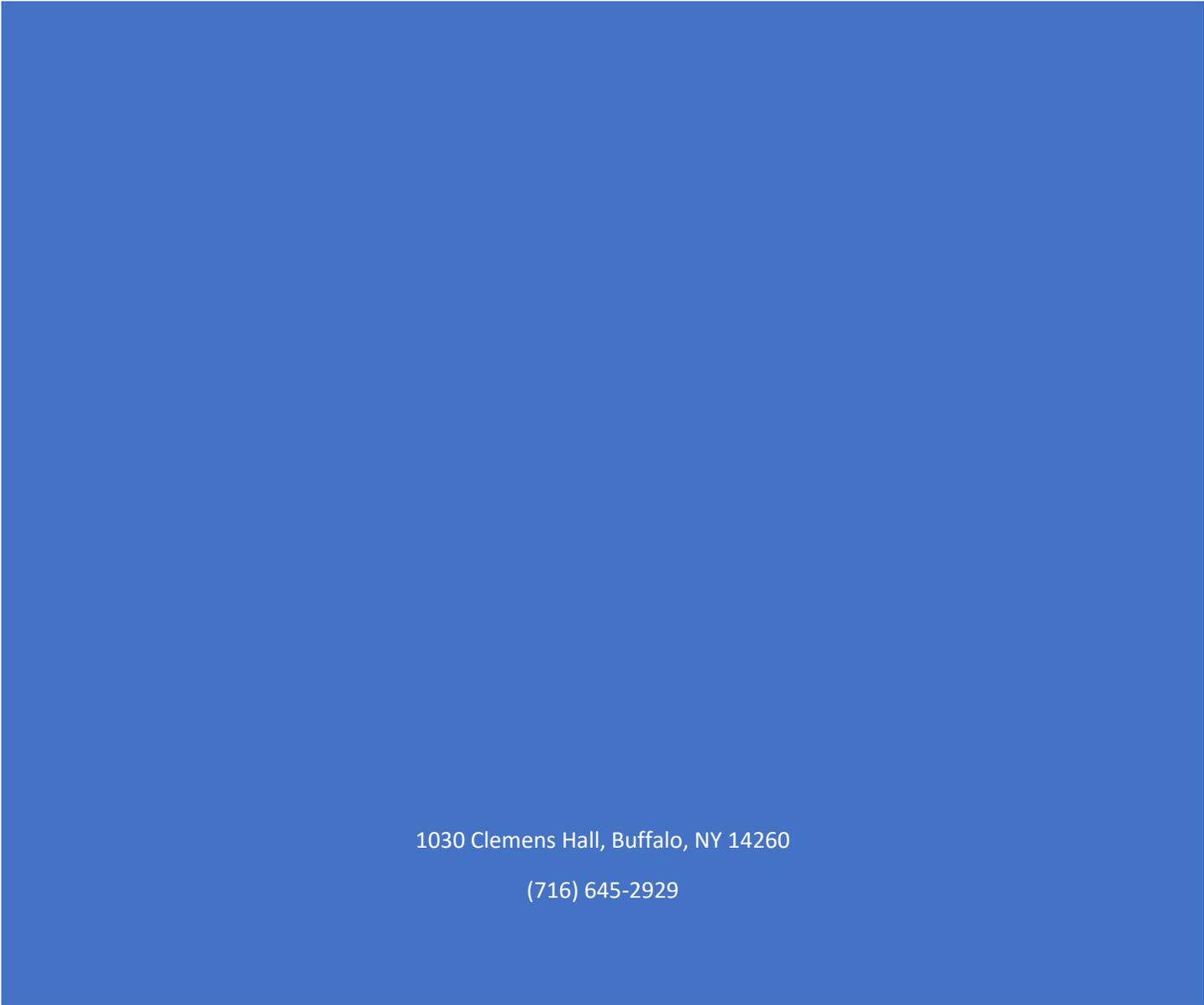




University at Buffalo  
College of Arts and Sciences  
Department of Global Gender and Sexuality Studies  
Graduate Program Handbook  
2020-2021



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## Mission Statement

The Department of Global Gender and Sexuality Studies (GGSS) 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 and gender 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 women, gender, 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 women and girls. 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 roles and relationships of women and men 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, 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 specialization in North America, Latin America, the Caribbean, Europe, and Africa. The interdisciplinary and global focus of GGSS 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, 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 her/his/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 master's 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 a master's have the option of earning a MA degree as part of their doctoral studies. U.S. citizens may apply for admission on a part-time basis (however, doctoral students should be aware of the 7-year time limit to achieve the PhD). Students in the master's 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 required for the PhD programs.

