

GRADUATE HANDBOOK

***Center for Gender, Sexualities,
& Women's Studies Research***

**University of Florida
2018-2019**

NOTE: Please also always consult
the [Graduate School Handbook](#)
and the [Graduate Catalog](#)

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For more information on any of the topics covered in this handbook, please visit the University of Florida graduate student handbook at

<http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf>

Introduction

Welcome to the Graduate Program at the Center for Gender, Sexualities, and Women's Studies Research. The Center offers an interdisciplinary forum for the study of gender and sexualities, their function in cultures and societies, and their intersections with race, class, and other sociocultural systems.

Vision

Our vision is to use the tools of gender, sexualities, and women's studies research to produce and support scholars, leaders, and social change agents who work collaboratively and build coalitions to advance knowledge, contribute to their communities, and promote equity and opportunity for all members of our global society.

Mission

- To offer University of Florida students a broad-based, interdisciplinary approach to the study of women, gender, and sexualities.
- To stimulate individual and collaborative research by UF faculty engaged in the study of women, gender, and sexualities.
- To create contexts in which students and faculty, working together, can foster multicultural skills and perspectives related to women, gender, and sexualities.
- To share the benefits of our research and knowledge for the public good, furnish services related to gender issues to the local community as well as to the State of Florida, and to increase national and international collaboration on issues pertaining to women, gender, and sexualities.
- To support a broadly diverse learning and research environment and to increase equity and efficiency in the university community.

For more information and a brief history of the center, please visit <http://wst.ufl.edu/about-us/history/>.

Current and prospective graduate students should familiarize themselves with the center's webpage at <http://wst.ufl.edu/> and the graduate school's webpage at <http://graduateschool.ufl.edu/>.

University Resources and Contact Information

Center for Women's Studies and Gender Research

Phone: 352-392-3365

<http://wst.ufl.edu/>

Admissions Office

Phone: 352-392-1365

www.admissions.ufl.edu

University Bursar's Office (finance and accounting)

Phone: 352-392-0181

www.fa.ufl.edu/bursar/

Graduate School

Phone: 352-392-4643

www.graduateschool.ufl.edu

Office of the University Registrar

Phone: 352-392-1374

www.registrar.ufl.edu

Office for Student Financial Affairs (financial aid)

Phone: 352-392-1275

www.sfa.ufl.edu

Student Health Care Center

Phone: 352-392-1161

www.shcc.ufl.edu

Academic Advising Center

Phone: 352-392-1521

www.advising.ufl.edu

International Center

Phone: 352-392-5323

www.ufic.ufl.edu

UF Bookstore and Gator1 Central

Phone: 352-392-0194

www.bsd.ufl.edu/g1c/bookstore/bookstore.asp

GatorGradCare (health insurance for graduate assistants)

<http://hr.ufl.edu/benefits/health-insurance/gatorgradcare/>

UF Counseling and Wellness Center

Phone: 352-392-1575

<https://counseling.ufl.edu/>

Faculty and Staff

- Anita Anantharam, Associate Professor, aanita@ufl.edu
- K.L. Broad, Graduate Coordinator Associate Professor, klbroad@ufl.edu
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- Laura K. Guyer, Senior Lecturer, lkguyer@ufl.edu
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- Alyssa Zucker, Associate Director/Undergraduate Coordinator, Associate Professor, azucker@ufl.edu
- Donna Tuckey, Office Manager tuckey@ufl.edu

As an interdisciplinary forum, the Center is also home to over 100 affiliate faculty. For more information, please visit the affiliate faculty webpage at <http://wst.ufl.edu/people/affiliate-faculty/>

DEGREES OFFERED

The Women's Studies Program, administered by the Center for Gender, Sexualities, and Women's Studies Research, is designed for students who wish to pursue a Master's degree (MA, thesis or non-thesis) in Women's Studies. In addition, students may apply to pursue a Master's degree while also earning their Bachelor's degree (BA), professional law degree (JD), or their PhD (MA-PhD). Students admitted to other graduate programs (MA and PhD) can also pursue one of two certificates in conjunction with their primary degree: A Graduate Certificate in Women's Studies or a Graduate Certificate in Gender and Development. Students pursuing graduate work in the Center for Gender, Sexualities, and Women's Studies Research will become acquainted with various feminist (and other appropriate) theoretical approaches and methodologies for examining the role of gender and sexualities in sociocultural systems. Gender will be understood in intersection with other systems of power such as age, ability, class, ethnicity, nationality, race, and religion.

