

Women and Gender Studies

Graduate Manual

2017-2018

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Introduction

The Women and Gender Studies Program is part of the School of Social Transformation in the College of Liberal Arts and Sciences at Arizona State University. This manual, compiled by the Gender Studies Graduate Program Committee (GPC), is intended to serve as a guide to both faculty and students in all matters relating to the Gender Studies graduate program, including the Graduate Certificate in Women and Gender Studies, the M.A. in Women's Studies, and the Ph.D. in Gender Studies. It is a supplement to the *Graduate Catalog*, and cannot fully be understood without reference to, and thorough familiarity with, that bulletin. Students should also be cognizant of the various deadlines established by the ASU Graduate College. The Graduate College web page <http://graduate.asu.edu> is a useful additional source of information. This guide is kept as up to date as possible, but is always subject to change.

Women and Gender Studies Graduate Program Committee (GPC)

This committee, with the approval of the Women and Gender Studies director, has responsibility for policymaking, oversight, and administration of such matters as admissions, Graduate Advisors, Supervisory Committees, examinations, selection and assignment of graduate assistants, standards, recruitment, and so on. It is the committee's purpose to assist and guide the students in their graduate work. Any questions, problems, or suggestions which faculty or students have may be discussed with any of the committee members. A current list of committee members is available from the Graduate Program Director or the Faculty Head.

Women and Gender Studies Graduate Faculty

Women and Gender Studies Graduate Faculty consists of faculty who have been approved to chair or serve on M.A. and Ph.D. committees in Gender Studies. A current list of Women and Gender Studies Graduate Faculty is available online at <https://graduate.asu.edu/graduate-faculty/degree/LAGSTPHD>.

Criteria for Endorsement to Women and Gender Studies Graduate Faculty

1. Tenured, tenure track, or emeritus ASU faculty member or holds appropriate ASU appointment (e.g., research professors or senior lecturers) or affiliation (e.g., Mayo, TGen, BNI, Banner).
2. Holds Ph.D. or equivalent credential.
3. Demonstrated record of continuing high quality research in gender studies.
4. Willingness to undertake Ph.D. committee responsibilities.

Criteria for Endorsement to Chair Graduate Committees

1. Tenured, tenure track, or emeritus ASU faculty members *only* (*not* other affiliations/appointments).
2. Member of the Gender Studies Ph.D. Program Faculty.
3. Holds Ph.D. (*not* equivalent credential).
4. Demonstrated record of continuing high quality research in gender studies.
5. Strong record of successful guidance of student research.
6. Willingness to undertake Ph.D. committee chairing responsibilities.
7. If emeritus, retired within the last three years.

Graduate Certificate Program

This Program provides additional training and certification for graduate students in other fields who are interested in preparing for teaching, research, or applied careers related to Gender Studies.

We are unable to offer Certificate Students financial aid; we recommend that Certificate students pursue funding opportunities through their home units.

Prerequisites

- Applicants must have completed their baccalaureate degree.
- Applicants must be graduate students in good standing at a graduate program at ASU. Non-degree students may take courses, but cannot be admitted to or earn a certificate from Women and Gender Studies unless they have been admitted to a graduate program.
- The Women and Gender Studies graduate certificate program welcomes applications from qualified students without regard to sex, gender identity, race, creed, color, religion, sexuality, age, or national origin.

Application Procedures

- **Application form:** Please complete application form, available at the Graduate College web site.
- **Admission:** Admission decisions are made by the Graduate Director on a rolling basis, with advice from the GPC if needed.

Certificate Requirements

The Graduate Certificate in Women and Gender Studies is a 15 credit program. To receive the certificate, students must:

- Maintain at least a 3.0 GPA and have no more than one grade below a B- in courses taken within the certificate program.
- Complete two required courses: WST 601 (Critical Concepts of Gender) and WST 602 (Mapping the Intersections of Gender).
- Complete three additional courses taken from the list of pre-approved electives or selected in consultation with the Graduate Director.
- Up to two courses (6 credits) taken at ASU or elsewhere prior to admission to the Certificate program can be applied toward the *electives* requirements, with permission from the WGS Graduate Director.
- Students who wish to apply courses towards the *electives* requirements other than those on the pre-approved list must request permission in writing or via email. The request should include the course syllabus, student's final paper, and the student's final grade for the non-preapproved course.

Certificate Completion Procedures

Once you have been admitted to the program, you may begin to fill out the certificate iPOS. After you have *completed* all the requirements for the certificate:

1. Ensure that your certificate iPOS is accurate and up to date.
2. Notify the graduate director that you have completed all of the requirements for the certificate.

General Policies for M.A. and Ph.D. Programs

Admissions

The Women and Gender Studies GPC welcome applications from qualified students without regard to sex, gender identity, race, creed, color, religion, sexuality, age, or national origin.

Admissions Deadline

Applications for both the M.A. and Ph.D. programs are due December 15th for admission the following fall semester. Ph.D. applicants may contact the Graduate Director if they want to be considered for the M.A. program as well; this will not impact their consideration for the Ph.D. program. Admitted students must notify the Graduate Director of their decision no later than April 15th. We do not accept new students in spring semester.

Submitting your Application

All materials must be submitted directly to the Graduate College, not to the department. Many of the requested materials are required by the ASU Graduate College, not Women and Gender Studies, and we cannot waive or change their requirements. Information about ASU graduate admissions policies and procedures can be found at: <https://students.asu.edu/graduate/apply>.

After applying, students may check the status of their application through MyASU.

Application requirements for both the M.A. and Ph.D. program:

1. ASU Graduate Admissions Services application.
2. Non-refundable **application fee** as specified by ASU Graduate Admission Services.
3. **Official copies of transcripts** from all colleges and universities where you have earned a bachelor's and/or M.A. degree. ASU requires applicants to have a minimum overall GPA of 3.0.
4. Students whose native language is not English must meet ASU's **English proficiency** requirements.
5. **Resume or curriculum vitae.**
6. A **statement of purpose** of approximately 1,000 words describing any prior research experience and training, your professional goals and research interests, and the fit between your interests and our program's emphases, requirements, current faculty, and coursework.
7. **Relevant Coursework:** List at least two (M.A.) or four (Ph.D.) courses you have taken that focus on gender and/or women (undergraduate or graduate). In addition, list any courses you have taken on research methods and/or social justice. *If you do not meet this requirement, please note that your application may not receive full consideration*—we strongly encourage you to take additional courses in gender and/or women prior to applying to either program.

Additional materials for the M.A. program:

1. The **GRE** is not required for the M.A. application, only the Ph.D. application.
2. **Writing Sample:** 7-10 pages. This can include a research brief or report, a white paper, a policy paper, or a paper for a recent academic course. Your writing sample should reflect your writing ability and critical thinking skills.
3. **Letters of Recommendation:** Two to three letters from individuals who can attest to your strengths and weaknesses for graduate study, critical thinking, writing, speaking and presentation skills; intellectual ability; leadership potential; interpersonal skills and ability to work with others; and/or other relevant accomplishments that best highlight your ability to complete a graduate degree in Women and Gender Studies.

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Additional materials for the Ph.D. program:

1. **Official GRE scores**—test must have been taken in the past five years.
2. **Writing Sample:** 10-15 page academic paper (or similar format) that showcases your writing ability, critical thinking skills, and ability to complete a doctoral dissertation.
3. **Letters of Recommendation:** Three letters from recommenders (preferably faculty or other researchers) who can attest to your strengths and weaknesses for graduate study, critical thinking, writing, speaking and presentation skills; intellectual ability; leadership potential; interpersonal skills and ability to work with others; and/or other relevant accomplishments that best highlight your ability to complete a Ph.D. in Gender Studies.

Except for official transcripts, all of the application components above can be uploaded directly through the ASU Graduate Admission Services online application process. Transcripts need to be physically mailed to ASU Graduate Admission Services, PO Box 871003 Tempe, AZ 85287-1003. *Please note that the Graduate Advisor may not waive the official transcript requirement or personally process transcripts.*

Reviews and Recommendations

When the student's file is complete, the GPC conducts a preliminary review. The committee will make its recommendations -- accepting or rejecting applicants --based on how competitive each is relative to the applicant pool. The final recommendation is forwarded to the Graduate College, which makes the final decision and notifies both the student and the Program.

