Introduction

The Feminist Studies Graduate Program Student Handbook is designed to introduce students to the Feminist Studies Graduate Program at the University of Minnesota. This handbook is also a compilation of policies and procedures useful to all students in Feminist Studies.

Note that the information in this handbook is subject to change. Over the coming year, you may be given a copy of any changes in departmental, college and university policy and procedures as an addendum. If you have additional questions about these changes, contact the Director of Graduate Studies for the most up-to-date information.

At the beginning of each academic year, a revised copy of the Student Handbook will be re-issued as a pdf and distributed to all Feminist Studies graduate majors and the GWSS faculty.

U of M Department of Gender, Women, and Sexuality Studies (GWSS)  
http://www.gwss.umn.edu

U of M Graduate School  http://www.grad.umn.edu

National Women’s Studies Association  http://www.nwsa.org/

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PART ONE: OVERVIEW GRADUATE FEMINIST STUDIES

PROGRAM GOALS AND COMPONENTS

The Graduate Program in Feminist Studies at the University of Minnesota is committed to developing scholars who will advance interdisciplinary feminist research. Our graduates demonstrate a high level of competence in interdisciplinary feminist theories, research methods, and pedagogies. As part of the graduate program, students pursue their own research in light of an understanding of the interaction of gender with social conditions such as class, ethnicity, race, sexuality, disability, geopolitics, and national identity. This involves a commitment to developing feminist theory in conversation with feminist practice. The course requirements and structure of preliminary examinations are designed with these goals in mind.

Feminist Studies Ph.D. students are directly supported and housed by the Department of Gender, Women, and Sexuality Studies (GWSS). The Feminist Studies Graduate Program offers two degrees: a Ph.D. in Feminist Studies and a graduate minor in Feminist and Critical Sexuality Studies. We do not admit students who seek the M.A. degree only. If you wish to be awarded a Plan B M.A. degree, this can be done on your way to obtaining the Feminist Studies Ph.D. The graduate minor is available to qualified students seeking a Ph.D. or advanced degrees in other University of Minnesota departments, programs, colleges or professional schools.

The Department of Gender, Women, and Sexuality Studies is located in the College of Liberal Arts, which is one of twenty colleges and professional schools in the University of Minnesota. While the Feminist Studies Graduate Program has its home in the Department of Gender, Women’s and Sexuality Studies, the graduate program is also configured as part of the University of Minnesota Graduate School and the College of Liberal Arts.

The Department of Gender, Women, and Sexuality Studies began as the Women’s Studies Program and is one of the oldest such departments in the country. Currently, the Department of Gender, Women, and Sexuality Studies maintains a strong undergraduate program with a major and minor in GWSS and a minor in GLBT Studies. These undergraduate programs provide teaching opportunities for graduate students as part of your pedagogical training in Feminist Studies.

The Feminist Studies Graduate Faculty consists of GWSS core faculty and affiliated faculty from many departments, including African-American and African Studies, Chicano and Latino Studies, American Studies, Asian American Studies, English Language and Literature, Communication Studies, Geography, Political Science, History of Science and Technology, Sociology, History, Language Studies, Cultural Studies, and Comparative Literature and others. Together with the GWSS core faculty, these additional faculty members constitute the Feminist Studies Graduate Faculty.
Ph.D. PROGRAM OVERVIEW

The Ph.D. program in Feminist Studies is a four to six year program of study designed to help students develop a high level of competence in feminist theories, interdisciplinary research methods and methodologies, feminist epistemology and feminist pedagogies. Our aim is to create a well-trained professoriate for the field of gender, women and sexuality studies and feminist studies. Students pursue both general courses in feminist studies, an area of specialized concentration and a supporting field of study.

The Feminist Studies Ph.D. program admits students with full support packages for up to five years. Admissions procedures directions are available on the GWSS website and the electronic application can be found at the Graduate School Apply Yourself website. The deadline for applications to the Ph.D. Program is typically December 1 for September admissions the following year.

Course Categories

Feminist Studies doctoral students are required to complete 34-40 credits of graduate course work and 24 dissertation credits. Graduate course work in Feminist Studies is organized into three interdisciplinary categories: (1) Required Core, (2) GWSS Seminars, (3) Methods, and (4) Formal Minor or External Supporting Program.

I. Interdisciplinary Core and Required Courses (16 total credits):

   - Required Core Courses (12 cr.)
   - Colloquia Credits (4 cr.)

II. GWSS Seminars (6 cr.)

III. Research Methods & Tools (6 cr.)

IV. Minor/External Supporting Program (12 cr. taken in other departments or as part of a minor in another graduate program)

Up to two courses (6 credits) can have the same course number (e.g. a topics course number such as 8910), but taught on different topics may be used toward fulfilling coursework.

V. Doctoral Thesis Credits (24 cr. taken to support progress towards degree milestones)

Cross Designation Option. A course may be used to fulfill two separate course work requirements in Methods and/or External Supporting Program (i.e. you can cross-designate the same course for Methods and External Supporting Program requirements), up to a 6 credit limit.
EXPLANATION OF GRADUATE COURSE CATEGORIES

I) Required Core Courses and Colloquia are designed to give Ph.D. students an overview of the central questions, texts, research, methods and relevant histories in Feminist Studies.

**Feminist Theories and Methods I and II (GWSS 8108 and GWSS 8109)**
This sequence is the two-semester core requirement for students in the Feminist Studies Ph.D. program and graduate minor. Its principal aim is to create a community of scholars conversant with and actively engaged together in feminist theorizing on topics central to current feminist theory and practice.

**GWSS 8108 Genealogies of Feminist Theory**
This course explores transnational, interdisciplinary, and disciplinary feminist scholarship. The readings are designed to revisit/recreate some of the conversations and debates that have been important in constituting the field of Gender, Women, and Sexuality Studies and feminist scholarship. They are drawn both from older "classics" as well as recent scholarship.

**GWSS 8109 Feminist Knowledge Production and Research Methods**
This course focuses on interdisciplinary and intersectional feminist methods. Particular issues in include:
1) Feminist critiques of knowledge production
2) Feminist approaches to interdisciplinary/intersectional methods of research
3) Effective use of reflexivity and positionality in research and writing
4) Investigation into the relationship between methodology and theory

**Colloquium Requirement GWSS 8996**
All Feminist Studies graduate students are required to attend the GWSS Colloquium Series. In addition all students must complete four colloquium credits (GWSS 8996), a one credit requirement distributed over four semesters. When registered for GWSS 8996, students must participate in all colloquium presentations, take part in discussions and provide written reflections on these presentations. The content and specific requirements of GWSS 8996 will vary by year, depending upon the faculty member(s) who coordinates the colloquium series and the direction provided by the DGS, who evaluates this work.

**GWSS 8xxx Feminist Pedagogies**. This is a course designed to introduce students to and develop skills in feminist pedagogies.

**GWSS 8997 Research and Writing**. This course is generally taken by students who have passed their prelims and are starting to write their dissertations.
II) GWSS Seminars
The GWSS Department offers a number of courses for Feminist Studies graduate majors and minors and other graduate students. Courses taught by Affiliate Feminist Studies Graduate Faculty Students can be added to your degree program if approved by the DGS or approved by your advisor for your Program of Study. This is an automatic approval if these courses are cross-listed with GWSS. Below is a partial list of seminars that are offered regularly.

GWSS 8210 Feminist Theory and Praxis
GWSS 8220 Science, Technology, and Environmental Justice
GWSS 8230 Cultural Criticism and Media Studies
GWSS 8240 Transnational, Postcolonial, Diaspora
GWSS 8250 Nation, State and Citizenship
GWSS 8260 Race, Representation and Resistance
GWSS 8270 Theories of Body
GWSS 8280 Critical Sexuality Studies
GWSS 8103 Feminist Theories of Knowledge
GWSS 5104 Transnational Feminist Theory
GWSS 5406 Black Feminist Thought in the American and African Diaspora

III. Methods/Tools
Methods courses provide you with the empirical and analytic tools to pursue your proposed research. Courses within GWSS (such as GWSS 8201 Feminist Theory and Methods in the Social Sciences) and outside of the department can satisfy this requirement. Consult with your adviser about appropriate methods courses for your thesis research.

IV) The Formal Minor/External Supporting Program is a requirement of all doctoral students in the University. Twelve credits must be completed in a field related to, but different from, the student’s primary course of study. The minor/external program complements the interdisciplinary breadth of the core requirements and is designed to address your particular course of study.

The external supporting program consists of a set of courses selected to form a coherent body of study or a formal minor in another department or interdisciplinary program. This should be chosen with care after discussion with your advisor(s) and/or the DGS. Students pursuing a formal minor must consult the DGS in the external department or program offering the minor to clarify any special requirements for that minor. The external members of the student's examination committees should be selected from the student’s supporting program or minor.
For an interdisciplinary scholar, pursuing a formal minor in another department or interdisciplinary program is highly recommended for a competitive academic profile and for a more in-depth interdisciplinary course of study. PhD students have taken on minors/external programs in many fields, including: anthropology; critical race theory; communication and media studies; American Studies; history; sexuality studies; literary theory; global studies; environmental science; political science; immigration and human rights; and U.S. ethnic studies.

V. Doctoral Thesis Credits
Students should begin to register for Thesis Credits (GWSS 8888) in their second year of the program. Each semester, students should plan to take 2-4 Thesis Credits to prepare for major milestones. In the second year, students will take Thesis Credits to support progress on the Program Statement (see Part Two: Procedures and Policies for Doctoral Students). In subsequent semesters, students will register for Thesis Credits to plan for and prepare the Preliminary Exam Portfolio, culminating with the drafting of the dissertation thesis proposal. Students should complete the 24 Thesis Credits by the end of the fourth year, or by the time they are ABD.

After the dissertation proposal has been approved, students should consult with the DGS as to which thesis credits (e.g. GRAD 8444 or 999) to register for as they complete the dissertation.
FEMINIST STUDIES ELECTIVES
In addition to the required coursework for your degree, there is a wide array of courses you can use to satisfy the required areas of study for your degree. Note that GWSS courses listed at the 5000 level may include advanced undergraduate students.

GWSS 5104/4103 Feminist Transnational Theory
GWSS 5105 Gendered Rhetoric of Science and Technology (x-listed with Rhetoric)
GWSS 5122 Philosophy and Feminist Theory (x-listed with Philosophy)
GWSS 5190 Topics: Theory and Knowledge
GWSS 5290 Topics: Biology/Health/Environment
GWSS 5300 Communication and Gender (x-listed with Communication Studies)
GWSS 5403 Chicana/Latina Feminisms (x-listed with Chicano Studies)
GWSS 5405 Chicanas: Women and Work (x-listed with Chicano Studies)
GWSS 5490 Topics: Politics/Global Studies
GWSS 5503 Queering Theory
GWSS 5590 Topics: Change/Activism/Policy
GWSS 5690 Topics: Sexuality Studies
GWSS 5993 Directed Instruction
GWSS 5994 Directed Studies
GWSS 5995 Directed Research
GWSS 8108 Intellectual History of Feminism
GWSS 8102 Advanced Sexuality Studies
GWSS 8103 Feminist Theories of Knowledge
GWSS 8190 Topics: Feminist Theory
GWSS 8290 Topics: Social Sciences
GWSS 8301 Feminist Literary Criticism
GWSS 8390 Topics: Visual/Cultural/Literature
GWSS 8401 Gender, Space and Resistance
GWSS 8490 Topics: Politics/Global Studies
GWSS 8590 Topics: Change/Activism/Policy

GWSS 8993 Directed Instruction
GWSS 8994 Directed Study
GWSS 8995 Directed Research
Feminist Studies Ph.D. Program Checklist

COURSEWORK

The Ph.D. program consists of 34-40 credits of course work and 24 doctoral thesis credits. All doctoral students must maintain a minimum GPA of 3.5 and take at least two-thirds of the total course work on an A-F grade scale. Up to two courses (6 credits) can have the same course number (e.g. a topics course number such as 8910), but taught on different topics may be used toward fulfilling coursework. Similarly, a course may be used to fulfill two separate course work requirements in Methods and/or External Supporting Program (i.e. you can cross-designate the same course for Methods and External Supporting Program requirements), up to a 6 credit limit. As a result, the required 40 course credits can, through cross-designation, be satisfied by taking only 34 credits.

