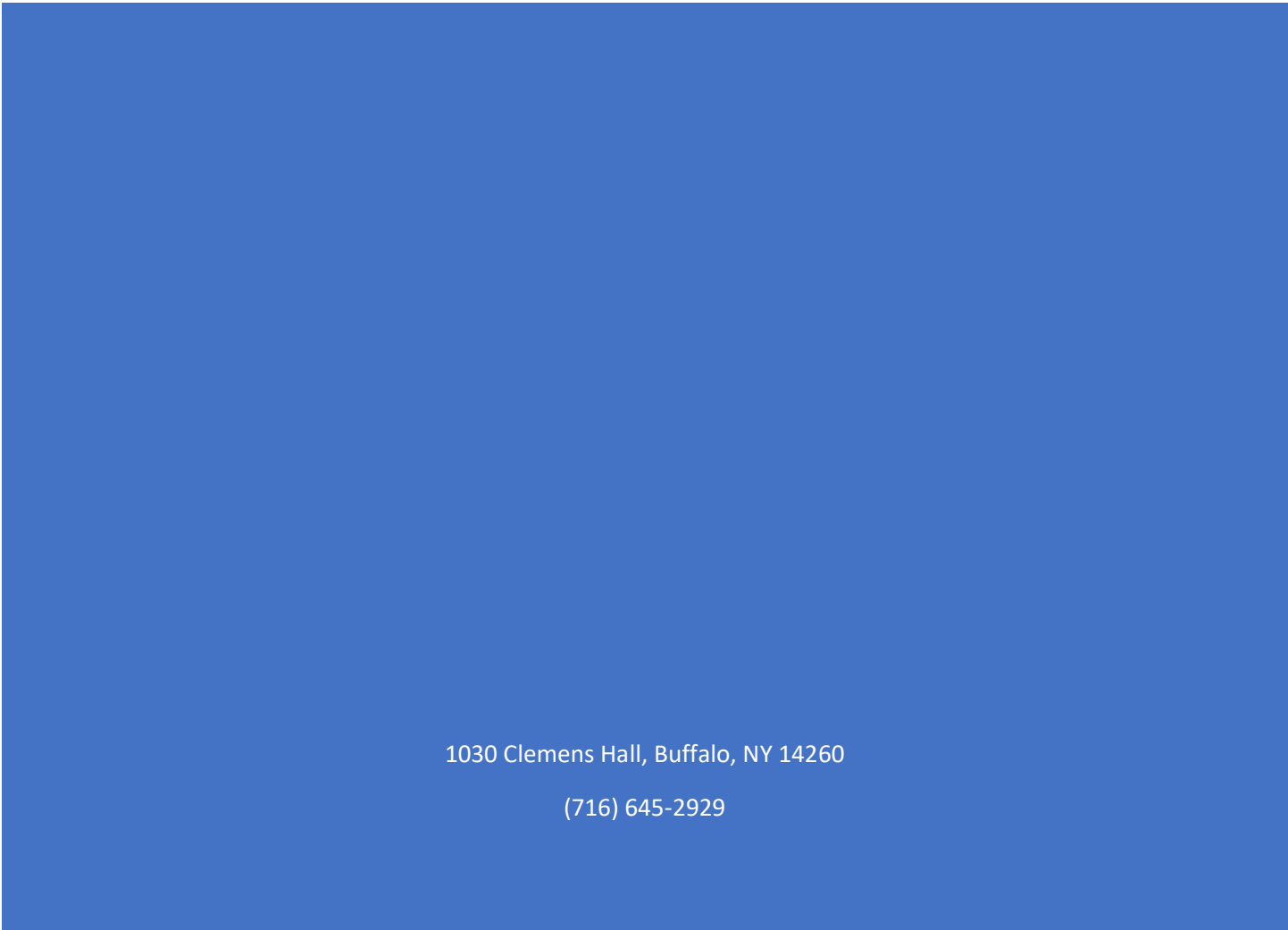


University at Buffalo
College of Arts and Sciences
Department of Global Gender and Sexuality Studies
Graduate Program Handbook
2026-2027



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Mission Statement

The Department of Global Gender and Sexuality Studies (GGS) at the University at Buffalo is an interdisciplinary hub for research and teaching on feminism, women, gender, and sexuality. Formed originally in 1972 as one of the first women's studies programs in the United States, the department currently comprises 19 faculty from across the university. The Department of Global Gender and Sexuality Studies is an intellectual community committed to developing and promulgating knowledge about women, gender, and sexuality through an analysis of texts and music, social and cultural practices, art and visual production, and social and political institutions, across both the local and global, and historical and contemporary. Central to our scholarship is the commitment to feminist thought and intersectional gender analysis. We seek to build collaborations among faculty and students to explore the complex intersections of gender, sex, race, class, sexuality, and disability and to produce innovative scholarship that understands the past, reveals and explains the present, and advocates for a better future. Our commitment to interdisciplinarity is reflected in the multiple theoretical and methodological approaches found within the department and affiliated faculty.

In Global Gender and Sexuality Studies, our objective is to inspire critical thinking in our students, challenging them to integrate local and global knowledge and to link theory and practice across a wide range of disciplines. Our curriculum foregrounds the structural inequalities germane to people oppressed on the basis of their sex, gender, and/or sexuality, including women, girls, trans and gender non-conforming people, intersex people, and LGBTQ+ people.

We maintain strong commitments to an intersectional framework that explores gender and sexuality and relationships with other systems of difference, and acknowledge that all identities and categories are themselves products of systems of power. Faculty and students work together to create an intellectual environment in which the changing conditions and discourses of gender, sex, and sexuality throughout the globe can be studied and understood. We embrace the power of education as a way to shape the future, and we seek to develop in our students the ability to look through and beyond their own perspectives to understand the lives of other people across different locations, times, sexes, genders, sexualities, races, cultures, class, religions, and disability statuses.

Introduction and Welcome

The University at Buffalo, SUNY is situated within the homeland of the Seneca Nation, one of the six Haudenosaunee nations. Our intellectual traditions are grounded in this place where we are located, and we pride ourselves in challenging existing state-centered approaches by studying phenomena that cross a number of geographic, methodological, and disciplinary borders and boundaries. In the Department of Global Gender and Sexuality Studies, students can pursue an interdisciplinary graduate degree. The department offers both an MA and a PhD.

The Department's faculty members have diverse interests ranging across the arts, humanities and social sciences, with geographical specializations in North America, Latin America, the Caribbean, Europe, and Africa. The interdisciplinary and global focus of GGS is unique in the College of Arts and Sciences (CAS). Our graduate programs reflect the breadth and diversity of our intellectual interests, but common to all of them is our commitment to offering our students a unique and rigorous approach to some of the most pressing and interesting concerns of our time.

This handbook outlines the policies and procedures of graduate degree programs in the department. It is the sole responsibility of individual students to know and follow all such rules and policies, both of the department and of the wider university. The student's advisor or Chair, the Director of Graduate Studies, and the department's Graduate Program Coordinator can help with questions about the program, and our experience suggests that information from these sources, in conjunction with this handbook, is likely to be more accurate and authoritative than advice from elsewhere. This is especially true since we have currently active students who have been admitted prior to the formation of the department, and (unless they have opted not to do so) who are following the regulations in place in the program or department of their initial admission.

Disclaimer

The availability of advice does not relieve the student of sole responsibility for completing necessary forms, initiating the formation of committees, honoring deadline dates at various points in their graduate studies, and generally meeting all departmental and graduate school regulations. Students should therefore carefully read this Graduate Student Handbook in conjunction with the Graduate School policies and procedures (available on the Graduate School website at <http://grad.buffalo.edu/succeed/current-students/policy-library.html>).

NOTE: In the event of a conflict, Graduate School policies supersede those adopted at the department level.

Admissions

General Information for All Applicants

Admission to the MA and PhD programs offered by the Department of Global Gender and Sexuality Studies is open to students who hold a bachelor's degree. The bachelor's degree does not have to be in any particular discipline or field, but applicants must demonstrate a true interest in, and preparation for, studying feminist and gender analysis. Applicants to the PhD program whose qualifications are sufficient for the MA program but not for the PhD program will be admitted as MA students. Students admitted to the PhD program who do not already hold an MA have the option of earning an MA as part of their doctoral studies. U.S. citizens may apply for admission on a part-time basis (however, PhD students should be aware of the 7-year time limit to achieve the PhD). Students in the MA program who have completed, or are in the final stage of completing, the MA degree at the University at Buffalo, must formally apply for admission to the PhD program in order to pursue the doctoral degree.

