# Department of Women’s Studies
## Graduate Student Handbook

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August 2011

I. INTRODUCTION

Welcome to the graduate program in Women’s Studies. The faculty are pleased that you have selected Maryland for your doctoral work. We look forward to your active participation and engagement in the intellectual and social life of our department. To help guide you through our curricular requirements and resources, we have developed this handbook for use as a reference throughout your graduate years.

This handbook explains the policies and procedures that apply to all aspects of the graduate program. University of Maryland (UM) Graduate School policies govern student requirements and all students must be familiar with these polices. Additionally, it is every student’s responsibility to be familiar with policies and procedures that are specific to our department to assure the completion of all requirements and progress toward the PhD degree.

The Graduate Director (referred to throughout this document as the Director of Graduate Studies, or DGS) and the core faculty develop and approve policies regarding the graduate program. The DGS is responsible for assuring that policies are abided by, consulting and advising students on requirements and procedures, monitoring student progress, and reviewing and approving requests for all exemptions. The DGS is also responsible for all the logistical processes of new student admissions, fellowships, prospective students’ visits in the spring, student orientation, and all other graduate program events.

Graduate students are welcomed to participate in other areas of governance in the Department, the College, and the University. Some of these committees are:

- The Women’s Studies Graduate Committee, composed of 3-4 volunteer graduate students, and one or two members of the core faculty, and chaired by the DGS. Graduate students are responsible for deciding who will represent them in the Women’s Studies Graduate Committee. This group updates, revises, and develops policies and makes recommendations to the core faculty for ratification.
- The Women’s Studies Undergraduate Committee, which addresses the needs of this program, working with the Assistant Director and Undergraduate Advisor, Laura Nichols.
- The College of Arts and Humanities (ARHU) Dean’s Graduate Council (volunteer and nominated by the DGS).
- The Graduate Student Association.
- International Student Association.

Although Women’s Studies is a comparatively small academic unit, we know that keeping lines of communication open is essential for all of the kinds of work we do in the academy and in society. Graduate students are kept abreast of events and information via different electronic communications/listservs and the Women’s Studies (WMST) web
site, http://www.womensstudies.umd.edu. The DGS sends out the Graduate Director’s Update at the beginning of each semester; it is also posted on the WMST web site with a limited number of hard copies available in the Department. The Update lists student and faculty awards, recognitions and laurels from the previous semester, upcoming events, and important deadlines. In the spring, the UM Graduate School recognizes graduate students across the campus with a week of events that include graduate presentations during Graduate Research Interaction Day (GRID). On the Wednesday of Graduate Student Appreciation week, Women’s Studies hosts a special event for its own graduate students that features the renowned University of Maryland ice cream, straight from the UM Dairy. At the end of each semester, Women’s Studies hosts Grad Night Out, for graduate students, faculty, and staff to enjoy dinner and conversation at a local restaurant.

Because the Women’s Studies Department views this document as dynamic, the provisions of this handbook are not to be regarded as an irrevocable contract between the student and the department. Changes are effected from time to time in the general regulations and in the academic requirements. There are established procedures for making changes that protect the institution’s integrity and the individual student’s interest and welfare. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student’s advantage and can be accommodated within the span of years normally required for graduation. When the actions of a student are judged by competent authority, using established procedure, to be detrimental to the interests of the university community, that person may be required to withdraw from the university. (See http://www.gradschool.umd.edu/catalog/introduction.htm)

This handbook will be reviewed every two years, and revised as necessary at that time.

II. PROGRAM OVERVIEW

All entering students take a selection of courses, including the required core interdisciplinary seminars in the Department of Women’s Studies. All students must pass a general examination given annually in August. Students entering the program with a bachelor’s degree are expected to take the general examination by the summer before their fifth semester. Students entering the program with a relevant master’s degree are expected to take the general examination the summer before their third semester. Students are also expected to complete a second year interdisciplinary paper, the end of the fifth semester, a review of student progress by the departmental faculty is required. The assessment of students’ progress is based on their portfolio, which includes the following: GPA, faculty evaluation of required coursework, general examination, the second year interdisciplinary paper, and the plans for completion of the language requirement. This assessment is the basis for the student’s continued participation in the doctoral program.
III. STUDENT LIFE

The following section describes programmatic aspects that students are required to engage in from entry into the program through completion. These include orientation, advising, registration, and full-time status requirements, as well as information about tuition remission.

Orientation for First Year Students

All students begin the program in the fall semester. First year students are required to attend orientation. This half day of meetings usually takes place one week before the fall semester begins. Students will meet with the DGS to review registration for the fall, develop a tentative plan for spring courses, learn about office procedures, and meet other faculty and staff in the department. In addition, students will attend the Graduate School, Minority Graduate Students, International Students, or other orientations as ways to become familiar with staff, programs, and resources available through the Graduate School.

Advising Procedures

Students will be advised for their first year by the DGS. The DGS will assist students in developing an initial plan of study and exploring research interests and the resources of the university, suggest courses and faculty, and assist in identifying a research focus. By the end of the first year, students will identify an appropriate advisor. Although this advisor will typically serve in this role for the rest of the student’s career, students may at any time speak to the DGS to request assistance in transferring to a different advisor.

Research shows that good advisor/advisee interactions and relations can be key elements for successful graduate education. Advisors and students are expected to meet a minimum of three times a semester to evaluate the student’s progress, to discuss any unexpected academic difficulties the student may be experiencing and work on solutions, and to plan or review courses for the next semester. It is the student’s responsibility to make the appointment and attend the meeting with the advisor and to update the advising form. Advising forms are the major method for faculty to record student progress. It is the student’s responsibility to keep these forms updated and to assure that all required signatures and exemptions are duly recorded where appropriate. The advising log in the student’s folder can also be used by faculty and the DGS to note student concerns.

By the end of the second semester students are also expected to have identified a faculty member (referred to as the “first reader”) with whom they will work to complete their second year paper. This faculty member may or may not be the student’s advisor. It is expected that if the student chooses a faculty member who is not their advisor, they will do so in consultation with their advisor. In dialogue with their first reader, a second reader for the paper should also be identified for the purpose of final assessment.

The student’s major field committee also serves an important role. Near the beginning of the fifth semester, students must identify a three-person major field committee that will
approve the student’s overall course of study, assuring that the student has been adequately prepared in a major field and for the writing of a dissertation. The committee also approves the overall conceptualization of the student’s major field and administers the major field exam. The major field committee must include the student’s advisor (who will serve as chair), one affiliate faculty, and one scholar of the student’s choice.

Registration Procedures

Prior to registering for any courses, women’s studies graduate students must first meet with the DGS (in the first year) or their advisor. After advisement, students are encouraged to register online via Testudo. Graduate student course registration procedures are available online at www.testudo.umd.edu or in the Schedule of Classes available on campus or from the University Book Center. It is also possible to register for courses in person at the Office of the Registrar, Room 1101 Mitchell Building.

Full-Time Status

To be certified as a full-time student, a graduate student must be officially registered for a combination of courses equivalent to 48 units per semester. Graduate assistants holding full-time teaching or research appointments are considered full-time students if they are registered for at least 24 units in addition to the assistantship. Private scholarship recipients must maintain full-time student status throughout the semester in order to keep their scholarship, unless otherwise stipulated by the donor in writing.

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<th>COURSE #</th>
<th>GRADUATE UNITS</th>
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<tr>
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<tr>
<td>400-499</td>
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<tr>
<td>500-599</td>
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<tr>
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<tr>
<td>800</td>
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<tr>
<td>UMEI 005*</td>
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</tr>
<tr>
<td>UMEI 006</td>
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<tr>
<td>UMEI 007</td>
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<tr>
<td>UMEI 008</td>
<td>2 units per credit hour</td>
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*UM English Institute classes required of some international students
International Students

Students on F-1 and J-1 student visas must also maintain full-time status throughout each semester according to federal regulations. International students may contact Office of International Programs with questions at (301) 405-4772. If an international student wishes to become part time, he/she must complete an exit plan to be approved by the Office of International Programs. If this plan is not followed, the student risks jeopardizing her visa status. International students who plan on teaching must be evaluated by the Maryland English Institute. Students from the United States, United Kingdom, Ireland, English Canada, Australia, New Zealand, Anglophone Africa, or the Commonwealth Caribbean are exempt from the International Assistant Evaluation. For details refer to: http://www.education.umd.edu/institutesandcenters/MEI/.

Request for Leave from the University

Pre-candidacy doctoral students may take a leave from the university for a semester or a year by requesting a waiver of continuous registration. This request should be filed with the Graduate School 30 days before the beginning of the semester or year for which the waiver is sought. After consulting with their advisor, the student will submit the appropriate forms to the DGS who in turn will send the form to the Graduate School. Once approved, a copy of the form will be placed in the student’s department folder. (http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html)

Request for Extension of Time to PhD

A petition for an extension beyond the limits allowable before advancing to candidacy (five years) or before completing the dissertation (nine years after admission to the doctoral program), follows the same procedure stated above regarding leave, but has a specific Graduate School form. (http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html)

Travel Policy for Students

In any given year, there is a limited amount of money available for student travel (for presentation or research purposes). If travel funds are available from the department, the chair or DGS will make that known to the students at the beginning of the academic year in September. Students may apply for money at any time throughout the year, provided it is no fewer than 60 days prior to the date of departure. (See Appendix II for a Department Travel Grant Form.) In conjunction with department travel funds, students may apply for travel funds from the College of Arts and Humanities or the Graduate School. Students will be notified of decisions regarding the receipt of department travel funds no more than thirty days after their completed application is handed in to both the DGS and the department chair. Funds are typically distributed on a reimbursement schedule; money will not be given to the student in advance. However, students may request that their airfare be paid on the departmental credit card.
College of Arts and Humanities Travel Awards

The College of Arts and Humanities offers up to 20 awards per year for travel to national or international conferences in support of the professional development of graduate students through the presentation of original research. In the past, there have been three competitions per year with approximately six awards given in each competition. All proposals go through the DGS, who must rank the submissions with the department’s nominating letter. Check with the WMST Program Management Specialist for current information.

