

**Graduate Handbook
for the
Gender, Women and
Sexuality Studies M.A.
2025-2026**

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The College of Liberal Arts and Sciences: <https://thecollege.asu.edu>

ASU Graduate College: <https://graduate.asu.edu>

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Introduction

The Women and Gender Studies (WGS) Program is part of the School of Social Transformation (SST) in The College of Liberal Arts and Sciences (The College) at Arizona State University (ASU). This manual, compiled by the Women and Gender Studies Graduate Committee, is intended to serve as a guide to both faculty and students in all matters relating to:

- Graduate Certificate in Women and Gender Studies
- Graduate Certificate in Sexualities Studies
- Accelerated M.A. (formerly 4+1) in Gender, Women, and Sexualities Studies
- Applied Master of Arts in Gender, Women, and Sexuality Studies (GWSS) Online Program
- Applied Master of Arts in GWSS In-Person Program
- Auto-Enroll Option for ASU WGS BA students

This handbook is a supplement to the *ASU 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 webpage <http://graduate.asu.edu> is a useful additional source of information.

This handbook is given to incoming graduate students at orientation, and the most current version is also available on the [SST Website](#) (under the GWS program overview. Please note that the handbook a student receives at orientation governs their time as a student. All past handbooks are archived.

OVERSIGHT OF WSG GRADUATE CERTIFICATES AND MASTER'S DEGREES

School of Social Transformation Graduate Administration

The School of Social Transformation (SST) Graduate Coordinator assists graduate students in all aspects of their program and degree completion, such as iPOS questions, course selection, and various SST and ASU deadlines.

SST Graduate Program Coordinator Kayla Elizondo-Núñez kayla.elizondo@asu.edu

SST Associate Director for Graduate Studies (ADG) serves as SST's contact with ASU's Graduate College and plans and coordinates student orientation, professional development, and mentoring activities. The WGS Graduate Program Committee works with the ADG to ensure compliance with SST and the Graduate College. The ADG also addresses issues related to graduate student questions, grievances, and problems and works closely with the Graduate Coordinator.

SST Associate Director for Graduate Studies (ADG) Dr. Raphaël Charron-Chénier
rcharron@asu.edu

Women and Gender Studies Graduate Committee

This committee, in consultation with the WGS faculty lead, is responsible for policy making, oversight, and administration of various matters including (but not limited to): admissions, faculty advisors, supervisory committees, examinations, selection and assignment of graduate assistants, standards, and recruitment. It is the committee's purpose to assist and guide students in their graduate work. Any questions, problems, or suggestions from faculty or students should be discussed with members of the committee. A current list of committee members is available from the chair of the Director of Graduate Studies for WGS (who is also the Chair of the WGS Graduate Committee) or the WGS faculty lead.

Director of Graduate Studies for WGS and Chair, WGS Graduate Committee, Dr. Heather Switzer heather.switzer@asu.edu WGS faculty lead, Dr. Crystal Jackson: Crystal.Jackson@asu.edu

Women and Gender Studies Graduate Faculty

Students' WST courses are taught by WGS and SST graduate faculty, and students' supervisory committees will be led by a WGS graduate faculty member.

The Women and Gender Studies graduate faculty consist of faculty who have been approved by ASU to chair or serve on M.A. and Ph.D. committees in Gender Studies and endorsed via WGS faculty vote.

The following information is relevant for faculty:

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 a Ph.D. or equivalent credential.
3. Demonstrated record of continuing high-quality research in gender studies.
4. Willingness to undertake Ph.D. committee responsibilities.

Contact WSG faculty lead for information on WGS endorsement and see [guidelines for faculty](#) on the Graduate College website.

RESOURCES & STUDENT SUPPORT SERVICES

ASU Library

The [ASU Library](#) system has over 3 million volumes and supports teaching and research for both

students and faculty. Reflecting its recent emphasis on shifting to electronic content, ASU Library has aggressively licensed full-text journal packages and databases for use by students and faculty. Accessed from campus or remotely, these materials are available 24 hours a day, 7 days a week. Faculty and students can electronically request (non-Reserve) books from any of the four-campus libraries to be picked up in whichever library is most convenient; these books can be returned to any ASU Library location. When materials are not available in any of the ASU Library locations, ASU Library provides subsidized interlibrary loan services for faculty and students.

