

WELCOME

On behalf of the faculty and staff of the Women's & Gender Studies Graduate Program, welcome to Rutgers University. We hope that you will find your graduate studies at Rutgers intellectually stimulating and personally rewarding.

This handbook is designed to provide an overview of the requirements for the successful completion of your graduate program. It complements the current catalogue of the Graduate School-New Brunswick, which provides general information about the rules and regulations pertaining to all graduate programs.

The handbook also provides information about some of the resources of the Women's & Gender Studies community at Rutgers including information about the Graduate Faculty in Women's & Gender Studies, the nationally and internationally renowned research institutes devoted to the study of women and gender, doctoral programs that feature concentrations in feminist scholarship, Rutgers extensive library holdings and archival resources on women and gender.

At its best, graduate education involves intensive intellectual labor within the contours of course offerings, as well as rich co-curricular experiences such as lectures by distinguished scholars, academic conferences, in-depth research opportunities, topical discussion groups, internships and practicum, as well as international travel and exchange programs. Rutgers offers all of these opportunities in abundance. Detailed information about these opportunities will be provided regularly through email announcements and flyers. We hope that you participate in a wide range of these programs during your course of study.

We wish you success in your graduate studies. And we hope that you will flourish in the Graduate Program and in the lively community of Women's & Gender Studies at Rutgers University.

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WOMEN'S & GENDER STUDIES AT RUTGERS

Women's & Gender Studies Department

Since its creation in 1973, Women's & Gender Studies at Rutgers has become one of the strongest programs in the United States, enrolling 2000 students in undergraduate courses annually, 200 undergraduates in major and minor degree programs, 21 students in the M.A. program, 33 students in the Ph.D. program, and over 100 graduate students from departments across the University in the graduate certificate program. In 2001, the Women's Studies Program became the Women's & Gender Studies Department. The Department faculty includes 27 core faculty members and 100 graduate faculty members whose expertise in women's and gender studies is enriched by specializations in arts, anthropology, classics, comparative literature, education, ethnic studies, feminist theory, geography, history, law, literatures in English, French and Spanish, philosophy, political science, and sociology.

Graduate faculty members offer required and elective courses, serve on practicum, thesis, and dissertation committees, provide research and teaching opportunities for WGS graduate students, and serve as advisors and mentors to individual students. A complete list of feminist scholars participating as graduate faculty members in Women's & Gender Studies is included at the end of this handbook.

Augmenting the core and graduate faculty in the Women's & Gender Studies Department, scholars from a wide array of departments, schools, centers, and institutes contribute to the community of feminist scholars at Rutgers.

The interdisciplinary Ph.D. program in Women's & Gender Studies investigates gender and sexuality in social, cultural, and historical contexts from cross-cultural and multiracial perspectives. The graduate course offerings explore the intricate connections between feminist theory and practice, illuminate the intersections of gender and sexual identities with other socially and culturally produced identities, and consider women's and gender issues in a global context.

The University

Rutgers, The State University of New Jersey, is a major research institution with a distinguished history in feminist teaching and scholarship. It has one of the oldest and most respected Women's & Gender Studies programs in the world. It was among the first universities in the U.S. to offer doctoral programs in Gender and Literature, Women's History, Women and Politics, and Sociology of Gender. The University also hosts nationally and internationally renowned research institutes devoted to the study of women and gender. The Women's & Gender Studies Department is a participating member of the Institute for Women's Leadership consortium, which brings together women's education, research, and policy initiatives on the Rutgers, New Brunswick campus. The Rutgers University Library provides one of the nation's most extensive collections in women's and gender studies. Rutgers is also the home of Douglass Residential College, one of the largest undergraduate women's colleges in the United States.

Rutgers Libraries

The Mabel Smith Douglass Library on the Douglass College Campus is the primary subject library for women's and gender studies. The collections available include monographs, serials, primary and secondary sources, videos and films, specialized microform collections, women's history manuscripts and archives. The Margery Somers Foster Center is in the process of creating an interactive, virtual archive for women's and gender studies scholarship, making many of the University's archival resources available on-line for research and instructional purposes. A specialist librarian in women's and gender studies, Kayo Denda, serves the Women's & Gender Studies community.

Rutgers University Libraries. Students have access to collections and resources at Rutgers University's twenty-six libraries and centers located on Rutgers' campuses in New Brunswick/Piscataway, Camden, and Newark, as well as RU-Online, a digital library. In addition, Rutgers libraries participate in Pennsylvania Academic

Library Consortium, Inc (PALCI), which provides access to additional resources through E-ZBorrow.

The Community of Feminist Scholars

Endowed Chairs

The Laurie New Jersey Chair in Women's Studies at Douglass College brings to the campus distinguished feminist scholars and activists who remain in residence for a semester (or a year). Each Laurie Chair teaches an interdisciplinary seminar in the area of her expertise. Laurie Chairs have included feminist philosophers Alison Jaggar, Nancy Hartsock, and Elizabeth Grosz, feminist science studies scholar Karen Barad, and internationally renowned women's rights activists Charlotte Bunch, Helen Butegwa, Helen Caldicott, Sara Ahmed, Diane Elson, Tawadros Giland, curator, writer & CEO and Dazon Dizon Diallo. The Office of the Laurie Chair is on the third floor of the Ruth Dill Johnson Crockett Building, 162 Ryders Lane.

The Wynona Lipman Chair in Women's Political Leadership, created by the New Jersey legislature to honor Wynona Lipman, honors the first African American woman to serve in the New Jersey Senate. During her 27 years in office, Senator Lipman championed the causes of women and people of color. The Lipman Chair was inaugurated by Shirley Chisholm, the first African American woman to serve in the U.S. Congress and the first black woman to launch a campaign for the Presidency of the United States. Lipman Chairs have included Gertrude Fester, anti-apartheid activist and South African Parliamentarian; Alexis Herman, former U.S. Secretary of Labor; and Columbia University Law Professor and MacArthur Fellow, Patricia Williams. The office of the Lipman Chair is at the Center for American Women and Politics, Eagleton Institute of Politics, 191 Ryders Lane.

Institutes and Centers

Rutgers has an extraordinary array of research centers and institutes devoted to the study of women and gender, to advocacy on behalf of women and gender equity, and to the promotion of women's leadership locally, nationally, and globally. Each of these centers and institutes provides diverse opportunities for internships and

practicums, and for graduate student employment. Each also sponsors speakers, conferences, and special events.

The Center for American Women and Politics (CAWP) is the oldest and most respected University-based research center devoted to the study of women and politics in the United States. It organizes conferences and programs for women public officials, activists and scholars; it conducts research about women and politics, and it recruits and trains young women for political leadership through its award-winning NEW Leadership Program. CAWP is part of the Eagleton Institute of Politics at Woodlawn, Douglass Campus.

<http://www.cawp.rutgers.edu/>

The Center for Women's Global Leadership (Global Center) develops and facilitates women's leadership in policy-making in local, national, and international arenas. The Global Center promotes advocacy, organizing and research for women's human rights and social justice worldwide through its residential training institutes and global mobilization campaigns on behalf of women's human rights. The Global Center is located at 160 Ryders Lane, Douglass Campus. <http://www.cwgl.rutgers.edu/>

The Center for Women and Work addresses the needs of working women by studying public policies in the field, conducting research on issues of concern, and sponsoring educational programs for working women, policy makers, corporate leaders and community organizations. The Center for Women and Work is located in the School of Management and Labor Relations.

<http://smlr.rutgers.edu/cww>

The Institute for Research on Women (IRW) advances and disseminates new scholarship and thinking on women and gender, and works to strengthen the study of women's issues across academic disciplines, as well as among individual scholars and activists. The IRW sponsors an annual research seminar, lecture series, conferences and discussion groups exploring path-breaking work in the study of gender and in feminist theory. The IRW also hosts visiting scholars from the U.S. and abroad who come to Rutgers for a semester or year to pursue their research in the context of an innovative community of feminist scholars. The IRW is located at 160 Ryders Lane.

<http://irw.rutgers.edu/>

The Center for Women in the Arts and Humanities (CWAH) brings together Rutgers' faculty, curators, researchers and artists to promote the study of women and art. The Institute supports and sponsors scholarship, research, exhibitions and programming on topics pertaining to women in art, including attention to past inequities, and promotes the transformation of policies, institutions, attitudes and social structures. It acts as a catalyst for creating an intellectual community among scholars and practitioners associated with Rutgers University and cooperates with other feminist, leadership and visual arts organizations. The *Center for Women in the Arts and Humanities (CWAH)* advances the development of Rutgers University as an internationally-known center for the study of women and art. The CWAH is located at 640 Bartholomew Road, #125A, Busch Campus. (<http://iwa.rutgers.edu/>)

The Institute for Women's Leadership (IWL) The Institute for Women's Leadership is a consortium at Douglass College dedicated to examining issues of leadership and advancing women's leadership in education, research, politics, the workplace and the world. The Institute supports member units' missions as well as develops a collective focus on women's leadership for social change. The IWL seeks to develop women leaders committed to a new vision of leadership, dedicated to improving people's lives and creating a world with human rights and social-economic justice. The IWL is located on the third floor of the Ruth Dill Johnson Crockett Building, 162 Ryders Lane. <http://iwl.rutgers.edu/>

The Center on Violence Against Women & Children (VAWC) strives to eliminate physical, sexual, and other forms of violence against women and children and the power imbalances that permit them. VAWC facilitates a collaborative, multidisciplinary approach to research, training, and education aimed at eradicating violence against women and children. <http://socialwork.rutgers.edu/CentersandPrograms/VAWC.aspx>

The Office for the Promotion of Women in Science, Engineering and Mathematics (WiSEM) seeks to improve the stature of women at all levels within Rutgers University through networking events, career development workshops and initiatives for

increased visibility and collaborations. WiSEM is located on Busch Campus at 640 Bartholomew Road. <http://sciencewomen.rutgers.edu/>

Other Institutes and Centers

In addition to the Rutgers Centers and Institutes whose missions are uniquely focused on the study of women and gender, Women's & Gender Studies graduate students also participate and find work in programs at the *Eagleton Institute of Politics*, the *Institute for Health, Health Care Policy, and Aging*, the *Center for Historical Analysis*, the *Center for Cultural Analysis*, the *Center for Negotiation and Conflict Resolution*, the *Walt Whitman Center for the Culture and Politics of Democracy* and *Center for Race and Ethnicity*.

Course Descriptions for all WGS Graduate Courses

510 Proseminar: Technologies and Poetics of Gender and Sexuality

This concentration investigates the hierarchical production of cultural differences. Technologies of gender and sexuality refer to the manifold imaginary and material practices through which such categorical differences inform particular social and historical contexts. The poetics of gender and sexuality involve the creative and symbolic work that situates "difference" as a defining element of human relationships and cultural meanings.

988:515 Feminism: Theory and Practice

This course aims to illuminate the interconnections between theory and practice by exploring particular modes of feminist activism and the complex theoretical issues that feminist praxis raises. The course seeks to foster an understanding of the multiple ways that feminist theory has opened our imaginations to the possibilities for inclusive democratic practices and has expanded the repertoire of strategies for realizing social change.

988:520 Proseminar: Agency, Subjectivity and Social Change

This course investigates women's mobilizations to transform social and political institutions, which

also may impact women activists themselves. Examining global feminist movements in the past as well as in the contemporary world, this course seeks to explicate how women's activism and agency continue to challenge dominant discourses on agency, subjectivity, culture, politics, authority, religion, and society.

988:525 Colloquium

Topic varies according to instructor.

**988:530 Proseminar: Gendered Borders/
Changing Boundaries**

Feminist scholarship has sought to challenge and de-center many traditional boundaries by cultivating voices "from the margin" and exploring dimensions of women's experiences that defy these boundaries. This concentration examines how feminist scholarship can illuminate phenomena such as fluctuating national borders, shifting contours of sovereignty, displacement, immigration and diasporas, uncertain global economies, hybrid identities, and changing sexualities.

988:535 Gender and Human Rights

The history and discourse of women's human rights. United Nations instruments; reframing of human rights as women's rights; gender-based violence; health; sexuality.

988:536 Gender and Development

This course analyzes women's location in economic development processes within theoretical frameworks; reflects upon linkages between the global economy and gendered processes of development; and examines a rights-based approach to gender justice.

988:537 Poverty, Inequality, and Gender

This course examines the intersection of poverty, inequality and gender by exploring feminist approaches to theorizing, measuring, and experiencing the relationship between capitalist development and gender and race/ethnic inequality and poverty.