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.

5. Official results of the verbal, quantitative, and analytical writing sections of the Graduate Record Exam (GRE). Official scores should be sent directly from ETS to the University at Buffalo (UB's institutional code is 2925).

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 TOEFL scores;
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>

The university's minimum scores on the TOEFL is 550 for the paper-based (PBT) test or 79 for the computer-based (iBT) test. The TOEFL score must be dated within two years of admission. UB does not currently require minimum cut-off scores for the four individual subsections. Although there is no required minimum section score, most accepted students are expected to achieve the following section scores: Reading: 19/30 Listening: 15/30 Speaking: 19/30 Writing: 19/30.

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:

- The first Friday in January, 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 (GRE scores, undergraduate transcripts, letters of recommendation, personal statement, 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 January 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 paper 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. Our faculty has fashioned a competitive graduate program with two concentrations:

- Feminist Studies—with academic content in literary studies, feminist theory, and cultural identity formation.
- Global Gender Studies—with academic content in the construction of gender, gender relationships, and social and institutional structures of gender in society.

### *Program Application Inquiries*

For more information about specific areas of study, please contact:

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## 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) before registering for specific 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 show a commitment to global 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 required to identify a major advisor 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. At the end of that year, the advisor will use the "Annual Graduate Student Status Update" form to write an evaluation of the student's progress, including identifying areas of strength and progress but particularly those where the student may demonstrate a need for additional coursework given their previous education and future interests. In the latter cases, 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 required to identify an advisor from among the faculty in the GGSS Department who will serve as chair of the student's PhD examination committee or MA 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). Faculty advisors 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 Studies Committee, comprised of a team of faculty members.

#### *Annual Review*

The university requires all graduate students to be reviewed on an annual or bi-annual schedule. The purpose of this review is to help you make progress to degree. It is a required moment of reflection for you 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 major advisor.

#### *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 her/his/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 (Quantitative Research Methods) or (Ethnographic Methods) and three other courses within one of the two major concentrations described below. A minimum of seven intensive seminars, elective courses, a maximum of two independent studies courses (optional), comprise the required course work toward the MA degree completion.

*Major Concentration:* The MA program requires a student to design, in consultation with her/his/their academic advisor(s), a coherent interdisciplinary program of study in one of two concentrations: Feminist Studies or Global Gender Studies.

- Feminist Studies concentrates on developing perspectives in literary studies, feminist theory, and cultural identity formation and transfer.
- Global Gender Studies concentrates on developing transnational perspectives in the construction of gender, gender relationships, and social and institutional structures of gender in society.

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

The student may add additional faculty members in their selected topic to their 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 Committee Chair (major professor) 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 be submitted also. More information is available here: <https://grad.buffalo.edu/succeed/graduate.html>

Master's 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 doctoral 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, may be able to finish in 4 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 the MA, and at least 36 credits taken from 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:*

- One 3-credit theory course such as GGS 518 Readings in Feminist Theory,
- One 3-credit quantitative methods (such as GGS 709 Quantitative Research Methods) OR one 3-credit qualitative methods (Ethnographic Methods)
- Six 3-credit intensive seminar courses in Feminist Studies and/or Global Gender Studies

**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:**

We encourage you to fulfill your credit requirement primarily by taking regular graduate seminars from global gender and sexuality studies faculty 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 advisor, committee members, or another professor with expertise in your area(s) of interest. 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.

#### **Examples:**

- GGS 520 Directed Reading (1-3 credits with a two-course maximum)
- GGS 620 Supervised Research (1-6 credits with a 6-credit maximum)

Note: Students may enroll for up to a maximum of 6 credits of GGS 620 Supervised Research only after successful completion of the comprehensive exams.