[Hayden Library](#), the main social sciences and humanities library, constitutes a valuable source of research information, particularly via its collection strengths in subject areas such as: social sciences, social policy, economic development, community development, and in its [Government Documents Collection](#). In addition to providing reference assistance in person, by telephone, or by e-mail in all of the ASU Library locations, the ASU Library system offers a 24/7 virtual real-time chat reference service.

Career Services

[ASU Career Services](#) offers many services and resources, including career advising, assistance with resume writing, interview preparation, networking, and job search. Career Services holds job fairs on-campus every semester and has recently implemented [Handshake](#), a new online tool for connecting with prospective employers for internships and employment.

Graduate Academic Support Center

ASU offers a dynamic, supportive learning environment and programs for ASU graduate students enrolled in any graduate certificate or graduate degree program.

[Graduate Statistics Tutoring](#) provides any graduate student with free one-on-one appointment-based tutoring for statistics coursework as well as peer guidance on the quantitative analysis portion of thesis, dissertations or other research projects. Graduate students can make an appointment with a consultant to discuss and work on:

- Statistics coursework

- Data cleaning and proper formatting

- How to perform analysis using software such as SPSS, SAS, R, Excel, Minitab, and JMP

- How to explain the meaning and significance of your results in writing.

Graduate students can work with consultants at [Graduate Writing Tutoring](#) at any stage of the writing process to hone their writing skills and to receive coaching advice about navigating graduate life. ASU offers online writing tutoring in addition to four on-campus locations to serve ASU graduate students. The Tempe, West, and Downtown Phoenix campus centers also offer graduate students a place to read and write or to meet with a writing group. ASU Writing Centers also facilitate [Dissertation Writing Camps](#) during the summer.

Healthcare & Insurance

All students, whether they have health insurance or not, are eligible to use [ASU Health Services](#). Graduate students must be enrolled in a graduate degree or certificate program and registered for at

least three credit hours or one dissertation/thesis hour. Visit ASU Health Services for additional information and instructions regarding [Student Health Coverage Options](#), Eligibility & Enrollment. International students will automatically be enrolled in the student health plan upon registration for class. For students with an RA/TA appointment, refer to the *Benefits* section of the [TA/RA Handbook](#) for additional health insurance information. All students are required to meet the measles, mumps, and rubella (MMR) [immunization requirements](#) before class registration. You will see an MMR Immunization hold in the Priority Tasks module in My ASU until your MMR information is received and verified. Read [additional information](#) about MMR and other immunization information at [ASU Health Services](#).

Student Accessibility and Inclusivity Learning Services

The [Student Accessibility and Inclusivity Learning Services](#) (S.A.I.L.S.) provides services to qualified students with disabilities on all ASU campuses. Services include testing accommodations, note-taking services, on-campus transportation, and more. Students new to ASU must log into [DRC Connect](#) to get started with registering with the DRC office. Contact DRC to determine eligibility and submit required documentation.

Veteran's Resources

ASU has a robust veteran student services center. The [Tillman Center](#) offers advising, assistance with GI benefits, military transfer credit, and other services. The Tillman Center is staffed almost entirely by veterans who relate to the challenges that new students experience and provide support in navigating complex governmental systems.

Counseling Services

Students are eligible for personal counseling services at ASU. [ASU Counseling Services](#) offers confidential, time-limited counseling and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals. Counselors talk with students, help identify solutions or support, and connect students with those services at ASU or in the community.

Sexual Violence Awareness, Prevention, and Response

Students are eligible for specific confidential [counseling, services, and supports](#) sexual assault, relationship violence, stalking, sexual harassment and other related experiences. Students may access free advocacy and support through [Victim-Survivor Services](#).

Title IX

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in

admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

Business Services

Student Business Services offers a variety of student account services including tuition and billing, student refunds (including financial aid), receipt and payment processing, support for past due accounts, third party sponsorship assistance, and loan repayment. Contact [Student Business Services](#) for assistance with student account questions.

Parking and Transit

ASU offers many parking and transit services, including permitted lot and garage parking, campus shuttles, bike lockers and bike valets. Visit [ASU Transportation](#) for parking maps, shuttle routes, and permit policies. [The City of Tempe](#) also has options for traveling to and from campus, including bus, neighborhood circulators, and light rail.

Sun Card

Students must obtain an ASU identification card. The Sun Card is the official student ID for ASU and provides access to campus amenities and services, including secure buildings and elevators as needed. The Sun Card office is located in the Memorial Union lower level. Visit [Card Services](#) for more information on the types of cards offered.

