

WGSS Graduate Certificate: Step-by-Step Process

The Graduate Certificate in Women, Gender, and Sexuality Studies (WGSS) is a **15-credit transcribed graduate certificate**. Students completing the certificate alongside another UNM graduate degree should follow the process below.

Step 1: Apply to the WGSS Graduate Certificate

Students must be admitted to a UNM graduate program before applying to the WGSS Graduate Certificate.

Submit the following materials to WGSS:

- [WGSS Graduate Certificate application](#)/cover sheet
- Proof of admission to a UNM graduate program
- A brief letter of intent describing your research interests and your interest in feminist, queer, and/or transgender studies

The WGSS Director reviews the application and notifies the student of admission to the certificate program.

Step 2: Add the Graduate Certificate to Your UNM Record

Student responsibility:

After being admitted to the WGSS Graduate Certificate, complete the UNM Graduate Studies Add a [Transcribed Graduate Certificate](#) form and send the completed form to WGSS.

What happens next:

1. The **WGSS Director or WGSS Program Administrator** reviews the form and sends the approved form to **Graduate Studies**.
2. Graduate Studies processes the form and adds the WGSS Graduate Certificate to the student's academic record.
3. Once the form has been approved, a copy is sent to the **WGSS Program Administrator** (mnice@unm.edu) so that WGSS also has a record of the student's official certificate status.
4. Graduate Studies confirms with the student that the certificate has been added to their record.

Your checkpoint

Before moving forward, make sure you have received confirmation that **Graduate Certificate in Women Studies/WGSS** has been added to your UNM graduate record.

Once this has happened, you are officially recorded by Graduate Studies as pursuing the certificate.

Step 3: Complete the Certificate Coursework

Complete **15 graduate credit hours** approved for the WGSS Graduate Certificate.

Students must complete the WGSS required theory/methods coursework and the remaining credits through approved graduate electives.

Outside-WGSS electives

Graduate courses offered by other departments may count toward the certificate when their content substantially engages feminist, queer, transgender, gender, and/or sexuality studies.

Before relying on an outside course for the certificate, obtain approval from the WGSS Director.

Send wgss@unm.edu:

- course number and title;
- instructor;
- semester; and
- syllabus or course description.

WGSS will confirm whether the course can count toward the certificate.

Students must maintain a **minimum 3.0 GPA** in certificate coursework.

Step 4: When You Are Getting Ready to Finish, Complete the Program of Studies

This is the second major Graduate Studies step in the certificate process.

Do this during the semester before you expect to complete the certificate whenever possible.

Student responsibility

Complete the **Program of Studies (POS)** for the WGSS Graduate Certificate (MA students). For

PhD students **complete Application for Candidacy**

The POS identifies the courses you are using to satisfy the 15-credit certificate requirement.

When preparing the POS:

- list all courses being applied toward the WGSS Graduate Certificate;
- make sure outside-WGSS electives have been approved;
- verify that course numbers and credit hours are correct; and
- identify any courses still in progress that will be completed during your final semester.

WGSS review

Send/submit the POS to **WGSS** for approval before it goes to Graduate Studies.

The WGSS Director reviews the POS to confirm that the courses satisfy the certificate requirements.

Graduate Studies processing

After WGSS approval, the POS is submitted to Graduate Studies for processing. Under the existing WGSS/Graduate Studies workflow.

Important: Adding the certificate to your record in Step 2 does **not** automatically award the certificate when you finish the coursework. The POS is what documents that you have met—or are completing—the academic requirements for the certificate.

Step 5: Tell WGSS That You Intend to Complete the Certificate

Do not assume that completing the POS or completing 15 credits automatically places you on the graduation list.

During the semester before you expect to finish, contact the **WGSS Program Administrator** at mnice@unm.edu and state that you intend to complete the WGSS Graduate Certificate.

The Program Administrator will make sure you are included on the **WGSS Proposed Graduation List for the GCERT**.

WGSS now submits its own Proposed Graduation List to Graduate Studies each semester, so this step is essential.

Before WGSS places you on the graduation list, we will check that:

- the WGSS Graduate Certificate is on your UNM student record;
- your Program of Studies has been submitted/approved;
- your planned coursework satisfies the certificate requirements;
- you are in good academic standing; and
- you are on track to complete all remaining requirements during the graduation semester.

Step 6: Complete Your Final Semester

During the semester in which you expect the certificate to be awarded:

- Complete all remaining certificate coursework.
- Maintain the required minimum GPA.
- Make sure all final grades are posted.
- Resolve any Incomplete (I) or Not Reported (NR) grades.
- Respond promptly to requests from WGSS or Graduate Studies.

WGSS and Graduate Studies will review your record after final grades are submitted.

Once all requirements have been verified, Graduate Studies can award the **transcribed WGSS Graduate Certificate**.

The Process at a Glance

When you enter the certificate

1. Apply to WGSS

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WGSS approves admission.

2. Complete the Add a Transcribed Graduate Certificate form

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WGSS Director/Program Administrator sends it to **Graduate Studies**.

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Graduate Studies adds the certificate to your student record.

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WGSS receives a copy for its records.

While completing the certificate

3. Complete 15 credits of approved coursework

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Get WGSS approval for outside-department electives.

When you are getting ready to finish

4. Complete the Program of Studies (POS)

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WGSS reviews and approves it.

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The approved POS goes to Graduate Studies for processing.

5. Tell the WGSS Program Administrator you intend to graduate

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WGSS adds you to its **Proposed Graduation List for the GCERT**.

At the end of your final semester

6. Complete all remaining courses and resolve outstanding grades

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WGSS/Graduate Studies verify completion.



Graduate Studies awards the transcribed WGSS Graduate Certificate.

Questions?

For questions about admission, course approval, or certificate requirements, the Program of Studies, or the Proposed Graduation List:

WGSS

wgss@unm.edu

For questions about forms and records:

WGSS Program Administrator

mnice@unm.edu

WGSS will coordinate with Graduate Studies as needed.