

Department of Language, Literacy & Sociocultural Studies

TESOL Graduate Transcribed Certificate

The TESOL Transcribed Graduate Certificate is designed to prepare graduate and non-degree graduate students to teach English as a second or foreign language in this country or abroad. The courses in the TESOL Transcribed Graduate Certificate also count toward a TESOL endorsement on a New Mexico teaching license. For information on the TESOL endorsement and application procedures, visit the New Mexico Public Education Department Web site.

In the TESOL certificate program, students gain understanding of the theoretical and cultural foundations for the teaching and learning of English language and literacy across the curriculum and across K-16 teaching contexts, including adult education. They learn methods to appropriately apply this understanding in different cultural contexts.

Program Requirements - 15 credit hours

Course #	Title of Course	Credit Hours
LLSS 556	First and Second Language Development	3
LLSS 558	Literacy Across Cultures	3
LLSS 559	Second Language Literacy	3
LLSS 580	Seminar in the Education of the Bilingual Student	3
LLSS 581	Teaching English as a Second Language	3
	<i>TOTAL CREDIT HOURS</i>	<i>15</i>

*Students who are currently in a graduate program or are in graduate non-degree coursework and those students not currently enrolled at UNM who would like to add a Graduate Transcribed Certificate in TESOL will need to fill out the online Transcribed Certificate application through Admissions.

To apply, fill out the online application at <http://www.unm.edu/apply/>. Once the page opens, look to the right hand side of the page for a Red bar that says **Start your Graduate Application** and click on it. Proceed with the process.

NOTE: The application process for the TESOL Graduate Certificate is different than the application for an MA in TESOL.

Within the Program of Interest section of the application, the applicant will need to select all of the following choices:

- **College: College of Education**
- **Department: Language/Literacy/Sociocultural Studies**
- **Program/Major: Teaching English as a Second Language**
- **Degree: GCERT Teaching English as a Second Language**
- **Interest: General (GCERT-TESL)**
- **Complete the Graduate Online Application - Transcribed Certificate in TESOL**
- **\$50 non-refundable application fee (credit card payment is part of online Graduate Application)**
- **One official transcript from each college previously attended (exception: UNM transcript)**

General Requirements

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

1. Complete a minimum of fifteen (15) credit hours of graduate course work;
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 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-third of the courses applied to the certificate may be “topics”;
7. No more than one-fourth of the total course work credit hours required for the degree may be graded C, C+ or CR (See Grade Point Average policy);
8. Must complete 75% of the course work credit hours required for the certificate at UNM; and
9. Must be enrolled at the time certificate requirements are completed.

Program of Studies for Graduate Certificates

A graduate certificate student must file a Program of Studies with the Office of Graduate Studies by **October 1st for Spring graduation, March 1st for Summer graduation and July 1st for Fall graduation**. The Dean of Graduate Studies must approve the Program of Studies. The form may be obtained from the academic unit offering the certificate, the Office of Graduate Studies, or from the [OGS Web page](#). **Students must be enrolled in a course the semester they file for the transcribed certificate.**

Time Limit for Completion of Graduate Certificates

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. Graduate units may impose a stricter limitation on the time limit for a graduate certificate. Requirements for certificates taken in conjunction with a graduate degree must be completed within the time limits for the graduate degree.

Department Contact

Language, Literacy & Sociocultural Studies contact

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