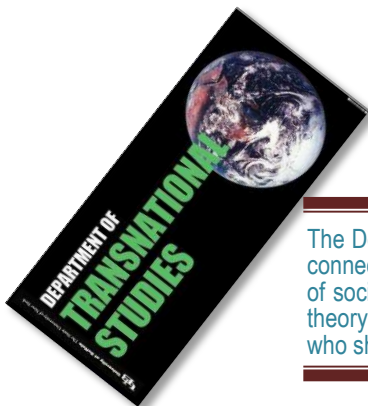




Department of Transnational Studies
College of Arts and Sciences

GRADUATE STUDENT HANDBOOK 2013-2015

Graduate Programs
African and African American Studies
American Studies
Canadian Studies
Caribbean Studies
Global Gender Studies



The Department of Transnational Studies considers itself as an avenue for research and teaching that explores connections across boundaries of all kinds: across national borders; across continents and oceans; across lines of social identity; across time; between humanity and the natural environment; across the disciplines; between theory and practice; and between research and social engagement. The department seeks graduate students who share this research perspective.

GRADUATE STUDENT HANDBOOK 2013-2015

African and
African American Studies
American Studies
Canadian Studies
Caribbean Studies
Global Gender Studies

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This handbook is also available online at
www.transnationalstudies.buffalo.edu

MISSION STATEMENT

The Department of Transnational Studies offers a range of degree programs that aim to promote excellence in cross-border, comparative, and interdisciplinary research and teaching. It administers the University's acclaimed graduate programs in *American Studies* and in *Global Gender Studies*, which offer both masters and doctoral degrees. A graduate-level *Native Studies* program is also a constitutive part of the American Studies program. At the same time, the Department offers a master's degree in *Caribbean Studies* and a master's certificate in *Canadian Studies*. For undergraduates, the Department offers bachelor's degrees in African American Studies, American Studies, and Global Gender Studies as well as undergraduate minors in all of these fields and in *Polish Studies* and *Latino/a Studies*.

The department's faculty has brought these programs under one roof recognizing that each has a long history of exercising leadership in its separate field by exposing students to the challenges of membership in the world's ever more deeply connected, yet always diverse communities. The Department sees itself as the university's gateway for students eager to explore connections across boundaries of all kinds: across national borders, continents, and oceans; across lines of social identity; across time; between humanity and the natural environment; across the disciplines; between theory and practice; and between research and social engagement.

Transnational analysis is a crucial feature of all the department's programs. We recognize the paradox that nation states both sustain and rival centers of economic and political power that are larger and smaller than nations. Thus, our courses seek to analyze historical, cultural, and textual phenomena that straddle a great diversity of geographical territories in addition to those demarcated by national boundaries. Faculty specializations include hemispheric approaches to the Americas and Native societies; connections between the Americas and other continents, including the African, Asian, and European diaspora; the transoceanic networks of the Atlantic world; and connections that span the Pacific. Yet we also seek to ground those analyses in the everyday life that takes place on smaller geographic scales, including in households, cities, and Buffalo's own trans-border region, which coincides with the historic *Haudenauonee* (Iroquois) homeland.

Based on strengths in path-breaking interdisciplinary scholarship, the Department's faculty challenge students to examine the intersections between indigenous studies, critical race theory, feminist studies, gender and sexuality, post-colonial and post-national studies, critical class analysis, ethnic studies, environmental studies, disability studies, urban studies, Latin American studies, the study of social movements, and cultural studies. We believe in the essential complementarity of research methods that include literary criticism, archival research, ethnography, community-based inquiries, social surveys, and oral history.

Our courses also regularly give students hands-on opportunities to develop as future leaders in civic engagement and public policy. To sustain this cross-fertilization of cultural, intellectual, and political projects we believe in forging and sustaining links with institutions and scholars nationally and internationally. As such, the Department seeks to build on its wide recognition as a center of interdisciplinary and global studies.

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INTRODUCTION

The University at Buffalo – SUNY is situated within the homeland of the Seneca Nation, one of the six *Haudenosaunee* nations. Our intellectual traditions are grounded in this place where we are located, and we pride ourselves in challenging existing state-centered approaches by studying phenomena that cross a number of geographic, methodological, and disciplinary borders and boundaries.

In the Department of Transnational Studies, students can pursue a number of interdisciplinary graduate degree and certificate programs. At the PhD level, degrees are offered in both American Studies and Global Gender Studies. The Department has a strong tradition of Indigenous and Haudenosaunee Studies. At the MA level, students can choose from American Studies, Global Gender Studies, Humanities Interdisciplinary MA - Concentration in Caribbean Cultural Studies, an MA in Canadian-American Studies (taken either entirely at UB, or as a joint Master's degree program with Brock University, St. Catharines, Ontario) as well as a certificate in Canadian Studies. Currently, the Department of Transnational Studies has over 100 students, including students from more than fifteen different countries. The Department has more than 20 faculty members with diverse interests ranging across the humanities and social sciences and geographical specialization in North America, Latin America, Eastern Europe, and Africa. The interdisciplinary and global focus of the Department of Transnational Studies is unique in the College of Arts and Sciences.

The Department of Transnational Studies was formed in 2011 from the merger of the following Departments and Programs: the Department of African and African-American Studies; the Department of American Studies; the Department of Global Gender Studies; the Canadian Studies Academic Program; the Interdisciplinary MA Program in Caribbean Cultural Studies; the Latina/Latino Studies Program, and the Polish Studies program. In different ways, each of these constituent programs focuses on phenomena that challenge traditional political and disciplinary boundaries. Bringing our respective faculties together around this common orientation produces synergies and efficiencies across our degree programs. Our graduate programs reflect the breadth and diversity of our intellectual interests, but common to all of them is our commitment to offering our students a unique and rigorous approach to some of the most pressing and interesting concerns of our time.

This Handbook outlines the policies and procedures of graduate degree programs in the Department of Transnational Studies. *It is the sole responsibility of individual students to know and follow all such rules and policies, both of the Department and of the wider university.* The student's advisor, the Director of Graduate Studies, and the Department's Graduate Secretary can help with questions about the program, and our experience suggests that information from these sources, in conjunction with this Handbook, is likely to be more accurate and authoritative than advice from elsewhere. This is especially true since we have currently active students who have been admitted prior to the formation of the Department, and (unless they have opted not to do so) who are following the regulations in place in the program or department of their initial admission.

DISCLAIMER

The availability of advice does not relieve the student of sole responsibility for completing necessary forms, initiating the formation of committees, honoring deadline dates at various points in his/her graduate studies, and generally meeting *all departmental and graduate school regulations*. Students should therefore read carefully this Graduate Student Handbook *in conjunction with* the Graduate School Policies and Procedures (available on the Graduate School website at <http://grad.buffalo.edu/Academics/Policies-Procedures.html>). **NOTE:** *In the event of a conflict, Graduate School policies supersede those adopted at the Department level.*

ADMISSIONS

General Information for All Applicants (MA and PhD)

Admission to the Master's and PhD programs offered by the Department of Transnational Studies is open to students who hold a Bachelor's degree. The Bachelor's degree does not have to be in any particular discipline or field, but applicants must demonstrate a true interest in, and preparation for, studying in one of the constituent programs of the Department. Applicants to the PhD program whose qualifications are sufficient for the MA program but not for the PhD program will be admitted as MA students. Students admitted to the PhD program who do not already hold a Master's have the option of earning a MA degree as part of their doctoral studies. U.S. citizens may apply for admission on a part-time basis (however, doctoral students should be aware of the 7-year time limit to achieve the PhD). Students in the Master's program who have completed, or are in the final stage of completing, the MA degree at the University at Buffalo, must formally apply for admission to the PhD program in order to pursue the doctoral degree.

Successful applicants in the past have achieved a combined score of at least 1200 on the Verbal and Quantitative sections of the Graduate Record Exam, and a score of at least 4.5 on the Analytical Section of the same exam. A minimum undergraduate GPA (grade point average) of 3.0, on a 4.0 scale, is required for admission. NOTE: You may request the Graduate Admissions Committee to waive these requirements, at its discretion, *if other application materials are deemed to warrant admission to the graduate program*. Applicants who have previously studied at the graduate level must have a cumulative GPA of at least 3.3 (on a 4.0 scale) in their graduate coursework. This requirement applies to all applicants – the Department's own MA students as well as applicants from other universities and other graduate programs at the University at Buffalo (UB).

Students currently enrolled in one of the MA programs in the Department of Transnational Studies wishing to gain admission to one of our PhD programs must apply through the online application system, pay the \$75.00 application fee, and submit a minimum of THREE letters of support from faculty members familiar with their work, at least one of which comes from within the Department. Other application materials do not need to be resubmitted if they are on file from the MA application. However, some students may want to retake the GRE and submit the new scores to strengthen their application.

All applicants to the MA and PhD programs **must** submit the following:

1. Completed online application form;
2. Unless otherwise noted, a \$75.00 (U.S. currency) *non-refundable* application fee may be paid online with a credit card or by sending directly a check or money order—made out to “University at Buffalo”—to the Department of Transnational Studies;
3. Unofficial transcripts (which include your Grade Point Average) from *all* undergraduate colleges and universities attended should be uploaded with your application. At the same time, you must arrange to have *original* transcripts mailed from each institution mailed directly to the Department prior to admission;
4. At least *three confidential* letters of recommendation from persons familiar with your academic record should be uploaded with your application;

5. A sample of your writing (usually 10-15 double-spaced pages) that accurately reflects your writing abilities.
6. Official results of the Verbal, Quantitative, and Analytical Writing sections of the Aptitude Test of the Graduate Record Exam (GRE). (Have the testing service mail official scores directly to the Department of Transnational Studies UB's Institutional code is 2925; the Departmental code for the American Studies PhD program is 2206; the program code for the PhD in Global Gender Studies is 2201.) **NOTE:** if your other application materials are deemed strong enough to warrant admission, the Admissions Committee may waive this requirement *at its sole discretion* if you make a case for it.

U.S. Nationals or Permanent Residents whose native language is not English need to submit official TOEFL (Test of English as a Foreign Language) scores to the department. The TOEFL code is 27.

The University's minimum scores on the **TOEFL** is 550 for the paper-based (PBT) test or 213 for the computer-based (CBT) test. The TOEFL score must be dated within two years of the time the application is reviewed by International Admissions in GrAdMIT.

The University's minimum score for the **TOEFL (iBT)** is 79. UB does not currently require minimum cut-off scores for the four individual subsections. Though there is no required minimum section score, most accepted students are expected to achieve the following section scores: Reading: 19/30 Listening: 15/30 Speaking: 19/30 Writing: 19/30.

NOTE: It is the responsibility of the *applicant* to ensure that all materials are received by the posted deadline(s). Applicants can see what materials have been received by the Department by visiting their application status page online. Also, applicants need to check their email, provided on their application, frequently. *Any necessary communication from the Department will be done via email.*

International applicants must also provide the following:

1. Official copy of TOEFL scores. Have the testing service mail official scores directly to the Department of Transnational Studies;
2. A **certified** copy of the International Applicant Financial Statement form (**with applicable supporting documents and signatures**) sent to the department. You must submit this form showing at least enough funds in U.S. currency for one academic year. The form can be found at:
<http://wings.buffalo.edu/intadmit/formgraduate.htm>

Admission Deadlines

The fall (autumn) admission deadlines for the Department of Transnational Studies to receive ALL completed application materials are:

- by **January 6th:** for PhD programs in American Studies, and Global Gender Studies (if applicants are interested in seeking financial assistance from the department).
- by **February 1st:** for MA programs in American Studies, Global Gender Studies, Canadian Studies, and Caribbean Studies.

