

## ABOUT THE GRADUATE HANDBOOK

This Handbook (also available online at [www.unm.edu/~amstudy](http://www.unm.edu/~amstudy)) and in the UNM Catalog (available at UNM bookstore) contains information essential to your successful graduate career at UNM. It is strongly suggested that they be included in your "required reading." Ignorance of a rule does not constitute a basis for waiving that rule.

The University of New Mexico is an Affirmative Action/Equal Opportunity Institution. This publication will be made available in alternate formats. If you have special needs and require and auxiliary aid or service please contact the American Studies Department, 310 Ortega Hall, UNM, Albuquerque, NM 87131. Telephone 505/277-3929. (New Mexico Relay Network: calling from within Albuquerque dial 275-7333; when calling from other areas dial 1-800-659-8331.)

About this version of the Handbook:

Students must comply with the procedures and meet the requirements stated in the Graduate Handbook for the year in which they began their graduate work in the department. A student may choose to follow requirements stated in the most recently revised version of the handbook, but must notify his/her advisor of that decision upon successful completion of the ACS Exam (see p. 15-16.) The department reserves the right to correct errors that appear in the print or online versions of the handbook.

## INTRODUCTION

For over fifty years, the Department of American Studies has provided graduate students at the University of New Mexico with a unique opportunity for pursuing interdisciplinary studies. First chartered as an interdepartmental post-master's PhD program in 1944, American Studies was reconstituted as a regular department in the College of Arts and Sciences in 1975. A Master of Arts degree was added three years later. The Department currently offers the only PhD in American Studies in the Rocky Mountain region. Since 1979, when an undergraduate major was added to the minor course of study, American Studies graduate students have been able to teach a variety of our introductory courses.

The graduate program in American Studies is designed to familiarize students with a wide range of scholarship as a basis for their pursuit of specific programs of study. Recent American Studies graduates have pursued careers in academia, public policy, secondary education and cultural institutions in the arts and government.

In recent years the department has developed several areas of concentration:

1. Culture Studies (including folklore and material culture)
2. Environment, Science, and Technology
3. Gender Studies
4. Popular Culture
5. Race, Class, and Ethnicity
6. Southwest Studies

While students are required to complete seminars within the department in two or more of the above concentrations, the department encourages students to develop programs of study that creatively combine resources of multiple colleges and departments.

This Graduate Handbook is designed to provide students with technical information about requirements for completing each stage of the graduate degree process. Graduate students are expected to exercise initiative and responsibility in fashioning their curricula, constituting their

faculty committees, and maintaining contact with their faculty advisor as they determine a course of study and a timeline for completion of the degree.

## THE DEPARTMENT

During the academic year, the Department periodically sponsors scholarly presentations by guest lecturers, faculty, and graduate students. Presentations include reports on current research, previews of papers to be read at off-campus professional meetings, and seminar or course materials.

Over sixty MA and PhD candidates, many of the latter in the dissertation writing stage, are currently enrolled in the American Studies Department. Those already enrolled are governed by the rules in effect when they were advanced to candidacy.

Since the American Studies Department is relatively small, the faculty usually acts as a committee of the whole to make most policy decisions about admissions, curriculum, and financial assistance.

## AMERICAN STUDIES FACULTY

BETH BAILEY PhD, University of Chicago, 1986

Professor of American Studies and acting chair of the American Studies Department. Bailey's research and teaching fields include American cultural history (19th and 20th centuries), popular culture, and gender and sexuality. She is the author of *From Front Porch to Back Seat: Courtship in 20th Century America* (1988), a historically-based discursive analysis of conventions governing the courtship systems of heterosexual youth; *The First Strange Place: The Alchemy of Race and Sex in WWII Hawaii* (with David Farber, 1992), which analyzes cultural contact among Americans in the liminal space of wartime Hawaii; *Sex in the Heartland* (1999), a social and cultural history of the post-WWII "sexual revolution"; *The Columbia Companion to America in the 1960s* (with David Farber, 2002); and co-editor *A History of Our Time* (with Harvard Sitkoff and William Chafe, 2003). She has served as a consultant and/or on-screen expert for numerous television documentaries developed for PBS or the History Channel. She has received grants from the ACLS and NEH, was the Ann Whitney Olin scholar at Barnard College, Columbia University, from 1991 through 1994, where she was the director of the American Studies Program, and held a Senior Fulbright Lectureship in Indonesia in 1996. She currently directs UNM's Feminist Research Institute and teaches courses on sexuality and gender, war and American culture, and popular culture.

AMANDA COBB PhD, University of Oklahoma, 1997

Assistant Professor of American Studies. Specializing in Native American Studies, Cobb is the author of *Listening to Our Grandmothers' Stories: The Bloomfield Academy for Chickasaw Females, 1885-1949* (2000) which was selected as a winner of the 2001 American Book Award as well as the 1998 North American Indian Prose Award. *Listening to Our Grandmothers' Stories* uses letters, reports, school programs, and interviews with students to tell the story of the Bloomfield Academy, a boarding school which represents one of the rare instances in the 19th century of a Native community seizing control of its children's formal education. Cobb is also an active participant in Americans for Indian Opportunity (AIO), a national non-profit advocacy organization for American Indians and has participated in AIO's leadership initiative, the Ambassadors Program. She has served as a Senior Fellow for AIO and her new book project, "The Real Washington Redskins: The Native Circle in Washington, D.C., 1965-1975", is a direct outgrowth of her participation. Cobb's courses deal with Native American cultural production, representation, identity, policy, and sovereignty and self-determination.

ALEX LUBIN PhD, University of Minnesota, 2000

Assistant Professor of American Studies. Lubin's research interests include critical race studies, labor history, working class studies, and popular culture. Lubin is completing a book on interracial romance, marriage, and sexuality in post-WWII America tentatively titled, *Color of Love: Sexuality and Interracial Politics After World War Two, 1945-1954* (forthcoming from UP Mississippi). This study theorizes the relationship between interracialism and definitions of democracy and citizenship in the postwar years. He has presented papers on topics ranging from multi-racial, transnational labor organizing to the politics of sexuality in African American literature at the American Studies Association meetings, at regional labor history conferences in the Midwest, and at conferences on race studies. He teaches courses that engage racial formations, working-class studies, and popular culture.