Wellness Services

Graduate school is often a stressful experience. While your academic work is important, it is also important to pursue activities that may help clear your head and reduce stress. The [Sun Devil Fitness Center](#) has a broad range of services. In addition, GPSA has prepared a one-page guide to financial, social, emotional, and physical health and wellness resources [Graduate Wellness Resources](#) and a [10 Best Practices in Graduate Student Wellbeing](#) list that highlights proven ways to help graduate students better care for themselves under the increasing demands of graduate school. Further, [ASU's Center for Mindfulness, Compassion & Resilience](#) has short meditation videos to view, a mindful writing group that welcomes doctoral students, and other supports.

CERT HANDBOOK

General Policies for Graduate Certificate Programs

Prerequisites

- Applicants must have completed their baccalaureate degree, in any field, from a regionally accredited institution.
- 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 an ASU MA, MS, MSW, or PhD graduate program.

- The Graduate Certificate programs welcome applications from qualified students without regard to sex, gender identity, race, creed, color, religion, sexuality, age, caste, or national origin.

Application and Admission

Application: Complete the application form available at the Graduate College website.

Admission: Admission decisions are made by the Graduate Director for WGS on a rolling basis, with advice from the graduate committee if needed.

The standard application fee for graduate programs applies.

Applicants must fulfill the requirements of both the Graduate College and The College of Liberal Arts and Sciences.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit:

1. graduate admission application and application fee
2. official transcripts
3. a statement of purpose for pursuing the certificate
4. proof of English proficiency

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

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:

Ensure that your certificate iPOS is accurate and up to date.
Apply for graduation.

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.
- Students who wish to apply courses towards the elective requirement other than those on the pre-approved list must request permission from the chair of the WGS Graduate Committee 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-pre-approved course.

- Up to two courses (6 credits) taken at ASU or elsewhere prior to admission to the Certificate program can be applied toward the *elective* requirements, with permission from the Director of Graduate Studies for WGS.

Please note that ASU does not issue a paper certificate or diploma for certificate programs; the certificate completion is noted on the student's transcript.

Gender Studies Graduate Certificate

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.

Certificate Requirements

The Gender Studies Graduate Certificate is a 15-credit hour program.

- Required Core (6 credits)
 - WST 601: Critical Concepts of Gender (3 credits)
 - WST 602: Mapping the Intersections of Gender (3 credits)
- Electives (9 credits)
 - Complete three additional courses selected in consultation with the Graduate Coordinator and as necessary, the Chair of the WGS Graduate Committee.

Sexualities Studies Graduate Certificate

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 Sexualities Studies.

Certificate Requirements

The Sexualities Studies Graduate Certificate is a 15-credit hour program.

- Required Core (3 credit hours)
 - SST 604: Sexuality Studies (3 credits)
- Electives (12 credit hours)
 - Complete four additional courses selected in consultation with the Graduate Coordinator and as necessary, the Chair of the WGS Graduate Committee

General Policies for M.A. Programs

Admissions

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

Admissions Deadline

Applications for the Online M.A. program are due by July 1st and November 1st for admission the following semester. Applications for the In-Person M.A. are due December 15th for admission the following fall semester. In-Person M.A. applications are reviewed on a rolling basis after December

15th until the cohort is full.

Submitting the Application

All materials must be submitted directly to the [Graduate College](#), not to the program or school. Many of the requested materials are required by the ASU Graduate College, not Women and Gender Studies or SST; the program cannot waive or change ASU Graduate College requirements. Information about ASU graduate admissions policies and procedures can be found here: <https://students.asu.edu/graduate/apply>.

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

Application requirements for the M.A. programs:

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. <https://admission.asu.edu/international/graduate/english-proficiency>
5. **Resume or curriculum vitae.**
6. A **statement of purpose** of approximately 1,000 words describing any prior research experience and training, professional goals and research interests, and the fit between the applicant's interests and WGS program requirements, current faculty, and coursework.
7. **Relevant Coursework:** List at least two previously completed college courses taken (undergraduate or graduate) that focus on gender and/or women and/or feminism. In addition, list any previously completed research methods courses and social justice focused courses (undergraduate or graduate). *Applicants who do not meet this requirement may not receive full consideration*—WGS strongly encourages applicants to take additional courses in gender and/or women prior to applying to either program.