Successful applicants in the past have achieved a combined score of at least 1200 on the verbal and quantitative sections of the Graduate Record Exam (GRE), and a score of at least 4.5 on the analytical section of the same exam. A minimum undergraduate GPA (grade point average) of 3.0, on a 4.0 scale, is required for admission. NOTE: You may request the Graduate Admissions Committee to waive these requirements, at its discretion, if other application materials are deemed to warrant admission to the graduate program. Applicants who have previously studied at the graduate level must have a cumulative GPA of at least 3.3 (on a 4.0 scale) in their graduate coursework. This requirement applies to all applicants – the department's own MA students as well as applicants from other universities and other graduate programs at the University at Buffalo.

Students currently enrolled in our MA program must apply through the online application system. The \$75.00 application fee can be waived for current MA students. Applicants should submit a minimum of three letters of support from faculty members familiar with their work, at least one of which comes from within the department. Other application materials do not need to be resubmitted if they are on file from the MA application. GRE scores are recommended for the PhD program.

All applicants to the MA and PhD programs must submit the following:

1. Completed online application;
2. Unless otherwise noted, a \$75.00 (USD) non-refundable application fee may be paid online with a credit card;
3. Unofficial transcripts (which include your cumulative GPA) from all undergraduate and graduate colleges and universities attended should be uploaded with your application. At the same time, you must arrange to have original transcripts sent from your conferring institution directly to the department prior to admission;
4. At least three confidential letters of recommendation from persons familiar with your academic record should be submitted with your application as well as a sample of your writing (usually 10-20 double-spaced pages) that accurately reflects your writing abilities.

U.S. Nationals or Permanent Residents whose native language is not English may need to submit evidence of English language proficiency to the department if necessary.

International applicants must also provide the following:

1. Official copy of an accepted English language proficiency test (TOEFL IBT, Home Edition, Essentials, or ITP Plus; IELTS or IELTS Indicator; PTE; CPE or CAE; or Duolingo English Test) showing the University's minimum required score:
<https://www.buffalo.edu/grad/succeed/current-students/policy-library.html#english-proficiency>
2. A certified copy of the International Applicant Financial Statement form (with applicable supporting documents and signatures) sent to the department. You must submit this form showing at least enough funds in U.S. currency for one academic year. The form can be found through the online application system or at:
<https://grad.buffalo.edu/explore/funding/cost.html>

Scores must be dated within two years of the time the application is reviewed by International Admissions in UB's Graduate Application System. Scores must be sent directly to UB by the testing agency.

* Institutional versions of the TOEFL test, unless conducted and issued by UB's English Language Institute, are not accepted for admission purposes.

NOTE: It is the responsibility of the applicant to ensure that all materials are received by the posted deadline(s). Applicants can see what materials have been received by the Department by visiting their application status page online. Also, applicants need to check their email, provided on their application, frequently. Any necessary communication from the department will be done via email.

Admissions Deadlines

The admission deadlines for the Department of Global Gender and Sexuality Studies to receive ALL completed application materials are:

- December 15, for applicants seeking financial assistance in our PhD programs.
- Master's applications are accepted on a rolling basis for our MA program in both spring and fall.

The department's graduate admissions committee evaluates all applications and decides on admission. These decisions are based on the strength of the application materials (statement of purpose, writing sample, undergraduate transcripts, letters of recommendation, etc.) submitted by each applicant, from which the committee assesses the applicant's likelihood of being successful in the graduate program.

- NOTE: All admission decisions are final, so appeals to the Director of Graduate Studies (DGS) will have no effect. Students interested in applying for the PhD program outside of the December deadline should contact the Director of Graduate Studies.

Applicants to MA Program

A master's degree in Global Gender Studies prepares students with the theoretical and practical foundations for advanced graduate work and careers in diverse fields, including teaching, government and community and non-governmental organizations. The MA degree in Global Gender Studies is based

on graduate coursework and original scholarship in the form of a master's thesis or creative project written under the supervision of at least two faculty members.

Applicants to PhD Program

The Department of Global Gender and Sexuality Studies offers a PhD in Global Gender Studies. The doctoral degree is based on graduate coursework, examinations, and original scholarship in the form of a dissertation written under the supervision of the student's advisor and dissertation committee. Throughout their program of study, students can take advantage of the expertise of our affiliated faculty in the College of Arts and Sciences, and other schools within the university.

Global Gender and Sexuality Studies at the University at Buffalo is one of the few doctoral degree-granting Women/Gender Studies programs in the United States.

For specific questions about our programs, please contact the Director of Graduate Studies or the Graduate Admissions Coordinator: <https://arts-sciences.buffalo.edu/global-gender-sexuality/graduate/overview.html>.

Requirements for Graduate Students

The purpose of this section is to introduce students to requirements of the Department of Global Gender and Sexuality Studies and to outline the best practices for successful degree completion.

Program Planning and Advisement

Orientation

At the end of August, incoming graduate students are required to attend the department's orientation session. This meeting introduces students to policies and people as well as welcomes them to the department. Orientation provides students with important information to help them get acclimated to the graduate program.

Incoming graduate students should consult with the Director of Graduate Studies (DGS) and other faculty about their first semester's courses. The DGS will be available throughout the year to guide and answer questions.

Advisement and Course Registration

As they plan their path to degree completion, students are encouraged to become creative scholars and teachers and to work independently. In all cases students will have to take considerable personal initiative to develop an intellectually coherent pattern of study, one that will lead to the writing of a master's thesis, a master's project, or an original doctoral dissertation. In selecting their courses, students will be expected to balance three intellectual commitments. First, they are to acquire a broad, balanced knowledge of their respective disciplines as a whole. Second, they are to develop their own specialized interests. Third, their coursework should deepen their commitment to and engagement with the field of gender and sexuality studies.

Students in the Department of Global Gender and Sexuality Studies have a variety of sources for advice and mentoring. All students are required to have an academic advisor at all times in the program. In the first year, a member of the faculty will be assigned to them. An initial advisor is generally a faculty member with a specialization related to the general area in which applicants have indicated an interest. New students are required to consult with their advisors prior to finalizing their course selections. Beyond that, students are strongly encouraged to identify a dissertation chair by the end of their first year of studies.

Graduate students usually work under the supervision of their initial advisor for a period of one academic year, during which time the advisor will monitor the student's progress and form an assessment of their ability to progress through the program in a timely fashion. In the first year, the initial advisor will fill out the Annual Graduate Student Status Update form with an evaluation of the student's progress, identifying areas of strength and particularly those where the student may demonstrate a need for additional coursework given their previous education and future interests. The student may be expected to address concerns through coursework or other measures before being permitted to sit for examinations.

By the beginning of the second year, students are strongly encouraged to identify a dissertation chair from among the faculty in the GGS Department who will serve as chair of the student's PhD exam/dissertation committee or MA thesis committee. Students must complete the "Faculty Academic Advisor/Committee Members" form and obtain the approval of the DGS for all committee assignments

(and subsequently for changes in committee membership). Dissertation chairs work closely with the Director of Graduate Studies (DGS) who is responsible for overseeing all aspects of the department's graduate programs, for enforcing department degree programs and giving the necessary permission where called for, for ensuring that students are making satisfactory progress, and for monitoring and evaluating the students' overall teaching and academic performance. The DGS is supported by the department's Graduate Committee, comprised of a team of GGS faculty members.

Professionalization and Programming Activities

Annual Review

The university requires all graduate students to be reviewed on an annual basis. The purpose of this review is to help you make progress to degree. It is a required moment of reflection for you, your advisor/chair, and the department as well as an opportunity for planning. The review consists of gathering documents, reflecting on them, answering questions on the annual review form, and meeting with your advisor/chair.

Student Responsibility

As per disclaimer above, the availability of advice does not relieve the student of sole responsibility for completing necessary forms, initiating the formation of committees, honoring deadline dates at various points in their graduate studies, and generally meeting all departmental and graduate school regulations. Students should therefore carefully read this graduate student handbook in conjunction with the Graduate School policies and procedures (available on the Graduate School website at <http://grad.buffalo.edu/succeed/current-students/policy-library.html>). NOTE: In the event of a conflict, Graduate School policies supersede those adopted at the department level.

Requirements for Degree Completion

Master's Requirements

The MA degree normally involves at least 32 credit hours of graduate study. A master's program takes 4 semesters of full-time graduate study to complete, but must be conferred within four years of entering the program according to the Graduate School. In exceptional circumstances, students can petition the Graduate School for an extension of the time limit. With a well-formed plan, full-time students should be able to finish in two years. See the flowcharts that outline the paths to both degrees in this Handbook's appendix.

Coursework: A total of 32 credits are required for the MA degree in Global Gender Studies, out of which at least 21 credits should be taken within the Department of Global Gender and Sexuality Studies. It includes a minimum of seven seminars, of which five core courses are required: one theory course (Readings in Feminist Theory), one methods course (e.g. Ethnographic Methods) and three other courses, with a maximum of two independent studies courses (optional).