There are three possible decisions: admit with regular status, admit with provisional status (which stipulates specific requirements or contingencies for the applicant), or denied admission.

Changing from Provisional to Regular Admission

If the student has been granted provisional admission, a status change must be recommended to the Graduate College after the provisions for regular admission have been fulfilled. A memorandum written and/or countersigned by the Graduate Director is sent to the Graduate College after the provisions have been met.

Deferring Admission

Students who have been accepted into the Program and wish to defer their admission must send a formal, written request to the Graduate Director no later than June 30th. Students may defer admission for one year with permission from the Graduate Director. The deferral of admission is a serious decision, however, and students should not do so without compelling reasons. Individuals who defer admission are not guaranteed funding for the next year, even if they have received an offer for the current year.

Starting the M.A. or Ph.D. Program

Upon arrival on campus for the fall semester new graduate students should contact the Graduate Director. In addition, the Women and Gender Studies Program will provide a packet containing a copy of this manual and other relevant material. Normally, the Graduate Director will have an orientation meeting for new graduate students during the week before classes begin. New TAs may also be required by ASU to attend a separate orientation. Please contact the Graduate Director with any questions.

Enrollment and Tuition

Graduate students register through MyASU per their enrollment appointment. Details regarding registration and course drop/add procedures are provided in the Registration and

Tuition Payment Guide. <https://students.asu.edu/registration-and-tuition-payment-guides>

Graduate Advisors

The Graduate Advisor is the primary person to whom the student should turn for help or guidance in connection with her/his graduate work. Students are encouraged to be proactive in seeking help from their advisor while recognizing that advisors have multiple demands on their time.

Temporary Graduate Advisor

During the first semester of studies the student will be assigned by the Graduate Director to a temporary Graduate Advisor based on their research interests and faculty service load. Temporary Graduate Advisors can assist the students in selecting courses for their first year of study. Students are encouraged to email their temporary advisor after they have been admitted to the program and to meet with their temporary advisor in person within the first two weeks of their first semester at ASU. Students may, with permission from the Graduate Director, switch from their temporary advisor to another Graduate Advisor if desired (see below).

Role of the Graduate Advisor

Graduate Advisors can serve many roles, but often:

- Provide advice on whether the Thesis or Applied project option best meets the needs of an M.A. student.
- Advise on course selection and/or the overall Plan of Study.
- Assist in the selection of the other members of the Supervisory Committee.
- Supervise the M.A. Thesis, Applied Project, and/or the Doctoral Dissertation.
- Administer the written and oral parts of the comprehensive exam, as well as the dissertation prospectus defense and final dissertation oral examination.
- Provide advice on seeking external funding, attending conferences, service obligations, publication opportunities, and job searches.
- Provide feedback on drafts of manuscripts for presentation or publication.

Choosing a Graduate Advisor

By the end of the second (M.A. students) or fourth (Ph.D. students) semester of studies the student should consult with the Graduate Director regarding the selection of his/her Graduate Advisor.

Any member of the Graduate Faculty in Gender Studies may serve as Advisor. Emeriti Gender Studies faculty may continue to serve as chair of the supervisory committee upon approval from the Graduate College.

Each graduate student is responsible for choosing his or her Graduate Advisor. Students are advised to begin by looking at the descriptions of core faculty and affiliated faculty on the Women and Gender Studies web site. Students should be proactive in choosing their Advisors by taking appropriate courses, reading professors' scholarship, and seeking out professors for scholarly conversations. In making this important choice, students consider several qualities of a potential Graduate Advisor: expertise in a particular topic, geographical area, methodology, or methods; availability; scholarly reputation; and the possibilities for developing a good working relationship.

It is possible for two faculty members to co-chair a Supervisory Committee. In this case, both must be listed on the student's Program of Study and both must be members of the Gender Studies Graduate Faculty (or receive special permission to co-chair from the Graduate College).

Students who complete the M.A. program and are accepted into the Ph.D. program will not be assigned a new Temporary Advisor. However, students may elect to change advisors if that best serves their research and professional needs.

Plan of Study

The Plan of Study (iPOS) is a record of a student's completed and anticipated coursework, and serves as a contract between the student and the Graduate College. Students should work with their Advisor in deciding on their courses from the beginning of their graduate career. Having a iPOS helps to eliminate problems should the student change advisors at any point.

The Plan of Study must be filled out online. Because you will fill out your iPOS before you have taken all of your courses, and because you cannot know what courses will be offered in future years, you should make reasonable approximations of the courses you plan to take.

Your iPOS should include courses to satisfy all of the program requirements (see "Typical Plan of Study"). It is to your benefit to make use of both the "Typical Plan of Study" and the program check sheets to ensure that you have completed, or plan to complete, all of the requirements for the degree. You are encouraged to share your check sheet with your advisor. If your plan of study does not fulfill the degree requirements, it will not be approved at the program level.

A draft of the iPOS is first approved by the student's Graduate Advisor. The draft is then reviewed by the Women and Gender Studies graduate coordinator and the Graduate Director. Finally, the iPOS is submitted electronically to The Graduate College for final approval. The Women and Gender Studies graduate coordinator will help ensure proper on-line entry and submission of the iPOS.

For **M.A. students**, the iPOS must be completed before a student begins the second year of enrollment or before completing 50% of the required 30 hours (i.e. before completing 15 credit hours).

For **Ph.D. students** (whether post-B.A. or post-M.A.), the iPOS must be completed before a student completes 27 credit hours.

Changes to the iPOS may be requested after it has been filed. Petitions for changes are subject to the approval of the student's advisor, the Graduate Director, and the Graduate College. You should update your iPOS regularly, so that your listing of courses is accurate and complete.

Foreign Language Requirement

We do not require competency in a foreign language, although we strongly recommend it. However, Graduate Advisors can, at their discretion, require a student to have competency in one or more languages in addition to English.

Graded and Ungraded Graduate Courses

Applied projects and courses which involve classroom instruction may be taken for a letter grade (A, B, C, D, E). Grades of D, E, W, X, and permanent I's are not allowed on the Plan of Study. Courses such as internships, reading and conference hours, and research hours, are generally recorded as a grade of "Y"

for “pass.” Theses and dissertation hours are also recorded as a grade of “Y” for “pass” once they have been completed.

Academic (Grade) Grievance

Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless of whether the student is enrolled at the university. Full procedure can be found here: <https://clas.asu.edu/resources/academic-grievance>

Incompletes

Incompletes for courses are discouraged. However, if a student should receive an incomplete, the work for that course must be completed within one calendar year. The failure to finish an incomplete within one calendar year may result in a failing grade, which can adversely impact a graduate student’s status in the program. Check ASU Graduate Policies and Procedures for additional information.

Continuous Enrollment

Once admitted to either the M.A. or Ph.D. program, students must be enrolled continuously, excluding summer sessions, until all requirements have been fulfilled. This means that students must be registered for a minimum of one hour of appropriate graduate level credit in the department/school in which they are pursuing their degree program. If a Plan of Study needs to be interrupted for one semester, the student must apply for leave status with The Graduate College before the beginning of the semester. Graduate students who do not obtain an approved leave of absence prior to the start of the semester they will not register, are required to submit a new degree application to reenter their program. The department will have the opportunity to make a recommendation on these applications.

There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. Types of withdrawals and procedures can be found at: students.asu.edu/drop-add. More information on CLAS policies and procedures for medical and compassionate withdrawals can be found here: <https://clas.asu.edu/resources/medical-withdrawal>. Students should reach out to their Graduate Coordinator for guidance on any type of withdrawal.

Maximum Time Limit

M.A. students: All work toward a master’s degree must be completed within six consecutive years.

Ph.D. Students: Doctoral students must complete all program requirements within ten consecutive years or five years from passing comprehensive exams (whichever comes first).