A. GABRIEL MELÉNDEZ PhD, University of New Mexico, 1984

Professor and Chair of American Studies. A literary and cultural historian with research interests in ethnic and cultural representation(s), Chicano/Latino culture, film, literature, ethnopoetics, ethnohistory, textuality, literary discourse, the politics of identity and all aspects of Hispanic Southwest culture. Meléndez has published short fiction and poetry in various anthologies, critical articles on Chicano literature and culture and on the contemporary Mexican novel. He was a recipient of a Rockefeller Humanities Fellowship in 1991 to conduct research on Spanish-language newspapers in New Mexico at the Southwest Hispanic Research Institute at UNM, a Center for Regional Studies grant (1992), a Senior Research Fellowship from the New Mexico Endowment for the Humanities (1993), and a grant from the U.S. Hispanic Literary Heritage Project (1994). His works include (with Miguel Gandert and Maria Baca) *Reflexiones del Corazon* (1993), [artist portfolio of images and text by native New Mexicans, Tamarind Institute] and scholarly articles appearing in various journals. His book on Spanish-language publication in the Southwest, *So All Is Not Lost: The Poetics of Print in Nuevo Mexicano Communities, 1834-1958*, was published by UNM Press in 1997. Meléndez serves on the board of *Academia/EI Norte* Publications and is a member of the advisory board of the New Mexico Newspaper Project. He is currently a member of the National Association for Chicano Studies and the American Studies Association. Meléndez teaches Southwest Studies courses in American Studies and is a research associate at the Southwest Hispanic Research Institute and the Center for Regional Studies, UNM.

VERA NORWOOD PhD, University of New Mexico, 1974

Professor of American Studies. A feminist scholar with major research interests in women's responses to nature and the built environment. Norwood has published work on Rachel Carson, Mary Austin, Laura Gilpin, and a wide variety of Southwestern women writers and artists of the nineteenth and twentieth centuries. In *Made from this Earth: American Women and Nature* (1993), she explores the relationship of women to the natural environment through the work of writers, illustrators, landscape and garden designers, ornithologists, botanists, biologists and conservationists. With Janice Monk (University of Arizona), she has edited *The Desert is No Lady: Women Writers and Artists of the Southwest* (1987). She has received grants from the Rockefeller Foundation, American Council of Learned Societies, the National Endowment for the Arts, and the New Mexico Humanities Council. She teaches courses on environmental studies, American landscapes, women's culture in the United States, and Southwest Studies. Professor Norwood currently serves as Senior Associate Dean in the College of Arts and Sciences.

BAZAN ROMERO PhD, Bowling Green State University, 2000

Assistant Professor of American Studies. Romero's research interests include social and cultural theory, colonial theory, environmental justice, and race theory. He is currently writing on the proposed Monitored Retrievable Storage Facility for high nuclear level waste at the Mescalero Apache Reservation. Romero has presented papers on such topics as "Chicano/Chicana Internal Colonialism," "Revisiting Salt of the Earth," "Environmental Justice and Nuclear Waste in New Mexico," "Radiation/ Colonialization/Self-Determination" (co-published with Jane Caputi in 1994), and "Case Studies of Environmental Racism," at the American Studies Association, Popular Culture Association, First Annual Culture Studies Association, and Center for Regional

Studies. He is a member of the American Studies Association and the Popular Culture Association.

REBECCA M. SCHREIBER PhD, Yale University, 2000

Assistant Professor of American Studies. Schreiber's teaching and research interests include Cultural Studies, with a focus in Media Studies and Visual Culture, 20th Century U.S. cultural and political history, and new approaches to American Studies, particularly transnational and "Post-Nationalist" American Studies. Her manuscript, "The Cold War Culture of Political Exile: U.S. Writers and Artists in Mexico, 1940 - 1965," is an interdisciplinary study, which examines the transnational production of culture and the history of exile communities that developed in Mexico City and Cuernavaca during the 1940s and 1950s. Her publications include "Beyond the Gringo Pastoral: Competing Representations of Mexican Culture," which is forthcoming in Nicholas Bloom, ed., *Mexican Lands, American Spaces: Building a Second Nation in Mexico, 1945 - Present*. During the 2000-2001 academic year she was a Visiting Scholar in American Studies at NYU and from 2001-2002 she taught in the American Studies Program at Columbia University. She is a member of the American Historical Association, the American Studies Association, the Organization of American Historians and the Society of Cinema Studies.

M. JANE YOUNG PhD, University of Pennsylvania, 1982

Professor of American Studies. Young is a folklorist whose research interests include material culture and ethnoaesthetics, archeo- and ethnoastronomy, gender studies, foodways, and landscape studies. She has conducted extensive fieldwork among the Zuni Indians of New Mexico and has become a specialist on the rock art of the area. This work appears in her *Signs from the Ancestors: Zuni Cultural Symbolism and Perceptions of Rock Art* (1988). More recently, she has been focusing on socio-cultural changes in family and community relationships among the potters of Mata Ortiz (northern New Mexico), and conducting research on the Great American Duck Race of Deming, New Mexico, which she regards as a "performance of identity" and a "celebration of the ridiculous". She received a UNM Faculty Scholar Award for fall 1990 to begin research for a book on the contributions of women scholars in the early days of the American Folklore Society. She has also co-edited a collection of articles entitled *Feminist Theory and the Study of Folklore* (1993). She is currently active in various museums and women studies associations, and is a member of the American Anthropological Association, the American Association for State and Local History, the American Folklore Society, the American Studies Association, and the National Women's Studies Association. She teaches material culture and folk art, Southwest Studies, fieldwork and research methodology, American folklore, ethnic foodways, ritual and festival in the Southwest and gender studies.

#### OFFICE OF GRADUATE STUDIES (OGS)

The first Committee on Graduate Study was formed at UNM in 1916. A year later the first Master's degrees were awarded in Chemistry and Latin. In 1919 the Graduate School was formally constituted and in 1947 the University's first PhDs were graduated in American Studies and Latin American Studies. For 2003-2004 it is expected that at least 700 Master's and 250 Doctoral degrees will be earned.

In 1977 the Graduate School was decentralized and the Office of Graduate Studies was created. The Faculty Senate Graduate Committee and the Dean of Graduate Studies in conjunction with the college graduate committees are now responsible for coordinating and monitoring graduate student activities throughout the University. To this end OGS has created a myriad of policies, forms, and regulations to which the unsuspecting graduate student must adhere if she/he hopes to survive. The most important of these are explicated in this handbook. OGS, however, believes that the UNM Catalog constitutes a written contract (see "About This Catalog" in the Catalog, p. 5). When in doubt, always consult this student guide, which may be purchased at the UNM Bookstore.

Students may fulfill the requirements for graduation stated in the UNM Catalog (previously called the Graduate Bulletin) for the year in which they were enrolled for the first time in a degree-granting graduate program at the University of New Mexico, provided they complete the graduation requirements for the degree sought within the time scale prescribed in that Catalog. Students transferring to American Studies from another UNM degree-granting program must graduate under the Catalog in effect at the time of their transfer. Alternatively, a student may elect to graduate under a later version of the Catalog; in this event, the student must meet all the requirements for graduation in the Catalog chosen. The Catalog under which the student will graduate must be specified on the Application for Candidacy.

## GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)

GPSA is the independent service organization that was established in 1969 to serve all part-time and full-time graduate students. The GPSA is governed by a Council comprised of representatives from all graduate student departments on campus (American Studies has one GPSA representative). In addition, the GPSA Student Research Allocation Committee (SRAC) provides funds for student research projects (thesis and dissertation) and travel to research-associated conferences such as the national American Studies Association conference.

GPSA provides other services and regularly appoints graduate representatives to some eighteen standing university committees and policy-making boards. Currently, GPSA is located in the Student Union Building 60, Suite 1021 at the Plaza Level.

## ADMISSIONS

Students applying from outside the Department or University should contact American Studies and the Office of Graduate Studies for information and an application. Application information is also available on the Department website at <http://www.unm.edu/~amstudy/>.

For students currently enrolled in the American Studies MA program at UNM who wish to pursue a PhD in the department, the faculty admissions committee meets to evaluate applications twice a year: in September for the Spring term and in February for the Fall term. Admission is contingent upon finishing the degree in the semester in which students apply for the PhD. If, for any reason, the student does not complete the MA requirements in the specified semester, s/he must petition the faculty to carry over acceptance into the PhD program to the semester following completion of MA requirements. The following materials are required of those MA students seeking to continue on into the PhD at UNM:

1. Request for Change of Degree/Program form (available at OGS; submitted to American Studies).
2. Two (2) letters of recommendation.
3. A substantive letter of intent (3-5 double-spaced pages) summarizing prior academic training, explaining current academic and professional objectives, and justifying how these goals might be met in the Department of American Studies. Applicants should outline a tentative, interdisciplinary course of study, including the types of courses and the thematic concerns they would like to explore in American Studies and other designated departments.

## NEW MEXICO RESIDENCY DEFINITIONS

A student who enters and remains in New Mexico principally to obtain an education is presumed to be a non-resident for tuition purposes.

A student is classified as a resident or non-resident for tuition purposes based on information supplied on the application at the time of admission. The residence is only changed upon re-application for admission or submission of a petition to the Office of the Registrar in the Student Services Center. Residency petitions will be accepted until the third Friday of each fall and spring semester. No petitions will be accepted after that date. State law establishes residency requirements for tuition purposes. Each person must meet the requirements individually (marriage is not a factor in deciding residency).

To become a legal resident of New Mexico, the student must satisfy four basic requirements:

1. Twelve months consecutive presence
2. Financial independence
3. Written declaration of "Intent"
4. Overt acts

Other relevant factors may be considered along with those itemized above.

See the UNM Catalog for more detailed information on basic requirements as well as guidelines on exceptions and additional regulations.

Second-year students who receive fellowships, assistantships, or other awards do not automatically attain resident status. Awards including tuition and fees cover resident tuition rates only. To ensure in-state tuition rates, students must file a petition establishing New Mexico residency. See below ("Financial Aid, Awards, and Assistantships") for resident tuition status available to qualified teaching/graduate assistants.

A brochure explaining all requirements for establishing New Mexico residency and residency petitions is available from the Office of the Registrar, Student Service Center, Room 261. Persons who have special problems concerning residency should arrange for a conference with the Registrar.

## FINANCIAL AID, AWARDS, AND ASSISTANTSHIPS

### Department Aid

The faculty meets as a committee of the whole to review resources and award financial assistance to as many students as possible. The department offers approximately twelve (12) half time (approximately 10 hours of work per week) teaching assistantships (PhD and advanced MA students) and graduate assistantships (MA or PhD students) each semester. These include a stipend, remission of tuition for graduate coursework up to six hours and health insurance benefits. Teaching and graduate assistants paying for hours beyond the tuition waiver are eligible for the resident tuition rate provided they are employed at least quarter-time. The TA usually teaches American Studies 181, 182, 183, 184, 185, 186. Advanced graduate students may apply to design their own 200-level course. The GA has different responsibilities each semester, but often assists in one of the large popular culture courses. TAs/GAs must be registered for at least six (6) hours of graduate credit, and maintain a cumulative GPA of at least 3.0 in graduate work. PhD students are eligible for a total of (6) semesters of financial aid from the department; MA students are eligible for a total of (4) semesters of aid.

Advanced doctoral students at the dissertation stage may also apply to teach a 300 level course as a Teaching Associate. Teaching Associates do not receive a tuition waiver. Teaching

Associates must be registered for at least six (6) hours of graduate credit and maintain a cumulative GPA of at least 3.0 in graduate work.

Specific guidelines for financial aid applications are distributed to all students each year in time for every student who so desires to apply for departmental aid. Departmental aid awards are highly competitive and are based on students' demonstrated accomplishments and departmental needs.

#### Other Sources of Aid

The Office of Graduate Studies offers a limited number of financial aid fellowships and awards. Some may be held concurrently with other forms of aid. Contact: Office of Graduate Studies, Humanities 107, 505/277-2711.

The University administers National Direct/Perkins Loans and Federal Direct Student Loans and cooperates in the administration of a number of other such funds, as well as work study and student employment programs. Short-term emergency loans are also available to currently enrolled full-time graduate students. Contact: Student Financial Aid Office, Mesa Vista North, 505/277-4953.

The Student Research Allocations Committee provides money for student research projects and for travel expenses to conferences and workshops directly related to the student's degree program. Contact: SRAC, Graduate & Professional Student Association, Student Union Building (SUB), Room 1021, 505/277-3803.

Student members of the American Studies Association who have had papers accepted for annual meeting may enter the ASA-wide competition the Gene Wise-Warren Susman Prize, which includes a certificate and \$500 in cash awarded for the best paper presented by a graduate student at the meeting. Annette K. Baxter travel grants are awarded to up to five graduate students in national competition, and provide reimbursement for travel expenses up to a maximum of \$300 per recipient. Deadlines are in early September.

Some funding for travel and/or research is usually available through the Department's American Studies Graduate Student Association.

The Department encourages graduate students to investigate outside sources of funding for study/research. Copies of Research Notes, a guide to sponsored research, are available in the Department office, and various listings of grant opportunities are available through the Office of Research, 102 Scholes Hall 505/277-2256.

#### ADVISEMENT

Each semester, during the months of October and April (before registering for classes), all students should consult with their faculty advisors.

New students are assigned temporary faculty advisors during their first semester of study. After two semesters of coursework, NO LATER THAN the completion of twelve (12) hours of coursework, students must choose a faculty advisor and notify the Graduate Director in writing of the faculty member's agreement to oversee their progress and exams. The Graduate Director should be apprised in writing of any changes in this selection, and should then notify the department administrator as well.