Jacob K. Goldhaber Travel Grant

The Jacob K. Goldhaber Travel Grants, awarded by the Graduate School, are intended to help defray the expenses incurred by graduate students who are traveling to scholarly, scientific, or professional conferences to present papers, posters, or other scholarly material. Guidelines have been instituted in order to accommodate as many students as possible and to allow applications to be processed in a timely manner. For further information, please refer to:
http://www.gradschool.umd.edu/current_students/travel_awards.html

IV. REQUIREMENTS FOR COMPLETION OF PHD

The following sections describe in more detail the necessary requirements for completion of a PhD. Although most are departmental requirements, students must also inform themselves of all Graduate School policies relating to their academic life. This handbook briefly mentions many of the Graduate School requirements; others are available on the Graduate School website, http://www.gradschool.umd.edu/catalog/introduction.htm

Satisfactory Progress toward Degree for PhD Students

In the Women’s Studies graduate program, there are six benchmarks that designate progress towards attaining the doctorate. These are: the general exam, the second-year paper, the major field exam, the second language exam, the defense of the dissertation prospectus, and the dissertation.

University policies require that students in the PhD program defend the dissertation prospectus and be admitted to candidacy within five years of admission to the doctoral program. The dissertation, in addition to any remaining requirements for the PhD, must be completed within four years of admission to candidacy or within nine years of admission to the doctoral program, whichever is greater. Students may request a time extension for a maximum of one year for completion of their degree after consultation with their advisor and the DGS. Forms are available at:
http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html
Annual Review

Each spring, students will be required to submit materials for the annual review by the core faculty. These materials are: the graduate student report, the WMST worksheet for doctoral students, and a current CV. These items provide documentation of a student’s progress to degree and professional activities. Faculty will meet and consider these annual reports in May and students will receive a letter from the DGS at the end of the semester acknowledging their accomplishments, assessing their progress in the program to date, and advising them of any concerns. There are four possible outcomes from the annual review: approved, additional information required with re-evaluation in the fall, inadequate progress, and inadequate progress with decision to terminate. Funding is renewed on an annual basis depending on adequate progress to degree.

Evaluation Procedures

a. Grades
The conventional A through F grading system is used in most graduate-level courses. A "Satisfactory or Failure" (S-F) grading system may be used for certain types of graduate study at the discretion of the graduate program. These include courses that require independent research, special projects, or independent study. Graduate program seminars, workshops, and graduate program courses in instructional methods may also be appropriate for the S-F grading system. (The “Pass-Fail” grading system is a grading option for undergraduates only. However, a graduate program may, in certain cases, allow a graduate student to use the Pass-Fail option for any 100-300 level courses that a student takes; however, graduate credit may not be earned for these courses. The mark of “P” is equivalent to an A or B.) Either the A-F or the S-F grading system may be used in thesis and dissertation research and courses labeled "Independent Study” or "Special Topics.”

b. University Policy regarding Scholarly Integrity
The University is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. Accordingly, the Code of Academic Integrity is designed to ensure that the principle of academic honesty is upheld. Although all members of the University share this responsibility, the Code of Academic Integrity is designed so that special responsibility for upholding the principle of academic honesty lies with the students. The complete Code of Academic Integrity is available online at http://www.president.umd.edu/policies/iii100a.html.
**Required Core Courses and Elective Courses of Interest**

Students entering with a bachelor’s degree are required to complete a minimum of 54 credits, including 12 dissertation research credits. Students entering with a master’s degree in Women’s Studies or a graduate certificate in Women’s Studies are required to take a minimum of 34 credits, including 12 dissertation research credits.

Students are required to take WMST 601 and 602 (Approaches to Women’s Studies I and II, a year-long introductory course), WMST 618 (Feminist Pedagogy), WMST 619 (Women’s Studies Teaching Practicum), WMST 621 (Feminist Theories and Women’s Movements: Genealogies), WMST 628 (the Colloquium, required every semester until advancement to candidacy), and WMST 899 (doctoral dissertation).

When students take WMST 618, they must also register for the Center for Teaching Excellence orientation that is given during the last week of August each year. **No exemptions will be approved for WMST 618 and students must complete it successfully before they are permitted to teach independently.**

Beyond the required courses and credit hours, students’ course of study is determined in consultation with the advisor and must be approved by their major field committee before taking the major field exam. We encourage students to take courses so as to ensure the breadth of their learning. For example, those who have a BA or MA with a strong social science background are encouraged to select electives in the humanities and vice versa. Students must also take an adequate number of electives, which may include WMST special topic courses as well as courses taught in other departments and/or independent study, reading, and research courses, which together support a major field with sufficient interdisciplinary breadth and depth in the area and at least two methods/approaches. Although the department does not grant transfer credits for graduate courses taken at other institutions prior to entering our program, such prior courses, with the approval of the student’s major field committee, may count in the assessment of the student’s preparedness to take the major field exam and begin work on the dissertation.

Since so many graduate courses in all departments are offered as “Special Topics” courses, their content and instructors change each semester and will not therefore be listed by specific title in the University Graduate catalog. Every semester, the DGS and the assistant director construct a list of courses taught by our affiliate faculty and others, which we believe will be of interest to students in the Women’s Studies Department. This list is helpful for identifying topics of interest, as well as those that will fulfill the methodology/approaches required to support the student’s major field and dissertation.

**WMST 699 (3 credits):** Independent Study courses are taken when students, in consultation with their advisor, seeks an individualized learning experience. Students are encouraged to take this educational path for more in-depth research or directed reading in targeted areas of inquiry as they develop and write their second-year paper, prepare for the major field exam, and/or develop a prospectus for their dissertation. Students and the instructor of Independent Study courses should agree to the learning objective,
assignments, and evaluation criteria for grading. At the student’s request, a description of the course and completed assignments may be placed in the student’s file.

**WMST 709:** Directed Independent Reading for Major Field Exam. Students who have finished their second-year paper and have not yet taken their major field exam may register for WMST 709. This course can be taken for 1-4 credits in a semester and is repeatable for a total of 12 credits.

**WMST 898:** Pre-Candidacy Research. In accordance with the Graduate School policy regarding pre-candidacy research, students who have not advanced to candidacy may register for WMST 898. WMST 898 will carry 18 units per credit hour and can be taken for 1-8 credits.

**WMST 899:** Doctoral Dissertation Research. Only students who have advanced to candidacy (passed general and major field exams, completed the second language requirement, and defended their dissertation prospectus) may register for WMST 899. Once advanced to candidacy, the Graduate School requires students to be registered every semester for WMST 899. WMST 899 will carry 6 credit hours (108 units) per semester and will be covered by the flat candidacy tuition.

**General Exam Procedures**

Students entering the program with a BA are expected to take the General Exam prior to their 5th semester, although some BA students, in consultation with their advisor, may choose to take the exam earlier, prior to their 3rd semester. Students entering with an MA are expected to take the General Exam just prior to their 3rd semester in the program. All students should have completed WMST 601, 602, and 621 as necessary coursework in preparation for the general exam.

In the spring semester, a general exam list is prepared by the assistant to the DGS that includes readings from WMST 601, 602, and 621 for the prior two years, as well as other books and articles the faculty consider basic to our field. The list changes annually. The reading list is reviewed by the General Exam Faculty Committee and is then distributed by mid-March to students who intend to take the exam in late summer. The cohort of students taking the exam may add a limited number of additional materials (maximum of 20 from the entire cohort) with contributions agreed upon by all of the students taking the exam that year. These additional readings are provided to the chair of the exam committee within 30 days. The chair of the committee, in consultation with the other General Exam Faculty Committee members, approves of these additions within 15 days and notifies the student exam group of approval. The DGS and chair of the exam committee will hold an information session with students to review the process after the reading list is prepared, before students and faculty depart for the summer.

The General Exam Faculty Committee is designated by the department chair and consists of three core faculty members who develop, administer, and grade the exam. The exam date and the names of the committee members will be provided to students by the assistant to the DGS via email no later than June 1.
Students are also encouraged to confer with their advisor and individual department faculty for guidance and support in preparation for the exam and to form study groups over the summer to study for the exam. The department makes available to students prior questions for the general exam; these may be obtained from the assistant to the DGS.

The exam is administered in late summer or early fall (recently, over the 3rd or 4th weekend of August). The exam is made available at 12 noon of the designated Friday and must be returned by 12 noon the following Monday. Students may elect to receive the exam by email and return it by email. However, we prefer that it be picked up in person and delivered in person. Students who use email take the risk of unexpected cyberspace problems that can have negative consequences. For example, if the completed exam does not arrive in the Women’s Studies office by 12 noon, it would not be considered acceptable because it would have extended the time allotted to complete the exam. Therefore, students receive and return the exam via email at their own risk.

All students taking the exam in a given year will receive the same exam. The exam is a written take-home examination that students have 72 hours to complete. Exam grades will be pass, pass with conditions, or fail. The general exam committee will email the DGS the grade results of the exam and this grade will be recorded on the advising form and signed off by the DGS. After receiving the exam results from the committee chair, the DGS will contact each student with the results. Each student will meet with the examining committee after taking the exam to obtain feedback and discuss their grade no later than 45 days from submission of the exam. (This is not an oral defense.) The committee chair will ask the assistant to the DGS to schedule student meetings. The feedback meeting provides the faculty and student the opportunity to discuss their areas of strength and areas that may require improvement. Typically, students come on the same day for the meeting (on average 30 minutes) with all three committee members.

In the event that a student does not pass the general exam, the chair of the committee will notify the DGS. The student will be required to meet with the committee for oral feedback and to establish a date to re-take the exam. This date must be prior to the beginning of spring semester. Students will be notified of the results by the DGS. If a student fails the exam the second time, he/she may be dismissed from the program.

Second-Year Interdisciplinary Paper

All students are required to produce a 25-40-page (including reference list) second year interdisciplinary paper no later than October of the student’s fifth semester, in time for the advisor’s summary assessment and sign-off to be included as part of the student’s portfolio review. Students are expected to examine a topic and make use of, and illustrate their knowledge of, more than one disciplinary perspective.

The second-year interdisciplinary paper is based on original research and/or the analytical synthesis of the literature relevant to the topic, should draw on at least two modes of inquiry (e.g., archival sources, literary analyses, cultural studies of representation, visual culture, discourse analysis, qualitative social science methods–interviews, oral history, ethnography, quantitative methods), and should indicate a familiarity with the appropriate
theoretical literature. Students may revise an already written seminar paper or write a new paper.