Academic Integrity

The highest standards of academic integrity and compliance with the university’s Student Code of Conduct are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university. Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and that each student assumes personal responsibility in their work.

<https://provost.asu.edu/academic-integrity>

<https://eoss.asu.edu/dos/srr/codeofconduct>

Annual Review

The Annual Review process is intended to help students graduate from the program in a timely manner by assessing their progress towards their degree. Information collected from students, professors, advisors, and other faculty members is used by the Graduate Director and GPC to identify students who may need additional assistance from the program in order to achieve their professional goals. The review process should be seen as a collaborative project intended to strengthen both individual students and the program as a whole.

At the end of each *fall* semester, each faculty member who has taught a *fall* semester core course will be asked to provide a brief assessment of each M.A. and Ph.D. student's performance. These assessments should be emailed to the Graduate Director no later than the first day of the following spring semester.

By April 1st of each year, each student must complete their Annual Review form, have it approved by their Graduate Advisor, and submit the signed copy of the form to the Graduate Director. This form is available from the Graduate Director and on the School of Social Transformation Intranet site.

By April 15th of each year:

- all faculty members who taught a *spring* semester core course should provide a brief assessment of each Ph.D. student's performance;
- each student advisor should provide a brief assessment of the student's progress and performance;
- all faculty will be invited to submit their comments on students to the Graduate Director.

Students must meet with their Graduate Advisors at least once each semester, preferably after the student completes their form and before their advisor writes their assessment. This is important because students can benefit from their advisor's help and it will help the advisor to write a useful and accurate evaluation for the student's annual review.

By April 30th of each year, all students in the M.A. and Ph.D. program will be reviewed by the GPC based in part on these submitted materials.

For students to be considered to be making satisfactory academic progress in the M.A. or Ph.D. program, they must meet the following conditions:

1. Must maintain a minimum grade point average (GPA) of 3.5 or higher every semester. A student whose GPA falls below 3.5 must raise his/her GPA to 3.5 or higher by the end of the full semester following the semester in which the student's GPA has fallen below 3.5. There are three types of GPA's for which this policy is applicable:
 - Cumulative GPA
 - GPA on all graduate courses at 500 level or above (Graduate GPA)
 - Plan of Study GPA (iPOS GPA)If any of these falls below 3.5, the student will be placed on academic probation.
2. Must earn a grade of B or better in all required courses. In exceptional circumstances, and with permission of the Graduate Advisor and Graduate Director, a student may repeat a course once.

3. Must make timely progress toward the degree with regard to course completion. See the individual M.A. and Ph.D. sections for more specific information as to timely progress.

The GPC will write letters for all students regarding their progress; these letters must receive final approval from the Graduate Director. Approved letters will be sent directly to students, the students' Graduate Advisors, and a copy will be placed in their academic files. If necessary, recommendations regarding continuation or termination, conditions for continuation, and/or awarding of the doctoral degree will be made by the Graduate Director.

Students not making progress per the conditions listed above will be placed on academic probation by the Ph.D. program committee. Notice of probation will include a statement of the policy or policies the student is in violation of, the remedy or remedies for getting out of probation, and the deadline for successfully completing those remedies. In addition, the student will be informed in writing that he or she "may be recommended for withdrawal if the conditions are not met by the given time frame."

If a student is placed on probation and does *not* meet the terms of the probation, the Graduate Committee may recommend to the Graduate College that the student be dismissed from the Ph.D. program. Students should *also* expect to be dismissed from the program for:

- deception or falsification in the admission application
- unauthorized periods of absence from the graduate program
- seriously compromising the relations of the Department with the public
- academic dishonesty (e.g., plagiarism, falsification of research data). See the ASU Student Academic Integrity - <https://provost.asu.edu/academicintegrity>
- behaviors inappropriate for the student's intended professional roles
- serious misuse of departmental or university facilities
- failure to pass ASU's official spoken English requirement after three years

Students who are recommended for dismissal should receive a written statement from the Graduate Director informing them of this recommendation and of their right to appeal to the unit or college within a set time frame. The Graduate Council Appeals Board will only see cases where all other appeals have been exhausted in the unit and college; lack of academic progress cases are not seen by the Board unless there are procedural problems with the case.

Graduate Student Files

Graduate students' files are kept in a locked file cabinet in the appropriate Graduate Programs Coordinator's office (there are separate Coordinators for the M.A. and Ph.D. program). They are not kept in individual faculty members' offices since there are many occasions when they are needed by the Gender Studies GPC and others. They are available to faculty members at any time. Faculty members are encouraged to place evaluation memos in the files of graduate students for use in writing letters of recommendation and similar appraisals.

Among other things, graduate student files contain:

- The student's application for admission, transcripts of previous work, the student's biographical statement and narrative, letters of recommendation, GRE scores (if applicable), and a copy of the recommendation sheet carrying the GPC's recommendations to the Graduate College.

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- A copy of the letter from the Graduate College to the student indicating whether she/he is a regular, provisional, or nondegree student (if provisional or non-degree, note restrictions in the Graduate Catalog).
- Annual Review letters for any graduate students who have been through the Annual Review process.

Students have the right to see their files, upon request. However, letters of recommendation for which the student waived her or his right of examination must be removed before the student is allowed to view the file.

Travel Funding

Travel grants may be available for graduate students in degree programs whose papers have been accepted for presentation at national or regional meetings. Usually the school provides some funding and matching funding may be available from the Graduate College or through the Graduate Student Professional Association. Go to the Graduate College web page for details on travel funds and other sources of funding for graduate students. (<https://graduate.asu.edu/>)

Grants, Fellowships, and Financial Aid

Students are highly encouraged to find external funding for their graduate studies and research projects—external sources can provide you with the flexibility and time to work on your own projects instead of serving as an RA, TA, teaching your own courses, or working off-campus. Furthermore, the prestige of obtaining external funding can serve as a distinct advantage when you are on the job market.

WGS, SST, and ASU can help you identify alternative funding sources and prepare successful grant and fellowship applications. Information about grants, fellowships, and other external funding sources can be found at:

1. Graduate College web page (<https://graduate.asu.edu/pay-for-college>)
2. Office of Knowledge Enterprise Development (<https://research.asu.edu/>)
3. SST Intranet site (<https://sst.clas.asu.edu/>)
4. Graduate Admissions (<https://students.asu.edu/graduate/funding>)

Forms

Most forms are available online—forms specific to the School of Social Transformation and Women and Gender Studies are available at the SST intranet site (<https://sst.clas.asu.edu/forms>). Forms that are universal to ASU graduate programs can be obtained from the Graduate College web page, currently found at: <http://www.asu.edu/graduate/forms>. Please contact your Graduate Program Coordinator if you are not able to find the form that you need.

Dates and Deadlines

The university calendar found in the current Graduate Catalog lists deadlines for applying for graduation, submission of a thesis, applied project, or dissertation to the Graduate College, and the last date to hold an oral defense. Check these and other dates carefully. These dates can also be found on the Graduate College web page.

M.A. Program in Women and Gender Studies

The M.A. in Women and Gender Studies provides students with advanced training, preparing them with: a sound academic foundation in feminist theory and methodologies; contemporary research about women, gender and sexuality; and skills in critical analysis, research methods, and verbal and written communication --- all of which can be applied to diverse career and academic contexts. The degree program is housed in the School of Social Transformation, providing students access to a wealth of additional resources at the master's level, which will allow them to tailor their program so that it best fits their specific professional aspirations.

Supervisory Committees

Thesis Option: The advisory committee consists of a Chair and two other faculty members. The Chair must be a member of the Women and Gender Studies Graduate Faculty endorsed to Chair; the other two faculty members must be Graduate Faculty or must be approved by the Graduate Director.

Applied Project Option: The advisory committee consists of one Chair and one faculty member. The Chair must be a member of the Women and Gender Studies Graduate Faculty; the other faculty member must be Graduate Faculty or must be approved by the Graduate Director.

Degree Requirements

The M.A. curriculum includes required core, methods, women and gender studies electives, and interdisciplinary elective courses. Core courses help build the theoretical foundations and research toolkit, which enable students to gain expertise in substantive areas of research. Students complete the degree with either a thesis or an applied project. M.A. students are required to complete a total of 30 credit hours as detailed below.

