

## THE GRADUATE PROGRAM

Charles B. Fleddermann, Acting Dean  
**Office of Graduate Studies (OGS)**  
 The University of New Mexico

**Mailing (U.S. Postal) Address:**  
 Office of Graduate Studies  
 MSC03 2180  
 1 University of New Mexico  
 Albuquerque, New Mexico 87131-0001

**Shipping/Physical Address:**  
 Office of Graduate Studies  
 107 Humanities Building  
 University of New Mexico  
 Albuquerque, New Mexico 87131-0001

Phone: (505) 277-2711 or 1 (800) CALL-UNM  
 FAX: (505) 277-7405  
 E-mail: [grad@unm.edu](mailto:grad@unm.edu)  
<http://www.unm.edu/grad>

In 1916, a Committee on Graduate Study was formed at the University of New Mexico to structure post-graduate programs that would provide students an opportunity to continue their education beyond the baccalaureate. One year later the first master's degrees were awarded in Chemistry and Latin. In 1919 the University formally opened the Graduate School and in 1947 the first doctoral students graduated. The current name, Office of Graduate Studies (OGS), was adopted in 1977.

The University of New Mexico Graduate Studies is an active member of the Council of Graduate Schools and the Western Association of Graduate Schools, and the National Association of Graduate Admissions Professionals.

The Graduate Studies office is responsible for implementing the policies and procedures governing graduate education. Graduate Studies processes graduate assistantships, programs of studies and applications for candidacy. The office maintains graduate student academic records. Office personnel are also charged with processing graduate program materials, including new academic programs, curricular revisions and program reviews. Other graduate student services provided by the Graduate Studies office include assistance in seeking external funding, processing nominations for graduate student recognition and awards, awarding funds for research projects and travel and processing documents for graduation.

### The Senate Graduate Committee (SGC)

The responsibility for maintaining and enhancing the quality of graduate education at the University and its graduate centers is delegated to the Senate Graduate Committee, which works in consultation with the College/School/Division Graduate Committees and the Dean of Graduate Studies. The SGC is responsible for the following: coordinating and monitoring graduate activities throughout the University; recommending to the Faculty Senate general policies concerning graduate education (including the creation and termination of graduate degrees); participating in periodic reviews of instructional units and programs; recommending to the general faculty the granting of graduate and honorary degrees; and acting as an appellate body when the need arises.

The Committee consists of at least one faculty member from each school or college. A Graduate and Professional Student Association (GPSA) representative is chosen on a yearly basis. No representatives may serve more than three consecutive terms. The Dean and Assistant Dean of Graduate Studies, the Registrar and the Vice Provost for Extended University are ex-officio members. Chairpersons serve a

two-year term but do not represent their own school or college. That school or college will choose a new representative to serve out the chair's term or begin a new two-year term, as appropriate.

### College and School Graduate Committees

Each University of New Mexico academic College or School elects or appoints faculty to serve on its graduate committee. The college/school graduate committee is charged with oversight of its graduate education programs and students.

### Graduate Unit

The University of New Mexico has various administrative units offering degrees. The University of New Mexico uses the term "graduate unit" to identify the administrative organization which offers a graduate degree.

### Master's Degrees

A master's degree may be earned in the following majors. Parenthetical notations indicate Plan I (thesis) and/or Plan II (non-thesis) options, and the specific degrees offered:

American Studies (I, II; M.A.)  
 Anthropology (I, II; M.A., M.S.)  
 Architecture (I, II; M.Arch.)  
 Art Education (I, II; M.A.)  
 Art History (I; M.A.)  
 Biology (I, II; M.S.)  
 Biomedical Sciences (I, II; M.S.)  
 Chemical Engineering (I, II; M.S.)  
 Chemistry (I, II; M.S.)  
 Civil Engineering (I, II; M.S.)  
 Clinical Laboratory Sciences (I, II; M.S.)  
 Communication (I, II; M.A.)  
 Community and Regional Planning (I, II; M.C.R.P.)  
 Comparative Literature and Cultural Studies (I, II; M.A.)  
 Computer Engineering (I, II; M.S.)  
 Computer Science (I, II; M.S.)  
 Construction Management (I, II; M.C.M.)  
 Counseling (II; M.A.)  
 Dental Hygiene (I, II; M.S.)  
 Earth and Planetary Sciences (I, II; M.S.)  
 Economics (I, II; M.A.)  
 Educational Leadership (I, II; M.A.)  
 Educational Psychology (I, II; M.A.)  
 Electrical Engineering (I, II; M.S.)  
 Elementary Education (I, II; M.A.)  
 English (I, II; M.A.)  
 Family Studies (I, II; M.A.)  
 French (I, II; M.A.)  
 Geography (I, II; M.S.)  
 German Studies (I, II; M.A.)  
 Hazardous Waste Engineering (II; M.E.H.W.E.)  
 Health Education (I, II; M.S.)  
 History (I, II; M.A.)  
 Landscape Architecture (I, II; M.L.A.)  
 Language, Literacy and Sociocultural Studies (I, II; M.A.)  
 Latin American Studies (I, II; M.A.)  
 Linguistics (I, II; M.A.)  
 Manufacturing Engineering (I, II; M.E.M.E.)  
 Mathematics (I, II; M.S.)  
 Mechanical Engineering (I, II; M.S.)  
 Music (I, II; M.Mu.)  
 Nanoscience and Microsystems (I, II; M.S.)  
 Nuclear Engineering (I, II; M.S.)  
 Nursing (I, II; M.S.N.)  
 Nutrition (I, II; M.S.)

