

# Steps for Graduation with the Women's and Gender Studies Graduate Concentration or Certificate

In order to make sure you graduate with your WSGS Graduate Concentration or Certificate, you need to take **THREE** important steps:

1. Meet with the WSGS Graduate Director;
2. Fill out a graduation form for your WSGS concentration or certificate in the College Office; and
3. Update the WSGS Director with your mailing and email addresses after graduation.

1. At the beginning of the semester in which you intend to graduate, make an appointment with the WSGS Graduate Director. When you come to your meeting, bring a copy of your unofficial Duquesne transcript (you can print it out from DORI). In advance, highlight the courses you have taken, or are taking, that are WSGS courses (or cross-listed with WSGS) that you intend to have counted toward your WSGS Concentration or Certificate. Remember that one of your courses must be in your own department, and one must be in a department other than your own. Your grades in these courses must be a B or higher.

At your meeting, the WSGS Graduate Director will review your transcript with you, record any courses not already recorded on your official form, and make sure your courses fit the parameters for the Concentration or Certificate. S/he will then approve your courses, sign your form, and send it down to the McAnulty Graduate Studies Director, who will take the steps necessary for your Graduate Concentration or Certificate.

2. When you are filling out your form for graduation in the College Office, you must fill out **TWO** forms: one for your departmental degree (which is now completed online), and another for your WSGS concentration or certificate (this is not completed online; you can get this form from the Graduate Office, room 215 College Hall). This form will then be joined with the approval form sent from the WSGS Graduate Director, and this will complete the steps needed to receive your WSGS Graduate Concentration or Certificate.

3. Preferably before you graduate from Duquesne, or perhaps once you have graduated, update your WSGS file with contact information (mailing and email addresses) so we can reach you after you graduate. You can update the Director via email or in your final meeting before you graduate. Then, if you are receiving a WSGS Certificate, the Director will mail the Certificate to you or, if you are staying at Duquesne for further study or as an adjunct, s/he may place it in your departmental mailbox.

## Checklist:

- \_\_\_\_\_ 1. Meet with WGS Graduate Director
  - \_\_\_\_\_ a. Make appointment
  - \_\_\_\_\_ b. Print out unofficial copy of your transcript
  - \_\_\_\_\_ c. Highlight your WGS courses
  
- \_\_\_\_\_ 2. Fill out graduation forms
  - \_\_\_\_\_ a. Fill out the online form for your own departmental degree (by required date)
  - \_\_\_\_\_ b. Fill out a hard copy of the graduation form for your WSGS Concentration/Certificate
  
- \_\_\_\_\_ 3. Update the WSGS Graduate Director with your preferred and current mailing and email addresses after graduation.