**988:545 Understanding Quantitative Methods
in Feminist Research**

Introduction to quantitative methods in feminist research, with an emphasis on interpretation of quantitative claims as well as feminist uses and critiques of quantitative methods.

988:555 Advanced Topics in Feminist Theory

Topic varies according to specialization of instructor.

988:561 Black Feminist Theories

This course provides a broad survey of contemporary Black feminist theory, including the emergence of Black feminist thought and political action, key actors and debates, theoretical engagements with questions of gender, racial, and sexual difference.

988:582 Feminist Genealogies

As a methodology, genealogy does not trace concepts back to their origins (a task which presupposes continuity), but to points at which contradictions and contestations erupt in a manner productive of later discursive formations. This course examines key modern theories whose contradictions provoked feminist thought and elicited feminist critiques (for example, Hegelian, Liberal, Marxist, Existentialist and others).

988:583 Contemporary Feminist Theories

This course examines how recent feminist theories have critiqued a variety of traditional boundaries such as theoretical categories of identity, global hierarchies of power, and disciplinary boundaries. The original contributions of feminist theories to conceptual thinking will be explored around key concepts such as agency, identity, difference, location, intersectionality, transnationalism and nationalism, representation, resistance, power and sexuality.

988:587 Feminist Pedagogies

This course examines theories and practices of feminist pedagogy, engaging both practical issues of teaching interdisciplinary thinking about gender in a classroom, issues of the connection of theory to practice, and feminist critiques of educational practices.

988:590 Independent Study

WGS Graduate Students with an interest in a specialized area not represented in the current curriculum may arrange an Independent Study under the supervision of a member of the Graduate Faculty.

988:602 Feminist Methodologies

This course focuses on both the advantages and

disadvantages of different philosophical, methodological, theoretical, and disciplinary traditions for contributing to our knowledge of central issues in women's and gender studies. The goal is to provide students with the critical tools to utilize and interrogate existing methodologies and to adapt them to the enterprise of feminist research. What counts as authoritative knowledge? What defines good research and bad research? What is the role of the social in the constitution of knowledge? What constitutes research as *feminist*?

988:603 Feminist Knowledge Production

This course is an introduction to many of the methods used in feminist interdisciplinary research. The course looks at how to formulate a research question, collect data, interpret and analyze evidence, and report research results. The course will be a forum to apply knowledge of methods and methodologies to students' own research and research-activist interests.

THE PH.D. PROGRAM

Admissions Criteria

The Ph.D. program is designed for students seeking advanced interdisciplinary training in the field of women's and gender studies. Since the entering class each year is very small (4-5 funded students), admissions are highly competitive. Preference is given to students who demonstrate excellence in analytical abilities and creativity in interdisciplinary research pertaining to women, gender, and/or sexuality. Students applying to the doctoral program will be selected both on the basis of the excellence of their preparation for doctoral level work, and on the intersection of their research interests with those of the faculty at Rutgers.

All applicants must have completed a B.A. degree from an accredited college or university in the United States or a comparable institution in another country. Students must submit transcripts, a personal statement concerning their intellectual interests and their reasons for graduate studies, a writing sample that demonstrates their analytical abilities, and three letters of recommendation from scholars familiar with their academic work. Students must also submit GRE scores. Students whose native language is something other than English must submit scores from TOEFL (Test of English as a Foreign Language).

Application Procedures

The administration of the admissions process is handled by the Office of Graduate and

Professional Admissions. Applicants to the Ph.D. Program in Women's & Gender Studies must apply for admission through the Graduate School-New Brunswick. For application information and to apply on-line, applicants should go to <http://gradstudy.rutgers.edu/>

The deadline for applications is January 5. All materials including transcripts, personal statements, writing samples and letters of recommendation must arrive by the application deadline. To avoid delays in the processing of applications, all materials should be sent directly to the Office of Graduate and Professional Admissions.

A Committee of the Graduate Faculty in Women's & Gender Studies carefully reviews all application materials and makes recommendations for admission to the Graduate School. Every effort will be made to inform students of decisions concerning their admission by early March.

Fellowships and Funding Opportunities

All students admitted to the Ph.D. Program are funded through fellowships and teaching assistantships in the Women's & Gender Studies Department or Graduate Research Assistantships. Additional work and research opportunities are available in the units of the Institute for Women's Leadership.

Students receiving departmental funding in the form of fellowships, assistantships, tuition remission, or other assistance are expected to maintain good academic standing, to be pursuing full-time graduate studies, and to be making demonstrable progress toward their degrees.

Various opportunities for funding exist throughout the year from the Graduate School, the Mellon Foundation, the Graduate Student Professionalization Fund, and the Summer Research Grants. Funding applications must be typed and not handwritten. Students are expected to read and follow application directions carefully. Multiple submissions of the same application will not be accepted, and the department is not responsible for organizing student applications.

The Graduate School has three cycles of conference funding yearly; students may apply once a year for a maximum of \$300. The Graduate School prioritizes funding for students who wish to present at large annual association conferences such as the National Women's Studies Association. Small conferences will typically not be funded. The Department also has funding up to \$500 available once a year. Conference funding is generally reserved for students who are ABD. Students are expected to be focused on seminar work for the first three years and begin presenting at conferences after attaining ABD status.

CHASER: The Resource Center for Graduate Student External Support

The Graduate School provides outstanding services and support for students who wish to compete for external funding. All Ph.D. students are expected to familiarize themselves with these resources early in their careers. <http://chaser.rutgers.edu/>

Advising

All entering Ph.D. students are expected to meet with the Graduate Director upon entering the program. The Graduate Director will work with the student to plan a course of study and to advise the student on appropriate courses for the first year. The Director will serve as the initial advisor for all incoming Ph.D. students; however, all Ph.D. students will be expected to select a primary advisor from among the Graduate Faculty by the

end of their first year. The primary advisor will assist the student in developing research interests and in identifying appropriate resources both in the University and elsewhere to support the student's work.

Advisor and Student Responsibilities

The advisor can be a student's most important ally and aide in graduate study. Developing and cultivating a relationship with one's advisor will give the advisor a better opportunity to serve as an advocate and mentor, to identify potential opportunities that might otherwise be overlooked, and to help the student succeed.

Students are expected to meet formally with their advisors at least twice a semester. Near the beginning of the semester, students should meet with advisors to review the previous semester and discuss current projects and courses. Toward the end of each semester, students should meet with advisors to discuss course selection and other plans for research and study. Ideally, students will meet more frequently with their advisors.

Advisors will receive end of semester reports for each student noting courses completed, grades and incompletes. Advisors should bring any areas of potential concern to the attention of the student, and follow up with the Graduate Director as needed.

Advisors should attempt to remain apprised of their students' progress, and to be aware should any difficulties arise. Advisors may serve as advocates in the students' relations with the Graduate Program, other faculty members, or the University. Often it is the advisor who is in the best position to intervene on behalf of a student and help a student with difficulties achieve a satisfactory resolution.

Registration for Courses

Incoming Ph.D. students will receive information from Women's & Gender Studies concerning their first fall registration. All in-coming students must attend the orientation organized by Women's & Gender Studies. The orientation will be held each year during the week before the official start of classes. The orientation will include advising for course selection for the fall semester.

Registration begins in late March and early April for the fall semester and late October and early November for the spring semester. During this period, students may register using Rutgers Touchtone Telephone Registration System (RTTRS), or WEBREG Online Registration <https://sims.rutgers.edu/webreg/>, or through in-person registration. The RTTRS Telephone System can be accessed using (732) 445-4357. Term bills can be paid in person at any Cashier's Office, or on-line at <http://www.studentabc.rutgers.edu/>

Students are responsible for managing and monitoring their registration status. The Women's and Gender Studies department is not responsible for fixing registration mistakes or oversights.

Program Requirements

The program includes 21 credits for core courses in feminist theory, methods, pedagogy, and proseminar areas, and 18 credits of additional course work. All core courses are to be taken at Rutgers in the Women's and Gender Studies department, not at other institutions or in other departments. Other substantive requirements include successful completion of qualifying examinations, demonstration of working knowledge of a second language, and writing and defense of the doctoral dissertation.

Ph.D. students must complete 7 courses (21 core credits) as follows:

1. **988:582** Feminist Genealogies
2. **988:587** Feminist Pedagogies
3. **988:603** Feminist Knowledge Production
4. An additional course in Feminist Theory, chosen from designated 988 courses*
5. An additional course in Feminist Methods, chosen from designated 988 courses*

* Students may substitute a colloquium (988:525) for their additional theory course **or** for their additional methodology course.

6. Two out of the three regularly offered Proseminars:

988:510 Technologies and Poetics of Gender and Sexuality

988:520 Agency, Subjectivity and Social Change

988:530 Gendered Borders/Changing Boundaries

Attendance

Seminar attendance is **mandatory** for all students. While individual professors may have their own grading policies for attendance, seminar attendance is considered part of the yearly progress evaluations.

TA's must attend all their classes and cannot cancel class to attend conferences. If a class has to be cancelled due to illness, TA's must contact the undergraduate director immediately.

Students are required to attend all departmental events.

Publications

Students are expected to focus on seminar work and to refrain from major publishing until they are ABD. Exceptions include book reviews, submissions on graduate student journals, or special issues related to their research.

Language Proficiency

Ph.D. students must demonstrate working knowledge of a second language. Proficiency is generally understood to be equivalent to completion of the "intermediate" level of study. Given the time required to develop proficiency, students without second language skills are encouraged to begin language training within the first three semesters of their arrival at Rutgers.

The language proficiency requirement may be satisfied with one of the following options:

A) Take a graduate language proficiency exam through Rutgers, available at <http://languageinstitute.rutgers.edu/GPE.php>. This exam, which tests reading knowledge, is given four times per year.

B) Complete one semester of foreign language instruction at the intermediate level at Rutgers.

C) Complete a summer foreign language reading course offered by the Transliterations Project at Rutgers (<http://translit.rutgers.edu/summer.html>). These are free, non-credit courses (so students do not need to pay summer session tuition), but they are graded, and they are only open to Rutgers graduate students. These courses are generally not onerous and are a good option for grad students to fulfill their language proficiency requirement, especially students with no background in a particular foreign language.

D) Obtain exemption from graduate director due to status as a bilingual or multi-lingual student for whom English is a second language.

E) Provide documentation of foreign language instruction through a different organization in the case of field work or summer study elsewhere. This instruction should be the equivalent of one semester of foreign language instruction at the intermediate level.

Registration and Credits to Degree

The Graduate School requires a total of 72 credits for the Ph.D., of which a minimum of 24 credits are required to be devoted to dissertation research subsequent to passing the qualifying exams. The WGS Ph.D. requires a minimum 39 credits of coursework. The remaining required 9 credits may be satisfied in a number of ways, depending on the individual student's needs.

Summary of Required Credits for Ph.D.

- * 39 WGS/cognate course credits
- * 24 dissertation research credits (988:701 and 988:702)
- * 9 other credits

Options for 9 "other" credits: Any combination of the following

1. Additional course work: languages, other WGS or cognate courses.
2. Transfer credits.
3. Up to 9 credits in the following courses:

988:601 Readings in Women's & Gender Studies

Intensive reading in feminist theory and women's and gender studies scholarship in preparation for the Ph.D. qualifying examination. To be taken in the semester preceding exams.

988:604,605 Women's & Gender Studies Dissertation Proposal

Independent work towards preparation of dissertation including literature review, preliminary data collection, preliminary research and writing. To be taken in the semester preceding or the semester of the examination.

4. Research credits (988:701 and 988:702) in excess of the required 24 dissertation research credits.

Minimum and Maximum Credits

1. The maximum number of credits allowed per semester is 16.
2. After the completion of course work and exams, all students MUST register for at least one credit per semester (fall/spring) until completion of the degree, regardless of the total number of credits.
3. Students in residence at Rutgers must register for at least three credits per semester until they reach 72 credits, after which time they must register for one credit per semester.
4. During the exam and post-qualifying dissertation phase, students should plan their registration over time to insure that they do not over-enroll in research or "other" credits (988:701, 702, 601, 604, 605). For students receiving tuition remission, the Graduate School must pay for each credit for which a student registers, and it seeks to limit such payments to 72 credits per student.

Teaching Assistant/Graduate Assistant Registration

1. Students with a Teaching or Graduate Assistantship must register for 6 "E" credits each semester they hold the Assistantship. These credits do not count toward the degree, but they do count toward the maximum allowed credits per semester, therefore TA/GAs may not enroll in more

than 10 additional credits during fall and spring.

2. Teaching or Graduate Assistants are entitled to register for up to 6 credits toward the degree over the summer following the appointment.