All students should meet at least once a semester with their faculty advisors to discuss appropriate coursework. The faculty advisor will assist the student in planning a program of

studies fostering mastery of fundamental knowledge of their interdisciplinary areas through full exploitation of the resources of the University.

## ANNUAL PROGRESS REVIEW

The faculty is concerned that all students make consistent and timely progress toward their degrees. To this end, at the beginning of each semester the entire faculty reviews the previous semester's grade reports on each master's and doctoral student, hears the faculty advisor's report, and checks student progress in forming exam committees and/or completing degree requirements. Students whose record appears to indicate current or potential difficulty are notified in writing.

If a student shows little promise of completing the degree program, the department will notify the student and the Dean of Graduate Studies in writing that the student is disenrolled from further work in that program. Disenrolled students are not eligible to continue work in any graduate degree program in the University for a period of one calendar year from the date of disenrollment. Readmission after the disenrollment period requires the approval of the department to which the student has applied for readmission and of the Dean of Graduate Studies.

Note: A student record reflecting two incompletes, which extend beyond one semester will be considered grounds for automatic disenrollment.

## COURSEWORK

All courses must carry graduate credit within their particular department. In the case of American Studies, this means courses numbered 500 and above.

All American Studies graduate students are required to take at least five (5) graduate seminars offered within the Department. One of these must be the American Culture Studies pro-seminar [see "American Culture Studies (ACS) Component" below]. The four remaining seminars should address two areas of emphasis in the department. Students should take these required American Studies graduate seminars from among several different faculty in the department. Note: not all courses with 500-level course numbers are graduate seminars! It is your responsibility to check the course's status.

Students who are admitted to the PhD after completing an MA in American Studies at UNM are not required to repeat the ACS seminar, but must have a total of 10 graduate seminars (30 hours total) offered within the department in their combined M.A. and Ph.D. coursework. Students must also meet academic residence requirements and continuous enrollment regulations appropriate to their degree program (see "Residence Requirements, OGS" and "Thesis and Dissertation" below).

### Master of Arts

#### Plan I (Thesis)

1. A minimum of 24 hours of coursework.
2. A minimum of 6 additional hours of thesis (599) credit.
3. At least 18 hours completed in residence at UNM.
4. No more than 6 hours of independent study credit.

#### Plan II (Non-thesis)

1. A minimum of 32 hours of coursework.

2. At least 26 of these credit hours must be completed in residence at UNM.

#### Doctorate

1. A minimum of 30 hours post-M.A. coursework
2. At least 24 of the total 48 Ph.D. credit hours must be completed at UNM.
3. Only 6 hours of Ph.D. coursework may be in individual study (697), for a maximum total of 12 hours individual study in combined M.A. and Ph.D. coursework.
4. At least 18 additional hours of dissertation (699) credit.
5. Doctoral candidates must be enrolled the semester in which they complete their degrees, including summer sessions.

#### Minors

American Studies offers a minor to M.A. students in other departments. Please consult the UNM catalog for details.

American Studies graduate students wishing to complete a minor in another department may do so in consultation with their advisors, and must contact the other department for specific guidelines. American Studies faculty will not serve on committees of studies for minors in other departments. Plan I students may take no more than 9 hours of graduate coursework in a single other department; Plan II students are limited to 15 hours of graduate coursework in a single department other than American Studies.

#### INCOMPLETE POLICY

A student record reflecting two incompletes, which extend beyond one semester will be considered grounds for automatic disenrollment.

#### RESIDENCE REQUIREMENTS, OGS

##### Master's

At the master's level, candidates must complete at least 50% of their coursework at UNM after admission into the MA program.

##### Doctorate

For the PhD, the minimum residence requirement is at least eighteen (18) credit hours completed at UNM after the admission into the PhD program.

#### LANGUAGE REQUIREMENT AND ALTERNATIVE RESEARCH TOOL

##### Master's

At the present time there is no foreign language requirement for the MA.

##### Doctorate

Before a student may take the comprehensive exam, s/he must satisfy the OGS language or research skill requirement and file the "Certification of Language or Research Skill Requirement"

form. Students who select the language option should, if possible, choose a language that may be useful in their research. Language competency may be demonstrated in one of the following ways:

- ?4 semesters of coursework in the language with a grade of B or above (may be part of undergraduate coursework or other coursework taken elsewhere)
- ?A graduate-level course in that language with a grade of B or above
- ?A minor or its equivalent in the language (may be completed elsewhere)
- ?Passing the ETS examination in the chosen language
- ?Passing an exam given by the Foreign Languages and Literatures or the Spanish and Portuguese department
- ?Student speaks the language with near-native ability as certified by UNM
- ?Student is a foreign student with a good command of English and his/her native language meets the language requirement
- ?Other options by petition to the department. Please see below:

The alternate methodology option allows a student to pursue proficiency in research skills appropriate to his or her dissertation. Students electing this option must complete 6 to 12 hours of graded coursework, which does not apply to course credits for the doctorate. (In some cases, coursework completed previously, elsewhere, may be acceptable.) Students who choose the Alternative Research Tool option must, after consultation with their faculty advisors, submit a proposal (1-2 pages) explaining and justifying the alternate research skill and specifying the coursework that satisfies this requirement. This proposal must be accepted by the department and approved by the student's advisor, the graduate advisor, and the department chair.

## ENROLLMENT

Frequently, in order to verify enrollment for purposes of determining eligibility for financial aid and loan deferment, the University is required to certify the enrollment status of a student. In such instances one's load is described as full-time, half time, or part-time according to the following:

### A. Academic Year

#### 1. Full-time

- 9 credit hours or more per semester
- 9 credit hours or more of 699 (dissertation) per semester
- 6 credit hours per semester and an assistantship

#### 2. Half-time

- 5 credit hours per semester

#### 3. Part-time

- 4 credit hours per semester

### B. Summer Session

#### 1. Full-time

- 6 credit hours or more
- 6 credit hours or more of 699 (dissertation)
- 3 credit hours and an assistantship

#### 2. Half-time

- 3-5 credit hours
- 3 credit hours of 699 (dissertation)
- 2 credit hours and an assistantship

3.Part-time  
2 credit hours

Note: Students with loans are encouraged to verify what is considered full-time status with their lender, as it may be different from University standards.

### AMERICAN CULTURE STUDIES (ACS) COMPONENT

Before advancement to candidacy, all graduate students must successfully complete the American Culture Studies (ACS) component. There are two requirements:

(1) A passing grade of B or higher in the fall pro-seminar AmSt. 500.001, American Culture Studies.

The ACS pro-seminar should be taken during the first fall semester of each student's graduate career.

