



Gender & Women's Studies
UNIVERSITY OF WISCONSIN-MADISON

Master's Degree Program Handbook

2023-2024

Director of Graduate Studies
Dr. Pernille Ipsen
dgs@gws.wisc.edu
3307 Sterling Hall

Graduate Program Manager
Dr. Susan Nelson
susan.nelson@wisc.edu
3321 Sterling Hall

Welcome

Welcome to the Department of Gender and Women's Studies (GWS)! We are delighted that you have joined our community of scholars and teachers. As you already know, GWS is a vibrant and influential field of scholarship devoted to explicating the significance and experience of gender and sexuality in the past and present, in the United States and around the world. GWS scholars document the experiences of women; demonstrate the influences of gender on society; examine the meanings of gendered experiences and representation; contribute to human rights policies concerning women, gender, and sexuality; and analyze the dynamics and significance of major social movements. We look forward to working with you in the next year as you find your own path into the field and develop your contribution to it.

GWS at UW-Madison is especially vibrant at this moment. We have experienced a recent growth spurt, and our new hires bring fresh insights and approaches to our faculty. We are deeply interdisciplinary, with significant expertise in the arts and humanities and in the social sciences. Our faculty received their terminal degrees in fourteen different disciplines, including Performance Studies, Political Science, History, Psychology, Art History, Global Health, and Gender and Women's Studies. Our varied training creates novel opportunities for productive collaboration and fresh perspectives on well-worn problems.

Graduate school can be intellectually exhilarating and challenging as you explore new ways to see the world and deploy new tools to understand it. You are also beginning a life-long relationship with a community of scholars who will support, nudge, cajole, and inspire you. Make good use of the resources around you—professors, classmates, librarians, and friends. We are here for you as you embark on this new chapter.

Forward!

Judith A. Houck Professor and
Chair
Gender and Women's Studies

Table of Contents

<i>Navigating Policy and Resources at UW-Madison</i>	<i>1</i>
How to Use This Handbook.....	2
Whom to Contact for Questions.....	2
<i>Department & Program Overview.....</i>	<i>3</i>
How to Get Involved	5
In Our Discipline.....	5
In Our Program/Department	5
On Campus & In the Community.....	6
<i>Getting Started as a Graduate Student</i>	<i>7</i>
New Graduate Student Checklists.....	7
<i>Advising & Mentoring.....</i>	<i>9</i>
Finding & Selecting an Advisor	9
Changing Your Advisor.....	10
Mentoring Networks	11
<i>Master's Degree Requirements.....</i>	<i>12</i>
Requirements	12
Thesis.....	12
Committee & Topic.....	12
Form & Content	13
Exam Procedures	13
Feminist Approaches	14
Interdisciplinary Substantive Exam	14
Independent Studies Credits.....	15
Research and Thesis Credits.....	15
<i>Enrollment Requirements</i>	<i>15</i>
<i>Academic Exception Petitions.....</i>	<i>16</i>
<i>Satisfactory Academic Progress/Degree Completion.....</i>	<i>16</i>
The Graduate School.....	16
GWS	16
<i>Personal Conduct Expectations.....</i>	<i>18</i>
Professional Conduct.....	18
Academic Misconduct.....	18
Non-Academic Misconduct	18
Research Misconduct	19
Hostile and Intimidating Behavior (Bullying).....	19
Grievance Process	20
Process and Sanctions for Violations of Conduct Standards	20

<i>Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)</i>	20
<i>Funding, Employment, and Finances</i>	21
Finding Funding Without a Guaranteed Appointment	21
Campus-Wide and External Sources	21
In Our Program/Department	22
Additional Policies & Resources	22
<i>Professional Development</i>	23
On Campus.....	23
In Our Program/Department.....	23
<i>APPENDIX I - Faculty Advisory Committee Form</i>	25
<i>APPENDIX II - COURSE CHECKLIST Form</i>	26

Navigating Policy and Resources at UW-Madison

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at UW-Madison:



How to Use This Handbook

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the Department of Gender & Women's Studies M.A. Program.

Whom to Contact for Questions

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed above. Persons in several key positions in this department and on campus are ready to answer your remaining questions:

Graduate Program Manager

Each graduate program has at least one department staff person, typically called a Graduate Program Coordinator, who serves as a point person for program policy and procedures. Graduate Program Coordinators are well versed in most elements of graduate education that extend beyond academic instruction in your program and will likely be your first stop for questions related to anything in this handbook.