The department's *Graduate Admissions Committee* decides who will be admitted. These decisions are based on the strength of the application materials (GRE scores, undergraduate transcripts, letters of recommendation, personal statement, etc.) submitted by each applicant, from which the Committee assesses the applicant's likelihood of being successful in the graduate program. **NOTE:** All admission decisions are final, so appeals to the Director of Graduate Studies (DGS) will have no effect

Applicants to MA Programs

The Department of Transnational Studies offers an array of MA programs.

African and African American Studies

African and African American Studies does not, as yet, have its own independent graduate studies program. Instead, it collaboratively participates in the interdisciplinary Master's program (Option 1) of the College of Arts and Sciences, and in the American Studies graduate program (Option 2). In either program, students can gain a broad introduction to the field suitable for pursuing further graduate studies in that or a related field or as a credential useful in its own right or in combination with another professional advanced degree, such as an MEd, MSW or MLS.

American Studies

Our MA in American Studies program offers students a solid grounding in the professional study of the history and culture of the Americas. Because our program serves a varied audience – from documentary producers to social workers to pre-doctoral students – we offer a broad-based curriculum that includes many opportunities to pursue specific research interests. Most of our MA students complete the degree within two years.

Global Gender Studies

A master's degree in Global Gender Studies prepares students with the theoretical and practical foundations for advanced graduate work and careers in diverse fields, including teaching, government and community and non-governmental organizations. The MA degree in Global Gender is based on graduate coursework and original scholarship in the form of a Master's paper or creative project written under the supervision of at least two faculty members.

Interdisciplinary Master's Concentration in Caribbean Cultural Studies

This MA program is the first of its kind. It provides students with a unique opportunity to gain first-hand knowledge of the complex history, cultures, and intellectual traditions of the Caribbean and the Atlantic world by immersing students in study abroad in Mexico and Spain.

Joint (or UB-only) Masters in Canadian-American Studies

Launched in Fall 2013, this is a new Joint Master of Arts in Canadian-American Studies with Brock University. It takes advantage of the two universities' location on the Canadian-American border and offers a unique opportunity for students to come to know two countries by studying at two universities, while earning a single graduate degree. All undergraduate majors are eligible to apply for this interdisciplinary degree - and no prior knowledge of Canada

is presupposed. Apply now and become a pioneer in international education on our campus. All of the general admission information presented above holds for MA applicants. There are no additional requirements for applicants to the MA program, except that those for the Joint MA in Canadian-American Studies (with Brock University) must be able to attend seminars in both the US and Canada (i.e., have an appropriate means of transportation and possess appropriate immigration approvals).

Applicants to PhD Programs

The Department of Transnational Studies is home to two doctoral programs. There are some requirements that are common to both programs, but there are some important differences between the two degrees. In both cases, however, the doctoral degree is based on graduate coursework, examinations, and original scholarship in the form of a dissertation written under the supervision of the student's advisor and dissertation committee. Throughout their program of study, students can take advantage of the expertise of our affiliated faculty in the College of Arts and Sciences, the Schools of Education and Architecture, and the Law School.

American Studies

American Studies is an interdisciplinary field of study that awards B.A., MA, and PhD degrees. We take a global and hemispheric approach to the study of the Americas, examining local cultures, nations, and regions within their larger geopolitical contexts. Building on our traditional strengths in American Indian studies, critical race theory, feminism, class analysis, and community engagement, we encourage scholarly work on history, visual cultures, environmental and agricultural practices, religions, gender, sexualities, among other things. Our graduate students come from richly varied academic backgrounds. Most have earned undergraduate and/or graduate degrees in the humanities, arts, or social sciences, with majors in fields such as African American Studies, American Studies, Anthropology, Art, Economics, English, History, Media Studies, Music, Political Science, Religious Studies, Romance Languages, Sociology, Visual Studies, and Global Gender Studies. Whatever their educational backgrounds, successful applicants must demonstrate evidence of scholarly interest in the history and culture of the Americas.

Global Gender Studies

Global Gender Studies at the University at Buffalo is one of the few *doctoral* degree-granting Women/Gender Studies programs in the United States. Our faculty has fashioned a competitive graduate program in *Global Gender Studies* with two concentrations:

- *Feminist Studies*—with academic content in literary studies, feminist theory, and cultural identity formation, and transfer.
- *Global Gender Studies*—with academic content in the construction of gender, gender relationships, and social and institutional structures of gender in society.

Applicants to Graduate Certificate Program in Canadian-American Studies

While applicants to the Certificate must apply separately through UB's on-line application process, admission to the Department's Graduate Certificate in Canadian Studies does not require the submission of GRE scores. Students may apply for admission on a semester-by-semester basis.

Program Application Enquiries

For more information about specific areas of study, please contact the following:

Professor Cecil Foster
Director of Graduate Studies
cecilfos@buffalo.edu

Professor Jose Buscaglia
Director of the Program in Caribbean Studies
jfb2@buffalo.edu
<http://www.caribbeanstudies.buffalo.edu/>

Professor Munroe Eagles
Director, Canadian Studies Program
eagles@buffalo.edu
<http://www.canadianstudies.buffalo.edu/>

Direct all other inquiries to:
Ms. Karen Reinard
732 Clemens Hall
(716) 645-0797 or (716) 645 2082
(716) 645-5976 Fax
kreinard@buffalo.edu

GENERAL REQUIREMENTS **FOR ALL GRADUATE STUDENTS**

Program Planning and Advisement

Orientation and Course Registration

New students are required to attend the department's orientation session held just prior to the beginning of classes each fall semester. Incoming graduate students should consult with the Director of Graduate Studies before registering for specific courses. Orientation provides students with important information to help them get acclimated to the Graduate Program.

Students are encouraged to become creative scholars and teachers and to work independently. In selecting their courses, students will be expected to acquire a broad, balanced knowledge of their respective disciplines as a whole, as well as pursue their own specialized interests. In all cases students will have to take considerable personal initiative to develop an intellectually coherent pattern of study that will lead to the writing of an original doctoral dissertation appropriate for their respective disciplines.

Advisor

Students in the Department of Transnational Studies have a variety of sources of advice and mentoring. All students are required to have an academic advisor at all times in the program, as outlined in detail below, with the initial assignment to a member of the faculty being made for them in the first year. Beyond that, students are required to identify a major advisor and the two other faculty members who together constitute the core of their committee.

All incoming graduate students will be assigned an initial advisor, generally a faculty member with a specialization related to the general area in which applicants have indicated an interest. New students are required to consult with their advisors prior to finalizing their course selections.

Graduate students usually work under the supervision of their initial advisor for a period of one academic year, during which time the advisor will monitor the student's progress and form an assessment of their ability to progress through the program in a timely fashion. At the end of that year, the advisor will use the "Annual Graduate Student Status Update" form (see appendix to this Handbook) to write an evaluation of the student's progress, including identifying areas of strength and progress but particularly those where the student may demonstrate a need for additional coursework given their previous education and future interests. In the latter cases, the student may be expected to address concerns through coursework or other measures before being permitted to sit for examinations.

Beginning with the commencement of the second year, students are required to identify an advisor from among the faculty in the Department who will serve as chair of the student's PhD examination committee or MA committee. Students must complete the "Faculty Academic Advisor/Committee Members" form and obtain the approval of the DGS for all committee assignments (and subsequently for changes in committee membership).

Faculty advisors work closely with the *Director of Graduate Studies* (DGS) who is responsible for overseeing all aspects of the department's graduate programs, for enforcing department degree programs and giving the necessary permission where called for, for ensuring that students are making satisfactory progress, and for monitoring and evaluating the students' overall teaching and academic performance. The DGS is supported by the *Graduate Studies Committee*.

In addition, the *Coordinator of Teaching Assistants* assists with the mentoring, performance evaluation, and assignments of the department's teaching assistants (TAs).

The *Graduate Secretary* is also available for advice, but only on questions of a clerical nature and of process.

Student Responsibility

As per disclaimer above, the availability of advice does not relieve the student of *sole* responsibility for completing necessary forms, initiating the formation of committees, honoring deadline dates at various points in his/her graduate studies, and generally meeting *all departmental and graduate school regulations*. Students should therefore read carefully this Graduate Student Handbook *in conjunction with* the Graduate School Policies and Procedures (available on the Graduate School website at <http://grad.buffalo.edu/Academics/Policies-Procedures.html>). **NOTE:** In the event of a conflict, Graduate School policies supersede those adopted at the Department level. (*Please read this paragraph again.*)

Coursework

Course Load

A student must register for 12 credit hours per semester to have full-time status (be considered by the University as full-time). Anything less than 12 credit hours is considered part-time. **ONLY** Teaching Assistants are considered full-time when registered for 9 credit hours.

Minimum Grade and GPA Requirements

The minimum satisfactory grade in graduate courses is B- such that a course cannot be applied toward the degree requirements if the student received a final grade below this minimum. Students receiving a grade lower than B- in a graduate course earn no credit toward the total required for the degree and must retake the course if it is required. Master's students must maintain at least a 3.00 GPA (grade point average) throughout their coursework – at least a 3.00 GPA in both their classes within their programs and their overall coursework for the MA. Doctoral students must maintain at least a 3.33 GPA throughout their coursework – at least a 3.33 in both their respective programs within Transnational Studies as well as their overall classes. PhD Students failing to maintain their cumulative GPA above the minimum (and students maintaining that minimum but nonetheless experiencing difficulties in the program) will be placed on academic probation at the Department level for a period of at least one semester. Students placed on probation will be notified in writing regarding the terms of their probation. Failure to meet the probation terms will result in the student being dropped from the graduate program.

Independent Study

For special needs, the Department has independent study courses to supplement its scheduled seminars (see degree requirements for details). Students who wish to take an independent study course must arrange with a professor to serve as the instructor before actually registering for it (under the professor's name). The Independent Study form must be filled out by the student, signed by the faculty instructor, and then submitted to the Graduate Secretary for DGS for approval. Also, a description of the course (comprised of a detailed description including a reading list and method of evaluation) must be given to the Graduate Secretary with the Independent Study form. This form will be placed in the student's file, and a copy of it must accompany the "Application to Candidacy" form when this is submitted to the Graduate School. The "Independent Study Course Approval" form is appended to this Handbook.

Non-Department Courses for Degree Requirements

Both the AMS and GGS programs have limits on the number of courses that may be taken outside the program prefix (AMS or GGS) for credit in terms of degree requirements. Students wishing to petition to include classes from outside the program for degree requirements must complete the appropriate form (appended to this Handbook), receive the prior approval of the student's advisor, the Director of Graduate Studies, and the Graduate Committee. Students are encouraged to take advantage of the breadth of faculty expertise within the Transnational Studies department and to take courses with the AAS, AMS, GGS, TNS, CDN and CRC prefixes. The Department makes every effort to cross-list courses by affiliated faculty with appropriate content to provide students with not only the broad disciplinary training and subject area content knowledge requisite for our degrees but also specialized knowledge appropriate to developing particular areas of expertise. The Department nevertheless encourages and recognizes the value of interdisciplinary research, and, therefore, acknowledges that it may be beneficial for students—depending upon their specific research interests—to take courses from other departments in specialized areas not ordinarily offered by Transnational Studies faculty.