The ACS pro-seminar introduces students to the American Studies Association, American Studies nationally, and American studies at UNM since the 1940s. It is conducted as a "workshop" designed to introduce students to the ACS reading list (#2 following) through discussion and critical/analytical writing assignments. One or two faculty members lead the pro-seminar; each of the other American Studies faculty members participates in at least one session, discussing reading list books appropriate to their interests.

Students who receive less than a B in the ACS pro-seminar must retake the class the following fall. The class may be repeated only once and only during the fall semester subsequent to initial enrollment in the course. The repeated ACS seminar does not apply toward the nine-hour full-time status requirement, but the course will be listed only once for credit toward the American Studies degree. Grades from both enrollments in the ACS seminar will be calculated in the student's overall GPA. See (2) below for information on taking the ACS exam upon successful completion of the ACS seminar.

(2) A pass on the ACS examination (based on the ACS reading list).

All books on the ACS reading list, "American Culture Studies: Selected Interdisciplinary Perspectives and Paradigms," are required for both MA and PhD students. These books "serve as case studies or models of one or more exemplary approaches to material that falls within the realm of American studies...[and] are not intended to comprise an overview of American history, society and culture but a range of approaches to its study... chosen for their range, variety, heuristic value, pertinence of problems addressed, interdisciplinarity and potential for provoking constructive and fruitful dialogue." The books are on one-day reserve in Zimmerman Library under Professor Meléndez' name and the number 500.001.

All students who have passed the ACS pro-seminar with a grade of B or higher must take the ACS exam the week before the start of classes the following fall semester. The exam will be given as a four-day take-home between 12:00pm on Monday and 12:00pm on Friday. Results (pass or retake) will be returned three Fridays later at noon.

Students who receive a "retake" on the exam may retake it once. The make-up exam will be given as a four-day take-home between 12:00 Monday and 12:pm Friday in the week before the start of classes in the spring semester. Results (pass or fail) will be available three Fridays later at noon. Students who must retake the ACS seminar for insufficient grade points (below a B) have the option of taking the ACS exam in the spring semester directly following their successful (a grade of B or higher) completion of the pro-seminar or in the subsequent fall semester.

Students who fail to pass either the ACS pro-seminar or the ACS examination after two attempts have not made sufficient progress toward the degree, and will be subject to automatic disenrollment.

### ACS Exam

The ACS exam consists of three questions, from which students must choose one. It is a take-home exam, scheduled for the week before fall semester classes begin. Questions are usually written and graded by the faculty members who taught the pro-seminar for the cohort of graduate students taking the exam. The examination questions cover important themes and critical theoretical and/or methodological dimensions in a good number of books from the ACS reading list. Students will be instructed on exam submission procedures when the exam is handed out. The department administrator formats all exams so that the cover page identifies the student only by a number in order to insure that exams are graded anonymously. The Departmental style sheet is the Chicago Manual of Style, which can be referenced in the Department office.

### ADVANCEMENT TO CANDIDACY

Before advancement to candidacy, all graduate students must successfully complete the American Culture Studies (ACS) component. Students are advised to make a list of proposed coursework to submit to their advisor and the Graduate Director after their completion of 15-18 credit hours.

#### Master's

At the MA level, after completion of the ACS component and 15 hours of resident graduate credit, students normally secure a form for Application for Candidacy (one blue copy and one white duplicate copy) from the Office of Graduate Studies or the Department office. In consultation with the student's faculty advisor, the candidate lists completed and projected coursework and declares election of either Plan I (thesis) or Plan II (non-thesis). The application is then signed by the faculty advisor and by the Chair of the Department before being sent to OGS for the approval of the Dean of Graduate Studies. OGS requires the approved Application for Candidacy form be received in their office the semester before comprehensive exams are taken.

#### Doctorate

At the PhD level, after completion of the ACS component and 18 hours of doctoral course work, students secure a form for Application for Candidacy (one yellow copy and one white duplicate copy) from the Office of Graduate Studies or the Department office. In consultation with the student's faculty advisor, the candidate lists completed and projected coursework. At this time, the student also formally declares a Committee on Studies that will act as the student's Examination Committee (see "Doctorate: Committee on Studies" below). The entire Committee on Studies and the department chair must sign the application the semester before the student takes the doctoral comprehensive exam. The department forwards the form to OGS for approval along with the results of the comprehensive exam.

The PhD residence requirements and foreign language requirement (see above "Residence Requirements, OGS" and "Language Requirement and Alternative Research Tool") must be completed and reported before doctoral students may take the comprehensive exam. After successful completion of the comprehensive examination the student will be formally advanced to candidacy.

### COMMITTEE ON STUDIES

## Master's

All MA students must form a comprehensive exam committee, following the guidelines listed under "Comprehensive Examinations" below. Only those who select the Thesis option (Plan I) for the MA are required to form a Committee on Studies (see "Thesis and Dissertation- Thesis Committee").

## Doctorate

Each doctoral student is required to have a Committee on Studies. The Committee on Studies, which will also serve as the Examination Committee, must be formed in consultation with the faculty advisor at the time of preliminary advancement to candidacy (see previous page). The committee should consist of three UNM faculty members who hold regular, full time appointments, at least two of which must be from the American Studies faculty. Normally, the student's faculty advisor serves as chair of the Committee on Studies.

Committee composition requires final approval by the department chair and, at the time of candidacy approval, the graduate school dean. Students may arrange changes or additions to the committee membership in consultation with the chair of her/his committee, the graduate advisor, and the department chair. If a committee member is not UNM faculty, her/his vita will need to be secured for approval for graduate instruction by OGS.

## COMPREHENSIVE EXAMINATIONS

The comprehensive examination is designed to help graduate students develop a breadth of interdisciplinary knowledge that will prepare them for their professional lives as researchers, writers, and/or teachers. Unlike the ACS exam, which asks students to demonstrate understanding of key issues, debates, and texts in the field of American Studies in general, the comprehensive examination allows students to demonstrate their mastery of a smaller number of specific areas or fields.

## MA Exam

Master's students have the option of taking the MA exam or writing an MA Thesis. If the exam route is chosen, the process of preparing for and writing the MA exam should allow students to synthesize material drawn from MA coursework and to create areas of special concentration and knowledge. Students who plan to pursue a PhD may define their comprehensive concentrations in anticipation of their future course of study.

## Examination Committee

After preliminary advancement to candidacy (following 15 hours and completion of the ACS exam) and at least four months before the anticipated date of the comps, master's students should meet with their faculty advisor to determine membership of the Examination Committee. The committee will consist of at least three members with approval for graduate instruction, two of which must hold regular, full-time UNM faculty appointments. In addition, at least two committee members (one of whom is the Committee Chair) must be from American Studies.

## Exam Schedule

MA students may schedule comprehensive exams for the semester in which they will finish coursework.