Director of Graduate Studies

Each graduate program has one faculty member designated to direct its educational vision and structure. Professor Pernille Ipsen in the DGS for the 2023-2024 academic year.

Faculty Advisor

Each student will be assigned a faculty advisor in each graduate program in which they are enrolled. Your faculty advisor(s) will be a key source of guidance for your academic development. Further definition can be found here: policy.wisc.edu/library/UW-1232. Guidelines for finding, changing, and working with your advisor can be found in the Advising & Mentoring section below.

The name and contact information of your faculty advisor can be found on your Student Center on MyUW (my.wisc.edu) under "Academic Progress" and then "Advisors."

Graduate School Services

For general inquiries and graduate student services from the Graduate School, see the operations and front desk contact information on this contact page: grad.wisc.edu/contacts.

Gender and Women's Studies Department & Program Overview

Mission

The Department of Gender & Women's Studies provides an institutional home and an intellectual community to develop and disseminate knowledge about women and gender through an analysis of texts, social and cultural practices, and social institutions, both local and global, historical, and contemporary. We explore the diverse empirical realities and creative meanings of womanhood and gender including representations in the arts, culture, and history from local and global perspectives. We examine structures of inequality and movements for social change and do so in ways that are attuned to the intersection of gender with other dimensions of difference and inequality such as race, class, sexuality, religion, disability, and national origin. Through our scholarship, teaching, and outreach, we engage our communities, our state, and the world with a commitment to social justice.

We strive to support and produce first-rate and innovative scholarship. Only through research excellence can we understand the past, reveal, and explain the present, and advocate for a better future. We share an investment in the centrality of feminist thought and of gender as a category of analysis. Committed to interdisciplinarity, we believe that multiple theoretical and methodological approaches can serve to illuminate shared problems in new ways and provide pathways toward their resolution.

We embrace the power of education as a way to shape the future. We see the classroom as a potent site to produce self-knowledge, and we also demand that students 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. We believe that education does not flow in just one direction, but rather, as we share our expertise with our students, our own perspectives and claims are transformed.

Our History

The Women's Studies Program was founded in 1975 during a period of activism and debate that extended across the University of Wisconsin System. Our program was established with a unique structure that provided much of its strength. Whereas most other women's studies programs of the time could be described as structures designed to coordinate offerings of faculty from different departments, our program had, from the start, a degree of autonomy and resources that allowed us greater ability to define our own field, the content of our curriculum, and our own process for governance and decision-making.

Over the years we became a well-respected program in the University as we grew and strengthened. In 2008, we became a department, and changed our name from the Women's Studies Program to the Department of Gender and Women's Studies. Having begun with a small set of course offerings, we now have 130 courses on the books at the undergraduate and graduate level some, as well as a full summer program.

In 1977 the Women's Studies Research Center (now the [Center for Research on Gender and Women](#)) was founded as the arm of the Women's Studies Program devoted to encouraging and coordinating high-quality gender and women's studies research on campus. In 1980 the Women's Studies Certificate was offered for the first time; in 1984 we began offering a Ph.D. minor in Women's Studies. In 1986 we were authorized to enroll our first students as undergraduate majors in Women's Studies, and the Class of 1987 was our first graduating class. The [Certificate in LGBTQ+ Studies](#) was offered for the first time in 2004. In the Fall of 2006, we welcomed our first class of Gender and Women's Studies Master's degree students.

Today our M.A. program strengthens these core orientations, while simultaneously building key areas of concentration in race/ethnicity studies, disability studies, global studies, and sexual health. Our vision, goals and the structure of our M.A. program closely align with the strategic directions from the college and university, The Wisconsin Experience and Essential Learning outcomes. In our courses, students receive sound training and develop into top-notch scholars and thinkers. In the process, they acquire knowledge of theory and method through encounters with the cutting-edge, ground-breaking research. Yet our students also learn through experience. From the moment new students arrive in the fall, they are introduced to important facets of academia: learning to conduct research, exploring best pedagogical practices in classrooms and community settings, and navigating how to apply their expertise to improve their local and global community. In doing so, we invite students into a life of engaged scholarly inquiry in gender and women's studies with a focus on social justice and equity.

The Department of Gender and Women's Studies continues to grow and flourish in many ways. Our [faculty](#) members are well respected and active members of the scholarly community, with numerous influential publications to their record. The Department also strives to be a responsible member of the larger community, participating in feminist, LGBTQ+, anti-racist, and other activities whose educational effects traverse University, local, state, national, and international levels.