Shared Credits

Students who pursue two graduate degrees at UB, either concurrently or sequentially, may be able to "share" some of their credit hours across the two programs. Shared credits are jointly applied toward the total credit-hour requirements of both graduate programs (i.e., the credits are essentially double counted). The maximum number of credit hours that can be shared is 10% of the combined total number of credit hours required for the two graduate degrees. Consider, for example, a doctoral student in Transnational Studies who previously completed an MA degree in another social science program at UB that required 30 credit hours in total. University policy would allow this student to share up to 10 credit hours between the two programs, remembering that 72 credit hours are required for the PhD degree (since 10% of the combined total, $30+72=102$, is 10.2). Students can only share credits from courses taken in other departments that are approved by the DGS as relevant to graduate study for the degree programs within Transnational Studies. Additionally, students are not allowed to share only part of the credits from a particular course (in the example above, the PhD student would only be able to reach the 10 credit limit if they had taken a 4-credit course along with two 3-credit courses that were acceptable for sharing between the two programs).

Undergraduate Courses

Undergraduate courses CAN NOT be taken for graduate credit.

Transfer Credits

A student who wishes to receive credit for graduate work taken outside of the University should make this request as soon as possible after they enter the program (preferably within their first year). The decision whether to transfer credits will be made by the DGS in consultation with professors from relevant field committees.

Only those graduate courses completed at accredited or recognized institutions of higher education and with grades of 'B' or better are eligible for consideration for transfer credit. Courses with grades of 'S' or 'P' are not transferable unless the student or department provides written documentation from the instructor(s) of the course, a department administrator, or the registrar at the transfer institution that the 'S' or 'P' graded course was equivalent to at least a 'B' grade.

No more than 20% of a master's program may be comprised of credits from another graduate academic program at UB, other accredited higher education institutions, or a combination thereof. For example, students pursuing a 30-credit UB master's degree may transfer up to 6 credits into their program. Transfer credits for the doctoral degree may not constitute more than one-half the total credits of that specific degree program.

The Director of Graduate Studies must formally evaluate any transfer credits and, if acceptable, file the [Graduate Student Petition for Transfer Credit](#) form during the student's first year of matriculation to UB. Upon receipt of the transfer credit petition, the Graduate School will evaluate credit and grade equivalencies as well as verify the courses were completed at an accredited or recognized institution of higher education. Transfer credits may be approved and recorded on the student's UB record *only* after the Graduate School or International Admissions receives the official final transcript. Students should submit this form, along with syllabi and transcripts for the courses they want transferred, to the DGS.

Old Coursework

Courses applied toward the degree requirements must comply with the following Graduate School policy: “Coursework, whether transfer or UB credits, more than 10 years old that is to be included in a degree program must be petitioned at the time of the student’s admission to the program or at the time the credits are considered by the Department. An early decision is to the advantage of both student and program. If these credits have been included in an approved extension of time limit petition, they are valid only until the expiration date of that petition. Accordingly, any further extension of an approved time limit for degree completion will require, concurrently, a re-petition for approval of these older courses.”

Requests for approval of courses more than 10 years old must be petitioned through the Graduate School using the **correct** Graduate School form. Students who want to put forward such a petition must consult with the DGS Note that appropriate justification of how the courses relate to the student’s degree program, and how the student has kept current with the subject matter covered by the courses, must be provided in the petition.

Continuous Registration

The University requires graduate students to maintain continuous registration until they confer their degree by registering for at least one credit hour each semester (Fall/Spring). Note though that T.A.’s must always have full-time status. A related and strictly enforced Graduate School rule is that the MA or PhD degree cannot be conferred if the student’s registration is not current. Students must be registered during the semester prior to their graduation/conferral date (excluding the summer). For example, a student wishing to graduate on June 1st (or September 1st) must be registered for the preceding Spring semester.

Grades and Evaluation of Student Performance

Minimum Grade Requirement

As stated above, the grade of B- is considered the minimal satisfactory grade in graduate courses. Students receiving a grade lower than B- in a graduate course will earn no credit and must retake the course if it is required.

Incompletes (“I/U” Grades)

Students are expected to complete coursework ON TIME. A grade of Incomplete may be given ONLY in rare instances in which the student has not been able to complete all of the assigned coursework due to illness or other unforeseeable and compelling circumstances. Whether incompletes are given at all, and what deadline is set for finishing the missing/late coursework is at the prerogative of the instructor to the extent that the conditions set comply with the general rules of the University, Graduate School, and Department. Faculty members should make their policy on Incompletes clear at the beginning of each semester, preferably on the course syllabus.

The University allows students two semesters (beyond the semester during which the course was taken) to resolve an Incomplete. For example, students who received an Incomplete in a course taken in Fall 2009 would have no longer than the end of the Fall 2010 semester (December 31st) to complete all missing/late coursework required by the instructor for a final grade. But note that the instructor may choose a shorter time period for completing this coursework. If course requirements are not completed by the instructor's or University's deadline, the Incomplete will automatically be changed to an Unsatisfactory (“U”) grade. Once an Incomplete is changed to a “U” grade, the course, if offered again, may be repeated for credit.

NOTE: For students who are receiving aid from the *Tuition Assistance Program* (TAP), financial support may be endangered if coursework is not completed on time. Please contact the Office of Financial Aid for TAP regulations concerning Incompletes.

“J” Grades

If a student notices a "J" on their grade report, this should be brought to the attention of the course instructor promptly to get the grade changed to what it should be. These invalid grades are assigned automatically when no grade is submitted for a student enrolled in a particular course and semester. "J" grades default to "F" grades in a short period of time, thereby lowering a student's GPA and threatening their academic standing.

“ L” Grades

“L” grades are given to show continuation of a course. They may be used in place of an “S” grade for Dissertation Guidance or Master's Thesis/Project Guidance. Once a student's degree is conferred, the “L” grades will default to “S” grades. Thus, an “L” grade should not be assigned unless it is the equivalent of an “S” grade.

Satisfactory/Unsatisfactory Grades

Satisfactory (“S”) grades indicate credit earned for a course; whereas, Unsatisfactory (“U”) grades indicate no credit earned. That is, an “S” can only be awarded in place of a passing mark. For the Department of Transnational Studies, a passing mark is a “B-.” Therefore, a “U” is the equivalent of any grade less than B- (C+ and below). Neither “S” nor “U” grades are calculated in a student’s GPA. However, both do appear on a student’s transcript. Also, “S” and “U” grades will be used to determine a student’s academic standing. Thus, the presence of “U” grades can be used to place a student on academic probation (e.g., for failing to maintain the minimum GPA required for their degree). This rule also applies to “U” grades that were received as a result of a defaulted Incomplete. Students who previously received a “U” in a course that is offered again can take the course over for credit.

S/U grading is typically used for Dissertation Guidance, Master’s Thesis Research, and other informal courses such as Supervised Teaching, Directed Readings and Independent Studies. Taking other classes as S/U is not recommended, but, under special circumstances, the DGS may grant an exception. This exception must be approved by the DGS and the faculty instructor prior to the start of the course. All faculty members should make their policy on S/U grading known at the beginning of each semester, preferably in their course syllabi.

“S” grades are not included in the calculation of a student’s overall GPA, but the credits earned may count toward the required hours for the degree (i.e., 30 for the MA and 72 for the PhD). Outside of Dissertation and Thesis Guidance credits, the Department limits MA students to a maximum of two 3-credit hour courses graded as S/U and PhD students to a maximum of four 3-credit courses as S/U. Any questions regarding this rule should be addressed to the DGS.

Evaluations and Reviews

All students are evaluated on their performance in every course taken in their degree programs (including Supervised Teaching and Supervised Research when appropriate). Evaluations are prepared by each instructor and submitted to the DGS to supplement students’ letter grades. These evaluations are based on the student’s oral and written performance in the course and may include: (1) suggestions for strengthening any weaknesses or filling gaps in knowledge which may exist, and (2) observations on capability to complete the degree objective. The DGS reads these evaluations each semester and summarizes the comments in the overall performance review(s) provided to each student.

Students in their first or second year in the program are generally evaluated after the end of each semester. Students beyond their second year in the program are evaluated at the end of each academic year unless their performance is unsatisfactory in which case they are evaluated on a semi-annual basis. These annual and semi-annual reviews take into account grades (including Incompletes), course evaluations by instructors, progress toward degree completion, and, when relevant, performance as a teaching assistant. Full-time doctoral students are expected to pass their PhD comprehensive exams by the end of the first semester of their fourth year in the program. Failure to achieve this will be treated as unsatisfactory progress toward completion of the degree requirements.

Each review provides an overall performance rating of outstanding, satisfactory, or unsatisfactory. The review will also provide feedback on the student’s strengths and weaknesses, assessing their ability to complete the degree and, if appropriate, their potential as a PhD candidate or for a successful academic career. In the case of unsatisfactory performance, the DGS consults with the Graduate Studies Committee on whether the student should be placed on academic probation and, if funded, whether their teaching assistantship should be rescinded (not renewed). Once a student is placed on academic probation, future unsatisfactory reviews may result in the student being terminated from the graduate program.

Academic Integrity

As part of our community of scholars, we know that you share a commitment to learning and discovery. And along with the privilege of membership of the scholarly community comes an important obligation to adhere to principles of academic integrity. We define academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility” (from p. 4 of *The Fundamental Values of Academic Integrity*, a report published by the International Center for Academic Integrity and accessed here: <http://www.academicintegrity.org/icai/assets/FVproject.pdf>).

Needless to say, the Department takes very seriously, and strongly enforces, the University’s policies on academic integrity. See the section on academic integrity in the Graduate School’s Policies and Procedures manual available here:

<http://grad.buffalo.edu/Academics/Policies-Procedures/Academic-Integrity.html>

Examples of Academic Dishonesty

To quote the manual, academic dishonesty includes, but is not limited to, the following:

- **Previously submitted work.** Submitting academically required material that has been previously submitted -- in whole or in substantial part -- in another course, without prior and expressed consent of the instructor.
- **Plagiarism.** Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one's own.
- **Cheating.** Soliciting and/or receiving information from, or providing information to, another student or any other unauthorized source (including electronic sources such as cellular phones and PDAs), with the intent to deceive while completing an examination or individual assignment.
- **Falsification of academic materials.** Fabricating laboratory materials, notes, reports, or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.
- **Misrepresentation of documents.** Forgery, alteration, or misuse of any University or Official document, record, or instrument of identification.
- **Confidential academic materials.** Procurement, distribution or acceptance of examinations or laboratory results without prior and expressed consent of the instructor.
- **Selling academic assignments.** No person shall sell or offer for sale to any person enrolled at the University at Buffalo any academic assignment, or any inappropriate assistance in the preparation, research, or writing of any assignment, which the seller knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.
- **Purchasing academic assignments.** No person shall purchase an academic assignment intended for submission in fulfillment of any course or academic program requirement.