Core Courses

M.A. students are required to complete two core courses. Students must earn a grade of B or better in each core course:

- WST 501 Foundations of Feminist Thought (3 credit hours)
Provides key concepts and theories that have shaped the field of women and gender studies. Also provides overview of resources for research in women's studies scholarship at ASU and prepares students to participate in the field.
- WST 502 Interdisciplinary Gender Research Methods (3 credit hours)
Describes the ways in which feminist scholars conceptualize and design their research. Explores the decisions scholars make in their research including the choice of research topics, applications of feminist theories and methodologies, the choice of methods and how and why feminist scholars have increasingly incorporated interdisciplinary methods, and what is at stake in these decisions for the research design and research outcomes.

Elective Courses within the Program (6 credit hrs.)

All students are required to take 6 credit hours of graduate level seminars in the program.

Methods Requirement (3 credit hrs.)

All M.A. students must choose one research methods course to complete the degree; WST 502 cannot be used to meet this requirement. Due to the interdisciplinary nature of gender studies, these courses can be

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drawn from a wide array of units across the various campuses of Arizona State University. The Graduate Director or student's Graduate Advisor can advise students on the selection of methods courses.

General Electives (6-9 credit hrs.)

Students completing theses are required to complete 6 credit hours of general electives at the 500 or 600-level; students completing applied projects must complete 9 credit hours of general electives. Courses may be selected from within or outside of the Women and Gender Studies Program.

Credits Related to the Culminating Project (6 credit hrs.)

All students are required to take six credits related to the culminating project—either 6 credits of WST 599 Thesis or 6 credits of WST 594 Applied Project.

Application of 400 level courses to M.A. requirements

Please note that the advisory committee or thesis chair may approve a maximum of six credit hours of 400-level coursework to be included on the iPOS. Pass/Fail 400 level courses and any credit hours that were applied toward a previously awarded degree may not be included.

Culminating Project (Thesis or Applied Project)

The thesis or applied project constitutes the culmination of a student's degree, and should consist of original research on a topic of significance within the field of Women and Gender Studies. It reflects the research area of specialization identified by the student in consultation with their faculty advisor and supervisory committee members. MA students should decide no later than the end of their first year in the program whether they wish to pursue a thesis or an applied project.

Thesis option. The MA Thesis is most useful for students who are considering a career in academia or who may be interested in entering a doctoral program. The MA Thesis is an independent, original research project that employs theoretical frameworks and uses both original and published research by others to investigate a research question or to advance a significant academic theory. The thesis can be a place to hone skills for a later dissertation, to establish the foundation for a dissertation, and to help decide whether one should pursue a doctorate.

The supervisory committee for a thesis consists of one advisor and two other faculty members selected from the WGS Graduate Faculty. A thesis should take the general form of a manuscript suitable for publication in an academic, peer-reviewed, feminist/gender studies journal (though it need not be submitted for publication in order for the thesis to be approved). MA theses are typically between 40-60 pages, though this may vary substantially depending on the discipline of the journal the student intends to publish the MA thesis. Students are highly encouraged to discuss the expectations of the faculty advisor and supervisory committee for the MA thesis (including page length and chapter format) before making their final decision as to a supervisory committee and submitting the thesis/applied project form.

Applied Project option. The Applied Project is most useful for students who are seeking a career in the non-profit sector, business, government, policy, K-12 education, or other jobs requiring more advanced research skills than are typically covered in a Bachelor's degree program. It is generally not recommended for those students who will be applying to doctoral programs or who are interested in academia.

The Applied Project is focused on investigating, addressing, proposing solutions to, or solving practical, site-specific problems *that necessitate attention to gender*. The motivations for these projects often stem from the student's own experiences in a professional setting, and the primary audience for the project may be the student's employer or prospective employer. Thus a student may decide to conduct a program assessment, produce or improve an employee handbook, analyze internal evaluation data, create a grant proposal, write a policy proposal, test a new intervention tool or curriculum, or create/investigate/analyze other materials for a nonprofit, business, etc. The supervisory committee for the applied project consists of one advisor and one other faculty member selected from the WGS Graduate Faculty. Students are highly encouraged to discuss the expectations of the faculty advisor and supervisory committee for the Applied Project (including project type, form, page length, and format) before making their final decision as to a supervisory committee and submitting the thesis/applied project form.

Process—both Thesis and Applied Project. Before any formal work on the thesis or applied project begins, the advisory committee and the Graduate Director must approve the student's research project proposal. The project proposal consists of seven elements: a statement of the problem, the project design, a list of the resources needed for the project, a description of the methods, a timeline for completion, a brief literature review that locates the research question in the gender studies literature, and a working bibliography. The project proposal should be submitted to the advisory committee *at least one month* before the student wishes to register for WST 594: Applied Project, WST 592: Research, and/or WST 599: Thesis credits. The WGS Thesis/Applied Project Proposal form is available online at the SST intranet site (<https://sst.clas.asu.edu/forms>).

Whether they choose to do the thesis or applied project option, students should meet with their faculty advisors on a regular basis and expect to revise their draft thesis or applied project multiple times. They should also provide other committee members with drafts as requested by the faculty advisor and/or other committee members. When the advisory committee is satisfied with the progress of the thesis or applied project, the student presents and defends their thesis in an oral examination (see below). All committee members should be given a copy of the final draft no later than three weeks before the final oral defense.

Oral Defense – Thesis Option. The thesis defense must be scheduled according to ASU's Graduate College policy, and the student should contact the Graduation section in the Registrar's office well in advance of the defense. Notice of the student's defense, with an abstract, must be posted for Women and Gender Studies faculty and students no later than one week before the date of the defense. Interested parties may attend the defense. After the thesis defense, the committee members and the Graduate Director (or Women and Gender Studies Faculty Head) sign the Report for Master's Thesis Defense. A copy of the defense form and the thesis must be taken to the Graduate College; please note that the thesis must meet the formatting requirements for The Graduate College in order for it to be accepted. The chair must also give a copy to the Women and Gender Studies Graduate Coordinator.

Oral Defense – Applied Project Option. The defense is not publicized and The Graduate College does not require format approval, nor does the student need to submit any form to the Graduate College. After the defense, the applied project Chair, second faculty member, and the Graduate Director will sign the internal form (Women and Gender Studies Report of Final Master's Applied Project). The chair will then give the form to the Women and Gender Studies Graduate Coordinator and approve the posting of the passing grade for the applied project.

Evaluation—Thesis

A grade will be assigned to the thesis by the committee based on the following criteria:

1. Engagement with relevant scholarship in the student's focus area

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2. Selection and use of appropriate research design for the research question
3. Attention to the impact of variables such as race, class, ethnicity, nationality, and sexuality on research question
4. Logically presented argument
5. Appropriate citation and use of supporting evidence

A grade of “Y” is given for a thesis that passes—i.e., meets all the requirements above. A grade of “Z” is given to denote a thesis that is still in progress. Theses that do not meet professional standards for writing and grammar will fail.

Evaluation—Applied Project

The project must include a written report (which may include verbatim sections from whatever final document the student provides to the organization it is working with). The report must:

1. Provide a clear summary of the research problem/project being addressed and how it meets the needs of your client.
2. Explain the project’s significance to gender studies
3. Describe the agency and the project, with close attention to sociocultural context; intersections such as race, ethnicity, class, or sexuality; and, if appropriate, historical, economic, or political background.
4. Use the scholarly literature to put the project in the context of gender studies literature and concepts. You may also draw on reports prepared for the agency or other public bodies, newspaper reports, or the like.
5. Describe any methodologies that were used and explain their benefits and limitations.
6. Analyze your findings and your recommendations for the agency.

A grade of “A” is given for work that is excellent, a grade of “B” for work that is acceptable, and a grade of “C” for work that is minimally adequate. Applied projects that do not meet professional standards for writing and grammar will fail.