Additional materials for the M.A. program:

1. **GRE scores** are not required for admission to the M.A. program.
2. **Writing Sample:** 7-10 pages, maximum. This could be a research brief or report, a white paper, a policy paper, or a paper for a recent academic course. Your writing sample should reflect 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 the applicant's ability to complete a graduate degree in Women and Gender Studies.

All of the application components above can be uploaded directly through the ASU Graduate

Admission Services online application process. Unofficial transcripts may be uploaded, but official transcripts are still required to process admission. Official transcripts can be sent electronically to transcripts@asu.edu or can be physically mailed to ASU Graduate Admission Services, PO Box 871003, Tempe, AZ, 85287-1003. Transcripts sent via email at transcripts@asu.edu may be accepted if sent directly from an authorized school official at the issuing institution. For further information on transcripts, [please review this page](#). *Please note that the School of Social Transformation faculty or staff can not waive the official transcript requirement or personally process transcripts.*

Reviews and Recommendations

When the applicant's file is complete, the WGS Graduate Committee reviews it and makes its recommendations—accept or reject—based on how competitive each applicant is relative to program requirements and the applicant pool. The committee's final recommendation is forwarded to the ASU Graduate College, which makes the final decision and notifies both the applicant and the program.

The ASU Graduate College will make one of 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 SST ADG and 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 SST ADG and Director of Graduate Studies for WGS no later than June 30th. Students may defer admission for up to one year with permission from the WGS graduate committee. The deferral of admission is a serious decision, however, and students should not do so without compelling reasons.

Starting the M.A. Program

At least one month before beginning the program, newly admitted graduate students should contact the SST Graduate Coordinator. In addition, the Women and Gender Studies program will provide a packet containing a copy of this manual and other relevant material. Normally, the SST Graduate Coordinator and the ADG will host an orientation for new graduate students (via Zoom for online students) during the week before classes begin. Please contact the SST Graduate Coordinator with any questions.

Enrollment and Tuition

Graduate students register through My ASU per their enrollment appointment. Details regarding registration and course drop/add procedures are provided in the [Registering for Classes at ASU Guide](#).

Faculty Advisors and Chairs

The temporary faculty advisor and the chair are the primary people to whom the student should turn for help or guidance in connection with their graduate work. Students are encouraged to be proactive in seeking help while recognizing that faculty have multiple demands on their time.

Temporary Faculty Advisor

During the first semester of studies, the WGS graduate committee will assign each student to a temporary faculty advisor based on their research interests and faculty service load. Temporary faculty 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 switch from their temporary advisor to another faculty advisor if desired (see below).

Note that once the student identifies a faculty member to Chair their applied project, the student will no longer need a temporary faculty advisor. Said another way, the supervisory Chair is, de facto, the student's new advisor.

Role of the Temporary Faculty Advisor

Temporary faculty advisors may serve many roles, but often:

- Provide advice about course selection and the overall plan of study.
- Provide advice on adjusting to graduate school life
- Explain how the student's specific graduate program works and what milestones to note ahead.

Role of the Supervisory Chair

- The Chair will assist in the selection of the other member(s) of the supervisory committee.
- Supervise the M.A. applied project and report.
- Participate in an annual review of the student's progress in the program.
- Provide feedback on project ideas, proposal drafts, and manuscripts for presentation or publication.

Choosing a Supervisory Chair

By the end of the second semester, M.A. students should choose a faculty member to serve as chair of their applied project. M.A. students must assemble a Committee with at least one other member in addition to the chair. The student's Supervisory Chair takes the place of the Temporary Faculty Advisor.

Any member of the Women and Gender Studies Graduate Faculty may serve as advisor or chair; graduate faculty who are not members of the core Women and Gender Studies Faculty may be endorsed to co-chair with a core WGS faculty member. Emeriti Women and Gender Studies faculty may continue to chair for 3 years after retirement upon approval from the Graduate College.

Each M.A. student is responsible for choosing a chair. Students are advised to begin by looking at the descriptions of core faculty and affiliated faculty on the [SST website](#). Students should be proactive in choosing their chairs 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 faculty advisor/chair: expertise in a particular topic, geographical area, methodology, or methods; availability; mentoring style; scholarly reputation; and the possibilities for developing a good working relationship.

As noted, it is possible for two faculty members to co-chair a supervisory committee. In this case, both must be listed on the student's official Plan of Study (iPOS, see below), both must be members of the Women and Gender Studies Graduate Faculty, and **one** must be a Core Women and Gender Studies Faculty.