#### **Exam Preparation:**

After all coursework is completed students may request to enroll in GGS 708 Comprehensive Reading Exams (1-6 credits – 6 credit maximum) with their major advisor or a committee member in preparation for their comprehensive exams. The advisor needs to contact the Graduate Program Coordinator with a request to force register the student into this course.

#### **Dissertation Supervision – 6 credit maximum:**

A student signs up for GGS 710 Dissertation Supervision (1 credit per semester, no more than 6 credits) after passing the comprehensive exam, during the dissertation writing and research phase of the PhD program.

#### **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. . Standardly students develop three fields. Ideally at least one of the fields will address a potential dissertation topic, 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 developed 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 the department or in 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 Department should therefore, for example, be competent to develop a broad introductory undergraduate course—such as any of those offered in the department in each of the three areas covered by the exam questions. Recent successful fields include Feminist Theory: Standpoint Epistemology; 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, 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

Members of the student’s committee will each provide one question, covering the general subject (field) and readings determined by the committee member in consultation with the student. The student will receive one question a week and should try to answers to each exam question within one week after the student receives 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 sent to all committee members.

Written responses will be evaluated by all committee members, with the committee member in charge for each question 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 will be 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 her/his/their committee chair about the exam result only in general terms. Under no circumstances should the student be advised of her/his/their specific performance and/or evaluation on any particular question. However, the advisor may suggest areas where the student might anticipate questioning on the oral exam in order that the

student be able to focus her/his/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 the committee members. The composition is subject to the following guidelines:

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

The chair or co-chair and at least one other member of the committee must be regular faculty 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 advisor, 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.

Once the dissertation committee is constituted, its composition can be changed at any time at the request of the student who must consult the Director of Graduate Studies and amend their Application to Candidacy. Under most circumstances, the committee that approves the dissertation and oral defense will be the same committee that approved the dissertation prospectus. The student and her/his/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, 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 simply articulates your thesis, problem, or question, suggesting a point of view or claim. It demonstrates why the topic is important and why the research might be innovative, and outlines how you will research your thesis or question. The prospectus often includes the outline or structure of the dissertation, summarizing the chapters or sections and includes a bibliography, often drawn from the comprehensive exam readings. The prospectus is your plan for your dissertation: the finished dissertation will not replicate the prospectus.

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 plan to turn in at least one chapter to their chair in 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 (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 doctoral 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 for degree requirements must complete the appropriate form, receive the prior approval of the student's advisor, the Director of Graduate Studies, and the graduate committee.

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 not only the broad disciplinary training and subject area content knowledge requisite for our degrees but also 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 global gender and sexuality studies 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., the credits are essentially double counted). The maximum number of credit hours that can be shared is 10% of the combined total number of credit hours required for the two graduate degrees. Consider, for example, a doctoral student in the Department of Global Gender and Sexuality Studies who previously completed an MA degree in another social science program at UB that required 30 credit hours in total. University policy would allow this student to share up to 10 credit hours between the two programs, remembering that 72 credit hours are required for the PhD degree (since 10% of the combined total,  $30+72=102$ , is 10.2). 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 programs within global gender and sexuality studies. Additionally, students are not allowed to share only part of the credits from a particular course (in the example above, the PhD student would only be able to reach the 10-credit limit if they had taken a 4-credit course along with two 3-credit courses that were acceptable for sharing between the two programs).

### 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 20% 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 30-credit UB master's degree may transfer up to 6 credits into their program. Transfer credits for the doctoral degree may not constitute more than one-half the total credits of that specific degree program.

The Director of Graduate Studies must formally evaluate any transfer credits. 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. Graduate School forms can be found here: <http://grad.buffalo.edu/study/progress/forms.html>

### Old Coursework

Courses applied toward the degree requirements must comply with the following Graduate School policy: "Coursework, whether transfer or UB credits, more than 10 years old that is to be included in a degree program must be petitioned at the time of the student's admission to the program or at the time the credits are considered by the Department. An early decision is to the advantage of both student and program. If these credits have been included in an approved extension of time limit petition, they are valid only until the expiration date of that petition. Accordingly, any further extension of an approved time limit for degree completion will require, concurrently, a re-petition for approval of these older courses."