Access the Gender & Women's Studies, M.A. in the [Guide](#) for additional, up to

date information regarding:

- ☐ [Program Overview](#)
- ☐ [Requirements](#)
- ☐ [Policies](#)
- ☐ [Learning Outcomes](#)
- ☐ [People](#)

How to Get Involved

As a graduate student at UW-Madison, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides opportunity for professional networking.

In Our Discipline

The Department of Gender and Women's Studies members see ourselves not merely as a University department in the traditional sense, but as a community of students of women's studies. We value diversity within our community and reflect many different understandings of women's studies, feminism, and education. Decision-making takes place largely in communities and in Department meetings. All who are committed to women's studies education are encouraged to become involved. We have affiliates who serve on an ad hoc basis on committees and on M.A. thesis committees. We also have friends and alumni that keep us engaged in various ways with the broader university, the Madison community and in national and global conversations.

In Our Program/Department

Gender and Women's Studies Departmental & Committee Meetings

Graduate Students may attend. Official voting members are, according to GWS Personnel Policies, "budgeted, joint governance and affiliate faculty, departmental lecturers and teaching assistants, research and project assistants employed by faculty members in the department, academic staff, university staff, the UW System Women's Studies librarian. In addition, the personnel committee will consider requests for Departmental committee membership (2-year appointments) from graduate students (as many as 4), undergraduate majors (as many as 2), and community members (as many as 2). To retain Departmental committee membership, each member must regularly attend departmental meetings and participate in at least one other standing committee of the department."

The GWS Department Meetings take place the first Wednesday of each month from 1:30-3:00pm in 3401 Sterling Hall, unless noted otherwise. GWS Committee Meetings will take place on the third Wednesday of each month from 1:30-3:00pm. Meeting location is at the discretion of the Committee Chairperson.

On Campus & In the Community

The Wisconsin Idea is the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the university's work.

You will find a list of ways to engage in campus and local community life at:

The Graduate School's Current Student Page

grad.wisc.edu/current-students

If you are a student actively involved in leadership and service activities, consider nominating yourself for membership in the following honor society:

Edward Alexander Bouchet Graduate Honor Society

grad.wisc.edu/diversity/bouchet

Getting Started as a Graduate Student

This section guides you through important steps to take as you begin your journey as a graduate student at UW-Madison.

Graduate School Checklist

In addition to a checklist for all new graduate students, the following webpage (scroll to the bottom) includes sections with additional steps to take if you are a new international student, student with a disability, student veteran, student with children, or student with funding <https://grad.wisc.edu/new-students/>

Advising & Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike. The Graduate School's definition of an advisor can be found here: policy.wisc.edu/library/UW-1232. Your advisor has two main roles: 1) To assist you in acquiring the highest possible level of knowledge and competence in the field, and 2) to chair the committee that will determine whether you have performed at an acceptable level in your MA degree milestones (see "Degree Requirements" section below for further information on building your committee). Other roles of your advisor include tracking your progress in completing your degree, assisting with course selection, and planning your academic path, and helping you identify possible research mentors, committee members, and research opportunities.

Finding & Selecting an Advisor

When students first begin the M.A. program, they are assigned an advisor. Students may also consult with the Graduate Program Manager and the Director of Graduate Studies as they select classes and as they review and complete the M.A. requirements.

Your advisor should be a faculty member in the program whose expertise and project/research interests match with those that you intend to acquire. To learn more about the faculty in your program, consider consulting the following sources:

- ☐ Courses and seminars you are attending or have attended
- ☐ Our program website (<https://gws.wisc.edu>)
- ☐ Faculty publications
- ☐ Students currently in a prospective advisor's group/lab

Additionally, you may wish to schedule conversations with your faculty advisor. Below are some of the questions to consider asking as you establish a mentoring relationship. Identify what is most important to you in your graduate training and ask questions accordingly.

