



GRADUATE HANDBOOK : 2025-2026

Department of Gender, Sexuality, and Women's Studies
University of Florida

NOTE: Please always also consult the [Graduate School Handbook](#) and the [Graduate Catalog](#) for important details and links to more information. As well, please also be familiar with the [Department's website](#) and the [Graduate School website](#) for access to a variety of resources.

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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, confers 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 MA degrees, PhD Certificates, 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 are 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 a 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.

Departmental Information

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

Contact info

200 Ustler Hall
PO Box 117352
Gainesville FL 32611
Phone: (352) 392-3365
Fax: (352) 392-4873

Helpful website links

[Department Website](#)

[MA degree information](#)

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

[Graduate Certificate in Gender & Development](#)

[Graduate Courses in the Department](#)

[Graduate Courses outside Department](#) (approved to count for MA and Certificates)

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. – by UF Libraries

UNIVERSITY RESOURCES

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: 352-733-9200

Graduate School

Phone: 352-392-4643

IRB - UF Institutional Review Board

[IRB Contact form](#)

International Center

Phone: 352-392-5323

Office of the University Registrar

Phone: 352-392-2244

Student Financial Aid and Scholarships

Phone: 352-392-1275

Student Health Care Center

Phone: 352-392-1161

UF Bookstore

Phone: 352-392-0306

Gator 1 Office

Phone: 352-392-UFID (8343)

U Matter We Care

Phone: 352-294-CARE (2273)

University Bursar's Office (finance and accounting)

Phone: 352-392-3261

PEOPLE IN THE DEPARTMENT

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Dr. Alyssa Zucker, Professor, azucker@ufl.edu

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Bonnie Moradi, Chair [on sabbatical Fall 2025], moradib@ufl.edu

Kendal Broad, Graduate Coordinator, klbroad@ufl.edu

Joanna Neville, Undergraduate Coordinator, jneville@ufl.edu

Amanda Bouquet, Administrative Specialist, amandabouquet@ufl.edu

AFFILIATE FACULTY

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

DEGREE(S) INFORMATION

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 admitted to other graduate programs (MA and PhD) can pursue one of two **Graduate Certificates** in conjunction with their primary degree: A Graduate Certificate in Women's Studies or a Graduate Certificate in Gender and Development.

On occasion qualified students apply to pursue what the Graduate School calls [nontraditional combination degree programs](#) (scroll down and click "other degree combinations"). Students may apply to pursue [combination degrees](#), either as a combination of Baccalaureate/Masters (BA/MA) or Baccalaureate/Professional (MA/JD). As well, students may apply to pursue a [nontraditional doctoral/master's degree](#) (PhD/MA) or a [concurrent degree](#) program (two MA degrees).

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 DEGREE (MA)

The Department offers the Master of Arts (M.A.) thesis degree option, which requires 30 credit hours of course work and the completion and defense of a thesis, and the Master of Arts non-thesis degree option, which requires 30 credit hours of course work and the completion and defense of a project or paper. The department considers MA - thesis and MA - non-thesis as equivalent. The terms *thesis* and *non-thesis* are Graduate School designations indicating slightly different requirements, noted below.

MA-Thesis (Requirements and Defense guidelines)

Course/Credit requirements:

A Master of Arts degree, with thesis, requires at least 30 credits including up to 6 credits of Research for Master's Thesis (6971). 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 Graduate Supervisory Committee Chair and the graduate coordinator regarding possible options for such courses before registering.

Some important Graduate School rules about the composition of these 30 MA-thesis 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.
 - 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 with the Graduate Coordinator and your Graduate Supervisory 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
- Graduate school rules stipulate that thesis students are required to enroll in 3 credits of MA research hours (WST 6971) in their final term (2 credits if graduating in summer).
Note: Students conducting non-thesis MA projects cannot register for WST6971 Master's Research

Women's Studies Course requirements:

All Master's students take a core curriculum of four WST courses equaling 12 graduate credits. For the thesis M.A., the remaining 18 credits 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., in addition to the core curriculum four WST courses equaling 12 graduate credits, 18 credits of approved electives are required.