Requests for approval of courses more than 10 years old must be petitioned through the Graduate School using the correct Graduate School form. 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.

### 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., 30 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 at the end of 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 and accessed here: <https://www.academicintegrity.org/fundamental-values/>).

Needless to say, the Department takes very seriously, and strongly enforces, the University's policies on academic integrity. See the section on academic integrity in the Graduate School's policies and procedures manual available here: <http://grad.buffalo.edu/study/progress/policies.html>

### Examples of Academic Dishonesty

To quote the manual, academic dishonesty includes, but is 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.

- *Cheating.* Soliciting and/or receiving information from, or providing information to, another student or any other unauthorized source (including electronic sources such as cellular phones and PDAs), 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 Official document, record, or instrument of identification.
- *Confidential academic materials.* Procurement, distribution or acceptance of examinations or laboratory results 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 the seller knows, or has reason to believe, 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.

More information can also be found at UB's Office of Academic Integrity:

<https://www.buffalo.edu/academic-integrity.html>

## Other Policies and Procedures

### Leave of Absence

If continuous registration cannot be maintained due to unique personal circumstances (health issues, study abroad, family emergencies, etc.), it is possible to petition the Department and the Graduate School for a Leave of Absence. The appropriate petition form is available at the Graduate School website: <http://grad.buffalo.edu/study/progress/forms.html>

This petition must be approved by both the DGS and the Graduate School. Note though that a student cannot be formally on leave 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.

### 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 (<http://grad.buffalo.edu/study/progress/forms.html>) 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 TA assignments 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. Students seeking certification of full-time status may have to file the ATC earlier than this. However, 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 form can be found on the Graduate School's website:

<http://grad.buffalo.edu/study/progress/forms.html>

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 committee chair (major professor) sign it where indicated. The M-form can be found on the Graduate School's website: <http://grad.buffalo.edu/study/progress/forms.html>. 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 she/he meets 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.

<b>Degree Conferral Date</b>	<b>PhD ATC to Dept.</b>	<b>PhD ATC to Grad School</b>	<b>MA Application to Graduate in HUB</b>	<b>All Materials to Grad School</b>
<b>Fall (February 1)</b>	September 1	October 1	October 15	January 15
<b>Spring (June 1)</b>	February 1	March 1	February 22	May 14
<b>Summer (August 31)</b>	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 spoken English in order to hold a teaching assistantship or teach an undergraduate course. Hence, all such students are urged to take the SPEAK Test as soon after their arrival at the University as possible. The SPEAK Test is passed with a score of 55 or 60. Students who receive a score of 50 can petition for a chance to demonstrate their English language proficiency in a teaching presentation before representatives of the English as a Second Language (ESL) Program and the Department. ALL international students from non-English-speaking countries and U.S. Nationals whose native language is NOT English must pass the UB SPEAK Test no later than the end of their first year of study in the doctoral program. Students who receive a score of 40 or lower must retake the SPEAK Test. It is recommended that such students complete ESL 512 prior to retaking the SPEAK Test.

Students who have not passed the UB SPEAK Test prior to the beginning of their second year of study in the doctoral program will be placed on academic probation at the department level and potentially

barred from registering for GGSS courses until they pass the test. Funded students who have not satisfied this requirement by the end of their first year of study will not have their funding renewed. All students whose first or dominant language is not English will have their language proficiency reviewed as part of the Semi-Annual Review. Such students will be expected to demonstrate increasing fluency in both written and spoken English during their academic studies. Failure to achieve English proficiency in a reasonable period of time may result in the student being dropped from the graduate program.

For more information visit: <http://www.buffalo.edu/english-language-institute/graduate/speak-test.html>

### 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). A Certification of Full-Time Status form must be filled out, signed appropriately, and given to the Graduate Program Coordinator, an Application to Candidacy form must be filed along with this form. Both forms are available at the Graduate School website: <http://grad.buffalo.edu/study/progress/forms.html>

### 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

### Assistantships and Fellowships

Students receiving a 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. GRE scores
2. Performance in undergraduate and graduate (if applicable) coursework
3. Letters of recommendation
4. Research interests
5. Personal statement, and
6. 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 four years with satisfactory progress. In order to be considered for a third or fourth year of support from the Department, students must demonstrate that they have completed (or will have completed by the beginning of their third year of support) the requirements for teaching an independent course in the department. 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 treated as 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, usually in the form of a teaching portfolio.

