

To: The Graduate School
From: Department of Women's Studies
Date: Nov. 7, 2008
Re: Proposal for direct-to-Ph.D. track

The Department of Women's Studies would like to institute a direct-to-Ph.D. track as a third option in our graduate program (M.A., Ph.D., direct-to-Ph.D.). Our current M.A. and Ph.D. tracks, requirements, and curricula are attached as an appendix to this document.

Rationale:

- 1) Currently we are the only Women's Studies Ph.D. program that does not accept students coming in with a BA, so we are at a disadvantage in competing with other schools for certain students. A direct-to-Ph.D. track would allow us attract excellent graduate students who know after the B.A. that they want to get a Ph.D.
- 2) This change would build on the strengths of both our MA/PhD tracks. We have an excellent, time-tested, and very well-regarded M.A. track which attracts students who want a WS preparation for law school or for another graduate field. (Our graduates have gone on to Ph.D. programs in American Studies and Comparative Studies, for example.)
- 3) This change would allow us to maintain—and perhaps even increase—the diversity of our graduate students because it would give us a bigger pool of students to recruit. We expect that each year we will continue to get applications from and admit students who come in with an M.A. from other WS programs and from other disciplines.
- 4) This change would give us flexibility according to our needs and the applicant pool in recruitment (we have commonly adjusted the number we accept based on various criteria and the applicant pool). Generally, we would admit fewer M.A. students. However, if the M.A. pool was strong and the Ph.D. pool weak, we might reduce the number of Ph.D.s admitted, have no waitlist for them, and increase the number of M.A.s. This also gives us flexibility in terms of departmental financial constraints.

Budget:

Economically, this is sound so long as we admit fewer M.A.s. The College allows us approximately 30 students in the program and 90 fee waivers per year so long as our class enrollments hold up. In 2007-08 we used 88 fee waivers and spent \$37,568 on 10-11 MAs (one dropped out), \$91,476 on 7 Ph.D.s, and \$158,530 on 10 ABDs.

The difference in salary for the incoming M.A. and the incoming Ph.D. last year was \$171.00. MA's received \$12,897 for 3 quarters and Ph.D.'s incoming salary was \$13,068 for 3 quarters.

What we will have to keep in mind for admissions each year is the number of ABDs we will

be supporting. ABDs are the highest paid; they get \$14,058 for 3 quarters and \$18,744 for 4 quarters. Also, we lose the free fourth quarter fee waiver. So ABDs drain the funds more quickly.

Since Autumn 07 we have spent approximately \$131,836 on 11 MA's; approximately \$104,544 on Ph.Ds. (non-ABD) and approximately \$112,468 on ABD students. This doesn't include summer quarters when we spent approximately \$18,108 for ABDs and \$8418 on non ABDs for a total of approximately \$375,374.

Admission and evaluation:

1. For admission to the direct-to-Ph.D. track, applicants will need to demonstrate, in addition to the excellence we expect of our M.A. candidates, rigorous preparation, commitment to serious intellectual study, and extraordinary scholarly ability. We reserve the right to admit some of these applicants to the M.A. program but not to the Ph.D. program. There will be a quota of direct-to-Ph.D. applicants accepted each year depending on projected funding.
2. Student progress will be reviewed through the Ph.D. annual review process already in place. The committee believes this is a robust mechanism that will continue to work so long as faculty are rigorous in our grading and assessments of student progress.

Curriculum and timeline:

1. Students in the direct-to-Ph.D. track may opt to take the M.A. degree by completing 45 credits and taking the M.A. exam any year in the program. Some students may decide they want the degree even if they go forward with the Ph.D. Others may decide to take the degree as terminal. Also, per Graduate School policy, students can apply for an M.A. following the successful completion of Ph.D. candidacy exams.
2. All Ph.D. students need 135 hours, 115 of which must be coursework. Students coming in with a bachelor's degree will take three years to complete the coursework hours. Therefore, their timeline will be different from those entering with an M.A. For the direct-to-Ph.D. students, we will expect completion of the Ph.D. exams at the beginning of their fourth year. See timeline below.
3. In turn, these students will have a different standard for fifth-year funding. The fifth-year funding review takes place in Feb. so that we have information about funding as we wrap up our incoming grad applications. For the direct-to-Ph.D. students, who should be taking their exams at the beginning of the fourth year, the standard for fifth year funding will be passing the prospectus.