I. Required Core Courses (16 credits)

___ 8xxx/ 5103 Feminist Pedagogies (3 credits)
___ 8108 Feminist Theories and Methods I (3 credits)
___ 8109 Feminist Theories and Methods II (3 credits)
___ 8997 Feminist Research and Writing (3 credits)
___ 8996 Colloquia (4 credits) _____yr/sem _____yr/sem _____yr/sem _____yr/sem

II. GWSS Seminars (6 credits)

(1)  
(2)  

III. Research Methods (6 Credits)

Courses fulfilling requirement:  

Fulfills necessary training for dissertation research:  

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IV. Formal Minor or External Supporting Program (12 Credits)

(1)  
(2)  
(3)  
(4)  

V) Doctoral Thesis Credits (24 Credits)
# SAMPLE TIMELINES FOR COMPLETING YOUR DEGREE

The timelines on these pages have been developed for Feminist Studies Students, entering our Ph.D. program *without* an M.A. (below) in Women’s or Gender Studies and for those with an MA (next page). The milestones listed below have been developed based on successful, incremental completion of doctoral degree within four to six years.

<table>
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<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
<th>YEAR 5</th>
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<td>Fall</td>
<td>Fall</td>
<td>Fall (ABD)</td>
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<tr>
<td>GWSS 8108</td>
<td>GWSS 8109 (3)</td>
<td>GWSS seminar (3)*</td>
<td>GRAD 999 OR 8444</td>
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<tr>
<td>(3)</td>
<td>GWSS 8996 (1)</td>
<td>GRAD 8888</td>
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<tr>
<td>GWSS 8996</td>
<td>Methods #2 (3)</td>
<td>Thesis credits (4)</td>
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<tr>
<td>GWSS seminar (3)</td>
<td>GWSS 8996 (1)</td>
<td>GWSS seminar (3)*</td>
<td>GRAD 999 OR 8444</td>
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<td>(3)</td>
<td>GWSS 8103 (3)</td>
<td>Grad 8888</td>
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<tr>
<td>GWSS 8996</td>
<td>Elective/minor (3)*</td>
<td>Thesis credits (9-12)**</td>
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<td>(1)</td>
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<tr>
<td>Methods #1 (3)</td>
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<td>Thesis Credits: 18-24</td>
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**Milestones**
- Choose primary adviser;
- discuss subfield choices

**Milestones**
- File Degree Program form;
- Prepare Program Statement

**Milestones**
- Select Prelim committee;
- Begin Prelim Exams

**Milestones**
- Complete Prelims
- Submit dissertation proposal
- Consult with adviser about job search

**Milestones**
- Write dissertation
- Prepare for Consult with
- adviser about job search

*If your elective/minor courses "double count" for methods or GWSS seminar courses, you may not need to take additional seminar courses in the second and third year.

**Depending on your coursework, you will register for a different number of thesis credits to a maximum of 14 credits per term.

***Some students may take 8997 in the fourth year depending on preparations for dissertation research.
Students Entering **with an M.A.** in Women’s or Gender Studies or a related field.

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<td><strong>Spring</strong></td>
<td><strong>Spring (ABD)</strong></td>
<td><strong>Spring (ABD)</strong></td>
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<td>Methods #1 (3)</td>
<td>GRAD 8888 Thesis credits (6-9)**</td>
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<td>Thesis Credits: 8-16</td>
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<th>Milestones</th>
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<tbody>
<tr>
<td>Choose primary adviser; discuss subfield choices</td>
<td>File Degree Program form; Prepare Program Statement</td>
<td>Select Prelim committee; Prelim Exams Submit Thesis proposal</td>
<td>Write dissertation Prepare for defense Consult with adviser about job search</td>
</tr>
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</table>

*If your elective/minor courses "double count" for methods or GWSS seminar courses, you may not need to take additional seminar courses in the second and third year.

**Depending on your course load, you will register for a different number of thesis credits to get to a total of 14 credits.

*** 8997 may not be offered each year, and students can work with the DGS to find an appropriate substitution.
FEMINIST STUDIES (PLAN B) MASTERS

The Feminist Studies Graduate Program does not admit students who seek the MA degree only; however, the department recommends that students acquire a Plan B Masters along the way to their doctoral degree.

If you wish to be awarded a Plan B Masters, you must file a second Program of Study form. This means that you should file the Ph.D. Program of Study and the Plan B Masters Program of Study at the same time.

Students who wish to terminate their graduate studies after a successful Preliminary Oral Exam will find a Masters in Feminist Studies to be very useful for a variety of jobs and careers.

FEMINIST AND CRITICAL SEXUALITY GRADUATE MINOR

The Feminist and Critical Sexuality Studies (FCSS) graduate minor is a 15 credit certificate program for students enrolled in another graduate degree program at the University of Minnesota. The FCSS graduate minor provides specialized academic training in feminist and critical sexuality studies.

For admission, applicants must submit a formal letter of interest that demonstrates a clear relationship between their interdisciplinary doctoral research interests and the goals, curriculum, and scholarly resources of the FCSS minor program. Successful applicants will demonstrate general knowledge of feminist and/or GLBTQ studies in some combination of their previous coursework, research and writing, and/or organizational activity/experience. No undergraduate major or minor in these fields is required.

FCSS graduate minors must complete one of two required core courses on feminist theories and methods—GWSS 8108 or GWSS 8109. GWSS 8108 is offered every Fall; GWSS 8109 and GWSS 8xxx Feminist Pedagogies alternate.

Graduate minors must also take four electives approved for FCSS minor, which may include 5000-8000 level courses in Gender, Women, and Sexuality Studies or 5000-8000 level courses in other departments. At least one of these graduate level courses must be taken inside the GWSS Department and at least one of these graduate courses must be taken outside the GWSS Department, preferably in the student’s home department. After meeting the core requirements, minor students are given significant leeway for designing innovative projects in conjunction with their home department and the Feminist Studies DGS. Graduate minors have a primary program advisor in their home department; while the Feminist Studies DGS serves as the advisor for the minor program of study.

Students should be aware of any specific requirements determined by their home department or the Graduate School for the successful completion of the Feminist and Critical Sexuality Graduate Minor component of their doctoral program. Such requirements may include additional credits or drawing a set number of examination committee members from among the Feminist Studies Graduate Faculty. Although it is not a condition for successful completion of the
graduate minor, graduate minor students are strongly encouraged to attend the Feminist Studies Colloquia, to enroll in the Feminist Studies research and methods workshops and classes, and to consider taking Feminist Research and Writing (GWSS 8997) during the final years of dissertation work. Admission to the FCSS minor program automatically allows admission into GWSS 8108 and 8109.

Students with a particular interest in GLBTQ Studies can formally pursue this interest through the FCSS Minor.
PART II: PROCEDURES AND POLICIES FOR DOCTORAL STUDENTS

CRITERIA FOR “GOOD STANDING” IN THE PROGRAM

Graduate students must maintain “good standing” in the Department to be eligible for continued financial support as outlined in the letter of offer. “Good standing” is also an important consideration in departmental support for fellowships. When “good standing” is in question, the student will be informed in the annual review letter and issued a formal notice from the DGS and Chair of the Department. Criteria for “good standing” include the following:

**Progress toward Milestone completion.** Graduate students are expected to make timely progress toward all specified doctoral program milestones.

**Minimum GPA.** Students must maintain a GPA of 3.5 in graduate course work.

**Maximum number of incompletes.** Students with more than one incomplete on their transcript prior to a term of appointment will not be eligible for a TA, Graduate Instructor, or Research Assistant appointment. Students who have two or more incompletes on their transcripts jeopardize their “good standing” in the Department.

**Limitations on the use of S/N credits.** No more than one-third of all courses taken in a Ph.D. program can be taken under the S/N grading system.

**Limitations on the completion of 24 doctoral thesis credits.** Doctoral thesis credits may be taken prior to passing the Preliminary Oral Examination and should generally be completed during the second and third year. *Exceptions can be arranged when GWSS 8997 is not offered during the semesters when a student is taking 12 doctoral thesis credits. If this is the case, other arrangements can be made with the DGS to ensure that the cost of the three credits for this class is subsumed under the doctoral thesis credit requirement.*

**Attendance at GWSS Feminist Studies Colloquium Series.** All graduate students are required to attend the GWSS Feminist Studies Colloquium Series as part of enrollment in GWSS 8996. The Department expects students to participate actively in the intellectual community of the Department, and strongly encourages participation in colloquium after the four credits of 8996 are complete. Attending and participating in these colloquia throughout the program will allow students to engage with colleagues, faculty, and visiting scholars in ways that will enrich their studies and understanding of the professional and intellectual facets of our field.

**Limitations on the use of transfer credits.** If you have completed graduate work at another accredited institution, you may transfer some or all of those credits to your Program of Study at the University of Minnesota. The DGS will work with you to determine which of your previous courses satisfy requirements of the Feminist Studies
Program. All transfers must be approved by the DGS by the time you file your Program of Study; preferably these transfer of credits can be made within the first year of graduate study.

**Holds on record.** Students with a hold on their records will not be allowed to register until the hold requirement is satisfied or temporarily waived. Holds may placed on your record by the University Libraries, the Bursar’s Office, the Graduate School or by the Feminist Studies DGS due to non-payment of debt or failure to meet administrative requirements. Temporary waivers of programmatic holds may be requested of the DGS.

**Writing Standards.** Students are expected to demonstrate acceptable graduate-level writing and analytic skills in their scholarship and teaching. Manuscript styles for examinations and dissertations can be determined in consultation with your advisor.

**Conduct.** Students are expected to comply with the standards of student conduct enforceable by University agencies.

**Ethical Standards.** Graduate students are expected to meet ethical standards in research, scholarship, and professional education enforceable by University agencies.

- **IRB Approval.** Students doing research on human subjects must receive clearance from the Institutional Review Board (IRB) prior to starting the research. It is strongly recommended that you have your IRB approval completed before your Prospectus Meeting.

**Mandatory Meetings.** All doctoral students are expected to attend any mandatory meetings called by the Chair of the Department of Gender, Women, and Sexuality Studies and all required meetings with the DGS.

**Timely submission of end-of-year evaluation form.** All graduate students are expected to complete their annual review in consultation with their advisor(s) by the deadline set by the Department; generally this occurs every year in April.

**Committee Service.** It is strongly recommended that graduate students stand for election to and participate in the governance committees of the Department and COGS. It is expected that graduate students in their 5-6 year residency in the program seriously engage these opportunities and responsibilities. This participation gives graduate students a voice in departmental governance; it is also helpful on the job market when departments and programs are looking for academic scholars who are experienced in departmental leadership and service.

**Leaves of absence.** Students who experience circumstances that prevent them from maintaining active student status will also have the option to request a leave of absence. Full information on the Leave of Absence and Reinstatement from a Leave: Graduate Students can be found online at the University's policy webpage: http://www.policy.umn.edu/Policies/Education/Education/GRADSTUDENTLEAVE.html
MILESTONES AND STATUS
A graduate studies “milestone” generally refers to important events or turning points in your graduate career. These are status markers that are recorded by the Graduate School and CLA to measure progress towards degree completion. The officially recognized milestones include the following (note that the Program Statement is a milestone within the Department only):

1. Filing the **Degree Program of Study and Program Statement**
2. Completing the **Prelim Examination**
3. Filing the **Thesis Project Proposal Form**
4. Requesting your Graduation Packet
5. Application For Degree
7. Passing your **Final Oral Exam**
8. **Ph.D.** completed and degree conferred.