Project/Thesis/Dissertation Topics

A major component of graduate education consists of writing a Masters project or thesis, or a doctoral dissertation, in which you demonstrate your capacity for defining and executing a significant and novel piece of research. In selecting your topic for these major projects, you MUST consider the range of faculty expertise and interest that is available to you in the Department and affiliated faculty. You should discuss your choice of topic in a detailed and timely manner with your advisors and/or dissertation committee. If there is insufficient expertise in an area of interest to a student, projects/theses/dissertations in that area, your advisor will guide you in changing your topic.

Other Policies and Procedures

Leave of Absence

If continuous registration cannot be maintained due to unique personal circumstances (health issues, study abroad, family emergencies, etc.), it is possible to petition the Department and the Graduate School for a Leave of Absence. The appropriate petition form is available at the Graduate School website: <http://www.grad.buffalo.edu/forms/index.php>. This petition must be approved by both the DGS and the Graduate School. Note though that a student cannot be formally on leave during the semester preceding the conferral of their degree. Similarly, being on leave does not stop the clock for resolving incompletes to prevent them from reverting to “F” grades.

NOTE: Apply for a *Leave of Absence* well in advance of the semester’s start.

Part-time Students

While students are permitted to study on a part-time basis, they will not be considered for T.A. assignments and will be expected to maintain steady progress toward their degree. The College will not provide tuition scholarships to part-time students.

Time Limits

The MA degree must be completed within *four* years and the PhD degree must be completed within *seven* years of entering the program. Under rare, exceptional circumstances, the Graduate School will approve petitions for extensions of these time limits. Petitions must be submitted using the appropriate Graduate School form (<http://www.grad.buffalo.edu/forms/index.php>) and properly documented with specific reasons given as to why the student is unable to complete the degree within the required time limit. Only formal, approved *Leaves of Absence* will stop the clock for degree time limits.

Application to Candidacy (‘A to C’)

An *Application to Candidacy* form (abbreviated as A to C form) should be filed with the Department when the student has an expected date for completing the degree requirements. MA students should file an ‘A to C’ by the

beginning of their 3rd semester of full-time enrollment. Doctoral students should file an ‘A to C’ upon completion of their comprehensive exams. Students seeking certification of full-time status may have to file the ‘A to C’ earlier than this. However, it is only with the completion of the comprehensive exams that student are approved to advance to candidacy and officially file with the Graduate School. In no case should the ‘A to C’ be filed less than one semester before completion of the degree. The form can be found on the Graduate School’s website at: <http://grad.buffalo.edu/Academics/Forms-for-Students.html>

NOTE: Each student is responsible for obtaining the signatures of their committee members on the ‘A to C’ before submitting it to the Graduate Secretary, who will then give it to the DGS to review and sign.

M-Form

The M-form is filled out at the completion of any MA project, MA thesis, or PhD dissertation. Its submission is what officially informs the Graduate School that a student is completing the degree and ready to graduate. The student completing the project, thesis, or dissertation should fill out as much of the required information as possible on the M-form in the appropriate sections and then have their committee chair (major professor) sign it where indicated. The M-form can be found on the Graduate School’s website (<http://www.grad.buffalo.edu/forms/index.php>). This form is due to the Graduate Coordinator as soon as the thesis, project, or dissertation is approved by the student’s committee (after a successful oral defense, if applicable), but no later than the Wednesday before the Graduate School’s deadline to receive all required materials.

The chart below lists the deadline dates by which the ‘A to C’ form, the M-form, and all other required materials should be received by the Department/Graduate School.

NOTE: *It is the student’s responsibility to make certain that she/he meets these deadlines, and failing to meet the final one set by the Graduate School will result in the student’s conferral being delayed to the next period (e.g., failing to meet the final deadline for June 1 would delay conferral to September 1).* Hence, students should be pro-active about the process by letting the Director of Graduate Studies know at least a month before about their intent to graduate at the end of the semester, confirming the specific final deadlines set by the Department and Graduate School for receiving the M-form and all other required materials, and submitting these materials well ahead of those deadlines if possible.

Degree Conferral Date	Department Receives “A to C” form	Graduate School Receives “A to C” form	Department Receives M-form	Graduate School Receives ALL Materials by:
February 1	September 1	October 1	Wed. before Spring classes begin	Friday before Spring classes begin
June 1	February 1	March 1	Wed. before last day of Spring exams	Friday before last day of Spring exams
September 1	June 1	July 1	Wed. before Fall classes begin	Friday before Fall classes begin

Exceptions

The department recognizes that many of its requirements and procedures may not apply to all graduate students, and that from time to time a graduate student has legitimate and reasonable cause to be exempted from a specific requirement, or to be allowed to fulfill a modified form of a requirement. Consequently, students have the opportunity to petition the Graduate Committee to grant exemptions or changes in requirements or procedures. All petitions to the Graduate Committee should state clearly what the nature of the petition is and offer compelling justification for the request. All petitions must be approved by the student's advisor before being submitted to the Graduate Committee. The decision of the Graduate Committee is generally final in all matters of Department of Transnational Studies policies, procedures, and requirements, including petitions.

English Language Requirement

University policy requires that all international students from non-English-speaking countries must demonstrate proficiency in spoken English in order to hold a teaching assistantship or teach an undergraduate course. Hence, all such students are urged to take the SPEAK Test as soon after their arrival at the University as possible. The SPEAK Test is passed with a score of 55 or 60. Students who receive a score of 50 can petition for a chance to demonstrate their English language proficiency in a teaching presentation before representatives of the English as a Second Language (ESL) Program and the Department. *ALL international students from non-English-speaking countries and U.S. Nationals whose native language is NOT English must pass the UB SPEAK Test no later than the end of their first year of study in the doctoral program.* Students who receive a score of 45 or lower must retake the SPEAK Test. It is strongly recommended that such students complete ESL 512 or ESL 411/412 prior to retaking the SPEAK Test.

Students who have not passed the UB SPEAK Test prior to the beginning of their second year of study in the Doctoral Program will be placed on academic probation at the Department level and potentially barred from registering for Transnational Studies courses until they pass the test. *Funded students who have not satisfied this requirement by the end of their first year of study will not have their funding renewed.* All students whose first or dominant language is not English will have their language proficiency reviewed as part of the Semi-Annual Review. Such students will be expected to demonstrate increasing fluency in both written and spoken English during their academic studies. Failure to achieve English proficiency in a reasonable period of time may result in the student being dropped from the graduate program.

Certification of Full-time Status

PhD students preparing for their comprehensive exams or working on their dissertation who need to maintain full-time status (e.g., for financial aid reasons) can be certified as full-time while being registered for fewer than 12 credit hours (or 9 hours if the student is a TA). For each semester in which certification is needed, a Certification of Full-Time Status form must be filled out, signed appropriately, and given to the Graduate Coordinator. Note that an Application to Candidacy form must be filed along with this form. Both forms are available at the Graduate School website: <http://www.grad.buffalo.edu/forms/index.php>. Doctoral students studying on a part-time basis do not have to be certified for full-time status.

Research Involving Human Subjects

The State University of New York at Buffalo has established an Assurance of Compliance with the Department of Health and Human Services (HHS) regulations governing research involving human subjects. Since research comprises a vital part of graduate education and research may involve human subjects, graduate students must be

aware of their responsibilities. **NOTE:** *It is the policy of the University that all research involving human subjects must be reviewed and approved by a University Human Subjects Review Board (HSRB) prior to initiation of the research.* A student's Dean or Director of Graduate Studies can direct him or her to the appropriate board. For more information, see: <http://www.research.buffalo.edu/rsp/>

GRADUATE CERTIFICATE PROGRAM

Students may be able to apply courses taken for either an MA or a PhD towards a graduate certificate in the department. To do so, they will need to complete a separate application to the certificate program and be formally admitted. Before doing so, the student should schedule an appointment with the DGS or the director of the graduate certificate program in order to determine which of the courses being taken for a graduate degree would also be appropriately applied to the certificate program. Students in the department's graduate certificate program must receive approval for all courses and credits to be applied to the certificate program from the director of the certificate program. The director should be kept current on the student's coursework and progress through the certificate program.

GENERAL MASTER'S REQUIREMENTS

Duration

The MA degree normally involves at least 30 credit hours of graduate study (though several Masters programs offered in the Department have slightly total higher credit hour requirements). This frequently takes 3-4 semesters of full-time graduate study to complete, but must be conferred within 4 years of entering the program (unless the Graduate School approves the student's petition for an extension of the time limit).

Thesis/Project

The Master's Thesis or Research Project is written under the direction of two faculty members: one serves as the committee chair (major professor) or first reader, the other serves as a committee member or second reader. As noted above, students **MUST** select topics that fall within the range of expertise of Transnational Studies faculty and affiliated faculty members. The Department is under no obligation to approve project/thesis topics that do not align with the expertise and interests of members of its faculty. The student is responsible for asking faculty members to serve in these roles and to have them sign their Application to Candidacy form (see relevant section below). When appropriate, faculty members from outside of the Department may participate in the guidance of theses and projects. While students are working on their thesis or project, they should register for the section of Master's Thesis Supervision for which their first reader (major professor) is listed as the instructor.

PhD students who are earning the MA degree as part of their doctoral studies can satisfy the Research Project requirement by writing and successfully defending a dissertation proposal. This option must be approved by the DGS and the prospective chair of the student's dissertation committee based on an assessment of whether the student's research abilities are sufficient for developing an acceptable dissertation proposal.

When completed, Master's Theses must be defended orally by the student at a public meeting. Furthermore, theses must be submitted electronically to the Graduate School and meet other University requirements. For further details, please see the Graduate School's MA candidate checklist at:

<http://www.grad.buffalo.edu/policies/masters.php#checklist>. Research projects are usually less substantial in content and scope than theses (but comparable in quality to them) and do not have to be defended orally or to satisfy as many requirements set by the Graduate School.

Certification of Full-Time Status

MA students working on their Thesis or Research Project who need to maintain full-time status (e.g., for financial aid reasons) can be certified as full-time while being registered for fewer than 12 credit hours each semester. A *Certification of Full-Time Status* form must be completed, signed appropriately, and given to the Graduate Coordinator. Note that an *Application to Candidacy* form must be filed along with this form. Both forms are available at the Graduate School website: <http://www.grad.buffalo.edu/forms/index.php>. Master's students studying on a part-time basis do not have to be certified for full-time status.

PROGRAM-SPECIFIC MASTER'S REQUIREMENTS

American Studies

Thirty-two credits are required for the MA in American Studies, including a minimum of seven seminars. Note regarding Independent Studies and Directed Readings: We encourage you to fulfill your credit requirement primarily through taking graduate seminars. As you approach the completion of your degree, it may be appropriate for you to register for independent studies or directed readings courses with your major professor or another professor with expertise in your area(s) of interest. To register for such a course, you must complete an Independent Study form, which is in essence a contract between you and the professor in which you establish a reading list, a list of written assignments, a method of evaluation, and deadlines. This form must be signed by the student, the professor, and the DGS.