At least four (4) months before the anticipated date of the comprehensive exam, an MA student should meet with his or her faculty advisor to discuss potential areas of concentration and to plan how the student will work with his or her exam committee to prepare for the exam. Working with his/her exam committee, the student will develop a bibliography centered on his/her areas of interest. We strongly urge students to work closely with the individual faculty member whose work is most closely related to each student's defined areas of concentration to develop an appropriate bibliography that encompasses the significant literature on that field or topic.

Three (3) months before the anticipated date of the comps, students should have secured preliminary approval for each of the bibliographic sections from the faculty member with whom s/he has been working to develop it.

Students will submit to each exam committee member a "Comprehensive Examination Bibliography" with the following format:

(A) A (no more than) two page overview of the areas to be examined, including an explanation of the relevance of these fields to the student's ongoing scholarly work and identification of the key questions that have engaged the student's interests as s/he designed this bibliography.

(B) A comprehensive set of fully cited bibliographic entries divided by area/field and arranged alphabetically within each section.

Exam committee members will have two weeks to suggest changes to the overview and bibliography. In consultation with the committee chair, the student will incorporate these changes and produce a final version of the overview and bibliography. All members of the committee must sign this version at least (6) six weeks prior to the examination.

As preparation for the exam, we urge students to meet regularly with committee members to discuss the readings included on the bibliography.

At least three weeks prior to the exam, students should inform the department administrator of their intention to take the exam, the scheduled date and time, and their exam committee membership. OGS must receive the "Announcement of Comprehensive Examination" form listing the exam committee members and signed by the department chair at least two weeks prior to the exam. No examination can be given unless this form has been properly completed and filed.

Between two and three weeks before the scheduled start of the exam, the student should convene the examination committee. At that meeting the exam committee faculty and the student will discuss the proposed areas of examination. The student will then withdraw from the proceedings and the faculty members will discuss and agree on a comprehensive examination question, which the exam committee chair will finalize. Both the graduate director and the department chair sign the final copy of the comps question. Within 24 hours after receiving the question, the student may contact the exam committee chair for clarification of this question.

MA comps must be completed and submitted to the department office in seven (7) days. They should be typed and double-spaced, with at least one-inch margins and standard font. The Departmental style sheet is the Chicago Manual of Style, which can be referenced in the Department office. While there is no firm page limit, 30-50 pages are recommended. The student is responsible for distributing copies of the exam response and question to each exam committee member and for providing a copy for the department file.

#### PhD Exam

The areas of concentration defined for the PhD comprehensive exam should provide the foundation for dissertation research and writing (including subject matter, methodology and/or

theory), but should also be thought of as the fields in which the student plans to claim expertise as s/he seeks academic or other professional employment.

In consultation with his/her Committee on Studies, a student will develop a bibliography covering his/her areas of interest. This bibliography should not consist merely of texts the student has encountered in his/her coursework. Rather, it should represent a concerted attempt to develop expertise in several (commonly three or four) well-defined fields of knowledge that fall within at least two of the Department's six areas of emphasis.

#### Examination Committee

A doctoral candidate's examination committee is composed of the three members of his or her Committee on Studies (see p. 18).

#### Exam Schedule

At least five (5) months before the anticipated date of the comprehensive exam, a PhD student should meet with his or her faculty advisor to discuss potential areas of concentration and to plan how the student will work with his or her Exam Committee to prepare for the exam. We strongly urge students to work closely with the individual faculty member whose work is most closely related to each student's defined areas of concentration to develop an appropriate bibliography that encompasses the significant literature on that field or topic.

Four (4) months before the anticipated date of the comps, students should have secured preliminary approval for each of the bibliographic sections from the faculty member with whom s/he has been working to develop it.

At this point, students will submit to each exam committee member a "Comprehensive Examination Bibliography" with the following format:

(A) A (no more than) two page overview of the areas to be examined, including an explanation of the relevance of these fields to the student's ongoing scholarly work and identification of the key questions that have engaged the student's interests as s/he designed this bibliography.

(B) A comprehensive set of fully cited bibliographic entries divided by area/field and arranged alphabetically within each section.

Exam committee members will have two weeks to suggest changes to the overview and bibliography. In consultation with the committee chair, the student will incorporate these changes and produce a final version of the overview and bibliography. All members of the committee must sign this version at least six (6) weeks prior to the examination.

As preparation for the exam, we urge students to meet with committee members to discuss the readings included on the bibliography.

Between two and three weeks before the scheduled start of the exam, the student should convene the examination committee. At that meeting the exam committee faculty and the student will discuss the proposed areas of examination. The student will then withdraw from the proceedings and the faculty members will discuss and agree on a comprehensive examination question, which the exam committee chair will finalize. Both the graduate director and the department chair sign the final copy of the comps question. Within 24 hours after receiving the question, the student may contact the Exam Committee Chair for clarification of this question.

PhD comps must be completed and submitted to the department office in fourteen (14) days. The Departmental style sheet is the Chicago Manual of Style, which can be referenced in the Department office. They should be typed and double-spaced, with at least one-inch margins. While

there is no page limit, 45-70 pages are recommended. The student is responsible for distributing copies of the exam response and question to each exam committee member and for providing a copy for the department file.

Normally, comprehensive exams will be graded and the student notified of the results within three weeks of their completion. After formal notification of results by the department, students should contact their exam committee chair to arrange to review readers' comments. Comps may be judged: Pass with distinction, Pass, Minor revisions required, or Fail. Minor revisions must be submitted within one week (master's) or two weeks (doctorate) of notification. Students who fail their comps may retake them once within six months of the failed test. They must enroll for at least one semester of independent study with a faculty member in American Studies before retaking their exam. The second attempt at comps is a pass/fail situation; neither distinction nor minor revision will be possible.

**IMPORTANT NOTE:** Both MA and PhD comps are take-home. Students must back up computer files and keep hard copies of their exams-in-progress. Only with such evidence can judicious extensions be made to accommodate mechanical failure.

## THESIS AND DISSERTATION

**IMPORTANT NOTE:** The following regulations supersede the minimum standards set by the Office of Graduate Studies, particularly in regard to the specific membership of committees.

### The M.A. Thesis

M.A. students may choose to complete an M.A. thesis instead of writing a comprehensive exam. The thesis should be modeled on a scholarly journal article, and should be approximately 30-35 pages in length and based on original research.

The M.A. thesis is a semester-long project, equivalent to the work done for the M.A. comprehensive exam or to six hours of coursework.

### Thesis Credit Hours

Students opting for the MA with thesis must complete a minimum of six (6) hours of thesis (599) credit. While working on the thesis, students must continue to register for a minimum of one hour of 599 each fall and spring semester until they submit the thesis and it is approved by the dean of OGS. Thesis candidates must be enrolled the semester in which they complete degree requirements, including summer sessions. Enrollment in 599 thesis hours may not begin prior to the semester in which the thesis is being written.