Questions to Ask Advisors

Adapted from IPIB handbook

- ☐ How often are you available to meet and what is the best way to contact you? During office hours, via email, over Zoom?
- ☐ What is your philosophy regarding the amount of guidance the advisor should provide to a student during preparation of the thesis proposal, literature reviews, thesis writing, etc.?
- ☐ What are your expectations about how much time I should spend each day/week on my work?
- ☐ Are you involved in regularly scheduled activities (e.g., group meetings, joint group meetings, research clubs) where I might get additional input on my research project and hear about the work of other students?
- ☐ Do you encourage your students to attend seminars and journal clubs, including those that may be outside of their field of interest/research?
- ☐ Will I have opportunities to attend professional meetings where they can interact with colleagues/researchers from other institutions?
- ☐ Do you include your graduate students in professional activities that will familiarize them with their field of interest/research, such as reviewing manuscripts and meeting with visiting speakers?
- ☐ What are your former graduate students (if any) doing now?
- ☐ What is your general philosophy of graduate training and what goals do you have for your graduate students?

No faculty member is obligated to accept a student's request to serve as their advisor. However, requests are often accepted unless the faculty member judges that a different advisor would better meet a student's needs.

GWS M.A. students should formalize their selection of their faculty advisor & committee by submitting the Faculty Advisor and Committee Form to the Director of Graduate Studies. This should happen prior to the MA Colloquium which takes place in October/November of the second year of the program.

Changing Your Advisor

As the advisor-student relationship is one of mutual agreement, it may be terminated by either party. Please let the Director of Graduate Studies, the Graduate Program Manager, and your current advisor know if you would prefer working with a different advisor. The DGS and the Graduate Program Manager can help you navigate this transition.

If a student wishes to work with a different advisor, they must obtain approval from the Director of Graduate Studies by early in the fall of their second year in the MA program. Remember to notify the Graduate Program Manager and follow the following related procedures. M.A. advisors are chosen from the Gender and Women's Studies faculty. In some cases, a student may wish to work with an advisor who is an affiliate of GWS, in which case the student will need an additional advisor, a co-advisor, from the GWS governance faculty.

Every graduate student must have an advisor or else they may be suspended from graduate study at UW-Madison by the Graduate School. Be sure to follow procedures to re-select a new advisor (described above) prior to ending your current advising relationship. If you change advisors, you can confirm that the name of your advisor has been updated in the official record by looking in your Student Center on MyUW (my.wisc.edu) under "Academic Progress" and then "Advisors."

Mentoring Networks

In addition to a formal advisor, you are encouraged to develop a broad network of individuals who can provide academic and professional mentorship during and beyond your time as a graduate student.

Master's Degree Requirements

All students in the Gender & Women's Studies Master's Program are responsible for the following requirements to complete the degree.

For all current requirements to complete your degree (e.g., credits, courses, milestones, learning outcomes/goals, etc.) see the GWS MA program's page in the *Graduate Guide*. Navigate to [GWS MA Program](#), then select "Requirements" from the navigation bar on the right side. You will be taken to a subsection of the program's *Guide* page that contains all official requirements for your degree. Similarly, see "Policies" from the navigation bar of your program's page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.).

We require that students defend their thesis or complete their exams by the end of their fourth semester; formal requests for an extension of the time for the thesis or exam will be considered, but are not guaranteed. Failure to meet any of these requirements may result in a student being asked to leave the program. Per Graduate School guidelines, students with university funding must maintain satisfactory progress to remain eligible for funding.

For prior catalog year policies that may be applicable to you, see the *Guide* Archive at guide.wisc.edu/archive.

Thesis

Thesis Committee & Topic

Master's committees advise and evaluate satisfactory progress, evaluate a thesis, and/or sign a degree warrant. For general guidance from The Graduate School on the role and composition of committees as well as an online tool to determine if your committee meets minimum requirements, see the following policy page: policy.wisc.edu/library/UW-1201. In addition to this general guidance, this program requires that your committee is composed of your faculty advisor (drawn from the governance faculty of the Department of Gender and Women's Studies) and two additional faculty members. Your advisor will chair your committee and provide individualized guidance on how to select committee members. If you find that your topic and/or mentoring needs no longer align with your advisor, see the "Advising & Mentoring" section above for more information about how to change advisors. Note that your committee composition may need to change as well in this scenario.

Each student's M.A. thesis project is approved by their selected committee. Students must develop a proposal for their project in close consultation with their faculty advisor. Students defend the thesis in an oral examination. Students will also provide the Graduate Program Manager and the Director of Graduate Studies with an electronic copy of their thesis for the Gender and Women's Studies Library.

Form & Content

The thesis itself may take a variety of formats in keeping with the student's particular interests and expertise, i.e., the thesis might consist of a portfolio of artwork, a documentary film, a research paper, or other written document.

Previous M.A. theses are available for perusal in the GWS Reading Room and in the Thesis Archive Box folder.