Students will work with a department faculty member who will be designated the second-year paper’s “first reader.” After completing the required WMST courses - 601, 602, and 621 - students working on the second-year paper may take WMST 799 (graded on an S-F basis) credit to complete this benchmark.

A second reader, who will also be a department faculty member, is required to approve the final version of the paper. Either the second-year interdisciplinary paper’s first reader or the second reader, should be the student’s regular advisor. The second-year paper’s first reader will write an assessment of the work, which is included in the student’s portfolio, and is responsible for providing a grade of pass, pass with conditions, or fail. Both readers should indicate their approval of the final grade by signing the appropriate section on the advising form.

We encourage students to consider the possibility of presenting the second-year paper at a conference or submitting it for publication. This paper can also serve as the basis for a dissertation prospectus or a chapter.

Conferral of the MA in Women’s Studies

Students may request conferral of a master’s degree upon the successful completion of 31 credits of course work and either the successful completion of the General Exam (the Graduate School refers to this as the “non-thesis option”) or the second-year paper, which, if successfully defended with an oral exam, may serve as the MA thesis. To date, the majority of Women’s Studies students have elected the MA non-thesis option.

Students who want to get an MA with/without Thesis should follow Graduate School instructions and adhere to Graduate School deadlines, see http://www.gradschool.umd.edu/current_students/deadlines_for_graduate_students.html

Portfolio Review Procedures

Evaluation of graduate student progress is a critical component of faculty responsibility. Faculty assessment allows students to obtain feedback on areas of strength and areas that require improvement and assists them in exploring their career plans and options.

Students must complete and submit their portfolios to the DGS by November of their fifth semester. At this time, the departmental faculty will review each portfolio to determine if the student should continue in the program and will notify the student of her/his status at the end of fall semester.

Students are expected to assemble a current portfolio that includes the following materials that form the basis of the evaluation:
1. Brief student statement of work completed to date and future plans (2-4 pages)
2. Copy of recent transcript
3. Faculty-written evaluations of student's required coursework
4. General Exam grade
5. Second-year interdisciplinary paper’s first reader’s summary, assessment of, and sign-off on this paper
6. Evidence of, or a plan for, language requirement completion
7. Teaching evaluations
8. Updated advisor form with all relevant signatures (also to include identified major field committee members)
9. Updated curriculum vitae

The student’s “statement of work completed to date and future plans” should include a summary of credits completed, a list of courses for which the student has received an incomplete grade with plans for completion, major professional activities, a timeline for preparing and taking the major field exam, and a timeline for completion of PhD.

The procedures for this review involve the following: Students submit their portfolios to the DGS, who reviews the materials to ensure that they are complete and follows up with students if necessary. A copy of the complete portfolio of each student is then made available to department faculty. A full-day faculty meeting is scheduled for the portfolio review. Usually the advisor presents the student’s accomplishments and progress in the program. As part of the review process, faculty will assess the written materials and provide evaluative comments on the student’s coursework if they had them in class. The faculty then determines if the student has completed all requirements and has demonstrated adequate progress in the program. The DGS completes the portfolio form for each student and indicates whether it has been approved or if more information is required. Students will be provided a copy of this form.

There are four outcomes of the portfolio review:

1. **Approved**: The student’s portfolio is approved and it is determined that the student has made adequate progress. Such determination will be noted in the student’s file by the DGS.
2. **Additional Information Is Required w/Re-evaluation in Spring**: The DGS will inform students of the specific date by which their outstanding materials should be placed in their file. These portfolios will be reviewed at the end of the spring semester.
3. **Inadequate Progress**: In the case that a student is assessed as having made inadequate progress (for example, long-term incompletes, few courses taken and completed), students will receive a letter with specific conditions to be fulfilled by a specific date. Students will then be reviewed again at the designated time and will be reinstated in good academic standing if conditions are met.
4. **Inadequate Progress w/Decision to Terminate**: In cases where the faculty determines that a student’s inadequate progress calls for termination, the DGS
will notify the student in person and in writing of the decision that the student should not continue in the program.

The renewal of funding is based on adequate progress to degree.

**Major Field Committee and Examination**

Near the beginning of the fifth semester in the program students are expected to begin identifying department and affiliate faculty who will serve on their major field committee. Students should choose committee members who will facilitate the development of their research interests and approaches to the subject area. By the beginning of the sixth semester, major field committee members should be identified, asked to serve, and noted on the advisor’s form.

The major field committee must consist of a minimum of three faculty members, although students may wish to have additional members. The student’s advisor (a department faculty member) will serve as chair of this committee; of the other two members, one must be an affiliate faculty, while the other may be any scholar of the student’s choice. Faculty agreeing to serve on this committee should sign the major field committee form (which is available from the assistant to the DGS) and submit this to the DGS for approval. If the scholar of the student’s choice is not from UM, a copy of the scholar’s CV must be included with the major field form.

The major field committee will assist the student in designing and articulating a broad major field, advising on appropriate courses that support the student’s field, and preparing the reading list for the exam.

The department has identified the following areas that draw on the strengths of the research faculty (departmental and affiliate). They serve as a guide for the breadth required of a major field and provide a descriptive language for research areas broadly recognized by practitioners of women’s studies. Students may select one of these broad major areas or create new designations for their own self-designed field.

1. Gender, Race, Racialization, and/or Diaspora Studies;
2. Women’s Movements, Global and Local;
3. Bodies, Genders, Sexualities;
4. Gendered Labor: Households and Communities;

In defining their field, students should identify the topic area(s) and methodologies/approaches (at least two) on which they draw.

The student is expected to keep in dialogue with members of the major field committee on a regular basis to develop a reading list. The list should include theoretical, empirical, and methodological books, articles, and visual or other media that are representative of the central themes and constructs of the field of specialization. The reading list is expected to be substantial and cover the interdisciplinary perspectives and
methodological approaches on the topic under study. The list can be constructed from both prior coursework and additional research conducted by the student.

Students are expected to take their major field exam within two years of successfully completing their General Exam requirement. In this exam, students will demonstrate a strong theoretical understanding of feminist theory, in-depth knowledge of interdisciplinary perspectives in their field of specialization, and a competency in at least two methodologies/approaches appropriate to the exploration of their areas of inquiry.

The major field committee approves the final reading list and prepares and evaluates the exam. The format for administering the exam will be determined by the committee in consultation with the student. For example, the major field exam could be a paper, a timed take-home written exam, or an oral exam. Exam results will be provided to students within 30 days after the exam is taken in a face-to-face meeting with the exam committee. The exam will be graded pass, pass with conditions, or fail. The chair of the committee is to inform the DGS in writing of the results of the exam. The grade will then be recorded on the advising form by the DGS. Students who do not successfully pass the exam may retake it within 60 days. The inability to successfully pass the exam the second time will result in termination from the program.

Second Language Requirement

The purpose of the second language requirement in Women’s Studies is three-fold: 1) to have communication skills in the language of a particular community if one’s research is located in a community that is non-English speaking; 2) to be able to read and appreciate the work of scholars working in the field writing in languages other than English; and 3) to be conversant in another language, which provides a scholar another way of intellectual engagement with people and materials. We are not asking that students be fluent in their designated second language, but competency at least at the intermediate level is required.

There are four ways to fulfill this requirement:

1) Evidence of prior coursework: documentation (transcripts or documents) showing passing grades of C or better at the intermediate level within five years of admittance to the Women’s Studies doctoral program;

2) TOEFL examination: International students who have passed the TOEFL within the last five years at the time of their exemption request;

3) Successful completion of language courses through the intermediate university level (NB: Tuition remission for undergraduate level [100-300] courses is not provided);
4) Successful complete of a language exam administered by the department and graded by one department member or affiliate faculty fluent in the language. The Women’s Studies language exam tests both comprehension and translation skills.

The language exam is administered by an appropriate faculty person, identified by the DGS, who is fluent in the language. The faculty person selects a women’s studies/feminist article written in the language chosen and is also responsible for grading the exam. Students will write a two-page summary of the article in English (75 percent) and choose one paragraph to translate (25 percent). The exam is administered in Woods Hall. Four hours is the allotted time and a dictionary may be used. Students work in isolated spaces that have computers to write the exams. Students will be graded for both the two-page summary and the translated paragraph with grades of fluent, good, fair, and no-pass. A student must receive a grade of fluent or good in at least one section. A no-pass grade in either section results in a no-pass for the entire exam.

When the exam is graded, the DGS is informed of the outcome and a letter signed by both the DGS and the faculty member responsible for that exam, is sent to the student. Students should be informed within 45 days of taking the exam (email or phone call) with the official letter following. If the student does not pass the exam, in discussion with the DGS she or he will be permitted to review the exam and plan for the retaking of the test. Students can retake the language exam until they achieve the passing grade. A retesting timetable is determined by the schedules of all parties and the readiness of the student. The exam will be arranged and coordinated by the DGS with an appropriate faculty member available to grade the completed exam.

The language requirement must be completed before advancement to candidacy. Contact the DGS to arrange to take the exam.

**Dissertation Prospectus**

Upon successful completion of all coursework and other major requirements for the PhD a student selects a dissertation committee consisting of five persons, including at least two departmental faculty members, one affiliate faculty, and two other scholars of the student’s choice. The dissertation chair must be either a departmental or affiliate faculty member. A form for nomination of dissertation committee members is to be submitted to the DGS with all signatures for approval (see Appendix II). If the scholar of the student’s choice is not from UM, the scholar’s CV must be submitted to the DGS for approval. The DGS will bring the scholar’s CV to faculty for a vote on his/her appointment as a temporary faculty member. Once this vote is successful the form will be sent to the Graduate School for approval. Once received, the DGS will inform the student, place the documentation in the student’s file and provide a copy for the student.

The doctoral dissertation represents an original contribution to the field of Women's Studies and a commitment to its interdisciplinary pursuit of meaningful knowledge. The first step in writing a dissertation is to develop and defend a prospectus that will serve as
a guide for the actual writing of the dissertation. The prospectus is prepared under the supervision of the dissertation chair and in consultation with other committee members.

A prospectus can vary in format depending on the type of study to be developed, the major approaches to be taken, and the consultation and agreements with the dissertation chair and committee members. The prospectus can vary greatly in length, but will typically be 20-30 pages of text. The better thought-through its set of questions, claims, arguments, and proposed methods are, the less difficult it will be to complete the dissertation. Students are encouraged to negotiate aspects of the prospectus with their chair and committee members.