Direct-to-Ph.D. Degree
Suggested Timeline for students entering with a B.A.

First Year	
<u>First Quarter</u> (Autumn)	<ul style="list-style-type: none"> • Enroll in WS 700 and WS 702 • Enroll in core, specialization, elective and/or other courses.
<u>Second Quarter</u> (Winter)	<ul style="list-style-type: none"> • Enroll in core, specialization, elective and/or other courses
<u>Third Quarter</u> Spring)	<ul style="list-style-type: none"> • Enroll in core, specialization, elective and/or other courses • Prepare and file Program of Study
<u>Fourth Quarter (optional)</u>	<ul style="list-style-type: none"> • Enroll in core, specialization, elective and/or other courses
Second Year	
<u>First and Second Quarters</u> (Autumn and Winter)	<ul style="list-style-type: none"> • Enroll in core, specialization, elective and/or other courses
<u>Third Quarter</u> (Spring)	<ul style="list-style-type: none"> • Enroll in core, specialization, elective and/or other courses
<u>Fourth Quarter</u>	<ul style="list-style-type: none"> • Enroll in core, specialization, elective and/or other courses
Third Year	
<u>First Quarter</u> (Autumn)	<ul style="list-style-type: none"> • Enroll in core, specialization, elective and/or other courses
<u>Second Quarter</u> (Winter)	<ul style="list-style-type: none"> • Enroll in core, specialization, elective and/or other courses
<u>Third Quarter</u> Spring)	<ul style="list-style-type: none"> • Enroll in core, specialization, elective and/or other courses • Prepare and file Candidacy Exam reading lists
<u>Fourth Quarter (optional)</u>	<ul style="list-style-type: none"> • Prepare for Candidacy Exams • Complete language proficiency requirement, if necessary
Fourth Year	
<u>First Quarter</u> (Autumn)	<ul style="list-style-type: none"> • Pass Candidacy Exams. • Complete course work if necessary.
<u>Second Quarter</u> (Winter)	<ul style="list-style-type: none"> • Officially advance to PhD candidacy (ABD) • File dissertation prospectus (recommended) • Begin work on dissertation • Secure additional funding to complete dissertation
<u>Third Quarter</u> (Spring)	<ul style="list-style-type: none"> • Work on dissertation
<u>Fourth Quarter (optional)</u>	<ul style="list-style-type: none"> • Work on dissertation • Work on dissertation or conduct field work (if a 5th year is needed)
Upon Completion of the Dissertation	<ul style="list-style-type: none"> • Enroll for at least 3 credit hours and apply to graduate • Defend dissertation and file Examination Report • Submit formatted dissertation and all related documents

APPENDIX

M.A. Degree General Requirements and Policies

The M.A. program requires 50 hours of course work, including 5 core courses and 5 electives. Students take a comprehensive exam to conclude the program.

Required Core Theory Courses: 25 hours

- WS 700, Introduction to Graduate Studies (5 hours)
- WS 702, Teaching Women's Studies (5 hours)
- WS 710, Theorizing Difference (5 hours)
- WS 720, Theorizing Gender, Power, and Change (5 hours)
- WS 740, Theorizing Gender Representation (5 hours)

All incoming graduate students take WS 700 and WS 702 during the first quarter of enrollment. First-year M.A. students should consult with their advisors before registering for the remaining core theory courses. The enrollment in these courses has a limit of 9-10 first-year students; those students will be determined on a first-come, first-serve basis. The registration lists for these courses are held by the Graduate Studies Coordinator and will be available one week before the start of registration.

Elective Courses: 25 hours

- M.A. students are required to take at least two additional Women's Studies courses at the 600-level or above (10 hours).
- The remaining 15 hours may be chosen from Women's Studies courses or related discipline-based courses offered in other academic units.
- Up to 5 hours of WS 863, Practicum, may be included.
- No more than 5 hours of WS 693, Individual Studies, and 5 hours of 500-level, non-departmental courses may count toward the degree.

Electives should be chosen in consultation with the advisor. Choices should reflect a coherent program of study that will provide a broad grounding in Women's Studies as well as familiarity with a specific focus area. A list of recommended courses is included in this Handbook. A copy of the M.A. Program Outline is attached herein as Appendix A.

