

FAQ – Certificate Programs

1. How do I apply for a Graduate Certificate Program?

To apply to a Graduate Certificate Program, you will follow the same steps as students who apply for regular admission to the Graduate School. You can apply at this website: <http://gradschool/admit-form.html>

You may also be required to submit additional information for admission to a specific Graduate Certificate Program. Check the following website, and click on the link to the specific Graduate Certificate Program to which you are applying: <http://gradschool.nmsu.edu/certificates.html>

2. How long do I have to finish my Certificate?

You have three years to complete your Graduate Certificate Program once you enroll. However, most Graduate Certificate Programs are set up in cohorts that finish together within 1-2 years.

3. I am almost finished with my courses to complete my Certificate; what do I need to do to receive my Certificate?

- a. Submit an Application for Certificate:** This form is submitted directly to the Graduate School, along with the Application for Certificate fee of \$25. The form can be found here: <http://gradschool.nmsu.edu/forms-index.html>.

The deadlines for submitting this form are as follows:

October 1st for December certificate

February 15th for May certificate

May 15th for August certificate

Note: *Late applications are automatically transferred to the next award period.*

- b. You must be enrolled or pay the special Exam Fee:** you need to be registered during the semester in which you plan to complete your Certificate. If you are not registered, you must pay the Exam Fee: <http://gradschool.nmsu.edu/forms/feeform/pdf>

- c. Approved Program of Study:** you must also fill out a Program of Study for your Graduate Certificate Program. These forms are specific to each Certificate and can be found at this website, under Forms for Graduate Certificate Programs: <http://gradschool.nmsu.edu/forms-index.html>.

- d. Grade Point Average of 3.0:** you must have an overall GPA of 3.0 to receive your Certificate.

4. When do I receive my Certificate?

Graduate Certificates are certified after all grades have been turned into the Registrar's office. Certificates will be mailed to the address indicated on the Application for Certificate form approximately 6 weeks after grades are posted by the Registrar's office. If you need a Letter of Completion, please contact the Graduate School (see also #6).

5. Can I attend the Commencement ceremony if I am *only* receiving a Graduate Certificate?

No, you cannot attend Commencement. Check with your Graduate Certificate Program to see if the program has its own graduation or completion ceremony.

6. What if I finish early in the semester? Can I receive a Letter of Completion?

If you need a Letter of Completion to obtain a job or for other reasons, you need to complete the Letter of Completion Form which is available online (<http://gradschool.nmsu.edu/forms-index.html>) or at the Graduate School office. Once you complete the form, the Graduate School will send it to the Registrar's Office. The Registrar's Office will send the letter directly to you.

7. Will the Certificate show up on my transcripts?

Yes, your transcripts will show your Graduate Certificate.

8. Will the credits I take for my Graduate Certificate count towards a Master's or Doctoral degree?

You may be able to transfer your Graduate Certificate credits into a degree program.

Please note: there is no guarantee that you will be accepted into a degree program upon completion of your Graduate Certificate. You will need to check with your program and department.

9. Can I receive a Graduate Assistantship if I am enrolled in a Graduate Certificate Program?

No, Graduate Assistantships are only available for degree-seeking graduate students.

10. What if I need to add or drop a class, or withdraw from my classes for the semester?

Students in Graduate Certificate Programs fill out the same forms as regular graduate students to add, drop, or withdraw from their classes. The add/drop forms can be found in the Graduate School office, the withdrawal forms are located in the Registrar's office. You can request via email that the forms be mailed to you if you are a Distance Ed student.

11. How do I contact the Graduate School?

You can contact the Grad School at our main number (575) 646-2736 or see the link below for direct phone numbers and email addresses:

<http://gradschool.nmsu.edu/contact/contactus.htm>

12. What if I started Graduate School at NMSU but didn't finish my Certificate Program. Can I come back and finish my Certificate?

The time limit for completing a Graduate Certificate Program is 3 years. If it has been more than 3 years, you must speak to the Graduate Certificate Program Director and request an appeal letter to the Graduate School. The letter should indicate how the faculty will work with you to complete your Certificate Program.

If a student is deployed for military duty and they present their orders to the Graduate School, they will be granted a leave of absence for the time stated on their orders. The Graduate School will do all in its power to have the time spent in military duty not count toward the 3 year time limit for Certificate completion.