Required Core Courses (12 credits):

- ✓ WST 5833: 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

Approved Electives (18 credits)

- ✓ 6 courses from the approved list of Graduate Courses in the Department or Graduate Courses outside the Department. Keep track of these on the working document - MA Plan of Study
- ✓ If doing thesis, 6 of these credits must be WST 6971 MA Research

Thesis Project requirements:

Each MA (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 student's Graduate 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.

Defense Guidelines

Instructions for Submitting MA Thesis and Announcing Defense:

Prior to finishing their thesis-research work, students should set a proposed oral defense date with their Graduate Supervisory Committee Chair (a date that works for all on the committee) that fits the MA thesis defense timeline (coordinating with key dates on the [Graduate School calendar](#)). 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 Graduate Supervisory Committee Chair's approval, students must submit the final copy of the thesis to their Graduate 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. A copy of the thesis will be printed and put in the student's file.

Defense procedure:

Students should check with their Graduate Supervisory Committee 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 Graduate Supervisory Committee Chair can be the person to accept this final revised draft. A final copy should be submitted to the office administrator. On the days prior to your defense the office administrator will coordinate distribution of electronic paperwork to your committee. It is the student's responsibility to check that this has been completed. 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 Graduate Supervisory Committee Chair can hold that paperwork until the submission is made. If no edits are needed, then after the defense, the thesis and paperwork are submitted and the student is done with the defense portion of degree requirements (In order to graduate, students must finish and pass required courses, with a 3.0 GPA, finish the thesis, pass the defense and file all necessary paperwork for graduation).

Important details:

- 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 Graduate

Supervisory Committee 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](#).

MA-Non-thesis: (Requirements and Defense guidelines)

Course/Credit requirements:

All Master's students take a core curriculum of four WST courses equaling 12 graduate credits. For the non-thesis M.A., in addition to the core curriculum four WST courses equaling 12 graduate credits, 18 credits of approved electives are required. It is strongly recommended that students take at least 3 additional credits in research methods or skills as an elective. Students should consult with their Graduate Supervisory Committee Chair and the graduate coordinator regarding possible options for such courses before registering.

Some important Graduate School rules about the composition of these 30 MA-nonthesis 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.
 - 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 (i.e., not WST) may count when taken as part of an approved graduate program. Consult the Graduate Coordinator and your Graduate Supervisory Committee Chair before registering.
- Courses numbered 7979 and 7980 are not eligible to count toward a master-level degree program
- At least half of the required credits (not counting 6971) must be in the major (WST courses).

Women's Studies Course requirements:

All Master's students take a core curriculum of 12 graduate credits (4 WST 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., in addition to the core curriculum of 12 graduate credits (4 WST courses), 18 credits of approved electives are required.

Required Core Courses (12 credits):

- ✓ WST 5833: 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 of these credits must be WST 6971 MA Research

Non- Thesis Project requirements:

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 (A) or complete a project (B) in their final semester.

- A. 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.
- B. 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.

Defense Guidelines

Instructions for Submitting MA Thesis and Announcing Defense:

Prior to finishing their research work, students should set a proposed oral defense date with their Graduate Supervisory Committee Chair (a date that works for all on the committee) that fits the MA non- thesis timeline (coordinating with key dates on the [Graduate School calendar](#)). 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 Graduate Supervisory Committee 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 Graduate Supervisory Committee 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 Graduate Supervisory Committee Chair can be the person to accept this final revised draft. A final copy should be submitted to the office administrator. On the days prior to your defense the office administrator will coordinate distribution of electronic paperwork to your committee. It is the student's responsibility to check that this has been completed. 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 Graduate Supervisory Committee Chair can hold that paperwork until the

submission is made. If no edits are needed, then after the defense, the thesis and paperwork are submitted and the student is done with the defense portion of degree requirements (In order to graduate, students must finish and pass required courses, with a 3.0 GPA, finish the non-thesis project, pass the defense and file all necessary paperwork for graduation).

Important details:

- Students conducting non-thesis MA projects cannot register for WST6971 Master's Research.
- 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 Graduate Supervisory Committee 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](#).