International Students

1. International students must register for at least 9 credits per semester until they complete 72 credits. After 72 credits, international students may register for as little as one credit per semester and retain their student status.
2. ALL international graduate students who register for fewer than 9 credits MUST submit a form to the Center for International Student Services for each semester in which they register for fewer than 9 credits. The form they must submit will depend upon their situation:
 - a. In the FIRST semester in which they are registered for 1 credit because they have completed all required credits, they MUST submit a "Reduced Credit Form" (signed by the GPD) to the International Center.
 - b. If they have already submitted at least ONE "Reduced Credit Form" (signed by the GPD) that certifies the student has completed all required credits, they can then submit a "Confirmation of Reduced Credits" (signed by the student only) in subsequent semesters for which they register for 1 credit.

Other Options for Credit Towards Degree

988:590 Independent Study

WGS Graduate Students with an interest in a specialized area not represented in the current curriculum may arrange an Independent Study under the supervision of a member of the Graduate Faculty. As the supervision of Independent Study requires a significant investment and preparation on the part of the faculty member involved, students should approach possibly faculty supervisors well in advance of the anticipated semester of enrollment.

Normally, no more than 6 credits of Independent Study may be counted toward the 39 credits of coursework required by the Department. All Independent Studies must be approved by the Graduate Director. To obtain approval, students must submit a memo of agreement signed by the student and the faculty supervisor which includes: a brief synopsis of the topic and content of the Independent Study; an outline of the reading or research which will be undertaken; and a statement of the assignments that will be used as a basis for the determination of completion and grading. After the memo of agreement has been submitted, the student may register for Independent Study.

On completion of the Independent Study, the faculty supervisor must communicate the final grade to the Graduate Director for submission to the Graduate School.

Proseminars and Areas of Concentration

Feminist scholars at Rutgers have identified three innovative areas of focus to shape the interdisciplinary Ph.D. in Women's & Gender Studies. These areas are designed to stimulate original scholarship addressing new research questions and fostering the growth of feminist inquiry and practice. Each area of concentration is introduced through a proseminar that presents key questions, theories, methodologies, and empirical case studies.

988:510 Proseminar: Technologies and Poetics of Gender and Sexuality

This concentration investigates the hierarchical production of cultural differences. Technologies of gender and sexuality refer to the manifold imaginary and material practices through which such categorical differences inform particular social and historical contexts. The poetics of gender and sexuality involve the creative and symbolic work that situates "difference" as a defining element of human relationships and cultural meanings.

988:520 Proseminar: Agency, Subjectivity and Social Change

This course investigates women's mobilizations to transform social and political institutions, which also may impact women activists themselves. Examining global feminist movements in the past as well as in the contemporary world, this course seeks to

explicate how women's activism and agency continue to challenge dominant discourses on agency, subjectivity, culture, politics, authority, religion, and society.

988:530 Proseminar: Gendered Borders/ Changing Boundaries

Feminist scholarship has sought to challenge and de-center many traditional boundaries by cultivating voices "from the margin" and exploring dimensions of women's experiences that defy these boundaries. This concentration examines how feminist scholarship can illuminate phenomena such as fluctuating national borders, shifting contours of sovereignty, displacement, immigration and diasporas, uncertain global economies, hybrid identities, and changing sexualities.

Admission to Candidacy: The Qualifying Examination

The qualifying examination determines whether a student is prepared for admission to candidacy for the Ph.D. degree. Ph.D. students in Women's & Gender Studies must complete Written and Oral Qualifying Examinations within 12 months of the completion of course work (minimum 39 credits) and prior to admission to candidacy status. Qualifying exams include both a written and an oral component which address (1) the general field of women's and gender studies, (2) a specific area of specialization, and (3) goals for dissertation research. Students preparing for Qualifying Exams should complete and maintain the *Ph.D. Qualifying Exam and Dissertation Committee Form* available from the Graduate Secretary. This form records committee membership, topics, and student progress through the exam and proposal stages of the Ph.D.

All exams will be graded "Pass" or "No Pass." No gradations of passing or distinction will be conferred.

The Written Exam

The written portion of the Qualifying Examinations is administered twice a year during the fall and spring semesters. Normally, students are expected to sit for written exams at the first offered date following the completion of their

coursework. Students *must* sit for written exams within 9 months of the completion of coursework.

The Written Exam will be administered to all students in a given academic year by a common faculty committee. Members of the committee will be announced in the Spring for service in the following academic year.

Written Exam Components

In consultation with the Graduate Director, members of the faculty serving on Exam Committees will develop a written exam consisting of two parts:

Part A is designed to demonstrate breadth of knowledge concerning the field of women's and gender studies, including major theoretical approaches and their methodological implications, core concepts, interdisciplinary methods of analysis, and substantive research findings. This section should include 3-4 questions, of which the student must answer 2 questions.

Part B will focus on the individual areas of concentration (Technologies and Poetics of Gender and Sexuality; Agency, Subjectivity, and Social Change; or Gendered Borders/Changing Boundaries). Questions in this section will be designed to tap the student's understanding of the central issues shaping each research field and the student's ability to analyze critically a range of scholarship. This section should include 2-3 questions, of which the student must answer one question.

Administration of the Exam

Exams will be distributed on a Monday morning (no later than noon) and must be returned by Friday no later than noon. Exams may be turned in earlier. Answers to questions may be no longer than 15 pages. The exam is constructed as an approximately 24 hour exam, but the five day period is provided so that students may complete the exam in the most effective way possible. Students sitting for qualifying exams are expected to have achieved sufficient facility with the key bibliography such that their textual references are clear and specific.

The committee will read and evaluate the written exam, and determine whether it is of passing quality.

If the written exam passes, the student may continue to the oral examination.

Repeating the Written Exam

Students who do not pass the first time must retake the exam during the next regularly scheduled period. Students who do not retake the exam within the specified time frame or who take the exam a second time and do not pass will not be permitted to continue to progress toward the Ph.D.

The Written Exam may be repeated once. Once a student has received the exam questions, the student will be considered to have taken the exam, and will have only one subsequent opportunity to take it whether a completed exam is submitted or not.

Postponing the Written Exam

In the event of illness or emergency, a student may petition in advance of the scheduled exam date for a specific short-term postponement for that individual student. Such petitions will be considered only in advance of the distribution of the exam, and will be granted only at the discretion of the Graduate Director and with the agreement of the Exam Committee. If no agreement can be reached, the student will take the exam at the next regularly scheduled exam period. An exam delayed under such circumstances will not be considered to have been attempted until the student actually takes the exam.

If the student becomes ill in the course of the exam, or following the distribution of the exam, the student may complete and submit the exam or not submit any response. Whether for reasons of illness or other contingency, a blank or non-submitted exam response will not be graded, but the student will have only one more opportunity to take and pass the exam.

The Oral Exam

While the written exam focuses on the general field of women's and gender studies, the oral exam will focus on the student's individual area of specialization, that is, the area of intended dissertation research.

The student should assemble a committee of four members of the Graduate Faculty who will serve as the oral exam committee and will be likely to continue as members of the student's dissertation committee. Students should consult with each faculty member they would like to serve on the committee. A preliminary bibliography related to the student's area of specialization should be submitted both to members of the orals committee and the Program at the time the committee is constituted. The student should register the names of the committee members on the *Ph.D. Qualifying Exam and Dissertation Committee Form*, and submit the preliminary bibliography to the Graduate Director.

No less than one week prior to the oral exam, the student must submit to their committee a final annotated bibliography indicating how the individual texts on the list contribute to the general areas of inquiry, research questions, and methods that the student expects to develop into a full dissertation proposal. This annotated bibliography will form the basis for questioning, which will engage the student's capacity to undertake independent and original scholarship in the student's chosen field. In addition the exam prepares the student to undertake more advanced dissertation research by brainstorming about ways to approach the proposed dissertation topic. The oral exam aims to assure that the student is ready to proceed with more detailed research and development of a dissertation topic.

The oral exam must occur no later than 3 months following the written exam (and no later than 12 months following the completion of course work). Students who have not completed their oral exam within the specified time frame, or who sit for the oral exam but do not pass, may be placed on academic probation for one semester during which period they are expected to complete and pass the oral exam. Failure to do so may result in suspension of funding or termination of studies.

When the student has passed the written and oral exams under the conditions described above, the student's oral exam committee will sign the candidacy form and the student will be advanced to candidacy (ABD).

Model Exam Timelines

While the written exam should be taken at the next offered date following the completion of coursework,

students have some flexibility in the timing of their oral exams and dissertation proposal defenses (see below). Specifically, students who begin their graduate study at Rutgers with more advanced preparation or a more developed area of specialization are expected to pursue a more accelerated path through the exams. Accelerated students may complete the exams and proposal defense in as short a time as is practicable. Students who opt to extend the time between stages to the maximum allowed should take into account funding considerations, particularly the annual cycle of application deadlines for external funding, when planning the schedule of development of their dissertation proposals.

Accelerated exam timeline

<i>Coursework complete</i>	
Spring of 2 nd year	Fall of 3 rd year
<i>Written exam</i>	
Sept 15th of 3 rd year	March 1 of 3 rd year
<i>Oral exam</i>	
Oct 1 of 3 rd year	April 1 of 3 rd year
<i>Proposal defense</i>	
Dec 15 of 3 rd year	May 15 of 3 rd year

Extended exam timeline

<i>Coursework complete</i>	
Spring of 2 nd year	Fall of 3 rd year
<i>Written exam</i>	
Sept 15th of 3 rd year	March 1 of 3 rd year
<i>Oral exam</i>	
Nov 15 of 3 rd year	May 15 of 3 rd year
<i>Proposal defense</i>	
March 1 of 3 rd year	Sept 1 of 4 th year

All dates are approximate, for the purpose of example. Written exam dates will be set by the Graduate Director; all other dates will be arranged with the appropriate committee.

Dissertation and Dissertation Committee

Each candidate for the doctorate pursues, under faculty direction, an original investigation of a problem or problems in a field of concentration and presents the results of the investigation in a dissertation. The member of the program faculty who supervises the student’s investigation becomes chairperson of the committee. The panel also

includes two members or associate members of the program faculty and an “outside” member, who is appointed by the program director in consultation with the student’s adviser. Whenever possible, “outside” shall be “outside the University.” The outside member is expected to be a recognized authority on the subject of the dissertation.

Substitutions in committee membership, once it has been determined, are the responsibility of the Program Director. Replacements will occur only if a member is unable to serve or if a student’s dissertation topic changes, requiring a new dissertation director and/or modification in the committee. In cases other than these, approval for changes in committee membership rests with the dean of the Graduate School–New Brunswick.

Graduate School Policy on the “Outside Member”

The Graduate School requires that one member of a Ph.D. dissertation committee be an individual who is not a member of the student’s degree program. This individual may be a Rutgers faculty member or someone from outside the university. Outside members are intended to bring a fresh perspective to the supervision of a student’s research and also to bring an unbiased look at the quality of the work. Therefore, they must be people with no conflict of interest with regard to assessment of the student’s work.

In a program such as Women's & Gender Studies there is such a broad inclusion of relevant individuals on program faculties that it may be challenging to find a Rutgers faculty member to appoint as an outside member of a dissertation committee who is not already a member of the program faculty. At the same time, the WGS Graduate Faculty is drawn from a wide range of units within Rutgers, such that there many faculty members of a program who have little professional contact.

The Graduate School has therefore deemed it permissible, in such situations, that the “outside” member be drawn from within the program faculty when it can be shown that that individual has no close personal or professional ties to the student, the adviser and other members of the committee. In these cases the outside member may not be a member of a department already represented on the committee. Requests for these exceptions will have

to demonstrate that this is the case and will require approval by the Graduate School.

Dissertation Proposal

Upon successful completion of the qualifying examinations, the student will work in consultation with her/his advisor and committee to develop a dissertation proposal. The maximum time allowed between completion of the Qualifying Examinations and the presentation of a dissertation proposal is 7 months; however, students are strongly encouraged to proceed expeditiously through the proposal stage and to develop their proposals quickly and efficiently.

Students should discuss the format and requirements for their particular proposal with their supervisor and committee members, but the dissertation proposal is generally expected to include:

- A critical review of the literature, which connects the specifics of the dissertation topic to larger themes and issues in the relevant field(s).
- A discussion of the rationale for, significance, and implications of the study. The dissertation is expected to make an original contribution to knowledge in the area of theory, empirical findings, and/or methodology.
- A statement of the research problem and possible hypotheses.
- Methodological design of the study.
- A detailed and extensive bibliography.

In so far as students will need a proposal or abstract to apply for outside funding, funding application considerations may also play a role in the development of the scope and content of the dissertation proposal.

Students are recommended to work closely with their committee members in developing their dissertation proposals. When the proposal is complete, the student must schedule an oral defense of the proposal. It is expected that this defense will be attended by the full committee, including all three internal members and where practical the outside member as well. However, there may be circumstances under which some members are not available during the desired period; students should consult with the Graduate

Director for approval to proceed with the defense with fewer than three members of the committee. If members of the committee are unable to participate in the oral defense, they should submit their suggestions and comments in writing. Three members of the committee must formally approve the proposal in order for the student to pass on to the writing of the dissertation. Approval of the dissertation proposal should be registered on the *Ph.D. Qualifying Exam and Dissertation Committee Form*.

Student Progress

Once the proposal has been accepted, the committee must be kept informed of the student's progress and must agree to follow the candidate's work and assist in its development. The committee also shall agree to give ample and early warning of any reservations concerning the student's progress and must specify in writing the changes required for dissertation acceptance.

Graduate School Policy on Time to degree

Ph.D. students in Women's and Gender Studies are expected to complete all requirements within the timetables indicated in this Handbook, and to complete and defend the dissertation in no more than six years from the time of initial matriculation.

The Graduate School will identify early each spring those doctoral students who have been (or will shortly be) enrolled for seven years and who have not filed for the degree. The students will be notified and the names of those notified sent to the programs. Students must file requests for extension and the program will decide whether or not to recommend in favor of those extensions. (Students who file for October degrees need not file for extensions.)

In the case of students who have passed the 7-year mark, requests for extension must be forwarded within ninety days of the original notification to the Graduate School for approval. (A program that decides not to recommend an extension must, within ninety days of the original notification, either ask the student to resign or take formal action to recommend termination of the student's status in the program.) In each case, these applications will be accompanied to the Graduate School by statements by the student's committee, the graduate program director and the student justifying the request for an extension (these may be the review statements already collected by the

program), and an estimate of the number of additional semesters required for the student to complete the Ph.D. degree.

Students may appeal decisions not to recommend extensions through the existing appeals process, as described in the catalogue.

Graduate School Definition of Dissertation

The Graduate School policy on Dissertations states: The dissertation itself must be a single entity and a clearly written account of the student's original research. In addition to a description of the details and results of the research, it should contain an appropriate general and contextual introduction, written at a level accessible to most other workers in the wider field. If the thesis consists of more than one piece of research, the elements of the dissertation must be related parts of a common research program and should be tied together in the introduction and the conclusion.

Dissertation Defense and Completion of Degree Requirements

A dissertation defense is held under the auspices of the committee in charge of the candidate's course of study. A candidate must defend the dissertation and otherwise satisfy the committee that he or she is qualified to receive the degree of Doctor of Philosophy.

The dissertation must be approved by a minimum of three members of a faculty committee of four members. For committees having more than four members, only one non approval is permitted.

At the time of the final defense, it is the responsibility of the candidate to obtain from the Office of the Graduate School the candidacy application (on which the result of the qualifying examination was recorded) for completion by the committee at the final examination. The same committee members also must sign the title page of the dissertation, signifying their acceptance of it. Once the program director certifies that all program requirements have been completed for the degree of Doctor of Philosophy, the candidate must return the candidacy application to the Office of the Graduate School.

Submission of Final Copy of the Dissertation

The final copy of the dissertation should be prepared in strict accordance with the instructions given in the pamphlet *Style Guide for Thesis and Dissertation Preparation*, available at the Graduate School Dean's Office. After the dissertation has been accepted by the committee, the required copies are to be filed with the Graduate School Dean's Office no later than the announced deadlines for completion of degree requirements. One copy will be bound and made available in a University library.

With the dissertation, the candidate is required to submit an abstract, not exceeding 350 words that embody the principal findings of his or her research. As with the dissertation, the abstract must be approved by the professor in charge of the work for the dissertation and accepted by the other members of the student's committee.

The two required copies of the thesis or dissertation submitted must be of excellent quality, correct in margin and format, and on 100 percent rag or cotton content bond paper.

All of the above materials must be submitted to the Graduate School Dean's Office no later than the announced deadlines for completion of degree requirements. The names of those failing to meet these deadlines will be removed automatically from the commencement list for that degree date.

Electronic submission of dissertation

Commencing with the October 2007 degree date, all theses and dissertations must be submitted electronically. This innovation replaces printed copies enabling researchers throughout the world access through RUCore, the Rutgers Community Repository (<http://rucore.libraries.rutgers.edu>). The website submit student ETDs is <https://etd.libraries.rutgers.edu/login.php>. A tutorial is available on this website to walk students through the submittal process. A link to the ETD submission website may also be found at the Graduate School's web page, <http://gsnb.rutgers.edu/index.php3>

Grades and Academic Standing

Satisfactory Performance

Ph.D. students are expected to maintain “good academic standing.” For doctoral students, minimum requirements for good academic standing include:

- Attainment of a grade of “A” in at least one 3-credit course per semester;
- No more than one grade of “B” in any semester. A second grade of “B” in a subsequent semester will be grounds for being placed on academic probation.
- Only courses receiving a grade of “B” or better will count toward the Ph.D. in Women’s & Gender Studies.
- Any student who receives a “C” in a course will be immediately put on academic probation.
- For full-time students, no fewer than 3 graduate level core or cognate courses completed per semester until coursework is complete. Students on assistantships are expected to complete no fewer than 2 graduate level core or cognate courses.

Students who receive grades resulting in automatic probation, or whose academic status is cause for concern for other reasons, will be notified by the Graduate Director. Following notification of probation, or at the conclusion of the probationary period, the Graduate Committee will be convened to consider the student’s circumstances and make recommendations. No student can remain on academic probation for more than two semesters. Students whose performance does not improve may face academic dismissal.

Academic Standing and Student Funding

Students who receive university financial support in the form of stipends, fellowships, Graduate Assistantships, Teaching Assistantships, tuition remission, and the like, are expected to perform at the highest academic and professional level both in their coursework and in the performance of any duties associated with their financial support. Assistantships are important opportunities for professional development of teaching, research, and professional skills which are an integral part of doctoral education. Students who exhibit unsatisfactory performance as determined by the job descriptions for TAs and GAs will not have their funding renewed in the subsequent period.

Fellowships and Assistantships are reserved for those students who maintain the highest level of academic excellence. Fellows and Assistants are expected to maintain a GPA no lower than 3.75 in any semester and no lower than 3.83 overall. Students who fail to make satisfactory academic progress in regards to coursework, exams, and dissertation research will not have their funding renewed in the subsequent period.

Appeals Process

Students who believe their work has been evaluated unfairly or incorrectly should first discuss the matter with the faculty member(s) involved. If the matter cannot be resolved to the student’s satisfaction, the student should appeal to the Graduate Director. If the Graduate Director cannot resolve the issue to the satisfaction of the student and the faculty member(s) involved, then the student should appeal to the WGS Graduate Committee. Students may also appeal decisions of the Graduate Director regarding status and progress to the Graduate Committee. If no resolution is forthcoming, the matter must be referred to the Graduate School for final resolution.

Incompletes

Grades of Incomplete are available only on a limited basis. No more than one grade of Incomplete is permitted in any one semester, and it must be removed within one year. No grade changes submitted later than two semesters past the conclusion of the course will be approved by the Graduate Director. Failure to resolve an Incomplete grade within the allowed time frame will result in a notation of “PIN” (permanent incomplete) on the transcript and no credit awarded for the course. Students with more than one outstanding Incomplete will not be allowed to register for classes

Transfer Credits

Ph.D. students may apply for transfer of up to 12 credits for relevant and acceptable graduate courses completed at other colleges and universities. Credits may not be transferred until students have completed at least 12 credits of graduate courses with a grade of B or better as a matriculated student at the Graduate School—New Brunswick. Transfer credits can only be used toward fulfillment of cognate or “other” course credits and cannot be substituted for any of the 18 core credits.

Transfer credits are subject to individual approval by both the Graduate Director and the Graduate School. Students must submit an application, evidence of completion (transcript), and course syllabi to the Graduate Director. The Graduate Director forwards recommendations for transfer credit to the Graduate School, which makes the final determination and awards the credit. While transfer credits may not be officially awarded prior to the completion of 12 credits, it is recommended that students should consult with the Graduate Director earlier to discuss which credits might be accepted for transfer in order to facilitate the student's planning of his/her curriculum.

Graduate School policies restrict the transfer of credit in several ways. The courses must relate directly to a student's program of study at Rutgers, and the student must have received a grade of B or better in them. No credit may be transferred for thesis research work, course work done as independent study, or work in courses that were not graded. In most cases, transfer credit will only be considered for courses taken no more than six years prior to the application for transfer of credit.

Exemption from Required Courses

Transfer credits are awarded as credits toward coursework, not as specific courses. Generally, all students including those with previous graduate degrees are expected to complete required courses. In extraordinary cases, a student may seek exemption from one or more requirements. Students seeking exemption from specific departmental course requirements on the basis of prior course work and/or transfer credits must submit a written petition to the Graduate Committee, explaining the rationale for requesting exemption and the evidence for outstanding prior achievement in relation to the area of expertise or competence represented by the course requirement. All determinations of exemption from course requirements will be made on an individual basis by the Graduate Committee. Exemptions cannot be granted prior to the completion of one semester of full-time study in the graduate program. Students contemplating a petition for exemption should consult with the Graduate Director.

Human Subject Research

IRB review is required when a student research proposal meets both of the Federal regulatory definitions for *research* and *human subjects*.

Research is defined as a *systematic investigation...designed to develop or contribute to generalizable knowledge*.

Examples of such projects are: research development testing, pilot studies, clinical studies, surveys, certain program evaluations, ethnographies, and oral history projects. Theses and practicum reports should be assumed to fall under this definition of research.

Human Subject is defined as a *living individual about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information* (such as data sets that contain identifiable information). It is vital to note that in order to qualify under this definition information must be obtained about an individual. Merely obtaining information from an individual about a process, policy, etc. (but not another living individual), will not require IRB review.

Any paper, essay, report or dissertation that draws general conclusions or analysis from particular data should be assumed to fall under this definition of research. Therefore, when any student paper, dissertation or other curricular activity involves acquiring information about living individuals as described under "human subjects" above (including any kind of interview or client interaction undertaken as part of the practicum), the student should assume that IRB review is necessary. Many projects may be determined to be exempt, but it is IRB, not the student or advisor, who makes this determination.

<http://orsp.rutgers.edu/humans/human.php>

Inter-University Doctoral Consortium

Doctoral students who have completed one year of doctoral work are eligible to cross-register for graduate courses at the following institutions: Princeton, CUNY-Graduate Center, Columbia, Fordham, New School, NYU, or SUNY-Stony Brook. Students must obtain approval from the Graduate Director as well as from the professor at the visiting institution. Forms and procedures for registration are available from the Graduate Secretary.

Interdisciplinary Ph.D.

In extremely rare circumstances, the Graduate School allows already-matriculated Ph.D. students to arrange for special Interdisciplinary Ph.D. programs. This program is a means for combining existing Graduate School programs when none of the individual programs can alone accommodate the interdisciplinary nature of a student's studies. As such, the Interdisciplinary Ph.D. will only be considered in cases where a student's interests extend to areas or disciplines not represented in the WGS Graduate Faculty.

Models of Ph.D. course work

Three (3) Graduate Courses each semester is considered a full load, although a student may take four (4) courses.

First Year

Fall

988:582 Feminist Genealogies
988:520 Proseminar: Agency, Subjectivity and Social Change
Colloquium or Cognate Course

Spring

988:583 Contemporary Feminist Theories
988:530 Proseminar: Borders and Boundaries **OR**
988:510 Technologies and Poetics of Gender
988:603 Feminist Knowledge Production

Second Year

Fall

988:587 Feminist Pedagogies
Colloquium or Cognate Course
Colloquium or Cognate Course

Spring

988:530 Proseminar: Borders and Boundaries **OR**
988:510 Technologies and Poetics of Gender
Colloquium or Cognate Course

Third Year

Fall

Colloquium or Cognate Course

Spring

Qualifying Exam

Fourth and Subsequent Years

Dissertation Proposal Defense

Research and write dissertation
Dissertation Defense

Filing for a Ph.D. Degree

Students who are near completion of the requirements for the degree must fill out two forms: the **Ph.D. candidacy form** and the **diploma application form**.

Both forms are available from the Graduate Secretary or at the Graduate School Dean's Office at 25 Bishop Place, College Avenue Campus.