As noted below, the student may elect to change advisors/chairs over the course of progression through the program. However, once a student has filed to complete an applied project, the supervisory committee cannot be changed.

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 advisors in deciding on their courses from the beginning of their graduate career. Having an iPOS helps to eliminate problems around progress and oversight.

The Plan of Study must be filled out online in the first semester. Please make an appointment with the SST Graduate Coordinator to complete this task if you have questions. Students must fill out their iPOS before they have taken all their courses. Because the WGS program cannot know what courses will be offered in future years, students should make reasonable approximations (in consultation with advisors) of the courses they plan to take.

The iPOS should include courses to satisfy all of the program requirements (see "Typical Plan of Study"). Students may make use of both the "Typical Plan of Study" and the program check sheets to ensure that they have completed, or plan to complete, all of the requirements for the degree. Students are encouraged to share this check sheet with their advisor or chair. If the plan of study does not fulfill the degree requirements, it will not be approved at the program level.

A preliminary iPOS is first approved by the student's temporary faculty advisor or supervisory chair. The draft is then reviewed by the SST Graduate Coordinator and the SST ADG before the end of the first semester. The iPOS is then submitted electronically to the ASU Graduate College for final approval. The SST Graduate Coordinator will help ensure proper online entry and submission of the iPOS.

For **M.A. students**, the iPOS must be finalized 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).

Changes to the iPOS may be requested after it has been filed, it is recommended that students update their iPOS at the end of each academic year. Petitions for changes are subject to the approval of the student's faculty advisor/chair, the ADG, and the Graduate College. Please update the iPOS regularly, so that the listing of courses is accurate and complete.

Foreign Language Requirement

The program does not require competency in a foreign language, although it may be useful for specific research projects. Faculty advisors/chairs may, at their discretion, strongly recommend that 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." View [grade option descriptions here](#).

Grade of Incomplete

Incompletes for courses are discouraged. An Incomplete is noted as an "I" grade until remedied. 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 permanent grade of "I" on the student's transcript, which can adversely impact a graduate student's status in the program. Check ASU [Graduate Policies and Procedures](#) for additional information.

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. The full procedure can be found here: [Academic \(Grade\) Grievance](#).

Continuous Enrollment

Once admitted to an M.A. 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 not continuously enrolled, the student will be dropped from the program and will need to reapply to be readmitted. A student may file a Leave of Absence request as noted below.

Leave of Absence (LOA):

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 (LOA) prior to the start of the semester, and do not register for classes, will be dropped from the program and are required to submit a new degree application to re-enter their program. The WGS program will have the opportunity to make a recommendation on these applications. Graduate students planning to discontinue registration must submit a request for a LOA via their iPOS. This request must be submitted and approved before the anticipated semester of non-registration.

There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal; compassionate leave) in the middle of a semester. The policies for such withdrawals are the same for both undergraduate and graduate students. Types of withdrawals and procedures may be found at: [Add/Drop and Withdrawal](#). More information on The College policies and procedures for medical and compassionate withdrawals may be found here: [Medical & Compassionate Withdrawal](#).

Students should reach out to the SST graduate coordinator for guidance on any type of withdrawal.

Maximum Program Time Limit

All work toward a master's degree must be completed within six consecutive years.

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.

Annual Review

The Annual Review process is intended to help students graduate from the program in a timely manner and learn how to function as professionals in their future careers. Information collected from students and their advisors are used by the WGS graduate committee and the SST ADG 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.

Each spring, students must complete their Annual Review. Students should meet with their temporary faculty advisors or supervisory chair as needed in preparation for completing the Annual Review form.

After the student submits their Annual Review to the SST graduate coordinator, it will be shared with their temporary advisor/chair for comment. The WGS graduate committee then assesses the submitted annual reviews with commentary by the end of the spring semester.

Satisfactory Academic Progress

At the end of each semester, the Academic Unit reviews its graduate students' academic records to ensure that students have met the degree, Academic Unit, College/School, and Graduate College satisfactory progress policies. For students to be considered to be making satisfactory academic progress and **in good academic standing** in an M.A. program, they must meet the following conditions:

1. Must maintain a minimum grade point average (GPA) of 3.5 or higher every semester. Notice that this program GPA requirement is higher than Graduate College's minimum GPA requirement of 3.0. In this instance, the program GPA requirement supersedes the Graduate College GPA requirement.