Note on post baccalaureate study – The graduate school has specific guidelines for students to apply for post baccalaureate enrollment to take graduate classes that are not part of a degree program. Please note: “post baccalaureate students may enroll in graduate courses, but graduate credit is not generally accepted by the Graduate School for transfer.” Click [here](#) for more details

Master of Arts (MA), thesis and non-thesis

A **Master's degree with thesis** requires at least 30 credits including up to 6 credits of Research for Master's Thesis (6971). All thesis students must register for an appropriate number of credits in 6971 in their final term (3 for fall/spring graduation; 2 for summer graduation). At least half of the required credits (not counting 6971) must be in the major (WST courses). No more than 6 credits can be taken as S/U credits. Students are limited to 6 credits of internship credits toward their MA degree and 6 credits of independent study. However, students are limited to a combined total of 9 credits of internship/independent study overall in their MA degree coursework. Six credits of undergraduate courses (3000-4999) outside the major (not WST) may count when taken as part of an approved graduate program. Consult the Academic Unit before registering. No more than 5 credits each of 6910 (Supervised Research) and 6940 (Supervised Teaching) may be taken by a graduate student at UF. Students who have taken 5 credits of 6910 cannot take 7910; the rule also applies to 6940 and 7940. Courses numbered 7979 and 7980 are not eligible to count toward a master-level degree program. Each candidate must prepare and present a thesis, typically 50-100 pages, showing independent investigation. It must be acceptable, in form and content, to the supervisory committee and to the Graduate School. The work must be of publishable quality and must be in a form suitable for publication, guided by the Graduate School's format requirements.

A **Master of Arts with a non-thesis** requires at least 30 credits. Non-thesis students cannot earn credit in Research for Master's Thesis (6971) and so should not enroll in it. No more than 6 of those credits can be from S/U courses. Students are limited to 6 credits of internship toward their MA degree and 6 credits of independent study. However, students are limited to a combined total of 9 credits of internship/independent study overall in their MA degree coursework. Six credits of undergraduate courses (3000-4999) outside the major (i.e., not WST) may count when taken as part of an approved graduate program. Consult the Academic Unit before registering. At least half of the required credits (not counting 6971) must be in the major (WST courses). Each master's non-thesis candidate must determine with their advisor by early in their second year whether they will write a paper (1) or present a project (2) in their final semester.

1. Students electing to write a paper should identify a suitable topic in the area of gender, sexualities and/or women's studies for a journal article-length work of high quality, possibly with a view toward future publication. This paper is generally shorter than a thesis and does not need to be submitted to the Graduate School but the student's committee must judge it as a substantive and well-presented work. The work should be original in nature and should not be a reiteration of a previously submitted seminar paper.
2. Students who elect to carry out a project must submit a proposal to their advisor for approval before undertaking the project. Suitable projects might include, but are not limited to, the writing of a grant proposal, development of a community-based organization, or production of a creative work. In addition to the project, students typically write an essay of approximately 15 pages detailing the project's significance to gender and women's studies.

Students completing either a thesis or project (i.e., non-thesis) must display a printed copy of their thesis/paper/project in the lobby of the Center 10 business days prior to the final examination (oral defense). The document should be in acceptable format as determined by the graduate school editorial office. Once on display, students must notify Ms. Tuckey who will officially announce the defense to the faculty and graduate students of the Center.

BA/MA Degree Program

This accelerated program provides more rapid access to research and analytical skills and allows qualified undergraduates to enroll in graduate courses and benefit from the more intense level of intellectual engagement involved in graduate training. Students admitted to the program may enroll in up to 12 hours of graduate courses toward both the BA and MA degrees during their junior and senior years. Qualified students can pursue the graduate degree while majoring in another department (i.e., even if they are not Women's Studies majors). In order to receive course credit, students must earn minimum grades of B in those courses. Students will choose either the thesis or non-thesis option for the MA. For more information on the combined degree program, please visit the <https://catalog.ufl.edu/ugrad/current/Pages/combined-degrees.aspx>

ADMISSION REQUIREMENTS for BA/MA:

- Overall GPA of 3.2 or higher
- A competitive GRE score -- Minimum recommended = GRE (verbal plus quantitative) score of 1100 (old format) or 301 (new format). NOTE: *GRE must be complete by the beginning of Fall in the student's senior year, but preliminary applications may be submitted earlier.*
- Completion of WST 3015
- At least 12 credit hours in undergraduate courses that count for Women's Studies credit, including courses taken in the semester of application
- Completed [Combined BA/MA degree application](#) and BA/MA application to Center. NOTE: Upon graduating with a BA, students in the program must still apply for the MA program officially in the graduate school and in the Center (see below)

Important note about finances:

As stated in the Undergraduate Catalog, there are a number of financial considerations to keep in mind in relation to pursuing the BA/MA degree. Students are responsible for paying the difference between undergraduate and graduate tuitions. Bright Futures and/or the Florida Prepaid Tuition Program will pay the undergraduate tuition rate for the graduate courses students take; each student will have to pay the difference between undergraduate and graduate course costs. If a student continues to graduate school, they will save on the tuition costs for the 12 taken while still classified as an undergraduate. See [Frequently Asked Questions](#) for more detail. Within the Center, while funding is not guaranteed, should funding be available, BA/MA students can be considered for it once the BA is earned (however, stand-alone MA students receive priority in funding).

APPLICATION SEQUENCE:

Please note there are multiple layers to the application/completion of the combined BA/MA. As outlined below, first you complete the [Combined BA/MA Degree application](#) and the Center BA/MA application to the Center (see details below). This is to let your BA and potential MA advisors know your intentions, to approve you to enter the program, and to inform the Registrar's office so they can track your graduate work ahead of time. When you finish and graduate with your BA, you then need to submit an application to the Graduate School (officially submitting your GRE, transcripts, etc.). At that time, you also submit an MA application to the Center (elements of BA/MA application may be resubmitted – statement, letters, etc.). Once that is reviewed and if approved, then you are formally a graduate student. At that time you must work with the Graduate Coordinator to file a Transfer of Credit petition to the graduate school (to have the graduate courses you took as an undergraduate transferred to your graduate degree record – these are the courses listed on your Combined Degree form). So the process looks something like this:

1. Submit a [graduate school combined BA/MA degree form](#) (Make sure this form is completely filled out and received by the Graduate School such that your combined degree status is approved and recorded – contact Toby Shorey,

- tshorey@ufl.edu, as noted on Combined Bachelor's and Master's Degree Request form, at the end of the process to double-check)
2. Submit a Center BA/MA Application
 3. Finish BA and apply for BA graduation
 4. Apply to [graduate school](#), and submit [MA Graduate Application](#) materials for Center
 5. If approved, contact the Graduate Coordinator to file a Transfer of Credit petition form to the Graduate School (This is to have undergraduate course work officially entered into student's graduate record. These are the courses listed on your Combined Degree form). NOTE: The Combined Degree form does not automatically notify the graduate school that the courses should count toward the MA degree work. The Transfer of Credit petition does so.
 6. Finish MA coursework and MA Degree project and defense.
 7. File for graduation with the Graduate School.

[BA/MA Application \(completed while an undergraduate\)](#)

Students may apply as early as the second semester of their sophomore year or as late as the first semester of their senior year. The application ideally occurs in the junior year. Please submit the following materials to the Undergraduate Coordinator after meeting with her.

- GRE scores (minimum of 301 combined verbal and quantitative) if available (These are not officially "due" until the first semester of your senior year)
- Letters of recommendation from three faculty members, including at least one who is a member of the core Center faculty
- 2-4 page statement of purpose describing the student's academic goals, long-term career goals, and how these relate to the MA in Women's Studies
- Combined degree application:
<http://www.admissions.ufl.edu/pdf/combdegreerequest.pdf>

[MA Application \(completed right after graduating with BA\):](#)

When you finish and graduate with your BA, complete the Graduate School and Center MA Application, following the application procedures (ignoring the deadline) as outlined on the Center website: <https://wst.ufl.edu/graduate-studies/graduate-admissions/to-apply/>.

Don't forget to file a Transfer of Credit form (see # 5 in Application sequence above)

MA/PhD Degree Program

If you are already in a PhD program at UF, you may apply to our MA program also. If you are presently a Certificate student, once you have applied and been accepted to the MA, as a PhD/MA student, we will have to de-enroll you from the Certificate program and re-enroll you in the MA program. Up to nine credits from the doctoral degree program may be counted toward the master's degree program. It is the student's responsibility to review this program of study one semester before the student's graduating term. The student must then inform the UF Graduate School and both departments (doctoral and master's) of any discrepancies between this program of study and course work actually taken. If there are discrepancies, the student must submit an accurate, updated program of

study to the UF Graduate School before the midpoint deadline (published in the graduate catalog) for the term in which the student is applying for graduation.