This milestone progression is also indicated on the timetables located on pages 12-13

**Change in Status** Along with these milestones, your status is renamed to reflect your progress. From the time you enter the graduate program until you complete your Prelim portfolio, you are considered a “Doctoral Student.” After completing the prelims and submitting your thesis prospectus, your status changes to “Doctoral Candidate.” After completing your Prelims and thesis credits, your status is upgraded to “ABD” (All-But-Dissertation). After you pass your Final Oral Examination and you file the required paperwork, you have completed your Ph.D.

PROCEDURES FOR COMPLETING YOUR DEGREE
This section spells out the exact steps you must take to complete your degree. This includes the required forms you must fill out for the Graduate School, the prospectus meeting, and the three formal exams you must pass. You must complete each step, and submit the require forms before you can receive a doctoral degree. Samples of these forms are posted online at: [http://www.grad.umn.edu/current_students/forms/doctoral.html](http://www.grad.umn.edu/current_students/forms/doctoral.html).

Unless stated otherwise, you should submit all forms to 316 Johnston Hall.

Below is a list of forms you need to file with the Graduate School. Hard copies of these forms are available at Graduate School office at 316 Johnston Hall.

1. **Degree Program of Study & Program Statement**

   *Generally during your second year, you will file a Degree Program of Study Form with the Graduate School and a Program Statement with the DGS.*

The Graduate School requires that students file a formal Program of Study that lists all the courses students are presenting to satisfy all program requirements. It also lists the advisor(s) and members of the preliminary committee. This form is available at: [http://www.grad.umn.edu/current_students/forms/index.html](http://www.grad.umn.edu/current_students/forms/index.html).
(1) This form must be signed by your advisor, the DGS in Feminist Studies, and, if applicable, the DGS for the student's minor program. The Department also requires students to write a Program Statement, which will reflect your research interests and intended subfields. With an advisor, the student will develop a Program Statement that identifies the student’s two subfields and includes two reading lists of between 20 and 50 titles each. The Program Statement is to be filed with the DGS at the end of spring semester of the student’s second year. Students should discuss and draft a tentative program of study and Program Statement with their advisors and the DGS by the end of their second semester. Students should work closely with their advisors and the DGS to complete both the tentative and formal Program of Study Form and the Program Statement.

Plan B Masters Degree
Students can combine the Preliminary Oral Exam and the final Plan B Master’s Exam. If you seek a Plan B Master’s in addition to the PhD., a second Program of Study form for the M.A. must be filed with the Graduate School. This form can be filed at any time throughout the program, but is easiest if it is filed at the same time as the doctoral Program of Study. Once the Plan B M.A. Program of Study form is filed, the Graduate School will mail you a formal graduation packet for the MA. The Graduate Application for Degree and Final Examination Report forms will be included in this packet. It is important to complete and submit these forms and any additional forms contained in this packet as directed by the Graduate School.

2.) Preliminary Exam

After completing the Preliminary Exam, students must submit the Preliminary Written Examination Report Form to the Graduate School. The submission of this form to the Graduate School constitutes passing this exam

When students have completed most of their coursework, they will undertake the Preliminary Exam.
The preliminary exam requirements for the Feminist Studies PhD consist of:

1) a paper (5000-6250 words, plus bibliography) that demonstrates broad knowledge of a subfield as well as original thinking in that subfield;

2) a choice of two options: 1) the preparation of a syllabus for an undergraduate course in the student’s second subfield and an accompanying essay, or 2) a timed written exam in the second subfield.

Syllabus option: The syllabus will include an accompanying essay (3750-5000 words), justifying the selection of themes and readings and explaining how they relate to the subfield.
Timed Written exam option: The question will be based on a reading list of 30 to 70 titles developed by the student, advisor, and committee. The question should be developed by the student in discussion with the advisor and the committee, but the final question is written by the advisor, in consultation with the student’s committee. The question will require the student to demonstrate a broad knowledge of the second sub-field in relation to a more specific question within that subfield.

3) a dissertation proposal, (5000-6250 words), plus a bibliography, articulating a clear statement of the research project, the key questions that the research will respond to, and a brief description of the proposed contents of each chapter. The proposal should place the student’s original contribution to the field in the context of the relevant scholarly literature. It should contain a discussion of the methodological and epistemological issues relevant to the dissertation.

Examining Committee Rules:
All members of the Graduate Faculty in Feminist Studies are eligible to serve on Preliminary Examination Committees. Students will need three committee members from the Feminist Studies Graduate Faculty (including your advisor(s)) and one committee member representing the supporting program or minor. In the time prior to your Preliminary Examinations, students are expected to work closely with the advisor(s) and committee members as they create reading lists, revise papers, or create a syllabus. Students can add a fifth member to their committee, especially if they have multiple supporting fields or the desire for a fifth member with a particular expertise, but this is not required.

Final copies of the exam materials must be submitted to the Preliminary Examination Committee at least two weeks prior to the committee members’ decision to approve these papers for your Preliminary Exam. If all committee members believe the work is strong enough, then you have passed the Preliminary Exam. With Committee approval, your advisor(s) and DGS will then sign off on a Written Prelim Report Form, which is submitted to the Graduate School. The submission of this form to the Graduate School constitutes officially passing this exam. The preliminary examination materials may be submitted in fall or spring. The fall deadline is November 1 and the spring deadline is March 20. Students must schedule their prelim exams by the end of the fall or spring semester of their third year. Students who do not pass all three parts of the exam will be placed on academic probation. Students will continue to be eligible for TA and RA positions during the semester immediately following a failed exam. Students who do not retake (or who do not pass) the exam within one semester will lose good standing and therefore be ineligible for departmental support.

Students who enter the program without an MA in a GWSS related field may take the Preliminary Written examination in the 5th or 6th semester of study but will have completed the exam no later than the end of the 7th semester. Students with an MA in Gender, Women, and Sexuality Studies or Feminist Studies are allowed to take this examination in the 3rd or 4th semester but will have completed the exam at the latest by the end of the 5th semester.
3.) Thesis Project Proposal Form

After passing the Preliminary Oral Examination, submit the Thesis Project Proposal Form to the Graduate School with a copy for the GWSS Department. On this form you will designate your final dissertation committee members and their respective roles on your committee.

The Graduate School requires that a Thesis Project Proposal Form be filed with the Graduate School one semester after the completion of your Preliminary Oral Examination. It is your responsibility to obtain and complete this form. The Thesis Proposal Form is a critical milestone form, as it is the official record naming your advisor or co-advisors, what your proposed research topic is, and the method(s) you will employ in carrying out your research.

You must also designate on this form who will serve on your (minimally 4 person) Dissertation Committee and in what capacity (who will serve as your Chairperson, Thesis Reviewers, and examiners or members). Thesis Reviewers include one of your advisors, another Feminist Studies Graduate faculty member, and your “external” committee member. These committee members will determine when your dissertation is ready for the Final Oral Exam. Your advisor(s) cannot serve as chairperson(s) on your Final Oral Exam Committee. The Chairperson is in charge of conducting the exam according for formal University procedures.

Note that your Dissertation Committee may be different from our Preliminary Oral Exam Committee. You can make this decision in filing your Thesis Project Proposal Form. It is important to consult with your advisor(s) or DGS about these changes and make sure you have a commitment from all members of your committee for the committee responsibilities for which they are willing, able and eligible.

The Thesis Project Proposal Form, like the Degree Program Form, is used as an advising tool by your adviser(s) and DGS and as a reference for you as you proceed with your thesis research and writing. The Graduate School also uses this form for reference, especially when clearing you to take your final oral examination.

4.) Graduation Packet

Any time after the Thesis Proposal has been approved by the Graduate School, you can request your graduation packet from 316 Johnston Hall. The Thesis Reviewer's Report form will be issued at that time.

Graduation Packet: Following the submission of your Thesis Project Proposal you may request a packet for graduation from the Graduate school. The link to do this is:
http://www.grad.umn.edu/current_students/forms/grad_packet/doctoral/confirm.html
5.) Application for Degree.

The doctoral final examination committee assignment must be submitted online at http://www.grad.umn.edu/students/assigndocfinalcommittee/index.html.


Submit the signed Thesis Reviewer's Report and schedule the Final Oral Defense at least one week prior to the exam. Only those committee members who are designated on the Thesis Proposal form as official Thesis Reviewers are listed on the Reviewer’s Report form. The minimum number of Reviewers on the Dissertation Committee is three: the advisor, one Feminist Studies Graduate Faculty member (not an advisor) and your “external” faculty member. Although all members of the committee should read the thesis, only those designated as reviewers need sign the Reviewer’s Report Form.

7.) Final Oral Examination and Report.

Submit the signed Final Oral Examination Report form no later than one working day following completion of the Final Oral Defense to the Graduate School with a copy for the GWSS Department. The submission of this form to the Graduate School constitutes passing this exam and entitles you to a Ph.D. in Feminist Studies.

The Graduate School requires that doctoral students successfully defend their thesis in a Final Oral Exam within five calendar years after passing the Preliminary Oral Examination. This dissertation exam can be scheduled only when all other program and Graduate School requirements have been completed. If it is necessary to change the membership of the committee, the Graduate School must approve those substitutions. See pp. 27-28 (Selecting Committee Members, Composition of Committees) for more information on changing committee members.

In preparation for this exam, you should have completed several rounds of drafts and comments with your advisor(s) and other members of your committee. This will give you some assurance that you are meeting committee member standards, although this is not a certainty pre-empting the exam itself. Be sure when scheduling the Final Oral Exam to leave enough time, minimally two weeks, between completing and distributing your final draft and the exam itself. Your committee, even those members who have seen earlier drafts, need to have enough time to actually read the work. Your degree is awarded at the first degree ceremony after the successful defense of your dissertation.
(8) **Final Steps: Final Forms and Commencement**

Graduate degrees are awarded monthly; the Application for Degree must be turned in to Student Relations, 200 Fraser Hall (East Bank) on or before the first working day of the intended month of graduation. An e-mail notification will be sent to your University e-mail account by the third week of the month you applied to graduate regarding your graduation status. All other Graduate School requirements must be completed by the last working day of the intended month of graduation. Graduating in any month before the end of the term may affect your eligibility for student loans, housing, etc.; check with the appropriate office if you have questions. The award of the degree should appear on the transcript within one month following graduation. The diploma will be mailed from the Registrar's office three to four months after graduation. Graduate student commencement ceremonies are held in fall and spring semesters. If you wish to participate in commencement, contact the Graduate School, 316 Johnston Hall, one term in advance of the ceremony. Attending a ceremony does not imply that you have officially graduated.

(9) **Submit Thesis.**

Submit a copy of the thesis abstract and a copy of your dissertation (all signed by the advisor[s]) plus the Microfilm Agreement Form and the Survey of Earned Doctorates to the Graduate School by the last working day of the intended month of graduation. This final step completes all of your Ph.D. requirements.
GRADUATE STUDENT ANNUAL REVIEW

Review Process
Every spring semester, your primary advisor will meet with you and go over your annual review. Your annual review must be completed by April 18th.

As part of this process, you are required to submit an updated hard copy of your CV as well as a current copy of your transcript to the assistant to the Director of Graduate Studies and to your advisor in your annual review. Your advisor will go over these materials with you and complete the Annual Graduate Student Review Form. Your advisor will present this evaluation at a department faculty meeting where the faculty members will evaluate your progress and vote on whether or not you should be allowed to continue your graduate studies. They may also make recommendations and set requirements they want you to fulfill, especially if you have unmet milestone deadlines. The Director of Graduate Studies will share the results of the vote with you in a formal letter. A copy of this letter along with your annual review will be placed in your file. It is important to remember that delay in meeting milestone deadlines can jeopardize your “good standing” and your continued financial support from the Department.

