

ADD A GRADUATE TRANSCRIPTED CERTIFICATE FORM

Applicants to a graduate certificate program must be current graduate students at the University of New Mexico to use this form. An application fee is not required. If applying to a stand-alone transcribed certificate program, one must comply with the Graduate Admission Processes and Policies described in the UNM Catalog. The certificate program may establish additional admission requirements.

Students must be enrolled in a graduate degree granting program at UNM to use this form.

Section I. Graduate students, please dfj|b|c|f |hnd|Y this section clearly:

Student Number (UNM ID)	Current Graduate Unit:
Last Name, First Name, M.I.	Degree currently being sought
Student Signature	Current Major

Proposed Semester/Year of Admission: _____

Proposed Certificate Program:

- Applied Behavior Analysis
- Clinical and Translational Science
- Computational Science and Engineering
- Educational Diagnosis
- Historic Preservation and Regionalism
- Instruction for Students with Intensive Social, Language and Behavioral Needs
- Post Masters Certificate in Nursing
- Post Master's Certificate in Management
- Post Master Educational Specialist Certificate
 - Curriculum & Instruction
 - Educational Leadership
 - Organization, Information and Learning Sciences
 - Special Education
- Teaching English to Speakers of Other Languages (TESOL).
- Urban and Regional Design
- University Science Teaching
- Women Studies

To meet general requirements for completion of a graduate certificate a student must:

1. Complete a minimum of twelve (12) hours of graduate course work, of which at least six (6) credits must be 500 level or above.
2. Fulfill any additional requirements established by the certificate program.
3. Maintain a minimum cumulative GPA of 3.0.
4. Have a Program of Studies submitted by specified deadline and approved by the Dean of Graduate Studies.
5. At least 50% of the course work required for the certificate must be completed after admission to the certificate program, unless further restricted by the graduate certificate program.
6. No more than one-fourth (1/4) of the total course work credits required for the degree may be graded C, C+ or CR (See Grade Point Average policy).
7. Must complete 75% of the course work credits required for the certificate at UNM.
8. Must be enrolled at the time certificate requirements are completed.

Note: All work used to meet requirements for a stand-alone graduate certificate must be completed within a three (3) year time period immediately preceding awarding of the certificate. Requirements for certificates taken in conjunction with a graduate degree must be completed within the time limits for the graduate degree.

Submit this form directly to the Certificate Program

Section II. To be completed by the Certificate Program

This request is: Approved Disapproved (Attach copy of disapproval letter sent to the student.)

Remarks: _____

Remarks should include conditions of admission (if any) or reasons for disapproval (if applicable).

Signature of Graduate Unit Chair	Date
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Section III. To be completed by Graduate Studies:

SAAADMS _____	Admission Type _____
Intl _____	Residency _____
Spreadsheet _____	Added Program _____
	Effective Semester _____

Signature of Dean of Graduate Studies	Date
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