

**Department of Gender and Women's Studies
Graduate Program
University of Kentucky
Rules Handbook for PhD, MA, and Graduate Certificate
Effective April 2018
(Approved April 2018)**

Important Note: The rules of Graduate School apply in all cases except where GWS is allowed to have more specific or stricter rules. Any changes to the Graduate School rules will apply to students even if they are not listed in this handbook. Students are responsible to check the rules before any deadlines to make sure that they are following the most current rules of both the Graduate School and GWS.

Ph.D. in GWS

Students will be admitted directly to the Ph.D. program; it is not necessary to pursue a master's degree first. The Ph.D. program includes required coursework and specialized coursework.

The PhD program is designed to be a full-time, residential program. Students are expected to enroll in 9 credit hours (full-time status) each semester before qualifying exams or thesis writing. Students who are enrolled in fewer than 9 hours per semester will be expected to make good progress towards degree. See below for more information about evaluation of students.

The purposes of the required coursework are (1) to familiarize students with fundamental concepts, theories and frameworks for feminist inquiry, and (2) to familiarize students with different approaches to inquiry and research in gender and women's studies.

Required Core Courses

All students must complete the two course sequence of GWS 640 Feminist Thought and Action and GWS 650 Feminist Theory.

All students must complete two courses in methods/skills training: GWS 630 and a second GWS or approved methods/skills course are required for all students. Students are required to complete an additional "skills" course or training, explained in the Rules Summary below.

All students must complete two "area" pro-seminars from GWS 600 or GWS 700 topical area courses.

Students who have previously taken comparable graduate work for course credit at another institution may be exempted from some of the course and skills requirements. Exemptions must be approved by the student's advisory committee and committee chair. Additionally, the committee chair must petition the DGS for approval of the course exemption(s). See the Rules section below for additional information.

Major Area of Study

The purposes of the specialized phase of the Ph.D. program are to provide the student with (1) in-depth familiarity with a major field of specialization, (2) familiarity with other fields of study related to gender and women's studies and their major field, and (3) provide sufficient preparation for the qualifying exam and doctoral dissertation proposal.

Committees may require students to complete additional coursework beyond the required 36 hours in preparation for qualifying exams and dissertation research.

Students must specify in writing a major area of focus approved by their advisory committee or interim advisor prior to their third semester of study (by the end of the second semester of residence for students entering with a prior MA). The program does not require that students specify a "minor" area of study. This form must be submitted in writing to the DGS as well as the department manager.

Independent Studies

There is a program limit of 6 credits total of independent studies. No variable credit independent studies are permitted. Independent Studies should be taken with different faculty members in one or more semesters; however, exceptions may be granted by student's dissertation advisory committee. Effective Fall 2015.

Annual Review of Students

During our April faculty meeting, all GWS graduate students will be evaluated. Good progress toward completion of degree is defined as successful completion of coursework approved by the advisory committee with a minimum 3.0 GPA each semester under review and satisfactory progress toward the qualifying exams, dissertation proposal, and dissertation. Lack of good progress will result in a review by the DGS and advisory chair and/or interim advisor in consultation with the Graduate Committee for possible dismissal from the program.

Annual Evaluative Review:

One of three actions must be taken by the DGS after the April faculty meeting for each student being evaluated:

Satisfactory: Conclude that the student has completed satisfactorily their coursework in the program and recommend the student for continuance as a PhD candidate;

Probationary: Conclude that while there have been positive aspects to the student's performance, the student's overall performance as indicated by courses taken, including grades (minimum GPA 3.2 in the first 18 credit hours) and course assignments, indicates to faculty that the student is unlikely to successfully complete the PhD program. In this case, the student will be afforded the opportunity to complete an M.A. degree (if they do not have an M.A. in Gender and Women's Studies from another institution). The DGS and Graduate Committee will consider the student's re-application to the PhD program upon completion of the M.A. degree;

Unsatisfactory: Conclude that the student's work is clearly unsatisfactory based on grades (any grade of a C or below in a course), poor evaluations by course instructors based on coursework for a class, or failure to complete courses as advised by the department, in which case the student is dismissed from the PhD program. Any student who receives two or more "C's" in their first 18 credit hours of coursework will be dismissed from the PhD program.