For your end-of-year review, you must provide the following:

(1) Updated CV which must minimally include the following:

Name
Contact Information
Areas of Interest
Education (previous degrees/dates/institutions and Feminist Studies Graduate Studies, U of M, with your start date for admission into the Ph.D. program)
Milestones Completed
Awards or Fellowships (include nominations or applications that are pending or successful)
Title of Dissertation (or description of general area for dissertation work)
Advisor(s)/ Committee Members (if you have these faculty members selected)
Publications
Teaching Experience (all TA appointments and courses taught at U. of M. only)
Conference Presentations
Professional Training (e.g. IRB training, special workshops, include those offered by GWSS, etc.)
Number of GWSS colloquia attended during the academic year. (titles and dates)

(2) A current copy of your transcript.
(3) The Annual Graduate Student Review Form must be submitted by your advisor to the GWSS faculty. If you have co-advisors, you need only ask one of them to do the evaluation.

Your Annual Review Form, current CV, and letter from the DGS stating the determination of your status in the graduate program will be placed in your file.
ANNUAL REVIEW

DATE:_____________

SAMPLE ADVISOR’S GRADUATE STUDENT EVALUATION FORM

EVALUATION for _________________ Evaluating Advisor ________________

Please comment on the student’s progress towards degree completion—including significant milestones or signs of progress.

If there are incompletes on the record, please verify with the student the plan for completing this work.

Pending Milestones (e.g. prelims) that need to be completed next year with projected dates:
(1)
(2)
(3)

Please verify with the student these projected dates for completing these future milestone accomplishments.

Estimated date for completion of the dissertation:

Verify that the student has placed all copies of grant, fellowship and award applications in her or his student file. This includes both successful and unsuccessful applications or nominations. List these applications for year under review:

Are there concerns that you think the GWSS Faculty should be communicate to the student?
_____ Yes, I recommend this student for continuation. Please comment on the reverse side.
_____ No, I do not recommend this student for continuation. Please comment on the reverse side.

Return this form when completed to the DGS Assistant and bring one copy of the completed form to our graduate student evaluation faculty meeting. Be prepared to discuss your evaluations.

_________________________ ___________________ ___________
Print Name Signature Date
PART III: SELECTING ADVISOR(S) and COMMITTEE MEMBERS

FINDING AN ADVISOR OR CO-ADVISOR(S)

The choice of an advisor or advisors may be one of the most important decisions you make as a graduate student. When you arrive, the department will have assigned you a mentor on the basis of the interests expressed in your application materials. The job of the mentor is to get you started in planning your program, to help you identify individuals with whom you might wish to work, and to help you think about your area of concentration and external supporting program. On p.30, you will find a list of Feminist Studies Graduate Faculty defined by categories Senior, Member/Advising or Affiliate. These categories indicate what roles faculty members can assume in the Feminist Studies graduate program and on your examining committees.

During your first year, you should develop some acquaintance with members of the Feminist Studies Graduate Faculty, as well as with the core members of the Gender, Women, and Sexuality Studies Department. This means taking courses with them, reading their work or observing and interacting with them at events such as colloquia. This will help you approach an appropriate faculty member about advising or committee membership. In choosing an advisor, you should keep in mind that this is the individual with whom you will work most closely in the research and writing of your dissertation, and the individual who is expected to be your strongest advocate in competition for fellowships and job placement. You will want, therefore, an advisor who has the depth of knowledge in your research area to give you guidance and feedback and who has expressed support for your project and abilities. It may be the case that you decide you want to work with the first year mentor, but it is just as likely that you will find a more appropriate individual after you have met more faculty members. You may also find it advantageous to have two co-advisors, instead of just one advisor. This should be discussed with both of the individuals with whom you wish to work, and the mechanics of jointly advising worked out before you embark on your dissertation research. Co-advising is, as mentioned above, necessary if the individual with whom you most want to work does not have Senior membership status in the Graduate Faculty.

A tentative decision on your advisor(s) can be made on or before the end of your first year and is formally determined when you file your official Degree Program of Study and again confirmed or reconfigured when you file your Thesis Proposal. Any subsequent changes you want to make on these forms after filing must go through formal procedures with the DGS.
SELECTING COMMITTEE MEMBERS

The Graduate Faculty for the Feminist Studies Ph.D. Program belong to different categories which describe the responsibilities and roles that the faculty member can assume on examining committees.

Briefly, the roles and responsibilities include the following:

The **Advisor** (or **Co-Advisor**) is the faculty member the student works with most closely regarding their academics, degree progress and job placement. These faculty members are recorded on the student's transcript and degree forms as advisor(s).

**Thesis Reviewers** are those that sign off on the Thesis Reviewer's Report form indicating that your dissertation thesis is ready for defense. Your advisor or one of your advisors are required to serve as reviewers. There is a required minimum of two major field reviewers and one supporting program/minor field reviewer for approval of the Thesis Reviewer’s Report.

**Members** are those who are participating on the committee, but not serving as official Thesis Reviewers or as the Chair.

The **Chair** "runs" the exam. The Chair must have a Senior member appointment. For the Final Oral Exam, this person cannot be the student's advisor(s).

The following summarizes the roles and responsibilities of the Feminist Studies Graduate Faculty:

**Senior Faculty** (GWSS core and tenured faculty members) have authorization to serve as dissertation Advisors for students at all levels, including the doctorate; to serve as Thesis Reviewer on student examining committees, including service as chair of doctoral committees, to teach courses for graduate credit, and to participate in the governance of the Feminist Studies Graduate Program.

**Member/Advising Members** (GWSS core and untenured faculty members) have authorization to co-advise doctoral students with a Senior Member of the graduate faculty; to teach courses for graduate credit; to participate in governance of the Feminist Studies Graduate Program; and to serve as a Thesis Reviewer and examining committee Member for doctoral students, but not as chair. Generally, this category includes untenured Gender, Women, and Sexuality Studies professors with budgetary appointments in Gender, Women, and Sexuality Studies.

**Affiliate Members** (Non-GWSS graduate faculty) have authorization to teach courses for graduate credits; to co-advise doctoral students; and to serve as a Thesis Reviewer and examining committee Member for doctoral students, but not as chair.
COMMITTEE COMPOSITION

Note that your advisor must have Senior Graduate status (or be a core GWSS faculty member with tenure) and must be one of committee members representing Feminist Studies on your Preliminary Oral Exam and your Final Dissertation Exam. Your advisor can serve as chair of your Preliminary Oral Exam but not your Final Dissertation Exam.

Co-advisors are not required but if you want to have a co-advisor this person must be a member of the Feminist Studies Graduate Faculty. Your co-advisor can serve as chair of your Preliminary Oral Exam but not your Final Dissertation Exam.

The Preliminary Committee consists of three members, including your advisor(s), one additional Feminist Studies Graduate Faculty member, and one “external” member representing your supporting field or minor. Your minor/supporting program members can also be members of the Affiliate Feminist Studies Graduate Faculty, as long as they do not have tenure lines in GWSS.

The Thesis Reviewers for Final Oral Examination (the people who sign off on the dissertation stating that it is ready for defense. At a minimum of 2 major field reviewers and 1 minor/supporting program reviewer are required. The advisor(s) must serve as reviewer(s). Generally, these are members selected from your Final Dissertation Examination Committee. In case of multiple minors, there must be a reviewer for each minor.

The Final Dissertation Oral Examination Committee consists of a minimum of 3 Feminist Studies Graduate Faculty and 1 minor/supporting program member. A second minor/supporting program member is recommended for students with multiple supporting fields. The committee is not required to include the same members who served on the Prelim Oral Committee. Your minor/supporting program members can also be members of the Feminist Studies Graduate Faculty. All members must have graduate examining status.

You can review responsibilities and roles of Feminist Studies Graduate Faculty in the chart below. A list of the Feminist Studies Graduate Faculty follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Advise</th>
<th>Co-Advise</th>
<th>Reviewer</th>
<th>Member</th>
<th>Chair Doc Prelim</th>
<th>Chair Doc Final</th>
<th>Govern Grad Pro</th>
<th>Teach Grad courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Graduate</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Member/Advising</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affiliate</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside (non Uof M)</td>
<td>x</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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FEMINIST STUDIES GRADUATE FACULTY

The following faculty members can serve as dissertation advisors or co-advisors and serve on graduate examining committees:

SENIOR GRADUATE FACULTY in Gender, Women and Sexuality Studies
Craddock, Susan
Desai, Jigna
Isoke, Zenzile
Kaminsky, Amy
Kunzel, Regina
Nagar, Richa
Torres, Eden
Zita, Jacquelyn
Scheman, Naomi Philosophy

The following faculty members can serve as dissertation co-advisors and serve on graduate examining committees.

MEMBER/ADISING FACULTY
Aizura, Aren
Hill, Annie

AFFILIATE FACULTY (see website for updated list)

Abdi, Cawo Sociology
Albrecht, Lisa School of Social Work
Bockting, Walter Family Medicine and Community Health
Brewer, Mária French and Italian
Brewer, Rose African American and African Studies
Brown, Karen ICGC/MacArthur
Campbell, Karlyn Kohrs Communication Studies
Castellanos, Bianet American Studies
Chambers, Sarah History
Chatterjea, Ananya Theater Arts and Dance
Cherbuliez, Juliette French and Italian
Clark, Anna History
Craig, Siobhan English
Damon, Maria English
Deutsch, Tracey History
Duvall, Raymond Political Science
Fajardo, Kale American Studies
Ferguson, Roderick American Studies
Ferlito, Susanna French and Italian
Ferran, Ofelia Spanish and Portuguese
<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ferreira, Ana Paula</td>
<td>Spanish and Portuguese</td>
</tr>
<tr>
<td>Gabaccia, Donna</td>
<td>History</td>
</tr>
<tr>
<td>Garcia, Cindy</td>
<td>Theatre Arts and Dance</td>
</tr>
<tr>
<td>Garner, Shirley</td>
<td>English</td>
</tr>
<tr>
<td>Gilgun, Jane</td>
<td>School of Social Work</td>
</tr>
<tr>
<td>Githire, Njeri</td>
<td>African American and African Studies</td>
</tr>
<tr>
<td>Hull, Kathleen</td>
<td>Sociology</td>
</tr>
<tr>
<td>Isaka, Maki</td>
<td>Asian Languages and Literature</td>
</tr>
<tr>
<td>Ismail, Qadri</td>
<td>English</td>
</tr>
<tr>
<td>Joeres, Ruth-Ellen</td>
<td>German, Scandinavian and Dutch</td>
</tr>
<tr>
<td>Junghare, Indira</td>
<td>Linguistics</td>
</tr>
<tr>
<td>Kane, Mary Jo</td>
<td>School of Kinesiology</td>
</tr>
<tr>
<td>Karras, Ruth Mazzo</td>
<td>History</td>
</tr>
<tr>
<td>Kohlstedt, Sally Gregory</td>
<td>History of Science, Technology &amp; Medicine</td>
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<tr>
<td>Larasati, Diyah</td>
<td>Theatre Arts and Dance</td>
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<tr>
<td>Lee, Amy</td>
<td>Postsecondary Teaching and Learning</td>
</tr>
<tr>
<td>Lee, Josephine</td>
<td>English</td>
</tr>
<tr>
<td>Leitner, Helga</td>
<td>Geography</td>
</tr>
<tr>
<td>May, Elaine Tyler</td>
<td>American Studies</td>
</tr>
<tr>
<td>Maynes, Mary Jo</td>
<td>History</td>
</tr>
<tr>
<td>Mayo, J.B.</td>
<td>Curriculum and Instruction</td>
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<tr>
<td>McCormick, Richard</td>
<td>German, Scandinavian &amp; Dutch</td>
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<tr>
<td>Messer-Davidow, Ellen</td>
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<tr>
<td>Murphy, Kevin</td>
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</tr>
<tr>
<td>Norling, Lisa</td>
<td>History</td>
</tr>
<tr>
<td>O’Connell, Joanna</td>
<td>Spanish &amp; Portuguese</td>
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<tr>
<td>Ouellette, Laurie</td>
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<td>Park, Lisa Sun-Hee</td>
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<tr>
<td>Pierce, Jennifer</td>
<td>American Studies</td>
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<tr>
<td>Prell, Riv-Ellen</td>
<td>American Studies</td>
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<td>Rabinowitz, Paula</td>
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<td>Ropers-Huilman, Rebecca</td>
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<td>Sawhney, Simona</td>
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Thomas, Gary C.  Cultural Studies/Comparative Literature
Tinsley, Omise'ke  English
Tronto, Joan  Political Science
Valentine, David  Anthropology
Vavrus, Mary  Communication Studies
Wahlstrom, Billie  Rhetoric
Waltner, Ann  History
Welke, Barbara  History
Willow, Diane  Art Department
Zagar, Monika  German, Scandinavian & Dutch
PART IV: TEACHING OPPORTUNITIES for GRADUATE STUDENTS

TEACHING ASSISTANTSHIPS (TA) APPOINTMENTS
All teaching appointments require that a graduate student in the Feminist Studies Ph.D. Program have no more than one incomplete in a program course and be in “good standing” according the the criteria on p. 15. All appointments will be made in a manner consistent with the letter of acceptance received by the student at the beginning of his or her graduate studies. Generally, this includes five years of financial support in the form of Teaching Assistant (TA), Research Assistant (RA) or Graduate Instructor (GI) positions, other university appointments or jobs or fellowship and/or grant support.

