Graduate Forms

**Annual Academic & Professional Plan Form for Graduate Students** - Due by the end of the third week of autumn quarter.

**Annual Graduate Student Self-Evaluation Form** - Due the first Wednesday in April.

**Dissertation Prospectus Form** - Students are expected to defend their prospectus within 4 weeks of their general oral exams. A copy of this form must be submitted to the GWSS Program Coordinator in PDL B110.

**Language Requirement Form** - The Ph.D. program language requirement must be completed prior to student's general examinations. Completed form must be turned in to the GWSS Program Coordinator in PDL B110 for departmental records.

**Leave Application for GWSS Departmental Approval** - This is a 2 step process. 1) Submit this form to GWSS for departmental approval of leave. 2) Once leave has been approved by your advisor and the department has a copy of your application you must request Graduate Leave Status from the Graduate School through MyGrad [http://grad.uw.edu/for-students-and-post-docs/mygrad-program/](http://grad.uw.edu/for-students-and-post-docs/mygrad-program/).

**Doctoral Dissertation Reading Committee Approval Form** - This form is as equally important as your Final Exam/Dissertation Defense Warrant please make sure that it is completed at your dissertation defense along with your warrant. From Graduate School webpage: Forms are signed by committee members who have read and approved the final copy of your thesis or dissertation. These forms were previously only accepted in person, but we have now moved to an electronic (scanned) submission process. Committee Approval Forms are now uploaded to the Administrative Documents Section of the ETD Administrator Site at the time of your electronic thesis/dissertation submission. Graduate School website link: [https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/](https://grad.uw.edu/for-students-and-post-docs/thesisdissertation/).

**RA Job Description** - Research assistant job description due from faculty and RA at the beginning of each quarter. Submit completed form to GWSS Department Administrator, Young Kim, in PDL B110 or at youngk@uw.edu.

**Research Travel Expense Assistance Request Application Form** - This funding covers up to $300.00 in airfare for research expenses. Submit this completed form to GWSS Department Administrator, Young Kim, in PDL B110.

**Supervisory Committee Appointment Form** - Please turn in completed form to the GWSS Program Coordinator in PDL B110.

**TA Job Description** - Teaching assistant job description due from faculty and TA at the beginning of each quarter. Submit completed form to GWSS Department Administrator, Young Kim, in PDL B110 or at youngk@uw.edu.

Please note: All of these forms are available in hard copy form in GWSS Main Office B110, Pdelford Hall.

Department of Gender, Women & Sexuality Studies  
University of Washington  
B110 Pdelford Hall, Box 354345  
Seattle, WA 98195  
Phone: (206) 543-6900  
Fax: (206) 685-9555  
gwss@uw.edu