Typical Program of Study

The M.A. degree is completed typically in two years, or four semesters. All work toward the M.A. must be completed within six consecutive years; the clock begins with the semester and year of admission to the program. Below is a sample course schedule for an M.A. student.

Year 1: ALL Students	Course	Course Title	Credit Hours
Fall Semester	WST 501	Foundations of Feminist Thought	3
	WST 5XX/6XX	Women & Gender Studies Elective	3
	ELECTIVE	Elective/Substantive Seminar	3
Spring Semester	WST 502	Interdisciplinary Gender Research Methods	3
	WST 5XX/6XX	Women & Gender Studies Elective	3
	METHODS	WGS/SST Methods Course	3

Year 2: Thesis	Course	Course Title	Credit Hours
Fall Semester	WST 592	Research	3
	ELECTIVE	Elective/Substantive Seminar	3
Spring Semester	WST 599	Thesis	6

Year 2: Applied Project	Course	Course Title	Credit Hours
Fall Semester	ELECTIVE	Elective/Substantive Seminar	3
	ELECTIVE	Elective/Substantive Seminar	3
Spring Semester	WST 594	Applied Project	6

Masters in Passing

Requirements

Students cannot directly apply for admission to the Master's in Passing (MIP) program. They can only apply and be admitted to the corresponding Ph.D. program.

Students who include 30 hours from a previously awarded master's degree on their doctoral Plan of Study (iPOS) are *not* eligible for an MIP.

Procedures:

- file the MIP iPOS for the Gender Studies Ph.D. program with the Graduate College and get approval. Students should only include the minimum required hours for their MIP program on the iPOS for the MIP.
- successfully pass the written and oral qualifying exam and file paperwork to report it to the Graduate College. They do *not* need to take the comprehensive exam.
- Meet the Gender Studies Ph.D. residency requirement.
- Earn a minimum of 30 credit hours toward this degree. These credits must have been earned *after* the semester and year of admission to the doctoral program (i.e., they must be earned “in passing” through the Ph.D. program). Additionally, only courses that have final grades (no “I”, “Z”, or “NR” grades) can be used toward this degree.
- Meet any other applicable requirements per Graduate College policy and procedures such as the GPA requirements for graduation, etc.
- Apply for MIP graduation. There is a form which needs to be completed by the graduate director and submitted electronically to the Graduate college. Please fill out the student portion of the form, and then email it to the Graduate Director.

Doctoral Program in Gender Studies

The Gender Studies Ph.D. program is designed to provide students with the interdisciplinary training in theory and methods needed to conduct original research and scholarship about gender. At the core of the program are four required courses: Critical Concepts of Gender; Mapping the Intersections of Gender; Engendering Methodology; and Research Design and Development. Students also take two research methods courses relevant to their dissertation plus additional courses in the faculty's areas of specialization. We expect that students will take courses in at least two, if not all three, areas:

- **Health, Science and Technology:** Courses in this area explore the impact of gender on health care, health occupations, science, and technology. We have faculty expertise in health and sexuality, bioethics, women's roles as healers and care-givers, HIV/AIDS prevention, gender and technology, and the participation of women in math and science in the developing world.
- **Visual and Narrative Culture:** Courses in this area explore historical and contemporary representations of gender in all genres, including popular culture, literature, theater, art, and scientific, medical, historical, and legal discourse. Our faculty focus especially on the intersections of gender representations with representations of race, sexuality, and class, as well as on the ways in which representations produce rather than simply mimic gender inequality and polarized identities.
- **Gender, Justice and Social Change:** Courses in this area explore gender dimensions of social structures, institutions, and organizations; the processes of social change and community development; and the ways policies and laws can change gender relations. We have faculty expertise in globalization, transnational feminisms, environment, sustainability, development, immigration, work, social policy, domestic violence, and child welfare.

Supervisory Committees:

Functions of Supervisory Committees

The function of the Supervisory Committee is to provide general guidance to the student in her/his doctoral program, to determine and supervise her/his program of study, to oversee the comprehensive examination, to advise and direct her/his dissertation, and to conduct her/his final oral examination.

That said, these tasks divide into two segments: one that ends with the comprehensive examination, and one which begins after the examination. Consequently, each Graduate Advisor and student should meet at some point after the comprehensive examination and before the dissertation proposal defense to decide whether to re-configure the Supervisory Committee.

Choosing an Advisor and Supervisory Committee

The strategies recommended for choosing an Advisor should also be used in choosing the other members of the Supervisory Committee. These other members should be chosen to complement the strengths of the Graduate Advisor.

Typically Supervisory Committees are comprised of a Graduate Advisor plus two faculty members. A fourth member may be added with permission of the Graduate Advisor. Supervisory committees *must* include a minimum of two members from the Ph.D. Graduate Faculty in Gender Studies. At least one of these must *also* be from *within* the Women and Gender Studies core faculty. In unusual circumstances, and with the approval of the PPC and the Graduate College, students may include individuals on their committees who are *not* on the Program Faculty.

Similarly, a student may include on his or her committee an individual who is *not* a professor at ASU. This is most warranted when the outside person is very knowledgeable in the area of the student's research and can complement the knowledge and skills of our faculty.

To add a committee member from outside ASU, the student should fill out the Committee Approval Request form found at <http://graduate.asu.edu/forms> and submit it to the Graduate Director. The Director would then indicate what level of approval is recommended, attach a vitae from the individual being recommended, and submit it to the Graduate College, which will then make a determination based on the individual's qualifications.

Changing Advisors or Committees:

A student may request a change of Supervisory Committee chair or members at any time by writing a note to this effect to the Graduate Director. Official approval and action on this are taken by the Graduate College, after receipt of their official form for this purpose, and upon recommendation by the Graduate Director and/or Faculty Head.

Doctoral Degree Requirements

Students in the Ph.D. program are divided into two categories. *Post-masters* students are those admitted into the 54 credit post-masters Ph.D. program; these students already have an M.A. in Women and Gender Studies from another institution. For simplicity's sake, all other students are referred to in this document as *post-bachelors*, regardless of any additional education or degrees they may have completed (including M.A. degrees in other fields).

Residency

To graduate in a timely fashion, students will need to take a minimum of 9 credits per semester. In general, Ph.D. degree students should expect to devote the equivalent of at least three academic years beyond the master's degree or five years beyond the bachelor's degree to their program of study.

At least 30 credit hours of the Ph.D. program exclusive of dissertation and research hours must be completed at ASU. These credit hours must be non-audit and must be either in graduate courses or in 400-level undergraduate courses that will appear on the student's iPOS.

Students *must* be full-time at ASU during fall and spring semesters until they meet all Ph.D. coursework requirements. However, students who face exceptional circumstances may petition the GPC for exceptions to this rule. Full-time is defined as 9 credit hours per semester for those without TA/RA positions and 6 credit hours for those with such positions.

Required Credit Hours

Students may be admitted with either a bachelor's or master's degree from an accredited US institution or the equivalent of these from an international institution that is officially recognized by that country and by the Graduate College.

If admitted with a bachelor's degree, students are required to complete a minimum of 84 semester hours including a minimum of 30 credit hours in required, methods, and specialization courses; 42 credit hours of general electives; and 12 credit hours of dissertation research.

If admitted with a master’s degree in Women’s Studies or Gender Studies, students will be required to complete a minimum of 54 semester hours. 30 credit hours from a previously awarded master’s degree may count towards the Ph.D. requirements.

No more than 6 hours of 400-level courses may be counted toward the degree. For course credit to count toward the graduate degree, students must earn a grade of A or B in the course. Typically, failure to pass a required class with a grade of B will be considered evidence of insufficient progress toward the degree and can be grounds for dropping a student from the program at the Annual Review. In exceptional circumstances, and with permission of the Graduate Advisor and Graduate Director, a student may repeat a course once. In addition, students must maintain a 3.5 average GPA and must complete degree requirements in a timely manner to continue in the program.

Required Credit Hours

	Post-Bachelors	Post-Masters
Required Core	12	12
Elective Coursework in Methods	6	6
Elective Coursework in GS seminars	12	12
General Electives (typically includes at least 12 credits research – WST 792)	42	12
Dissertation	12	12
Total Semester Hours Required	84	54

Core Courses (12 credit hrs.)