Students may confirm with Alex Bachman in the Graduate School Dean's Office 732-932-7747 that all credits required for graduation have been completed. Students should also confirm with the Graduate Director that all departmental requirements have been met.

When all requirements, including satisfaction of credits and defense of dissertation, have been met, these forms must be filed. The deadline for filing is: **October 1** for October degree
January 3 for January degree
April 1 for May degree (diploma application is due **March 15**)

Students filing for an October degree do not need to register for fall semester.

The diploma application must be submitted to the Office of the Graduate Registrar. Questions regarding the diploma application should be directed to that office at 732-445-3557.

The candidacy form needs to be signed by all members of the dissertation committee (at the defense) as well as by the Graduate Director.

The candidacy form must be submitted together with one unbound copy of the final approved dissertation that strictly adheres to the Graduate School format. These documents must be submitted to the Graduate School Dean's Office. Questions regarding the submission of candidacy forms or formatting of the dissertation should be directed to Barbara Sirman at 732-932-8122.

THE M.A. PROGRAM

The M.A. in Women's & Gender Studies is a liberal arts degree that provides students with an opportunity to pursue advanced interdisciplinary work in Women's & Gender Studies and enables them to become active practitioners in this rapidly expanding field of study. The Program may serve as a "terminal" master's degree for students planning non-academic careers. It may also serve as a precursor, a supplemental degree for professional degrees in fields such as law, social work, public health, labor studies, public policy, or clinical psychology. With an increasing emphasis on careers focusing on the delivery of services to women and a rethinking of the needs of women and families worldwide, Women's & Gender Studies helps to fill a growing demand for experts versed in women's and gender issues. The M.A. Program is designed to emphasize global and multicultural perspectives on these matters.

Admissions Criteria

The Department welcomes a wide variety of applicants—ranging from recent college graduates to mid-career professionals to international activists—who wish to enrich their engagement with women's and gender studies.

All applicants must have completed a B.A. degree from an accredited college or university in the United States or a comparable institution in another country. Students must submit transcripts, a personal statement concerning their intellectual interests and their reasons for graduate studies, a writing sample that demonstrates their analytical abilities, and three letters of recommendation from scholars familiar with their academic work. Students must also submit GRE scores. Students whose native language is something other than English must submit scores from TOEFL (Test of English as a Foreign Language).

Admission to the M.A. Program is entirely separate from admission to the Ph.D. program. Students in the M.A. Program who wish to pursue doctoral work in Women's and Gender Studies at Rutgers must apply to the Ph.D. program separately and directly, where they will compete with the general pool of applicants for admissions.

Application Procedures

The administration of the admissions process is handled by the Office of Graduate and Professional Admissions. Applicants to the M.A. Program in Women's & Gender Studies must apply for admission through the Graduate School-New Brunswick. For application information and to apply on-line, applicants should go to: <http://gradstudy.rutgers.edu/>

The deadline for applications is February 15 each year. All materials including transcripts, personal statements, writing samples, and letters of recommendation must arrive by the application deadline. To avoid delays in the processing of applications, all materials should be sent directly to the Office of Graduate and Professional Admissions.

A Committee of the Graduate Faculty in Women's & Gender Studies carefully reviews all application materials and makes recommendations for admission to the Graduate School. Every effort will be made to inform students of decisions concerning their admission by early March.

Non-Matriculating Students

Students who are accepted as non-matriculating are not automatically absorbed into the WGS M.A. Program. Those students must apply to the Program per standard procedures. If accepted, the date of matriculation will coincide with the date of the first class taken in the WGS M.A. Program as a non-matriculating student. Students will, therefore, be required to graduate within the 3-year time limit (imposed on all Masters students) from the date of the first class taken in the WGS M.A. Program as a non-matriculating student.

Financial Support

Extremely limited financial support is available to M.A. students, in general, at Rutgers University. Financial support through the University, in the form of loans, grants, and work study, may be obtained by contacting the Financial Aid office directly at (848) 932-7057. Various jobs are available on campus, including jobs and assistantships in other departments and centers. A list of women-related

centers, some of which employ research assistants, is included in this Graduate Handbook.

Registration for Courses

Incoming M.A. students will receive information from Women's & Gender Studies concerning their first fall registration. All incoming students must attend a one-day orientation organized by Women's & Gender Studies. The orientation will be held each year during the week before the official start of classes. The orientation will include advising for course selection for the fall semester.

Registration begins in late October and early November for the spring semester, and in late March and early April for the fall semester. During this period, students may register using the Rutgers Touchtone Telephone Registration System (RTTRS) by dialing (732) 445-4357; WEBREG Online Registration

<https://sims.rutgers.edu/webreg/>; or through in-person registration. Term bills may be paid in person at the Cashier's Office on College Avenue or on Busch Campus or on-line at <http://www.studentabc.rutgers.edu/>

Program Requirements

All Masters students are required to complete the Masters degree within 3 years from the time of the first class they take toward the degree.

Students are required to complete 30 credits in order to earn the M.A. degree. Twelve credits concern the four required core Women's & Gender Studies courses, and 12 are earned through a combination of proseminars or advanced colloquia offered by the Department and through cognate courses offered by Women's & Gender Studies Graduate Faculty through other departments.

The last six credits are earned by completing either a Masters Practicum or Masters Thesis. The Practicum provides students the opportunity to integrate academic analyses of particular feminist issues with work in a feminist organization addressing those issues. Students are required to write and defend a Practicum Report before a Committee of three graduate faculty members in Women's & Gender Studies. The back of this handbook provides a list of all graduate faculty members. Students may alternatively elect to complete a Masters Thesis, which reflects a more

academic approach to student research in Women's and Gender Studies. More information about these options are available from the Director of the Masters Program.

Course Attendance

All students are required to attend all classes related to the graduate courses they are taking. Students who repeatedly are absent from a course may be withdrawn from it or subject to a failing grade in it. If the matter is brought to the attention of the Masters Director, it will be referred to the Graduate Director who will determine the course to be taken in conjunction with said-Professor.

If for any reason a student plans to be absent for any course or delayed in completing any coursework, heshe must immediately contact the relevant Professor and seek his/her approval.

Four Core Courses

(1) 988:515 Feminism: Theory and Practice

(2) 988:520 Agency, Subjectivity, and Social Change

(3) One course in feminist theory:

This course may be selected from 988:555, 988:582, 988:583, or other courses to be designated each semester as fulfilling this requirement and as approved by the Graduate Director.

(4) One course in feminist research and methodology:

This course may be selected from 988:545, 988:602, 988:603, or other courses to be designated each semester by the Graduate Director as fulfilling this requirement.

Four additional Cognate courses (which students may choose to form an area of concentration):

These courses may be drawn from 988 courses (including proseminars and advanced colloquia) or cognate courses.

Each M.A. student may choose an area of concentration during the first semester of coursework in order to complete M.A. coursework efficiently. Students should craft a concentration on the basis of particular intellectual interests and courses available in any particular academic year.

Students may choose from the list of Cognate Courses pre-approved by the Graduate Director and made available each semester. If students wish to take graduate courses in other departments not accounted for on this list, they must petition the Graduate Director in writing.

Prior Academic Research

Students should note that any research completed prior to initiating coursework toward the Masters degree in WGS cannot be used as primary research in completing the Masters Practicum or Thesis for the degree. Masters Thesis or Practicum work for the WGS Masters degree should be premised on fresh research begun and completed during tenure in the Masters Program.

Other Options for Credit Towards Degree

988:590 Independent Study

WGS Graduate Students with an interest in a specialized area not represented in the current curriculum may arrange to complete an *Independent Study* under the supervision of a member of the Graduate Faculty. As the supervision of an *Independent Study* requires a significant investment and preparation on the part of the faculty member involved, students should approach potential faculty supervisors well in advance of the anticipated semester of enrollment.

Normally, no more than 3 credits of *Independent Study* may be counted toward the 30 credits required for the M.A. degree. All *Independent Studies* must be approved by the Graduate Director. To obtain approval, students must submit a memo of agreement signed by the student and the faculty supervisor which includes: a brief synopsis of the topic and content of the Independent Study; an outline of the reading or research to be completed; and a statement of the assignments that will be used as a basis for determining the completion of coursework and grading. After the memo of agreement has been submitted, the student may register for the *Independent Study*.

Upon completion of the *Independent Study*, the faculty supervisor must communicate the final grade to the Masters Director for submission to the Graduate School.

Undergraduate Classes for Graduate Credit

WGS Master's students may enroll in certain advanced undergraduate courses in Women's & Gender Studies (courses offered as 988:4##) as well as courses in other departments focusing on gender and public policy pre-approved by the Graduate Director. Students wishing to enroll in those undergraduate classes for graduate credit should consult with the Masters Director and with the instructor of the course. M.A. students may take no more than one undergraduate course at the 400 level, and/or no more than one independent study at the 500 level. This means that M.A. students may take up to 6 credits comprised of one undergraduate course and one graduate-level independent study.

Time to Completion of Degree

For students who seek to complete the M.A. in one year:

Some Masters students may desire to complete the degree within 1 year. This is discouraged for any students intending to complete a Thesis. Thesis work often requires students to remain in the Program for more than 2 semesters, potentially between 3 to 5 semesters.

Students expecting to complete the M.A. degree (with a Practicum) in one year should complete all 24 required course credits during the fall and spring semesters. During the summer, after completing course work, students may complete their Practicum. Students who need to maintain their student status over the summer may register for the Practicum over the summer, as the Department does have the option of registering for Practicum credits during summer session. Students who are operating under more restrictive circumstances (e.g., are from abroad or do not have funds to take courses over the summer) should register for Practicum (three credits in each of two semesters) in the fall and spring semesters during which they will be completing their coursework. An 'Incomplete' grade will be assigned for these credits during those semesters, which will allow the student to complete the Practicum work and Report over the summer. A grade change will be processed upon the successful completion of the Practicum.

The *Practicum Report* may be defended any time prior to the October degree deadline date (usually October 1). Students earning an October degree need not register for the fall semester.

Matriculation Continued

Matriculation Continued is essentially a placeholder that may be used by students with express permission by the Graduate Director or Masters Director. Essentially, this placeholder is given to:

- *students who have completed all of their requirements and need to remain active in the Program while either completing their Practicum, or writing their Practicum Reports or Thesis away from campus.
- * extenuating circumstances approved of by the Graduate Director or Masters Director.

Students who are not enrolled in coursework must seek this placeholder with the approval of the Masters Director to remain active in the University system. Students may not register for Matriculation Continued more than two times. Students who do not remain active in the system are subject to additional fines and paperwork required by the Graduate School to be matriculated back into the system. Students alone are responsible for remaining active in the system.

International students may not take advantage of this Matriculating placeholder given the credit requirements per semester outlined by the University.

For Students Completing the M.A. in More than One Year:

Some students may choose to take more than one year to complete the M.A. degree, up to the three-year limit allowed by the Graduate School. In this case, it is not necessary to complete all core courses within the first year. However, the mandatory methodology course (either *Research Methodologies*, *Feminist Knowledge Production*, or another approved course) must be completed before undertaking any work on the Thesis or Practicum.

Maximum Time to Degree

The M.A. Program may be completed in as little as one year. However, in accordance with Graduate School policies, the maximum time allowed to complete the requirements for the M.A. degree is 3 years. Students who have not completed all requirements within 3 years and who are not making progress toward the degree will be recommended for academic dismissal. Students who do not satisfy the minimum required GPA of 3.0 may be terminated from the Program at the discretion of the Graduate Director.

In the case of part-time students, extensions are available only to students in good academic standing who are making consistent and verifiable progress toward completion. Extensions are granted by petition in writing to the WGS Graduate Director and Graduate School, and are approved at the discretion of the Graduate Director. The extension may not exceed more than 5 years starting from the date of entrance into the Program.

M.A. Advising

All entering M.A. students will work together with the M.A. Director upon entry into the Program to plan a course of study and seek information about courses and faculty. The M.A. Director may also assist the student in developing research and Practicum interests and in identifying appropriate resources both in the University and elsewhere to support the student's work.

The M.A. Director will assume primary advising responsibilities and may become a Practicum advisor for the Student. If it seems appropriate, the M.A. advisor may assist the student in locating an alternative Practicum advisor and in identifying possible committee members. If the student chooses another faculty member as a Practicum advisor, that faculty member becomes the student's primary advisor.

The M.A. Director will reach out to each student about her/his progress during the course of each semester. The Masters Director will also apprise students of any warnings about inadequate progress for students who fail to follow agreed-upon calendars for completion of required course work.