Generally, a prospectus has four major sections: the problem/issue to be studied; contributing literatures; research approaches and processes; and the contributions or implications for the field of Women’s Studies.

1) Problem/ Issue of Study
The prospectus should begin by articulating the specific problem(s) and/or issue(s) to be explored. In other words, what is the dissertation topic? What are the central question(s) being addressed? What hypotheses (if any) are being tested?

2) Contributing Literatures
What are the major contributing literatures that will inform the study? There should be a discussion of the major bodies of theory, methodology, and scholarship that the student will draw on in the process of exploring the research topic or problem. Additionally, the student should specify the particular scholarly contribution they hope to make to that literature.

3) Research Approaches and Processes
What will be the research process? Explain the framework of inquiry and analysis in which the study will engage, including how the research will be organized and conducted, and which methods will be used to gather, examine, analyze, and interrogate sources and answer research questions. You also need to include a conversation about special tools or resources (if any) needed to conduct research.

4) Contributions/Implications for the Field of Women’s Studies
How does the study contribute to the field of Women's Studies? Anticipate how this study will challenge, modify, and/or extend work in the field. (Students need to consider both the more narrowly defined field(s) in which the project can be situated and also the broader field of Women's Studies.)

5) Additional Materials
In addition, the student should provide a tentative chapter outline, a selected bibliography (can be comprised of primary and secondary literatures), and a research plan or timeline for completing the research and writing the dissertation.
Procedures for Dissertation Prospectus Defense

When the student has completed a draft of the prospectus satisfactorily to the dissertation committee chair, the chair convenes a meeting of the full dissertation committee, at which the student presents the prospectus to the committee. A majority of the committee must be present at the prospectus meeting. However, a full committee is strongly recommended for continuity and scholarly exchange. During this meeting, the student is provided the opportunity to engage with faculty to demonstrate the theoretical and methodological underpinnings of the work. There are four possible outcomes after a prospectus defense: 1) the prospectus may be approved as submitted; 2) the committee may suggest approval with minor revisions; 3) the committee may suggest major revisions to strengthen the prospectus and request that the student resubmit a revised prospectus for another reading; or 4) the committee may disapprove the prospectus, provide significant feedback on proposed changes, and request another prospectus defense.

Advancement to Candidacy

A student is advanced to candidacy following successful defense of the dissertation prospectus and all other pre-dissertation requirements (required courses, General Exam, major field exam, second-year paper, an approved portfolio review, fulfillment of the second language requirement). It is University policy that students who have been advanced to candidacy be registered for WMST 899 (dissertation credits) each spring and fall until they graduate.

A student must be admitted to candidacy for the doctorate within five years after admission to the doctoral program and at least six months before the date on which the degree will be conferred. It is the responsibility of the student to submit an application for admission to candidacy to the Graduate School when all the requirements for candidacy have been fulfilled. Applications for admission to candidacy are made in duplicate by the student and submitted to the DGS for further action and transmission to the Graduate School. Application forms for candidacy may be obtained online at http://www.gradschool.umd.edu/images/uploads/Admission_to_Candidacy_Form.pdf or at the Graduate School office, Room 2123 Lee Building. Paperwork must be received by the Graduate School prior to the 25th of the month in order for the advancement to be effective the first day of the following month.

Dissertation

A student's dissertation must be completed within nine years after starting the doctoral program, or within four years after advancing to candidacy, whichever is greater. Regular process meetings should be scheduled with the dissertation committee chair while the student is writing the dissertation. After the dissertation is completed, an oral defense is required (and revisions to the dissertation may be requested) before the PhD is conferred. If the dissertation is not filed on or before the Graduate School deadline, the student will not be able to participate in the official graduation ceremonies in that semester.
The Graduate School has a manual and also holds information sessions to assist graduate students in preparing for their doctoral dissertations. Graduate students preparing their MA theses and dissertations are required to follow the format requirements outlined in the Thesis and Dissertations Manual. This manual can be downloaded from the Graduate School website:


All theses and dissertations are submitted electronically. The online submission process is outlined at http://dissertations.umi.com/umd.

All students must meet Graduate School deadlines for the submission of required forms and applications for graduation. Doctoral students must submit a Nomination of Dissertation Committee form and two copies of the dissertation along with a Report of Examining Committee to the Graduate School. Because the deadlines for these requirements vary per semester, students should refer to the Graduate School website, http://www.gradschool.umd.edu/current_students/deadlines_for_graduate_students.html, which has a range of invaluable and important information.

University Policies

Continuous Registration Policy

According to Graduate School policy, all students must register for courses and pay associated tuition and fees each semester, not including summer and winters sessions, until the degree is awarded. Follow policy information in The Graduate Catalog, http://www.gradschool.umd.edu/catalog/registration_policies.htm.

Graduation Policy

Students cannot participate in the commencement ceremony until they have submitted their final version of their dissertation to the Registrar’s Office. To receive the MA or PhD degree, the student must follow specific deadlines and submit the appropriate forms to the Graduate School, as well as the Office of the Registrar. The student must be registered in the semester of graduation, including winter or summer sessions. Each terms’ deadlines for graduate degrees can be found at http://www.gradschool.umd.edu/current_students/deadlines_for_graduate_students.html. There is a link on this page, under the appropriate semester where the candidacy application can be found. The direct link to the graduate candidacy application is http://www.testudo.umd.edu/apps/candapp/.

Policy on Academic Probation and Dismissal

According to the Graduate School, students must maintain good academic standing, maintaining a cumulative grade point average of 3.0 or higher for all courses taken at the
University. Students whose grade point average falls below 3.0 will be placed on academic probation by the Graduate School. Students who have fewer than 15 credits and whose grade point average has fallen below a 3.0 by the end of the semester will be dismissed from the Graduate School. Students who have completed more than 16 credits and whose grade point average falls below 3.0 by the end of the semester will be placed on probation for one semester. If there is no improvement by the end of the probationary semester, the student will be dismissed from the Graduate School.

Please refer to the following URL for a further understanding of the University level policies: http://www.gradschool.umd.edu/catalog/academic_record.htm

V. RESOLVING CONFLICT

Students should know that there are policies and procedures in place to help them resolve conflicts. In issues concerning evaluations or interactions with a faculty member, every effort should be made to resolve the situation informally with the person or persons involved. Students have the right to expect and the requirement to extend thoughtful discretion in communications with advisors and other faculty. Students are encouraged to ask for reasonable confidentiality when it is warranted, and the breach of such confidentiality may be the grounds for initiating a conflict resolution procedure.

Department-Level Resolution Procedures

We encourage students who find themselves in a conflict situation with a faculty or staff member or other students to immediately speak with their advisor or the DGS. If the proposed solutions do not seem satisfactory, students should next write a letter to the chair of the department stating the complaint, the informal steps taken so far, and the results of those steps. If the complaint is with the advisor, speak to the DGS and vice versa. The department chair may elect to appoint a committee to hear and try to resolve the complaint, and if it is not resolved the chair may refer the student to the Ombuds’ Office. In the case of a complaint of “alleged arbitrary and capricious grading,” established university policies will be followed.

Graduate Ombuds’ Office

The University is a large and complex institution; misunderstandings and conflicts can occur easily. The Ombuds’ Office provides confidential and informal assistance in resolving these conflicts and promotes fair and equitable treatment within the University.

The Ombudsperson is an impartial, independent, and confidential resource for graduate students at the University who helps to identify and resolve school issues. The Ombudsperson listens to student concerns, clarifies procedures, discusses options, and, when requested, may act as an intermediary. The Ombudsperson does not advocate for an individual. Rather, the Ombudsperson advocates for a fair process. The
Ombudsperson works to promote the University’s commitment to excellence in graduate education.

Contact:
  Graduate Student Ombuds’ Office
  2123 Lee Building
  (301) 405-3132  FAX: (301) 314-0685

VI.  OVERVIEW OF GRADUATE STUDENT FUNDING AND AWARDS

WMST Fellowship Students

Fellowships are offered only to graduate students admitted to or enrolled in graduate degree programs at the University of Maryland. Fellows are expected to devote themselves full-time to graduate study and to register full-time as defined by the unit system (refer to page 7).

College and Graduate School fellowships for graduate study are awarded and distributed by the department. The criteria include: demonstrated academic excellence (including GPA and GRE scores), a strong writing sample, outstanding references, innovative or cutting edge research interests, diversity, and a strong research statement with interests that fit with the strengths of the department.

Questions concerning fellowship payments and tuition remission should be directed to the WMST Business Manager.

Duties of WMST Graduate Fellowship Recipients

No service of any kind, during the tenure of a scholarship or fellowship, is to be required of a fellow or scholar by their advisor or their graduate program. Fellows and scholars will carry out independent research under the supervision and guidance of and sometimes in collaboration with faculty. Typically, at the start of their tenure as fellows or scholars, inexperienced students will require more supervision and guidance. Eventually, however, fellows in particular should be treated as junior research associates. In no circumstances are they to be assigned routine technical or administrative duties or given teaching assignments during the years in which they are supported by fellowships or scholarships.

Employment Limits for Fellows and Scholars

According to university policy, full-time fellows and scholars may work on-campus or off-campus for a maximum of 10 hours per week, in addition to holding the fellowship or scholarship. In other words, fellows may be hired on a half-assistantship (which requires 10 hours of work per week) or work 10 hours per week on an hourly basis. This restriction on employment is intended to ensure that students make rapid progress toward their degrees.
**Fellowship Stipends**

The fellowship stipend is paid out in two equal payments for the academic year. The payment for the fall semester is paid in late August by check payable directly to the student and mailed to their current address on file. Direct Deposit for this payment is available by requesting a form from the Bursar’s office in 1135 Lee Building. The payment for the spring semester is paid in January.

For more information, please see The Graduate Catalog online at: [http://www.gradschool.umd.edu/catalog/financial_policies.htm](http://www.gradschool.umd.edu/catalog/financial_policies.htm)

**Graduate Assistantships**

Although the official title of Graduate Assistant is used in all university documents, in general practice, Graduate Assistants are referred to as either Graduate Teaching Assistants (TAs), Graduate Research Assistants (RAs), or Graduate Administrative Assistants (GAs). Qualified graduate students often move between the various kinds of appointments as they progress in their graduate education.