### Important Dates

To receive a spring semester degree, a student must file his or her thesis with OGS by April 15. That means that thesis committee members should have the completed thesis in hand by mid-March, and the thesis defense should be scheduled around April 1. For a fall semester degree, the thesis must be filed with OGS by November 15, with the draft to the committee by mid-October. A student who wishes to complete his/her thesis during the spring semester but cannot meet a mid-March deadline may defend during the spring semester after the April OGS deadline, but will receive the degree in the summer semester (and must register for one hour in order to do so.) Faculty members are not available to serve on M.A. thesis committees during summer months.

### MA Thesis Committee

Plan I (thesis) master's students must formally constitute a Thesis Committee before enrolling for thesis (599) credit. Students initiate the formation of their committee by selecting a faculty member to serve as director of the thesis and chair of the committee. Then they agree upon the remainder of the committee and complete a departmental "Appointment of Thesis Committee" form, which must be endorsed by the department chair. (At this time, OGS has no form for constituting a thesis committee.) MA thesis committees must include at least three faculty members with approval for graduate instruction, two of whom must hold regular, full-time UNM, faculty appointments; the chair of the committee must be from within the American Studies Department. If a committee member is not UNM faculty, her/his vita will need to be secured for approval for graduate instruction by OGS.

### Thesis Prospectus

The thesis prospectus should be completed in the semester before the student plans to write the thesis. The prospectus should be two-to-three pages in length. It must offer a clear statement of topic and an explanation of the major research question or argument that will structure the thesis. The prospectus must also specify the primary sources, texts, or other data on which the thesis will be based, as well as information about the availability of the materials to the student. The prospectus should conclude with a brief statement discussing the significance of the project and a very specific plan (with target dates) for the research and writing stages of the thesis. A one-page bibliography of relevant secondary works and a one-page c.v. should be attached to the prospectus. Students might wish to consult W. Booth, et al., *The Craft of Research*, for discussion of topics, questions, and methods of designing research projects. If a student plans to do ethnographic research, oral histories, interviews, or surveys, s/he must receive approval from UNM's IRB before conducting such research.

### Approval of Prospectus

After the thesis chair has approved the proposal, it must be submitted (with the "Committee Evaluation Form" cover sheet, available through the department office) for the approval of other members of the committee. The graduate director (if s/he is not already a member of the committee) will also read the prospectus. Committee members will evaluate the prospectus and return it, with comments, within two weeks. The prospectus is not considered accepted until all committee members approve it. A copy of the approved prospectus should be filed in the student's departmental file.

### Thesis Style and Suggested Length

The Departmental style sheet is the Chicago Manual of Style, which can be referenced in the Department office. Suggested length for the MA Thesis is 30-35 pages. OGS manuscript guidelines and required front matter forms can be obtained from the OGS website.

### Thesis Submission

A complete draft of the thesis should be submitted to the student's committee chair and her/his faculty committee well in advance of the anticipated graduation date. The MA defense should be scheduled no later than the end of October in fall and the end of March in spring. After approval by the full thesis committee, one hardbound copy of the final draft is deposited with the department administrator, and two copies of the thesis with two copies of a 300-500 word abstract, "all in perfect form," are to be submitted to OGS for approval. In order for a student to graduate in a given semester, OGS must receive the thesis and abstract copies, along with all other degree requirements, by November 15, April 15, or July 15, for Fall, Spring, or Summer, respectively.

### Thesis Defense

The thesis defense is an hour-long discussion of the thesis and its significance, and is required for completion of the degree.

Three weeks prior to the defense, students should inform the department administrator of their intention to defend, the scheduled date, time, and location, and the committee composition. As with the comprehensive exams, OGS must receive the "Announcement of Thesis Defense" form listing the exam committee members and signed by the department chair at least two weeks prior to the exam. No defense can be held unless this form is properly completed and filed.

The final defense is public and open to all who wish to attend. Candidates should note that the Catalog directs that a complete copy of the thesis must be submitted to each member of the committee at least two weeks before the final defense. The student is also responsible for giving each committee member a copy of the department "Guidelines for Thesis Defense" (available in the department office).

In order to graduate in a given semester, the student and/or department must provide OGS, by November 15, April 15, or July 15 for Fall, Spring or Summer respectively, with the following:

1. Report of the results of the final oral defense.
2. Three copies of a 350-word abstract.
3. Two copies of the thesis "in perfect form"
4. "Report on Thesis/Dissertation" filled out by each committee member, signed by the respective committee members, the Committee Chair, and the Department Chair
5. A "Certificate of Final Form" signed by the student and the Committee Chair
6. Two signed copies of the red-bordered signature page.

A third hardbound copy of the thesis is deposited with the department administrator. Check with the manuscript coordinator at OGS about procedure for binding.

### Dissertation Committee

The Dissertation Committee is constituted in the same way as the Thesis Committee. Doctoral students formally constitute a Dissertation Committee after successfully passing the comprehensive exam. Students initiate the formation of their committee by selecting a faculty member to serve as director of the dissertation and chair of the committee. Then they agree upon the remainder of the committee and complete an "Appointment of Dissertation Committee" form (available in the Department office). This form requires the signature of the candidate, the committee chair, the department chair, and the dean of OGS.

The dissertation committee must include at least four (4) members approved for graduate instruction.

?The committee chair must be a regular (tenured or tenure-track) member of the American Studies department. A co-chair may be added, and may be from inside or outside UNM.

?At least two members (including the chair) must be regular, full-time faculty members in American Studies.

?One of the members must be "external": he or she must hold a regular (tenured or tenure-track) position outside the American Studies department. This member may be from another UNM department or from another university. Scholars who do not hold faculty positions in colleges or universities usually are not accepted by OGS to satisfy this requirement.

?One of the members may be a non-faculty expert in the student's research area. This person need not hold a faculty position.

?Up to three of the members may be drawn from the American Studies department. Additional members beyond the required 4 may be appointed in consultation with the student.

If a committee member is not UNM faculty, the student will need to obtain his/her c.v., as OGS must approve non-UNM faculty for graduate instruction.

Earlier editions of the Bulletin (pre-1995) specify different requirements. Students may choose to follow the requirements listed in the Bulletin under which they entered or may elect to meet current requirements. Please consult with the department administrator or graduate director for pre-1995 rules.

#### Dissertation Credit Hours

The program for the doctorate includes a minimum of 18 hours of dissertation (699) credit. While working on the dissertation, students must continue to register for at least three hours of 699 each fall and spring semester until the dean of OGS approves the dissertation. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including summer sessions. Enrollment in 699 Dissertation may not begin prior to the semester in which comprehensive exams are taken.