** Please note that students receiving funding from their PhD departments will not be eligible for funding from the Center. In addition, please know that little funding for PhD/MA students is available presently.

** Please note that you will need an advisor for your MA degree as well. If you choose the non-thesis option, the “advisor and committee members may be selected from core or affiliated faculty in Women’s Studies.” The MA Chair should not be same as your PhD advisor.

PhD/MA Application:

Please submit the following to the Center to be considered for the MA program (if you are currently getting a PhD in another unit on campus). Once these materials have been received by the Center (you may submit them directly to the Graduate Coordinator), the Graduate Admissions committee will review them and decide on your admission to the program:

- * Statement of intellectual purpose
- * Draft of NONTRADITIONAL DOCTORAL/MASTER’S DEGREE PROGRAM forms (<http://graduateschool.ufl.edu/media/graduate-school/pdf-files/nontraditional-degree-form.pdf>). Please note: *Once approved by the Center to pursue the MA, these forms will need to be officially completed and signed. The student cannot fill out the final forms.*
- * Letter of approval from PhD department approving you to pursue the MA and granting you permission to count the overlapping credits.
- * Letter of recommendation from PhD advisor.
- * UF transcripts
- * a writing sample of up to 25 pages.

MA/JD Joint Degree Program

The faculties of the [Levin College of Law](#) and of the Women’s Studies program in the College of Liberal Arts and Sciences have approved a joint degree program culminating in both a JD degree, awarded by the College of Law, and an MA in Women’s Studies (thesis or non-thesis), awarded by the Women’s Studies program. Under this joint degree program, a student can obtain both degrees in approximately one year less than it would take to obtain both degrees if pursued consecutively. For more information, please visit the joint degree program’s webpage at <http://wst.ufl.edu/graduate-studies/majd-program/>

Graduate Certificates

The *Women’s Studies Certificate (WST)* is for graduate students from any discipline who wish to focus on interdisciplinary issues related to feminist theory and practice. All graduate students in an MA or PhD program from all colleges at UF are eligible to enroll in this program. Applications for the certificate must be submitted to the Graduate Coordinator in Women’s Studies. For more information click [here](#)

The *Certificate in Gender and Development* (GAD) is for graduate students from any disciplines who wish to focus on issues related to gender and development. All graduate students in an MA or PhD program from all colleges at UF are eligible to enroll in this program. Applications for the certificate must be submitted to the Graduate Coordinator in Women's Studies. For more information click [here](#).

Students must be registered during the term in which they receive the Graduate Certificate. Students must apply to receive a Graduate Certificate by the mid-point of the term in which they plan to complete the certificate program requirements. *NOTE: If a student decides to pursue BOTH Certificates, different coursework for each Certificate is required. (In other words, courses for one Certificate may not count for the other).* Presently the Center does not accept Certificate applications from those not already enrolled at UF

Concurrent degrees

University of Florida provides a concurrent degree program allowing for simultaneous study on an individualized basis that leads to two master's degrees in two different graduate programs. Such a program is initiated by the student and requires prior approval of each academic unit and the Graduate School. If the student is approved to pursue two master's degrees, up to 9 credits of course work from one degree program may be applied toward the second master's degree, thereby allowing both degrees to be completed in less time. The forms required for approval of the concurrent program and petition for acceptance of nine credits of coursework in a second master's program may be found at <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/concurrent-degree-program-form.pdf>.

Important details to keep in mind:

- The student will be classified by the first program's college and major until that degree is awarded. When the student meets all degree requirements, the student must apply for graduation. Once the first degree is conferred, the student's classification will change to the second college and major
- These are two separate degree programs. Therefore, one thesis, terminal project or dissertation for both is **not** acceptable. The student must have individual supervisory committees for each degree program. The chair of each committee must be from the major department of that particular master's degree program. All courses taken by the student since admission to the University of Florida as a graduate student must be accounted for on these forms. At the department's discretion, up to **nine** credits may be shared between the two degrees. Any changes to these programs of study must be submitted to the UF Graduate School as soon as possible — no later than the midpoint deadline published in the graduate catalog for the term during which the student has applied for graduation

ACADEMIC PROGRAM DETAILS

The Graduate Coordinator versus Chair/Advisor

The Graduate Coordinator will advise incoming students for their first year until the student selects a Chair/Advisor. Students should select a chair and form a committee in conjunction with the thesis/ non-thesis chair by the end of the first year, preferably by the mid-point of their second semester. The Graduate Coordinator will still be available to help the student navigate the intricacies of the program, but the student's advisor will guide the student about their individualized program of study and professional development beginning at the end of the spring term of their first year in the program.