Graduate assistants are appointed for either one regular academic year, 9.5 months, or for 12 months. Some appointments may be for a shorter period. The academic-year appointment begins in mid-August and ends May 31.

Graduate Assistants holding regular 20-hour appointments are considered full-time students by the University if they are registered for at least 24 units (6 credits of 600-level courses) per semester. Graduate Assistants who hold half-time (10 hour) assistantships are considered full-time if they are registered for 36 units (9 credits of 600-level courses). Audited courses do not generate units and cannot be used in calculating registration status. See the following website for more information: [http://www.gradschool.umd.edu/catalog/financial_policies.htm](http://www.gradschool.umd.edu/catalog/financial_policies.htm)

**Graduate Assistants’ Workload**

Graduate assistants are generally appointed for 20 hours per week. Although non-international students, in exceptional circumstances, may work up to 40 hours, they will need to get overload approval from the Graduate School for anything over 20 hours per week. Overload approval forms can be found at: [http://www.gradschool.umd.edu/images/uploads/overload.pdf](http://www.gradschool.umd.edu/images/uploads/overload.pdf). Overload requests must be approved by the student’s advisor and the DGS. International students may only work a maximum of 20 hours per week while classes are in session.

**Salary Classifications**

Graduate assistants in their first year will be classified as GA I. Beginning with their second year, GAs will be classified as GA II. New students with an MA degree will be classified as GA II. Once they have advanced to candidacy, students will be classified at GA III.
Deferral of Department Graduate Assistantship

In cases where a student with a commitment of graduate assistantship funding from the department receives an assistantship in another University department, that funding will replace the department’s commitment. Exceptions may be made in the case of students who enter the program with a BA only, financial circumstances permitting. This exception is a one-time-only approval by the department chair to allow the student to retain the departmental assistantship and defer it for a maximum of one year.

Graduate School Fellowship

In consultation with their advisor, students should seek out appropriate fellowships from the Graduate School and review requirements, qualifications, and deadlines. Before submitting an application, students must complete and submit the Fellowship Worksheet (see Appendix II), along with a draft of the required proposal to the DGS who then circulates the documents for faculty perusal. The faculty reviews the proposal and makes recommendations for revisions. Together the student and the advisor prepare the final packet that is given to the DGS for submission to the appropriate Graduate School committee.

Refer to the Graduate School website for details on the following fellowships: http://www.gradschool.umd.edu/prospective_students/gs_fellowships.html

- Ann Wiley Dissertation Fellowship Award
- Graduate School Summer Research Fellowships
- Mabel Spencer and the Phi Delta Gamma Fellowships
- McNair Graduate Fellowship
- International Conference Student Support Award

Tuition Remission Eligibility

Full-Time Graduate Assistants (20 hours employment)

Full-time graduate assistants are eligible for 10 credits of tuition remission for each of the fall and spring semesters and (provided that students hold a summer assistantship) 4 credits for the summer sessions combined.

Part-Time Graduate Assistants (10 hours employment)

Part-time graduate assistants are eligible for 5 credits of tuition remission for each of the fall and spring semesters and (provided that students hold a summer assistantship) 2 credits of remission for the summer sessions combined.
Fellows

Fellows are eligible for 12 credits of tuition remission for each of the fall and spring semesters. Tuition remission is posted directly to the student’s account in August and January.

Residency Status

Complete policies are available at http://www.testudo.umd.edu/rco/policy.html.

An In-State student is a student whom the university determines to be a permanent resident of the State of Maryland. Before a request for classification to in-state status will be considered, a student must comply with all of the following requirements for a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status. The student must demonstrate he or she:

1. Owns or possesses, and has continuously occupied, including during weekends, breaks and vacations, living quarters in Maryland. The student must provide evidence of a genuine deed or lease and documentation of rent payments made. In lieu of a deed or lease, a notarized affidavit from a landlord showing the address, name of the student as occupant, term of residence, and history of rent payments made will be considered. As an alternative, a student may demonstrate that he or she shares living quarters in Maryland which are owned or rented and occupied by a parent, legal guardian or spouse.

2. Has substantially all of his or her personal property, such as household effects, furniture and pets in Maryland.

3. Has paid Maryland income tax on all taxable income including all taxable income earned outside the State and has filed a Maryland tax return.

4. Has registered all owned or leased motor vehicles in Maryland.

5. Possesses a valid Maryland driver's license, if licensed.

6. Is registered to vote in Maryland, if registered to vote.

7. Receives no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland.

8. Has a legal ability under Federal and Maryland law to live permanently without interruption in Maryland.
9. Has rebutted the presumption that he or she is in Maryland primarily to attend an educational institution, if the student's circumstances have raised the presumption.

**College of Arts and Humanities Fellowship Awards**

During the spring, the College of Arts and Humanities holds a competition for the Mary Savage Snouffer fellowship. Students who have advanced to candidacy may compete for this award. The Snouffer is listed on the WMST Fellowship Form. Details regarding this fellowship and a list of many more funding opportunities can be found at: [http://www.arhu.umd.edu/graduate/fellowships/support](http://www.arhu.umd.edu/graduate/fellowships/support).

**WMST Evelyn T. Beck Research Prize**

This prize is designed to supplement the cost of research in preparation of post-General Exam work in Women’s Studies. When funds are available, the DGS will announce deadlines for application. An application of five pages should include: an essay of no more than two pages that describes the intended project; a budget of materials and costs; a timeline; a letter of recommendation from the applicant’s advisor.

**VI. PAYROLL PROCEDURES AND BENEFITS**

**Payroll and Paychecks**

All graduate assistants and international fellowship students must see the department business manager to complete all necessary forms. International students will have to complete non-residency forms, which can be obtained from the business coordinator.

Graduate assistants and international fellowship students are paid biweekly (every other Friday). Students should use direct deposit for paychecks. There are 22 pay periods in a year beginning in mid-August and ending in June.

**Health Insurance**

Because the service provided by the Health Center is limited and many students do not have adequate health insurance coverage, a voluntary group insurance policy is available to students. This policy provides benefits at very reasonable rates for hospital, surgery, emergency, laboratory, and x-ray purposes; some coverage for mental health services; and contains a major hospital provision. For additional information and application forms, see the brochure available in the Health Center or check the website at [http://www.health.umd.edu/about/insuranceandfees](http://www.health.umd.edu/about/insuranceandfees).

Graduate teaching, research, and administrative assistants are also eligible for the State Employee Insurance Plan options. Please note that fellows and hourly employees are not
eligible for this particular plan. For further information, contact the WMST business manager or University’s personnel benefits office. (http://uhr.umd.edu/benefits/)

Health Insurance Plan for Fellows

Graduate fellows supported by University Fellowships, Dean’s Fellowships, or prestigious external fellowships are eligible to receive a reimbursement of one-half of the annual United Health Care (UHC) insurance premium for individual coverage.

The UHC plan must be purchased prior to submitting a request for reimbursement to the Graduate School. The Health Insurance Reimbursement Request Form can be found at http://www.gradschool.umd.edu/images/uploads/Health%20Insurance%20Form%20Fillable.pdf.

University or Dean’s Fellows must provide a Health Insurance Reimbursement Request Form, proof of payment, and copy of insurance card. Holders of prestigious external fellowships must present, in addition, a copy of the fellowship MOU or contract.

Wylie Dissertation Fellows are entitled to a sum of $800.00 in addition to their stipend for the cost of the health insurance premium for one semester of coverage. The sum is automatic and need not be requested.

The following graduate fellows are not eligible for this subsidy: fellows holding internal fellowships other than University or Dean’s Fellowships; fellows holding half or full-time assistantships entitling them to employee health insurance benefits; and fellows who are part-time students.

For information on the United Health Care plan, please visit the University Health Center website at http://www.health.umd.edu/about/insuranceandfees. United Health Care offers online enrollment at http://www.firststudent.com/.

Tuition Remission

Graduate assistants/fellows do not have to submit the tuition remission form. Tuition remission credits will be posted by the campus benefits office and the Graduate School and paid according to the following schedule:

Full fellowships with no augmentation (i.e. no associated assistantship appointment) will receive up to 12 credits of tuition remission per semester.

Full fellowships (over $15,000 stipend) combined with half an assistantship will receive 7 credits of tuition remission. The remaining five credits will be paid through the tuition remission attached to the assistantship.

Partial fellowships that are less than $15,000 will receive no tuition remission.

Partial fellowships that are less than $15,000 and are an augmentation to a half-time
assistantship will receive tuition remission up to a maximum of 5 credits.

**Graduate Fellows Holding Prestigious External Fellowships**

Graduate students holding prestigious external fellowships may be eligible for fellowship tuition remission. A Memorandum of Understanding (MOU) or contractual agreement must be filed with the Graduate School. Unless otherwise specified in the MOU or contract, fellowship tuition remission credits up to 10 credits will be awarded as follows:

- A prestigious external fellowship carrying an annual stipend of at least $15,000 may be awarded up to 10 credits of tuition remission per semester.
- A prestigious external fellowship carrying an annual stipend of at least $7,500 may be awarded up to 5 credits of tuition remission per semester.
- A prestigious external fellowship carrying an annual stipend of less than $7,500 is not eligible for tuition remission

**VII. INTERNATIONAL STUDENTS**

The Office of International Education Services can be reached at 2111 Holzapfel Hall, (301)314-7740.

**English Language Proficiency**

All international students applying to any graduate program at the University of the Maryland must provide evidence of the English Language proficiency. Please refer to the following website for the information on this requirement. ([http://www.international.umd.edu/ies/97](http://www.international.umd.edu/ies/97))

All international students applying to any graduate program at the University of Maryland must provide evidence of English Language proficiency. It is important that students pass their language proficiency exam since failure to do so can delay their progress to degree. Students should also note that proficiency courses are not covered by tuition remission and admission is provisional until students pass their proficiency exam.