GRADUATE CERTIFICATES

As stated by the Graduate School in the [Graduate Catalog](#) "A Graduate Certificate program is a formal collection of courses that together form a coherent program of study offered through an academic unit, recognition of the acquisition of knowledge and skills in a given field of study, and 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 Policy](#)

The Department of Gender, Sexuality and Women's Studies (GSWS) offers the following two Graduate Certificates:

[Graduate Certificate in Women's Studies](#) - The Graduate Certificate in Women's Studies (WST) is an excellent opportunity for UF graduate or professional students who wish gain expertise in theory and research related to gender, sexuality, and women's studies.

[Graduate Certificate in Gender and Development](#) - The Certificate in Gender and Development (GAD) focuses on analysis of labor/economic development processes at micro and macro levels and in international contexts.

Students enrolled in any UF graduate program (e.g., MA, PhD, MFA) or professional program (e.g., MPH, JD) may pursue these graduate certificates. The Department does not accept Graduate Certificate applications from individuals not already enrolled at UF. *Note:* Students who wish to pursue BOTH Certificates must complete distinct and mutually exclusive coursework for each Certificate. In other words, courses taken to fulfill requirements for one Certificate may not count for the other.

Graduate Certificate in Women's Studies

Course Requirements

The *Graduate Certificate in Women's Studies* is an excellent opportunity for UF graduate or professional students who wish gain expertise in theory and research related to gender, sexuality, and women's studies. For this Certificate, students are required to earn 12 credits as follows:

- **3 credit hours** of courses with the WST prefix offered in the GSWS Department. See list available courses each semester here: [Courses in the Department - Graduate](#)
- **9 additional credit hours** of graduate level courses. Courses may be selected from either the list of WST courses in the GSWS department for the semester available at [Courses in the Department - Graduate](#) or the list of approved courses taught outside the department for the semester available at [Courses Outside the Department - Graduate](#). Students are encouraged to prioritize taking WST courses in the GSWS Department.

Note: On rare occasions, a student may identify a course not on these lists. See *Department Course Petitions* below.

Graduate Certificate in Gender & Development

The Graduate Certificate in Gender and Development (GAD) is an excellent opportunity for UF graduate or professional students who wish to gain expertise in theory and research related to economic, labor, education and other aspects of development as related to globalization or international contexts and perspectives. For this Certificate, students are required to earn 12 credits as follows:

- **3 credit hours** of courses with the WST prefix offered in the GSWS Department. See list available courses each semester here: [Courses in the Department - Graduate](#)
- **3 credit hours of a graduate level "skills" course** in consultation with student's primary advisor. Skills courses should be relevant to gender and development, providing training in the planning and utilization of participatory methodologies and/or tasks related to the planning, implementation, monitoring and evaluation of development initiatives as related to globalization or international contexts and

perspectives. Students are encouraged to prioritize taking skills courses with the WST prefix from the list available each semester here: [Courses in the Department - Graduate](#)

- **6 additional credit hours** of graduate level courses. Courses may be selected from either the list of courses in the department for the semester available at [Courses in the Department - Graduate](#) or the list of approved courses taught outside the department for the semester available at [Courses Outside the Department - Graduate](#). Students are encouraged to prioritize taking WST courses in the GSWS Department.

Note: On rare occasions, a student may identify a course not on these lists. See *Department Course Petitions* below.

Certificate Applications

To enroll in a Certificate program in the Department of Gender, Sexuality and Women's Studies, students must complete the following **two** steps. Students are encouraged to complete these steps early and simultaneously, as soon as they become interested in pursuing the certificate. It is *strongly recommended* that you start step 1 of the application process at the beginning of the semester and have completed step 1 and 2 -- turning in the second application to the Department -- by the mid-point of the semester (around October 15 for Fall and February 15 for Spring).

Application steps:

- 1. Submit the Graduate School application form to UF Admissions.**

Go to [Admissions Certificate Application form](#) - Select *College of Liberal Arts and Sciences* and the name of the certificate; Certificate in Women's Studies: *Women's Studies (LAS-GCT20)* or Certificate in Gender & Development: *Gender and Development (LAS-GCT05)*.