Advisor and Student Responsibilities

The M.A. Director can be a student's most important ally and aide in the sometimes arduous project of graduate study. Developing and cultivating a relationship with the Director will give the Director a better opportunity to serve as an advocate and mentor, to identify potential opportunities that might otherwise be overlooked, and to help the student succeed.

Students are required to meet with the M.A. Director in person (unless in extenuating circumstances) one

time per semester to stay on top of coursework and graduation deadlines. Students who are working full- or part-time are not exempt from these meetings.

The M.A. Director will receive end-of-semester reports for each student, which will note courses completed, grades, and incompletes. The M.A. Director should bring any areas of potential concern to the attention of the student and follow up with the Graduate Director as needed.

The M.A. Director should attempt to remain apprised of Masters students' progress and to be aware should any difficulties arise. The M.A. Director may serve as an advocate in the students' relations with the Graduate Program, other faculty members, or the University. Often it is the M.A. Director who is in the best position to intervene on behalf of a student and help a student with difficulties achieve a satisfactory resolution.

Thesis and Practicum Workshops

Students are required to attend workshops regarding Thesis and Practicum work before they begin work on Practicum or Thesis. Workshops will be given in the fall of every year.

The Practicum

Before beginning the Practicum, students' supporting materials should be complete. They must turn in all necessary documents to initiate the Practicum, including the Practicum Contract. They must also present all official documents regarding undergraduate work, including transcripts to WGS.

The Practicum provides students with the opportunity to integrate academic analysis of particular feminist issues with work in a feminist organization addressing those issues. As such, the Practicum is an ideal means to bring together feminist theory and practice.

The Practicum comprises two elements: work experience (the Practicum itself) and a written report integrating knowledge gained during the Practicum with knowledge gained during coursework (the Practicum Report).

Students should enroll in 988:584 and/or 988:585 (which constitute credits for the *Practicum in Women's & Gender Studies*) for a total of six credits. A passing grade for these credit hours is awarded upon the completion of the Practicum Report (*see below*). Students may enroll in Practicum credits prior to undertaking the Practicum if it is advantageous for the purposes of registration or for Financial Aid issues. These credits will show as "Incomplete" on student transcripts until the Practicum Report has been defended. Note however, that all incompletes, including those for the Practicum, must be resolved within one year. Practicum credits will not carry letter grades. Instead, performance will be categorized as "Satisfactory" or "Unsatisfactory."

The Work Experience

Each student who chooses to complete a Practicum must perform 150-180 hours of work in an agency, organization, or project pertinent to women's and gender studies. Students may complete a Practicum in an agency that employs them full-time or part-time. The work performed in the Practicum must be comparable to that of a professional. While Practicum placements may vary widely, each should involve intellectual challenges, responsibility, creativity, and programmatic impact. Students should be very clear in negotiating with prospective Practicum agencies to insure that the work they are assigned to complete for the Practicum fulfills these expectations.

Students are encouraged to consult with the Masters Director about their choices for Practicum sites. While students have great flexibility in choosing their Practicum sites, they must be careful to insure that they have the requisite skills to successfully complete the work expected of them. If students seek a Practicum placement in an organization in another country, they should possess sufficient language proficiency to complete their work assignments in the language of their host nation.

Preparing for the Practicum

At least **two months** before embarking upon the Practicum, each student must identify the issue(s) that s/he wishes to investigate, choose a Practicum faculty advisor with expertise on this issue, and identify a feminist organization appropriate for fieldwork on the issue. The M.A. Director must approve each student's choice of Practicum Faculty Advisor and

work site before the student develops a Practicum Proposal. At least **six weeks** before beginning work at the Practicum site, the student must submit to the M.A. Director a detailed plan of work developed in consultation with the Practicum Faculty Advisor, which has the approval of the fieldwork agency. The student must then select two other Graduate Faculty members to serve on the Practicum Committee. The student is responsible for securing the agreement of these individuals to serve on the Practicum Committee.

The Practicum Proposal

The Practicum Proposal (5-7 typed pages) must be developed in consultation with the Practicum Faculty advisor.

The Practicum Proposal should indicate how the student plans to bring theory and practice together in pursuing a specific work opportunity. Toward that end, the proposal should **identify the issues**, questions, themes, controversies, or contradictions that the student hopes to **explore** through the work experience and research related to that work experience.

The Practicum Proposal should indicate the set of questions that the student brings to the work experience and the **relevant** feminist articles, books, films, or other primary sources that the student will use as **resources** in thinking about some central questions about the work.

The Practicum Proposal should also include a discussion of any **previous experience** or specific skills that the student brings to the Practicum that will assist her/him in undertaking the work and in reflecting critically upon that work.

The Practicum Proposal should **outline the specific work** that the student has agreed to undertake in consultation with the Site Supervisor of the Host Agency and the Practicum Faculty Advisor. The time frame for fieldwork completion must be clearly identified.

The Practicum Proposal should indicate how this engagement with feminist theory and practice would contribute to her/his **longer-term career** goals.

A systematic bibliography of feminist scholarship relevant to the Practicum must be included with the Practicum Proposal.

The Practicum Contract

Once the Practicum Proposal has been approved, the student must submit a Practicum Contract (obtained from the Masters Director) to the Host Agency for completion. The signed Contract must be returned to the M.A. Director before the student begins the Practicum.

The Practicum Report

As the culmination of the student's M.A. experience, the Practicum Report provides the student an opportunity to integrate insights gleaned from academic course work with challenges posed by particular forms of feminist activism; and by bringing together theory and practice, to contribute to feminist understandings of the issue being explored. The Proposal could, for example, examine feminist organizational or decision-making issues, substantive feminist policy or service delivery, theoretical questions raised by feminist practice within the worksite, and strategic questions concerning the achievement of specific feminist goals. The challenge of the Practicum Report is to bring together the academic treatments of the issue(s) with the experience gained during fieldwork. Guided by the questions the student formulated in the Practicum Proposal, the student should use the fieldwork to provide evidence to support or contest particular academic claims, to offer suggestions for reframing or expanding particular debates, or to develop concepts and practices that further feminist ends.

Each student should consult her/his Practicum Faculty Advisor while planning the Practicum Report and submit a draft to the Practicum Faculty Advisor prior to circulating the Report to the other two members of the Faculty Committee. While the length of the Practicum Report will be dictated by the nature of the issue addressed, a typical Practicum Report should range from 35 to 50 pages. Those 35-50 pages may not include endnotes, cover or title pages, bibliography/works cited, or any graphics. It should be expected that the Practicum Report will go through multiple revisions prior to its final approval by the Practicum Faculty Advisor.

The Practicum Defense

The Practicum Faculty Advisor decides when the Practicum Report fulfills the expectations of the Graduate Faculty and is ready for Defense. Once the Practicum Faculty Advisor has given his/her approval, the student should provide copies of the Practicum Report to the other two members of the Practicum Committee. Committee Members should be allowed at least **three weeks to one month** to review the Practicum Report prior to the Defense.

All faculty members on the Practicum Committee should be present at the Defense, although in some cases they may be allowed to skype into the Defense. The Defense, which generally takes one hour, is an opportunity for the students to reflect on the Practicum experience and for the faculty committee to ask questions about the Practicum Report and the student's experiences in developing it. Other members of the Women's & Gender Studies Community may be invited to attend the Defense at the student's request.

Grading the Practicum

The Faculty Advisor awards the final grade for the Practicum. In calculating the grade, the Faculty Advisor will consider the following factors:

- *Final Evaluation by Site Supervisor:* At the end of the Practicum, the Site Supervisor sends a letter evaluating the student's performance to the Masters Director. This letter is also made available to the faculty advisor and committee.
- *The Practicum Report:* The quality of the Practicum Report must be assessed by the Faculty Advisor. Concerns about the academic quality of the report raised by other members of the Practicum Committee during the Defense will also be considered in the determination of the final grade.

Thesis

Before beginning the Thesis, students' supporting materials should be complete and submitted to the Masters Director. These materials include all necessary documents to initiate the Thesis, as well

as all official documents regarding undergraduate work, including transcripts.

Students who decide to complete a Thesis are required to develop a Thesis Proposal, which is from 5 to 10 pages in length. Students must meet with the M.A. Director to explore requirements of the Proposal. Theses may not be initiated until the Proposal has been approved by the student's Main Thesis Advisor. In general, students may not embark on Thesis writing until all Core courses and most (if not all) cognate courses are completed.

Theses must be at least 100 pages in length. Those 100 pages may not include endnotes, cover or title pages, bibliography/works cited, or any graphics.

Human Subject Research Approval for Practicum and Thesis

IRB (Institutional Review Board) review is required when a student research proposal (Practicum or Thesis) meets **both** of the Federal regulatory definitions for *research* and *human subjects*.

Research is defined as a *systematic investigation...designed to develop or contribute to generalizable knowledge*. Examples of such projects are: research development testing, pilot studies, clinical studies, surveys, certain program evaluations, ethnographies, and oral history projects. Theses and Practicum Reports may fall under this definition of research.

Human Subject is defined as a *living individual about whom an investigator conducting research obtains: (1) data through intervention or interaction with the individual; or (2) identifiable private information* (such as data sets that contain identifiable information). It is vital to note that in order to qualify under this definition information must be obtained **about** an individual. Merely obtaining information **from** an individual about a process, policy, etc. (but not another living individual), will not require IRB review.

Theses and Practicum Reports, insofar as they do draw general conclusions or analysis from particular data, should be assumed to fall under this definition of research. Therefore, when any student Report (Practicum, Thesis, or other curricular activity) involves acquiring information about living individuals as described under "human subjects" noted earlier (including any kind of interview or client

interaction undertaken as part of the Practicum), the student should assume that IRB review is necessary. Many projects may be determined to be exempt, but it is IRB, not the student, Masters Director, or Faculty Advisor, who makes this determination.

Students undertaking Human Subject Research should, therefore, contact the IRB at Rutgers University, complete the necessary application (due usually on the 12th of each month during the school year), and complete any certification testing required of the IRB.

Please note that the lead faculty member of any Thesis/Practicum committee overseeing Practicum/Thesis requiring IRB approval must also be IRB-certified.

University policy and additional information can be found at

<http://orsp.rutgers.edu/humans/SocBhvr.php> and on the Office of Research and Sponsored Programs Web Site:

<http://orsp.rutgers.edu/humans/human.php>

Grades and Academic Standing

Plagiarism

All Masters Thesis and Practicum Reports will be run through the program entitled 'Turn-It-In' either by the main Faculty Advisor or the Masters Director prior to a Masters Defense to insure that no part of those reports has been plagiarized. If that program indicates that a student may have plagiarized her/his work, the matter will be brought to the attention of the Graduate Director and the Chair of the Department for further investigation. Students who are found to have plagiarized their work in any coursework counted toward their degree or in their Masters Practicum Report or Masters Thesis will be withdrawn from the Program and may be subject to further disciplinary action by the Graduate School.

Satisfactory Performance

Only courses receiving a grade of "B" or better will count towards the M.A. or Certificate in Women's & Gender Studies. Students must maintain a 3.0 grade point average to graduate from the M.A. Program. Any student who receives a "C" in a

course will be put on academic probation immediately. No student can remain on academic probation for more than two consecutive semesters. Students whose performance does not improve may face academic dismissal.

Sudden Changes in Pursuing the Degree

Students are responsible for contacting immediately all members of their committees as well as the Masters Director in the following contexts: leaving the Program for a semester (pre-approved by the Masters and Graduate Director); making significant changes to the intended date of graduation; and delaying Defense/graduation date. Failure to apprise all relevant Faculty Advisors about these and other issues may result in delays in graduating, etc.

Appeals Process

Students who believe their work has been evaluated unfairly or incorrectly should **first** discuss the matter with the Masters Director. At the discretion of the Masters Director and only in conjunction with the Masters Director, the student may then approach the faculty member in question in **a respectful manner**; at no point will disrespect be tolerated. If the matter cannot be resolved to the student's satisfaction, the student should appeal to the Graduate Director. If either route cannot resolve the issue to the satisfaction of the student and the faculty member(s) involved, the student may then appeal to a Women's & Gender Studies Faculty Committee appointed by the Graduate Director for this purpose. If no resolution is forthcoming, the matter must be referred to the Dean of the Graduate School for final resolution.