Formation of the Dissertation Advisory Committee

All students are required to create and meet with a dissertation advisory committee by the end of their third semester of enrollment. Until a committee is formed, the DGS will assign each incoming student an interim faculty advisor. The dissertation advisory committee should be formed at least 1 year prior to the qualifying examination. This committee must include a minimum of 4 faculty members. The dissertation director serves as the major professor/advisor and must be a Full member of the Graduate Faculty; at least 2 other committee members must be Full members of the Graduate Faculty. An Associate member of the Graduate Faculty may co-chair a committee with a Full member of the Graduate Faculty. The committee must include a minimum of two GWS Core faculty, a third member that has primary or secondary graduate status in GWS, and one outside member.

All students are required to meet with their advisory committee at least once per academic year prior to their qualifying exams. Full committee meetings including outside member are generally expected. The chair of the committee is required to send a letter and updated Program of Study Form to the DGS and the Department Manager to report the results of this annual meeting and the student's progress toward degree. This form must be filed no later than the last day of classes in the spring semester. Failure to file this form will result an unsatisfactory evaluation of student progress and possible dismissal from the program. Therefore, it is essential that the form be filed and it is the student's responsibility to check and make sure that it has been properly filed in time.

Qualifying Exams

A student must complete a minimum of 36 hours of coursework with a GPA of 3.0 or higher to be eligible for the qualifying exam. Students and committees should complete the "Qualifying Exam Checklist" in preparation for the exam.

A reading list for the qualifying exam will be prepared by the student with the advice and consent of their committee. Students should prepare reading lists for the qualifying exam no later than three months before the exam date. The qualifying exam is constructed by the chair of a student's PhD committee in consultation with other committee members.

The written component of the exam shall consist of take-home exams in three parts. The exams will be administered concurrently. Students will have three weeks to complete the written exam.

Committee members will submit questions to the Committee Chair who will construct the final exams. In general, each committee member is expected to submit one question per part/area. Each part will contain 2-4 questions and the student will answer the number of questions specified by the committee. Exams may or may not contain choice of question and/or required questions.

Students should consult the graduate school schedule for the official date for completion of exams (written and oral) in order to qualify for completion in a given

semester.

The exam will consist of one section of questions on Feminist Thought/Theory, one section of questions on Gender and Women's Studies topics (general area), and one section of questions on the student's substantive major area of focus.

Following the written exams, a student must pass an oral examination. The oral examination must be scheduled to be completed within one month of submitting the written exams. Students must pass both parts of the exam (written and oral). Students will be informed no later than the end of the oral examination whether they have passed or failed the written and oral components of the examination.

Students who fail the qualifying exam must retake the entire exam (both written and oral) within the time frame specified by the Graduate School rules. Students who fail the qualifying exam twice will automatically be dismissed from the program.

Dissertation Prospectus and Dissertation

After passing the qualifying examinations, the student will prepare and defend the dissertation prospectus. Preparation of the proposal is done under the direction of the committee chair with the advice of the committee. The prospectus must be defended within 6 months of passing the qualifying exam. In the case where the students' proposal defense falls during the summer, the proposal defense needs to occur no later than the first three weeks of the fall semester.

In order to be considered for an exemption to the 6 month rule, the student and the chair of the advisory committee are required to submit a petition at least one month before the 6 month deadline for the proposal defense to the DGS. This request will be reviewed by the DGS and the graduate committee. The petition must include a formal letter from the student discussing why an exemption is necessary and a letter of endorsement from the chair of the dissertation advisory committee supporting the exemption request. If granted, the exemption provides a 3 month extension. A student may only apply for an exemption once.

The prospectus should include the following components:

- a) Statement describing the dissertation project and what it aims to accomplish.
- b) Discussion of significance and contribution of project in the context of relevant literature.
- c) Discussion of pertinent theoretical and/or methodological approaches.
- d) Bibliography

The dissertation prospectus must be defended in front of the entire advisory committee. At the prospective defense, the advisory committee is required to vote on whether the student has passed/passed with revisions/does not pass. Majority vote decides the outcome. If a student receives a pass with revisions, they have one opportunity to revise and defend the dissertation proposal within 3 calendar months. If the revised prospectus does not merit a majority vote of pass, the student will be dismissed from the program. There is no appeal process.