The four required core courses will explore 1) the theoretical and methodological dimensions of knowledge production, 2) the intersections of gender with other forms of social and cultural diversity, and 3) professional and ethical issues in the field of gender studies. These courses are:

- ***WST 601: Critical Concepts of Gender:*** An examination of the key concepts, theoretical frameworks, disciplinary and interdisciplinary approaches, and the critical debates that have shaped the field of gender studies.
 - ***WST 602: Mapping the Intersections of Gender:*** An interdisciplinary examination of various theoretical and methodological approaches to the understanding of difference with a focus on the intersections and convergences between race, class, gender, nation, physical ability, and sexuality.
 - ***WST 603: Engendering Methodology:*** An overview of research tools, methodological and epistemological debates, applications, techniques, and ethics pertinent to research in gender studies.
- WST 701: Research Design and Proposal Development in Gender Studies:*** Prepares students for professional careers as researchers in gender studies.

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Elective Courses within the Program (12 credit hrs.)

All students are required to take 12 credit hours of seminars in the program.

Methods Requirement (6 credit hrs.)

All students must choose two research methods courses to complete the degree. Due to the interdisciplinary nature of gender studies, these courses can be drawn from a wide array of units across the various campuses of Arizona State University. The Graduate Director or student's Graduate Advisor can advise students on the selection of methods courses. Students accepted as post-masters *may* be exempt from these courses if they have previously taken equivalent courses.

General Electives (42 credit hrs. post-B.A., 12 credit hours post-M.A.)

Students who enter the Ph.D. program without credit for a master's degree are required to complete 42 credit hours of general electives; students who receive credit for a masters must take 12 hours of general electives. These 42 hours can be general coursework, internship, seminar, reading & conferences, or research (WST 592, 692, or 792). The general electives typically include at least 12 credits in WST 792 (research). Courses may be selected from within or outside of the Women and Gender Studies Program.

Dissertation (12 credit hrs.)

All students will be required to take 12 credits in WST 799 (Dissertation).

Transfer credit policy

For students entering with advanced standing (i.e., with some graduate work already completed), but without a completed graduate degree, the Graduate Director will determine which course credits may be transferred to the Gender Studies Ph.D. program. Students entering with an M.A. in Women's or Gender Studies may request a review of their M.A. coursework to count for the required program courses.

Each student's courses will be evaluated on a case by case basis. Policy varies depending on whether the courses were earned on a non-degree basis or as part of a completed master's degree:

1. For courses that *did not* and *will not* count toward another degree at ASU or elsewhere, students may receive a total of up to 12 credits toward the Ph.D. Three credits on a quarter system are equivalent to 2 credits on a semester system.
2. For courses taken *as part of* a previously awarded master's degree in Women's Studies or Gender Studies, students may receive a blanket 30 credits toward the Ph.D. Students whose degrees are in other fields cannot use courses from an awarded degree towards the Ph.D.
3. Under both points 1 and 2 above, students may transfer up to a total of 42 credits. Students may be allowed to receive transfer credit for a) Methods Requirement courses, b) for **up to two** specialization courses, and c) for **up to two** core courses.

Transfer courses must have been taken in an accredited research university or equivalent, must be acceptable for inclusion in graduate degree programs at that institution, and cannot have been given for life experiences. Only courses with an "A" or "B" grade (or the equivalent in the British-based point system) may be transferred. Grades on transferred credit are not included in calculating the grade point averages. For further information regarding the types of credit that are not transferable, consult the Graduate Catalog.

Foreign universities:

1. If you received grades on your previous courses of A or B and your courses generally were worth 3 or 4 credits, then your courses will be reviewed for transfer credit in the same way that we review courses from U.S. schools.
2. If your previous courses were based on a point system, we will “translate” them to the U.S. letter grade/course credit system, based on the skills/knowledge you gained from them compared to what you would have gotten from courses within our program. (For degrees from India, generally 70 points or 10 out of 12 points are required to receive credit for a course.) The Graduate Director will place a memo in the student’s file listing (or assigning, if needed) course names and number of transfer credits. The student can then list these courses/credits on their Program of Study when it is filed.
3. If your B.A. was a three year degree, your master’s counts as the fourth year of your B.A., and so cannot count toward the Ph.D. as well.

If a student would like a course taken at another university to count towards the core or methods course requirement(s), the student must make a formal written request to the Graduate Director. This request should include the reasons why the course should count towards the core or methods requirement(s), the syllabus for the other course, the final paper or equivalent work for the other course, and the final grade in the other course. These will be considered on a case-by-case basis. If the course is found to count towards the core or methods requirement, the Graduate Director will write a letter to be included in the student’s permanent file. If the course is found not to count towards these requirements, the student may request that the course be considered for elective credit.

Program Milestones

“Normal progress” through the program is defined as completing the following milestones:

1. Must complete all required coursework. Post-bachelor students must successfully do so by the end of their third year in the program; post-master students must do so by the end of their fifth semester.
2. Must successfully pass their Ph.D. comprehensive examinations. Post-bachelor students must successfully do so by the end of their third year in the Ph.D. program; post-master students must do so by the end of their fifth semester. (See section on comprehensive exams for rules regarding retaking exams.)
3. Must successfully pass their dissertation proposal defense. Post-bachelor students must do so by the end of fall semester of their fourth year in the Ph.D. program; post-master students must do so by the end of their third year. Students are encouraged to time their dissertation proposal defense so that they are eligible for external dissertation funding—many funding agencies require students to be ABD before applying for dissertation fellowships and grants.
4. Must make satisfactory progress on their dissertation. Post-bachelor students must complete their dissertation by the end of their fifth year in the Ph.D. program. Post-master students must do by their fourth year.

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Typical Program of Study

	Post-Bachelor's (84 hours)	Post-Master's (54 hours)
<i>Year One Fall</i>	WST 601 Concepts of Gender (3) WST 602 Mapping Intersections (3) Specialization (3) SST 691: Teaching for Social Transformation ¹ (1)	WST 601 Concepts of Gender (3) WST 602 Mapping Intersections (3) Specialization (3) SST 691: Teaching for Social Transformation (1)
<i>Year One Spring</i>	WST 603 Engendering Methodology (3) Methods (3) Specialization (3) SST 691: Teaching for Social Transformation (1)	WST 603 Engendering Methodology (3) Methods ² (3) Specialization (3) SST 691: Teaching for Social Transformation (1)
<i>Year Two Fall</i>	Specialization (3) Elective (3) Methods (3) SST 691: Teaching for Social Transformation (1)	Specialization (3) Specialization (3) Methods (3) SST 691: Teaching for Social Transformation (1)
<i>Year Two Spring</i>	WST 701 Research Design (3) Elective (3) SST 691: Teaching for Social Transformation (3) ³	WST 701 Research Design (3) WST 690 R&C- Comprehensive Exam Prep (3) SST 691: Teaching for Social Transformation (3) Qualifying Exam
<i>Year Three Fall</i>	WST 690 R&C- Comprehensive Exam Prep (3) Specialization (3) Elective (3) Qualifying Exam	WST 792: Research (6) Comprehensive Exam
<i>Year Three Spring</i>	Elective (3) Elective (3) Elective (3) Comprehensive Exam	WST 792: Research (6) Defend dissertation proposal⁴
<i>Year Four Fall</i>	Elective (3) Elective (3) WST 690 R&C-prospectus prep (3) Defend dissertation proposal⁴	WST 799 Dissertation (6)
<i>Year Four Spring</i>	WST 792: Research (6)	WST 799 Dissertation (6) Dissertation defense
<i>Year Five Fall</i>	WST 799 Dissertation (6)	
<i>Year Five Spring</i>	WST 799 Dissertation (6) Dissertation defense	
Total time	5 years	4 years

¹ First and second year students who are serving as TAs are strongly recommended to take SST 691: Teaching for Social Transformation for 1 credit per semester.