Learning Contracts for WS 693, WS 863

Students wishing to enroll in WS 693, Independent Studies, or WS 863, Practicum, should first file a Learning Contract. Blank forms are available from the Graduate Studies Coordinator. Contracts should describe the plan of study and how it relates to the student's

overall program. They should also include a brief description of a final graduate-level project or paper that will be evaluated by the supervising faculty member.

Contracts should be signed by the student, the supervising faculty member, and the student's advisor (if other than the supervising faculty member). The Graduate Studies Coordinator will release registration call numbers for these courses upon receipt of signed Learning Contracts. The Graduate Studies Committee reserves the right to review Learning Contracts before inclusion in M.A. programs.

Thesis (Dual Degree Programs)

In a few cases, students enrolled in a dual-degree program are required to complete a thesis for the other department. Other students may be required to complete a thesis as part of a government-mandated program. All these projects are approved by the Graduate Studies Committee as part of a student's overall program. Dual-degree students who do a thesis will take the theory exam, but not the focus exam. Graduate School rules require that the thesis must be defended before taking the theory exam.

Graduate Progression Policy

The Women's Studies Graduate Program supports and strongly adheres to the University's Graduate School Handbook rule that states, "a student must maintain a graduate cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate credit courses and must maintain reasonable progress" to be considered in "good standing" (II.4.1).

Graduate students in the Department of Women's Studies must also earn no less than a B- in any course for the course to be counted toward the 50 credits required to complete the Master's degree in Women's Studies.

Dual Masters Degree

Students wishing to do a dual Master's degree must be accepted in both programs. Applicants considering a dual degree program should consult with the Graduate Studies Chair in both programs during the application process. Dual degree students must choose a "home" department. Dual Master's degrees generally take three years to complete.

Each student's program will be handled individually after consultation with the advisor in the other department. The student will complete a dual M.A. form with advisors from both programs, outlining a program of study. The plan of study must be approved by the advisor and submitted to the Graduate Studies Committee. (See Appendix B attached hereto.)

Typically, 50% of the work needs to be unique to each degree (or just count for one degree or the other.) i.e., in Women's Studies with a total of 50 hours needed to graduate, 25 hours must count only towards the Women's Studies degree. Both departments will need to agree to accept the classes that will count towards both degrees.

M.A. Examination

The M.A. examination covers two areas: feminist theory and a focus area of choice. Students are advised to prepare for both parts of the examination by taking thorough notes in their own words on the readings in the required theory courses and in courses relevant to their focus area. Other courses or extracurricular readings may also include useful works and information. Students are encouraged to discuss possible questions with each other when studying for the examination, but all answers must demonstrate originality as well as excellent organization, style and substantive content. Any queries about the examination should be addressed only to the Graduate Studies Chair in order to keep faculty input consistent.

Part I: Theory

The first part of the examination covers feminist theory. The questions usually require a synthesis of information and comprehension of themes from WS 700 and the three-sequence theory core: WS 710, 720, and 740.

Part II: Focus Area

The second part of the examination covers the focus area, which can be in any of the following specialties:

Latina and Black Women's Studies:

*Burack, Keating, Latorre,
Robertson, Smooth, Tapia, Thomas,
Wanz, Winnubst*

Sexuality:

*Bernhard, Burack, Keating, Moore,
Robertson, Sreenivas, Thomas,
Winnubs, Wu*

Visual and Narrative Cultures:

Latorre, Mizejewski, Tapia, Wanzo

State, Economies and Social Action:

*Burack, Bystydzienski, Keating,
Rakowski, Robertson, Smooth,
Sreenivas, Suchland, Thomas, Wu*

Global and Transnational Feminisms:

*Bystydzienski, Keating, Rakowski,
Robertson, Smooth, Sreenivas,
Suchland, Winnubst, Wu*

Health, Science:

Bernhard, Bystydzienski

Normally, students will select an advisor who will be primarily responsible for the focus area exam. As students plan their program of course work with the advisor, they will have the opportunity to select courses that are appropriate for the focus area. The student and advisor should agree on a body of readings for the focus area for which the student will be responsible on the examination.

