

WGS Course Modification Procedure:
Substituting a Non-WGS Course to Fulfill a Requirement for a WGS credential
(Graduate Certificate/Concentration)

Guidelines:

At least one half of the course, either through what is already offered, or through supplemental work, should apply to the criteria for WGS (see directly below). Your proposal should address the following:

- What readings and other assignments in the course already apply to the criteria for WGS courses?
- What additional readings will you do to supplement your focus on WGS issues in the course?
- How will you carry out your assignments in the course so that they apply to the criteria for WGS courses? (Note: You are not required to know the specific topics of your papers, presentations, etc. but you should be able to explain how your focus will address WGS issues.)

Criteria for Women's and Gender Studies Courses:

Courses in Women's and Gender Studies incorporate one or more of the following criteria directly:

- How gender shapes one's experiences as well as responses to those experiences
- An examination of institutions and structures of power in terms of their implications for people as gendered beings
- An engagement with the established field of women's and gender studies and the body of scholarship it has produced

Student's Responsibilities:

- Meet with the Director of the Center for Women's and Gender Studies to discuss how the course can be modified to meet WGS criteria
- Meet with the Instructor of the non-WGS course to discuss how the course can be modified, while continuing to meet the instructor's and WGS's criteria
- Complete the Proposal for Course Substitution:
<https://form.jotform.com/62436279495973> and submit it electronically no later than mid-term of the semester in which the course is taken, along with a copy of the course syllabus.
- Follow-up with the Director to determine the status of the proposal.

Instructor's Responsibilities:

- Complete the Course Modification form found on the WSGS website:
<http://www.duq.edu/academics/schools/liberal-arts/centers/womens-and-gender-studies/course-modification-form>
- Review the proposal, which will be emailed to you by WGS, and advise of your response to this modification.

For further information, please contact the Center for Women's and Gender Studies: 550A College Hall / 412.396.1527 / wsgs@duq.edu.