² If you are transferring methods courses, then the methods courses here can be replaced by general electives.

³ Students who are planning on teaching their own courses are strongly encouraged to take SST 691: Teaching for Social Transformation for 3 credits in Year Two/Spring. This course may be used as an elective to fulfill the degree requirement. Students who are not teaching their own courses may take an elective instead of SST 691.

⁴ Most dissertation grants and fellowships require students to be ABD. As most deadlines are between September and November, students are strongly encouraged to take into consideration these deadlines when scheduling the dissertation proposal defense date. See "Grants, Fellowships, and Financial Aid" for more information.

Course Planning List

This list is intended to be used in conjunction with the Typical Program of Study to assist students in planning their doctoral coursework.

Course	Course Title	Credit Hours
WST 601		3
WST 602		3
WST 603		3
WST 701		3
Methods		3
Methods		3
GS Elective/ Seminar		3
WST 799	Dissertation	12
Electives	Post MA students must earn 12 elective credits (30 credits transfer from prior MA). Post BA students must earn 42 elective credits.	42
TOTAL CREDIT HOURS		84

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Electives for Post MA Students (12 elective credits at ASU)		
Elective*		3
Elective*		3
Elective**		3
Elective**		3
Electives for Post BA Students (42 elective credits at ASU)		
Elective*		3
Elective**		3
Elective**		3
Elective		3
<p>These can be general coursework, internship, seminar, readings & conferences, or research credits. Courses may be selected from within or outside the WGS Program. * WST 792: Research; ** SST 691: Teaching for Social Transformation</p>		

Ph.D. Qualifying Examination

Students are required to take the Qualifying examination (previously known as the “Theory/Methods exam”) prior to preparing for the comprehensive examination. The Qualifying exam should be completed at the beginning of the third year for post-B.A. students, and sometime during the second year for post-M.A. students. Students must have taken WST 601, 602, and 603 prior to taking the qualifying examination.

The goal of this exam is to evaluate students’ understanding of the field of Gender/Women’s Studies, as well as their ability to think critically and creatively, and put ideas in conversation with each other. It is required before post-B.A. students will be allowed to teach in-person classes on their own. This exam also functions as the exam for the Master’s in Passing. Students are required to pass this examination in order to continue in the program. This exam is required of all students, including post-M.A. students.

Exam Structure:

This exam is taken at home. It is written and graded by the WGS Qualifying Examination Committee, which will provide a standardized reading list, updated regularly, of approximately 75-125 items (books and articles) for each exam. Students are responsible for all items on the reading list, and are permitted to use materials not on the list in response to the exam questions. **Students must have an approved iPOS on file before they are permitted to take the Qualifying exam.**

An oral defense, conducted by the Qualifying Exam Committee, follows within about two weeks after the written exam. Students will be informed of their grades following the oral defense.

The Qualifying exam is given on the **first weekend of either the fall or spring semesters**, so that students can complete the exam before they are too far into the work of the semester.

Exam Process and Format:

As noted above, reading lists will be prepared for each written exam. Although in writing their exams students *can* draw on relevant readings that are not on the lists, they are only *responsible* for listed readings. However, students will be expected to extrapolate from listed readings to other topics, sources, and situations.

Written exams will be taken at home over the first weekend of the semester. Exam questions will be given to students at 9:00 AM on a Friday morning and will be due no later than the following Monday at 9:00 AM. There is an upper page limit of 30pp, typically 10pp for each question.

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These exams are scheduled according to the following time-table:

	Fall semester exams	Spring semester exams
Student must inform Graduate Director of intention to take exam by	April 1	August 15
Committee gives students reading list by	May 1	September 15
Exam given	First weekend of Fall semester (mid-August) (written exam, followed in about two weeks by oral)	First weekend of Spring semester (early-mid January) (written exam, followed in about two weeks by oral)

Exam Protocol

Written exams:

The goal of these exams is to demonstrate students' understanding of the literature and measure students' ability to create original interpretations using the tools of gender analysis.

Reading lists will be prepared for each written exam. Although in writing their exams students *can* draw on relevant readings that are not on the lists, they are only *responsible* for listed readings. However, students will be expected to extrapolate from listed readings to other topics, sources, and situations.

Past questions will be kept on file and will be available to all students and faculty, but should not be regarded as definitive of the type and style of questions the committee will ask, as different members will create different questions. Students should remember that the Qualifying exam is testing their knowledge of the core of the field, not only on the core courses. **Students are also advised to meet with the committee members to get a sense of the type and style of questions the committee will likely ask.**

Although students are encouraged to study for their exams in groups, they may not consult with other students or anyone else during the writing of their exams. The one exception is that students may speak with the Graduate Director or the appropriate exam committee chair to clarify administrative details such as time, page length, etc.

The exam committee can require the student to answer all questions or can give the student multiple questions and allow the student some choice of which questions to answer.

Be sure to re-read your answers before turning in your exam, and to re-read it again before your oral exam.

Students must submit their Qualifying exam as a Word file or PDF to the Graduate Director, who will then run the file through ASU's anti-plagiarism software (currently Safe Assignment).

Grading Policy

Qualifying examinations are graded as follows: pass, fail, or pass with distinction. If a student fails this examination, the student is generally permitted one additional attempt to pass the exam. If the student fails the exam the second time, the student is not qualified to continue in the program and will be required to leave the program. The exam committee may require a student to rewrite part of the exam, or the entire exam. The results of the examination are recorded internally unless the student has failed a second attempt. If the student is a post-BA student and would like to complete the Master's in Passing, the exam results are recorded in the MIP iPOS.

Oral defense:

Among other questions, all students will be asked if there is anything they would like, on reflection, to add to what they wrote or anything they wish they had written differently. The exam thus begins with the student's reflection on their exam, followed by specific questions from the committee.

Ph.D. Comprehensive Examination (“Comps”):

Students are required to take their comprehensive exam in a “specialization.” Each exam consists of two parts (written and oral). Students will receive one grade for the written exam and one grade for the oral defense.

The comprehensive exam should be completed once most coursework is completed, typically during the second year in the program for post-M.A. students and the third year for post-BA students. Students will have successfully completed the Qualifying examination before preparing for, or taking, the Comprehensive Exam.

The goal of this exam is to demonstrate students' understanding of the literature and measure students' ability to create original interpretations using the tools of gender analysis. In addition, the comprehensive examination demonstrates the student's knowledge of the area of specialization s/he wishes to pursue and the general area of the dissertation. Finally, this exam should help the student prepare for the writing and defense of the dissertation prospectus.

Exam Structure

Exams are given in the student's area of specialization. Students will be evaluated on their understanding of the area they have chosen. Questions will measure the student's ability to apply a gender analysis that is interdisciplinary, transnational, and intersectional to a concrete problem or problems in the specialization. A timely completion of the specialization exam is important, so the exam should come at the end of the student's third year (post-B.A.) or second year (post-M.A.). This will allow the student to complete the prospectus defense at the beginning of the fourth (third) year, which is crucial to applying for external fellowships and grants.

This exam is taken at home, and is written and graded by the student's (dissertation) Supervisory Committee. As a result, students must decide on a Supervisory Committee before they can submit a request to take a Comprehensive exam.

A reading list of 75-100 items (books and articles) will be developed for this examination by the student's Supervisory Committee, in consultation with the student. The committee will choose readings with the aim of helping students get a firm grasp both of the key debates in the broad relevant areas of the field and of the literature more narrowly relevant to the students' specific research interests.

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An oral defense, conducted by the Supervisory Committee, follows within about two weeks after the written exam. Students will be informed of their grades following the oral defense. (See Grading Policy below.)

Note: To ensure equity, there should be *no communication* between any faculty members and the student regarding his/her exam between the written and oral examination.

Exam Process and Format

As noted above, reading lists will be prepared for each written exam. Although in writing their exams students *can* draw on relevant readings that are not on the lists, they are only *responsible* for listed readings. However, students will be expected to extrapolate from listed readings to other topics, sources, and situations.

