

Instructions to the student:

Students are encouraged to use this form to consult with their certificate advisor and to plan ahead for which courses to take in order to complete all certificate requirements. Students are expected to finalize this form with their certificate advisor and attach a copy of their unofficial transcript during the final semester of their senior year: no later than **November 1** for fall/January graduates, and **April 1** for spring/May graduates.

[More information about certificate program requirements](http://www.fivecolleges.edu/academics/queer-trans-and-sexuality-studies#certificate-requirements) can be found at www.fivecolleges.edu/academics/queer-trans-and-sexuality-studies#certificate-requirements

[Courses recommended for the certificate](http://www.fivecolleges.edu/academics/queer-trans-and-sexuality-studies#courses) are listed at the program website: www.fivecolleges.edu/academics/queer-trans-and-sexuality-studies#courses

Student Information:

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| Student Name: Click or tap here to enter text. | Institution: Click or tap here to enter text. |
| Student ID number: Click or tap here to enter text. | Expected date of graduation (month and year): Click or tap here to enter text. |
| Campus Email: Click or tap here to enter text. | Major: Click or tap here to enter text. |
| Permanent Email (best way to contact you after graduation): Click or tap here to enter text. | Five College Queer, Trans, and Sexuality Studies Advisor Name (print): Click or tap here to enter text. |

To be completed by the advisor:

The aforementioned student has completed all of the certificate requirements. I recommend to the Five College Queer, Trans, and Sexuality Studies Certificate Committee that this student be awarded the certificate.

Advisor Signature: _____ Date Submitted to Committee: _____

The Queer, Trans, and Sexuality Studies Committee reviewed this form on this date _____ and agreed to award the certificate: __ Yes __ No

Course list:

Please provide complete information about at least seven courses fulfilling the certificate requirements.

| Institution | Course title | Dept. | Course # | Semester /Year | Credits | Upper level course (mark all that apply) | Grade Pending? (Y/N) | Grade B or Better? (Y/N) |
|--|--------------|-------|----------|----------------|---------|--|----------------------|--------------------------|
| 1. Introductory Course (one course) | | | | | | | | |
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| 2. Critical Race and Transnational Studies (minimum one course) | | | | | | | | |
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| 3. Other Courses (see notes below) | | | | | | | | |
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Please note:

Students must successfully complete a total of seven courses, with at least 21 credits. These courses should include:

1. One intro/survey/topics/foundational course in queer/trans/sexuality studies
 2. One intro/survey/topics/foundational course in critical race/transnational studies
 3. Five courses that demonstrate study in more than one of the following areas: the Fine Arts, Humanities, Social Sciences, Natural Sciences, and Engineering
- A grade of “B” or better is required in a course for it to count for the certificate.
 - At least one of the courses in the Fine Arts, Humanities, Social Sciences, Natural Sciences, and Engineering must be an upper-level (300 or above) course.
 - Courses not listed as certificate courses may be counted by petitioning the Queer, Trans, and Sexuality Studies Certificate Committee (contact Genny Beemyn, the certificate coordinator: genny@umass.edu). A substituted course must fit within the course requirements of the certificate program.

Instructions to the program advisor for submitting certificate completion documents:

1. Meet with student to review requirements and ensure form is completed accurately. Verify that minimum grade requirement has been met (indicate with “yes” or “no”). Clearly mark any courses for which the grade is pending (in progress at the time the documents are submitted). Any in-progress grades will be verified after the documents are submitted for processing.

Note: In order to protect the student’s privacy, please do not include specific grades on this form. DO NOT EMAIL student’s grades or transcripts, as electronic communications are not considered sufficiently secure.

2. Sign and date the form to indicate the advisor’s recommendation of this student for the certificate award.
3. Please return completed applications **with a copy of the student’s (unofficial) transcript** to:

Genny Beemyn, genny@umass.edu

4. If the Five College program Committee or Council agrees to award the certificate to the student, the documents should be submitted to **fcacademics@fivecolleges.edu** for final processing by **December 15** for fall graduates and by **April 30** for spring graduates. **Please remove the student’s transcript before submitting this form to Five College staff (to protect student’s privacy).**
 5. The certificate award will be noted on the student’s transcript by the appropriate campus registrar.
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