The Department of Global Gender and Sexuality Studies encourages each MA graduate student to fulfill their credit requirements primarily through taking graduate seminars from offerings in the department. As a student approaches the completion of their degree, it may be appropriate for the student to register for supervised research, MA thesis supervision, or directed reading courses with their advisor or committee members, or other University at Buffalo graduate faculty. A student who chooses the creative project as their MA degree requirement may also need to enroll in a Supervised Research (GGS 620) course with their thesis chair or committee members.

Thesis/Project

The master's thesis or project is written and completed under the direction of at minimum two faculty members: one serves as the thesis Chair (main advisor), and the other serves as a committee member. If the student chooses the thesis option, the thesis should be based on original research and analysis of a topic of substance in the discipline. If the student chooses a project, the project should be a new creative endeavor. Either has to be cogently defended to the satisfaction of the student's MA committee.

As an alternative to the MA thesis or project, a student may choose to take a comprehensive examination, which is detailed in the next section under "Doctoral Requirements." This option is largely designed for PhD students whose research does not yield a dissertation, or for MA students who could not complete a thesis or project. MA students who pass the comprehensive exam option may not use GGS 620 or 700 credits toward their degree.

The student may add additional faculty members in their selected topic as additional readers on their MA thesis committee. As noted above, students MUST select topics that fall within the range of expertise of Global Gender and Sexuality Studies faculty and affiliated faculty members. The Department is under no obligation to approve project/thesis topics that do not align with the expertise and interests of members of its faculty. The student is responsible for asking faculty members to serve in these roles. When appropriate, faculty members from outside of the department may participate in the guidance of theses and projects. While students are working on their thesis or project, they should register for the section of Master's Thesis Supervision for which their thesis Chair is listed as the instructor.

When completed, master's theses/projects must be defended orally by the student at a public meeting. Furthermore, theses must be submitted electronically to the Graduate School and meet other university requirements. For further details, please see the Graduate School's graduation requirements and deadlines: <https://grad.buffalo.edu/succeed/graduate/requirements.html>

Certification of Full-Time Status

MA students working on their thesis or research project who need to maintain full-time status (e.g., for financial aid reasons) can be certified as full-time while being registered for fewer than 12 credit hours each semester. A Certification of Full-Time Status form must be completed, signed appropriately, and given to the graduate program coordinator. Note that an Application to Graduate in HUB must also be submitted. More information is available here: <https://grad.buffalo.edu/succeed/graduate.html>

MA students studying on a part-time basis do not have to be certified for full-time status.

Doctoral Requirements

The time it takes to complete the PhD program varies in duration with the individual student's abilities, drive, educational background, and personal circumstances, but the PhD degree must be conferred within 7 years of entering the program (unless the Graduate School approves the student's petition for an extension of the time limit). With a well-formed plan, full-time students, including TAs, should be able to finish in 5 years. See flowchart in the appendix.

Coursework

A PhD consists of a minimum of 72 credits beyond the BA, of which at least 40 are beyond MA-level, and of which at least 36 credits are taken in the Department of Global Gender and Sexuality Studies. Once students have finished their coursework, they progress to directed reading for their exams (standardly in their third year), and dissertation research and writing after the successful completion of all required exams.

Required core seminars – 8 GGS seminars for 24 credits:

- Our required 3-credit theory course, GGS 518 Readings in Feminist Theory,
- One 3-credit methods course (e.g. GGS 540 New Ethnographic Methods)
- Six 3-credit intensive seminar courses taught by faculty in the GGS department.

Required elective seminars – 9 credits or more: A minimum of three 3-credit seminars in a chosen area, including courses from ancillary departments as approved by the Director of Graduate Studies.

Independent Studies/Directed Readings – 6 credit maximum (towards GGS degree):

We encourage you to fulfill your credit requirement primarily by taking regular graduate seminars from Global Gender and Sexuality Studies and affiliate faculty. As you approach the completion of your coursework, it may be appropriate for you to register for independent studies or directed readings courses with your chair, committee members, or another professor with expertise in your area(s) of interest, for example to prepare for a comprehensive exam field. To register for such a course, you must complete an Independent Study form, which is in essence a contract between you and the professor in which you establish a reading list, a list of written assignments, a method of evaluation, and deadlines.

This form must be signed by you, the professor, and the Director of Graduate Studies. This form can be obtained from the Graduate Program Coordinator.

- E.g. GGS 520 Directed Reading (1-3 credits – 2 course maximum towards degree)

Comprehensive Exam Preparation – (1-3 credits each, 2-3 times total, 9 credit maximum)

Students who have taken all required seminars in the 3rd year must file a Certification of Full-Time Status form (see below) to be exempt from the requirement to be registered for 9 credits (TAs) or 12 credits (non-TAs) each semester. Generally, in their third year of coursework, students may request to enroll in GGS 708 Comprehensive Reading Exams (1-3 credits each, 2-3 times total, 9 credit maximum) with their exam committee Chair and other committee members in preparation for their comprehensive exams. The format of the student's preparation for each exam field list, and the decision of whether to enroll in these exam prep courses, is at the discretion of each individual exam committee member.

The nature of exam preparation for each comprehensive exam field (frequency of meetings, methods of evaluating progress through the field list, whether or not the student should undertake a formal Independent Study/Directed Reading, etc.) are to be decided by each exam field advisor, in conversation with the student.

Dissertation Supervision (1-3 credits per semester, 12-18 credit maximum)

A student signs up for GGS 710 Dissertation Supervision only after passing the comprehensive exam, during the prospectus preparation phase. Once the ATC form has been approved and the student is researching and writing the dissertation, students will typically take only 1 credit hour of GGS 710 per semester.

Comprehensive Examinations

The general purpose of PhD exams is to assess a student's knowledge base and critical ability. Comprehensive exams help prepare the student for the dissertation, the job market, and teaching. During the second year, students develop three exam fields in collaboration with three faculty members who comprise the exam committee. Each of the exam fields should cover a different aspect of knowledge necessary for the student's dissertation research (area, archive, methodology, history of a field) and future teaching expertise, allowing a student to move from exams to writing smoothly.

Exams should be finished in the third year. Comprehensive exams are a step in the process and not an end in themselves. No later than the winter of the second year, the student should have established an exam committee Chair in conversation with their advisor and the DGS, constituted a committee, and begun preparing reading lists for exam topics.

Three Fields

All doctoral students must successfully complete a comprehensive examination involving both written and oral components. This examination covers three broad fields to be pursued under the guidance of an examination committee chosen from the faculty in GGS and allied departments. One question on the written component of the comprehensive exam must be associated with each field. The oral examination covers all three fields.

PhD students will develop their 3 fields for the exam in consultation with their committee. Working with their committee members, students will develop extensive reading lists covering the literature in their three fields. The examination fields must encompass generally recognized specializations in the degree field. Students who successfully complete a comprehensive examination in the GGS Department should therefore, for example, be competent to develop a broad introductory undergraduate course (like those offered in the department) in each of the three areas covered by the exam questions. Recent successful fields include Feminist Standpoint Epistemology; Queer/Trans of Color Theory; Feminism and Welfare Policy; Gender and the Nation/State; and Women's Movements in the Middle East.

Once the fields and readings lists have been agreed upon by the student and committee members, the **Comprehensive Examination Fields/Readings Approval Form** must be filed with the department, and no changes in the faculty membership of the student's committee will be permitted. If, however, under highly exceptional circumstances such changes become necessary for any reason, any new member(s) of the committee will need to agree upon a field and reading list with the student before the comprehensive examination can be scheduled or re-scheduled. This circumstance could result in a significant delay in the examination process, and it will therefore be permitted only in exceptional circumstances by the Director of Graduate Studies and the graduate committee.

Exam Process

Each exam field list advisor will provide one question, covering the general subject (field) and readings, determined by the committee member in consultation with the student. The exam committee Chair must have the committee members fill out the **Comprehensive Examination Questions DGS Approval Form** and have it signed by the DGS. The student will receive one question a week from a department administrator, and should answer each question within one week after receiving the question. Answers for all three questions (the entire written exam) must be completed in three weeks, starting from when the student receives the first question, and must be sent to all 3 committee members.

Written responses will be evaluated by all committee members, with the committee member in charge of each field list taking the lead in the evaluation of that question.

An oral examination, at which the three committee members constitute the examining committee, will be scheduled as soon as possible upon submission of the written examination, and no later than two weeks after all written answers are submitted, unless there are exceptional circumstances which must be approved by the DGS. The oral exam is generally based on the student's written responses to the examination questions, the literature covered on the reading list, and general knowledge of the field in which the student is examined.

When preparing for the oral examination, the student may consult with their committee chair about the exam result only in general terms. Under no circumstances should the student be advised of their specific performance and/or evaluation on any particular question. However, the advisor may suggest general areas where the student might anticipate questioning on the oral exam, to focus their preparation for the oral portion of the examination. The student should also be prepared for questions in other areas as deemed appropriate by committee members.