The available resources for graduate teaching assistant appointments (.50 FTE per semester or an equivalent for two semesters during the regular academic year) will be distributed among Ph.D. graduate students according to the curricular needs of the department, guided by the following priorities:

(1) Any graduate student in her or his first four years who has yet to pass the Oral Preliminary Exam,
(2) Any graduate student, up to and including the fifth year of graduate work, who has passed the Written Preliminary Exam,
(3) If positions are still available after consideration of (1) and (2), advanced graduate students beyond their fifth year may be given TA appointments but this is not guaranteed.

Students who accept TA appointments must be present and able to fulfill TA responsibilities for the duration of their contract, barring unforeseen medical or family emergency leave.

GRADUATE INSTRUCTOR (GI) APPOINTMENTS
The available resources for graduate teaching appointments will be distributed among Feminist Studies majors who are in “good standing” according to the criteria on p. 15 and have successfully completed or are concurrently enrolled in GWSS 5103 Feminist Pedagogies. Graduate instructor positions will be distributed according to the pedagogical needs of the department, guided by the following priorities:

(1) Graduate students in their first year after passing their Preliminary Oral Exam or who have not yet taught in Gender, Women, and Sexuality Studies for two semesters during the regular academic year.
(2) Graduate students entering the program with an M.A. and teaching experience in a relevant field and who have sufficient prior training to merit these appointments but have not passed prelims.
(3) Graduate students who have taught as a Graduate Instructor in Gender, Women, and Sexuality Studies for one full academic year.
(3) For the remaining courses, graduate students can apply to teach these courses but appointments beyond the fifth year of graduate work are not given highest priority.
Students who accept graduate instructor appointments must be present and able to teach for the duration of their contract, unless on medical or family emergency leave.

**Appointment Policies and Procedures**
The Chair of Curriculum Committee will (1) make all graduate students appointment, (2) ensure that advertising for all graduate student appointments is done in an open and timely manner, (3) implement all the policies and procedures for graduate student and community faculty appointments, and (4) maintain and update the deadlines for appointment applications and notification of graduate student appointments. The Chair of GWSS will sign letters of appointment for all teaching appointments. Official acceptance of these offers is required and will be placed in your file, along with your originating letter of acceptance.

This process does not apply to Research Assistantships (RA) appointments. The faculty member involved in these projects will interview students who apply for RA positions. The decision to hire rests solely with the faculty member holding the research funds.

**GENERAL CONSIDERATIONS IN GRADUATE STUDENT APPOINTMENTS**

**Student Preference**
Students who are eligible for teaching appointments will have an opportunity to list their course preferences. The form for listing preferences will be detailed enough so that students can determine which courses including recitation sections they prefer or feel most qualified to teach. There will also be space where a student can give reasons for his or her rank ordering of preferences, time constraints, and teaching history.

In years when there is a shortage of TA and GI positions, such positions will be more strictly assigned according to departmental need. If there is a shortage of TA or GI positions in the Department, students may be asked to apply for positions in other department or the Chair may configure these appointments with other departments or university offices or agencies. If the student does not apply for these positions or accept positions found in other departments or university offices or agencies, the GWSS Department will no longer be responsible for funding the student for the semester under consideration.

**Workload and Equity**
Course assignments will be made taking into consideration workload and equity issues to ensure fairness. Graduate students with more than one incomplete in a program course are normally disqualified from teaching appointments. Exceptions may be granted following student petition and a review of academic progress by the Director of Graduate Studies.

**Specialization and Interdisciplinary Teaching Capacity**
Teaching appointments will be made with regard to the development of teaching competencies in small and large class settings and across a range of topics. This will be balanced against the needs of the Department and the available resources. The Department is committed to supporting the development of the teaching capacity for each student and providing opportunities for teaching experience at the University of Minnesota.
Financial Support during May Term and Summer.
The Department will do its best to provide support over the summer, especially to international students. However, such support is not guaranteed and typically can only be extended to 2-3 students. Summer support may be in the form of graduate research partnerships, teaching opportunities, and research assistantships. Students who accept spring and summer appointments must be present and able to fulfill these responsibilities for the duration of their contract. Generally, students will have to seek alternative financial support during the months outside of fall and spring semesters.

Any student with a .50FTE summer appointment or its equivalent within the University will not be eligible for a GWSS summer teaching appointment.

COMMUNITY FACULTY AND GRADUATE MINOR APPOINTMENTS

Hiring of community faculty and graduate minors will be considered for the following reasons:

(1) The individual provides a special skill or knowledge base needed in the Departmental curriculum and not available among the faculty or the Ph.D. students,

(2) The individual can teach a high-enrolling course which will enable the Department to obtain a CLA-funded TA position needed by the Department, or

(3) The Department’s TA and GI positions have not been filled by Feminist Studies graduate students in “good standing”
PROFESSIONAL EXPECTATIONS FOR TEACHING ASSISTANTS
Conditions of Employment
Teaching Assistants in Gender, Women, and Sexuality Studies with a .50FTE will work 390 hours per semester, which averages out at 20 hours per week for 19.5 weeks. TA's need to be available during the week prior to the beginning of classes so that course planning and preparation can be done in a timely fashion. You should work out with your instructor a way to determine that your average workload does not exceed 20 hours per week over the 19.5 weeks. The paid hours include: (1) attending class and your recitation sections; (2) holding a standing office hour once a week in the TA Advising Office; (3) grading student work; (4) meeting time with instructor and (5) optimally, 2-3 hours per week for preparation time. Obviously, you can stockpile hours for intensive grading periods.

Before you accept employment elsewhere in the university that increases your appointment over .50FTE, you are required to get written permission from the DGS and permission from the Chair of the Department.

PROFESSIONAL DEVELOPMENT FOR TEACHING ASSISTANTS

All new graduate students must participate in Graduate School and GWSS orientation workshops, which take place before the beginning of fall semester. Graduate students are strongly encouraged to attend additional pedagogy and professional development workshops specifically designed for Feminist Studies majors and more generic workshops provided by various University offices. In addition to these training opportunities, all TAs must do the following each semester:

(1) Administer and submit standardized evaluations for your TA work at the end of the term which should be available to the department for review in processes of consideration for future appointments;

(2) Meet regularly with the instructor of the course to review student needs in your recitation section and discuss teaching strategies;

(3) Provide office hours and contact information (e.g. e-mail) to your students and to the Gender, Women, and Sexuality Studies Department at the beginning of the semester and inform the DGS Assistant if you have to cancel and reschedule office hours and;

(4) Make your class available for visitation by the instructor at least once per term and meet at the end of the term with the instructor for discussion and evaluation of your TA work. The instructor, after consultation with each TA, may write a summary and evaluation for the student's file which can be included in the your annual review.

PROFESSIONAL EXPECTATIONS FOR GRADUATE INSTRUCTORS
Conditions of Employment
A graduate instructor in Gender, Women, and Sexuality Studies with a .50FTE will work 390 hours per semester, which averages out at 20 hours per week for 19.5 weeks. The hours that you work should not exceed 20 hours per week or a total of 390 hours per semester. Contract hours should include: (a) attending class and teaching; (b) holding a standing office hour once a week in the TA Advising Office; (c) grading student work in a timely fashion and (d) optimally 6-9
hours per week as preparation time for your class; e) graduate instructors must familiarize themselves with CLA’s Classroom *Grading and Examination Procedures* that each graduate student is issued at the beginning of the academic year.

Before you accept employment elsewhere in the university that increases your appointment over 50% time, you are required to get written permission from the DGS and permission from the Chair of the Department.

**Eligibility and Professional Development**

Graduate students must complete their Preliminary Oral Exam or enter the graduate program with a relevant M.A. degree to be eligible to teach a course in Gender, Women, and Sexuality Studies during a regular fall or spring semester. Students who have not yet passed their prelims may teach during summer session and May term. Students must also take GWSS 5103 Feminist Pedagogies or establish an equivalent in professional development to be eligible to teach in Gender, Women, and Sexuality Studies. Strong and active participation in professional development opportunities, including pedagogy workshops, is recommended. All graduate instructors must do the following each semester:

1. Administer and submit standardized evaluations at the end of the term which should be available to the department for review in consideration for future appointments;
2. Provide office hour and information (e.g. e-mail) to your students and to the Gender, Women, and Sexuality Studies Department at the beginning of the semester and inform the DGS Assistant if you have to cancel and reschedule office hours; and
3. Invite faculty members to observe their classes. Faculty members, after consultation with the graduate student instructor, may write a summary and evaluation for the student’s file. This can be included as part of your annual review.

**Syllabi and flyers**

University regulations require that instructors distribute syllabi to students on the first day of class. If you wish to create a flyer to advertise your class, please submit your copy to the DGS Assistant to make sure the flyer complies with Department and CLA policies. Instructors are responsible for updating course description and general expectations on ONESTOP prior to the beginning date of undergrad registration and for submitting a copy of your syllabus and office hours to the DGS Assistant at the beginning of each term.

**TEACHING PORTFOLIO**

It is in your best interest to create a teaching portfolio. This will serve you well on the job market, increase your chances of future appointments and improve your opportunities for winning teaching awards. Portfolio materials may include teaching evaluations, letters from students, materials you have developed for class or recitation sections, syllabi for the courses you have taught or assisted, a list of professional development colloquia, workshops, seminars you have attended, your writing on pedagogy, materials you have developed for training or evaluating TA or teaching performance or student learning, work you completed for GWSS 5103 Feminist Pedagogies, a statement of your teaching philosophy and a bibliographic list of materials you find helpful for your own teaching. The Department encourages all graduate students to apply for the GWSS Graduate Student Teaching Award which is offered every year.
PART V: FUNDING SOURCES for GRADUATE STUDENTS

The Department of Gender, Women, and Sexuality Studies is committed to providing financial support to all incoming Feminist Studies Ph.D. students. Students who are to be admitted into the doctoral program will receive a letter of offer from the GWSS Chair outlining the financial support packages we can offer up to five years of graduate study. Prospective graduate students are required to send a formal letter of acceptance in response to the letter of offer no later than April 15.

Financial support from the Department of Gender, Women, and Sexuality Studies requires students be registered for courses or dissertation credits every semester. Continued departmental support is contingent on satisfactory progress made in your graduate studies and the maintenance of “good standing” in the Feminist Studies Graduate Program.

The Department will do its best to nominate graduate students for fellowships whenever possible. By the same token, we expect students to seek out funding opportunities and external fellowships. Faculty advisors and the DGS will support such efforts by writing letters of recommendation and mentoring you through the process grant seeking and fellowship/grant applications.