Occupational Therapy (I, II; M.O.T.)  
 Optical Science and Engineering (I, II; M.S.)  
 Organizational Learning and Instructional Technology (I, II; M.A.)  
 Pharmaceutical Sciences (I, II; M.S.)  
 Philosophy (I, II; M.A.)  
 Physical Education (I, II; M.S.)  
 Physical Therapy (I, II; M.P.T.)  
 Physics (I, II; M.S.)  
 Political Science (I, II; M.A.)  
 Portuguese (I, II; M.A.)  
 Psychology (I, II; M.S.)\*  
 Public Administration (I, II; M.P.A.)  
 Public Health (I, II; M.P.H.)  
 Secondary Education (I, II; M.A.)  
 Sociology (I, II; M.A.)  
 Spanish (I, II; M.A.)  
 Speech-Language Pathology (I, II; M.S.)  
 Special Education (I, II; M.A.)  
 Statistics (I, II; M.S.)  
 Theatre and Dance (I, II; M.A.)  
 Water Resources (II; M.W.R.)

\*Admission to doctoral status only; students may earn master's degree enroute.

See also: Master of Fine Arts degree.

See also: Master of Business Administration and Master of Accountancy (Anderson Schools of Management)

## Master of Fine Arts Degree

A Master of Fine Arts degree may be earned in the following major fields:

Art Studio  
 Creative Writing  
 Dance  
 Dramatic Writing

## Doctoral Degrees (Ph.D. and Ed.D.)

A doctoral degree may be earned in the following major fields:

American Studies (Ph.D.)  
 Anthropology (Ph.D.)  
 Art History (Ph.D.)  
 Biology (Ph.D.)  
 Biomedical Sciences (Ph.D.)  
 Chemistry (Ph.D.)  
 Computer Science (Ph.D.)  
 Communication (Ph.D.)  
 Counseling (Ph.D.)  
 Earth and Planetary Sciences (Ph.D.)  
 Economics (Ph.D.)  
 Educational Leadership (Ed.D.)  
 Educational Linguistics (Ph.D.)  
 Educational Psychology (Ph.D.)  
 Engineering (Ph.D.)  
 English (Ph.D.)  
 Family Studies (Ph.D.)  
 French Studies (Ph.D.)  
 Health, Physical Education and Recreation (Ph.D.)  
 History (Ph.D.)  
 Language, Literacy and Sociocultural Studies (Ph.D.)  
 Latin American Studies (Ph.D.)  
 Linguistics (Ph.D.)  
 Mathematics (Ph.D.)  
 Multicultural Teacher and Childhood Education (Ph.D., Ed.D.)  
 Nanoscience and Microsystems (Ph.D.)  
 Nursing (Ph.D.)  
 Optical Science and Engineering (Ph.D.)  
 Organizational Learning and Instructional Technology (Ph.D.)

Pharmaceutical Sciences (Ph.D.)  
 Philosophy (Ph.D.)  
 Physics (Ph.D.)  
 Political Science (Ph.D.)  
 Psychology (Ph.D.)  
 Sociology (Ph.D.)  
 Spanish and Portuguese (Ph.D.)  
 Special Education (Ph.D., Ed.D.)  
 Statistics (Ph.D.)

## Transcribed Graduate Certificates

The University of New Mexico currently offers the following transcribed graduate certificates:

Computational Science and Engineering  
 Educational Specialist Certificate\*  
 Historic Preservation and Regionalism  
 Instruction for Students with Intensive Social, Language and Behavioral Needs\*  
 Post Master's Certificate in Management  
 Post Masters Certificate in Nursing  
 Systems Engineering  
 Town Design  
 Women Studies

\*(These are the Ed. Spc. certificates offered through the College of Education)

## General Academic Regulations

Students are responsible for complying with all regulations of the University, Their respective colleges and the departments from which they take courses, as well as for fulfilling all degree requirements. Students are responsible for knowing and complying with all academic regulations.