Each student must meet with their dissertation committee at least once per year until the student has successfully defended the dissertation prospectus in order to evaluate progress. After the prospectus defense, progress will be reported each semester by the committee chair as a written evaluation of GWS 767. This progress must be

reported to the DGS by the last day of classes in the fall and at the April faculty meeting. A student who receives a U for dissertation research credit (GWS 767) will be considered to lack good progress toward the degree. Lack of good progress will result in a review by the DGS in consultation with the Graduate Committee and dissertation advisor for possible dismissal from the program. A student who receives 2 grades of U in GWS 767 will automatically be dismissed from the program.

The Dissertation: GWS 767-Evaluation of Good Progress

The dissertation is expected to be a work of original scholarship which adds to the store of knowledge and demonstrates maturity in research. It is written under the direction of the chair of the advisory committee and the Advisory Committee. The procedures for undertaking and writing the Dissertation are outlined in the Graduate School's Manual for Theses and Dissertations.³ The Dissertation must be complete in all ways before the Final Examination can be scheduled. Students should be aware that their Dissertation will be submitted in an electronic format.⁴

While writing the dissertation, students should register for GWS 767 (Dissertation Residency Credit). The student will receive a grade of S (satisfactory) or U (unsatisfactory) in each term in which the student is enrolled in GWS 767. If the student receives a U unsatisfactory grade in GWS 767, the student will be evaluated for continuation or possible dismissal from the program. It is the student's responsibility to maintain consistent communication with their advisor and advisory committee in order to assure that satisfactory progress is being made on the dissertation. While writing the dissertation, a student's good progress towards a degree will be assessed twice each year.⁵ At the beginning of each semester, a student should communicate with their advisor about the expectations and timeline for progress during the semester. Copies of these communications need to be kept by the student and the advisor.

Fall assessment: At the end of the fall term, the chair of the student's advisory committee must inform the DGS about the student's progress on the dissertation in writing by the last day of classes. The chair of the advisory committee is responsible for submitting a grade for GWS 767.

Spring assessment: The spring assessment of doctoral students will occur at the April faculty meeting. The chair of the advisory committee is responsible for submitting a grade for GWS 767.

Final examination on the dissertation will be conducted by a committee appointed by the Dean of the Graduate School. Such a committee normally includes the members of the student's advisory committee, as well as an outside person appointed by the Graduate School.

Timeline for PhD Students

Important Note: Many students will take longer than 4 years to complete their degree; this timeline is **for illustration only** of the required course hours. Additional coursework or research skills may be added to the student's program by their committee in order to prepare the student adequately for qualifying exams or the dissertation research.

YR1/Sem1 (total 9 hrs)

GWS 640

GWS 630

Pro-Seminar 1

Yr1/Sem2 (total 18 hrs)

GWS 650

Method 2

Pro-Seminar 2

Yr2/Sem1 (total 27 hrs)

Advanced Skill

Seminar

Seminar

Yr2/Sem2 (total 36 hours)

Seminar

Seminar

Seminar

Yr3/Sem1 (total 38 hours)

Qualifying Exam

GWS767

Yr 3/Sem2 (total 40 hours)

Proposal defense

GWS767

Yr4/Sem1

GWS 767 Dissertation Residency

Yr4/Sem2

GWS 767 Dissertation Residency

Graduate School Forms

A web-based process is used for submitting the following forms required for PhD students:

1. Advisory committee formation.
2. Modifications to advisory committee composition.
3. Request to schedule the Qualifying Examination.
4. Notification of Intent to Schedule the Final Examination.
5. Request for Final Examination

Please note that there are deadlines for each of these forms. It is the graduate student's responsibility to check the current Graduate School Handbook or website for these dates.

MA in GWS

Please note that the Graduate Program in Gender and Women's Studies at UK is designed primarily for PhD students. We do not accept applicants for the MA only. We do, however, offer an MA Degree under certain terminal conditions. For students earning a Master's degree only, an M.A. degree will be awarded based on either Plan A or Plan B.

Plan A includes 24 hours of coursework, including 2 courses in methods (GWS 630 plus an additional approved course), the 2 course sequence in Feminist Theory (GWS 640 and GWS 650), and 2 area seminars (from GWS 600 or GWS 700 topical areas). Plan A also requires a written thesis that demonstrates the ability to conduct original research and write in a professional academic manner with an oral defense. Students must pass the oral defense and have their written thesis approved before a degree will be granted.

A student who fails the oral defense twice will be dismissed from the program without a degree.

Plan A graduate students must remain enrolled in GWS 748 each semester until graduation. Plan A students enrolled in GWS 748 must be working a minimum of 20 hours per week on their thesis. The student's supervisor must submit a progress report in writing to the DGS each semester detailing the work done by the student and justification for continued enrollment in GWS 748. A grade of U or S in GWS 748 is assigned each semester. A student who receives a U in GWS 748 will be considered to lack good progress toward the degree. Lack of good progress will result in a review by the DGS in consultation with the Graduate Committee for possible dismissal from the program. A student who receives 2 grades of U in GWS 748 will automatically be dismissed from the program.

Enrollment in GWS 748 is limited to 6 semesters; at the end of 6 semesters of enrollment, if a student has not defended their thesis and graduated, the student will be terminated from the program without a degree.

Plan B includes 30 hours of coursework, including 2 courses in methods (GWS 630 plus an additional approved course), the 2 course sequence in Feminist Theory (GWS 640 and GWS 650), and 2 area seminars (from GWS 600 or GWS 700 topical areas). Plan B requires a written examination and oral defense. The written and oral examinations will be prepared by a committee of 3 GWS faculty members taking into consideration the coursework completed by the student. A student must pass both the written and oral examinations. Students who fail the Master's exam must retake the entire exam (both written and oral) within the time frame specified by the Graduate School rules. Students who fail the qualifying exam twice will automatically be dismissed from the program.

Plan B students must choose a committee of 3 GWS faculty members. The chair of the committee must have Full status in the Graduate School Faculty.

Plan B students must remain enrolled full time in the program until completion of the degree. The Chair of the student's committee must report to the DGS each semester in writing the student's progress toward degree. Lack of good progress will result in a review by the DGS in consultation with the Graduate Committee for possible

dismissal from the program.

Students earning a Master's degree under Plan A or Plan B must meet the course level distribution requirements of the Graduate School. Students are responsible for reading and understanding the requirements listed on the Graduate School website. Any questions should be directed in writing to the DGS.

An M.A. will be awarded to Ph.D. students after passing their written and oral qualifying examinations.

Graduate Certificate in GWS

The University of Kentucky Department of Gender and Women's Studies offers a Graduate Certificate in Gender and Women's Studies. Students may take complete the certificate as a complement to a graduate disciplinary degree program or as a stand-alone curriculum. The aim of the Graduate Certificate curriculum is to provide a coherent, graduate-level interdisciplinary grounding in Gender and Women's Studies scholarship and to create an intellectual community among faculty and graduate students who share a scholarly interest in Gender and Women's Studies.

Students who are currently enrolled as a graduate student in a department at the University of Kentucky are encouraged to apply for the Gender and Women's Studies Graduate Certificate program early in their graduate studies. Courses taken before admission to the program may not count towards the Certificate.

Please note: The deadline to apply for the Graduate Certificate for Fall is December 1. The deadline to apply for the Spring is March 1.

Application Procedures

The online application form for the GWS Graduate Certificate is available on the graduate school's application system Apply_Yourself. Please notify Michelle Del Toro, the GWS department Manager once you have submitted your application.

Application for the Certificate program must be made before completion of coursework for the certificate. Award of the Graduate Certificate in Gender and Women's Studies requires formal admission to the program. Once students have been accepted, they must locate a Gender and Women's Studies advisor and must submit a proposed course of study that has been approved by their Gender and Women's Studies advisor. Any of the Gender and Women's Studies Graduate School Faculty (primary or secondary status) may serve as graduate advisor. The Chair or Director of Graduate Studies in Gender and Women's Studies can also help applicants locate a Gender and Women's Studies advisor.

Graduate Certificate Course Requirements

Completion of the Gender and Women's Studies Graduate Certificate curriculum requires a minimum of 12 hours of course work, including:

- A. Two elective three-credit courses, at least one of which is taken outside the student's home disciplinary department as defined by undergraduate or graduate concentration, as appropriate (6 hours).
- B. GWS 650, Feminist Theory, preferably taken after the student's two electives (3 hours).

C. A three-credit cross-cultural course, approved by the Gender and Women's Studies Program for fulfillment of this requirement. Courses fulfilling this requirement will contain a substantial component on culture(s) outside the United States and western Europe (3 hours).

Students may select their elective courses and courses fulfilling the cross-cultural requirement from the list furnished by the Gender and Women's Studies Graduate Program every semester. Students may petition the Graduate Committee to accept a course as fulfilling a requirement for the Certificate. To petition, use the Coursework Petition Form, available in the Gender and Women's Studies office.

The Graduate Certificate Program requirements must be completed within 6 years of the first class enrolled in as part of the certificate requirements. Graduate Certificate students must maintain a minimum GPA of 3.0 in their coursework. Any student who receives a "C" in a course in the Graduate Certificate Program or does not maintain a minimum GPA of 3.0 will automatically be dismissed from the program. Students dismissed from the Graduate Certificate Program must re-apply for admission if they wish to continue.

Application and Admission Information

Admission to the Gender and Women's Studies Graduate Certificate curriculum requires the following:

- * an undergraduate degree
- * admission to the University of Kentucky Graduate School**
- * a minimum GPA of 3.0 in all undergraduate work
- * minimum GPA of 3.0 in any graduate work
- * a scholarly writing sample
- * a 500-word personal statement, explaining why the applicant wishes to pursue the Graduate Certificate in Gender and Women's Studies
- * three letters of recommendation (applies only to students not currently enrolled in a UK graduate degree program)
- * official transcripts of all undergraduate and graduate work
- * completion of the certificate application form

**Applicants who are not currently enrolled in a graduate degree program at the University of Kentucky must first secure admission to the Graduate School as post-baccalaureate students. For information on requirements for post-baccalaureate admission to the Graduate School, please contact the Graduate School directly or see the information online. Please send to the Graduate School all and only the materials they require for application. Please send to Gender and Women's Studies all and only the materials we require for application (see above). Admission to the Graduate School must, in all cases, precede admission to the Gender and Women's Studies Graduate Certificate curriculum. Please notice that some requirements for the Gender and Women's Studies Graduate Certificate curriculum exceed minimum requirements of the Graduate School for Post- baccalaureate status. For this reason, as well as others, admission to the Graduate School does not guarantee admission to the Gender and Women's Studies Program Graduate Certificate curriculum.

GRADUATE SCHOOL RULES SUMMARY **for PhD and MA**

This is a summary of selected rules. See previous sections for further rules and explanations. See the Graduate School website for further information about rules.

http://gradschool.uky.edu/sites/gradschool.uky.edu/files/Bulletin/2017-2018Bulletin_part1_erinwfontlossless.pdf

1. Number of transfer credits allowed

9 hours of graduate course credit not used toward a degree may be transferred from another institution or another program; if the student has an MA from another institution or another program, up to 18 hours from course credits from the M.A. may be credited toward the pre-qualifying exam residency requirements.

2. Residence requirement

A student must complete a minimum of 36 hours of residency before the qualifying exams and 2 semesters of residency after qualifying exams. Students must remain enrolled continuously in GWS 767 after qualifying exams until completion of degree.

3. Language(s) and/or skill(s) required

All PhD students must pass the required GWS methods course, GWS 630, and one approved methods course in GWS or in another department.

All students must additionally demonstrate proficiency in an advanced skill through training in a foreign language or an advanced methods or skills course or other approved training opportunity. This requirement may be met in a variety of ways, including a course, an approved internal or external training, or an independent study. Fulfillment of the advanced skills requirement will require a letter from the chair of the advisory committee justifying the relevance of the skill to the student's program of study; the letter must be approved by the DGS.

The foreign language requirement may be met by completion of Special Examinations given for the foreign language reading courses with a grade of "B" or better; by completion of one of the accelerated graduate level ("011") courses with at least a "B" grade; or, for international students who are non-native speakers of English, with a TOEFL score of 550 (213).

4. Provisions for monitoring progress and termination criteria

For students earning a Master's degree only:

An M.A. degree will be awarded based on either Plan A or Plan B. Plan A includes 24 hours of coursework, including the 2 courses in methods, the 2 course sequence in Feminist Thought/Theory, and 2 area seminars. Plan A also requires a written thesis that demonstrates the ability to conduct original research and write in a professional academic manner and oral defense.

Plan B includes 30 hours of coursework, including the 2 courses in methods, the 2 course sequence in Feminist Thought/Theory, and 2 area seminars. Plan B also requires a written examination and oral defense. The written and oral examinations will be prepared by a committee of 3 GWS faculty members taking into consideration the coursework completed by the student.

Students earning a Master's degree under Plan A or Plan B must meet the course level distribution requirements of the Graduate School.