Exam

Procedures

The culminating M.A. exam in the Department of Gender and Women's Studies has two fields, a Feminist Approaches field that asks students to demonstrate a general understanding of the field of gender and women's studies and an Interdisciplinary Substantive field that requires a more in depth and nuanced understanding of a particular area of study.

Each field will be based on a reading list of roughly 25 books, 75 articles, or their equivalent, constructed in collaboration with a field supervisor who will also serve as one of the two examiners. Students are encouraged to enroll in an independent study course (see below) with one or both of their supervisors. After the student has worked through the lists and no later than a month before the end of the semester the student plans to graduate, each examiner will give the student a question to be answered in no more than 10 double-spaced pages. The student will have two weeks to write their answers. In no fewer than 5 days and no more than 9 days after submitting their answers to both examiners, the student will take an oral exam based on their written answers.

It is expected that one of the examiners will be the student's advisor. The second examiner should also be a governance or affiliate member of Gender and Women's Studies, but exceptions may be considered. One of the two examiners must be a governance member of the Department of Gender and Women's Studies.

Although the content of these exams is specific to Gender and Women's Studies, they seek to foster skills necessary to academic life more generally. Successful students will learn to: a) integrate and synthesize the ideas represented in their reading list; b) accurately summarize and represent theories and ideas from their reading list; c) critically compare and contrast different perspectives; and d) identify debates and analyze their arguments.

Feminist Approaches

This field will be built on and extend the readings and topics the students encountered in GWS 880 and GWS 900. The field is designed to develop four complementary but distinctive competencies. Students taking this exam should be able to:

- ☐ Describe and analyze the changing terrain of gender and women's studies, paying particular attention to the complexities that create intellectual and political challenges in the field
- ☐ Demonstrate an understanding of some key theoretical or conceptual tools that are staples of feminist approaches to scholarship
- ☐ Recognize and analyze how scholars situated within and without women's studies departments (and their various iterations) mark their work as feminist or otherwise consistent with the intellectual and activist goals of women's studies
- ☐ Demonstrate knowledge of feminism in a global perspective

Interdisciplinary Substantive Exam in Gender and Women's Studies

This field will allow the student to develop some expertise in a substantive topic in gender and women's studies. Possible topics are endless, but can include areas like "women, work and family", "women and social movements", "sexuality and gender", "gender and global migration", "women of color in the U. S.", and "masculinity and bodies." (These are not suggestions for fields, they are meant to provide examples of the range of acceptable topics.) The field is designed to develop four complementary but distinctive competencies. Students taking this exam should be able to:

- ☐ Articulate knowledge of the principal arguments and theoretical advances related to this topic
- ☐ Demonstrate an appreciation for the opportunities and limits of disciplinary, interdisciplinary, and multidisciplinary approaches to the topic
- ☐ Examine how a focus on women or gender does (or does not) link to scholarship surrounding this topic
- ☐ Locate the topic in a global context

Independent Study Credits

Students can take independent study credits that do not count toward the MA degree minimum without prior approval.

Special circumstances or requests for independent study credits that count toward the minimum credit requirements for the MA in GWS must be approved in advance by the Director of Graduate Studies and the student's faculty advisor. Students interested in taking Independent Study at the Master's Level (799) for GWS credit should begin the approval process by: 1) identifying a GWS faculty member willing to help supervise their independent study; 2) devising a work plan with their supervisor that includes regularly scheduled meetings and deadlines for evaluating readings/work completed and 3) submitting their completed work plan to the Graduate Program Manager.

Students writing MA theses typically take 3 or 6 Research and Thesis credits (790) during their second year in the program. Only up to 3 credits of GWS 790 Research and Thesis can count toward the GWS 15 credit minimum requirement. However, up to 6 credits of 790 may count toward the total degree credits.

Research and Thesis Credits

Students writing theses typically take 3 or 6 Research and Thesis credits (790) during their second year in the program. Only up to 3 credits of GWS 790 Research and Thesis can count toward the GWS 15 credit minimum requirement. However, up to 6 credits of 790 may count toward the total degree credits.

Students interested in taking Research and Thesis credits (790) for GWS credit should begin the approval process by: 1) identifying a GWS faculty member willing to help supervise their thesis research; 2) devising a work plan with their supervisor that includes regularly scheduled meetings and deadlines for submitting and evaluating written work and 3) submitting their completed work plan to the Graduate Program Manager.