## Admission Processes and Policies

### Basic Requirements

Bachelor's Degree: Applicants for admission to graduate study must hold a bachelor's degree from an accredited college or university in the United States or its equivalent in another country. (See also: International Applicants and Special Admission.)

### Academic Record

In general, applicants must present a cumulative grade point average of at least 3.0 (B) or its equivalent in their last two undergraduate years and in their major field. Applicants may be denied admission if their previous scholastic record indicates little likelihood of success in graduate-level work. Program faculty review each applicant file individually.

Students must indicate all academic institutions they have previously attended on their applications. Failure to disclose any previous college attendance or any other misrepresentation of the record may result in disciplinary action, including revocation of admission to the University.

### Prerequisites

Ordinarily, the minimum undergraduate prerequisite is 12 semester hours of upper-division course work (300-level courses or higher) in the major field to which the student is applying, or in cognate areas. Certain departments require more extensive or more specific preparation (consult individual graduate unit requirements).

## Admission for Doctoral Study

Although some academic units at the University of New Mexico will admit students with a bachelor's degree directly into a doctoral program, most admit only students who have earned a master's degree within the same or a different program at the University of New Mexico or at another accredited institution. Applicants must present satisfactory evidence of adequate preparation in their major field. (Consult individual departmental sections of this catalog for specific requirements.)

Students who are admitted directly to a doctoral program without obtaining a master's degree may elect to earn a master's degree in the same field while in doctoral status. Such students must meet all requirements for the master's degree as stipulated in this catalog, as well as specific departmental requirements. Students need not file a "Change of Degree Level" form to receive the master's degree.

Master's students at the University of New Mexico who wish to apply for admission to the doctoral program in the same field may do so by means of the "Change of Degree Level" form, available on the OGS Web site. Completion of a master's degree does not guarantee admission to a doctoral program in the same or any other graduate unit. (See Change of Degree section later in this catalog.)

## Special Admission to Graduate Study—Domestic Students Only

In rare cases, the University may admit to graduate study a person who does not hold a bachelor's degree from an accredited institution. Such an individual must demonstrate substantial educational and professional experience over a period of many years and have achieved a level of accomplishment clearly superior to that normally represented by a bachelor's degree. An individual who is interested in being considered for special admission should first contact the graduate unit in which study is desired. After a thorough review of the applicant's credentials, if the unit is willing to recommend special admission to graduate study, after gaining the approval of the Department and the College Graduate Committee, the graduate must formally petition the Dean of Graduate Studies supporting such an admission. The petition must include a complete application and documentation that shows:

- the relevance and extent of the applicant's professional experience;
- that the demonstrated level of the applicant's effectiveness in the broad area in which he/she wishes to study is superior to that of the average student accepted for graduate work in that department;
- the department's belief that the applicant's objectives in seeking the advanced degree are realistic and reasonable; and
- its opinion that the probability of success in the graduate program is very high.

If the Dean of Graduate Studies judges the petition is justified, the Dean will notify the graduate unit that it may proceed with an offer of admission. A student admitted under this policy will be classified as a regular graduate student, with the same rights and responsibilities as any other student in regular graduate status.

## Readmission Process

Individuals who have previously attended the University of New Mexico in graduate status, but have not been enrolled for three or more semesters (including summer sessions) and wish to resume a graduate degree program may apply for readmission. If a student was in probationary status at the end of his/her previous enrollment he/she will return in probationary status unless the cause of probation was resolved.

Readmitted students must adhere to policies in the catalog in effect at the time of readmission to graduate status or a subsequent version.

Individuals applying for readmission must submit a readmission packet (Application Form, Residency Form and fee) directly to the Office of Admissions prior to the graduate unit's published deadline.

Individuals applying for readmission are responsible for ascertaining the specific additional application materials the graduate unit requires (such as GRE scores, portfolios or writing samples).

The Graduate Studies office holds student files for five years after the semester of last attendance. If transcripts are no longer available in the OGS, or if the applicant has attended another institution since his/her last attendance at the University of New Mexico, he/she must submit new, official transcripts.

## Admission Moratoria

On occasion, a graduate unit may impose an admissions moratorium for any or all of its degree programs. In those instances when a moratorium has been placed on a program after students have submitted applications, application fees will be refunded. The University will not be responsible for reimbursement of any other expenses (such as fees for transcripts or postage) incurred by applicants.

## Application Process—Domestic Applicants

Transcripts, test scores and letters of recommendation submitted to the University of New Mexico for admission become the property of the University and will not be sent elsewhere or returned to the student.

Applicants are responsible for ascertaining the additional specific application materials the graduate unit requires (such as GRE scores, portfolios or writing samples).

The University of New Mexico offers domestic students two options for applying for admission.

- 1) Online Application (Domestic Students Only).** The online application can be found at the Graduate Studies Web site: (<http://www.unm.edu/grad>). