**WGS graduate certificate Program Policy Statement**

Part I. Program History

A.Statement of purpose and expectation of graduate study in the program.

The graduate certificate will meet the needs of UD graduate students across Colleges interested in pursuing interdisciplinary training that complements their primary field and prepares them to be more competitive on the job market. The certificate contributes to the theoretical knowledge, methodological training, research skills, and pedagogical competence of UD graduate students. Currently, these students must request independent studies with faculty to work on these topics. Our certificate program would make us the only Women and Gender Studies department in the state of Delaware offering graduate training in the field, bringing the university’s offerings in line with other regional flagship universities such as the University of Maryland and Rutgers University.

Learning outcomes:

1. Develop and refine analytical and conceptual skills in the study of women, gender, sexuality, masculinity and feminism.
2. Understand key feminist scholarly and activist genealogies.
3. Hone ability to critically assess and expand disciplinary paradigms.
4. Comprehend and critically assess systemic, historic, and structural power relations in the study of women, gender, sexuality, masculinity and feminism.
5. Gain proficiency in formulating an interdisciplinary research question and research design.
6. Gain proficiency in communicating across disciplines and explain methodological pluralism.
7. Develop capacity to participate in and facilitate collaborative and non-hierarchical working groups.
8. Develop pedagogical approaches that support critical analysis.

B. Date of Permanent Status (or current status).

While the Women and Gender Studies (WGS) Graduate Certificate was first established in Fall 2012, lack of institutional support caused its dormancy. However, due to a growing demand from UD graduate students interested in studying feminism, gender, masculinity and sexuality, faculty working on such issues are now reactivating the Certificate.

C. Degrees offered (include brief description of concentrations, fields, etc.).

 Graduate Certificate

Part II. Admission

A.Admission Requirements (be specific about GRE, GMAT, and TOEFL Scores, G.P.A and others).

Students matriculated in a PhD and MA program at the University of Delaware may pursue the graduate certificate. There is no admission process for this Certificate.

B. No prior degree requirements.

C. No application deadlines.

D. No special competencies needed (i.e., specific courses or experience).

E. No admission categories (explain other than regular such as provisional).

F. No other documents required (i.e., letters of recommendation, essays, portfolios, interviews, writing assessments, etc.).

G. This is not a stand-alone graduate program with an admissions process, rather a graduate certificate complements the student’s graduate degree granted by their home department. Therefore, the student’s home department must include University statement: Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

Part III. Academic (present all information separately for each degree)

A. Degree Requirements

1. Core classes
	1. WOMS 604- Foundations in Women, Gender and Sexuality Studies (3 cr.)
	2. WOMS 605- Feminist Praxis (3 cr.)
	3. Restricted Elective (3 cr.) Student may take a feminist-focused graduate course or engage in their own feminist research project within their home department
	4. WGS non-credit Degree Milestone - An extended piece of scholarly writing, such as: a conference paper; dissertation proposal; grant proposal; publishable article; thesis chapter. This Milestone will include participation (for at least one semester) with graduate certificate peers in a collaborative writing group facilitated by the graduate coordinator. This writing group will prioritize peer feedback on drafts and train students in facilitating feminist collaborative processes of knowledge production.
2. No non-registered requirements
3. Students may petition to take restricted elective of their choice. The graduate certificate coordinator will approve and process the course substitutions as needed.
4. Grade minimums in courses are the same as the University policy.
5. Only courses listed above will be used toward the certificate.
6. Students are expected to have oral and written English proficiency.

B. Committees for exams, thesis, or dissertations

1. The certificate does not include exam, thesis or dissertation advisement. The certificate offers advisement via the WGS graduate certificate coordinator.
2. N/A (Identify each student committee needed and procedures for selecting committee members.)
3. N/A (Give deadlines for establishing and preparation requirements for comprehensive examinations.)
4. N/A (Give policies for dates of examinations, grading of committee examinations and retake options.)
5. IRB and Human Subjects will be approved through guidelines of home department.
6. Home department will define procedures for thesis/dissertation approval in the department (e.g., role of department chair, dean, etc.).
7. Home department will define departmental and student obligations for finding committee members.
8. Home department will define departmental and student obligations and procedures for changes in committee members.

C. Timetable and definition of satisfactory progress towards the degree

1. Students will complete certificate requirements prior to graduation.
2. Grade requirements (general and specific) are commensurate with home department’s outlined grade expectations.
3. Home department will stipulate thesis/dissertation progress timetable guidelines.
4. Home department will specify thesis/dissertation defense guidelines.
5. No forms required.
6. Failure to make satisfactory progress will result in not being granted the WGS graduate certificate.
7. The graduate certificate does not have a policy of recommending termination. All students can complete the requirements and receive the graduate certificate.

Part IV. Assessment Plan Indicate how the program will be evaluated and assessed. Every learning outcome needs to be assessed in at least two ways. One measure must be a direct measurement (where you can see the student demonstrate their learning). Other measures can be direct or indirect (such as a survey). Success should be measured against the criteria listed including the stated learning outcomes and against whatever objectives have been set forth in the first section of the proposal. Academic units are encouraged to consult with the Center for Educational Effectiveness to develop appropriate learning outcomes, assessment criteria, and benchmarks for success.

Assessment tools will provide both qualitative and quantitative data to evaluate the courses, instructors, the student learning outcomes, and the program. A grad certificate committee will oversee the certificate and its regular assessment and evaluation.

a) Student participation and performance on assignments

b) Student written self-assessment of learning

c) Surveys of student advisors in home departments regarding both assessment of student learning outcomes and curricular compatibility of the program

d) Course and teaching evaluations for each course

e) The graduate certificate committee will review student writing projects approved for the milestone using a rubric based on the program goals

f) Students will provide a record of conference presentations or publications that are a direct result of their course work and milestone writing project

g) Exit interview with graduate student upon completion of certificate

Part V. Financial aid

The Women and Gender Studies department’s graduate certificate complements the student’s MA or PhD degree in their home department and is not a stand alone graduate program. Therefore, it does not provide financial aid.

Part VI. Departmental Operations

The Women and Gender Studies department’s graduate certificate complements the student’s MA or PhD degree in their home department and is not a stand alone graduate program. Therefore, it does not require involvement in student government or organizations or travel for professional meetings or presentations.

1. General student responsibilities
2. Students must provide an up-to-date email address.
3. N/A (Laboratories and research equipment)
4. N/A (Hazardous Chemical Information Act)
5. N/A (Vehicles)
6. N/A Keys, offices, mail, telephone, copy machine, computer terminals, etc.