M.A. Plan of Study

Regular planning of coursework for the MA is required by completing and updating the MA Plan of Study and turning it in to the Graduate Coordinator before registration each semester. Access the Women's Studies and Gender Research MA plan of study form at <https://sites.clas.ufl.edu/wst/files/MA-Plan-of-Study.pdf>

The Supervisory Committee

All MA students, both thesis and non-thesis, should assemble a supervisory committee by mid-semester of the spring semester of the first year (the Graduate School requires the committee by end of second semester). The committee, chaired by the student's advisor, observes and guides the student's academic progress. The graduate school rules for supervisory committees require that the chair and one member must have graduate faculty status in the student's home department (i.e., the Center). Any additional members must have graduate faculty status either within or outside of the student's home department.

The supervisory committee for a **master's degree with a thesis** should consist of at least two Graduate Faculty members (but preferably three), unless otherwise specified. The chair and members must be from the academic unit recommending the degree (i.e. Center faculty with Graduate Faculty status – see Graduate Coordinator for a current list). If a minor is designated, the committee must include a Graduate Faculty member from the minor department. The supervisory committee for a thesis program must approve a thesis topic and the plans for carrying out the research. The committee must meet when the thesis is at least 50% completed to review procedures, progress, and expected results and to make suggestions for the completion of the study. The final comprehensive exam (oral defense) must be attended by the entire supervisory committee in compliance with Graduate Council policies. Only the supervisory committee members may sign the signature pages for the thesis. Unanimous approval is required.

A supervisory committee for a **master's degree as a non-thesis** should consist of at least one Graduate Faculty member (but preferably two), unless otherwise specified. The chair and member must be from the academic unit recommending the degree (i.e. Center faculty with Graduate Faculty status - see Graduate Coordinator for a current list). If a minor is designated, the committee must include a Graduate Faculty member from the minor department. A final comprehensive exam (oral defense) is required for all non-

thesis degree program.

Academic Standing

Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated (i.e. not rounded up; a 2.99 GPA is a 2.99 GPA and will not be rounded up to a 3.00) and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Academic standing is further determined by annual evaluation (see below). Students with less than a 3.00 GPA may not hold an assistantship or fellowship.

Annual Evaluation of Students

Student progress is evaluated continuously by the Center faculty. See link to the form for these under “forms” on the website. This evaluation is based on the quality of the student’s academic work, research and professional accomplishments, assigned assistantship work, the student’s professional and ethical conduct, and completion of degree requirements. In addition to continuous evaluation, students are evaluated annually. By the end of the spring semester of each year, students are required to complete a self-assessment by completing the Student Progress Report Form. In addition, Center faculty will review the progress of all students and determine whether the student is continuing in good standing. Each student’s advisor and Graduate Coordinator will then give the student formal written feedback. If a student is deemed not to be making satisfactory progress, the written feedback will identify the performance areas/behaviors that are problematic, actions/outcomes required to reach a level of satisfactory progress, a time-table for achieving these outcomes, and future consequences (e.g., probation, dismissal) for not achieving these outcomes. These actions are not confined to the annual evaluation and may be initiated by faculty at any time as part of continuous evaluation.

Research Topic Panel Presentation

As a feminist research community, the CGSWSR strives to foster space for engaged discussion of research. To that end, we will sponsor a panel presentation by first year graduate students about their MA thesis or project plans. Each first year graduate student will spend 5-8 minutes presenting their research topic ideas and research plans (to the degree that they have developed them thus far) to the group. Second year graduate students and core faculty will attend, listen, and offer constructive feedback.