The oral examination lasts approximately two hours. Based on the student's performance on both the written and oral responses, the committee determines whether the student has passed, passed with distinction, or failed specific exam questions, or the comprehensive examination as a whole. This result will be communicated by the committee chair to the Director of Graduate Studies.

At the discretion of the examination committee, a student deemed to have failed the comprehensive examination *may* be permitted to take a second comprehensive examination, covering between one and three exam questions, during the following semester. Should the student's committee deem that the second performance is also unsatisfactory, the student will not be eligible to continue in the doctoral program. In this event, the committee may recommend to the department that the student receive a terminal master's degree.

Note: The following forms are required, and can be obtained from the Graduate Program Coordinator:

1. Comprehensive Examination Fields/Bibliographies Approval Form
2. Comprehensive Examination Questions – DGS Approval Form
3. Comprehensive Examination Results

Dissertation Committees

If, after exams, a student desires to continue working with the same PhD committee, they should explicitly ask all committee members. Any changes in committee composition between comprehensive exams and the dissertation stage must take place before the student writes a dissertation prospectus. Committee composition is subject to the following guidelines:

The dissertation committee will have at least three faculty, one of whom will be its chair. The chair has primary responsibility for directing the dissertation. All three members must be members of the UB graduate faculty. Students may add additional faculty members beyond these three who are non-UB faculty members and/or non-graduate faculty at UB.

At least one member of the committee must be appointed in the Department of Global Gender and Sexuality Studies. Additional members from outside the department or the University at Buffalo may be added by mutual consent of the student, the student's chair, and the Director of Graduate Studies. The Director of Graduate Studies will review any requests for departures from the above rules and for subsequent changes in the committee after its initial formation and seek advice from the graduate committee as appropriate.

Constituting a dissertation committee is a professional decision made by students in consultation with the committee chair and the prospective members. Students should select their committees with care, considering the contribution, expected time commitment, and appropriateness of each member invited to participate, given the research the student will pursue. Faculty are under no obligation to participate as members of any student committee; and students should keep in mind that faculty may resign from committees. Similarly, students are free to replace or add committee members; these issues should be handled directly and professionally. Be aware that changes to committee composition may delay

completion of work. Changes should always be discussed with the chair of the student's dissertation committee and the Director of Graduate Studies, and requested using the appropriate form.

The student and their dissertation committee will determine mutually understood procedures for advancing the work and a timetable for reviewing the dissertation in progress.

The dissertation committee (jointly or individually) and the student should communicate formally at least once a semester to review the progress of dissertation once the student has defended the dissertation prospectus. Failure to maintain regular communication may lead to faculty withdrawing from the committee.

Dissertation

Upon completion of exams and constitution of a dissertation committee, the student should write a dissertation prospectus. The prospectus identifies the central question of the dissertation, outlines the method(s) that will answer the central question of the research, and situates the importance of the research in existing scholarship on the topic.

Generally, three months is sufficient for composing a prospectus. The Graduate School does not give a length, but generally 20-25 pages is ample. A prospectus articulates the dissertation's thesis, problem, or question, describes the methodological tools and frameworks the dissertation will employ, and suggests the dissertation's intervention or claim. It demonstrates why the argument is important and why the research is innovative, locating your research within the current scholarly conversation in your field(s). The prospectus often includes the outline or structure of the dissertation, summarizes the chapters or sections, and includes a bibliography, often drawn from the comprehensive exam readings. The prospectus is your plan for your dissertation as it is taking shape. The finished dissertation will not necessarily replicate the prospectus exactly, but all changes in your project's methodology, focus, or argument must be formulated through discussion with your chair and dissertation committee.

GGs dissertations will vary in length and structure by specific disciplinary focus, purpose, and method. It is important that students work closely with faculty to develop regular writing and research patterns. If the exams emphasize reading, dissertations emphasize writing, and writing is very much a matter of habit. Students should have at least one chapter turned in to their chair by January of their fourth year.

Students must submit a completed draft of their dissertation to all dissertation committee members at least four weeks in advance of the date they intend to orally defend the work. A request to schedule a final dissertation defense must be approved by all members of the dissertation committee and should be made using the appropriate form which can be obtained from the Graduate Program Coordinator.

When completed, dissertation theses/projects must be defended orally by the student at a public meeting. Furthermore, theses must be submitted electronically to the Graduate School and meet other university requirements. For further details, please see the Graduate School's graduation requirements and deadlines: <https://grad.buffalo.edu/succeed/graduate/requirements.html>

UB's Graduate School sets the dates of degree conferral (Spring/June 1, Summer/August 31, Fall/February 1). In order to meet conferral deadlines, the students should plan on having the finished and signed dissertation and M-form to the Graduate School office approximately 2 weeks before the conferral date.

General University Policies

This following section provides material clarifying university policies.

Course Load

A student must register for 12 credit hours per semester to have full-time status (i.e. to be considered by the University as full-time). Anything less than 12 credit hours is considered part-time. ONLY Teaching Assistants are considered full-time when registered for 9 credit hours.

Minimum Grade and GPA Requirements

The minimum satisfactory grade in graduate courses is B and a course cannot be applied toward the degree requirements if the student received a final grade below this minimum. Students receiving a grade lower than B in a graduate course earn no credit toward the total required for the degree and must retake the course if it is required. Master's students must maintain at least a 3.00 GPA their coursework PhD students must maintain at least a 3.33 GPA throughout their coursework. PhD students failing to maintain their cumulative GPA above the minimum (and students maintaining that minimum but nonetheless experiencing difficulties in the program) will be placed on academic probation at the department level for a period of at least one semester. Students placed on probation will be notified in writing regarding the terms of their probation. Failure to meet the probation terms will result in the student being dropped from the graduate program.

Independent Study

For special circumstances addressing particular research needs the department allows independent study courses to supplement its scheduled seminars (see degree requirements for details). No more than two independent studies count toward seminar requirements and must be approved by the Director of Graduate studies prior to the start of the course. Students who wish to take an independent study course must arrange with a professor to serve as the instructor before actually registering for it (under the professor's name). The Independent Study form must be filled out by the student, signed by the faculty instructor, and then submitted to the graduate program coordinator for DGS for approval. Also, a description of the course (comprised of a detailed description including a reading list and method of evaluation) must be given to the graduate program coordinator with the Independent Study form. This form will be placed in the student's file. The "Independent Study Course Approval" form can be obtained from the Graduate Program Coordinator.

Non-Department Courses for Degree Requirement

The department has limits on the number of courses that may be taken outside the program for credit in terms of degree requirements. Students wishing to petition to include classes from outside the program among the required GGS seminars must receive the prior approval of the student's advisor, the Director of Graduate Studies, and the graduate committee. No transfer credits from other institutions will be accepted to satisfy core GGS degree requirements (e.g. Readings in Feminist Theory, or the methods course).

Students are encouraged to take advantage of the breadth of faculty expertise within the Global Gender and Sexuality Studies department. The Department makes every effort to cross-list courses by affiliated faculty with appropriate content to provide students with the broad disciplinary training and subject area content knowledge requisite for our degrees, and the specialized knowledge appropriate to developing particular areas of expertise. The Department nevertheless encourages and recognizes the value of interdisciplinary research, and, therefore, acknowledges that it may be beneficial for students—depending upon their specific research interests—to take courses from other departments in specialized areas not ordinarily offered by GGS faculty.

Shared Credits

Students who pursue two graduate degrees at UB, either concurrently or sequentially, may be able to “share” some of their credit hours across the two programs. Shared credits are jointly applied toward the total credit-hour requirements of both graduate programs (i.e., double counted). No more than 15% of the total credit hours required to complete two UB master's degree programs may be comprised of “shared courses” (i.e., courses applied to both programs). Students can only share credits from courses taken in other departments that are approved by the DGS as relevant to graduate study for the degree program in GGS. Additionally, students are not allowed to share only part of the credits from a particular course. The full course-sharing policy is available from the Graduate School:

<https://www.buffalo.edu/grad/succeed/current-students/policy-library.html#course-sharing>

Undergraduate Courses

Undergraduate courses may be taken by graduate students as appropriate prerequisites to their chosen field of study, but may not be used to satisfy graduate program requirements or carry graduate credit. Exceptions are possible for some 400-level courses subject to approval in advance by the Director of Graduate Studies, the course instructor and the Graduate School.

Transfer Credits

A student who wishes to receive credit for graduate work taken outside of the University at Buffalo should make this request as soon as possible after they enter the program (preferably within their first year). The decision whether to transfer credits will be made by the DGS in consultation with professors with relevant knowledge.

Only those graduate courses completed at accredited or recognized institutions of higher education and with grades of 'B' or better are eligible for consideration for transfer credit. Courses with grades of 'S' or 'P' are not transferable unless the student or department provides written documentation from the instructor(s) of the course, a department administrator, or the registrar at the transfer institution that the 'S' or 'P' graded course was equivalent to at least a 'B' grade.