A student whose GPA falls below 3.5 must raise their 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 GPAs 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 the permission of the student's faculty advisor/committee chair and the ADG, a student may repeat a course once.
3. Must make timely progress toward the degree with regard to course completion; students have up to 6 years to complete the degree.

Once assessed, the WGS graduate committee will write letters for all students regarding their progress. The Director for Graduate Studies for WGS will send letters will be sent directly to students. A copy is also shared with the student's faculty advisor/chair and a copy will be placed in each student's academic file. If necessary, recommendations regarding termination and/or conditions for continuation will be made by the ADG.

Academic Probation

Students not making progress per the conditions listed above will be placed on academic probation by the WGS graduate 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 they 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 ADG may recommend to the Graduate College that the student be dismissed from the 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 School or Program with the public
- academic dishonesty (e.g., plagiarism, falsification of research data). See ASU's statement on [Student Academic Integrity](#) and the Graduate College's statement on research misconduct for more information.
- 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 will receive a written statement from the ADG 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 electronically by the graduate coordinator. They are available to faculty members at any time. 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).
- 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 their right of examination will be removed before the student is allowed to view the file.

Travel and Professional Development Funding

Travel grants may be available for graduate students whose papers have been accepted for presentation at national or regional meetings, or for other professional needs. Contact the graduate coordinator for more information.

Grants, Fellowships, and Financial Aid

Students are highly encouraged to find external funding for their graduate studies and research projects. While external funding is not required to complete the Applied Project, the prestige of obtaining external funding provides a distinct advantage 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 may be found at:

1. [ASU Graduate College](#)
2. [ASU Knowledge Enterprise](#)
3. [ASU Graduate Admissions](#)

Forms

Please contact the Graduate Coordinator for assistance finding the form that you need.

Dates and Deadlines

View the university calendar found on the [Graduate College web page](#) for important dates. View the [calendar for the current academic year](#). It lists deadlines for applying for graduation, for completion of an applied project, and for the last date to hold an oral each academic period. Check these and other dates carefully.

Graduation

Procedures for graduation can be found on the Graduate College website here: [Graduation Next Steps](#)

Students should plan to check on the graduation procedures at the beginning of the semester in which they plan to graduate to ensure all procedures are followed in a timely manner. The SST graduate coordinator can help students walk through this process.

Note on summer graduations:

- Master's degree candidates planning to graduate in summer may walk in spring graduation.

APPLIED M.A. PROGRAM IN WOMEN AND GENDER STUDIES

The Applied Master's degree in Women, Gender and Sexuality Studies¹ provides transdisciplinary training with a focus on social justice that goes beyond the classroom. The program is designed for students who wish to gain advanced research skills and knowledge about gender analysis and to apply those tools to careers in a broad range of settings, from K-12 educational settings and hospitals to city governments, nonprofits, and large corporations. This flexible 30-credit MA program provides advanced training in feminist research, theory, and methodologies with a focus on real-world problems and solutions.

There is an online M.A. program and an in-person M.A. program. Online students cannot switch to in-person; however, in-person students may take online courses.

Supervisory Committees

¹ Please note: the name of the academic program at ASU is Women and Gender Studies, and the name of the Master's degree for this program is MA in Gender, Women and Sexuality Studies (GWSS).

M.A. students will assemble a supervisory committee to oversee the applied project. The supervisory committee consists of one chair and one faculty member. The faculty chair must be a member of the Women and Gender Studies Graduate Faculty; the other faculty member must be ASU Graduate Faculty or must be approved by the WGS graduate committee. Community members or other stakeholders must be approved by the chair of the supervisory committee in consultation with the Graduate Committee.

Degree Requirements

The M.A. curriculum includes core and elective courses. Core courses help build the theoretical foundations and research toolkit, which enable students to gain expertise in substantive areas of scholarly inquiry and to successfully develop and complete an applied project. M.A. students are required to complete a total of 30 credit hours as detailed below.

Required Core Courses (6 credits)

M.A. students are required to complete two core courses at ASU (even if they took similar courses elsewhere). Students must earn a grade of B or better in each core course:

- WST 501** Foundations of Feminist Thought (3 credit hours)
- WST 502** Interdisciplinary Gender Research Methodologies (3 credit hours)

Elective Requirements (18 hours)

Elective WST Courses (6 credit hrs.)