The student may select a Women's Studies core or an associated faculty member to serve as focus area director for the M.A. exam. The director will direct student preparation for the focus exam, will write the focus exam, and will be one of the readers for both the focus and theory portions of the M.A. exam. A student with an associated faculty member serving as the focus area director should have a Women's Studies core faculty member serve as the advisor of record for program planning and to sign off on paperwork. Students with associated faculty advisors will use the Women's Studies advisor's call numbers to enroll in WS 693 or 863, even if they are working with the associated faculty member on the focus area.

Before consulting with advisors prior to exam preparation, students should compose a tentative reading list organized around particular themes or approaches. The reading list should consist of approximately 20 items. Many of these works will have been read as part of the chosen course work, although some might be new works to fill in any gaps.

Exam Process and Format

The M.A. examination for students completing the second year of the program is held during Spring quarter, usually the first weekend in May. The Graduate Studies Committee will set the exam date over one weekend (Friday morning to Monday morning). The Graduate Studies Coordinator will distribute exam questions to students when the office opens on the first exam day (Friday). Three copies of each completed essay, along with a digital copy on floppy disk or CD, must be returned to the Graduate Studies Coordinator by 9:00 A.M. on the fourth exam day (Monday).

Each exam section (theory and focus area) will consist of two questions; students will write four essays. Digital copies should be created as a separate document for each exam section. Essays must be 4 - 5 pages each (12 point font, 1-inch margins, double spaced), for a total of no more than 10 (and no fewer than 8) pages per section. The completed exam should be no longer than 20 pages in length, plus a bibliography for each essay. The exam packet returned to the Graduate Studies Coordinator must include a cover sheet with the student's assigned number, the date, and a signed honors statement.

Satisfactory answers will be:

- *thorough, explicitly answering all parts of the question and using the requested number and type of sources;*
- *well organized, with a coherent thesis and sustained argument;*
- *synthetic of the material from course work and reading lists;*

- *original (that is, answers may not include long excerpts of other people’s work or the student’s own work written for courses or other purposes).*

Unsatisfactory performance on any essay will result in failure of that portion of the exam. Students who fail part of the exam will be expected to retake that part the same quarter.

Exams will be evaluated by the student’s advisor and/or focus area director and a reader appointed by the Graduate Studies Committee. Advisors/readers will have a deadline for completing their evaluations. The faculty reserve the right to give an oral exam as a follow-up to the written exam. Results will be submitted to the Graduate Studies Chair, who will inform the advisors and the students of the outcome and manage any follow-up process (if necessary) on the exams. Students who fail any portion of the exam will be expected to retake that portion of the exam. If a student fails that portion again, the student is then required to retake the entire exam with new questions for each section of the exam during the subsequent quarter.

**M.A. Degree
Expected Timeline**

First Year

<u>First Quarter</u> (Autumn)	Enroll in WS 700, WS 702
<u>Second and Third Quarters</u> (Winter and Spring)	Enroll in core courses and/or electives
<u>Fourth Quarter (optional)</u> (Summer—tuition waiver only)	Enroll in core courses and/or electives

Second Year

<u>First and Second Quarters</u> (Autumn and Winter)	Enroll in core courses and/or electives
<u>Third Quarter</u> (Spring)	Complete course work Apply to graduate Pass M.A. exam

Ph.D. Degree General Requirements and Policies

The Ph.D. program requires a minimum of 135 graduate credit hours, at least 90 of which must be earned beyond the Master's degree. At least 70 of the 90 hours will be course work; no more than 20 hours of dissertation credit will be counted toward the Ph.D. degree. A candidacy examination covering the course work is recommended to be taken during Autumn quarter of the 3rd year. This will be followed by completion and defense of a dissertation comprising an original work of scholarship.

The timelines for Ph.D. students presented in this handbook are recommendations rather than requirements. The student and her advisor are encouraged to consult with the Graduate Studies Committee about establishing a timeline that suits the student's needs while still complying with Graduate School regulations.

Required Core Theory Courses: 30 hours

- WS 700, Introduction to Graduate Studies (5 hours)
- WS 702, Teaching Women's Studies (5 hours)
- WS 710, Theorizing Difference (5 hours)
- WS 720, Theorizing Gender, Power, and Change (5 hours)
- WS 740, Theorizing Gender Representation (5 hours)
- WS 760, Survey of Feminist Methodologies (5 hours)

Upon acceptance, students with master's degrees from other institutions should determine with their advisor and the Graduate Studies Chair which of these courses they need to take and which may be waived (Appendix E).