Information from the Graduate School grants can be found at [http://www.grad.umn.edu/fellowships/](http://www.grad.umn.edu/fellowships/) and a list of other grant resources can be found at [http://www.grad.umn.edu/prospective_students/Financing/other.html](http://www.grad.umn.edu/prospective_students/Financing/other.html)

An overview on finding funding and preparing grant proposals can be found at [http://grants.cla.umn.edu/resources/](http://grants.cla.umn.edu/resources/)

FELLOWSHIPS

It is understood that students who obtain the honor of these fellowships will not seek extra employment or teaching positions while using the funds from these fellowships. The purpose of the fellowship is to provide you with a year of support to work on your graduate studies or dissertation to the exclusion of other employment or teaching obligations.

GRADUATE SCHOOL FELLOWSHIPS

Diversity of Views and Experiences (DOVE) Fellowship

The Office for Diversity in Graduate Education administers the DOVE Fellowship. The fellowship is awarded to approximately 20 first-year students from under-represented groups (U.S. citizens or permanent residents). The fellowship provides a $22,500 stipend, tuition at regular graduate school rates (up to 14 credits per semester), and subsidized health insurance for one academic year. The DOVE Fellowship seeks to assist graduate programs to promote a diversity of views, experiences, and ideas in the pursuit of research, scholarship, and creative excellence. This diversity is promoted through the recruitment and support of academically excellent students with diverse ethnic, racial,
economic, and educational backgrounds and experiences. Programs are encouraged to consider students from groups that have been traditionally underrepresented in the graduate programs. The award of this fellowship requires a departmental nomination. For more information: [http://www.grad.umn.edu/outreach/finances/dove_faq.html](http://www.grad.umn.edu/outreach/finances/dove_faq.html)

**DOCTORAL DISSERTATION FELLOWSHIPS (DDF)**
Dissertation Fellowships provide full support for graduate students engaged in dissertation research and writing for one academic year. All Ph.D. candidates who have completed all requirements by the end of the semester in which they apply for the Dissertation Fellowship are eligible to apply. Application must be made to GWSS Faculty by an advertised internal deadline. The Department can nominate one candidate for this fellowship. Information can be found on the web at [http://www.grad.umn.edu/fellowships/enrolled_students/index.html](http://www.grad.umn.edu/fellowships/enrolled_students/index.html)

The purpose of the Doctoral Dissertation Fellowship (DDF) program is to give outstanding final-year Ph.D. candidates who are making timely progress toward the degree an opportunity to complete the dissertation within the coming academic year by devoting a fulltime effort to the research and writing of the dissertation. Generally, this fellowship requires that the year of student admission is no more than four years prior to the year of application for the fellowship, or two years prior if the student entered with an M.A. degree. Exceptions are possibly admissible because of research and family related issues that cause delay in progress toward degree completion. Students applying for this fellowship must have submitted their Thesis Proposal prior to submitting their fellowship application. This award is highly competitive and a newly evolving publication record does enhance your opportunities for obtaining the DDF.

**UNIVERSITY OF MINNESOTA PRIVATELY FUNDED FELLOWSHIPS**
GWSS graduate students are often eligible for several University of Minnesota privately-funded fellowships. GWSS students have won the Harold Leonard Memorial Fellowship in Film Study, the Thomas F. Wallace Fellowship, and the Torske Klubben Fellowship. Nominations for these privately funded fellowships must be made by the GWSS Department; and the Department internal deadline for such applications is published well in advance. The Stout/Wallace Fellowship is best suited for students in their second or third year of study. Generally, these fellowships provide tuition as well as living stipends for a year. The Torske Klubben Fellowship provides partial funding for research in Norway and is available for incoming graduate students or currently-enrolled graduate students. For more information and applications, see the Graduate School Fellowships website: [http://www.grad.umn.edu/fellowships/endowed/index.html](http://www.grad.umn.edu/fellowships/endowed/index.html).

Fellowships: Leonard Memorial Fellowship in Film Study
Stout/Wallace Fellowship
Torske Klubben Fellowship
OTHER FELLOWSHIPS

GWSS GEIGER FELLOWSHIP and FUNDING OPPORTUNITIES:
The GWSS Department has one in-house graduate student support fund that comes from an endowed memorial fund for Professor Susan Geiger. The endowment can be used to support short-term student projects and rarely for a full year fellowship. The Department will let students know about the use and availability of this funding. The release of these funds, when available, requires a separate application process and a Departmental vote.

ICGS FELLOWSHIPS
The ICGC is an interdisciplinary program that promotes graduate study and research on issues of peace, global change, social power, and justice. Fellowships are awarded to beginning graduate students enrolled in doctoral degree-granting programs in the colleges of Liberal Arts, Biological Sciences, Food, Agriculture and Natural Resource Sciences; School of Public Health; as well as degree-granting Public Affairs programs at the University of Minnesota. Tuition and up to $20,000 stipend are provided for the first year. Departmental support in the form of assistantships is provided for the second and third years. The ICGC offers 3 different kinds of fellowships.

FLAS FELLOWSHIP
The Institute for Global Studies provides special funding for language study through summer stipends and full year fellowships. These are fellowships to study languages not generally taught at the University. The fellowship is especially helpful for students working on dissertations that require high-functioning second language skills. A Departmental nomination is required. For more information go to http://igs.cla.umn.edu/grad/fundflas.html

INTERDISCIPLINARY DOCTORAL FELLOWSHIPS
The Graduate School, on behalf of the Provost's Interdisciplinary Team, awards the Interdisciplinary Doctoral Fellowship to outstanding Graduate School students whose current or proposed dissertation topic is interdisciplinary and who would benefit from interaction with faculty at one of the University-wide, interdisciplinary research centers or institutes. These awards are intended to provide a unique study opportunity for the very best students whose research and scholarly interests complement those of the selected center or institute and its faculty. The student has the option of designating the center or institute and an eligible faculty member who agrees to serve as the student’s mentor.

Recipients of the Fellowship generally receive a stipend of $22,500 for the academic year, plus full tuition. Eligible recipients are also covered by comprehensive health insurance, including subsidized dependent and dental care.
GRANTS AND SPECIAL FUNDING FOR GRADUATE STUDENTS

GRADUATE STUDENT Ph.D. THESIS RESEARCH GRANTS
Grants are available for research and travel expenses for graduate students who have completed their preliminary exams and have had their Thesis Project approved. Grants of up to $2,500 are available to support dissertation research, such as domestic travel and expenses for fieldwork, postage, and photocopying. http://www.grad.umn.edu/fellowships/enrolled_students/index.html#trg. Deadlines are generally on October 1 and March 1 (if deadline falls on a weekend, then the following Monday.)

GRPP-GRADUATE RESEARCH PARTNERSHIP PROGRAM. The Graduate Research Partnership Program (GRPP) is designed to encourage and support research partnerships between faculty in the College of Liberal Arts (CLA) and students enrolled in graduate programs housed within the college. The program provides a summer research stipend to CLA graduate students to support their professional, scholarly and creative development while collaborating with CLA faculty on scholarly research and creative activity. The program is intended to encourage students to be full partners with CLA faculty on projects of common interest that complement rather than duplicate the ongoing work of either partner. GWSS is granted one GRPP per summer.

TRAVEL FUNDS FOR CONFERENCE PRESENTATIONS and FIELD RESEARCH
CLA also provides funds to GWSS for graduate student travel to present scholarly work at conferences, travel related to dissertation research, and other dissertation research related expenses. These designated Departmental funds are used to help graduate students develop professional visibility, strengthen their records of scholarly accomplishment, and complete their dissertation research. The amount available for graduate students is reported by the Chair at the beginning of the semester, along with deadlines and procedures for applying for these funds. If awarded these funds, students must save all receipts for all reimbursements and apply for reimbursement with an official University form. The DGS Assistant can supply this form to you.

GWSS RESEARCH ASSISTANTSHIPS
Research Assistantships become available from time to time for a few students who are qualified to work on projects with faculty members. Positions usually posted internally and are dependent on funding and grants. Research assistantships vary from 25% to 50% appointments (50% appointments during the academic year include tuition waiver and benefits).

GWSS or OTHER ADMINISTRATIVE POSITIONS
Occasional job openings may emerge in GWSS or other University offices appropriate for graduate student support. Most administrative positions are .50FTE appointments (with salary, tuition and health benefits).
TA OR GI POSITIONS IN OTHER DEPARTMENTS OR CENTERS
Students should seek out teaching appointments in other areas of the University where you may be qualified to teach. A recommended resource is the Writing Center or the Department for Writing Studies. Your area of specialization or support field studies may also prepare you to teach in, for example, Global Studies or Sustainability Studies.

TEACHING POSITIONS IN AREA-WIDE COLLEGES AND UNIVERSITIES
Students should look for teaching opportunities in colleges and universities in our local area seeking scholars qualified in the area of gender, women and sexuality studies.

GENERAL FINANCIAL AID
Federal loans, work study, scholarships and other external fellowships are available to students. Go to the University’s Financial Aid website, and check with the Graduate School for more information.

For more information on grants and fellowships relevant to Feminist Studies or Gender, Women and Sexuality Studies, contact the Director of Graduate Studies for an updated list of these resources.
PART VI: GOVERNANCE AND ETHICS

DIRECTOR OF GRADUATE STUDIES AND GRADUATE STUDIES COMMITTEE

The GWSS Faculty carry out the governance of the Feminist Studies Graduate Program and the Feminist and Critical Sexuality Studies Minor. Most issues affecting graduate students are first discussed in the Graduate Studies Committee and then shared with the GWSS Faculty by the Director of Graduate Studies or the student rep to the Council. At GWSS faculty meetings, Senior, and Member/Advising graduate faculty members are allowed to vote on issues and policy affecting the graduate program and graduate students. The Chair of the Department of Gender, Women, and Sexuality Studies presides over these meetings. Along with the College of Liberal Arts and the Graduate School, the GWSS Faculty is the final governing body of the Feminist Studies Graduate Program.

The Director of Graduate Studies is in charge of stewarding the graduate program and representing Feminist Studies issues and recommendations to the GWSS Faculty, the College of Liberal Arts, and the Graduate School. The Director of Graduate Studies is here to help you with your concerns and needs.

Additional responsibilities of the DGS include developing a regular E-communication with graduate students, stewarding students through milestone accomplishments, assisting graduate students in filing their graduate programs and exam forms, holding professional development workshops for Feminist Studies grad students, admitting and advising of Feminist and Critical Sexuality graduate minors, recommending students for fellowships and grants and other funding opportunities, writing departmental nomination letters for fellowships and grants, completing annual reviews of each graduate student, evaluating and grading students enrolled in GWSS 8996, administering the graduate student teaching award, writing and submitting block grant and other documents for graduate student funding, assisting the Chair in fundraising efforts for graduate students, providing and updating information on funding opportunities for Feminist Studies graduate students, updating the Feminist Studies Graduate Student Handbook, chairing the Graduate Studies Committee, representing the Feminist Studies Graduate Program on the Policy and Review Council, serving as ex officio member of the GWSS Curriculum Committee, and providing conflict resolution options for student grievances.

Graduate Studies Committee Responsibilities include the following:
  To review and discuss graduate student concerns and to make recommendations to the GWSS faculty regarding these concerns
  To review nominations for various membership categories on the Feminist Studies Graduate faculty and make recommendations to GWSS faculty for new graduate faculty
  To make recommendations to the GWSS faculty on questions of governance insofar as they relate to graduate studies and graduate student concerns.
  To review the graduate curriculum for both Ph.D. students and minors, and to make recommendations for changes in the graduate curriculum to the GWSS Curriculum Committee and GWSS faculty.
  To update the Graduate Student Handbook and communicate changes in graduate programming determined by CLA and the Graduate School to faculty and grad students.
To assist in organizing recruiting weekend (or other occasion) for prospective graduate students.
To assist in organizing fall semester orientation for new graduate students and welcome back meeting for returning graduate students.
To help maintain outreach and public relations materials for the graduate program.
To maintain a productive relationship between the Feminist Studies graduate program and the Graduate School, the College of Liberal Arts and other University offices.

