purchase of regalia. Application for graduation must be made each term a student anticipates graduating. The application does not carry over from a previous semester. Failure to make application by the published deadline will preclude the student's graduation in that term. Students must register for at least three credits (two in summer) that count toward the degree during the semester of graduation. Students on an assistantship, fellowship, or traineeship must be registered appropriately for their appointment. Thesis students must register for 6971 and doctoral students for 7979 or 7980. Candidates pursuing concurrent degrees to be awarded in the same semester need to apply to the Office of the University Registrar for both degrees. Satisfactory performance on the final examination or defense and final submission of the corrected thesis or dissertation must be completed by the deadline dates shown in the Graduate School calendar. Diplomas will be available approximately six weeks after Commencement and will be mailed by the Registrar's Office to the graduates' permanent addresses. Degree remarks are posted to the student's transcript by the Registrar's Office and are generally available the day after certification.