An M.A. will be awarded to Ph.D. students after passing their written and oral qualifying examinations.

5. Total credit hours required (if applicable)

Students must complete the equivalent of a minimum of 36 hours prior to qualifying exams (these hours must be completed within 5 years of entering the program; extensions of up to 3 years may be requested). Students with a prior M.A. must complete a minimum of 18 hours of coursework prior to qualifying examinations. Students with a prior M.A. may be required to complete more than 18 hours of coursework based on the evaluation by their advisory committee.

Total credit hours required: 40 [(36 hours of coursework + 4 hours of dissertation residency credits (GWS 767)]. Note: Students must remain registered in GWS 767 each semester post-qualifying exams until completion of their degree and show satisfactory progress toward the completion of their dissertations each semester.

6. Required distribution of courses within program

Students must specify in writing a major area of focus approved by their advisory committee prior to their third semester of study (by the end of their second semester of residence for students entering with a prior MA).

7. Minor area or courses outside program required

There is no requirement for specifying a minor area or for taking courses outside of the Department.

8. Distribution of courses levels required (400G, 500, 600, 700)

There are no distribution requirements for the PhD.

For the terminal M.A., students must meet the distribution requirements of the Graduate School for coursework. These requirements currently include: 2/3 of the courses must be taken in the GWS department, 2/3 of the minimum requirement hours must be in regular coursework and half of the required hours (excluding thesis, practicum or internship hours) must be in 600 or 700 level courses. These requirements are subject to change and it is the responsibility of the student to make sure that they will meet these requirements if they pursue a terminal MA.

9. Application deadlines

Students may apply for admission beginning in the Fall semester only. Applications for fall admission must be received no later than March 15th. Applications for admission and teaching assistantships, fellowship nominations, or other financial aid through the Department must be received by December 1 prior to the Fall semester for which the student is applying for admission. The applications to both the Graduate School and the Department must be complete and all materials must be received no later than December 1 in order to receive full consideration for awards. International students must meet the deadlines established by the Graduate School (applicants must check the Graduate School website for this deadline). Applications must be complete by the deadline for full consideration. Students must see the GWS Department application webpage for required materials and the Graduate School webpage for required materials.

10. Application requirements

Applicants must have at least a 3.00 undergraduate GPA. For those with credit in graduate classes, their graduate GPA must be at least a 3.2. Students must submit their GRE scores to both the Graduate School and the GWS Department. The GRE scores will be considered as part of the application. Students must provide transcripts from all previous institutions of higher learning they have attended and received course credit from. Applications must include 3 letters of recommendation sent directly to the Department.

Additional rules for international applicants are on the Graduate School website.

GWS PhD Program of Study Form (04.10.16, Check for updated rules.)

Name: _____
 Committee Meeting Date: _____
 Date Degree Expected: _____

Interim Advisor: _____
 Qualifying Exam Date: _____
 Dissertation Proposal Defense Date: _____
 Previous MA: _____

REQUIRED COURSES

- | | |
|-----------------|---|
| 1. GWS640 _____ | 4. 2 nd Methods course (outside GWS) _____ |
| 2. GWS650 _____ | 5. GWS Area Seminar _____ |
| 3. GWS630 _____ | 6. GWS Area Seminar _____ |

Additional required skill will be fulfilled by: _____

NOTE: Please specify additional area seminars from GWS600 or GWS700 topics courses. If any required course is waived because of previous coursework from an MA program, please note that.

ADDITIONAL COURSEWORK

- | | |
|----------|-----------|
| 7. _____ | 10. _____ |
| 8. _____ | 11. _____ |
| 9. _____ | 12. _____ |

Additional Courses recommended by Committee: _____

Reminder: Students entering with an MA must complete a minimum of 18 hours before being eligible for qualifying exams. Students entering without an MA must complete a minimum of 36 hours before being eligible for qualifying exams.

ADVISORY COMMITTEE (at least 3 members of your committee must have FULL Graduate School Status and your committee Chair must have FULL Graduate School Status; note co-chair if applicable):

1. Committee Chair: _____
 2. _____
 3. _____
 4. Outside member name/dept: _____
- Additional members if applicable _____

Attach all required progress reports and petitions related to coursework.