Fields of Study: Major and Minor Specializations: 55 hours

Students will select one major and two equally-weighted minor fields as their areas of specialization. The fields of specialization will provide the framework for course selection beyond the core courses and structure the candidacy exam.

The fields of specialization are:

- Latina/Black Women's Studies
- Sexuality Studies
- Visual and Narrative Cultures
- The State, Economies, and Social Action
- Global and Transnational Feminisms

Students will choose a minimum of 25 hours of course work in Women's Studies or recommended courses for their major field. Each minor field will consist of a minimum of *15 hours of work* in Women's Studies or recommended courses. Core courses can count toward major and minor fields. Ph.D. students are expected to take at least two-thirds of their courses

within the Department. This refers to 70 hours of course work beyond the 45 hours for the M.A., and not counting the 20 dissertation hours. Course selections should be agreed upon in quarterly meetings with advisors.

Course work and exam preparation should reflect the intersection of each field of specialization with the three lines of inquiry emphasized in the core courses:

- difference and diversity
- gender, power, and social change
- gender representation

Courses at the 600-level or above that were taken during the master's program but not counted towards the master's degree may be used as course work in the major and minor fields (II.6.2). A maximum of 10 hours may be used this way. Students must petition the Graduate Studies Committee to apply these credits and should use Form P2 (Course Waiver Request) contained herein as Appendix E.

Course work Summary

Each of these requirements must be met. They do not necessarily “mesh” with each other.

- Minimum of 135 graduate credit hours, of which 90 hours must be earned while in the Ph.D. program. Up to 45 graduate credit hours can be transferred from another institution.
- Of the minimum 90 hours earned as a Ph.D. student, at least 70 must be from course work rather than dissertation hours.
- Core courses, specialization courses, and electives:
 - up to 30 hours in core courses or equivalent
 - 25 hours in the major specialization field (may include some core courses)
 - 15 hours in the first minor specialization field (may include some core courses)
 - 15 hours in the second minor specialization field (may include some core courses)
- Hours earned while a Master's student (at OSU or elsewhere) will have some bearing on Ph.D. course selection:
 - students may have already taken some/most of the core courses or equivalent.
 - students may use courses taken as a master's student but not used toward the master's degree as part of specialization course work.
- No more than 10 hours of WS 893, Individual Studies, may count toward the degree.
- The Graduate Studies Committee strongly recommends that, when relevant, students take a second methods course related to the dissertation in addition to WS 760. The course may be from Women Studies or another department and should be chosen in consultation with the advisor. The second methods course would be counted among the specialization fields.
- Students may need or wish to take courses that will not count toward specific degree requirements but do count as graduate credit hours. Examples include: research methods

courses, language courses, and courses relevant to the student's interests that do not meet the criteria for recommended courses.

Advising

Students will choose a director for each field of specialization from among the Women's Studies faculty. One of the directors will be the student's official advisor, and will preferably be the director for the major field and for the dissertation. Associated faculty members may serve as minor field directors and as full co-advisors in conjunction with Women's Studies core faculty for candidacy examinations and/or dissertations. In cases where a co-advisor is an associated faculty member, students will use the Women's Studies advisor's call numbers to enroll in WS 693, 893, 863 or 999 even if they are working with the co-advisor.

The Graduate Studies Committee suggests that, in order to achieve intellectual coherence, the official advisor remain the same for both the candidacy exam and dissertation committees. See sections on the Candidacy Exam Committee and Dissertation Committee for further guidelines about advising.

Program of Study

Students should confer with their advisors to develop a program of study by the end of the second quarter in the Ph.D. program. The program of study should specify the fields of specialization, directors for each field, and courses completed and expected to be taken. The program should also reflect the results of decisions made about transferring credit from other institutions, use of courses taken as a master's student, and any other special considerations.

The program should be filed for reference with the Graduate Studies Coordinator. The program of study can be modified at any time after consultation with advisors. The form for the program of study can be found in Appendix C herein.

Annual Review

Every Ph.D. student will be reviewed by the entire core faculty every spring in order to assure timely progress and to resolve problems before they become unmanageable. Emphasis is not simply evaluation of progress, but also team attention to each student's course of study.