Enrollment Requirements

You are responsible for following Graduate School policies related to course enrollment requirements and limitations:

Adding / Dropping Courses

grad.wisc.edu/documents/add-drop

Auditing Courses

policy.wisc.edu/library/UW-1224

Canceling Enrollment

grad.wisc.edu/documents/canceling-enrollment

Enrollment Accountability

grad.wisc.edu/documents/enrollment-accountability

Minimum Enrollment Requirements

policy.wisc.edu/library/UW-1208

Academic Exception Petitions

The Director for Graduate Studies will handle all academic exceptions for program requirements/expectations.

Keep in mind that some academic exceptions may need to be approved by the Graduate School. For further information about this, contact the Director of Academic Services and see the following webpage: grad.wisc.edu/documents/exceptions

Satisfactory Academic Progress/Degree Completion

The Graduate School

Your continuation as a graduate student at UW-Madison is at the discretion of your program, the Graduate School, and your faculty advisor. Any student may be placed on probation or dismissed from the Graduate School for not maintaining satisfactory academic progress, and this can impact your academic standing (detailed below), financial aid (see this policy page: policy.wisc.edu/library/UW-1040), or funding (consult your sources of funding, as applicable).

Information about how the Graduate School determines satisfactory academic progress can be found at this policy page: policy.wisc.edu/library/UW-1218.

The Graduate School also maintains a list of steps to complete your master's degree, including deadlines and important things to know as you progress toward graduation: grad.wisc.edu/current-students/masters-guide.

Gender and Women's Studies

In addition to the Graduate School's monitoring of satisfactory academic progress this department regularly reviews the satisfactory academic progress of its students as

follows:

ACTION	DEADLINE/TIMEFRAME
<input type="checkbox"/> Thesis Option students - complete process of determining a provisional/working title or thesis topic, research questions, and methods. <input type="checkbox"/> Exam Option students - complete process of selecting fields and developing questions with examiners	Start of MA Colloquium, October/November of 3rd Semester
<input type="checkbox"/> Submit "Faculty Advisor and Committee Form" (see Appendix I)	Start of MA Colloquium, October/November of 3rd Semester
<input type="checkbox"/> Submit "Degree/Course Checklist Form" (see Appendix II)	2 nd Week, 4 th Semester
<input type="checkbox"/> Submit warrant information to Graduate Program Manager	8 th Week, 4 th Semester
<input type="checkbox"/> Defend theses or complete written and oral exams. Formal extension requests for the thesis or exam will be considered but not guaranteed for approval	End of University Exam Period, 4 th Semester
<input type="checkbox"/> Submit final, revised thesis to DGS	Designated thesis deposit deadline of the Graduate School https://grad.wisc.edu/deadlines/

*Due dates are based on consecutive full-time enrollment for all four semesters (minus summer sessions)

To remain in good standing in the M.A. program, students must also resolve any **incomplete grades** received by the end of the following semester unless a faculty extension is granted.

Failure to meet this or any of the other above requirements may result in a student being asked to leave the program and/or becoming ineligible for Departmental funding.

Personal Conduct Expectations

Professional Conduct

The Office of Student Conduct and Community Standards maintains detailed guidance on student rights and responsibilities related to learning in a community that is safe and fosters integrity and accountability. You are responsible for keeping aware of their policies and procedures, found at the following page: conduct.students.wisc.edu

Academic Misconduct

Academic misconduct is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

The Graduate School

Academic Policies & Procedures: Misconduct, Academic
grad.wisc.edu/documents/misconduct-academic

Office of Student Conduct and Community Standards

Academic Misconduct Website
conduct.students.wisc.edu/academic-misconduct

Academic Misconduct Flowchart
conduct.students.wisc.edu/documents/academic-misconduct-flow-chart

Non-Academic Misconduct

Non-academic misconduct is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

The Graduate School

Academic Policies & Procedures: Misconduct, Non-Academic
grad.wisc.edu/documents/misconduct-nonacademic

Office for Student Conduct and Community Standards

Non-Academic Misconduct Website

conduct.students.wisc.edu/nonacademic-misconduct

University of Wisconsin System (UWS)

Chapter 17: Student Non-Academic Disciplinary Procedures

docs.legis.wisconsin.gov/code/admin_code/uws/17

Chapter 18: Conduct on University Lands

docs.legis.wisconsin.gov/code/admin_code/uws/18

Research Misconduct

Graduate students are held to the same standards of responsible conduct of research as faculty and staff. Further information about these standards and related policies and procedures can be found at:

The Graduate School

Academic Policies & Procedures: Responsible Conduct of Research

grad.wisc.edu/documents/responsible-conduct-of-research

Office of the Vice Chancellor for Research and Graduate Education

Research Policies

research.wisc.edu/compliance-policy

Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior (HIB), sometimes referred to as “bullying,” is prohibited by university policy applicable to faculty, academic staff, and university staff. For further definition, policy, and procedures related to HIB see: hr.wisc.edu/hib. Students who feel they have been subject to HIB are encouraged to review the informal and formal options on the “Addressing HIB” tab of this website.

Grievance Process

Each college or program on campus has a grievance process that students can use to address other concerns regarding their experience in the program. This program's grievance process can be found detailed at:

Gender & Women's Studies program's "[Policies](#)" page in *Guide*.

Process and Sanctions for Violations of Conduct Standards

In addition to the program's disciplinary actions, the Dean of Students Office may also have grounds to issue one or more of the following:

- ☐ Reprimand
- ☐ Probation
- ☐ Suspension
- ☐ Expulsion
- ☐ Restitution
- ☐ A zero or failing grade on an assignment/exam
- ☐ A lower grade or failure in the course
- ☐ Removal from course
- ☐ Enrollment restrictions in a course/program
- ☐ Conditions/terms of continuing as a student

Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)

The Dean of Students Office maintains a portal to report incidents of hate, bias, sexual assault, hazing, dating/domestic violence, stalking, missing students, and students displaying other concerning behaviors at UW-Madison:

Dean of Students Incident Reporting

doso.students.wisc.edu/report-an-issue

As noted above in "Personal Conduct Expectations," students who feel they have been subject to hostile and/or intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) at:

Human Resources Hostile and Intimidating Behavior Website

hr.wisc.edu/hib

Funding, Employment, and Finances

“Funding” is a term used to describe university employment or support to cover some or all of your costs of graduate education. It varies in kind, amount, and level of guarantee.

The Graduate School maintains policies related to graduate student funding/employment:

Maximum Levels of Appointments

grad.wisc.edu/documents/maximum-levels-of-appointments

Concurrent Appointments for Fellows/Trainees

grad.wisc.edu/documents/concurrent-appointments

Enrollment Requirements for Graduate Assistants

policy.wisc.edu/library/UW-1208

Eligibility for Summer RA, TA, PA, and LSA Appointments

policy.wisc.edu/library/UW-5089

Finding Funding Without a Guaranteed Appointment

Campus-Wide and External Sources

To help you find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, minimum stipend rates and benefits, and links to applicable human resources policies (e.g. GAPP) at:

Graduate School: Funding and Financial Aid

grad.wisc.edu/funding

External Fellowship Database

grad.wisc.edu/funding/external-fellowship-database

UW-Madison Libraries Grants Information Collection

library.wisc.edu/memorial/collections/grants-information-collection

In Our Program/Department

In addition to campus-wide and external sources of funding, we offer sources of funding that are awarded on a competitive or need-basis.

Teaching Assistantships

The Department of Gender and Women's Studies employs teaching assistants for its large lecture courses. This opportunity offers both classroom experience and background in the interdisciplinary aspects of the field of gender and women's studies. Graduate students enrolled at UW-Madison may apply for these positions. Advanced Gender and Women's Studies MA students are encouraged to apply. Position openings are posted on the department home page the semester prior to the position start date.

Graders

The Department of Gender and Women's Studies employs graders for some of its medium-size lecture courses. Graders are generally hired early in the semester. In hiring graders, priority is given to Gender and Women's Studies MA students if an appropriate person can be found.

MA Travel & Research Awards

The Department of Gender and Women's Studies has a small fund to support GWS MA student research or travel to present papers at academic conferences. Typically, we will have two rounds of applications for these funds, one in the fall semester and one in the spring semester. The maximum award is \$250.

Current GWS MA students in good standing are eligible to apply for this funding for two purposes: 1) Research expenses related to the MA thesis, for example for equipment or travel; 2) Travel to present a paper at an academic conference, such as the NWSA. Funding is to be used either in the summer between the first and second years of the program, or during the student's second year.