All students are required to take 6 credit hours of graduate-level WST seminars.

General Electives (12 credit hrs.)

An additional 12 credit hours of graduate-level seminars is required. Students are encouraged to enroll in additional WST courses to do so although any relevant, approved course from across the university may be used to fulfill this requirement. *It is strongly advised that in-person students take WST 592: Research for one elective to develop their Applied Project Proposal.*

Culminating Experiences (6 credit hours)

WST 593 Applied Project (6 credit hours)

Approval of 400 level courses to meet M.A. requirements

Please note that the student's temporary advisor/chair, in consultation with the chair of the WGS graduate committee and SST's ADG, 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.

Applied Project

The applied project constitutes the culmination of a student's degree and should consist of original scholarly inquiry on a topic of significance within the field of Women and Gender Studies and original application of that research in a format or genre relevant to (real or hypothetical)

stakeholders.

The Applied Project focuses on investigating, addressing, proposing solutions to, engaging with, 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 or advocacy setting. The primary audience for the student's project may vary from their local community board, their state legislature, a local community or organization, and beyond. Thus, a student may decide to create and distribute educational outreach materials such as 'zines, a program assessment, produce or improve an employee handbook, analyze internal evaluation data, situate art as praxis, draft 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.

Applied Project Process

Students are highly encouraged to discuss the expectations of the Applied Project with their temporary advisor and potential supervisory committee members over the duration of their time in the program. Students should do so before making a final decision on their supervisory committee and the overall focus of the project and proposed outcomes. The supervisory committee chair and student will work together to identify project type, form, genre, scholarly requirements, page length (if relevant), and format. The student will craft an Applied Project Proposal in consultation with their supervisory committee, as outlined below.

Proposal Process: Before any formal work on the applied project begins, the supervisory committee must approve the student's applied project proposal. The project proposal, which may be formally undertaken in WST 592: Research with the student's supervisory chair, consists of seven elements: 1) a statement of the problem, including guiding research questions, 2) a brief literature review that locates the research question in the women and gender studies literature (i.e. rationale) 3) the mode of application and proposed genre of the outcome, (i.e., project design) 3) a list of resources needed for the project (e.g. outside collaborators/experts; materials) 4) a description of the methods/inquiry 5) a timeline for completion, 6) and a working bibliography. The applied project proposal should be submitted to the supervisory committee *at least one month* before the student wishes to register for WST 593: Applied Project. Note that each student should expect to revise the applied project proposal multiple times prior to submission and before beginning the work of the project.

Applied Project Process: Each student should meet with their supervisory committee chair on a regular basis to guide revisions, edits, and changes. Each student should expect to revise the final outcome multiple times. Students should also provide other committee members with drafts as requested by the chair and/or other committee members. When the supervisory committee is satisfied with the progress of the applied project, the student presents and defends it in an oral presentation to the committee and invited stakeholders (as relevant) (see below). All committee members should be given a copy of the final draft no later than three weeks before the final oral defense.

Applied Project Deliverables: In addition to any project artifacts of the Applied Project itself, the student must also produce a written report. The written report must:

1. Provide a clear summary of the scholarly problem or artist’s statement with a focus on how the project addressed the problem. If working with an organization or formal entity, also summarize how the project met the needs of, or provided advocacy within, the organization or entity.
2. Explain the project’s significance to the field of women and gender studies.
3. Describe the project with close attention to institutions involved (e.g., a specific local government hearing or office; any businesses; etc.); sociocultural context of your project, including the intersectional nature of the problem and the outcome; and, if appropriate, historical, economic, or political context.
4. Use scholarly literature to reflect on the process, and to analyze and assess outcomes, within the context of women and gender studies concepts and theories.
5. Describe the process of scholarly inquiry (such as methods and methodologies) undertaken for the project and the benefits and limitations of this approach.
6. Provide a synopsis of the project, including recommendations for repeating the project, what might be done differently, and how this project will carry into your career or advocacy efforts.
7. Include a Works Cited or Reference page.

Oral Defense: The student will present their completed Applied Project and Written Report at an oral defense scheduled in consultation with the supervisory committee. The defense serves as the final assessment of the project. Note that the oral defense is not publicized, and the Graduate College does not require format approval; the student need to submit any form to the Graduate College. After the defense, the chair will post an A-E grade for the applied project via the grade for WST 593.