Selection of DGS and Graduate Studies Committee

The GWSS Department nominates an eligible candidate for the DGS and submits the nomination to the College of Liberal Arts. The DGS serves as chair of the Feminist Studies Graduate Studies Committee. The DGS normally serves a three year term.

The Graduate Studies Committee usually includes two graduate students who are to represent the interests of graduate majors and the graduate minor. This key committee, along with other committee positions, offers an opportunity for graduate students to participate meaningfully in governance and in the development and growth of the graduate program. It is expected that graduate students in their 5-6 year residency in the program seriously engage these opportunities and responsibilities. This professionalizing experience is also helpful on the job market when departments and programs are looking for academic scholars who are somewhat experienced in departmental leadership and service.

Faculty members on the Graduate Committee are nominated by the Chair. Student members are elected by Feminist Studies graduate students. Faculty members of the committee serve for two-year terms; terms are staggered such that half of the committee is newly appointed each year.

REPRESENTATION OF GRADUATE STUDENTS

All Feminist Studies graduate major students can become members of the Feminist Studies Graduate Student Association. This organization has its own constitution, sets up its own meeting schedule, raises policy issues about the program to the Graduate Studies Committee and the GWSS faculty, takes the initiative to form discussion or study groups or dissertation writing groups, and assists the DGS in providing ideas for graduate student professional development.

Graduate student representatives are elected by the graduate students to serve on key governing committees. These include the grad students representatives at the GWSS faculty meetings and representatives serving on the Curriculum Committee, Graduate Studies Committee, GLBTQ Studies Committee, and COGS. Representatives are elected by the graduate students as determined by the Feminist Studies Graduate Student Organization Constitution. These elections are generally held at the beginning of the academic year. Student representatives on all committees are accountable to their constituency and should attempt to represent the interests of all Feminist Studies graduate students. This includes a responsibility to report back to the students the results of committee meetings, especially as these pertain to graduate students.
COUNCIL OF GRADUATE STUDENTS (COGS)
The Council of Graduate Students (http://www.cogs.umn.edu/) represents all of the graduate students on U of M Twin Cities campus. Each graduate degree program may select a representative and an alternate to serve on COGS. Feminist Studies graduate student representatives are elected by the Feminist Studies Graduate Student Association.

GRIEVANCE PROCEDURES
Graduate students have the right to fundamental fairness regarding complaints. If you have complaints regarding Feminist Studies graduate faculty or administrative officers, you have several options.

• The first is to address the problem directly with the faculty member or staff member or graduate student colleague
• If the problem is still unresolved, students should approach the Director of Graduate Studies and/or the Department Chair.
• If the problem remains unresolved, the Chair is authorized to form a conflict resolution committee.
• If the problem remains unresolved, external mediation may be sought by contact with the Student Dispute Resolution Center.
• If the grievance cannot be resolved through informal or departmental means, the formal system of grievance procedure should be activated through the University Grievance Policy.

EQUAL OPPORTUNITY
As a department existing within the College of Liberal Arts, one of several colleges within the University of Minnesota, the GWSS Department adheres to the following non-discrimination policy:

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

GRADUATE TRAINING IN PROFESSIONAL ETHICS
The Department recommends that all faculty who teach major research seminars having methodological components include discussion on how ethical issues are currently addressed in our field. Specifically components of professional ethics will be covered in GWSS 8109 Research and Methods II, the Graduate Student Professional Development Seminar and in specific professional development workshops.
PART VII: FREQUENTLY ASKED QUESTIONS

If you have more unanswered questions, the Director of Graduate Studies should be contacted.

Q: Who can be a Dissertation Advisor?
A: Only Senior Graduate Faculty (Graduate and Graduate Affiliate) members can advise dissertations. Other Graduate Faculty members can co-advise with a Senior member.

Q: Where can I find the forms I need for milestone requirements and exam scheduling?
A: Copies of the forms can be found on-line at http://www.grad.umn.edu/current_students/forms/doctoral.html
If you have further questions, contact the DGS.

Q: How can I transfer course credits from my M.A. Degree or previous graduate studies work to my Feminist Studies Ph.D. Program?
A: Students entering with a M.A. Degree can consult with the DGS on transferring credits into your Ph.D. program. The DGS will need to see a transcript from your previous institution(s) and may request a syllabi for courses that seem appropriate for your Ph.D. program of study. This transfer of credit is best completed by the end of your first year.

Q: Who can serve as an “Outside Faculty Member” on an Examination Committee?
A: An “outside faculty member” is any faculty member whose tenure line is not in GWSS. An “outside faculty member” may or may not be a member of the Feminist Studies Graduate Faculty. Please see the Feminist Studies Graduate Faculty list on p. 30.

Q: Who can serve as an “External Member” on an Examination Committee?
A: If you are interested in having an “external” faculty member from another institution serve on your examination committee, you can contact this person to see if she or he might be interested in being on your committee. If they agree, you should send to the DGS a copy of the external faculty member’s CV and a strong rationale for the addition this scholar to the your examining committee. The DGS will then correspond with the faculty member to clarify the responsibilities of an external faculty member. The DGS will send the CV, rationale, and a formal request to the Graduate School for final approval.

Q: How can I make a committee substitution once I have officially submitted my list of committee members to the Graduate School? Can I make any changes?
A: The DGS can communicate committee changes to the Graduate School for approval, and this can happen even though you have already officially determined your committee members. To make these changes you must provide the DGS with a copy of your Thesis Project Proposal and through e-mail send the following information to the DGS: Student name, ID number, major
field, degree sought, advisor and chairperson, name of faculty member to be removed (old committee role) and name of replacement faculty member (role on your committee). Also provide a description of how you want to adjust the roles on your committee. Include the following:

COMMITTEE NAME (eg. Oral Prelim or Final Oral)
Advisor (co-advisors): who?
Internal Reviewers: who?
Outside Reviewers: who?
Members: who?
Chair

The DGS will send the formal request to the Graduate School and you should within a few days receive an e-mail from the Graduate School indicating approval of these changes.

Q: What files does the Department keep on my behalf?
A: During your years of graduate study, the Department will file documents and information relevant to your progress and completion of your degree. Files and policies include the following:

(1) The original letter of offer and academic appointment documents stating contractual terms, and funding agreements and responsibilities.

(2) Annual review letters from the DGS.

(3) Copies of all Graduate School forms for completed exams and milestones.

(4) Student files may also include: program checklist, current CV, teaching evaluations, teaching evaluation letters, copies of fellowship applications and/or nominations and awards, and miscellaneous correspondence.

(5) Waivers for viewing rights to some parts of your file, eg. letters on file in your Credential File.

Q: How can I access what is in my graduate student file?
A: You can access, per written request to the DGS, to view the contents of your file, except for the contents to which you have waived your viewing rights. These will be marked “confidential” in your file. You may not remove your file from the Graduate School. The DGS Assistant, the DGS and your advisor(s) have the right to view all of the contents of your file. Other faculty members have the right to view on a need-to-know basis approved by the DGS.

Q: What is a Credentials File and how can I activate this file?
A: A Credentials File is a compilation of information for prospective employers. It usually includes letters of recommendation to be sent to prospective employers when you enter the job market. It is in your interest to waive your rights to review these letters to assure prospective employers that these letters contain confidential and candid information about your potential as a
future employee.

For more information on how to create your Credentials File, contact the GWSS main office.

**Q:** Can I lose my status as a graduate student if I do not register at the beginning of each semester?

**A:** The answer is “yes!” Graduate students are required to register as ongoing and active graduate students every fall and spring term during regular drop/add time frame. Those who do not register are considered to have withdrawn; their Graduate School records are deactivated. Deactivated students may not register for courses, take exams, complete their degree or participate as a graduate student in University events. If you fail to register, you must reapply for admissions to the Graduate School and to the Feminist Studies Graduate Program. This is a risk, as admission may be denied. If this should happen, you last resort is to file a “Registration Exception Request Form” to have a chance to describe what circumstances prevented you from registering on time. Find form here: http://www.grad.umn.edu/current_students/forms/gs05.pdf. Note these exemptions are rarely granted.

**Q:** How can a faculty member in another department be nominated to the Feminist Studies Graduate Faculty?

**A:** Additions to any category of the Graduate Faculty are made by nomination to the Graduate Studies Committee. The Committee discusses and makes a recommendation on each nomination and then submits this recommendation to the GWSS Faculty for final review and approval. A vote on each nomination by faculty members of equal or higher status should normally take place at the GWSS faculty meeting or by e-mail ballot. A formal ballot can also be called at the meeting.

**Q:** How is continued status on the Graduate Faculty maintained?

**A:** The Graduate Studies Committee should conduct a review of the graduate faculty every three years to ascertain that members are meeting the criteria for their particular status.

Criteria: Faculty members need to fulfill any two of the six criteria listed below to warrant continuation as a graduate faculty member in Feminist Studies.

1. Service as a dissertation advisor or co-advisor for a graduate minor or graduate major student(s) in the Feminist Studies Graduate Program
2. Service on dissertation committees of graduate minor or graduate major student(s) in the Feminist Studies Graduate Program
3. Teaching of courses at the graduate level (5xxx or 8xxx) in or cross-listed with the Department of Gender, Women, and Sexuality Studies
4. Teaching of courses at the graduate level (5xxx or 8xxx) in home department which could be used by graduate majors or minors in Feminist Studies as a degree program course
5. Maintenance of a scholarly, creative or professional activities and accomplishments
that demonstrate an active program in feminist research, scholarship and creative work.

(6) Service on the Feminist Studies Graduate Studies Committee.

Q: Can I obtain an augmented graduate student appointment (more than a .50 FTE)? Can I have a .50FTE TA position and add a .25FTE research assistant position?

A: Feminist Studies graduate students will not in general be eligible for appointments above 50% time (.50FTE). “FTE” stands for Full Time Equivalent which is approximately 40 hours per week; a .50 FTE is equivalent to approximately 20 hours per week. Students who wish to serve as graduate assistants or graduate instructors in other departments will be expected to relinquish or not to accept any appointments in GWSS for that semester, as that would bring their total appointment to more than a .50 FTE. Nor, in general, will GWSS hire any student for a total of more a .50FTE.

However, individual students may petition the DGS for an exemption to this policy. This is generally for an additional .25FTE, if for example, you want to work as a .25 FTE research assistant in addition to a .50FTE graduate instructor appointment. This is an exceptional situation, but may be granted by the DGS, provided it meets the following conditions:

1) Approval has been obtained from the student's advisor, with the concurrence of the DGS, based, at a minimum, on the student's making satisfactory progress toward the degree, and
2) There are no other Feminist Studies PhD students who are eligible for support, have less than a 50% FTE appointment, and would be interested in and qualified for the augmentation, and
3) The student understands should a GWSS position become open, that by accepting the offer in question which will raise her/his employment above 50% time, this places him or her at a lower priority for the new position than interested and qualified Feminist Studies Minors, and
4) Generally, the student is being offered an additional 25% time or less on an RAship because the student has the special skills needed by the faculty member who has an RA position available, and
5) The hiring department agrees to pay any extra fringe benefits resulting from this augmentation.

Q: Are there special summer job opportunities for International Students?

A: The Department should take into account the critical position of international students and visa considerations when it comes to summer teaching and other work opportunities. While scarcity in summer resources is hard on all graduate students, it places international graduate students in a more precarious position since their visa status limits employment to the University of Minnesota campus.

To alleviate some of the stress for international students, as well as mediate any possibility of graduate students competing against each other for limited teaching opportunities, the Department will do the following:

Make every effort to establish a summer research assistantship or summer administrative assistantship to provide one RA position during the summer term. The priority for this position
would go to international students (up to their fifth year) who have not been given a summer teaching assignment during the summer under consideration and have no other fellowship support or equivalent University employment.

Q: Once my course work is completed, how do I maintain my active status as a graduate student at the University of Minnesota?

Late in your graduate career, you will find it useful and necessary to use various registration strategies to maintain your active status as a Feminist Studies graduate student at the University of Minnesota and to confer the continuation of benefits.