**VIII. FACULTY, STAFF, AND AFFILIATE FACULTY**

**Departmental Faculty**

Deborah Rosenfelt, Professor and Chair (Fall 2012)
Seung-kyung Kim, Associate Professor and Chair (Spring, 2012)
Bonnie Thornton Dill, Professor (ARHU Dean 2011-2013)
Elsa Barkley Brown, Associate Professor
Lynn Bolles, Professor
Katie King, Associate Professor
Jeffrey McCune, Assistant Professor
Tara Rodgers, Assistant Professor
Michelle Rowley, Assistant Professor and Graduate Director
Catherine Schuler, Associate Professor
Ashwini Tambe, Associate Professor and Editorial Director, Feminist Studies
Ruth E. Zambrana, Professor and CRGE Director
Evelyn Beck, Professor Emerita
Claire Moses, Professor Emerita

Staff

Cliffornia Royals-Howard, Program Management Specialist
Annie Carter, Business Manager
Laura Nichols, Assistant Director and Academic Advisor

Affiliate Faculty

AFRICAN AMERICAN STUDIES: Sharon Harley, Associate Professor; Sangeetha Madhavan, Assistant Professor
AMERICAN STUDIES: Mary Corbin Sies, Associate Professor; Christina Hanhardt, Assistant Professor; Sheri Parks, Associate Professor; Nancy Struna, Professor and Chair; Psyche Williams-Forson, Associate Professor;
ANTHROPOLOGY: Janet Chernela, Professor; Judith Freidenberg, Associate Professor; Michael Paolisso, Associate Professor
CHINESE: Jianmei Liu, Associate Professor
CLASSICS: Lillian Doherty, Professor; Judith Hallet, Professor; Eva Stehle, Associate Professor
COMMUNICATION: Linda Aldoory, Associate Professor; Sahar Mohamed Khamis, Assistant Professor; Meina Liu, Assistant Professor; Shawn Parry-Giles, Professor; Elizabeth L. Toth, Professor and Chair
CONSORTIUM ON RACE, GENDER, AND ETHNICITY: Laura Logie, Assistant Director
EDUCATION LEADERSHIP, HIGHER EDUCATION and INTERNATIONAL EDUCATION: Jing Lin, Associate Professor; Nelly P. Stromquist, Professor; Kerry Ann O’Meara, Associate Professor
ENGLISH: Marta (Tita) Chico, Assistant Professor; Kimberly Ann Coles, Associate Professor; Theresa Coletti, Professor; Merle Collins, Professor; Jane Donawerth, Professor; Jessica Enoch, Associate Professor; John B. Fuegi, Professor; Sheila Jelen, Associate Professor; Linda Kauffman, Professor; Marilee Lindemann, Associate Professor; Shirley Logan, Professor; Zita Nunes, Associate Professor; Kerry Ann O’Meara, Associate Professor; Randy Ontiveros, Assistant Professor; Carla Peterson, Professor; Sangeeta Ray, Professor; Laura Rosenthal, Associate Professor; Martha Nell Smith, Professor; Mary Helen Washington, Professor
FAMILY SCIENCE: Leigh Leslie, Associate Professor
FEMINIST STUDIES: Karla Mantilla, Managing Editor
FRENCH AND ITALIAN: Caroline Eades, Associate Professor; Jacqueline Letzter, Associate Professor; Carol Mossman, Professor and Director of School of Languages, Literature, and Cultures; Valerie Orlando, Associate Professor
GEOGRAPHY: Martha Geores, Associate Professor
GERMANIC STUDIES: Elke Frederiksen, Professor; Julie Koser, Assistant Professor; Rose-Marie Oster, Professor; Gabriele Strauch, Associate Professor
HISTORY: Stephen G. Brush, Distinguished University Professor, Emeritus; Gay Gullickson, Professor; Clare Lyons, Associate Professor; Marlene J. Mayo, Associate Professor; Sonya Michel, Professor; Robyn Muncy, Associate Professor; Karin Rosemblatt, Associate Professor; Mary Kay Vaughan, Professor; Madeline Zilfi, Professor; Janna Wasilewski, Assistant Professor; Karin Rosemblatt, Associate Professor;
INSTITUTE FOR PHILOSOPHY AND PUBLIC POLICY: Xiaorong Li, Research Scholar
JAPANESE: Eleanor Kerkham, Associate Professor, Emerita; Michele Mason, Assistant Professor
JEWISH STUDIES: Maxine Grossman, Associate Professor
JOURNALISM: Maurine Beasley, Professor Emerita; Linda Steiner, Professor
MCKELDIN LIBRARY: Yelena Luckert, Librarian for Women’s Studies
NATIONAL WOMEN’S STUDIES ASSOCIATION: Allison Kimmich, Executive Director
PHILOSOPHY: Susan Jane Dwyer, Associate Professor;
PSYCHOLOGY: Karen O’Brien, Associate Professor; Ellin Scholnick, Professor Emerita
SOCIOLOGY: Patricia Hill Collins, Distinguished University Professor; Sonalde Desai, Professor; Kris Marsh, Assistant Professor; Melissa Milkie, Professor; Linda Moghadam, Undergraduate Program Director; Harriet Presser, Distinguished University Professor; Mady Wechsler Segal, Professor; Julie Park, Assistant Professor;
SPANISH AND PORTUGUESE: Sandra Cypess, Professor; Ana Patricia Rodriguez, Associate Professor
THEATRE: Faedra Carpenter, Assistant Professor; Leslie C. Felbain, Assistant Professor; Laurie Frederik Meer, Assistant Professor

IX. RESOURCES

Minority Student Resources

For a complete listing of active student organizations, including the Black Student Union, Latino Student Union, Asian American Student Union, and others please visit this site: http://www.stars.umd.edu/ords/.

Counseling Center

The University of Maryland Counseling Center provides comprehensive psychological and counseling services to meet the mental health and developmental needs of students and others in the campus community. To help foster academic, personal, and career development in students, a wide range of counseling, consultation, and educational services are offered. It supports the academic goals of the University through consultation with faculty, staff and campus organizations. The Counseling Center is located in the Shoemaker Building and can be reached on, 301-314-7651.

Disability Support Services
Services are tailored to meet the needs of individuals based on their specific disabilities. Presently, the services provided by DSS include but are not limited to: testing services for students needing accommodations for classroom exams; interpreting and captioning services for individuals who are deaf and hearing impaired; readers for students and faculty who are blind and visually impaired as well as for individuals who have learning disabilities; priority registration services; library and laboratory assistance; note-taking services; campus transportation services; and classroom and campus-wide accommodations.

In order to receive services through DSS, a student, faculty, or staff person with a documented disability must make themselves known to DSS. This involves meeting with one of the senior staff members of DSS, completing the intake process, and providing appropriate documentation.

Contact DSS at the Counseling Center, 0106 Shoemaker Building, (301) 314-7682.

**Computer Facilities**

For a complete list of computer labs (including equipment located in them) see [http://www.oit.umd.edu/wheretogo/seeTable.cfm](http://www.oit.umd.edu/wheretogo/seeTable.cfm).

**OIT Help Desk**
1400 Computer and Space Science Building
Hours: Monday - Friday, 8am - 6pm
Phone: 301-405-1500

**On-Campus Resources**

On-campus resources for Women's Studies doctoral students are rich. The University is home to Feminist Studies, the scholarly journal founded in 1972, as well as the National Women's Studies Association (more than 30 years in existence), the field's professional association, providing institutional support and organizing conferences. The departmental website is a primary source of information on events dealing with women's issues in the department, on campus, and in the community. It also provides information about the program, about Women’s Studies students, faculty, affiliate faculty, alumnae/i and a link to Bridging, the Women’s Studies Newsletter, and other campus resources.

The research center, The Consortium on Race, Gender, and Ethnicity, in which Women's Studies is a major participant, is a university-wide initiative promoting research, scholarship, and faculty development that examines intersections of race, gender, ethnicity, and other dimensions of difference.
The Women's Studies Department sponsors lecture series in addition to faculty, undergraduate, and graduate seminars. These have included “Political Women Writers,” "Black Feminist Thought”; "Feminism and Structures of Knowledge”; "Paradigm Shifts across the Disciplines”; "Women in Cultures of Resistance in the United States”; "Globalization, Gender, and Culture”; "Crossing Boundaries: Women and Gender in an Era of Global Change”; "Crossing Boundaries II: Women/Policy/Activism in an Era of Global Change." The Women's Studies Department has welcomed such noted scholars and activists as the members of Sistren, the renowned Jamaican theater group; Grace Paley and writer Buchi Emecheta; Peggy Antrobus, Director of Women and Development Unit of the University of West Indies (now retired) and founding member of DAWN (Development Alternatives with Women for a New Era); Bernice Johnson Reagon, founder of the singing group Sweet Honey in the Rock; Evelynn Hammonds, professor of the History of Science, M.I.T., and now Dean of Harvard College; Patricia Williams, author of The Alchemy of Race and Rights: Diary of a Law Professor (1991) and professor of Law, Columbia University; Barbara Ehrenreich, noted journalist and activist; and Adrienne Rich, poet, theorist, activist.

The University of Maryland Libraries, a member of the Association of Research Libraries (ARL), holds over 3,000,000 volumes, subscribes to over 32,000 periodicals and almost 300 electronic databases. The collections of the Libraries represent a vast variety of formats and languages, including books, journals, newspapers, manuscripts, audio-visual materials, and information resources in electronic format. The Libraries are very proud of our collections in Women’s and Feminist Studies, which include a huge number of materials, from electronic journals to books to archival collections. In addition to an annual Libraries’ budget allocation for this subject area, the collections are supplemented by an annual gift of about 350 monographs from the journal Feminist Studies and other gifts in kind opportunities.

**Student and Public Transportation**

Students may come and go from campus on a number of public transportation options. A student-run shuttle service, Shuttle-UM, provides transportation for university students, faculty, and staff to and from campus on a regular schedule. For shuttle information, including routes and schedules, call (301) 314-2255 or visit [http://www.transportation.umd.edu/shuttle UM/about_shuttle.htm](http://www.transportation.umd.edu/shuttle_um/about_shuttle.htm). This website also lists information on other transportation services, such as the Washington Metro subway system, local bus services (including Ride On, the MTA Commuter Bus, and Greyhound), commuter rail options (the MARC train), and Amtrak train schedules.