The review process will begin at the end of Winter quarter with a meeting of the student and advisor in order to update the Ph.D. Program Outline. The advisor will complete a discursive form (Appendix D attached hereto) in order to provide further information, describe upcoming deadlines, etc. The student will sign off on this form.

The completed Program Outline and discursive evaluation will go to the Graduate Studies Committee at the beginning of Spring Quarter so that the Committee can effectively set up the faculty review meeting. The Committee will decide if co-advisors from other programs need to be present and will decide on a meeting agenda that moves along effectively.

The faculty will decide as a body if and how progress problems should be addressed, for example, spelling out of deadlines and consequences if deadlines are not met.

The Graduate Studies Committee Chair will write a brief letter to the student summarizing the faculty discussion and decisions, with a copy to the advisor and an understanding that the advisor will follow up on deadlines as needed.

The updated Program Outline and discursive evaluation will become part of the student's file.

Transfer of Credit

Students with Master's degrees from other institutions should confer with their advisors during the first quarter in residency about receiving and applying transfer credit to their program of study. Final determination about transfer and use of courses from other institutions will be made by the Graduate Studies Committee in consultation with the advisor. (II.3.2.3). Once a determination has been made, the Graduate Studies Coordinator will coordinate filing the necessary paperwork with the Graduate School.

Language Requirement

Ph.D. students are required to demonstrate proficiency in a language other than English. This can be accomplished by:

- by passing an examination given by the pertinent department, or
- by passing a language department's 573 with a B or better, or a 101, 102, and 103 with a grade of B or better (the 100 level series may not be substituted for 500 level courses in departments where the latter exist, although students are free to take any additional courses on their own), or
- for unusual cases of a language not offered at OSU, a student may make another type of arrangement with a qualified resource outside the university per the advisor's approval.
- those students whose specializations require it may be asked to show reading competence in a second language before taking the Candidacy Examination by passing one of the regularly scheduled examinations (translation with the aid of a dictionary) or by completing the 571-573 sequence of prescribed reading courses in the students chosen language with a minimum grade of B.

Learning Contracts for WS 893, WS 863

Students wishing to enroll in WS 893, Independent Studies, or WS 863, Practicum, should first file a Learning Contract. Blank forms are available from the Graduate Studies Coordinator. Contracts should describe the plan of study and how it relates to the student's overall program. They should also include a brief description of a final graduate-level project or paper that will be evaluated by the supervising faculty member.

Contracts should be signed by the student, the supervising faculty member, and the student's advisor (if other than the supervising faculty member). The Graduate Studies Coordinator will release registration call numbers for these courses upon receipt of signed Learning Contracts. The Graduate Studies Committee reserves the right to review Learning Contracts for inclusion in Ph.D. programs.

Graduate Progression Policy

The Women's Studies Graduate Program supports and strongly adheres to the University's Graduate School Handbook rule that states, "a student must maintain a graduate cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate credit courses and must maintain reasonable progress" to be considered in "good standing" (II.4.1).

Graduate students in the Department of Women's Studies must also earn no less than a B- in any course for the course to be counted toward the 135 credits required to complete the Ph.D. degree in Women's Studies.

Ph.D. Degree Candidacy Examination

Most students should plan to take the candidacy exam during Autumn quarter of the 3rd year in the Ph.D. program. The exam is expected to allow the student to demonstrate mastery of the broad range of ideas covered in the major and minor fields. The student should also be able to discuss the intersection of each specialization area with the lines of inquiry: difference and diversity; gender, power, and social change; gender representation.

	difference and diversity	gender representation	gender, power, & social change
Latina and Black Women's Studies			
Sexuality Studies			
Visual and Narrative Cultures			
States, Economies, & Social Action			
Global and Transnational Feminisms			

The Candidacy Exam Advisory Committee

The student's exam advisory committee will consist of the directors for each field of specialization, plus one additional qualified person chosen by the student. The advisory committee will be chaired by the student's official advisor. The fourth member of the advisory committee may be from outside the department, including but not limited to members of the Women's Studies Associated Graduate Faculty (II.6.4.4). Students and their advisors should consult with the Graduate Studies Committee if an alternate format seems necessary.