Additional Policies & Resources

Graduate School Policy: Residence for Tuition Purposes

grad.wisc.edu/documents/residence-for-tuition-purposes

Employee Disability Resources

employeedisabilities.wisc.edu

Graduate Assistantship Policies and Procedures (GAPP)

hr.wisc.edu/policies/gapp

Professional Development

When you participate in professional development, you build skills needed to succeed academically and thrive in your career. The following are professional development activities that we recommend for your consideration. Required professional development will be detailed in “Degree Requirements” above.

On Campus

The Graduate School develops and curates a wide variety of resources for professional development, including a tool to assess your skills, set goals, and create a plan with recommended activities on campus (e.g., the popular “Individual Development Plan” or IDP) as well as programming to help you explore careers, prepare for a job search, build your network and learn from alumni, manage projects, communicate about your research, and much more.

DiscoverPD helps master’s and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet your diverse needs, including in-person, virtual, asynchronous, and synchronous opportunities. All of this can be found at:

Professional Development from the Graduate School

grad.wisc.edu/professional-development

The Graduate School communicates professional development opportunities through an e-newsletter, *GradConnections*, that all graduate students receive at their wisc.edu email. Graduate students in traditional graduate degree programs receive the newsletter weekly during the academic year and every other week in the summer. Graduate students in online degree programs receive the newsletter every other week during the academic year and monthly during the summer.

In Our Program/Department

Gender & Women’s Studies provides optional opportunities for professional development through your MA program. These may include, but are not limited to:

- ☐ [CARE](#) Workshops
- ☐ Resources

- Faculty Advisors
 - [Gender & Women's Studies Librarian](#)
- Departmental governance
- Leadership opportunities
- Center for Research on Gender and Women
 - Student awards for teaching or research

Center for Research on Gender and Women

The Center for Research on Gender & Women was established in 1977 as part of the Women's Studies Program. The Center promotes scholarly interactions between women's studies researchers on campus, as well as linkages with women's studies programs and scholars nationally and internationally.

The Center for Research on Gender & Women:

- Organizes campus events including lectures, colloquia, workshops and conferences featuring campus, national and international speakers.
- Sponsors externally-funded research projects.
- Facilitates networking of women's studies scholars across campus through our database of women's studies scholars at University of Wisconsin-Madison and a weekly email bulletin, which announces events, news, grant and award competitions in women's studies, jobs in women's studies, and much more.
- Supports graduate women students through the Graduate Women Mentoring Forum and other initiatives to help build professional skills and foster cross-campus dialogue.
- Assists campus research circles like the "Women's International Policy Agenda and Gender Activism Research Circle" (2010-13) and the 2011-12 Sawyer Seminar "Globalization and the New Politics of Women's Rights."
- Sponsors an Honorary Fellows Program of visiting scholars.
- Administers competitions like the Hyde Dissertation Award for graduate students working on women/gender related topics; and the in-house Feminist Scholars Fellowship to provide tenured UW faculty working in women and gender studies a full-time research appointment for one semester.
- Provides grant information, grant-writing support and administers grants.
- Assists visiting scholars working on women's studies issues.

All GWS MA students are subscribed to the weekly CRGW E-Bulletin. You may also check the GWS and CRGW websites for upcoming events.

APPENDIX I

FACULTY ADVISOR COMMITTEE FORM

Gender and Women's Studies

Submit to Director of Graduate Studies by MA Colloquium by Second Year, First Semester

Name of Student:

Name of Advisor:

Signature of Advisor:

Approved:

(Director of Graduate Studies)

(Date)

THESIS TRACK:

M.A. Thesis Title:

Members of Thesis Committee (two in addition to advisor):

Last Name	First Name	Email

EXAMINATION TRACK:

Titles of Fields (with advisors names)

Last Name	First Name	Email

APPENDIX II

COURSE CHECKLIST FORM

Gender and Women's Studies

Submit to Director of Graduate Studies by Second Week, Fourth Semester

Student's Name:

Advisor's Name:

(Must be Faculty or Joint Governance, Department of Gender and Women's Studies)

Advisor's Signature:

COURSEWORK REQUIREMENTS: (30 CREDITS TOTAL)

Courses used to meet the 15 GWS credits:

Course No.	Course Title	Semester	Year	Instructor	Grade	No. of Credits
880	Proseminar in Graduate Gender & Women's Studies					
900	Research Methods in Gender & Women's Studies					

How did you fulfill the theory requirement?

Additional courses used to meet the 30 credit total:

Course No.	Dept.	Course Title	Semester	Year	Instructor	Grade	No. of Credits