To do this you maintain “active status” which means that you must register at the beginning of fall and spring semesters even though your coursework and most if not all your requirements have been completed. “Active Status” is required of all graduate students at the University of Minnesota before you can register for coursework, take examinations, submit milestone forms or file for graduation.

Students not registered every fall and spring term are considered to have withdrawn; their Graduate School records are deactivated. Those who wish to resume graduate work must request readmission to the Graduate School (and if readmitted, must register) to reactivate their status.

Once you have finished your coursework, additional credit registration for active status is available through the following registration strategies.

GRAD 999 Graduate School Active Status
GWSS 8888 Doctoral Thesis Credits
GWSS 8444 Advanced Doctoral Status (“FTE: Doctoral”)

GRAD 999 Graduate School Active Status

GRAD 999 is a zero-credit, zero-tuition registration option intended for Graduate School students who have completed all coursework and thesis credit requirements, and who must maintain registration to meet the Graduate School’s registration requirement.

While students can register for GRAD 999 to maintain their active student status in the Graduate School. Students who must maintain full-time status to, e.g., hold an assistantship, defer loans, and/or receive financial aid cannot use GRAD 999 to meet registration requirements. International students are strongly encouraged to confer with the International Student & Scholar Services (ISSS) office if they are considering GRAD 999 registration

Eligibility requirements:
GRAD 999 is an option only for Graduate School students and for students in “good standing” in the Department. Students must hold active student status in order to register which means that you must register at the beginning of fall and spring semesters.
Restrictions:
While the Graduate School neither restricts the number of terms for which students may register for GRAD 999, students are expected to consult the Feminist Studies DGS prior to enrollment to ensure you meet Feminist Studies’s established criteria regarding GRAD 999.

Maintaining legal status: International students who enroll in GRAD 999 must file a Reduced Course Load form, available on the International Student & Scholar Services website, and submit the completed form to ISSS in 190 HHH Center.

Maintaining health benefits: International students who register for GRAD 999 are required to maintain their University-sponsored health benefit plan. Students will automatically be enrolled in the University-sponsored Student Health Benefit Plan unless they are covered by the Grad Continuation Plan, or they request and receive a waiver. To receive a waiver, students must meet one of the following criteria:

- They must be covered by a United States-based, employer-sponsored insurance plan; or
- They must have returned to their home country and be in residence there for the duration of the semester.

Students who meet either of the above criteria need to contact the Student Health Benefits office for a waiver request by calling 612-624-0627, or emailing studins@bhs.umn.edu. All waiver requests must be received by the University’s established registration deadlines.

GRAD 999 and the Student Services Fee: Students who register for GRAD 999 are not required to pay the Student Services Fee; however, they may elect to do so if they wish to use or support the services covered by the fee. (Reminder: Students who pay the Student Services Fee must have their own health insurance to be covered for services provided by Boynton Health Service. Payment of the Student Services Fee does not render students eligible to buy University-sponsored hospitalization insurance.)

How to register for GRAD 999: Graduate students can register online for GRAD 999 through One Stop. If students are advised during the online registration process that they have a registration hold, they must follow the instructions provided for removing the hold before proceeding with the registration process. If students receive the following message "Class NOT added. All requirements not met." the GWSS office has restricted enrollment for this course and students should contact the Feminist Studies DGS to resolve the problem.
**8888 Doctoral Thesis Credits**

All GWSS PhD students are required by the Graduate School to register for 24 credits of 8888.

*Eligibility requirements:*
Doctoral students can register for 8888 beginning in their second year. They must hold active student status in order to register for 8888.

*Restrictions:*
8888 registrations cannot be used to meet any Graduate School degree requirements other than the thesis credit requirement. In the event that an ineligible student is registered for 8888, they will be notified by the Graduate School via email that they have not met the eligibility requirements, and that they must cancel their 8888 registration. Students are responsible for reconciling issues related to benefits (e.g., loan deferment; graduate assistantship) that arise due to the cancellation of their 8888 registration.

*How to register for 8888 Doctoral Thesis Credits:*
Students can register through One Stop. If students are advised during the online registration process that they have a registration hold, they must follow the instructions provided for removing the hold before proceeding with the registration process.

*How 8888 Doctoral Thesis Credits will appear on the transcript:*
8888 registrations will appear on the Graduate School student’s transcript as “8888 Thesis Credit: Doct”. Grades are not assigned to 8888 registrations. The “NG” designator will appear on the transcript at the end of the term to indicate that no grade is assigned to 8888 Doctoral Thesis Credits.

**GWSS RESTRICTIONS on 8888**

The GWSS Department requires that students take 24 credits of 8888 during the second and third years of their program.

Graduate School is the only office authorized to provide students with the permission required for enrollment. If a student has questions or encounters difficulties when registering for 8888, they should be encouraged to contact the Graduate School at 612-625-3490.

**8444 Advanced Doctoral Status**

8444 is a one-credit registration option for eligible doctoral students who must certify full-time status to be in compliance with requirements of the University and/or external agencies (e.g., employment as a graduate assistant; loan deferment). Students eligible for 8444 can be employed in one of the low-tuition/low-fringe job classes.
Eligibility requirements:
Doctoral candidates must hold active student status. In addition to completing all Degree Program coursework, doctoral candidates become eligible to apply for the 8444 Advanced Doctoral Status registration option the term after they have completed their 24-thesis credit requirement.

To obtain eligibility: Applications for 8444 Advanced Doctoral Status must be submitted to DGS for approval. The student’s adviser also must review the application to determine whether the student is making satisfactory degree progress. Note that students must submit an application for 8444 Advanced Doctoral Status registration to their GWSS office prior to every term they intend to register for 8444. Applications for 8444 Advanced Doctoral Status are not submitted to the Graduate School.

How to register for 8444 Advanced Doctoral Status:
Students can register through One Stop. If students are advised during the online registration process that they have a registration hold, they must follow the instructions provided for removing the hold before proceeding with the registration process.

How 8444 Advanced Doctoral Status will appear on the transcript:
8444 registrations will appear on the Graduate School student’s transcript as “8444 FTE: Doct”. Grades are not assigned to 8444 registrations. The “NG” designator will appear on the transcript at the end of the term to indicate that no grade is assigned to 8444.

The Graduate School is the only office authorized to approve 8444 registrations, and permission is required for enrollment. If a student has questions or encounters difficulties when registering for 8444, they should be encouraged to contact the Feminist Studies DGS or the Graduate School.
The following chart summarizes the allowances made for various levels of additional for-credit registration:

<table>
<thead>
<tr>
<th>Comparison of Eligibility Requirements Met by Graduate School Registrations (by number of credits by type of credits)</th>
<th>Eligibility based on number of credits</th>
<th>Eligibility based on type of credits</th>
<th>No Reg</th>
<th>Grad 999</th>
<th>PT (&lt; 6cr)</th>
<th>FT (≥ 6cr)*</th>
<th>8666</th>
<th>8888</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet GS registration requirement for active status</td>
<td>no</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Meet GS coursework requirement</td>
<td>no</td>
<td>no</td>
<td>YES</td>
<td>YES</td>
<td>no</td>
<td>no</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet GS thesis credit requirement</td>
<td>no</td>
<td>no</td>
<td>***</td>
<td>***</td>
<td>no</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File degree program forms, thesis proposals, petitions, commencement attendance form application for degree forms</td>
<td>no</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Take master’s final exam, doctoral prelim written/oral exam, doctoral final exam</td>
<td>no</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Submit degree-clearance materials, e.g., exam forms, theses/dissertations</td>
<td>no</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Use U Library resources</td>
<td>no</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Hold graduate assistantships</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Carry health insurance</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Retain legal status (if international student)</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Defer loans</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Receive financial aid</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

*Any combination of course credits with master's thesis credits (8777) or doctoral thesis credits (8888)

***Only thesis credits that comprise the total number of credits satisfy the requirement

# Unless Special Graduate Assistant Registration Status (SGARS) form is submitted to GAO that term

## Unless Reduced Course Load form is filed with ISSS for that term

### Unless registered for at least 3 credits that term

#### Only if TA/RA on Graduate Assistant Health Plan
Please NOTE: Adjustments to the "behind the scenes" structure of many UM Reports are underway. These adjustments are required because of the change in college affiliation of graduate programs and students effective fall 2011. You can view a complete list of all planned modifications for graduate education reports, including a status of the work, on Academic Support Resources' (ASR) website. This page will be updated as needed.

The Feminist Studies DGS will inform Feminist Studies graduate students of any changes affecting your degree program.
PART VIII: FEMINIST STUDIES DISSERTATIONS

2013

• **Charlotte Karem Albrecht:** *Peddling Arab American Histories: Race, Gender, and Sexuality in Early Syrian American Communities.* Advisor: Jigna Desai.

• **Diane Detournay:** *The Encounter Between Feminism and Liberalism: An Itinerary of “Woman”.* Advisors: Jigna Desai and Richa Nagar.

• **Aniruddha Dutta:** *Globalizing through the Vernacular: Gender/sexual Transnationalism and the Making of Sexual Minorities in Eastern India.* Advisors: Jigna Desai and Richa Nagar.

• **Xiumei Pu:** *Imagining the Decolonial Spirit: Ecowomanist Literature and Criticism in the Chinese Diaspora.* Advisor: Edén Torres.

2012

• **Patricia Connolly:** *Staging Cross-Border (Reading) Alliances: Feminist Testimonials at Work.* Advisors: Amy Kaminsky and Richa Nagar.

• **Jessica Giusti:** “*Burlesque Female Behemoths*: Transgressions of Fat, Femme Burlesque.” Advisors: Ananya Chatterjea and Jacquelyn Zita.

• **Yeonbo Jeong:** *Science, Nation, and Women’s Bodies: Economies of Reproductive Tissues and Stem Cell Research in South Korea.* Advisors: Susan Craddock and Jacquelyn Zita.

2011

• **Papori Bora:** *The Nation and its Margins: Reading Gender and the Politics of Sovereignty in India's Northeast.* Advisors: Jigna Desai and Richa Nagar

2010

• **Kandace Creel-Falcón:** "*This is Our Home!*: Chicana Oral Histories: (Story) Telling Life, Love and Identity in the Midwest." Advisors: Edén Torres and Lisa Albrecht.


2009

- **Rachel Raimist**: *Grinding the Walls to Dust*: Feminist Media Praxis
  Advisor: Edén Torres.

2008

- **Margalit Chu**: *Resistance, Dependency, and Resilience: The Everyday Politics and Geographies of NGO Development in Marginalized Gitano Communities.*
  Advisor: Richa Nagar.

2006

  Advisor: Jigna Desai.
- **Amy Brandzel**: *Queering the Subject(s) of U.S. Citizenship: Beyond the Normative Citizen in Law and Culture.*
  Advisors: Jigna Desai, Richa Nagar, and Barbara Welke.
- **Dawn Rae Davis**: *De-colonizing Love: Feminist Subjects and the Ability of Not Knowing.*
  Advisor: Naomi Scheman.

2005

- **Sam Bullington**: *From the "Rainbow Nation" to the "New Apartheid": Sexual Orientation and HIV/AIDS in Contemporary South African Nation Building.*
  Advisor: Susan Craddock.
- **Sara Hottinger**: *Making Mathematical Knowledge: A Cultural Study of Late-Eighteenth Century British Mathematics.*
  Advisors: Jacquelyn Zita and Helen Longino.
- **Linda Wayne**: *Sexes, Genders, and Sexualities: From Second to Third Wave Feminism.*
  Advisor: Ellen-Messer Davidow.

2003

- **Amanda Swar**: *Exploring the Boundaries of Gender and Sex: Transgendered Expressions in Contemporary South Africa.*
  Advisors: Amy Kaminsky and Richa Nagar.

2002

- **Sidney Matrix**: *Inventing Cyberculture and Cybersubjectivity: A Critical Study of Cyberfictional Media.*
  Advisors: John Mowitt and Naomi Scheman.