No more than 30% of a master's program may be comprised of credits from another graduate academic program at UB, other accredited higher education institutions, or a combination thereof. For example, students pursuing a 32-credit UB master's degree may transfer up to 9 credits into their program. Transfer credits may only apply to elective coursework and cannot satisfy Required core seminars requirements (8 GGS seminars for 24 credits).

The Director of Graduate Studies must formally evaluate any transfer credit request. Upon receipt of the transfer credit petition, the Graduate School will evaluate credit and grade equivalencies as well as verify the courses were completed at an accredited or recognized institution of higher education.

Transfer credits may be approved and recorded on the student's UB record only after the Graduate School or International Admissions receives the official final transcript. Students interested in transferring courses should schedule to meet with the DGS. They should bring the petition form, along with syllabi and transcripts for the courses they want transferred in. The Graduate School form can be found here: <https://www.buffalo.edu/content/dam/grad/forms/pet-transfer.pdf>

Old Coursework and Prior Learning Assessment

Coursework more than 10 years old, whether from another institution or from UB, that the student wishes to be counted toward a current graduate degree program must be petitioned at the time of the student's matriculation to the program. The student should submit a [Use of Historical Coursework Petition](#) upon admission to the graduate program to determine whether credits can be applied to the current degree program requirements. Students who want to put forward such a petition must consult with the DGS. Note that appropriate justification of how the courses relate to the student's degree program, and how the student has kept current with the subject matter covered by the courses, must be provided in the petition.

Students have the opportunity to request graduate credit for prior non-coursework learning that demonstrates mastery of knowledge, skills, and competencies aligned with the learning outcomes of their graduate program. Faculty must evaluate any request for credit on the basis of the degree program's learning outcomes, SUNY credit hours policy, and documentation by which the work product can be assessed.

Continuous Registration

The University requires graduate students to maintain continuous registration until they confer their degree by registering for at least one credit hour each semester (Fall/Spring). Note though that TA's must always have full-time status. A related and strictly enforced Graduate School rule is that the MA or PhD degree cannot be conferred if the student's registration is not current. Students must be registered during the semester prior to their graduation/conferral date (excluding the summer). For example, a student wishing to graduate on June 1st (or August 31st) must be registered for the preceding spring semester.

Grades and Evaluation of Student Performance

Minimum Grade Requirement

As stated above, the grade of B is considered the minimal satisfactory grade in graduate courses. Students receiving a grade lower than B in a graduate course will earn no credit and must retake the course if it is required.

Incompletes ("I/U" Grades)

Students are expected to complete coursework on time. A grade of Incomplete may be given only in rare instances in which the student has not been able to complete all of the assigned coursework due to illness or other unforeseeable and compelling circumstances. Whether incompletes are given at all, and what deadline is set for finishing the missing/late coursework is at the prerogative of the instructor to the extent that the conditions comply with the general rules of the University, Graduate School, and

Department. Faculty members should make their policy on Incompletes clear at the beginning of each semester, preferably on the course syllabus.

The University allows students two semesters (beyond the semester during which the course was taken) to resolve an Incomplete. For example, students who received an Incomplete in a course taken in Fall 2020 would have no longer than the end of the Fall 2021 semester (December 31st) to complete all missing/late coursework required by the instructor for a final grade. But note that the instructor may choose a shorter time period for completing this coursework. If course requirements are not completed by the instructor's or University's deadline, the Incomplete will automatically be changed to an Unsatisfactory ("U") grade. Once an Incomplete is changed to a "U" grade, the course, if offered again, may be repeated for credit.

"L" Grades

"L" grades are given to show continuation of a course. They may be used in place of an "S" grade for dissertation guidance or master's thesis/project guidance. Once a student's degree is conferred, the "L" grades will default to "S" grades. Thus, an "L" grade should not be assigned unless it is the equivalent of an "S" grade.

Satisfactory/Unsatisfactory Grades

Satisfactory ("S") grades indicate credit earned for a course; whereas, Unsatisfactory ("U") grades indicate no credit earned. That is, an "S" can only be awarded in place of a passing mark. For the Department of Global Gender and Sexuality Studies, a passing mark is a "B." Therefore, a "U" is the equivalent of any grade less than B (B- and below). Neither "S" nor "U" grades are calculated in a student's GPA. However, both do appear on a student's transcript. Also, "S" and "U" grades will be used to determine a student's academic standing. Thus, the presence of "U" grades can be used to place a student on academic probation (e.g., for failing to maintain the minimum GPA required for their degree). This rule also applies to "U" grades that were received as a result of a defaulted Incomplete. Students who previously received a "U" in a course that is offered again can take the course over for credit.

S/U grading is typically used for Dissertation Guidance, Master's Thesis Research, and other informal courses such as Supervised Teaching, Directed Readings, and Independent Studies. Taking other classes as S/U is not recommended, but, under special circumstances, the DGS may grant an exception. This exception must be approved by the DGS and the faculty instructor prior to the start of the course. All faculty members should make their policy on S/U grading known at the beginning of each semester, preferably in their course syllabi.

"S" grades are not included in the calculation of a student's overall GPA, but the credits earned may count toward the required hours for the degree (i.e., 32 for the MA and 72 for the PhD). Outside of Dissertation and Thesis Guidance credits, the Department limits MA students to a maximum of two 3-credit hour courses graded as S/U and PhD students to a maximum of four 3-credit courses as S/U. Any questions regarding this rule should be addressed to the DGS.

Evaluations and Reviews

All graduate students in the program are evaluated each academic year, unless their performance is unsatisfactory in which case they are evaluated on a semi-annual basis. These annual and semi-annual reviews consider grades (including Incompletes), course evaluations by instructors, progress toward

degree completion, and, when relevant, performance as a teaching assistant. Full-time doctoral students are expected to pass their PhD comprehensive exams by the end of the first semester of their fourth year in the program. Failure to achieve this will be treated as unsatisfactory progress toward completion of the degree requirements.

Each review provides an overall performance rating of outstanding, satisfactory, or unsatisfactory. The review will also provide feedback on the student's strengths and weaknesses, assessing their ability to complete the degree and, if appropriate, their potential as a PhD candidate or for a successful academic career. In the case of unsatisfactory performance, the DGS consults with the graduate studies committee on whether the student should be placed on academic probation and, if funded, whether their teaching assistantship should be rescinded (not renewed). Once a student is placed on academic probation, future unsatisfactory reviews may result in the student being terminated from the graduate program.

Academic Integrity

As part of our community of scholars, we know that you share a commitment to learning and discovery. And along with the privilege of membership of the scholarly community comes an important obligation to adhere to principles of academic integrity. We define academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility” (from *The Fundamental Values of Academic Integrity*, a report published by the International Center for Academic Integrity: <https://academicintegrity.org/aws/ICAI/pt/sp/values>).

Needless to say, the Department takes very seriously, and strongly enforces, the University's policies on academic integrity. See the Graduate School's policy on academic integrity: <https://www.buffalo.edu/grad/succeed/current-students/policy-library.html#academic-integrity>

Examples of Academic Dishonesty

The University considers academic dishonesty to be included, but not limited to, the following:

- *Previously submitted work.* Submitting academically required material that has been previously submitted—in whole or in substantial part—in another course, without prior and expressed consent of the instructor.
- *Plagiarism.* Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one's own. ***This includes representing text generated by AI (e.g. ChatGPT) as one's own.** See AI Policy below.
- *Cheating.* Soliciting and/or receiving information from, or providing information to, another student or any other unauthorized source (including electronic sources: phones, the internet), with the intent to deceive while completing an examination or individual assignment.
- *Falsification of academic materials.* Fabricating laboratory materials, notes, reports, or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or

submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.

- *Misrepresentation of documents.* Forgery, alteration, or misuse of any University or department document, record, or instrument of identification.
- *Confidential academic materials.* Procurement, distribution or acceptance of assignments, exams, student work, or evaluations without prior and expressed consent of the instructor.
- *Selling academic assignments.* No person shall sell or offer for sale to any person enrolled at the University at Buffalo any academic assignment, or any inappropriate assistance in the preparation, research, or writing of any assignment, which is intended for submission in fulfillment of any course or academic program requirement.
- *Purchasing academic assignments.* No person shall purchase an academic assignment intended for submission in fulfillment of any course or academic program requirement.

As a student and an instructor, please make use of the resources available through the Office of Academic Integrity: <https://www.buffalo.edu/academic-integrity.html>

AI Policy

While encompassing a post- and anti-colonial, as well as anti-racist, critique of the primacy of the human to scholarly discourse, the primary concern of gender and sexuality studies as an interdisciplinary is with human beings, and human beings' relationships with each other, with non-human animals, and with their shared environments. The scholarly dispositions, critical thinking, research standards, qualitative and quantitative practical skills, and professional ethics fostered through graduate-level training in gender and sexuality studies cannot be outsourced to generative artificial intelligence (Gen AI) technologies, large language models or otherwise.