Timeline to degree

YEAR 1:

August

- One week prior to class: department orientation and graduate school orientation

- Complete MA plan of study
- Peer mentors (graduate student) and Temporary Advisors (faculty) assigned
- Classes begin

September-December

- WST 5933 Proseminar, elective courses
 - Course assignments to develop MA project/thesis
 - Final research panel presentation (attended by faculty and 2nd year graduate students, feedback provided)
 - Meet with Temporary advisor and Peer mentor

January-March

- WST 6508 Advanced Feminist Theory, other coursework in the Center or on list of outside courses that count;
- Students begin to narrow down focus on thesis in consultation with Temporary Advisor
- Students attend one defense of 2nd year graduate students
- Students find official Chair/Advisor by March 1
- [Annual Evaluation forms](#) due to official Chair/Advisor by March 15
- Meet with Chair/Advisor – discuss summer research plans and annual review

April

- Receive faculty feedback to annual review
- Formalize full committee and provide information to Graduate Coordinator to be entered into GIMS

Summer

- Work on MA project/thesis according to advice from official Chair/Advisor (e.g., conduct research, interviews, etc.) NOTE: Must complete IRB Protocol if students intend to work with Human Subjects. Info on IRB available here: <http://irb.ufl.edu/>

YEAR 2:

Fall

- Students work with Chair/Advisor choose appropriate classes; checking in with Graduate Coordinator about coursework for MA requirements.
- Complete research and prepare for Spring defense (check [graduate school dates](#)).
- Students completing a thesis students will need to defend thesis by graduate school deadlines. Students completing a non-thesis will have a later defense date in the Spring term but need to also check graduate school deadlines. All deadlines listed in the Graduate School Catalog which is updated annually: <http://gradcatalog.ufl.edu/>
- Complete appropriate forms to graduate

Spring

- Finish final term requirements
- Finish final term requirements
- Schedule defense with advisor and book the conference room (NOTE: Thesis students will need to defend thesis by graduate school deadlines listed in the Graduate School Catalog which is updated annually: <http://gradcatalog.ufl.edu/>)
- Students completing a thesis need to meet first submission deadlines with the graduate school editorial office: <http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>
- Students completing a non-thesis will have a later defense date in the Spring term but need to also check graduate school deadlines.
- Students completing a non-thesis do not need to submit their paper/project write-up to the graduate school editorial office

Financial Aid

Qualified graduate students in every department are eligible for fellowships, assistantships, traineeships, and other financial aid awards.

Graduate assistantship (GA) appointments, which include tuition remission and stipends, are available through the CGSWSR. Students receive a letter of appointment within a few months of their acceptance to the program. The process for selecting GA positions is determined by the admissions committee and is based on a combination of factors including GPA, GRE scores, letters of recommendation, and writing samples provided by the applicant.

A limited amount of need-based funding is available through the Vada Allen Yeomens Fellowship Fund.

Information on external fellowships, small grants, and other funding opportunities is available on the Office of Research [website](#). The Community of Science Funding Opportunities database and the GrantsNet Database are keyword searchable and highly recommended as information resources. The University Libraries provides information about funding on a dedicated [website](#). The Graduate School also has a funding [website](#). Loan applications are available from the Student Financial Affairs Office (S107 Criser Hall) or online at <http://www.sfa.ufl.edu/>.

Academic Honesty

Students enrolled in the Center for Women's Studies and Gender Research must abide by the University of Florida Honor Code. For an explanation of cheating, plagiarism, falsification of documents, term papers, etc. please consult the following URL:

<https://sccr.dso.ufl.edu/students/student-conduct-code/>

Students who fail to abide by the honor code will be subject to a minimum penalty of a failing grade for the assignment and a maximum penalty of a referral to the Dean of Students office for judicial proceedings.

For a good discussion about plagiarism and how to properly cite your sources, please visit <http://mediasite.video.ufl.edu/Mediasite/Play/adaa44500eaf460a84f238e6b9a558f9>

Social Media

Authorization to present a social media account as an official University activity must come from the Vice President with jurisdiction over the unit as well as the Vice President for University Relations or his/her designee. Registration and general guidelines are available at <http://aa.ufl.edu/policies/social-media-account-approval/>

Individuals may not portray yourself as acting on behalf of the University or any part of the University, such as the Health Science Center, IFAS, a college, department or any other unit, or present a social media account as an official University account unless authorized to do so.

All accounts are subject to review for adherence to policy at any time.

Only approved accounts can use University branding, including but not limited to logos, trademarks and name and may be linked to by University websites.