To complete your degree, you must work with an advisory committee consisting of two professors with expertise in your field of inquiry. Except for unusual circumstances, the professors will be members of the Department. You must complete one of the two following major projects:

- A. A traditional thesis of 60-80 pages (15,000 to 20,000 words) based on original research and analysis. Your thesis must include a full bibliography of works cited. The thesis must be presented in a consistent scholarly format, such as the MLA Handbook or The Chicago Manual of Style. For further guidelines, please read a booklet entitled Guidelines for Graduation and Thesis and Dissertation Preparation, available on the Graduate School's website at: <http://www.grad.buffalo.edu>
- B. A final project involving fieldwork, non-written media (e.g., documentary film, oral interviews, art exhibition, photography, power-point multimedia presentation, or multimedia website), and/or a new form subject to approval by the Graduate Committee and/or the Director of Graduate Studies. This project must include an extensive essay (25-50 pages) in which you contextualize, analyze, reflect on, and interpret the project, incorporating additional research and literature as appropriate to this end. The project must include a full bibliography of works cited and must be presented in accordance with consistent format, such as the MLA Handbook or the Chicago Manual of Style.

When approaching the completion of your thesis or project, you are required to schedule a public thesis or project defense in consultation with your committee. This oral defense must be attended by your major professor and other committee member(s). It must be announced to the public. Other faculty, students, staff, friends, and family are welcome to attend.

Global Gender Studies

Coursework: A total of 32 credits are required for the MA degree in Global Gender Studies, out of which at least 21 credits should be taken from Global Gender Studies. It includes a minimum of seven courses, of which five core courses are required: one theory course (Readings in Feminist Theory), one methods course (Quantitative Research Methods) or (Ethnographic Methods) and three other courses within one of the two Global Gender Studies major

concentrations. A minimum of seven intensive seminars, elective courses, a maximum of two independent studies courses (optional), comprise the required course work toward the MA degree completion.

Major concentration: The MA program requires a student to design, in consultation with his/her academic advisor(s), a coherent interdisciplinary program of study in one of two concentrations: Feminist Studies or Global Gender Studies.

- Feminist Studies with academic content from a transnational perspective in literary studies, feminist theory, and cultural identity formation and transfer.
- Global Gender Studies with academic content from a transnational perspective in the construction of gender, gender relationships, and social and institutional structures of gender in society.

Supervised Research (GGS 20), MA Thesis Supervision (GGS 700) and Directed Reading (GGS 520): Global Gender Studies encourages each MA graduate student to fulfill his/her credit requirements primarily through taking graduate seminars from offerings in Global Gender Studies and from faculty within the Department of Transnational Studies. As a student approaches the completion of his/her degree, it may be appropriate for the student to register for supervised research, MA thesis supervision, or directed reading courses with his/her major tenure/tenured-track faculty, or other University at Buffalo (UB) tenure/tenured-track faculty, with transnational expertise in his/her area(s) of interest for the purposed of independent research. A student who chooses the creative project as his/her MA degree requirement may also need to enroll in a Supervised Research (GGS 620) course with his/her major tenure/tenured-track faculty, or other UB tenure/tenured-track faculty, with transnational expertise in his/her area(s) of interest.

African and African-American Studies

As noted earlier, African & African American Studies does not, as yet, have its own independent graduate studies program, though we are in the process of designing and seeking approval for one. In the interim, the program collaboratively participates in the interdisciplinary Masters program (Option 1) of the College of Arts and Sciences (<http://gradidp.buffalo.edu>), and in the American Studies graduate program (Option 2).

Master of Arts in Humanities (MAH)

For example: if a student chooses the first option then the student would apply to enroll in the Master of Arts in Humanities (MAH) program. This interdisciplinary graduate program requires a student to have two majors from among participating departments. Choosing African & African American Studies as a major in the program enables students to combine their interests in subject areas in African & African American studies with specialties elsewhere --e.g. American Studies, English Literature, Media Studies, Film Studies, Languages, Visual Studies, Classics, Global Gender Studies, and so on.

MAH requirements

Completion of a total of 36 credit hours of course work, comprising:

- a) 12 credit hours in an arts or humanities discipline;

- b) 12 additional credit hours in an arts, humanities, social, or natural sciences discipline;
- c) 6 credit hours of related elective course work; and
- d) 6 credit hours of project/thesis guidance. (An interdisciplinary committee consisting of a faculty member from each of the student's two fields of concentration must be constituted to supervise the final project/thesis.)

Students interested in pursuing the MAH. degree must apply through the directors of graduate studies in both departments of their concentrations, and develop a program approved by both departments. NOTE: All requirements of the respective departments must be met in order to participate in these collaborative graduate programs. We do not have separate requirements for the MAH.

As a first step, potential applicants wishing to do an MAH. concentration in African & African American Studies must, at the same time, identify a second concentration and proceed to apply to the relevant department for admission. Once admitted to that department, the applicant should thereafter contact African & African American Studies.

Interdisciplinary Humanities MA in Caribbean Cultural Studies

This unique international degree program offers The Humanities Interdisciplinary MA - Caribbean Cultural Studies Program aims to promote a critical and trans-disciplinary vision of the Caribbean and the broader Insular Atlantic world through the study of the sociocultural diversity, and of the national and transnational issues--as well as the post-national possibilities--of that broad region and its peoples. It is structured around course work and two periods of international study and research, spread over four semesters of study.

First Semester

1. Offer a broad historical and cultural panorama of the Caribbean to facilitate an in-depth understanding of the complexities of Caribbean culture, space and thought.
2. Develop reading skills and practical use of the Spanish language as well as a critical approach to information and bibliographic sources.
3. Expose students to the seminar format of critical studies that characterizes graduate education in the United States.
4. Prepare students for their study abroad experience in Mexico.

Second Semester

1. Broaden the trans-disciplinary framework for the analysis and study of Caribbean culture *in situ*.
2. Deepen the study and understanding of cultural diversity and syncretistic practices in the Caribbean by exposing students to a broad cultural panorama and the unique multi-layered history of the Yucatan Peninsula at the intersection of the Caribbean and the Mayan world.
3. Teach the strategies and methods proper to field work research, anthropology and archaeology that make UADY's School of Anthropological Sciences a world-renowned institution.
4. Develop independent research and thinking skills and the use of the Spanish language in context in preparation for further studies in Spain.

Third Semester

1. Expose students to a broad set of visions, research methodologies, and period studies concerning the colonial and modern history and culture of Spanish America, the Spanish-speaking Caribbean and the broader Insular Atlantic World.
2. Teach, practice and refine archival research strategies, paleographic skills, as well as transcription and translation of primary documents.
3. Broaden student's horizons beyond the hegemonic paradigms of North Atlantic powers (i.e., the European Union and the United States of America).
4. Define the specific thematic scope of the Master's research project in advance of the fourth and last semester of studies.

Fourth Semester

1. Consolidate and demonstrate research, analytical and critical skills through the production of a research project.
2. Advise students concerning future academic and career options.

Joint MA Degree in Canadian-American Studies (with Brock University)

The Joint MA in Canadian-American Studies requires the completion of a total of 30 credit hours of approved graduate-level credits. Roughly half of these credits must come from UB, and the other half from Brock. All students are expected to obtain the advance approval of the Program Director for their course of study, and to inform him of any changes or developments as they arise. It is the students' responsibility to ensure that the Program Director is fully informed of their intended coursework and progress at all times.

There are three courses that are required of all students:

CDN 501 Interdisciplinary Methods and Field Research in the Binational Niagara Region (Brock and UB) - Field seminar focused on a binational comparison of some aspect of the cross-border region, providing the necessary theoretical and methodological skills to undertake original fieldwork in the Niagara borderlands region.

CDN 500 - An Overview of Canadian Studies (Brock) - A multidisciplinary introduction to the study of Canada, including its pioneering path as the world's first officially multicultural state, for graduate students with an emphasis on the interdependence of geography, economy, society, history, and culture and the tension between regional and national identities.

CDN/AMS 500 – An Overview of American Studies (UB) - Interdisciplinary approaches to the study of “culture” in relations between the United States and other nations.

The remaining credits can be taken from a list of approved electives on both campuses, or from other graduate courses with the prior approval of the Program Director and with the permission of the course's instructor.

The program offers both thesis and major research paper options, both of which require joint supervision by faculty at UB and Brock.

Major Research Paper Option

Students pursuing the major research paper option are required to take 9 three-credit graduate courses including the three required seminars. Approximately half of these courses will be taken on each campus. Students will also complete a three-credit major research paper.

Thesis Option

Students choosing the thesis option will take eight three-credit courses including the three required seminars. In addition to the courses, each student must complete and defend at a public oral examination a thesis (usually of 75-100 pages in length, and which contributes 6 credit hours to their degree). Students from both campuses who serve as teaching assistants at Brock University will also register in CDN 596 (Supervised Teaching) at the University of Buffalo for a maximum of two semesters.

Residence Regulations

The program requires full-time graduate students' regular presence on campus (with the exception of formally approved absences and leaves). Students will be required to maintain residence in the USA to maintain access to UB's student health insurance plan, and this plan will provide coverage for students while they are attending courses in Canada. Please see the general graduate studies regulations at the University at Buffalo that specify residency requirements.

GENERAL

DOCTORAL REQUIREMENTS

Duration

The time it takes to complete the Doctoral Program varies in duration with the individual student's abilities, drive, educational background, and personal circumstances, but the PhD degree must be conferred within 7 years of entering the program (unless the Graduate School approves the student's petition for an extension of the time limit).

Credit Hour Requirements

A total of 72 credit hours are required for the PhD of which at least 40 must be beyond the MA level.

Comprehensive Examinations

1. All doctoral students must successfully complete a comprehensive examination involving both written and oral components. This examination covers three broad fields to be pursued under the guidance of an examination committee member chosen from the faculty in the Department or in allied departments. One question on the written component of the comprehensive exam must be associated with each field. The oral examination covers all three fields.
2. The examination fields must encompass generally recognized specializations in the degree field. (Students who successfully complete a comprehensive examination in the Department should therefore, for example, be competent to develop a broad introductory undergraduate course—such as any of those offered in the Department in each of the three areas covered by the exam questions).
3. Once the fields and readings have been agreed upon by the student and committee members, no changes in the faculty membership of the student's committee will be permitted. If, however, under highly exceptional circumstances such changes become necessary for any reason, any new member(s) of the committee will need to agree upon a field and reading list with the student before the comprehensive examination can be scheduled or re-scheduled. This circumstance could result in a significant delay in the examination process, and it will therefore be permitted only in exceptional circumstances by the Director of Graduate Studies and the Graduate Committee.
4. Members of the student's advisory committee will each provide one question, with the general subject (field) and readings to be determined by the advisory committee members in consultation with the student.
5. Written answers to each exam question must be submitted within one week after the student receives the question. Answer for all three questions (the entire written exam) must be completed in three weeks, starting from when the student receives the first question.
6. Written responses will be evaluated by all committee members, with the committee member in charge for each question taking the lead in written evaluation of the question. These evaluations will be submitted to the chair of the committee (the student's major advisor) as soon as possible after the submission of the written exam.
7. An oral examination, at which the three committee members constitute the examining committee, will be scheduled as soon as possible upon submission of the written examination— and no later than two weeks after all written answers are submitted. The oral exam will be generally based on the student's written responses to

the examination questions, the literature covered on the reading list, and general knowledge of the field in which the student is examined.