- 2. Submit the GSWS Department application form to the GSWS Department Graduate Coordinator.**

Choose the form appropriate to the Certificate program to which you plan to apply:

Forms: [Certificate in Women's Studies](#)

[Certificate in Gender & Development](#)

Complete the form, delineating the *planned coursework*. We recommend that the student's committee include one Core or Affiliate faculty member from the GSWS Department, but this is not required. Once completed, email this form to the Graduate Coordinator listed [here](#). *Note:* In that email, also confirm that you have completed 1 – submission of the application to admissions.

Once both parts of the application are 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.

Completing Certificates

During the term the student is graduating, the student must be enrolled at UF. To obtain the Certificate, students must complete the following steps by the mid-point of the semester of graduation:

1. Submit the graduate school degree application for the Certificate by the graduate school deadline (this is separate from the degree application for other degrees being obtained). Link to [Degree Application](#)
2. Submit the appropriate Certificate form ([Certificate in Women's Studies form](#) or [Certificate in Gender & Development form](#)), delineating the *completed coursework*; email this form to the Graduate Coordinator listed [here](#).
3. Submit the final LOA appropriate to the Certificate being completed (either the [Women's Studies Certificate Learning Outcomes Assessment](#) or the [Gender and Development Certificate Learning Outcomes Assessment](#)). Students should have their Graduate Supervisory Committee Chair review and sign this form, then submit the form to the GSWS Graduate Coordinator listed [here](#).

DEGREE COMBINATIONS

In addition to our core degree programs (MA and Certificate programs), we support students pursuing degree combinations. The Graduate school provides mechanisms where qualified students may apply to pursue what they call [nontraditional combination degree programs](#) (after opening the link scroll down and click "other degree combinations"). Following these guides, in the department students may apply to pursue [combination degrees](#), either as a combination of Baccalaureate/Masters (BA/MA) or Baccalaureate/Professional (MA/JD). As well, students may apply to pursue a [nontraditional doctoral/master's degree](#) (PhD/MA) or a [concurrent degree](#) program (two MA degrees). Further details below:

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 [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).
- 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. 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. 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.
- 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)

Application Sequence:

Please note there are multiple layers to the application/completion of the combined BA/MA. As outlined below, first the student completes the [Combined BA/MA Request form](#) and the Department BA/MA application to the Department (see details below). This is to let student's BA and potential MA advisors know the student's intentions, to approve the student for entry to the program, and to inform the Registrar's office so they can track the student's graduate work ahead of time. When the student finishes and graduates with their BA, they must then submit an official application to the Graduate School (officially submitting transcripts, etc.). At that time, the student must 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 the student is formally a graduate student. At that time, the student must meet with the Graduate Coordinator and request they file a Transfer of Credit petition to the graduate school (to have the graduate courses the student took as an undergraduate transferred to the student's graduate degree record – these are the courses listed on the student's 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.
2. Submit a Department BA/MA Application (see below)
3. Finish BA degree and apply for BA graduation.
4. Graduate with BA
5. Submit MA degree application (to department and graduate school)

6. If approved, contact the department Graduate Coordinator to file a [Transfer of Credit petition](#) form to the Graduate school (This is to have undergraduate coursework 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.
7. Finish MA coursework and MA Degree project/defense.
8. File for MA graduation with the Graduate school.
9. Graduate with MA

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](#)

Department and Graduate School 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 # 6 in Application sequence above)

MA/JD Combination Degree Program

The faculties of the [Levin College of Law](#) and of the Department of Gender, Sexuality and Women's Studies in the College of Liberal Arts and Sciences (CLAS) 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 Department of Gender, Sexuality, and Women's Studies in the College of Liberal Arts and Sciences. 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 MA/JD program are as follows:

Admission Requirements: Candidates for the MA/JD program must meet the entrance requirements for, and be accepted by, both the College of Law and the Department of Gender, Sexuality, and Women's Studies in CLAS. The MA/JD degree program is not open to students who have already earned one degree.

Application process: The student must inform both programs at the time of application to the second program that they intend to pursue the joint degree. A [Combination Graduate/Professional Degree Program form](#) is submitted to the Graduate School. 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 combination 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 combination degree program. A summer term is counted as a single semester.

