



ADD A TRANSCRIPTED GRADUATE 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 print or type this section clearly:

UNM ID: _____

Current Graduate Unit/Department: _____

Last Name, First Name, M.I. _____

Degree currently being sought _____

Student Signature _____

Date _____

Current Major _____

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. Have at least 50% of the course work required for the certificate completed after admission to the certificate program, unless further restricted by the graduate certificate program.
6. Have no more than one third of courses applied to the certificate be "topics".
7. Have no more than one-fourth (1/4) of the total course work credits required for the degree graded C, C+ or CR (See Grade Point Average policy).
8. Complete 75% of the course work credits required for the certificate at UNM.
9. 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.

Proposed Certificate Program:

- Historic Preservation and Regionalism
- Computational Science and Engineering
- Town Design
- Instruction for Students with Intensive Social, Language and Behavioral Needs
- Systems Engineering
- Women Studies

Proposed Term and Year _____

Submit this form directly to the Certificate Program

Section II. To be completed by the Certificate Program

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

Remarks: _____

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

Signature of Graduate Unit Chair _____

Date _____

Section III. To be completed by the Office of Graduate Studies:

This student's new status of: Major Code: _____ and Classification Code: _____ is effective _____ Term _____ Year _____

Signature of Dean of Graduate Studies _____

Date _____