8. When preparing for the oral examination, the student may consult with her/his committee chair about the exam result ***only in general terms. Under no circumstances should the student be advised of her/his specific performance and/or written evaluation on any particular question.*** However, the advisor may suggest areas where the student ***might*** anticipate questioning on the oral exam in order that the student be able to focus her/his preparation for the oral portion of the examination. The student should also be prepared for questions in other areas as deemed appropriate by committee members.
9. The oral examination lasts approximately two hours. Based on the student's performance on both the written and oral responses, the committee determines whether the student has passed, passed with distinction, or failed specific exam questions, or the comprehensive examination as a whole. This result will be communicated by the committee chair to the Director of Graduate Studies.

At the discretion of the examination committee, a student deemed to have failed the comprehensive examination may be permitted to take a second comprehensive examination, covering between one and three exam questions, during the following semester. Should the student's committee deem that the second performance is also unsatisfactory, the student will not be eligible to continue in the doctoral program. In this event, the committee may recommend to the Department that the student receive a terminal Master's degree.

Dissertation Committees

The composition is subject to the following guidelines:

The Dissertation Committee will have at least three faculty members, one of whom will be its Chair and who will have primary responsibility for directing the dissertation. All three members must be UB graduate faculty.

The Chair or Co-Chair and at least one other member of the Committee must be regular faculty in the Department of Transnational Studies at the University at Buffalo. Additional members from outside the Department or the University at Buffalo may be added by mutual consent of the student and other committee members, and the Director of Graduate Studies. The Director of Graduate Studies will review any requests for departures from the above rules and for subsequent changes in the committee after its initial formation and seek advice from the Transnational Studies Graduate Committee as appropriate.

Constituting a Dissertation Committee is a professional decision made by students in consultation with the Committee Chair, and the prospective members. Students should select their committees with care, considering the contribution, expected time commitment, and appropriateness of each member invited to participate, given the research the student will pursue. *Faculty are under no obligation to participate as members of any student committee*; and, students should keep in mind that faculty may resign from committees. Similarly, students are free to replace or add committee members; these issues should be handled directly and professionally. Be aware that changes to committee composition may delay completion of work. Changes should always be discussed with the Chair of the student's Dissertation Committee and the Director of Graduate Studies, and requested using the appropriate form appended to this Handbook.

Once the Dissertation Committee is constituted, its composition can be changed at any time at the request of the student who must consult the Director of Graduate Studies and re-file an Application to Candidacy form. Under most circumstances, the committee that approves the dissertation and oral defense will be the same committee that approved the dissertation prospectus. The student and his/her Dissertation Committee will determine mutually understood procedures for advancing the work and a timetable for reviewing the dissertation in progress.

The Dissertation Committee (jointly or individually) and the student should communicate formally at least once a semester to review the progress of dissertation once the student has defended the dissertation prospectus. Understand that failure to maintain regular communication may lead to faculty withdrawing from the committee.

Students must submit a draft of their dissertation to all Dissertation Committee members at least four weeks in advance of the date they intend to orally defend the work. A request to the DGS to schedule a final dissertation defense must be approved by all members of the Dissertation Committee and should be made using the appropriate form appended to this Handbook.

PROGRAM-SPECIFIC DOCTORAL REQUIREMENTS

American Studies

Coursework

A) Fieldwork Methods – 3 credits

Each year a TNS department seminar will be offered to meet this requirement. Requests from students to take a Field Methods course not offered by the TNS department, must be approved prior to enrollment by the Director of Graduate Studies (DGS) or the Chair of the Department.

B) Cultural History – 7 credits

AMS 503 – Topics in Cultural History I (3 credits)

AMS 504 – Topics in Cultural History II (4 credits)

Note: It is strongly recommended that students take these two courses within the first year of matriculation into the program. AMS 503 is offered each fall, and AMS 504 is offered each spring.

C) 10 Seminars – 30 credits

Students must take 10 seminars totaling 30 credit hours. Any course taken under the following department course prefixes (AAS, AMS, GGS, TNS, CDN, CRC) automatically count toward fulfilling this requirement. All other courses require prior approval from the DGS or department Chair. Courses taken that do not have AAS, AMS, GGS, TNS, CDN, or CRC prefixes for which the student does not seek and receive approval may be counted toward the 72 minimum credits needed for the degree. However such courses will not count toward the 10 seminar requirement.

Independent Studies and Directed Readings

We encourage you to fulfill your credit requirement primarily by taking regular graduate seminars from Transnational Studies faculty. As you approach the completion of your degree, it may be appropriate for you to register for independent studies or directed readings courses with your major professor or another professor with expertise in your area(s) of interest. To register for such a course, you must complete an Independent Study form, which is in essence a contract between you and the professor in which you establish a reading list, a list of written assignments, a method of evaluation, and deadlines. This form must be signed by you, the professor, and the Director of Graduate Studies. This form can be found in the appendix to this Handbook.

Doctoral Program Committee

As soon as possible in your PhD studies, and no later than your fourth semester at UB, you should identify the focus of your interests and establish a Doctoral Program Committee. For doctoral students in American Studies, committees should be composed of at least three faculty members. All three members must hold the academic rank of Assistant Professor or above at UB. To form a committee, you need to ask three such professors who have expertise in your fields of study to serve on your committee. At least one of them should be a member of American Studies; the others should be core, adjunct or affiliated American Studies faculty. For other doctoral students, the Dissertation Committee must be composed of a minimum of three members who are tenure-track or tenured members of the TNS department (or other members who are affiliated with the Department) and who have been appointed to the Graduate Faculty of UB. The principal advisor (also called a dissertation supervisor) acts as chair of the committee. (Note: Your exam committee and your dissertation committee need not be comprised of the same members.)

Global Gender Studies

Coursework

A) Core Requirements – 24 credits, which must be taken from Global Gender Studies course offerings as broken down below.

(i) Foundation courses - 6 credits

GGG 5XX (Theory content course) – 3 credits (for example *GGG 518 Readings in Feminist Theory* or *GGG 590 Feminism and the Body Politic*).

GGG 5XX (Methods content course) – 3 credits (for example, *GGG 709 Quantitative Methods Social Research* or *GGG 540 New Ethnographic Methods*, *GGG 560 Interdisciplinary Methods*).

(ii) Program Breadth - 18 credits.

GGG XXX—courses with **Feminist Theory** content: 9 credits (for example, *GGG 590 Feminism and the Body Politic* or *GGG 662 Outing Whiteness*).

GGG XXX—courses with **Global Gender Studies** content: 9 credits (for example, *GGG 521 Democracy and Gender* or *GGG 601 Contemporary Global and Gender Issues*).

B) Electives/Readings – 12 credits.

(i) GGS Electives – 6 to 12 credits

Graduate GGS seminars satisfy this requirement (for example, *GGG 525 Women's Movements*, *GGG 561 Black Women in U.S. History*, *GGG 560 Introduction to Teaching Undergrads*, *GGG 661 Gender and the Humanities*).

Allowed course substitution: three 3-credit courses (9 credits) may be taken in ancillary departments with prior approval from the DGS in partial fulfillment of the electives requirement. However, courses with the course prefix AAS, AMS, TNS, CDN, or CRC do not require such approval.

(ii) Directed Readings – 0 to 6 credits (optional)

GGS 520 – Directed Readings. Up to 6 credits are allowed in place of 6 credits of GGS electives.

Major Concentration

The PhD program requires a student to design, in consultation with his/her academic advisor(s), a coherent interdisciplinary program of study of **27 credits** in one of two concentrations: *Feminist Studies* or *Global Gender Studies*.

The major concentration area may or may not include informal courses according to the limits prescribed under *Informal Courses*. Courses from ancillary departments are allowed *subject to the approval of the Director of Graduate Studies*.

GGS 520 Directed Reading (1-3 credits – with a two-course maximum)

As a Ph.D. student approaches the completion of his/her degree, in consultation with his/her major advisor, it may be appropriate for him/her to register for a maximum of two directed reading courses with the student's major professor or another professor with expertise in the student's area(s) of interest. To register for such a course, a student must complete a Directed Reading form, which is a contract between a student and the professor in which a student establishes a reading list, a list of written assignments, a method of evaluation, and deadlines. This form must be signed by both the student and the professor.

GGS 620 Supervised Research (1-6 credits – 6 credit maximum):

Students may enroll for up to a maximum of 6 credits of WS 620 Supervised Research only after successful completion of the comprehensive exam.

GGS 710 Dissertation Supervision (1 credit per semester, no more than 6 credits):

A student signs up for this course after passing the comprehensive exam, during the dissertation writing, and research phase of the Ph.D. program.

Supervised Teaching (GGS 630, 1-3 credits):

Upon acceptance to candidacy, students who have not had the opportunity to teach a course have the option of enrolling in GGS 630, subject to the approval of the Director of Graduate Studies. While enrolled, a student is mentored by a Global Gender Studies faculty member on methods of instruction while receiving hands-on training by teaching one undergraduate Global Gender Studies course, to be determined in accordance with Global Gender Studies needs by the Chair, in consultation with the Director of Graduate Studies and the student's advisor. The exception to this requirement is that all Global Gender Studies teaching assistants will automatically be enrolled in WS 630 in their first semester of teaching.

FINANCIAL SUPPORT

Assistantships and Fellowships

Students receiving a teaching assistantship must be full-time students and are expected to work 20 hrs/week on their T.A duties. Full-time status for students with assistantships is 9 credit hours. As discussed above, students studying for comprehensive exams or working on a project, thesis, or dissertation can be certified as full-time even if they are registered for less than 9 hours in a semester.

Assistantships are awarded competitively to two categories of students: incoming and continuing. Awards to incoming students are based on a variety of factors associated with their admission materials, including but not limited to:

- A. GRE scores
- B. Performance in undergraduate and graduate (if applicable) coursework
- C. Letters of recommendation
- D. Research interests
- E. Personal statement, and
- F. TOEFL scores (if applicable).

Awards to continuing students are based on overall academic performance, including course grades, performance of assistantship duties, progress toward completing degree requirements, and availability of funds to the department.

Teaching assistantships are granted for periods of one year and are renewable up to a **total of four** years with *satisfactory* progress. In order to be considered for a third or fourth year of support from the Department, students must demonstrate that they have completed (or will have completed by the beginning of their third year of support) the requirements for teaching an independent course in the Department. Additionally, as noted above, full-time PhD students are expected to pass their comprehensive exams by the end of the second semester of their third year in the program or else they will no longer be treated as making satisfactory progress toward degree completion.

Students holding *Schomburg Fellowships* are welcome to be considered for teaching assignments in the department, and are eligible for full consideration for all teaching awards and programs available to regular TAs. Schomburg Fellows who are interested in teaching should inform the Director of Graduate Studies of their desire, and work with Department members and staff to identify suitable courses.

All TA appointments are made on an annual basis. In order to facilitate teaching assignments, continuing students seeking to teach in the Department (including TAs and Schomburg Fellows) must submit a 'teaching interest form' each year (see appendix of this Handbook). These should be submitted to the DGS not later than February 15th. The evaluation will consist of a written evaluation of their teaching (when they have a teaching assignment), undertaken by the Coordinator of Teaching Assistants, that will entail an annual meeting at the end of each academic year. Students who are deemed to have done poorly in their TA assignments, or whose academic standing is in some way deficient, will not be renewed for a subsequent year.

Students receiving assistantships will be eligible for a maximum of 4 years or 8 semesters of Departmental funding. In addition, a student can only be funded for a maximum of 72 credit hours (the number of credit hours required

to obtain the PhD). Each semester of funding, the College of Arts and Sciences (CAS) will pay for up to 12 credit hours of tuition assistance.