Degree 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 combined degree program may spend the first year in either the College of Law or the MA program in the Department of Gender, Sexuality, and Women's Studies (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 combined degree program may enter the second College thereafter without once again qualifying for admission so long as they have notified the second College before the end of the first week of the first semester in the combination 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 they have satisfied all of the requirements for both degrees, or in cases of withdrawal from the joint degree program, until they have satisfied the requirements of one of the degrees (as if they had not been a combination degree candidate).

Withdrawal: Students who enroll in the combination degree program but do not complete the combined program may receive up to 6 course credits taken in the Law School toward the MA provided they complete 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.

Funding: 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 combination degree 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.

MA/PhD Combination Degree Program

UF students already admitted to a Ph.D. program who wants to pursue, at the same time, a master's degree outside of the students' academic unit, may do so via the nontraditional combination degree program. In this 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. 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).

Application process:

Step 1: The following materials must be submitted to the Department of Gender, Sexuality, and Women's Studies to be considered for the MA program (if the student is currently pursuing a PhD in another unit on campus). Once these materials have been received by the Department of Gender, Sexuality, and Women's Studies (please submit them directly to the Graduate Coordinator), the Graduate Admissions committee will review them and make a decision about admission to the program:

- Statement of intellectual purpose
- Draft of [Nontraditional Doctoral/Master's Degree Program Form 1 and Form 2](#). *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 student's PhD department, approving pursuit of the MA and granting permission to count the overlapping credits.
- Letter of recommendation from PhD advisor.
- UF transcripts
- a writing sample of up to 25 pages.

Step 2: Once a PhD student is admitted into the MA program, they 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.

Funding: Students receiving funding from their PhD departments will not be eligible for funding from the Department of Gender, Sexuality, and Women's Studies. In addition, please know that little funding for PhD/MA students is available presently.

Supervisory Committee: PhD/MA students will need an advisor for the MA degree as well and should consult guidelines about committee selection under MA degree guidelines. The MA Graduate Supervisory Committee Chair should not be same as the PhD advisor.

Certificate change of degree: If a PhD student is presently also a Certificate student, once the application has been completed and the PhD student has been accepted to the MA degree program as a PhD/MA student, the student should notify the Graduate Coordinator who will work with the Department's Administrative specialist to de-enroll the student from the Certificate program and re-enroll them in the MA program.

MA/MA Concurrent Degree Program

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.

Application Process: The Graduate School's [Combination-Concurrent Degree Form](#) (Parts 1, 2, 3) are required for approval/admission to the concurrent degree program.

Enrollment Classification: 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.

Concurrent details: The concurrent degree program is the pursuit of 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 Graduate Supervisory Committee 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 the Combination-Concurrent Degree form. 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.

MA ACADEMIC PROGRAM INFORMATION

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). Please be prepared to turn in the MA Plan form to the Graduate Coordinator *before* registration each semester.

Course Selections & Core Course Substitutions

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 Plan of Study. Next the student should review the courses that are approved to count for MA degree credit for the Department. These are listed before each semester on the [Courses lists](#) on Department webpage. Courses may be selected from either the list of courses in the department for the semester available at [Courses in the Department - Graduate](#) or the list of approved courses taught outside the department for the semester available at [Courses Outside the Department - Graduate](#). Students should consult with their Advisor or Graduate Supervisory Committee Chair, as well as the Graduate Coordinator when selecting appropriate courses.

Approved Core Course Substitutions:

As noted on the MA plan of study and in the section on course requirements above, a list of courses have been approved to count for the *theory* requirement and the *praxis* requirement of the MA degree. Below are details:

Theory: One core course for the MA degree requirements (for thesis and non-thesis MA students) is WST 6508: Advanced Feminist Theory. This may be substituted with a course on the following list of approved courses 6000-level WST courses in theory:

- WST 6935: Latinx Sexualities
- WST 6935: Race, Sex, Representation
- WST 6908: Advanced Feminist Theory
- WST 6348: Ecofeminism
- WST 6935: Gender, Popular Culture, and Performance Studies
- WST 6406: Advanced Black Feminisms

Note: These approved courses are not guaranteed to be taught every year. Please check the schedule to see if a course is offered (or check in with the Graduate Coordinator).