Before specific preparation for the exam occurs, the candidate's exam committee must meet with the candidate to lay out and agree on the parameters of the exam for the candidate, and to answer any questions from the candidate regarding the exam content and process.

Reading Lists

Students should prepare reading lists for the candidacy exam no later than the 6th quarter in the Ph.D. program (or, one complete quarter before the exam is expected to be taken). Students should propose a tentative reading list for each area to the director for that area for further development. When completed, lists should be passed to the Graduate Studies Committee for review and then to the Graduate Studies Coordinator to be filed for reference. Many of these works will have been read as part of the chosen course work, although some might be new works to fill in gaps.

The *major field* reading list should have approximately *50-100 items* (books and articles). Reading lists for the *minor fields* should each have *approximately 30 items* (books and articles). Each list should include works that reflect the 3 lines of inquiry, though field directors and students will have flexibility to develop lists that reflect the nature of the field and the student's interests. Any individual work can appear only on one list, even though it may be applicable to more than one field of specialization.

Exam Questions

Written exam questions will be composed by each student's exam advisory committee. Questions will be formulated to require answers that draw material from across epistemological categories/lines of inquiry.

The major field exam will consist of one of two questions. The essay should be approximately 20 pages long, plus a bibliography. The questions for the major specialization will anticipate the focus of the dissertation. Each minor field exam will consist of one of two questions. Each essay should be approximately eight pages long, plus a bibliography. Thus, the completed exam should consist of three essays and be approximately 36 pages long. The written essays should be regarded as the beginning of a discussion that will be completed during the oral exam.

Questions for the oral exam can pertain to any works on the student's reading lists, the written portion of the exam, or any other pertinent field-related matter. To insure equity in this matter, there should be no consultation between the advisor and the student between the written and oral portions of the exam.

Exam Process and Format

The exam will take place over two weekends, chosen by the student and her advisory committee in consultation with the Graduate Studies Committee. The major field written exam will be taken during one weekend; the two minor field written exams will be taken during the other. The weekends do not need to be consecutive; the student may choose which portion she writes first. According to Graduate School rules (II.6.10.8.1), the oral portion of the exam normally takes place within 1 month of completion of the written portion.

For the written exams, the student will pick up the exam questions from the Graduate Studies Coordinator no earlier than 9:00 AM on the Friday morning of the exam weekend. Five copies of the completed essay(s), along with a digital copy on disk, must be returned to the Graduate Studies Coordinator no later than the following Monday at 4:00 PM. The oral portion of the exam must be scheduled at least two weeks before it is held.

Satisfactory answers will be:

- *thorough, explicitly answering all parts of the question and using the requested number and type of sources;*
- *well organized, with a coherent thesis and sustained argument;*
- *synthetic of the material from course work and reading lists;*

- *original (that is, answers may not include long excerpts of other people's work or the student's own work written for courses or other purposes).*

Unsatisfactory performance on any portion will result in failure of the exam. At the recommendation of their Ph.D. committee, students having failed the exam may take a portion or all of it a second and final time. Failure on the second try will result in permanent dismissal from the Graduate School.

In accord with Graduate School policy, students will advance to candidacy for the Ph.D. the quarter following completion of the candidacy exams and the filing of the proper forms with the Graduate School. Forms must be filed by the last working day of the quarter for candidacy to begin the following quarter.

Note that ABD students (that is, graduate students who have successfully completed their candidacy exams) who receive graduate assistantships must be enrolled for 3 credit hours.

Ph.D. Degree Dissertation Guidelines

Subsequent to successful completion of the Candidacy Examination, students will complete the research and writing of an original work of scholarship, the dissertation, supervised by the student's advisor.

The Dissertation Committee

The dissertation committee is chaired by the student's official advisor and composed of at least two other Women's Studies core faculty members. It may include a fourth member from outside the department. The Dissertation committee may or may not be the same as the student's Candidacy Exam committee; however, the Graduate Studies committee suggests that in order to achieve intellectual coherence, the official advisor remain the same for both committees.

Composition of Valid Examination Committees

The Graduate School is charged with the task of validating committee members for Doctoral exams.

- Candidacy exam committees are required to have four current graduate faculty members; the chair must be a Category P graduate faculty member.
- Doctoral defenses are required to have at least three current graduate faculty members, including the advisor (who must be a Category P graduate faculty member).