**Parking**

All students who plan to attend the University and who plan to park a motor vehicle on campus should register with the Department of Transportation Services (DOTS) for a parking permit. Students who are not registering for a parking permit must park in an hourly lot or a daily lot.
Your student account will be charged after you apply for a permit for annual or semester-only parking fees for commuter students, or resident annual parking fees (if living in university housing). For information regarding resident parking and other options for traveling to and from campus visit the transportation web site at http://www.transportation.umd.edu/. Lot availability can also be found on this web site.

All persons associated with the university requiring disabled parking (including those displaying a State disabled permit or tag) must purchase and display a UMCP-DOTS hanging permit for the current year. Only persons for whom the disabled parking privileges are extended are authorized to park in these special parking areas. Family members driving these vehicles must utilize their assigned parking area.

To apply for a parking permit, fill out the online form available on Testudo at http://www.transportation.umd.edu/parking/studentpermit.html.

Health Care

The University Health Center, a nationally accredited ambulatory Health Care Facility, is located on Campus Drive directly across from the Stamp Student Union. The Health Center provides primary care for the treatment of illness and injury, in addition to preventative services. Services include (but are not limited to): dental care, women's health clinic, allergy clinic, social services, and anonymous HIV testing. A comprehensive health education program includes: sexual health, stress management, smoking cessation, alcohol and substance abuse treatment, and CPR certification. The Health Center also houses a pharmacy, laboratory, and radiology department.

Every currently registered student is eligible to use the University Health Center. Students are charged a fee for most visits with our providers. For more information and costs for services provided by the University Health Center please visit their website at http://www.health.umd.edu/.

X. CONTACT INFORMATION

Departmental contact information

Women’s Studies
2101 Woods Hall
University of Maryland
College Park, MD 20742

Phone: (301) 405-6877
Fax: (301) 314-9190
Email: womensstudies@umd.edu
Web: http://www.womensstudies.umd.edu
WMST Graduate Student Offices are located in the Taliaferro Building, Rooms 0111 and 0115, telephone 301-405-7709 and 301-405-5450.

**Faculty**

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elsa Barkley Brown</td>
<td>57710</td>
<td><a href="mailto:barkelybrown@umd.edu">barkelybrown@umd.edu</a></td>
</tr>
<tr>
<td>Lynn Bolles</td>
<td>56879</td>
<td><a href="mailto:lbolles@umd.edu">lbolles@umd.edu</a></td>
</tr>
<tr>
<td>Bonnie Dill</td>
<td>56878</td>
<td><a href="mailto:bidill@umd.edu">bidill@umd.edu</a></td>
</tr>
<tr>
<td>Seung-kyung Kim</td>
<td>57293</td>
<td><a href="mailto:skim2@umd.edu">skim2@umd.edu</a></td>
</tr>
<tr>
<td>Katie King</td>
<td>57294</td>
<td><a href="mailto:katking@umd.edu">katking@umd.edu</a></td>
</tr>
<tr>
<td>Jeffrey McCune</td>
<td>50836</td>
<td><a href="mailto:jmccune@umd.edu">jmccune@umd.edu</a></td>
</tr>
<tr>
<td>Tara Rodgers</td>
<td>52446</td>
<td><a href="mailto:trodgers@umd.edu">trodgers@umd.edu</a></td>
</tr>
<tr>
<td>Deborah Rosenfelt</td>
<td>56883</td>
<td><a href="mailto:dsr@umd.edu">dsr@umd.edu</a></td>
</tr>
<tr>
<td>Michelle Rowley</td>
<td>50981</td>
<td><a href="mailto:mrowley1@umd.edu">mrowley1@umd.edu</a></td>
</tr>
<tr>
<td>Catherine Schuler</td>
<td>54552</td>
<td><a href="mailto:cschuler@umd.edu">cschuler@umd.edu</a></td>
</tr>
<tr>
<td>Ashwini Tambe</td>
<td>57209</td>
<td><a href="mailto:atambe@umd.edu">atambe@umd.edu</a></td>
</tr>
<tr>
<td>Ruth Zambrana</td>
<td>50451</td>
<td><a href="mailto:rzambran@umd.edu">rzambran@umd.edu</a></td>
</tr>
<tr>
<td>Evelyn Beck (Emerita)</td>
<td></td>
<td><a href="mailto:etb@umd.edu">etb@umd.edu</a></td>
</tr>
<tr>
<td>Claire Moses (Emerita)</td>
<td></td>
<td><a href="mailto:cmoses@umd.edu">cmoses@umd.edu</a></td>
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**Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cliffordonia Royals Howard</td>
<td>56877</td>
<td><a href="mailto:choward3@umd.edu">choward3@umd.edu</a></td>
</tr>
<tr>
<td>Annie Carter</td>
<td>54675</td>
<td><a href="mailto:adel@umd.edu">adel@umd.edu</a></td>
</tr>
<tr>
<td>Laura Nichols</td>
<td>56827</td>
<td><a href="mailto:lnichols@umd.edu">lnichols@umd.edu</a></td>
</tr>
</tbody>
</table>

**Campus offices**

Graduate School  
2123 Lee Building  
Phone: (301) 405-0376  
Web: [http://www.gradschool.umd.edu](http://www.gradschool.umd.edu)

Counseling Center  
Phone: (301) 314-7651  
Web: [http://www.counseling.umd.edu/DSS](http://www.counseling.umd.edu/DSS)

GALOL (Graduate Legal Aid Office)  
Web: [http://gradlegalaid.org/](http://gradlegalaid.org/)  
1235A Stamp Student Union  
College Park, Maryland 20742  
T 301/405-5807  
F 301/405-0587  
For a links to other helpful student services on campus, visit  
[http://www.gradschool.umd.edu/catalog/](http://www.gradschool.umd.edu/catalog/)

**IX. HELP**

For questions about payroll, benefits, GA tuition remission: WMST Business Manager

Last Revised: 10/27/11  
August 2011 - DSR/SKK/EBB/MR/crh
For general questions about the graduate program and policies: Director of Graduate Studies or Program Management Specialist
For travel approval requests: Business Manager or Program Management Specialist
For orders of supplies: Program Management Specialist
For questions about and help with registration: Assistant Director/Advisor
For questions about your individual progress in the program: Your advisor or Director of Graduate Studies
For questions about fellowship payments, fellowship tuition remission: Barbara Ferguson, Graduate School (301) 405-0371
APPENDIX I

Core Courses, Other Women’s Studies Courses, and Suggested Electives

WMST 601 Approaches to Women’s Studies I (3 credits)

This course examines two fundamental concepts in Women’s Studies: intersectionality and interdisciplinarity. It looks at how feminisms have shaped and been shaped by the processes of knowledge production within and across disciplinary boundaries, cultures, and paradigms. The course works to develop an appreciation of intersectional theory as a critical research tool and as a set of responses to issues of power, domination, oppression, and other loci of difference.

WMST 602 Approaches to Women’s Studies II (3 credits)

A continued examination of two fundamental concepts in Women’s Studies: intersectionality and interdisciplinarity. It looks at how feminisms have shaped and been shaped by the processes of knowledge production within and across disciplinary boundaries, cultures, and paradigms. The course works to develop an appreciation of intersectional theory as a critical research tool and as a set of responses to issues of power, domination, oppression, and other loci of difference.

WMST 618 Feminist Pedagogy (3 credits)

An examination of the higher education classroom from a feminist perspective through theory and analysis. This seminar is designed to provide students with experience in teaching situations.

WMST 621 Feminist Theories and Women’s Movements: Genealogies (3 credits)

This course will examine the various theories that feminists have offered to explain the matrix of domination from the nineteenth century to the present. It is structured so that students will learn the key debates that produced new insights and shifted the ground of subsequent feminist theorizing within multiracial feminisms and to examine those debates within global perspectives. We will also examine how dominant theoretical frameworks have been developed at specific historical moments and question their purpose in the moment of that construction and their current usefulness.

WMST 628 Women’s Studies Colloquium (1 credit)

This colloquium is designed to bring together students and faculty with both advanced knowledge and strong interest in the field of Women’s Studies. The colloquium will support graduate students’ research, and include the presentation of work in progress by program faculty and scholars from other campuses.
WMST 899 Doctoral Dissertation Research (6 credits)

For students who have been advanced to candidacy and are working on their final dissertation.

Other WMST Courses:

WMST 619 Women’s Studies Teaching Practicum (1 credit)

This course is designed to provide ongoing supervision to Women’s Studies graduate students teaching undergraduate courses and present to them professional research skills and strategies in feminist pedagogy that presume that feminist teaching is “praxis,” a place where theory and practice merge.

WMST 698 Special Topics in Women's Studies (1-3 credits)

Prerequisite: WMST 400 or permission of department. Repeatable to 6 credits if content differs. Advanced work in selected topics in Women's Studies.

WMST 699 Independent Study (1-3 credits)

Prerequisite: permission of instructor. Research and writing on specific readings on a topic selected by the student which is approved and supervised by a faculty member of the Women’s Studies Department. WMST 708 Research Seminar in Women's Studies (3 credits)

Prerequisite: Graduate student standing and permission of instructor. Repeatable to 9 credits if content differs. This seminar provides an opportunity for those students interested in pursuing feminist research and teaching to synthesize and explore feminist analyses of university life, including research and writing methods, learning styles, curricular issues, and the "chilly climate" for women.

WMST 709 Directed Independent Reading for Major Field Exam (1-4 credits)

WMST 799 Master’s Thesis Research (1-6 credits)

This seminar will develop students’ skills in interdisciplinary research, integrating at least two methodologies into the writing of a paper in the format appropriate for submission to a scholarly, refereed, interdisciplinary women’s studies journal.