The evaluation will consist of a written evaluation of their teaching (when they have a teaching assignment), undertaken by the DGS or advisor as well as the yearly progress report filled out by the student and advisor. The DGS will hold an annual meeting at the end of each academic 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 4 years or 8 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 CAS 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. The CAS manually enters the amount of credit hours each TA is registered for into the University computer system. A TA can change her/his/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 he/she is registered for classes. Registering in a timely manner is pertinent.

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:

<http://www.buffalo.edu/studentaccounts/nys-residency.html>

#### Fifth Year Teaching Assistant Awards

Fifth year funding is competitive and contingent on (a) department need and (b) availability of funds. (Therefore, fifth-year funding is NOT guaranteed.) Current fourth year teaching assistants and Schomburg Fellows will automatically be considered.

The criteria for selection include:

- academic performance;
- assessment of the dissertation topic on a competitive basis with others in the Department and college;
- record of successful teaching and the ability to teach in areas of department need;
- projected professional growth and development of the TA.

The Graduate Committee, in consultation with the DGS will select applicants, when funding is available. Fifth year funding is always intended to aid curricular development, so students should think of areas in which they might be able to contribute courses that are likely to generate student demand and that are central to the mission of the department and its programs.

#### Outside Employment and Non-GGSS Assistantships; External Grants and Fellowships

Students holding assistantships are required to take a full-time course load and normally will not have sufficient time for employment beyond assistantship responsibilities. Some students may qualify for assistantships outside of the department in certain specialized programs. Wherever feasible, qualified students are encouraged to apply for those positions. However, these positions are generally sought independently by interested students.

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 major advisor or the DGS on how to go about seeking such 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 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/programmes-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 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, the DGS, or the chair. If a formal review is necessary, a written statement of the grievance and grounds for it should be given to the 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://grad.buffalo.edu/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 or 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 at some point to be asked 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 GEN ED courses with over 200 students. Department policy also recommends TA graders to be assigned to courses with more than 50 students enrolled.
- Second, except under specific circumstances, TAs will 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 instructors in large GGS sections of GEN ED courses which TAs serve as 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. For further information, see the TA Resources page (link is on the main Graduate Studies page) at our departmental website.
- 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 advisors to discuss your 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 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: 4-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; <b>Choose Advisor;</b> Think about Committee members Start thinking about comprehensive exams
Second Year 1 <sup>st</sup> Semester	Finish Required Coursework  Take wide array of seminar classes	<b>Choose Advisor and Committee (should absolutely be done by end of third semester of classes)</b> Start drafting reading lists for comprehensive exams
Second Year 2 <sup>nd</sup> Semester	Take any classes that will further comprehensive exams/dissertation prospectus	Finish Comprehensive reading lists and start preparing for comprehensive exams
Third Year 1st semester	Finish remaining coursework	<b>Take comprehensive exams—Must be done in consultation with Advisor and Committee;</b>  <b>File ATC</b> (Application to Candidacy—if most of the credit requirements have been fulfilled. <b>ATC cannot be filed without signatures from Advisor and Committee members.</b> )  <b>Write and Defend Dissertation Prospectus</b>
Third Year 2 <sup>nd</sup> Semester	Finish remaining coursework	Research for Dissertation Draft one chapter for advisor
Fourth Year	Register for Dissertation Research Credits (1 per semester) with Advisor	Research, and write dissertation in consultation with Advisor and Committee. Defend Dissertation in oral defense. <b>Submit M-Form to the department and Graduate School following defense</b>  <b>File all required paperwork for PhD;</b> 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	<b>Choose Major advisor;</b> Think about Committee members; Define MA topic;
Second 1 <sup>st</sup> Semester	Finish required coursework	<b>Set MA Committee;</b> Develop MA topic and prospectus in consultation with Major advisor and committee
Second 2 <sup>nd</sup> Semester	Finish Required Coursework (if any)	Research, write and defend MA thesis; Apply for Graduation in HUB; <b>File all required paperwork;</b> Deposit a copy of MA with Graduate School and Department