

Congratulations on your pursuit of the “Race” and Social Justice Graduate Certificate!

Q: I don't live in New Mexico and have no plans to relocate, can I pursue the certificate remotely?

A: No, unfortunately at this time we do not have a remote option for the certificate. Since we cannot guarantee classes that fill the requirements will be offered online, students must be able to attend classes in Albuquerque, New Mexico in order to be accepted into the program.

### **FAQ: RSJ-CERT concurrent with PhD or MA Program**

Q. I am currently a Ph.D. student at UNM. What do I need to do to make sure that the RSJ-CERT is listed on my diploma/transcript?

A. All PhD students are required to file an Application for Candidacy (<http://grad.unm.edu/resources/gs-forms/application-candidacy.html>) after the comprehensive exams and prior to graduation. This form lists all approved classes for the primary program as well as the certificate. The form must be signed off by your primary department as well as the RSJ-CERT faculty. Please submit this as soon as possible.

Q. What if I submitted my Application for Candidacy prior to admission to the RSJ-CERT?

A. You will need to resubmit the Application for Candidacy (A/C) with the additional program included. This must be done as soon as possible before graduation, preferably the semester prior. Please note that 50% of the coursework for the certificate must be taken after admission to the RSJ-CERT. If this is not the case please contact RSJ-CERT staff as soon as possible to see if an exception can be made.

Q. I am currently an M.A. student at UNM. What do I need to do to make sure that the RSJ-CERT is listed on my diploma/transcript?

A. All M.A. students are required to file a Program of Study (POS) (<http://grad.unm.edu/resources/gs-forms/pos-masters.html>) the semester prior to graduation. This form lists all approved classes for the primary program as well as the certificate. The form must be signed off by your primary department as well as the RSJ-CERT faculty. The POS is due October 1<sup>st</sup> for spring graduation, March 1<sup>st</sup> for summer graduation and July 1<sup>st</sup> for Fall graduation.

Q. What if I submitted my Program of Study prior to admission to the RSJ-CERT?

A. You will need to resubmit the Program of Study with the additional program included. This must be done as soon as possible before graduation, preferably the semester prior. Please note that 50% of the coursework for the certificate must be taken after admission to the RSJ-CERT. If this is not the case please contact RSJ-CERT staff as soon as possible to see if an exception can be made.

Q. I am going to be graduating next semester, is there anything else that I need to do?

A. In addition to completing the POS or A/C you must notify RSJ-CERT staff of your intention to graduate the *semester prior* to your planned graduation.

## **FAQ: RSJ-CERT, Stand-Alone Certificate.**

Q. I was just admitted to the RSJ-CERT. How much time do I have to complete the certificate?

A. The certificate must be completed within 3 years of admission.

Q. I was recently admitted into the RSJ-CERT and have started taking classes. What else do I need to do to receive the certificate?

A. All RSJ-CERT students are required to file a Program of Study (POS) (<http://grad.unm.edu/resources/gs-forms/pos-masters.html>) the semester prior to graduation. The POS is due October 1<sup>st</sup> for spring graduation, March 1<sup>st</sup> for summer graduation and July 1<sup>st</sup> for Fall graduation.

Q. I am a graduate of UNM and have already taken classes that count toward the certificate. Can I use them?

A. Yes! You can use up to 50% of your prior coursework toward the certificate. Please note that these courses cannot be taken more than 3 years before completing the certificate.

Q. I am an undergraduate at UNM, but I would like to apply for the graduate certificate before I earn my bachelors. Must I wait until I am conferred the degree, or may I apply while I am an undergraduate?

A. You will have to wait until your four-year degree is conferred.