The CAS pays tuition for T.A.s on a 'per credit hour' basis. They do not pay one price for full-time tuition. Therefore, it is vital for T.A.s to tell the Graduate Secretary how many credit hours they are actually registered for each semester. The Department manually enters the amount of credit hours each T.A. is registered for into the University computer system, thereby notifying the CAS how much they have to pay for each T.A.'s tuition. A T.A. can change his/her schedule by adding or deleting courses (credit hours) as long as the change takes place within the appropriate add/drop period and the Department (Coordinator or TAs, Graduate Secretary, or the Director of Graduate Studies) is notified of the change immediately. In other words, the action of dropping a class from or adding a class to one's schedule must be done before the penalty period begins (during the first week of classes). In addition, T.A.s cannot be (re)appointed unless they are registered for classes. Therefore, a student cannot legally work for UB (i.e., cannot receive a paycheck) unless he/she is registered for classes. Registering in a timely manner is pertinent.

All Teaching Assistants except international students are required to apply for New York State (NYS) Residency, if they are not already a New York State resident, after their first semester of their assistantships. However, the process of establishing NYS residency actually begins as soon as the student begins their studies at UB. Please visit the Student Response Center's website for the appropriate steps to take at: <http://src.buffalo.edu/studentaccount/residencyinstructions.shtml>. The form for establishing NYS residency can be found at: <http://src.buffalo.edu/pdf/nysresidencyapplication.pdf>. Also, all T.A.s except international students are required to apply for TAP (Tuition Assistance Program) through New York State. Some T.A.s will not qualify for TAP because of their current residency status or if their income exceeds the limits established by NYS. If a T.A. is denied TAP due to income, a TAP excess income form should be filled out for the whole academic year and returned to the Transnational Studies Department upon its completion (the form will be forwarded appropriately). The form and its instructions can be found at: <http://src.buffalo.edu/office/pdf/exincome.pdf>.

Fifth Year Teaching Assistantship Awards

Fifth year funding is competitive and contingent on (a) department need and (b) *availability of funds*. (Therefore, fifth-year funding is NOT guaranteed.) Current fourth year teaching assistants and Schomburg Fellows will automatically be considered.

The criteria for selection include:

- academic performance;
- assessment of the dissertation topic on a competitive basis with others in the Department and college;
- record of successful teaching and the ability to teach in areas of department need;
- projected professional growth and development of the TA.

The Graduate Committee, in consultation with the DGS will select applicants, when funding is available. Fifth year funding is always intended to aid curricular development, so students should think of areas in which they might be able to contribute courses that are likely to generate student demand and that are central to the mission of the Department and its programs.

Outside Employment and Non-Departmental Assistantships

Students holding assistantships are required to take a full-time course load and normally will not have sufficient time for employment beyond assistantship responsibilities. Other students may find university employment through a work-study program administered by the office of the Vice President for Student Affairs. Some students may qualify for assistantships outside of the Department in certain specialized programs. Wherever feasible, qualified students are encouraged to apply for those positions. However, these positions are generally sought independently by interested students.

Advanced graduate students are encouraged to pursue opportunities for external grants and fellowships in aid of dissertation research, and to seek other means through which they may combine financial support for the latter stages of the program with activities useful in their dissertation research and appropriate to their long-term career interests. Notices of such opportunities can be posted or otherwise brought to students' attention; however, further initiatives normally lie with the individual student.

Financial aid information is available at <http://www.grad.buffalo.edu/costs/financialaid.php>.

Financial Aid

U.S. citizens and permanent residents seeking financial aid counseling should contact the Student Response Center at <http://src.buffalo.edu/financialaid/sources.shtml>. Advisors may also be aware of the special needs of foreign students and be able to answer questions, so this service is open to all students.

Foreign applicants for admission should begin their pursuit of financial aid with academic departments or scholarship organizations in their own countries.

1. *The Fulbright Graduate Student Program (for foreign students)*
<http://www.iie.org/Template.cfm?section=Fulbright1>
2. *Ford Foundation International Fellowships Program (for foreign students)* in the foundation's grants database at <http://www7.nationalacademies.org/fordfellowships/>
3. *The International Peace Scholarship (for foreign students)*. Grants are available to promote world peace and understanding for women who are citizens of any country other than the US or Canada. Usual deadline is December, grants up to \$5,000/year for up to 3 years. For application, write or call (515) 255-3153, International Peace Scholarship/PEO Fund Executive Office, 3700 Grand Avenue, Des Moines IA 50312-2899 also see <http://www.peointernational.org/about/>
4. *Social Sciences and Humanities Research Council of Canada (SSHRC): Doctoral Fellowships (for Canadian students)*. Annual awards to develop and expand the research skills of students at the doctoral level and to assist in the training of highly qualified personnel to meet Canada's current and future needs. Canadian citizens who have completed at least one previous degree at a Canadian university are eligible to apply for these fellowships, which provide up to 4 years of support. The application deadline is generally in November. http://www.sshrc.ca/web/apply/apply_e.asp

Major Dissertation Support

1. *American Association of University Women Dissertation Fellowship*. AAUP Fellowships support women doctoral candidates completing dissertations, with women working on gender issues especially encouraged to apply. The American Association of University Women also awards International Dissertation Fellowships for full-time graduate research to women who are not U.S. citizens or permanent residents through \$20,000 annual fellowships. For additional information: <http://www.aauw.org/fga/index.cfm>
2. *The Charlotte W. Newcombe Fellowship*. Administered by Woodrow Wilson Center in Washington, these grants provide fellowships of \$18,500 to persons writing dissertations that provide "original and significant study of ethical or religious values in all areas of human endeavor." Application deadlines tend to be early and the process is very competitive. <http://www.woodrow.org/newcombe/>
3. *H.U.D. Dissertation Grants*. These are provided by the federal Department of Housing and Urban Development Office of University Partnerships through its Doctoral Dissertation Research Grant program. H.U.D. awards one-time grants of up to \$25,000 for a period of 24 months to doctoral candidates with approved prospectuses who are U.S. citizens or permanent residents enrolled at accredited institutions of higher education. These grants must be used to support direct costs incurred that support the timely completion of the dissertation. <http://www.oup.org/programs/aboutDDRG.asp>
4. *Santa Fe Institute*. The SFI's "Robustness" program provides partial support for grad students and postdocs working on projects relating to robustness of social processes. Typically the work is performed offsite from SFI (i.e., at the home institution), with the expectation that the student/postdoc will make regular visits to SFI. Contact person is Ms. Erica Jens (erica@santafe.edu). More generally, SFI writes: "From time to time, we have graduate students in residence for thesis or other research, typically after they have completed all course work. Some have come with their own financial support while others are supported from SFI sources. The main requirement is that the student be highly qualified and make a convincing case for a research residency at SFI; this includes finding a research sponsor among the scientists in residence here." Relevant areas include "economic and social interactions" (including work on persistent inequality), "evolutionary dynamics," "network dynamics," and "robustness."

National Science Foundation Dissertation Improvement Grant. For those with dissertation topics that fall under the rubric of 'social science,' the National Science Foundation's Division of Behavioral and Cognitive Sciences (BCS), Division of Social and Economic Sciences (SES), and Division of Science Resources Statistics (SRS) award grants to improve the quality of dissertation research. These grants provide funds for items not normally available through the student's university. Additionally, these grants allow doctoral students to undertake significant data-gathering projects and to conduct field research in settings away from their campus that would not otherwise be possible. Proposals are judged on the basis of their scientific merit, including the theoretical importance of the research question and the appropriateness of the proposed data and methodology to be used in addressing the question. <http://www.nsf.gov/pubs/2006/nsf06605/nsf06605.htm>

For information on nationally competitive **Ford Foundation Diversity Fellowships**, please visit: <http://www7.nationalacademies.org/fordfellowships/>

The **Andrew W. Mellon Foundation/ACLS Early Career Fellowship Program** provides support for young scholars to complete their dissertation and, later, to advance their research after being awarded the PhD. This program awards fellowships in two categories: *Dissertation Completion Fellowships* and *Recent Doctoral Recipients Fellowships*. For more information, please visit: <http://www.acls.org/grants/Default.aspx?id=510&linkidentifier=id&itemid=510;>

For information on **other CLIR Awards and Fellowships**, please visit: <http://www.clir.org/fellowships>

The Newberry Library in Chicago offers two short-term residential fellowships for scholars of American Indian heritage: **THE POWER-TANNER FELLOWSHIP**. The Power-Tanner Fellowship is for PhD candidates or postdoctoral scholars working in any field of the humanities and supports two months of research in the collections of the Newberry Library. For application details, please check <http://www.newberry.org/mcnickle/power-tanner.html>

THE ALLEN FELLOWSHIP. The Allen Fellowship provides from one to three months of research support for a woman of American Indian heritage working in any graduate or pre-professional field appropriate to the Newberry's collections. For application details, please check <http://www.newberry.org/mcnickle/frances.html>

University Dissertation Support

When budgets permit, the College of Arts and Sciences provides a \$4000 Dissertation Fellowship to exceptional students whose dissertation research is in the advanced stages. For more information on financial assistance for dissertations and graduate study consult: <http://www.cas.buffalo.edu/students/current-graduate/fellowships-awards/>.

Other Sources of Financial Support

Occasionally there are sources of financial support available outside the department, or from faculty members in the Department who hold active research grants.

You should consult the following websites for more information:

Graduate Student Association

<http://gsa.buffalo.edu/funding.html>

(funding for a variety of graduate student activities, including conference travel, etc.)

Scholarships and Fellowships webpage (UB)

<http://www.grad.buffalo.edu/costs/scholarships.php>

The Mark Diamond Research Fund (MDRF): Gives grants to graduate students for research expenses related to their thesis or dissertation. PhD students may apply for up to \$2,000 and Master's students for up to \$1000. The MDRF grant is only for University at Buffalo graduate students in programs participating in the Graduate Student Association and who have not waived the student activity fee. Applicants should be in the latter stages of research

GENERAL ADMINISTRATIVE MATTERS

Placement Files

Placement files are sent out to prospective employers as a courtesy to our PhD students who have recently conferred their degree or are close to finishing their degree. Students who meet the criteria may obtain a copy of the Department's written procedures for placement files from the Graduate Coordinator. Any questions related to placement files should be directed to the Graduate Coordinator.

Grievance Procedures

Under procedures established by the Department and the Graduate School, prompt and informal resolutions of grievances are sought. At the Department level, informal discussions between the disputants should resolve most issues; students may wish to seek prior advice from their Faculty Advisor, the D.G.S., or the Chair. If a formal review is necessary, a written statement of the grievance and grounds for it should be given to the Chair, who will act upon it in accordance with the By-laws of the Department and the regulations of the Graduate School. Appeals from departmental determinations may be lodged with the Divisional Grievance Committee of the College of Arts and Sciences.

The Graduate School's procedure governing the handling of grievances by graduate students can be found at: <http://grad.buffalo.edu/Academics/Policies-Procedures/Grievance-Policies-and-Procedures.html>

Sexual Harassment

Sexual harassment of employees and students, as defined below, is contrary to University policy and is a violation of federal and state laws and regulations.

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive environment.