The Prospectus

In the quarter following the completion of the Candidacy Exam, the student should choose a dissertation committee and prepare a dissertation prospectus. The prospectus should be prepared in consultation with the advisor and/or other dissertation committee members.

The prospectus should be 8 to 12 pages, double-spaced, excluding the bibliography. The prospectus should include:

- an abstract of the project that explains the contribution to the field;
- a discussion that situates the study within the relevant literature;
- a discussion of methodology;
- an outline of the expected chapters' organization; and
- a working bibliography, which includes basic sources already read and key sources needed to realize the project fully.

The prospectus should be reviewed and approved at a meeting with the student's dissertation committee **no later than the last week of the quarter after the student's Candidacy Exams**. The prospectus approval form (attached hereto as Appendix F) should be signed by all committee members and placed by the Graduate Studies Coordinator, along with a copy of the prospectus, in the student's file.

The prospectus should be a general overview of the planned project, with an informed but not necessarily comprehensive bibliography of secondary sources, primary sources and/or research methods. It should be used to guide but not determine the research and writing process.

Dissertation Funding

Ph.D. candidates are encouraged to seek funding for their dissertation research from all available sources, including sources outside the Ohio State University. Two possibilities internally include the Graduate School's Alumni Grants for Graduate Research and Scholarship and the Coca-Cola Critical Difference for Women Dissertation Grants, administered by the Department of Women's Studies. Students may apply on a competitive basis for fifth year (dissertation year) funding, which may or may not follow directly upon their fourth year funding.

Dissertation Completion

Students should submit drafts of the dissertation to all committee members for suggestions prior to finalizing its form and content, and discuss and implement suggestions prior to a two-hour oral examination by the committee that constitutes a defense of the dissertation. An outside reader selected by the student in consultation with the advisor will also serve on the examination committee.

Additional Policies

Additional policies relevant to the dissertation will be developed by the Graduate Studies Committee. Students and their advisors should direct any questions about the dissertation process to the Graduate Studies Committee chair. Students should consult with the Graduate School regarding rules governing format and submission of the dissertation.

Ph.D. Degree

Suggested Timeline for students entering with an M.A.

First Year

First Quarter
(Autumn)

- Enroll in WS 700 and WS 702, unless these or equivalent courses were taken during master's program.
- Enroll in core, specialization, elective and/or other courses, if appropriate.
- Finalize transfer credits and use of master's level courses, if appropriate

Second Quarter
(Winter)

- Enroll in core, specialization, elective and/or other courses

Third Quarter
(Spring)

- Enroll in core, specialization, elective and/or other courses
- Prepare and file Program of Study

Fourth Quarter (optional)

- Enroll in core, specialization, elective and/or other courses

Second Year

First and Second Quarters
(Autumn and Winter)

- Enroll in core, specialization, elective and/or other courses

Third Quarter
(Spring)

- Enroll in core, specialization, elective and/or other courses
- Prepare and file Candidacy Exam reading lists

Fourth Quarter

- Prepare for Candidacy Exams
- Complete language proficiency requirement, if necessary

Third Year

First Quarter
(Autumn)

- Pass Candidacy Exams
- Complete course work as necessary. Identify sources of funding for dissertation.

Second Quarter
(Winter)

- Officially advance to PhD candidacy (ABD)
- File dissertation prospectus (recommended)
- Begin work on dissertation

Third Quarter
(Spring)

- Work on dissertation
- Inform department if you will be unavailable to teach during the next year

Fourth Quarter (optional)

- Work on dissertation

Fourth Year

(Final year of funding from Women's Studies)

First, Second, and Third Quarters
(Autumn through Spring)

- Work on dissertation or conduct field work (if a 5th year is needed)
- Secure additional funding to complete dissertation

Fourth Quarter (optional)

- Work on dissertation

Upon Completion of the Dissertation

- Enroll for at least 3 credit hours and apply to graduate
- Defend dissertation and file Examination Report
- Submit formatted dissertation and all related documents

Note 1: Students absent from campus for field work may postpone use of GA funding until their return (policy approved 9-23-05)

Note 2: Funding for GA positions covers 3 quarters (the academic year). With 3 consecutive quarters of funding, a student is eligible for a 4th quarter tuition waiver without GA stipend.