All posted content must adhere to currently applicable UF policy and federal and state rules, regulations and policies, including but not limited to the UF Human Resource Services social media policy, UF Acceptable Use Policy, the Student Code of Conduct, and current copyright and trademark law.

Revealing restricted records, data, or information via social media is strictly prohibited. Examples relating to restricted records so protected include but are not limited to Social Security numbers, some financial information, employee or medical information, limited access employee records pursuant to Florida Statute, trade secrets, copyrighted materials, and other materials that the University has agreed shall be maintained confidentially.

For more information on University of Florida Social Media policies, please visit <http://hr.ufl.edu/manager-resources/policies-2/social/>

Residency

Florida statute requires the claimant (the student or dependent student's parent/legal guardian who is claiming residency) to be a U.S. citizen or permanent resident or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. The claimant must have established and maintained a legal Florida residence at least 12 months before the first day of the semester for which in-state status is sought.

In-state status is only for those residents who reside in the state permanently with established legal domicile in Florida. Permanent Florida residency is demonstrated by the absence of ties to any other state and establishment of a bona fide domicile in Florida.

Permanent residence is evaluated for the domicile year associated with the initial term of

entry to UF or the term for which you are seeking reclassification. In most cases, a copy of a federal income tax return substantiating residency and dependent or independent student status will be required.

If you are attempting to change your residency status, you must be admitted to the university, have completed one term of enrollment as a non-Florida resident and provide documentation of 12 months of legal residence in Florida.

For more information on establishing Florida residency, please visit <http://www.admissions.ufl.edu/residency/qualifying.html>

Privacy/FERPA

The Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment, is a federal law that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education, from kindergarten through university level.

At the University of Florida, the privacy of education records is also protected by Florida Statute Section 1002.22 and University of Florida regulations. The U.S. Department of Education summarizes the rights afforded to students by FERPA as follows:

The right to inspect and review their educational records within a reasonable period of time and no more than 45 days after the institution has received the request

The right to request to amend inaccuracies in their educational records The right to limit disclosure of some personally identifiable information

The right to file a complaint with the Family Policy Compliance Office if they feel their FERPA rights have been violated.

FERPA requires institutions to provide students with annual notification of these rights. UF's annual notification appears in the undergraduate and graduate catalogs. Students who suspect that a FERPA violation has occurred, should contact the Vice President for Student Affairs (155 Tigert Hall; 352-392-1265), or the University Privacy Office (G4 Tigert Hall; 352-273-1212) or they can contact the Family Policy Compliance Office within the U.S. Department of Education.

For more information on confidentiality and privacy information, please visit <http://www.registrar.ufl.edu/ferpa.html>

Student Employment

To search and apply for on-campus jobs, including all Federal Work-Study (FWS), Federal Community Service, and OPS positions, go to GatorJobs at <https://jobs.ufl.edu/> Choose "Search Postings." For "Job Category," choose "Student." Search for off-campus jobs through the Career Resource Center using your Gator CareerLink Account at <http://www.crc.ufl.edu>. Learn more about Federal Work-Study, Veteran's Affairs Work Study, Other Personnel Services, and Federal Community Service at the Student Financial Affairs Web site, <http://www.sfa.ufl.edu/programs/employment/>. These links may also help:

[Graduate Costs](#)

[Frequently Asked Questions](#) (*Billing, Funding, Health Insurance, Registration, etc.*)

NOTE ABOUT HOURS: The primary reason students attend UF is to pursue their educational goals. Employment should not interfere or take priority over students' educational pursuits. For this reason, students who are registered full time are limited to working 20 hours per week. Our general policy in the Center is to keep .50FTE a limit (20 hours per week). In very exceptional cases (like if a student is doing a paid internship that is part of their academic training), students may petition to work more than 20 hours (.50FTE). To do so, students should first discuss the petition and desire to work extra hours with their Chair/Advisor to evaluate with them the extra workload. If the Chair/Advisor supports the need to do so, the student should fill out the Hours Extension [form](#) and submit it to the Graduate Coordinator for review by the Graduate Admissions committee. For further information, see:

<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#registration>

<http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/>

Please note: An FTE above .74 will mean that the tuition waiver covers 6 credits instead of 9 credits (detailed in first link above). Also non-US citizens have additional restrictions (outlined in second link above).

Gatorlink Email

It is the responsibility of every student to maintain and check their [Gatorlink email](#) (link for student email setup) as it is the primary means of communication. For information concerning policies for the use of Gatorlink email, help setting up mobile devices, application support, and the acceptable use of university computing resources, please visit the [Computing Help Desk](#).