Incompletes

Incomplete grades are allowed students only on a limited basis. No more than one grade of "Incomplete" is permitted in any one semester and that Incomplete grade must be removed within one year from the time it was issued. Incompletes that are not resolved within one year become "Permanent Incompletes." Students receiving a Permanent Incomplete will not receive credit for the course and, furthermore, be prevented from registering for additional classes. Students who accumulate more than one Incomplete are subject to termination from

the Program at the discretion of the Graduate Director. Students who do not resolve Incompletes to the satisfaction of the Professor and Graduate Director are subject to termination from the Masters Program.

Working Students

Students who are working part- or full-time are required to complete M.A. degree requirements within the 3-year time limit imposed by the Graduate School. Those students are required to meet with the M.A. Director once a semester to take status of their progress. Meetings and completion of the degree are dependent upon the initiative of the student.

Registration and De-Registration

WGS does not allow students to be deactivated from the Masters Program. If students cannot take classes for any reason during a particular semester, they must obtain a continuing registration number (otherwise termed, “Matriculation Continued”) from WGS that will allow them to remain active in the Program. Students are allowed a maximum of 2 Matriculation Continued passes during their entire tenure in the Program.

Registration numbers regarding such absences must be cleared with the M.A. and Graduate Directors and will be approved at their discretion. Consistent absence from the Program, beyond one semester, may result in the termination of the student from the Program.

Transfer Credits

The M.A. Program will accept up to six transfer credits of relevant and acceptable graduate courses from other colleges and universities with a grade of ‘B’ or better. The acceptance of these courses is at the discretion of the M.A. and Graduate Directors. However, transfer credits may not satisfy any of the core course requirements.

Requests for the transfer of course credits will only be considered after the successful completion of 12 credits of graduate course work. Students who are interested in transferring credit must document satisfactory completion of the course(s) requester for transfer, and present a syllabus from the course(s) to the Graduate and Masters Directors.

Policy on Joint Degrees

Graduate students may earn a Women’s & Gender Studies M.A. along with another graduate degree granted by Rutgers University. Students undertaking this effort must make the WGS M.A. and Graduate Directors aware of their goals.

Extensions in the WGS M.A. Program will not be given to students who are completing a degree in another department. Students must complete the WGS M.A. degree within the required 3-year limit and according to the regulations concerning coursework.

Admission and financial aid are separate processes for each program; therefore, **students must apply separately to each program.** No special consideration is given to students already accepted in a program at Rutgers. Students who are accepted to both programs may enroll for both, but technically cannot earn the degrees simultaneously. Thus, after the student completes the first program, s/he must request that credits from the first program be applied to the second degree program. Students interested in this option should discuss it with the Graduate Directors of the Women’s & Gender Studies Program and the second Department in which s/he is interested.

Models of M.A. Course Work with Specific M.A. Concentrations (suggestions only):

Women & Work

Fall

- 988:515 Feminism: Theory and Practice
- 988:520 Agency, Subjectivity and Social Change
- 510:525 Colloquium in the History of Women
- 578:541 Women Workers and the Labor Movement

Spring

- 988:583 Contemporary Feminist Theories
- 988:602 Feminist Methodologies **or**
- 988:603 Feminist Knowledge Production
- 578:566 Work and Alienation
- 910:542 Women, Work and Single Parent Families

Women & Politics

Fall

- 988:515 Feminism: Theory and Practice
- 988:520 Agency, Subjectivity and Social Change
- 790:587 Proseminar on Women and Politics
- 790:593 Gender and Comparative Politics

Spring

- 988:583 Contemporary Feminist Theories
- 988:602 Feminist Methodologies **or**
- 988:603 Feminist Knowledge Production
- 790:591 Women and Public Policy
- 970:581 Gender in Development and Planning

Women & Literature

Fall

- 988:515 Feminism: Theory and Practice
- 988:520 Agency, Subjectivity and Social Change
- 350:571 Gender, Class, Power in 19th Century England
- 350:583 Women Writers of Modernism

Spring

- 988:583 Contemporary Feminist Theories
- 988:602 Feminist Methodologies **or**
- 988:603 Feminist Knowledge Production
- 350:529 Black Women Writers
- 350:629 Early Modern Women in Poetry and Prose

Filing for an M.A. Degree

Students who are near completion of the requirements for the degree must meet with the Masters Director at least 6 months prior to their intended date of graduation. The M.A. Director will assist the student in planning their Defense committee, completing all necessary forms, and providing advice about the Defense date.

Students must also complete and take with them the following to the Defense: the **M.A. Candidacy Form** and the **Diploma Application Form**. Both forms are available online or from the Graduate Secretary or at the Graduate School Dean's Office at 25 Bishop Place, College Avenue Campus.

Students should meet with the Masters Director to confirm that all departmental requirements have been met. Students may on their own also confirm with Ms. Alex Bachman in the Graduate School Dean's Office (848) 932-7747 that all credits required for graduation have been completed.

When all requirements, including satisfaction of credits and Defense of Practicum Report, have been met, the Diploma Application form must be submitted to the Office of the Graduate Registrar. <http://nbregistrar.rutgers.edu/grad/grad-dipl.htm> The deadline for filing (and hence the deadline for completing all requirements and defense) is generally:

October 1 for October degree

January 6 for January degree

April 1 for May degree

Students should also print, complete, and take both a Title Page (per the Graduate School's Styleguide) and the Candidacy Form to their Defense. Students graduating with a Practicum need to select the option denoting 'Master's Degree without Thesis' for the Candidacy Form. Students graduating with Thesis need to select the option denoting 'Master's Degree with Thesis' for the Candidacy Form. The Candidacy Form needs to be signed by all members of the Practicum or Thesis Committee (at the Defense) as well as by the Graduate Director.

Students filing for an October degree do not need to register for the fall semester or make tuition payments over the summer---bar those payments that are outstanding on any student bills.

After the Defense, both forms must be submitted in person to the Graduate School Dean's Office. Questions regarding the submission of candidacy forms should be directed to Barbara Sirman at (848) 932-8122.

OTHER GRADUATE STUDY OPPORTUNITIES

The Women's & Gender Studies Certificate Program

The Certificate Program offered by Women's & Gender Studies allows students enrolled in other graduate degree programs to earn a Certificate in Women's & Gender Studies. The certificate

program consists of nine credits. At least six credits must be taken in Women's & Gender Studies core courses or advanced colloquia. Three credits may be located in cross-listed or cognate course offered in other departments.

Students interested in the Certificate Program must be accepted in a disciplinary department other than Women's & Gender Studies. Women's & Gender Studies Program does not admit students for the Graduate Certificate alone.

Requirements

To obtain a Certificate in Women's & Gender Studies, a student must:

- **Take two Women's & Gender Studies (988) graduate courses. No exceptions.**
- **Take one approved graduate cognate course.**
- **Complete an application** at <http://womens-studies.rutgers.edu/graduate-program/graduate-certificate> and forward to department.

Of these three courses, one must be a feminist theory course. This theory course can be any of the theory courses offered by Women's & Gender Studies except for 988:515 Feminism: Theory & Practice, or it can be a course offered by another department if it has been approved by the Women's & Gender Studies Graduate Director. Obtain approval prior to enrolling in a course; no courses will be approved retroactively. If the theory course is from another department, then this course may satisfy the theory requirement and serve as the optional cognate course.

- The Graduate School New Brunswick will forward students certificate upon completion and certificate will be noted on final transcript.

Rutgers Discipline-based Doctoral Programs with Concentrations in Feminist Scholarship

English: Feminism, Gender, and Sexuality

The doctoral program in English is known for its work in feminist and gender studies offering a graduate concentration in Feminism, Gender, and Sexuality. The English Department includes

faculty with specializations in women's writing in every historical period. Lesbian and gay studies are a feature of the program. English also features concentrations in African-American studies, and in colonial and postcolonial literature and theory.

History: Women's and Gender History

Rutgers has housed one of the top-ranked graduate programs in women's history for the past two decades. A hallmark of the program has been its emphasis on comparative perspectives that introduce students to commonalities and differences among women within and across nations, regions, and time periods. In addition, analyses of gender relations – including the study of men and masculinities as well as women and femininities – have long been integrated into the Department's course offerings. In recognition of that fact, the major field has recently been renamed Women's and Gender History. Geographically, the program traditionally focused on Western Europe, England, and the United States. The History Department is now building strengths in South Asia, Latin America, Africa, and the Caribbean, thereby developing the graduate program's global reach.

Political Science: Women and Politics

The Political Science Department at Rutgers was the first in the United States to develop a doctoral concentration in the area of women and politics. The Women and Politics program deploys gender as an analytic category to enrich disciplinary understandings of political theory, political behavior, American politics, comparative politics, public law, and international relations. Through extensive course offerings and independent research, students are challenged to consider the ways in which the theoretical prism of gender challenges traditional analyses of governing institutions, political processes, public policies, and theories of politics, and lays the foundation for inclusive, democratic practices.

Sociology: Gender, Difference, Inequality

Sociology of Gender is a vibrant and innovative area of study within the Rutgers Sociology Graduate Program, which regularly offers graduate seminars in the Sociology of Gender; Race, Class and Gender; Feminism and Social Theory;

Feminist Theories; Social Psychology of Gender; Gender and the Family; and Human Sexuality. Faculty in the gender area are engaged in innovative research projects including work on occupational feminization and earnings; the relationship among gender, race and class inequality; recruitment of women to careers in math, science and engineering; women and home-based employment; immigrant identities; Jewish women and the Israeli/Palestinian conflict; gender and racial inequality and mental health; conceptions of masculinity and femininity among adolescents; reconceptualization of gender; and

research methodology, both quantitative and qualitative.

The Graduate Program in Women's & Gender Studies requires any student who wishes to take a graduate course on a non-degree basis to make a formal application to Graduate Admissions at <http://gradstudy.rutgers.edu/>. When the permission of both has been granted, the Graduate Administrator will provide a special permission numbers to enable the non-matriculated student to enroll in the course.

STUDENT LIFE

Mail

Mailboxes for Ph.D. and M.A. students are located outside the Women's & Gender Studies administrative office.

Address:

Women's & Gender Studies
Rutgers, The State University of New Jersey
Ruth Dill Johnson Crockett Building
162 Ryders Lane
New Brunswick, NJ 08901-8555

Students may also acquire a student post office box in the Douglass Student Center. The Student Center is located on the corner of George Street and Nichol Avenue, (848) 932-9432. To obtain a Rutgers email account visit:
<http://email.rutgers.edu/>.

Opportunities to Get Involved in Women's & Gender Studies

The Graduate Program

The Women's & Gender Studies Graduate Program offers students from all departments several ways to be involved in the program:

- **Email** alerts and our **newsletter** keeps students informed about upcoming events, courses, fellow students and faculty.
- Our **website** offers a host of events and information:

<http://womens-studies.rutgers.edu/>

- **Two Graduate Student Representatives** (one M.A. student and one Ph.D. student) are elected each year. Graduate Student Representatives attend faculty meetings and communicate matters of concern to the faculty.

Women's & Gender Studies Graduate Association

Women's & Gender Studies graduate students, as well as certificate students from other departments, are invited to join the Women's & Gender Studies Graduate Association. WGSGA elects officers each year, meets regularly, and organizes committees to work with new student recruiting, new program initiatives, fundraising, the Graduate Symposium, and other areas of interest. WGSGA also hosts social events.

University Services

The Graduate Student Association (GSA)

The Graduate Student Association, of which all graduate students are automatically members, sponsors a variety of social and cultural activities for graduate students and represents their interests to the University and agents of the State through its legislative body.

The GSA sponsors films, mixers, dances, theater trips to New York, lectures, intramural athletics, and community action programs. Increasingly, the

Association has assumed a lobbying role to speak for graduate student needs in such areas as housing, tuition policy, financial aid, department governance, health services, and rights of teaching assistants through liaison with the American Association of University Professors. It also represents individual students in difficulties with departments or administrative offices of the University. All graduate students are encouraged to participate in the GSA and its activities. The GSA allocates financial resources as well to each program and department. The GSA offices are located in the College Avenue Student Center, 126 College Avenue, College Avenue Campus, (732) 932-7995.

The Center for International Faculty and Student Services

The Center for International Faculty and Student Services coordinates services for international faculty, staff, students, and scholars. It assists with all matters of special concern to them and serves as a referral source to other University offices and academic departments. Center staff members provide direct support with employment, immigration, personal, family, financial and health care matters. In addition, the Center sponsors a variety of programs throughout the year.

Every semester, the Center sponsors an orientation program. It also publishes a newsletter. Of particular interest to Women's & Gender Studies graduate students may be their International Women's Group which supports the spouses of international students with English language conversation classes, lectures, and short trips.

Students may contact the Center for their handbook and schedule of events at (732) 932-7015. The address is 180 College Avenue, College Avenue Campus, New Brunswick, NJ 08901-8537.