WMST 898 Pre-Candidacy Research (3-6 credits)

For students who have not advanced to candidacy and are working on their dissertation.
**Suggested Electives**

Students are encouraged to check TESTUDO for courses in other departments. The following departments may offer courses of interest:

American Studies (AMST), Anthropology (ANTH), Criminal Justice (CCJS), Comparative Literature (CMLT), Communication (COMM), Education Counseling and Personnel Services (EDCP), Measurements, Statistics and Evaluations (EDMS), Education Policy and Leadership (EDLP), English (ENGL), Family Studies (FMST), Government and Politics (GVPT), History (HIST), Sociology (SOCY), Theatre (THET)
APPENDIX II

Forms

Advising Form (1-5 pgs)
Annual Graduate Student Report (1-2 pgs)
Worksheet for Doctoral Student 1-4 pgs)
Major Field Form (1 pg)
Fellowship Worksheet (1 pg)
Dissertation Committee Form (1 pg)
Departmental Travel Grant Request (1 pg)
Travel Expense Reimbursement Request Form (1 pg)
Graduate Certificate Application (1 pg)
WMST Advising Form

Name:______________________________________  Date Admitted:____________________

UMID:____________________________________  Expected Degree Date:________________

Local Address:_____________________________________________________________________

Permanent Address:_________________________________________________________________

Phone: (w): _______________________________  (h):________________________________

Email:__________________________________________________________________________

WMST Advisor(s):______________________________________  __________________________________

Remarks:________________________________________________________________________

Courses Taken and Planned

<table>
<thead>
<tr>
<th>1st Semester – Date:</th>
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Financial Arrangements/Plans:1  

Financial Plans:

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<th>3rd Semester – Date:</th>
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1 Please indicate for each semester if you have a GA, RA, TA or other form of financial assistance.
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Financial Plans:

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Financial Plans:
### Graduate-Level Women’s Studies Courses at Other Universities

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Signature of Graduate Director: ___________________________  Date: __________
Portfolio, Exams, and Requirements

General Exam:

Date: ______________________

Examine Committee:

______________________________
______________________________
______________________________

Grade: Pass_______ Pass with Conditions______ Fail______

Interdisciplinary Paper:

Approved by: __________________ Date _______
(Faculty Advisor)

______________________ Date _______
(2nd Reader)

Grade: Pass_________ Pass with Conditions_________ Fail_________

Major Field:

Three Person Major Field Committee Date
______________________________
______________________________
______________________________

Description: ____________________________________________________________

____________________________________________________________

Approved: Yes_____ No____

Major Field Exam:

Date: ______________

Grade: Pass_________ Pass with Conditions_______ Fail_________

Language Requirement:

Pass____ Fail____ Exempt ______________________________ Date:___________
(Signature of Director of Graduate Studies)
M.A. Degree:

Thesis Title: ________________________________________________________________
Date Conferred: ______________
With Thesis: ______________
Without Thesis: ______________

Dissertation:

Advisor ________________________________

Committee __________________________________
_____________________________________________________________________
_____________________________________________________________________

Dissertation Prospectus: ____________________________

Date Approved: ____________________________

Title: ________________________________________________________________
_____________________________________________________________________

Methodologies: _________________________________________________________

Admission to Candidacy (Date): ____________________________

Dissertation Credit (899) (12 hours required) Completed: ______________

Dissertation Title:
_____________________________________________________________________
_____________________________________________________________________

Defense Date: ____________________________

Grade: Pass_________ Pass with Conditions _____________ Fail___________

Semester of Graduation ________________________________
Department of Women’s Studies

Annual Graduate Student Report

Type in the following requested information, save the form, and email it to your advisor and to the Director of Graduate Studies or the Graduate Program Management Specialist.

Name:

Advisor(s):

- WMST program advisor:
- Thesis or Dissertation primary advisor (if different from above; may be an affiliate):

Initial semester admitted:

Professional achievements, accomplishments (please include a complete list of conference papers, publications, exhibitions, awards, etc.)

Issues or problems you're having, or help you need.

List all kinds and amounts of financial support received from the university or an outside fellowship in the past year:

- Do you have an assistantship or fellowship outside of the Department? If so, where?
- How many hours per week did you work for your assistantship? (Not how many you were supposed to work but, on average, how many hours you did work).
- How many hours per week on average did you work for pay outside the university?

Have you taught here at the University in the last year? If so, list course numbers/titles and units (e.g., WMST, AASP, etc.)

Do you have any incompletes on your transcript? If so, in what courses, with whom, and which semester/year; and what is your plan for completing it/them?
If required, have you filed the Human Subjects form with IRB? If so, when? If so, please make sure an approved copy is in your student file.

Have you filed an extension for Human Subjects? Is so, when? If so, please make sure an approved copy is in your file.

What is your sense of your progress toward your degree? Please give a (projected) date of completion (month and year) for the six benchmarks outlined below:

- General Exam –

- Completion of 2nd Year Interdisciplinary Paper –

- Portfolio Review (6th Semester) –

- Major Field exam -

- Dissertation Prospectus –

- Dissertation Defenses -

ALONG WITH THIS FORM, REMEMBER TO EMAIL AN UP-TO-DATE CV AND AN UP-TO-DATE WMST WORKSHEET FOR DOCTORAL STUDENTS to the Graduate Program Management Specialist, Cliffornia Royals-Howard, choward3@umd.edu.

The information on this report should cover the calendar year from APRIL 1 (previous year) - MARCH 31 (present year).
WOMEN’S STUDIES
WORKSHEET FOR DOCTORAL STUDENTS

Name: ________________________________

Address: ____________________________________________

Tel: (W) __________________________ (H) ________________________

Email: ____________________________________________________

Advisor: ____________________________________________

Entering Year ________________ Expected Grad Year: _____________

COURSE WORK: entering with BA, 54 credits minimum, including 12 dissertation research credits;
entering with MA/WMST grad certificate, 34 credits, including 12 dissertation research credits plus appropriate elective course selection.

1. REQUIRED COURSES YEAR AND SEMESTER

WMST 601 __________

WMST 602 __________

WMST 618 __________

WMST 621 __________

WMST 628 __________

WMST 899 __________
2. APPROACHES AND METHODS COURSES (cross-list with electives):

_____________________________________________________________________

_____________________________________________________________________

3. ELECTIVES:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

4. PRIOR GRADUATE COURSES RELEVANT TO MAJOR FIELD:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________
5. GENERAL EXAM:

6. INDEPENDENT STUDY (WMST 699):

7. 2nd Year - INTERDISCIPLINARY PAPER (WMST 799), 3-6 credits:

8. MAJOR FIELD EXAM

   ADVISOR: ________________________________

   COMMITTEE MEMBERS: ________________________________

   ________________________________

   ________________________________

   ________________________________

FIELD(S) OF INTEREST AND APPROACHES/METHODOLOGIES:

   ________________________________

   ________________________________

   ________________________________

   ________________________________

   ________________________________
9. LANGUAGE EXAM

LANGUAGE: ________________________________

COMPLETED: ________________________________

TEST RESULTS: ________________________________

FACULTY SUPERVISOR: ________________________________

10. PROSPECTUS

CHAIR: ________________________________

COMMITTEE MEMBERS: ________________________________

11. DISSERTATION

DRAFT TITLE: ________________________________

FINAL TITLE: ________________________________

CHAIR: ________________________________

COMMITTEE MEMBERS: ________________________________

DEAN’S REPRESENTATIVE: ________________________________
Fellowship Worksheet

Name: 

Advisor: 

Status progressing to the degree: 

Proposal Title: 

List the name of fellowship according to your preference/progress to degree status: 

1. 

2. 

3. 

Notes:
University of Maryland
Department of Women’s Studies

Dissertation Committee

Name: ___________________________       UMID: _______________________
Advisor: ___________________________       Date: __________

Title of dissertation: ________________________________________________

Expected date of defense: ___________

Committee members:

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<th>Department</th>
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Committee approved by Director of Graduate Studies: ______yes ______no

Notes:

____________________________________________________________________
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cc: student, file
Department Travel Grant Request

Name:

Address:

Phone #:

SSN#:

Current year in program:

Destination:

Are you also applying for the other travel and special grants? ___yes  ___no
If yes, what are they?

Are you applying for any other matching funds travel grant? ___yes  ___no
If yes, what are they?

Reason for request:

How will financial assistance aid in your progress through the program?

If applying for research purposes - please provide a letter of compliance from your advisor or WMST advisor. If applying for presentation purposes - please provide a copy of the letter of acceptance from the conference or sponsoring organization.
TRAVEL EXPENSE REIMBURSEMENT REQUEST

NAME: __________________________ SSN: ______________________ DOB: ________

DESTINATION: _____________________________________________________________

LEAVING ON: ___________ RETURNING ON: ___________________________

PURPOSE OF TRIP: _________________________________________________________

THIS TRIP WILL BE FUNDED FROM THE FOLLOWING ACCOUNT:

__ my travel account __ the department’s account
__ a grant or other source of funding
(list account #: ______________)

*If asking for funding from anything other than a grant account, have you gotten
approval from the chair for this travel? ___ yes ___ no

I AM ASKING FOR THE FOLLOWING TO BE PAID FOR UP FRONT:

__hotel/ lodging __ conference fees
__transportation __ other (please list: ____________________________)

I WILL ASK TO BE REIMBURSED (ESTIMATED COSTS) FOR THE FOLLOWING:

_____ hotel/ lodging _____ per diem _____ ground transportation
_____ transportation _____ conference fees _____ other
(list____________________)

I understand that to be reimbursed for any expenses I will need to provide itemized, dated
receipts, including airline boarding passes, no later than two weeks from the date I return.

I AM DEPARTING FROM:

City: ____________ Airport/ train station/ etc.: __________ Approx. time: _________

I AM ARRIVING AT:

City: ____________ Airport/ train station/ etc.: __________ Approx. time: _________

Do you need hotel reservations made? ___ yes ___ no
If yes, please list hotel name and phone #________________________________________

Do you need air/ train/ car rental reservations made? ___ yes ___ no
If yes, please list any details (preferred carrier, frequent flier #, etc.)______________________

Signature: __________________________ Date: ___________________________
# Application for Graduate Women’s Studies Certificate Program, at College Park

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## Undergraduate Information

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What Women’s Studies courses have you taken?

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Work, volunteer experience, and/or other relevant activities; if necessary, attach a separate sheet

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## Graduate Information

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Other graduate courses/programs

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## Application Materials

In order to process your application, the Women’s Studies Department needs the following materials:

- **Copy** of transcripts of work completed to date, both graduate and undergraduate.
- Brief biographical statement and statement of purpose. Discuss those aspects of your personal history that relate to the development of your interest in Women’s Studies and explain the relevance of a Women's Studies Certificate to your intellectual and professional goals.
- Writing sample.
- I have requested letters of recommendation from the following:

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Please mail your completed application and materials to:

Academic Advisor
Women’s Studies Department
2101 Woods Hall
University of Maryland
College Park, MD 20742-7415

Due Dates:

- November 15 for the spring semester
- April 15 for the fall semester