Required Signatures:

Student: _____ Date: _____
 Committee Chair _____ Date: _____
 Director of Graduate Studies: _____ Date: _____

GWS MA Program of Study Form (01.01.14, check for updated rules)

Name: _____
 Check one: Plan A (Thesis) _____
 Plan B (exams): _____
 Committee Meeting Date: _____
 Thesis Defense Date: _____
 Written Exam Date: _____
 Date Degree Expected: _____

REQUIRED COURSES

1. GWS640 _____	4. Additional Skill _____
2. GWS650 _____	5. GWS Area Seminar _____
3. GWS630 _____	6. GWS Area Seminar _____

Please specify additional skill course and area seminars from GWS600 or GWS700 topics courses

ADDITIONAL COURSEWORK

Plan A and B: Seminar: _____
 Seminar: _____

Students should make sure that their courses meet the level distribution requirements of the Graduate School.

Plan A only: GWS748 _____

Additional Plan B coursework (6 hours):

Seminar: _____
 Seminar: _____

Additional Courses recommended by Committee: _____

ADVISORY COMMITTEE (your committee Chair must have FULL Graduate School Status; note co-chair if applicable):

1. Committee Chair: _____
 2. _____
 3. _____

Additional members if applicable _____

Attach all required progress reports and petitions related to coursework.

Required Signatures:

Student: _____ Date: _____

Committee Chair _____ Date: _____

Director of Graduate Studies: _____ Date: _____

Incomplete Grades for GWS Graduate Coursework¹

An incomplete (“I”) grade may be assigned to a graduate student if a part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. All “I” grades must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the “I” grade was awarded or prior to the student’s graduation, whichever occurs first. If an “I” grade has not been replaced within the allowable period, the University Registrar shall change the “I” grade to a grade of “E” on the student’s permanent academic record and adjust the student’s grade-point standing accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School on recommendation of the DGS in the student’s program. In exceptional circumstances, the Dean of the Graduate School will consider one semester extensions of “I” grades beyond the 12 month period only (the combined summer terms count as one semester).

In addition, the Instructor of Record must specify the remaining work necessary for the satisfaction of the course requirements, and the time frame over which this work will be completed. All work must be completed, and the grade assigned by the last day of final exams for the semester in which the extension is granted. Note that there are certain courses (seminars, independent work courses, research courses) in which a grade of “S” may be more appropriate than an incomplete; the grade of “S” is not affected by the policy described above.

Instructors of Record who assign an I grade should file with the student’s Director of Graduate Studies information which includes 1) the name of the student, 2) the course number and hours of credit, 3) the semester and year of enrollment, 4) specific information on the work to be completed before a final grade can be assigned, and 5) the time frame in which the specific requirements are to be met (not to exceed 12 months). Graduate students are urged to consult with their Director of Graduate Studies concerning procedures relative to the awarding of I grades and the conditions under which they may be removed.

¹ Full documentation for Incomplete procedures can be found on pages 14-15 at:
<http://www.research.uky.edu/gs/FacultyandStaff/Documents/dgshandbook.pdf> and
<http://www.uky.edu/StudentAffairs/Code/Section%20V.pdf>

Record of Incomplete (I) Grade

(for GWS graduate courses)

Student name: [_____]
 Student number: [_____]
 Student email: [_____]
 Course & section: [_____]
 Semester & year: [_____]
 Course credit hrs: [_____]
 Professor name: [_____]
 Professor phone: [_____]
 Professor email: [_____]

Statement of reason(s) for recording the Incomplete:

[_____]

Description of the specific work to be completed. Please be specific, assuming that this description represents the actual work that must be completed to be evaluated by the Ombud in a case of appeal.

[_____]

Statement of how grade on the work to be completed will affect the final course grade (e.g., "An 'A' on this work will result in a final grade of 'B'"):

[_____]

Date of completion agreement: The work specific under "Description of the specific work to be completed" (above) must be completed and an appropriate grade change must be submitted by [_____] or the "I" will be replaced by a grade of "E" on the student's permanent academic record. This date, as specified by the instructor, shall not exceed 12 months from the end of the term in which the "I" was awarded or prior to the student's graduate, whichever occurs first.

Student's signature: [_____]

Date: [_____]

Professor's signature: [_____]

Date: [_____]

One copy of this form should be given to the GWS DGS. If the student is not from the GWS department, a copy should also be given to the DGS in the student's department. Both students and instructors are advised to also retain a copy for their records.²