A second oral defense can be scheduled if the student failed the first defense.

Evaluation: Final grades for WST 593 (six credits) are based on the Applied Project, the Written Report, and the oral defense. 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 will fail; written reports that do not meet professional standards for writing and grammar will fail.

Typical Program of Study: In-Person M.A. Program

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:	Course	Course Title	Credit Hours
Fall Semester	WST 501	Foundations of Feminist Thought	3

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	WST 5XX/6XX	Pick a Women & Gender Studies Elective	3
	ELECTIVE 5XX/6XX	Pick a WGS or SST Elective	3
Spring Semester	WST 502	Interdisciplinary Gender Research Methods	3
	WST 5XX/6XX	Pick a Women & Gender Studies Elective	3
	METHODS	Pick a WGS/SST Methods Course	3

Year 2:	Course	Course Title	Credit Hours
Fall Semester	ELECTIVE 5XX/6XX	Pick any graduate course within ASU, note pre-reqs. <i>WST 592: Research to draft your Project Proposal strongly recommended.</i>	3
	ELECTIVE 5XX/6XX	Pick a graduate course within ASU. WST seminars preferred.	3
Spring Semester	WST 593	Applied Project	6

The Accelerated B.A./Master's of Arts (M.A.)

This accelerated program allows undergraduates in ASU's Women and Gender Studies BA program to share 12 credit hours of M.A.-level courses in Women and Gender Studies during their undergraduate senior year.

Students will complete all requirements including the core courses for the B.A. in Women and Gender Studies (120 hours) degree program and the 30 credit hours required for the M.A.

Undergraduates currently enrolled in ASU's WGS B.A. may apply to the accelerated B.A./M.A. Program. If accepted, the undergraduate student may complete up to 12 credit hours of MA-level courses (500-600 level) in Women and Gender Studies while still an undergraduate. These hours count toward both your undergraduate and graduate degree program requirements. ASU's [Accelerated Master's webpage](#) has further information.

Students in the accelerated program begin taking M.A. courses in their undergraduate senior year. The M.A. curriculum includes required core and self-selected elective courses.

Students complete the degree with applied project (note: no thesis option for GWSS MA students). M.A. students are required to complete a total of 30 credit hours at the graduate level.

With the jumpstart in graduate courses, the student may then complete the 30-hour MA program in just over a year from their undergraduate graduation date.

The M.A. degree is typically completed in two years, which is four semesters. The M.A. degree must be completed within six years. The six-year clock begins with the semester and year of admission to the program. WGS accelerated students must successfully finish their undergraduate degree by the end of their first academic year in the program (their senior year). Failure to do so will result in the ADG recommending the student's dismissal from the graduate program.

Students must go through an application process to be officially admitted to the M.A. program.

Only graduate courses with a grade of "B" (3.00) or higher may be included on a graduate plan of study.

Accelerated students must adhere to all the graduate student policies and procedures of the academic unit and Graduate Education. Failure to maintain satisfactory progress throughout the degree will result in the student being notified in writing that they will be placed on probationary status. If the student does not meet minimum standards by the time the probationary status ends, the student will be notified in writing that the ADG will recommend their dismissal from the program.

Typical Program of Study: Accelerated M.A. Course Schedule

Below is a sample course schedule for an accelerated M.A. student, providing program benchmarks:

Year 1: Senior Year	Course	Course Title	Credit Hours
Fall Semester	WST ² 501	Foundations of Feminist Thought	3
	WST 4XX	Women & Gender Studies Elective	3
	<i>----- Any additional undergraduate courses needed -----</i>		
Spring Semester	WST 502	Interdisciplinary Gender Research Methods	3
	WST 4XX	Women & Gender Studies Elective	3
	<i>----- Any additional undergraduate courses needed -----</i>		

Year 2: Graduate Student	Course	Course Title	Credit Hours
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² "WST" is the prefix for all Women and Gender Studies courses at all levels (undergraduate and graduate).

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Fall Semester	ELECTIVE	Elective/Substantive Seminar (<i>WST 592: Research strongly recommended to develop your Applied Project Proposal</i>)	3
	METHODS	WGS/SST Methods Course	3
	ELECTIVE	Elective/Substantive Seminar	3
Spring Semester	WST 5XX/6XX	Women & Gender Studies Elective	3
	WST 593	Applied Project	6

Once students have applied and are accepted into the M.A. program, all processes, including the Applied Project requirements listed above.