Praxis: One core course for the MA degree requirements (for thesis and non-thesis MA students) is an approved 6000-level WST course in *Feminist Praxis/Public Scholarship*. Below is the list of the approved 6000-level WST courses in *Feminist Praxis/Public Scholarship*:

- WST 6935: Social Justice Praxis
- WST 6596: Intersectional Activisms
- WST 6024: Girlhood Studies
- WST 6935: AIDS Activisms

WST 6935: Reproductive Health and Justice
WST 6329: History of Women's Medicine

Note: These approved courses are not guaranteed to be taught every year. Please check the schedule to see if a course is offered (or check in with the Graduate Coordinator).

Skills Methods Recommendation: 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 a student's Graduate Supervisory Committee 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
EDG 7224: Critical Pedagogy

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

Course Petitions

On rare occasions, a student may identify a course not on the semester's list of courses (in the department and approved courses taught outside the department) which may be appropriate to consider for approval review. After consulting with their Advisor/ Graduate Supervisory Committee Chair, students may petition to have the course reviewed for approval for possible department degree credit. If approved, it will become listed on the approved list of courses on the *Courses Outside the Département - Graduate* page for all degree students. 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 gender, sexuality, and/or women's studies course content do not qualify to be petitioned for credit. (effective Fall 2020). To Petition: Please complete the [Course Petition form](#) (also available on Forms webpage) and submit it to the Graduate Coordinator.

GENERAL TIMELINE TO DEGREE

Below is an outline of what MA students should expect in their first and second year in the program. Please see [Graduate School Calendar](#) for specific dates

Year 1:

August

- Prior to classes starting: department orientation and graduate school orientation
- Faculty Advisors 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 Methods in Research and Scholarship
 - Elective course (chosen from either [Courses in the Department - Graduate](#) or the list of approved courses taught outside the department for the semester available at [Courses Outside the Department - Graduate](#))
- Classes begin
- Course assignments to develop MA project/thesis (in WST 5933 & WST6008)
- Meet at least once a month with First-Year Advisor, 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 . More details below).

January – March

- Courses to take:
 - WST 6508 Advanced Feminist Theory or equivalent *Theory* course (see list of course substitutions above)
 - Other coursework (selected from either [Courses in the Department - Graduate](#) or the list of approved courses taught outside the department for the semester available at [Courses Outside the Department - Graduate](#))
- 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 MA degree project defense of 2nd year graduate students
- Submit Student Progress Report section of the [Annual Evaluation forms](#) due to official Graduate Supervisory Committee Chair by March 15
- Meet with Graduate Supervisory Committee 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 Graduate Supervisory Committee Chair to discuss annual feedback and make summer MA degree project plans

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

Summer

- Work on MA Paper/Project/Thesis according to advice from official Graduate Supervisory Committee Chair (e.g., find relevant cultural texts, conduct interviews, etc.)
- See Professional Development section below for structured resources and supports (e.g., writing resources) to help students stay on track in making progress on their MA work over the summer.
- If students intend to work with Human Subjects, they must complete IRB Protocol. Students should consult with their Graduate Supervisory Committee Chair for advice to complete the IRB. Info on IRB available [here](#). As well information in section below (Research with Human or Animal Subjects at UF)

Year 2:

Fall

- Students work with Graduate Supervisory Committee Chair to choose appropriate classes (selected from either [Courses in the Department - Graduate](#) or the list of approved courses taught outside the department for the semester available at [Courses Outside the Department - Graduate](#)). (see MA Plan and Graduate Handbook). Turn in updated MA Plan in first week of classes.
- Work closely with Graduate Supervisory Committee 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 Calendar](#) for specific due dates).
- Review [Defense Rubric](#) with Graduate Supervisory Committee Chair.
- Since this is the semester before the graduation semester, 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 Graduate Supervisory Committee Chair to choose appropriate classes (selected from either [Courses in the Department - Graduate](#) or the list of approved courses taught outside the department for the semester available at [Courses Outside the Department - Graduate](#)); (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.uf.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 Form](#). 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 [UFIT's Thesis and Dissertation Support Center](#).
 - ✓ 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 the Department Administrative specialist (Amanda Bouquet) 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 Graduate Supervisory Committee 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 the Department Administrative specialist (Amanda Bouquet) after final edits.