Graduate Assistants United

Graduate Assistants United is your labor union! We represent all Teaching Assistants, Research Assistants, and other Graduate Assistants at the University of Florida. When you are a Graduate Assistant (GA), you are more than just another student, you are also an employee of the University. GAs perform over half of the academic work (teaching and research) at UF, and serve in many other support roles across campus. Our skills keep the University running smoothly. UF works because we do! For more information on GAU, please visit <http://www.ufgau.org/>.

Conference Information and Travel Funding

Conferences: In general there are many different local, national, and international gender, sexualities, and women's studies conferences every year. Below are links to some conferences Center graduate students often attend, but we encourage you to watch for announcements from professional organizations and discuss conferences that may be of interest to your specific area of study with your Chair/Advisor.

NWSA - [National Women's Studies Association Conference](#)

(held annually in early November, proposals due in February)

SEWSA - [Southeastern Women's Studies Association](#)

(held annually in mid-March, proposals due at end of November)

F3S - [Florida Society of the Social Sciences](#)

(held annually every spring - March or April)

Center Travel Funding Policy: The Center will fund each MA graduate student up to a total of \$1000 per fiscal year (July 1 to June 30) for conference or research travel; in exceptional circumstances, students may petition for up to \$500 additional in funds. Students traveling to conferences should *always* apply for College travel funding during the application cycle that covers the time period for the scheduled conference. This means having a conversation with your Chair/Advisor in advance about conferences you might attend each year, when they are, and when the College travel funding application cycle is for each conference. Please note that many conferences will also have travel funding opportunities.

To apply for funding: Please complete both College and Center travel applications and submit them at the same time (the College application and the Center application to the Graduate Coordinator of the Center)

College applications: The College of Liberal Arts and Sciences - CLAS - announces travel funding opportunities about every 6 months (the Graduate Coordinator will forward these announcements to all Center graduate students as they are received). Each announcement will outline a time period for conference attendance and a due date. Please complete and turn in this application to the College as instructions detail. Please also submit a copy to the Graduate Coordinator with your Center application. Note: *Priority is given to provide funds to people presenting a paper at a conference (not just attending).*

Center funding applications: This is the [link](#) to the Center travel application form. You should submit this Center travel application form along with the CLAS travel application form to the Graduate Coordinator by the deadline specified by the Graduate Coordinator for each funding cycle. In addition, please also submit the Center travel application form. The Center will review these materials and make a determination about Center funding once a CLAS award determination is made.

Forms

See sections above for details and instructions about each of these forms

Rubrics/Evaluation forms (see forms page for links to these forms):

- [Graduate Assistant Evaluation](#)
- [Graduate Student Annual Evaluation](#)
- [MA Defense Rubric](#)

Travel forms:

- [College graduate student travel application form](#)
- [Center graduate student travel application form](#)

Certificate forms:

- [Gender and Development Certificate Application](#)
- [Gender and Development Certificate Learning Outcomes Assessment](#) (to be filled out upon completion of Certificate)
- [Women's Studies Certificate Application](#)
- [Women's Studies Certificate Learning Outcomes Assessment](#) (to be filled out upon completion of Certificate)

MA and Certificate Coursework forms:

- [MA Plan of Study](#)
- [Graduate Internship Application](#)
 - (see also the internship information page: <http://wst.ufl.edu/internships/>)
- [Graduate Independent Study](#)

To do an independent study, you must designate a faculty member to sponsor it, and work with the faculty member to create an agreed upon plan, Please use the Graduate Independent Study form, which explains "An independent study requires a paper of at least 15 pages plus formal bibliography (exceptions, such as for creative work, oral history collection, etc., must be approved in advance by the Graduate Coordinator for Women's Studies). You should plan your work with a faculty member (usually your committee chair or a committee member) who has expertise in the field. On a separate piece of paper, give a brief overview of the topic(s) your independent study will address and how you will go about studying them (will you read published writings, do data collection and analysis, create original art work, etc.). Explain how the independent study relates to past course work or internships you have done, and why you believe it is worthy of academic credit. Finally, list at least five sources (books, articles, films, etc.) that you plan to use in the course of the study. Bring this proposal, and this form with your supervisor's signature, to the Graduate Coordinator in Women's Studies before the start of the term, and you will be enrolled in the course."