For this primary reason, as well as a concern for the environment, the Department of Global Gender & Sexuality Studies strictly prohibits the use of generative artificial intelligence technologies in the creation and revision of scholarly writing for all programmatic work done at the graduate level. While scholarly work may analyze, critique or think about artificial intelligence, all writing work completed in service of completing the degree may not utilize artificial intelligence technology in lieu of original student writing and thought. In short, all students in the Department are accountable for the honest personal completion of academic work across the varied roles (e.g., student, employee) they may occupy and the varied activities in which they engage.

Any instance of academic dishonesty, including the unauthorized or undocumented use of generative AI and AI-assisted technologies ("AI Tools"), may result in formal sanctions, including dismissal from the program.

Departmental AI Policy for Dissertations, Theses, and Capstones

The default expectation in the Department is that students are not using AI Tools in any aspect of their thesis, dissertation, or capstone project. If a student wishes to use AI Tools at any stage in the process (e.g., brainstorming, generating research questions, reviewing the literature, collecting data, analyzing data, writing, revising, translating, etc.), they must document such use in detail, seek written approval

by their full committee (starting with the chair), and cite any approved use in the written product. Documenting use of AI Tools may take various forms, often dictated by publisher guidelines (e.g., Elsevier, Wiley, Sage, Taylor and Francis), including incorporating this disclosure into the research design, footnotes, citations, or a note at the beginning of the project.

Any approved use of AI Tools for Dissertations, Theses, and Capstones must be considered in light of the ethical standards put forth by the University at Buffalo. Students who seek approval to use AI Tools have a responsibility to make clear how their use of AI Tools does not violate these ethical standards.

Departmental AI Policy for Teaching and Research Assistantships

Unless approved by the relevant faculty supervisor or departmental committee, AI Tools should not be used to aid in any part of the work assigned to you as part of a teaching or research assistantship, paid or unpaid. This includes producing and grading assignments for classes you are teaching or for which you are serving as a TA, as well as any work you complete as a research assistant. Questions about the appropriate person or committee from which to seek approval for use of AI Tools in these roles should be directed to the Director of Graduate Studies.

Any approved use of AI Tools for Dissertations, Theses, and Capstones must be considered in light of the ethical standards put forth by the University at Buffalo. Students who seek approval to use AI Tools have a responsibility to make clear how their use of AI Tools does not violate these ethical standards.

Departmental AI Policy for Coursework

Unless explicitly approved by the relevant instructor, AI Tools should not be used to aid in any part of your coursework. This includes graded coursework and ungraded coursework and extends to sharing any course materials produced by instructors or classmates.

Any approved use of AI Tools for Dissertations, Theses, and Capstones must be considered in light of the ethical standards put forth by the University at Buffalo. Students who seek approval to use AI Tools have a responsibility to make clear how their use of AI Tools does not violate these ethical standards.

Departmental AI Policy for Other Activities

The default expectation in the Department is that students are not using AI Tools in any aspect of their research, teaching, or service endeavors as a student, colleague, or University employee. If a student is collaborating with a faculty member on a research, teaching, or service project, any use of AI Tools must be clearly articulated and explicitly approved by the faculty collaborator(s). If a student is not collaborating with a faculty member, any use of AI Tools should be discussed with a faculty mentor and/or the Director of Graduate Studies. All work planning to be published should also abide by any ethical guidelines put forth by the relevant journal or publisher (e.g., Elsevier, Wiley, Sage, Taylor and Francis).

If a student is participating in a workshop, conference, meeting, training, or other event in which materials are shared (including verbally), students must respect the copyright of authors/presenters. Any use of AI Tools should be addressed in advance with the speaker(s) or event organizer, as unapproved use of AI Tools may violate copyright, privacy, and, at a minimum, community trust.

Any approved use of AI Tools for Dissertations, Theses, and Capstones must be considered in light of the ethical standards put forth by the University at Buffalo. Students who seek approval to use AI Tools have a responsibility to make clear how their use of AI Tools does not violate these ethical standards.

Departmental Policy for Handling Accusations of Academic Dishonesty

The Department follows the UB Office of Academic Integrity process for handling accusations of academic dishonesty, including improper use of AI.

While the use of generative artificial intelligence technologies in certain classroom situations and pedagogical settings may be entertained and is largely left to the discretion of individual faculty, this department-wide prohibition applies especially to the sorts of activities that go into the production of scholarly writing: engaging in close and extensive reading, working with primary and critical sources, coming up with viable ideas, learning specialized vocabularies and concepts, crafting sentences and paragraphs, and synthesizing the knowledge of past and present in original contributions to the discipline. These activities are nowhere more important than in the so-called milestone projects of graduate education, the essays that constitute students' graduate examinations, and the theses or dissertations that often serve as the basis for professional presentations and publication.

Violations of this policy will be treated like other violations of academic integrity and subject to probationary review (falling out of "good standing") and the possibility of dismissal from the graduate program. The faculty members of the department's executive committee will oversee these disciplinary decisions.

This policy does not apply to the kinds of assistive artificial intelligence technologies, such as spell-check programs or thesaurus functions.

Other Policies and Procedures

Leaves of Absence/Term Withdrawal

If continuous registration cannot be maintained due to unique personal circumstances (health issues, family emergencies, etc.), it is possible to petition the Department and the Graduate School for either a Leave of Absence **OR** a total Academic Term Withdrawal.

The appropriate petition forms are available at the Graduate School website:

<https://www.buffalo.edu/grad/succeed/current-students/policy-library.html>

These petitions must be approved by both the DGS and the Graduate School. Note that a student cannot be formally on a leave of absence during the semester preceding the conferral of their degree. Similarly, being on leave does not stop the clock for resolving incompletes to prevent them from reverting to "F" grades. NOTE: Apply for a Leave of Absence well in advance of the semester's start.

An Academic Term Withdrawal for the entirety of a student's registration in a given term is available to students who can document specific extenuating circumstances, including lengthy medical incapacitation, death of an immediate/chosen family member, military orders, or other extraordinary circumstances. Academic term withdrawal requests must be submitted within one term of the term in question, and require formal documentation by the student and advisors.

Time Limits

The MA degree must be completed within four years and the PhD degree must be completed within seven years of entering the program. Under rare, exceptional circumstances, the Graduate School will approve petitions for extensions of these time limits. Petitions must be submitted using the appropriate

Graduate School form (<https://www.buffalo.edu/content/dam/grad/forms/pet-extension.pdf>) and properly documented with specific reasons given as to why the student is unable to complete the degree within the required time limit. Only formal, approved Leaves of Absence will stop the clock for degree time limits.

Part-Time Students

While students are permitted to study on a part-time basis, they will not be considered for Teaching Assistantships and will be expected to maintain steady progress toward their degree. The College of Arts and Sciences will not provide tuition scholarships to part-time students.

NOTE: The 7-year time limit for the PhD program and the 4-year time limit for the master's programs still apply.

Application to Candidacy and Application to Graduate

PhD Students: An Application to Candidacy form (ATC) should be filed with the department when the student has an expected date for completing the degree requirements. Doctoral students should file an ATC upon completion of their comprehensive exams. It is only with the completion of the comprehensive exam that students are approved to advance to candidacy and officially file with the Graduate School. The ATC form can be found on the Graduate School's website:

<https://www.buffalo.edu/content/dam/grad/forms/phd-atc.pdf>

NOTE: Each student is responsible for obtaining the signatures of their committee members on the 'ATC' before submitting it to the Graduate Program Coordinator, who will then give it to the DGS to review and sign.

MA Students: MA students must apply for graduation in HUB to declare their intention to graduate. Students must apply by the deadline of the degree conferral term. More information can be found here: <https://grad.buffalo.edu/succeed/graduate/apply-for-graduation.html>

MA students who have previously applied for graduation, and have an existing expected graduation term in HUB, will not be able to modify or apply for graduation in HUB again. To update the expected graduation term, file a Petition to Change Expected Conferral Date.

M-Form

The M-form is filled out at the completion of any MA project, MA thesis, or PhD dissertation. Its submission officially informs the Graduate School that a student has completed the degree and ready to graduate. The student completing the project, thesis, or dissertation should fill out as much of the required information as possible on the M-form in the appropriate sections and then have their dissertation/thesis committee chair sign it where indicated. The M-form can be found on the Graduate School's website: <https://www.buffalo.edu/content/dam/grad/forms/mform-thesis.pdf>

This form is due to the Graduate Program Coordinator as soon as the thesis, project, or dissertation is approved by the student's committee (after a successful oral defense, if applicable), but no later than the Wednesday before the Graduate School's deadline to receive all required materials.

