

▶ WGS SECONDARY FIELD CERTIFICATE

Harvard doctoral students may pursue a [Graduate Secondary Field](#) Certificate – the equivalent of a graduate minor – in Studies of Women, Gender, and Sexuality (*the Secondary Field appears on the student transcript but not on the diploma*).

▶ WGS SECONDARY FIELD ADMISSION REQUIREMENTS

The Secondary Field in WGS is open to all students already enrolled in doctoral programs in Harvard's graduate and professional schools. Students will engage in coursework and other activities defined by the Committee on Degrees in the Studies of Women, Gender, and Sexuality and must also meet all degree milestones and deadlines within their home PhD programs and at [Harvard Griffin GSAS](#).

▶ WGS SECONDARY FIELD APPLICATION PROCESS

To apply students should first submit a [plan of study form](#) along with a copy of their CV and make an appointment to meet with the WGS Director of Graduate Studies (DGS), Sarah Richardson. At this meeting the DGS will review the student's plan of study and discuss options for completing the Secondary Field requirements. WGS encourages students to declare their interest in the Secondary Field early in their doctoral program to ensure that they can fulfill all requirements in a timely manner.

▶ WGS SECONDARY FIELD APPROVAL of REQUIREMENTS and FILING FOR GRADUATION

Upon satisfying the program requirements, Graduate Students will need to submit a [PhD Secondary Field Application Form](#) to the FAS Office of the Registrar by the same date they file the application for their degree. ***(There are no exceptions to this deadline. Students should consult the Registrar's calendar for deadlines and contact their own school's Registrar to determine if they are subject to different deadlines and/or requirements.)***

Students need to complete the [PhD Secondary Field Application Form](#) which will need the signature of the Directors of Graduate Studies (DGS) from both WGS and their doctoral program. Students should email the completed application form (*including the course(s) for which the student were TF*) along with an updated copy of their CV, and a copy of the paper or dissertation chapter they are using to fulfill the requirement for an article-length paper suitable for publication to the WGS DGS for review and approval. Once the WGS DGS approves and signs the form it will be returned to the student who will need to obtain the signature of the DGS from their doctoral program. The finalized/signed form should be emailed to the FAS Office of the Registrar. Students should also submit a copy to the WGS department, and also keep a copy for their own records.

Note: that the Application form must be sent to the Registrar by the degree filing date. (This is the same date when PhD students just file their degree paperwork with the Registrar.) **The Registrar will not accept Application Forms after the deadline.** For this reason, we strongly recommend that secondary fielders get their Application Forms approved by the DGS and submitted to the Registrar as soon as they've met all the requirements. The Registrar will accept these forms at any time so there is no need to wait for the final filing date before graduation.

Upcoming deadlines for this calendar year:

- * **For May 2024 graduates:** April 1, 2024
- * **For November 2024 graduates:** on or around August 1, 2024
- * **For March 2025 graduates:** on or around December 1, 2024

► WGS SECONDARY FIELD REQUIREMENTS:

- **COURSE 1** - The graduate proseminar (WGS 2000)
- **COURSE 2** - The WGS theory foundation course “WGS 1210” (*or GCWS foundation course, or course substitute pre-approved by DGS*)
- **COURSES 3 & 4** - Two additional graduate courses (or upper-level seminars) taught by members of the Committee on Degrees in the Studies of WGS (*or other graduate courses in the field, as deemed appropriate by the WGS director of graduate studies in consultation with the student*).
- **ARTICLE-LENGTH PAPER** - to demonstrate mastery in the field, students need to compose an article-length paper of publishable quality that uses WGS frameworks. (*This can be a chapter of the dissertation.*)
- **TEACHING** – Service as a salaried teaching fellow for one semester in a course offered by WGS faculty (*or in another course pre-approved by the director of graduate studies*).

COURSE REQUIREMENT NOTES:

- *All four graduate-level courses in the studies of WGS must be completed with a grade of B+ or above.
- *Students pursuing a Secondary Field in WGS receive preferential access to limited-enrollment courses. Undergraduate concentrators are admitted first, but Secondary Field students are the next preferred group.
- *Students may petition to have graduate courses from another department or program count toward the Secondary Field. Petition forms and instructions are available in the WGS office and [here](#).
- *The [WGS website](#) has a list of faculty who teach WGS courses and a list of [pre-approved courses](#).
- *Courses offered by the inter-institutional Graduate Consortium in Women’s Studies “GCWS” ([website](#)) may also be used to fulfill course requirements for the Secondary Field in studies of WGS.
- *Courses may count toward the Secondary Field and toward the course requirements for the PhD. For courses numbered below 2000 (primarily for undergraduates), graduate students must complete the designated graduate-level requirements.
- *Language courses taken on a satisfactory/unsatisfactory basis may not be used to fulfill Secondary Field requirements.
- *Generals reading courses may not be used to fulfill Secondary Field requirements.
- *Graduate students may not complete a Secondary Field in their own program and may only declare one Secondary Field.
- *Students are responsible for observing the Registrar’s deadlines for filing Secondary Field forms in order to receive institutional acknowledgment of their completion of a Secondary Field. Students should consult the [Registrar’s calendar](#) to determine the applicable deadlines.