No University employee of either sex shall impose a requirement of sexual cooperation as a condition of employment or academic advancement, or in any way contribute to or support unwelcomed physical or verbal sexual behavior. Any member of the University community who requires additional information, wishes to make a complaint or to receive a copy of the University procedures to be followed for complaints arising from matters related to the policies outlined above, should contact the Office of Equity, Diversity, and Inclusion located in 406 Capen Hall, at 645-2266 or through their website at <http://affirmativeaction.buffalo.edu/home.htm>

Non-Discrimination, Diversity, and Reasonable Accommodation

The Department of Transnational Studies adheres strictly to the University's policies of non-discrimination. These policies can be found on the Office of Equity, Diversity, and Inclusion website at:

http://affirmativeaction.buffalo.edu/university_policies.htm

The department embraces the belief that promoting and supporting diversity among its student body is a very worthy goal. We define diversity to encompass many characteristics including economic disadvantage, special talents, evidence of leadership qualities, race or ethnicity, a strong work record, and disability. A diverse student body enriches graduate education by providing a multiplicity of views and perspectives that enhances research, teaching, and the development of new knowledge. A diverse mix of students promotes respect for, and opportunities to learn from, others with the broad range of backgrounds and experiences that constitute modern society. The Department is therefore committed to providing equal access to educational opportunities through recruitment, admission, and support that promote diversity, and foster successful academic experiences.

Along with the larger University at Buffalo community, the Department of Transnational Studies is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for members of the University community.

TA-Specific Administrative Matters

TA Training

The University mandates departments to have some form of *formal* TA training program. Since TAs in this department are likely at some point to be asked to teach courses independently for the Department (see below), all T.A.s are required to enroll in the department's **pedagogy course** (TNS 560) in their first or subsequent semester (depending upon when the course has been scheduled). They will also be required to enroll in the department's professional development **pro-seminar**, where, among other things, they will develop a teaching plan for subsequent years.

Other students who may seek to teach in the Department (should an opportunity arises), or who intend to pursue an academic career, are also strongly encouraged to enroll in both these courses.

Independent TA-taught Courses

Senior TAs who have demonstrated proficiency in their teaching-related activities and who are making satisfactory progress in their doctoral programs (i.e. those who have passed their comprehensive examinations) will be invited, as an when opportunities arise, to teach their own courses for the department. Normally, these classes will be selected from a list of undergraduate courses that are regularly taught in the department, and for which there is demonstrated and consistent undergraduate student demand. All courses offered in the College are subject to enrollment *minima* that are strictly enforced by College administrators. The Department is not exempted from these minimum class size requirements. Moreover, an important factor in making these teaching assignments is whether

the class addresses the curricular needs of the department. Only when this is the case will classes be likely to enroll the CAS minimum number of students. In addition, the TA must be qualified to teach the course (as demonstrated, for example, by virtue of their performance in related graduate coursework and by their passing the comprehensive examination in a related field). In the event that the course does not reach the College's minimum enrollment requirement (currently 21 students, though this number has been adjusted upwards in recent years), the course will be cancelled and the TA will be reassigned to other duties.

General Principles for TA Assignments

Given the complicated process of scheduling in a large department like Transnational Studies, it is worth reiterating the criteria used in making TA assignments.

- First, we are obligated by the university to assign six of our TAs to World Civilization. Department policy also requires graders to be assigned to courses with more than 50 students enrolled.
- Second, except under specific circumstances, TAs who have passed their PhD exams or are in at least the second semester of their third year of TAship will be assigned to their own courses as instructors.
- TAs serving as instructors of their own courses are expected to adhere to University policy in the construction of their syllabus. For further information, see the TA Resources page (link is on the main Graduate Studies page) at our departmental website.
- In some circumstances, TAs may be assigned to their own sections prior to completing their exams or prior to the second semester of their third year in areas of curricular need within the department. In making such assignments, the scheduling committee considers the TA's preparation in the area of need and performance in all assignments to that point. The feedback we collect from instructors in World Civilization and large sections for which TAs serve as graders weighs heavily in decisions regarding assignments.
- Where enrollments do not meet minimum thresholds established by the College of Arts & Sciences, courses scheduled to be taught by TAs are subject to cancellation (see above). In such cases, the TA will be reassigned to other duties.
- Though we do our best to make and announce assignments as early as possible, unexpected turnover among TAs will sometimes unavoidably result in the necessity of changing assignments involving either World Civilization or grading positions.

A TAs are encouraged to consult on a regular basis with the Director of Graduate Studies, the Supervisor of TAs, and their advisors to discuss your future assignments.

Forms

The following pages include forms that the Department uses to document particular activities and milestones accomplished in programs of graduate study. Paper copies of these and other forms are available from the Graduate School and from the Graduate Program Coordinator. Be sure to confirm with the Graduate School or the Graduate Program Coordinator that you are using the appropriate form, as forms are sometimes updated.

NOTE: forms are also available for download at our departmental website.

1. Faculty Academic Advisor/Committee Members
2. Annual Graduate Student Status Update
3. Annual "Teaching Interest" Form
4. Approval to Schedule a Dissertation Defense

5. Dissertation Proposal Defense
6. Petition for Approval of Course to be Taken Outside the TNS Department
7. Independent Study Approval Form
8. Receipt of Graduate Student Handbook

FACULTY ACADEMIC ADVISOR / COMMITTEE MEMBERS

Reason for generating form (check one):

- Appointing committee
- Changing committee membership

Student (name/signature): _____/_____ Date: _____

Advisor (name/signature): _____/_____ Date: _____

Master's Committee

(name/signature)

Chair: _____/_____ Date: _____

Member: _____/_____ Date: _____

Member: _____/_____ Date: _____

Doctoral Dissertation Committee

NOTE: *Members who are not regular department faculty require approval of the Dissertation Committee Chair, and the Director of Graduate Studies)*

(name/signature)

Chair: _____/_____ Date: _____

Member: _____/_____ Date: _____

Member: _____/_____ Date: _____

Member: _____/_____ Date: _____

Approved by the **Director of Graduate Studies** (name/signature):

_____/_____ Date: _____

ANNUAL GRADUATE STUDENT STATUS UPDATE

Submit to: *Director of Graduate Studies* by **April 1**

Name: Last _____ First _____

Program: MA _____ PhD _____ non-matriculated : _____

Semester/year admitted: _____ Total credit hours completed: _____

List any incomplete courses: _____

Directions: Review your academic and professional socialization activities for the past academic year. For items for which you had no activity, simply leave blank.

Which regular courses/seminars have you completed? Indicate grades you earned.

In what courses are you currently enrolled?

Any Selected Topics Readings? What were the topics? Under whose supervision?

Did you take courses outside the department? If so, which Department, courses, grades?

TA experience: For whom and which courses?

What classes did you teach yourself?

Did you apply for or receive any awards? If so: from whom, for what and if awarded how much?

Did you apply for conference travel or external/internal research funding? If so: where/how much?

Did you present papers at academic meetings? If so list authors, title, and meeting.

Did you submit a manuscript for publication? If so, list authors, title, and journal or other outlet.

Who is your faculty advisor?

Who is on your committee (Master's, qualifying paper, or dissertation).

If your next major milestone is completing a Master's paper, a qualifying paper or a PhD dissertation, when do you think that requirement will be complete?

What are your plans for next year?

NOTE: You may also attach an appropriately formatted academic CV to this form.

APPROVAL TO SCHEDULE A DISSERTATION DEFENSE

I would like to schedule a public oral defense of my doctoral dissertation titled:

at a mutually convenient time during the week(s) of:

By signing below, members of my dissertation committee attest that they have read a draft of the dissertation and that they approve of the scheduling of a final dissertation defense.

Student (name/signature): _____ Date: _____

Committee Chair (name/signature) _____/_____ Date: _____

Committee Member (name/signature) _____/_____ Date: _____

Committee Member (name/signature) _____/_____ Date: _____

Committee Member (name/signature) _____/_____ Date: _____

Committee Member (name/signature) _____/_____ Date: _____

Director of Graduate Studies (name) _____

(signature) _____ Date: _____

DISSERTATION PROPOSAL DEFENSE

Student (name): _____ Date: _____

Dissertation Title: _____

Date Defended: _____

Directions: Once any revisions (if necessary) are complete and the Dissertation Proposal has been approved by all members of the Dissertation Committee, each committee member signs and dates this form. The original signed form and a copy of the public notice and abstract posted to advertise the defense are then submitted to the Director of Graduate Studies for inclusion in the student file.

Any additional or remedial courses or skills (note if required or recommended) necessary to complete the dissertation:

We certify that the dissertation proposal described above was successfully defended, and subject to any recommendations noted above, the plan of work for the dissertation meets with our approval.

Committee Chair (name/signature) _____/_____ Date: _____

Committee Member (name/signature) _____/_____ Date: _____

Committee Member (name/signature) _____/_____ Date: _____

Committee Member (name/signature) _____/_____ Date: _____

Committee Member (name/signature) _____/_____ Date: _____

**PETITION FOR APPROVAL OF COURSE FOR DEGREE CREDIT
TO BE TAKEN OUTSIDE THE DEPARTMENT**

Name: _____

Degree being pursued: _____

Directions: Attach the syllabus for the course you want to take for credit towards the Transnational Studies graduate degree to this form. Explain how the outside course advances your studies. Then have your faculty advisor or committee chair and the Director of Graduate Studies sign and date the form. (The completed form must be placed in your file.) **NOTE:** Failure to receive permission to take courses outside the Department may result in the courses not counting towards meeting degree requirements in Transnational Studies.

Name/section number of outside course for which you are seeking approval:

Describe how the course will contribute to your graduate studies:

Previous graduate courses (*if any*) taken outside the Department for credit:

Committee Chair/ Advisor (name) _____

(signature) _____ Date: _____

Director of Graduate Studies (name) _____

(signature) _____ Date: _____

INDEPENDENT STUDY APPROVAL FORM

Directions: Students wishing to enroll in an Independent Study at the graduate or undergraduate level are required to develop a specific research proposal and secure a signature from the faculty member under whose guidance the student wishes to study. Please fill in all areas of this form and return it to 732 Clemens Hall for processing.

NOTE: After receiving this completed form, the Department will register you for the appropriate independent study section and send you a confirming e-mail. (You should also check your MyUB site to confirm registration.)

Use the back of this form if additional space is needed to respond to the questions.

Section I – To be completed by student

1. Semester: Fall _____ Spring _____ Summer _____ Year _____

2. Name: _____

3. Person Number: _____ 4. E-mail: _____

5. Faculty Name: _____

6. (Check One) Undergraduate _____ Graduate _____ 7. Number of credit hours: _____

8. Course name and number _____

9. Description and Objective of Independent Study (include method of evaluation):

Section II – To be completed by faculty member

Comments (if student is using Independent Study in lieu of another course, please indicate number)

Section III – Signatures

Student _____ Date: _____

Faculty member _____ Date: _____

Director of Graduate Studies _____ Date: _____

Department of Transnational Studies

RECEIPT OF GRADUATE STUDENT HANDBOOK

I, the undersigned,

attest that I have received from the department a hard copy of the current DEPARTMENT OF TRANSNATIONAL STUDIES GRADUATE STUDENT HANDBOOK;

commit to carefully read all relevant sections of the handbook in their entirety; and

agree to abide by all relevant policies and procedures indicated therein.

Student (name/signature): _____ **Date:** _____