The chart below lists the deadline dates by which the ATC form, the M-form, and all other required materials should be received by the Department/Graduate School.

NOTE: It is the student's responsibility to make certain that they meet these deadlines, and failing to meet the final one set by the Graduate School will result in the student's conferral being delayed to the next period (e.g., failing to meet the final deadline for spring would delay conferral to summer). Hence, students should be pro-active about the process by letting the DGS know at least a month before about their intent to graduate at the end of the semester, confirming the specific final deadlines set by the Department and Graduate School for receiving the M-form and all other required materials, and submitting these materials well ahead of those deadlines if possible.

Degree Conferral Date	PhD ATC to Dept.	PhD ATC to Grad School	MA Application to Graduate in HUB	All Materials to Grad School
Fall (February 1)	September 1	October 1	October 15	January 15
Spring (June 1)	February 1	March 1	February 22	May 14
Summer (August 31)	June 1	July 1	July 15	August 14

Exceptions

The department recognizes that many of its requirements and procedures may not apply to all graduate students, and that from time to time a graduate student has legitimate and reasonable cause to be exempted from a specific requirement, or to be allowed to fulfill a modified form of a requirement. Consequently, students have the opportunity to petition the Graduate Committee to grant exemptions or changes in requirements or procedures. All petitions to the Graduate Committee should state clearly what the nature of the petition is and offer compelling justification for the request. All petitions must be approved by the student's advisor before being submitted to the DGS and Graduate Committee. The decision of the Graduate Committee is generally final in all matters of the Department policies, procedures, and requirements, including petitions.

English Language Requirement

University policy requires that all international students from non-English-speaking countries must demonstrate proficiency in the English language at admission. All students whose first or dominant language is not English will have their developing language proficiency reviewed as part of a semi-annual review. Students will be expected to demonstrate increasing fluency in both written and spoken English during their academic studies. Failure to achieve adequate English proficiency for teaching, research,

writing, and professionalization within a reasonable period of time may result in the student being dropped from the graduate program.

Certification of Full-Time Status

PhD students preparing for their comprehensive exams or working on their dissertation who need to maintain full-time status (e.g. for financial aid reasons) can be certified as full-time while being registered for fewer than 12 credit hours (or 9 credits if the student is a TA). Students seeking certification of full-time status prior to completion of exams must file a Certification of Full-Time Status form (<https://www.buffalo.edu/content/dam/grad/forms/cert-fts-phd.pdf>), which must be signed appropriately and given to the Graduate Coordinator. This form may only be filed for 2 semesters before the student is expected to become ABD. An Application to Candidacy form must be filed along with this form (<https://www.buffalo.edu/content/dam/grad/forms/phd-atc.pdf>).

Research Involving Human Subjects

The University at Buffalo has established an Assurance of Compliance with the Department of Health and Human Services (HHS) regulations governing research involving human subjects. Since research comprises a vital part of graduate education and research may involve human subjects, graduate students must be aware of their responsibilities.

NOTE: It is the policy of the University that all research involving human subjects must be reviewed and approved by a University Institutional Review Board (IRB) prior to initiation of the research. The College of Arts and Sciences Dean of Research or Director of Graduate Studies can direct students to the appropriate board. For more information: <https://www.buffalo.edu/research/research-services/compliance/irb.html>

Financial Support

All graduate students should keep abreast of the University's funding and fellowship application resources: <https://www.buffalo.edu/grad/explore/funding/fellowships.html>

Teaching Assistantships and Fellowships

Students receiving a funded Teaching Assistantship must be full-time students, and are expected to work 20 hrs/week on their TA duties. Full-time status for students with assistantships is 9 credit hours. As discussed above, students studying for comprehensive exams or working on a project, thesis, or dissertation can be certified as full-time even if they are registered for less than 9 hours in a semester.

Assistantships are awarded competitively to two categories of students: incoming and continuing. Awards to incoming students are based on a variety of factors associated with their admission materials, including but not limited to:

1. Performance in undergraduate and graduate (if applicable) coursework
2. Letters of recommendation
3. Research interests
4. Personal statement, and
5. GRE and/or TOEFL scores (if applicable).

Awards to continuing students are based on overall academic performance, including course grades, performance of assistantship duties, progress toward completing degree requirements, and availability of funds to the department.

Teaching assistantships are granted for periods of one year and are renewable up to a total of five years with satisfactory progress. In order to be considered for continuing support from the Department, students must demonstrate the ability to teach an independent course in the department by their third year. Additionally, as noted above, full-time PhD students are expected to pass their comprehensive exams by the end of the second semester of their third year in the program, or else they will no longer be considered to be making satisfactory progress toward degree completion.

All TA appointments are made on an annual basis. Renewal will depend on satisfactory progress to degree, filing of an annual review, and evidence of successful teaching.

The evaluation will consist of a written evaluation of their teaching (when they have a teaching assignment) observed by a faculty member in the department, as well as the yearly progress report filled out by the student and dissertation chair. The DGS and the Graduate Committee will evaluate each student's progress to degree every year. Students who are deemed to have done poorly in their TA assignments, or whose academic standing is in some way deficient, will not be renewed for a subsequent year.

Students receiving assistantships will be eligible for a maximum of 5 years or 10 semesters of departmental funding. In addition, a student can only be funded for a maximum of 72 credit hours (the number of credit hours required to obtain the PhD). Each semester of funding, the College of Arts and Sciences (CAS) will pay for up to 12 credit hours of tuition assistance until 72 credit hours are reached.

The College of Arts and Sciences pays tuition for TAs on a 'per credit hour' basis. Therefore, it is vital for TAs to tell the Graduate Program Coordinator how many credit hours they are actually registered for each semester, so that it can be entered into the University computer system. A TA can change their schedule by adding or deleting courses (credit hours) as long as the change takes place within the appropriate add/drop period and the Graduate Program Coordinator is notified of the change immediately. In other words, the action of dropping a class from or adding a class to one's schedule must be done before the penalty period begins (during the first week of classes). In addition, TAs cannot be (re)appointed unless they are registered for classes. Therefore, a student cannot legally work for UB (i.e., cannot receive a paycheck) unless they are registered for classes.

Students holding Schomburg Fellowships are welcome to be considered for teaching assignments in the department, and are eligible for full consideration for all teaching awards and programs available to regular TAs. Schomburg Fellows who are interested in teaching should inform the Director of Graduate Studies of their desire, and work with department faculty and staff to identify suitable courses and courses that they are interested in teaching.

All TAs except international students are required to apply for New York State (NYS) Residency, if they are not already a NYS resident, during their first semester of their assistantships. The process of establishing NYS residency actually begins in August as soon as the student begins their studies at UB. Please visit the Student Accounts website for the appropriate steps to take and forms:

<https://www.buffalo.edu/grad/explore/admissions/nys-residency.html>

Outside Employment and Non-GGS Assistantships; External Grants and Fellowships

Students holding assistantships are required to take a full-time course load and normally will not have time for employment beyond their coursework, research, and teaching responsibilities. Some students may qualify for assistantships outside of the department in certain specialized programs. Wherever feasible, qualified students are encouraged to seek out and apply for those positions.

Advanced graduate students are encouraged to pursue opportunities for external grants and fellowships in aid of dissertation research, and to seek other means through which they may combine financial support for the latter stages of the program with activities useful in their dissertation research and appropriate to their long-term career interests. Notices of such opportunities can be posted or otherwise brought to students' attention. While such initiatives normally lie with individual students, they may wish to speak with their chair or the DGS on how to go about seeking and applying for prestigious funding awards. More information is available through the Graduate School:

<https://grad.buffalo.edu/explore/funding.html>

Financial Aid

U.S. citizens and permanent residents seeking financial aid counseling should contact the Office of Financial Aid at <http://financialaid.buffalo.edu/>. Advisors/Chairs may also be aware of the special needs of international students and be able to answer questions, so this service is open to all students.

International applicants for admission should begin their pursuit of financial aid with academic departments or scholarship organizations in their own countries.

