

DESIGNATED EMPHASIS CHECK LIST

CHANGE OF MAJOR OR DEGREE GOAL PETITION

- Students admitted the Designated Emphasis should complete and submit the "**Change of Major or Degree Goal Petition**" to the Degrees Unit, 302 Sproul, immediately upon admission to the DE.
- Upon receipt of the appropriately signed petition, the addition of the DE will be entered into the Graduate Division and Registrar's databases. (*You can pick-up the "Change of Major Petition from the DE Office.*)

QUALIFYING EXAMINATION

- You must be admitted to the DE **before** the qualifying examination.
- The **Qualifying Examination Application** must be signed by the DE Director.

ENROLL IN GWS 200 --THEORY AND CRITICAL RESEARCH

ENROLL IN GWS 220—DISSERTATION RESEARCH SEMINAR

ENROLL IN A GWS 200-LEVEL ELECTIVE

- Check website or pick-up list from Dept. office.

GWS 200-LEVEL ELECTIVE EXCEPTION INFORMATION

- The DE Director must **approve** any course that is not included in the Course List, preferably before you register for the course.
- Please provide a course syllabus, and a letter explaining how the course is directly related to your studies in DEWGS, including assigned readings or papers completed.

ADVANCING TO CANDIDACY FORM

- The advancement form must be signed by the Director of the DE.

GRADUATION INFORMATION

- Contact the DE Graduate Student Affairs Office (*GSAO*) early in the semester you are scheduled to graduate to review the completion of the DE program requirements.
- Complete the **Designated Emphasis Final Report Form** signed by DE Director verifying that all requirements for the DE regarding coursework have been met prior to filing the dissertation. You can pick-up the form at the Department office.
- When you file your dissertation, this will trigger the DE to appear on the Degrees List and be entered on your transcript in the Registrar's office as awarded.
- Please inform the GSAO if you will be attending the Gender & Women's Studies Graduation Ceremonies in May.
- Submit name of your home department, title of your dissertation, and a permanent address to the GSAO.