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). Second year graduate students and core faculty attend, listen, and offer constructive feedback.

ADVISORS/CHAIRS/SUPERVISORY COMMITTEE

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 Graduate 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 Graduate Supervisory Committee Chair. By the mid-point of the spring semester of their first year in the program, students should confirm their Committee Graduate Supervisory 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 Graduate Supervisory Committee Chair will guide the student in decisions about their individualized program of study and professional development. 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.

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 committee members. In some cases, the student may transition from their assigned advisor to another committee Graduate Supervisory Committee Chair. 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 .

Year 1, Fall Semester:

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 relevant sections in this handbook) as well as support resources available at UF (e.g., CWC, UMatteer WeCare,

Disability Resource Center, Career Connections Center).

Here are links to some of these resources:

[Counseling and Wellness Center \(CWC, counseling and wellness services\)](#)
[Group counseling](#) (groups for International students, LGBT students, etc)
[UMatterWeCare](#)
[Disability Resource Center](#)
[Career Connections Center](#)

As well, the Graduate Advisory Committee (Dr. Adams, Dr. Broad, Dr. Murrell, Dr. Sheikh) 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 to develop interests, thesis/nonthesis options, areas of interest, faculty with similar interests).

- A. 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 Graduate Supervisory Committee 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.
- B. 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 Graduate Supervisory Committee 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.

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

It is important to recognize that, in addition, several structures are in place to help students make progress toward identifying their project area and committee members during their first year. 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. *By end of the 1st 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.

Year 1, Spring Semester:

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 Graduate Supervisory Committee Chair 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.

Graduate Supervisory Committee (Committee Chair and Members)

Students are encouraged to remain with their assigned advisor as their Graduate 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 Graduate Supervisory Committee Chair. By the mid-point of the spring semester of their first year in the program, students should confirm their Graduate Supervisory Committee Chair and form a committee, appropriate to the thesis/non-thesis requirements of the graduate school.

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 Graduate Supervisory Committee 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 Graduate Supervisory Committee Chair with graduate faculty status in the Department and member of their committee with graduate faculty status at UF in addition to the special appointed member.

The supervisory committee for a ***Master of Arts degree, with a Thesis*** is required to have at least two members, a Graduate Supervisory Committee Chair (who must have graduate faculty status in the department) and a member (who must have graduate faculty status in any UF unit). 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 Graduate Supervisory Committee 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 3.0GPA 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 formally 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 Graduate Supervisory Committee 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 Graduate Supervisory Committee 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 Graduate Supervisory Committee Chair's assessment and is completed by the Graduate Supervisory Committee 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 Graduate Supervisory Committee 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 Graduate Supervisory Committee Chair holds a mentoring discussion with the student to share and discuss the annual feedback with the student. The Graduate Supervisory Committee 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.

4. After the steps above, the Graduate Supervisory Committee Chair holds a mentoring discussion with the student to share and discuss the annual feedback with the student. The Graduate Supervisory Committee Chair then submits the completed and signed form (all parts above) to the Graduate Coordinator and Department Administrative Specialist (Amanda Bouquet) who places the form in the student's file.

If a student is deemed to not 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. Graduate Supervisory Committee Chairs must update annual evaluation forms at the close of the spring semester grading period with the student's final G.P.A. to confirm progress.

FORMS

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

MA Planning Forms

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

Coursework Forms (for both MA and Certificates)

[Graduate Internship Application](#)

see also the [internship information page](#)

[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 Graduate Supervisory 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 artwork, 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."

[Course Petition Form](#)

Evaluation Forms

[Graduate Assistant Evaluation](#)

[Graduate Student Annual Evaluation](#)

Defense Forms

[MA Defense Rubric](#)

[Defense Announcement/Approval](#)

Travel Forms

[College Graduate Student Travel Application](#)

[Department Graduate Student Travel Application](#)

Certificate Forms

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

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

[Graduate Certificate in Gender & Development](#)

[Graduate Certificate in Gender & Development, Learning Outcomes Assessment](#)
(to be filled out upon completion of Certificate)

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 [UF Help Desk](#).