#### Dissertation Prospectus and Format

After passing comps and constituting a dissertation committee, students begin work on the prospectus, a 10-page exposition of topic, methodology, review of sources, and research plan with a 3-5 page bibliography. Only proposals of this length will be accepted. An outline for the dissertation proposal is available in the department office.

Within six (6) months of completing their PhD comprehensive exam, and after approval by their dissertation chair and committee (using the "Committee Evaluation Form cover sheet available in the department office), students submit the dissertation prospectus to each member of the American Studies department faculty. A "Faculty Evaluation Form" cover sheet, which must be completed and submitted along with copies of the prospectus, is available in the department office. At the end of three weeks, a majority of the department faculty must pass the prospectus before the dissertation can be approved. The prospectus will have to be redone until a majority of the department faculty approves. A copy of the approved prospectus should be filed in the student's departmental file.

Similarly, major topic changes in the dissertation will have to be passed after a new prospectus is submitted to the faculty.

#### Dissertation Style

The Departmental style sheet is the Chicago Manual of Style, which can be referenced in the Department office. OGS manuscript guidelines and required front matter forms can be obtained from the OGS website.

#### Dissertation Final Defense and Submission

A final oral examination dealing with the dissertation and its relationship to American Studies is required.

Three weeks prior to the defense, students should inform the department administrator of their intention to defend, the scheduled date, time, and location, and the committee composition. As with the comprehensive exams, OGS must receive the "Announcement of Dissertation Defense" form listing the exam committee members and signed by the department chair at least two weeks prior to the exam. No defense can be held unless this form is properly completed and filed.

The final defense is public and open to all who wish to attend. Candidates should note that the Catalog directs that a complete copy of the dissertation must be submitted to each member of the

committee at least two weeks before the final defense. The student is also responsible for giving each committee member a copy of the department "Guidelines for Dissertation Defense" (available in the department office).

In order to graduate in a given semester, the student and department must provide OGS, by November 15, April 15, or July 15 for Fall, Spring or Summer respectively, with the following:

1. Report of the results of the final oral defense.
2. Three copies of a 350-word abstract.
3. Two copies of the dissertation "in perfect form."
4. "Report on Thesis/Dissertation" filled out by each committee member, signed by the respective committee members, the Committee Chair, and the Department Chair.
5. A "Certificate of Final Form" signed by the student and the Committee Chair.
6. Two signed copies of the red-bordered signature page.

A third hardbound copy of the dissertation is deposited with the department administrator. Check with the manuscript coordinator at OGS about procedure for binding.

## GRADUATION

### Deadlines

#### A. Notification of the Intent to Graduate

Both MA and PhD students must inform the Department and the Office of Graduate Studies (form available in the department office) by October 1, March 1, or July 1 for Fall, Spring or Summer semesters, respectively, of their intent to complete all degree requirements during that semester.

#### B. Report of Exam/Thesis/ Dissertation

Results of exams and reports of theses and dissertations must be submitted to OGS on the appropriate form by November 15, April 15, or July 15 in order to complete graduation requirements in Fall, Spring or Summer semesters, respectively.

#### C. Graduation Ceremony

Degrees are awarded three times during the year. University Convocation is held in both December and May, and the annual Departmental Commencement takes place in May.

### Academic Requirements for Graduation

#### Masters

##### Plan I (Thesis)

Master's candidates under Plan I (thesis) complete their graduate work by fulfilling coursework requirements and submitting an approved thesis to their department and OGS.

##### Plan II (Non-thesis)

Master's candidates under Plan II (non-thesis) complete their graduate work by fulfilling coursework requirements and successfully passing the comprehensive examination.

#### Doctorate

Doctoral candidates complete their graduate work by fulfilling coursework requirements, successfully passing the comprehensive examination, and submitting an approved dissertation and report of dissertation defense to their department and OGS.

## TIME LIMITS

### Master's

Currently, OGS dictates that all work toward a master's degree must be completed within a seven (7) year period, including any transfer credit from another institution. Those students on federal grants and loans should check carefully with the student financial Aid office for their regulations on progress toward the degree and credit hour caps.

### Doctorate

A doctoral candidate will have five years for the completion of all degree requirements from the date she/he is formally advanced to candidacy by the Dean of Graduate Studies (see "Advancement to Candidacy" above.) This time limit includes the oral defense and submission of final dissertation copies to OGS. Those students on federal grants and loans should check carefully with the Student Financial Aid office for their regulations on progress toward the degree and credit hour caps.

Note: A student must request an extension of this time limit in writing, the semester before the time limit expires. The request must be supported by the student's department and approved by the Dean of Graduate Studies. Extensions are not automatic; students must demonstrate progress toward completion of degree requirements (refer to "Annual Progress Review" above and "Leave of Absence and Readmission" on the next page).

## GRIEVANCES AND APPEALS

Should a policy grievance arise, students should secure the judgment first of their faculty advisor, next of the graduate advisor, and finally of the chair, who may or may not present the case to the faculty. The Office of Graduate Studies also stands ready to assist in questions of graduate student policies, and it is also possible to petition the Dean of the College of Arts and Sciences in exceptional instances.

## LEAVE OF ABSENCE AND READMISSION

University policy on leaves of absence is covered on page 63 of the 2001-2003 UNM Catalog. There are two possible options for students.

### Leave of Absence:

A student who is unable to continue his/her graduate studies due to exceptional circumstances may request, in advance, a leave of absence. The written request, along with a letter of support from the department chair or graduate director, will be sent to the Graduate Dean, who will make the final decision. Leaves of absence are granted on a semester by semester basis. Semesters of approved leave of absence are not counted toward the time to complete the degree so long as the student is not enrolled in any UNM course.

### Stop Out:

The stop out is a less formal but a more limited option than the leave of absence. Students may notify the graduate director in writing that they intend to "stop out" for up to two consecutive semesters (summer semester counts). If the student does not enroll for the third semester, s/he must reapply for admission. The time spent in a "stop out" does count toward the time in which a degree must be completed.

Students are not excused from completing any departmental or university requirements because of leaves of absence or stop-outs.

An absence of three or more semesters, excluding summer sessions, will result in a student being automatically dropped from the program. A student who is admitted and completes at least one semester of graduate studies in the Department will receive registration materials for three subsequent semesters (including summer sessions). An absence of more than three semesters (including summer sessions) requires that the application form for readmission be filed with the department at least six weeks prior to the beginning of the semester in which the student will be returning.

Students should keep in mind that most absences from graduate study are included in the MA and PhD time limits. Once enrollment for AM ST 599 (thesis) or AM ST 699 (dissertation) has begun, continuous enrollment must be observed (see "Thesis and Dissertation – Thesis Credit Hours" or "Dissertation Credit Hours" above).

## DIRECTORY

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