Housing

On-campus housing for individuals and families is available. These include furnished double rooms with private bath, four-person apartments (on Busch and Cook campuses) and unfurnished apartments on the Busch campus for married students. Demand is heavy, so applications should be made early. Contact the University Housing Office, 581 Taylor Road, Busch Campus,

Piscataway, NJ 08855-5610, (732) 445-0039 (individual housing), or (732) 445-2215 (family housing).

Health

Through three clinics, one operating year round, graduate students have access to complete health services. Fees may be required. Questions can be directed to the Hurtado Health Center (for the College Avenue Campus), 11 Bishop Place, (732) 932-7402, or the Willets Health Center, Suydam St. (for the Douglass Campus), (732) 932-9805/9806.

Dining

Five meal plans are offered, ranging from a full seven day plan to five lunches for commuters, all usable at any of the five University dining halls in the New Brunswick area. A board agreement must be signed with the Division of Dining Services. Records Hall Room 102, 8am - 8pm M-F, College Avenue Campus, (732) 932-8041/8042.

Day Care

Limited opportunities for child care exist, including the Rutgers-Livingston Day Care Center, Inc. Arrangements can be made for part-time or whole-day care, lunch, nursery school classes, or development programs. (732) 445-8881.

Recreation Centers and Athletics

Athletic facilities at the University include: gymnasiums, swimming pools, tennis, squash, and handball courts, baseball fields, and an 18-hole golf course. In general, graduate students may use the facilities without charge, but student ID cards are required to use the facilities. For more information, call the Cook/Douglass Recreation Center: (732) 932-8574; Intramural Office, (732) 932-9178; Racquetball Court/Fitness Center Reservations, (732) 932-7290; Livingston Gym, (732) 445-2398/2399; College Avenue Gym, (732) 932-7171; Busch Tennis Center, (732) 445-3204; Easton Ave Fitness Center, (732) 932-6890. More information at <http://recreation.rutgers.edu/>

Career Services

When nearing completion the graduate program students may want to contact one of the three

Career Services offices to help plan their future. Career Services has offices on three campuses, at the Busch Campus Center, (732) 445-6127, 56 College Avenue (732) 932-7287 on the College Avenue Campus, and 61 Nichol Avenue (732) 932-9742 on the Douglass Campus. They hold regular sessions on resume and CV writing, have the Chronicle of Higher Education available, and hold numerous workshops. They also publish a newsletter which you should receive in the mail. Women's & Gender Studies also offers resources to help. These include National Women's and Gender Studies Association publications, information on Ph.D. programs, and job postings.

Counseling Services

Rutgers University provides free counseling to graduate students who are enrolled full time or who pay the health care fee. There is a wide range of services available including psychological counseling and peer counseling, and referral services. Please note that these services are professionally staffed. Because graduate school poses unique challenges to students, many find counseling extremely helpful in making the transition. Tillett Hall on Livingston campus, (732) 445-4140, 17 Senior Street on the College Avenue Campus, (732) 932-7884, Cook Campus Center on the Cook Campus, (732) 932-9150, and Federation Hall on Douglass Campus, (732) 932-9070.

Libraries

Students may use all libraries within the Rutgers system. The Mabel Smith Douglass Library is located adjacent to Voorhees Chapel. Books can be delivered there from any other Rutgers library. Librarian Kayo Denda, who specializes in women's

scholarship, is located at the Mabel Smith Douglass Library. The Alexander Research Library on the College Avenue Campus holds orientation workshops in the beginning of the fall semester.

Parking and Transportation

Graduate students must register their vehicles for on-campus parking by presenting the car's registration as well as their student identification card to Department of Transportation Services 55 Commercial Avenue, Douglass Campus to receive the appropriate tags and stickers. Rutgers also provides bus service between all campuses on a daily basis.

Call (732) 932-7744 for a complete schedule.

Evening Transportation

Late Night Shuttle and Knight Mover: Two security Shuttles are in operation each night. One originates at the Douglass library and services the Cook and Douglass campus, while the other originates at LSM and serves Busch and Livingston. These shuttles are on set routes. In addition, individualized transportation is available between 2:00am and 6:00 am every night of the week during the fall and spring terms. Students, faculty, and staff can call for a ride from one campus location to another or from one campus to another. The Knight Mover is driven by a RUPD Community Service Officer for added safety and protection. This service is a demand-responsive service covering the New Brunswick/Piscataway Campuses and the 2nd, 5th, and 6th wards of New Brunswick. The number for these services is (732) 932-7433.

DIRECTORY OF FREQUENTLY USED OFFICES

From campus phones, drop the first two numbers to dial. Off-campus, dial the entire number. All numbers have 732 or 848 area code. DC – Douglass Campus, CAC – College Avenue Campus, LIV – Livingston Campus, BC – Busch Campus.

WOMEN'S & GENDER STUDIES PROGRAM

162 Ryders Lane, 2nd Floor, Douglass Campus
New Brunswick, NJ 08901-8555

848-932-9331
732-932-1335 fax

Abena P.A. Busia, Chair
Nikol Alexander-Floyd, Director Undergraduate Program

932-8420
932-8405

Monique Gregory, Department Administrator 932-8401
Feronda Orders, Program Coordinator I 932-8402
<http://womens-studies.rutgers.edu/>

GRADUATE PROGRAM

Jasbir Puar, Director 932-8402
Julie Rajan, M.A. Director 932-8428
Suzy Kiefer, Graduate Administrative Assistant 932-9331

BARNES & NOBLE BOOKSTORES

Cook/Douglass Campus 57 Lipman at Nichol Avenue, DC 932-9017
Livingston Campus Avenue D, LIV 445-3210
Rutgers Bookstore Ferren Mall, CAC 246-8448
N.J. Books 108 Somerset Street, CAC 828-7401

BUS INFORMATION - INTERCAMPUS

932-7817
<http://gobble.rutgers.edu/newpats/buses.htm>

CENTER FOR INTERNATIONAL FACULTY AND STUDENT SERVICES

180 College Avenue, CAC
Marcy P. Cohen, Director 932-7015
<http://cifss.rutgers.edu/>

ENGLISH as a SECOND LANGUAGE

Tillet Hall, Room 107, LIV
Kay Lynch, Director 445-6675
<http://esl.rutgers.edu/>

FINANCIAL AID

Graduate Fellowships & Student Support
25 Bishop, CAC 932-2286
Financial Aid Records Hall, Room 140, CAC 932-7057
Career Services 61 Nichol Ave, DC 932-9742
<http://studentaid.rutgers.edu/>

COMPUTER LABS/FACILITIES

College Avenue Campus Student Center, Lab 932-5007
Records Hall 932-8541
Douglass Campus Student Center, 3rd Floor 932-1964
Loree Building 932-9750
<http://www.nbcs.rutgers.edu/ccf/main/>

GRADUATE SCHOOL-NEW BRUNSWICK

932-7034
25 Bishop Place, CAC 932-7407 fax
Jerome J. Kukor, Dean 932-7896
Dorothy Hodgson, Senior Associate Dean for Academic Affairs 932-2720
Barbara E. Bender, Associate Dean, Academic Support 932-7747
Alexandria Bachmann, Sr. Administrative Assistant 932-7449
<http://gsnb.rutgers.edu/>

CHASER: The Resource Center for Graduate Student External Support

25 Bishop Place, CAC
Teresa Delcorso, Program development Specialist 932-2705
<http://chaser.rutgers.edu/>

GRADUATE AND PROFESSIONAL ADMISSIONS

56 College Ave., CAC
Linda Costa, Director 932-7743
<http://gradstudy.rutgers.edu/>

GRADUATE STUDENT ASSOCIATION

Rutgers Student Center, CAC 932-7995
<http://gsa.rutgers.edu/>

LIBRARIES

Alexander Research Library	169 College Avenue, CAC	932-7851
Library of Science & Medicine	Bevier Road, BC	445-3850
Mabel Smith Douglass Library	Chapel Drive, DC	932-9411
Kilmer Library	Avenue E, LIV	445-3613

<http://www.libraries.rutgers.edu/>

REGISTRAR

Administrative Services Building, Rm. 200F, BC 445-3556
<http://registrar.rutgers.edu/>

STUDENT INFORMATION & REFERRALS

932-INFO (4636)

UNIVERSITY PARKING OFFICE

55 Commercial Ave. Douglass Campus 932-7744
<http://parktran.rutgers.edu/>

POLICE AND PUBLIC SAFETY

55 Commercial Ave. Douglass Campus 932-7211
<http://publicsafety.rutgers.edu/>

OFF CAMPUS HOUSING

542 George Street, CAC <http://ruoffcampus.rutgers.edu/> 932-7766

WOMEN'S & GENDER STUDIES GRADUATE FACULTY

Thea Abu El-Haj	Graduate School of Education
Laura Ahearn	Anthropology
Nikol Alexander-Floyd	Women's & Gender Studies
Ousseina D. Alidou	Africana Studies
Radhika Balakrishnan	Women's & Gender Studies; CWGL
Louise Barnett	American Studies
Emily Bartels	English
Frances Bartkowski	English
Mia Bay	History
Ethel Brooks	Women's & Gender Studies; Sociology
Charlotte Bunch	Women's & Gender Studies; CWGL
Abena Busia	English; Women's & Gender Studies
Sue Carroll	Political Science
Sylvia Chan-Malik	Women's & Gender Studies; American Studies
Indrani Chatterjee	History
Dorothy Sue Cobble	Labor Studies Program, SMLR
Ed Cohen	Women's & Gender Studies
Ann Coiro	English
Barbara Cooper	History; Africana Studies
Brittney Cooper	Women's & Gender Studies; Africana Studies
Drucilla Cornell	Political Science
Sheila Cosminsky	Anthropology
Jeanette Covington	Sociology
Jocelyn Crowley	Public Policy
Cynthia Daniels	Political Science
Harriet Davidson	Women's & Gender Studies; English
Belinda Davis	History
Carlos Decena	Women's & Gender Studies, Latino & Hispanic Caribbean Studies
Marianne DeKoven	English
Elin Diamond	English
Katherine Ellis	English
Melissa Feinberg	History
Leslie Fishbein	American Studies
Nicole Fleetwood	American Studies
Jerry Flieger	French
Sandy Flitterman-Lewis	English
Jeffrey Friedman	Mason Gross School of Arts, Dance
Marisa Fuentes	History/WGS
Judith Gerson	Sociology; Women's & Gender Studies
Daniel Goldstein	Anthropology
Mary Gossy	Women's & Gender Studies
Sandra Harris	Psychology
Angelique Haugerud	Anthropology
Mary Hawkesworth	Women's & Gender Studies
Nancy Hewitt	History; Women's & Gender Studies
Briavel Holcomb	Urban Studies
Allan Punzalan Issac	American Studies
Jennifer Jones	History; Women's & Gender Studies
Jyl Josephson	Women's & Gender Studies-Newark
Temma Kaplan	History
Joanna Kempner	Sociology
Stacy Klein	English
Renee Larrier	French
Barbara Lee	School of Management and Labor Relations
Catherine Lee	Sociology
Ardele Lister	Art

Julie Livingston	History
Nelson Maldonado-Torres	Comparative Literature; Latino and Hispanic Caribbean Studies
Ruth Mandel	Eagleton Institute
Joan Marter	Art History
Yolanda Martinez-San Miguel	Puerto Rican Studies
Frances Mascia-Lees	Anthropology
Meredith McGill	English
Sarah McMahan	Social Work
Jasbir Puar	Women's & Gender Studies
Julie Rajan	Women's & Gender Studies
Nancy Rao	Music
Donald Roden	History
Yana Rodgers	Women's & Gender Studies
Patricia Roos	Sociology
Sarah Rosenfield	Sociology
Phillip Rothwell	Spanish and Portuguese
Zakia Salime	Sociology
Diana Sanchez	Psychology
Paul Schalow	Japanese
Louisa Schein	Anthropology; Women's & Gender Studies
Kyla Schuller	Women's & Gender Studies
Richard Serrano	French
Susan J. Sidlauskas	Art History
Ben Sifuentes-Jauregui	Spanish and Portuguese
Arlene Stein	Sociology
Gayle Tate	Africana Studies
Shatema Threadcraft	Political Science
Mary Trigg	Women's & Gender Studies; IWL
Meredeth Turshen	Urban Planning
Cheryl Wall	English
Deborah Gray White	History; Women's & Gender Studies
Carolyn Williams	English
Virginia Yans-McLaughlin	History
Yael Zerubavel	Jewish Studies