Here are some resources to explore for International Students:

- **The Fulbright Graduate Student Program** (for international students):
<https://foreign.fulbrightonline.org/applicants>
- **Ford Foundation International Fellowships Program** (for international students) in the foundation's grants database at: <https://www.fordfoundation.org/work/our-grants/grants-database/grants-all>
- **The International Peace Scholarship** (for international students):
<https://www.peointernational.org/about-peo-international-peace-scholarship-ips>
- **Social Sciences and Humanities Research Council of Canada (SSHRC): Doctoral Fellowships** (for Canadian students): <http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx>

External Dissertation Support

- **American Association of University Women (AAUW) Dissertation Fellowship:** AAUW Fellowships support women doctoral candidates completing dissertations, with women working on gender issues especially encouraged to apply. AAUW also awards International Dissertation Fellowships for full-time graduate research to women who are not U.S. citizens or permanent residents through \$20,000 annual fellowships. For additional information:
<http://www.aauw.org/what-we-do/educational-funding-and-awards/>

- **The Charlotte W. Newcombe Fellowship:** These grants provide fellowships to persons writing dissertations that provide "original and significant study of ethical or religious values in all areas of human endeavor." Application deadlines tend to be early and the process is very competitive. <http://www.woodrow.org/newcombe/>
- **The Andrew W. Mellon Foundation/ACLS Dissertation Completion Fellowships:** provides support for young scholars to complete their dissertation and, later, to advance their research after being awarded the PhD: <https://www.acls.org/Competitions-and-Deadlines/Mellon-ACLS-Dissertation-Completion-Fellowships>
- **The Newberry Library (Chicago) Fellowships:** <http://www.newberry.org/short-term-fellowships>
- **The Huntington Library (Los Angeles) Fellowships:** <https://www.huntington.org/fellowships>
- **The Social Science Research Council Fellowship:** <https://www.ssrc.org/fellowships/>

University at Buffalo Dissertation Support

- **Mark Diamond Research Fund:** Administered by the UB Graduate Student Association <https://ubwp.buffalo.edu/gsa/mdrf/>
- **College of Arts and Sciences Graduate Student Awards and Fellowships:** <https://arts-sciences.buffalo.edu/current-students/funding-your-degree/graduate-awards-fellowships.html>
- **Gender Institute PhD Dissertation Fellowship:** <http://www.buffalo.edu/genderin/opportunities/studentinformation/studentdissfellowships.html>
- **Humanities Institute Advanced PhD Fellowship:** <http://humanitiesinstitute.buffalo.edu/opportunities/for-graduate-students/advanced-phd-fellowships/>

Other Sources of Financial Aid

- **Gender Institute Travel Grants:** <http://www.buffalo.edu/genderin/opportunities/studentinformation/studtravelgrants.html>
- **Graduate Student Association Resources:** <https://ubwp.buffalo.edu/gsa/student-resources/>

General Administrative Matters

Grievance Procedures

Under procedures established by the Department and the Graduate School, prompt and informal resolutions of grievances are sought. At the department level, informal discussions between the disputants should resolve most issues; students may wish to seek prior advice from their faculty advisor, dissertation chair, the DGS, or the department chair. If a formal review is necessary, a written statement of the grievance and grounds for it should be given to the department chair, who will act upon it in accordance with the by-laws of the department and the regulations of the Graduate School. Appeals from departmental determinations may be lodged with the Divisional Grievance Committee of the College of Arts and Sciences.

The Graduate School's procedure governing the handling of grievances by graduate students can be found at: <https://www.buffalo.edu/grad/succeed/current-students/policy-library.html>

Sexual Harassment

Sexual harassment of employees and students, as defined below, is contrary to University policy and is a violation of federal and state laws and regulations.

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement; 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive environment.

No University employee of either sex shall impose a requirement of sexual cooperation as a condition of employment or academic advancement, or in any way contribute to or support unwelcomed physical or verbal sexual behavior. Any member of the University community who requires additional information, wishes to make a complaint, or to receive a copy of the University procedures to be followed for complaints arising from matters related to the policies outlined above, should contact the Office of Equity, Diversity, and Inclusion located in 406 Capen Hall, at 645-2266 or through their website at <https://www.buffalo.edu/equity.html>

Non-Discrimination, Diversity, and Reasonable Accommodation

The Department of Global Gender and Sexuality Studies adheres strictly to the University's policies of non-discrimination. These policies can be found on the Office of Equity, Diversity, and Inclusion website at: <https://www.buffalo.edu/equity.html>

The department embraces the belief that promoting and supporting diversity among its student body is a very worthy goal. We define diversity to encompass many characteristics including economic disadvantage, special talents, evidence of leadership qualities, race, ethnicity, a strong work record, and disability. A diverse student body enriches graduate education by providing a multiplicity of views and perspectives that enhances research, teaching, and the development of new knowledge. A diverse mix of students promotes respect for, and opportunities to learn from, others with the broad range of backgrounds and experiences that constitute modern society. The department is therefore committed to providing equal access to educational opportunities through recruitment, admission, and support that promote diversity, and foster successful academic experiences.

Along with the larger University at Buffalo community, the Department of Global Gender and Sexuality Studies is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for members of the University community.

TA-Specific Administrative Matters

The University mandates departments to have some form of formal TA training program. Since TAs in this department are likely to teach courses independently for the Department (see below), all TAs are required to engage in the ongoing training and development organized by the Director of Graduate Studies.

General Principles for TA Assignments

Given the complicated process of scheduling in a department like Global Gender and Sexuality Studies, it is worth reiterating the criteria used in making TA assignments.

- First, we are obligated by the university to assign TAs to large GGS lecture courses. Department policy also recommends TA graders to be assigned to courses with more than 50 students enrolled.
- Second, TAs are eligible to be assigned to their own courses as instructors. In making such assignments, the scheduling committee considers the TA's preparation in the area of need and performance in all assignments to that point. The feedback we collect from faculty for whom graduate students serve as teaching assistants or graders weighs heavily in decisions regarding assignments.
- TAs serving as instructors of their own courses are expected to adhere to University policy in the construction of their syllabus, and to attend all syllabus workshops and pedagogy programming offered by the department.
- Where enrollments do not meet minimum thresholds established by the College of Arts & Sciences, courses scheduled to be taught by TAs are subject to cancellation (see above). In such cases, the TA will be reassigned to other duties.
- Though we do our best to make and announce assignments as early as possible, unexpected faculty leaves, turnover among TAs, or other events will sometimes unavoidably result in the necessity of changing assignments.

TAs are encouraged to consult on a regular basis with the Director of Graduate Studies, the department chair, and their dissertation chair to discuss teaching interests, professional goals, and future assignments.

Forms

The following forms are used by the department to document particular activities and milestones accomplished in programs of graduate study. Copies of these forms are available on the GGS website (<https://arts-sciences.buffalo.edu/global-gender-sexuality/graduate/phd-ggs.html>) or by contacting the Graduate Program Coordinator. Be sure to confirm with the Graduate Program Coordinator that you are using the appropriate form, as forms are sometimes updated.

1. Receipt of Graduate Handbook
2. Faculty Academic Advisor/Committee Members
3. Annual Graduate Student Status Update
4. Comprehensive Examination Fields/Bibliographies Approval Form
5. Comprehensive Exam Results
6. Dissertation Proposal Defense
7. Independent Study/Directed Readings Approval
8. Petition for Approval of Course for Degree Credit to be Taken Outside

Appendix

Timeline for PhD and MA Degrees

Goal: 5-year PhD Degree

72 credits; 40 credits past the MA/ GGS Requirements

Full-time student status is 12 credits a semester (9 credits for students with TA assistantships) until ATC form is filed.

Year	Coursework	Tasks
First year	-Take required courses; -Take wide array of seminar courses with different faculty	-Develop dissertation ideas; -Think about Committee members Start thinking about comprehensive exams
Second Year 1 st Semester	-Finish Required Coursework -Take wide array of seminar classes	-Choose Dissertation Chair and Committee (should absolutely be done by end of third semester of classes) -Start drafting reading lists for comprehensive exams
Second Year 2 nd Semester	-Take any classes that will further comprehensive exams/dissertation prospectus	-Finish Comprehensive reading lists and start preparing for comprehensive exams
Third Year 1 st semester	-Finish remaining coursework	-Take comprehensive exams—Must be done in consultation with Chair and Committee; -File ATC (Application to Candidacy—if most of the credit requirements have been fulfilled. ATC cannot be filed without signatures from Chair and Committee members.)
Third Year 2 nd Semester	-Finish remaining coursework	-Write and Defend Dissertation Prospectus
Fourth Year	-Register for Dissertation Research Credits (1 per semester) with Chair	-Research for Dissertation -Draft one chapter for Chair (Fall)
Fifth Year	-Register for Dissertation Research Credits (1 per semester) with Chair	-Research and write dissertation in consultation with Chair and Committee. -Defend Dissertation in oral defense. -Submit M-Form to the department and Graduate School following defense -File all required paperwork for PhD; -Deposit dissertation with Graduate School, and provide department with a copy.

Goal: 2-year MA degree

32 Credits/GGS Requirements

Full Time Student Status is 12 credits a semester until Application to Graduate

Year	Coursework	Tasks
First	-Take required courses; -Take wide array of seminar courses with different faculty	-Think about Committee members; -Define MA topic
Second 1 st Semester	-Finish required coursework	-Set MA Committee; -Develop MA topic and prospectus in consultation with Chair and committee
Second 2 nd Semester	-Finish Required Coursework (if any)	-Research, write and defend MA thesis; -Apply for Graduation in HUB; -File all required paperwork; -Deposit a copy of MA with Graduate School and Department