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.