Written exams will be taken at home over a weekend (or an equivalent 72-hour period). Exam questions will be given to students at 9:00 AM on a Friday (first day) morning and will be due no later than the following Monday (third day) at 9:00 AM. For the comprehensive exam, the upper page limit is 35pp, but the committee may set a lower number of pages as appropriate. The student is responsible for scheduling a room for the oral defense for the Comprehensive exam, and for coordinating with faculty on their schedules.

Exam Scheduling

Since the Comprehensive Exams are given by individually-constituted committees, there are no stated deadlines for requesting or giving these exams. However, faculty members need at least a month to put together a reading list, and students need at least two months to study for the exam after receiving the reading list. Consequently, students should inform their Graduate Advisor *and* the Graduate Director that they want to take their comprehensive exam no less than *four* months before their desired exam date. Faculty members are responsible for compiling a reading list within 4-6 weeks after a student requests an exam date.

The following time-table offers two *examples*:

	Fall semester exam	Spring semester exam
Student declares intention to take exam	April 1	Sept. 1
Committee gives student reading list	May 1-May 15	Oct. 1-15
Exam given	August-September (written exam, followed in about two weeks by oral)	January-February (written exam, followed in about two weeks by oral)

Exam Protocol

Written exams

The goal of these exams is to demonstrate students' understanding of the literature and measure students' ability to create original interpretations using the tools of gender analysis.

Reading lists will be prepared for each written exam. Although in writing their exams students *can* draw on relevant readings that are not on the lists, they are only *responsible* for listed readings. However, students will be expected to extrapolate from listed readings to other topics, sources, and situations.

Past questions will be kept on file and will be available to all students and faculty, but should not be regarded as definitive of the type and style of questions the committee will ask, as different members will create different questions. **Students are also advised to meet with their committee members to get a sense of the type and style of questions the committee will likely ask.**

Students may not consult with other students or anyone else during the writing of their exams. The one exception is that students may speak with the Graduate Director or the appropriate exam committee chair to clarify administrative details such as time, page length, etc.

The exam committee can require the student to answer all questions or can give the student multiple questions and allow the student some choice of which questions to answer.

Be sure to re-read your answers before turning in your exam, and to re-read it again before your oral exam.

Students must submit their exam as a Word file or PDF to the student's committee, and the committee chair will then run the file through ASU's anti-plagiarism software (currently Safe Assignment).

Oral defense

Among other questions, all students will be asked if there is anything they would like, on reflection, to add to what they wrote or anything they wish they had written differently. The exam thus begins with the student's reflection on their exam, followed by specific questions from the committee.

Grading Policy

Comprehensive examinations are graded either pass, fail, or pass with distinction. If a student fails an examination, the examining committee may require the student to leave the program OR may allow the student to take the exam a second time. If a student is permitted by the committee to retake the exam, the student must petition the graduate college in order to retake the exam. The chair of the examination committee and the student's advisor will need to document their belief that the student will be able to prepare for, and pass, the second exam.

Students who fail the Comprehensive Exam must work with their Comprehensive Exam committee to set a time for their second attempt at the Comprehensive exam.

Any student who fails an exam on his or her second attempt will be required to leave the program.

To retake an exam, students must receive permission both from the committee and from the Graduate College. To receive College permission, students must submit the petition found at

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<http://www.asu.edu/graduate/forms/index.html> under “*Petition to the Graduate College.*” However, students must first submit the Report of the Doctoral Comprehensive Exams (below).

Exam Results Reporting

The form may only be submitted after all of the following have been completed successfully:

- Program of study filed with the Graduate College;
- Both comprehensive examinations passed (written plus oral);
- Language requirements (if any) are met.

Dissertation Proposal

After successful completion of the comprehensive examinations, the student, in consultation with the Graduate Advisor, should prepare a proposal for a research-based dissertation. The proposal should include:

- An introductory statement giving the general ideas of the dissertation, describing the major question it addresses, and placing it in the context of the existing literature.
- A description of the methods, data, and sources proposed for the project and of their strengths and weaknesses. The methods can include, but are not limited to, the specific questions and analytical approaches the researcher addresses.
- An approximate outline of the dissertation.
- A working bibliography, in a format chosen by the Graduate Advisor, which includes basic sources already read and key sources needed to realize the project fully.

Dissertation Proposal Defense

The dissertation proposal defense is an oral examination and will be scheduled and conducted after the successful completion of the comprehensive examinations. The date of the examination is determined by the student and her/his Supervisory Committee. Passing this examination constitutes a "go ahead" on the dissertation project. The examination is conducted by the Supervisory Committee.

Before taking the proposal defense, the student must file his/her Program of Study and finish the comprehensive examinations. There should be at least a week between the completion of the comprehensive examinations and the prospectus defense.

Upon successful completion of the dissertation proposal defense, the student must submit a form entitled Results of the Doctoral Dissertation Proposal/Prospectus. Failure of the prospectus defense is considered final, unless the advisory committee, head of the Program, and the Graduate College dean approve a petition requesting a second defense. The revised proposal must be submitted by the end of six months from the date of the first defense. However, it is typically the case that the head of the student's Supervisory Committee will not permit the student to schedule the defense until the student's prospectus is sufficiently complete to pass.

Candidacy

After the successful completion of the foreign language exam (if applicable), the comprehensive exams, and the dissertation proposal oral defense, the student will submit the Report of the Doctoral Comprehensive Exams, signed by the Supervisory Committee, to the Graduate Director for signature/approval. Upon approval of this form, the Graduate College will admit the student to candidacy; students can confirm this has occurred by checking their myASU page. The oral defense of the dissertation must occur within five years of the student's admission to candidacy. Students should consult the graduate college website for the timing of obtaining format approval, filing for graduation, and scheduling the dissertation defense. Each of these steps must be completed within a specified time period prior to the commencement exercise, and all of these steps are listed at <http://graduate.asu.edu/graddeadlines.html>.

Dissertation

A dissertation is required. There are two options for the dissertation:

1. Book option: These dissertations are written as the first draft of a book manuscript.
2. Article option: These dissertations contain three related but stand-alone pieces, each of which is either a *publishable* article or a *published* article that was written for and during the course of doctoral training. In addition, these dissertations include an introductory chapter and a concluding chapter that preface and draw from all three papers. No more than one article may be co-authored, and the student must be first author on any co-authored articles.

Students and advisors should discuss these options and reach agreement before proceeding.

Approval of the dissertation style formatting must be obtained from the Graduate College; a copy of the College's *Format Manual* is available in the Graduate College or online at <http://graduate.asu.edu/progress/completing/format/formatting/information>. A careful review of the manual well in advance of the preparation of the final copy of the dissertation is strongly recommended, as it outlines all relevant procedures. Students must obtain approval of the format for the final copy of their dissertation prior to submitting it to the Graduate College for the oral defense. The format review is now done online, and there is a formatting tool <https://graduate.asu.edu/formatadvising/> that will help to ensure that your dissertation format is correct.

Dissertation Examination

A final oral examination in defense of the dissertation is required and will be scheduled by the student through myASU with the approval of the Supervisory Committee and the Dean of Graduate Education. The student must submit a draft of the completed dissertation to the Graduate Director at the same time that it is submitted to Graduate Education; a complete dissertation, approved by the committee chair, is required before the scheduled defense will be approved. In addition, the chair of the Supervisory Committee must contact the Graduate Director at least 10 days prior to the planned defense to approve the scheduling of the defense. *No defense will be approved without a completed dissertation and approval of the chair of the Supervisory Committee.*

Please note students must submit the complete, final draft of the dissertation to the entire committee at least two weeks prior to the defense.

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The examination is conducted by the Supervisory Committee and others appointed by the dean of Graduate Education. A simple majority of votes cast is required for a successful defense. The examination will be open to the ASU community and will be publicized through appropriate channels. The date of the exam is scheduled by the student and Supervisory Committee, with approval from Graduate Education.

Candidates must take the final oral examination in defense of the dissertation within five years after passing the comprehensive examinations. Exceptions must be approved by the Supervisory Committee, the head of the academic unit and the dean of Graduate Education, and ordinarily will involve passing new comprehensive examinations.