GRADUATION PREPARATION

Degrees are awarded after each term in December, May, and August. The semester before graduation, the candidate should check their student record 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.

GENERAL UNIVERSITY RESOURCES

STUDENT EMPLOYMENT

Graduate Assistant Expectations

Graduate students employed as Graduate Assistants in the Department are expected to work the assigned 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 the appointment/expectations 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 student's Advisor/ Graduate Supervisory 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 not meet employment expectations for a third time, the faculty supervisor will notify the Graduate Coordinator, Advisor/ Graduate Supervisory Committee Chair, and Department Chair to determine resolution, including the possibility of terminating the assistantship.

Other 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](#). This link may also help: [Graduate Costs](#)

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 Graduate Supervisory Committee Chair /Advisor to evaluate with them the extra workload. If the Graduate Supervisory Committee 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/Advisory 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).

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](#).

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](#).

In addition, here is a list of some competitive grants and awards that students can apply for:

[Charles T. Woods Grant](#)

[AAUW Gainesville Branch Student Grant O.](#)

[Ruth McQuown Scholarship](#)

[International Center Outstanding Student Award](#)

Emergency financial support may also be available through [Aid-A-Gator](#).

DISABILITY /ACCESSIBILITY RESOURCES (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

TRAVEL & PROFESSIONAL DEVELOPMENT FUNDING

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 Graduate Supervisory Committee 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 complete 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 Administrative Specialist (Amanda Bouquet).

Travel Funding Application Process

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

Two 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. 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/ 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 Administrative Specialist (Amanda Bouquet) 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.

PROFESSIONAL CONFERENCE INFORMATION

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 that 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 Graduate Supervisory Committee Chair /Advisor:

NWSA

[National Women's Studies Association Conference](#)

(held annually in early November, proposals due in February)

SEWSA

[Women, Gender, Sexuality Studies – South](#)

(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.

WRITING RESOURCES

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.

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 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](#).

RESOURCES/ PROCEDURES FOR ADDRESSING 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 8-9).

Sexual harassment and related violations of Title IX are addressed as described in the Sexual Harassment and Title IX section below. 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. 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).

Any classroom issues, disagreements or grade disputes should be discussed first between the instructor and the student. If the problem cannot be resolved, the student should discuss the issue with their Advisor/ Graduate Supervisory Committee Chair and discuss meeting with the instructor. If the dispute remains unresolved, the student may contact the Graduate Coordinator. Be prepared to provide documentation of the problem, as well as all graded materials for the semester. Issues that cannot be resolved departmentally will be referred to the University Ombuds Office (<http://www.ombuds.ufl.edu>; 352-392-1308) or the Dean of Students Office (<http://www.dso.ufl.edu>; 352-392-1261).

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, If the problem cannot be resolved, the student should discuss the issue with their Advisor/ Graduate Supervisory Committee Chair 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, Associate Chair to review the grievance. The Chair, Associate Chair, and Graduate Coordinator of the Department are designated to adjudicate formal and 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 may 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.

For graduate assistants, most employment-related grievances are covered by Article 22 of the Collective Bargaining Agreement between the Florida Board of Education of the State University System and Graduate Assistants United (GAU). In such cases, call the GAU office at 352-392-0274 or UF Human Resources at 352-392-2477 for information and instructions. In cases of research misconduct, consult UF Research Integrity before lodging a formal complaint, by clicking on this online link: go.ufl.edu/integrity. Any follow-up formal complaints would go to the administrator (department chair or dean, for example) to whom the accused party reports. If you have questions, problems, or complaints with other aspects of student life, consult the UF Dean of Students Office. _

SEXUAL MISCONDUCT (Reporting and Resources)

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

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.

POLICIES

ACADEMIC INTEGRITY, ACADEMIC HONESTY, AND 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 guidelines for [Academic Integrity](#), including 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. Dishonesty, plagiarism, and other forms of misconduct are serious violations of academic integrity. 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.

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.

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](#).

UF SOCIAL MEDIA POLICY

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.

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's relevant Social Media policy websites for further details.

[UF Human Resources Social Media Policy Information](#)
[Social Media Policy](#)

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)

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](#).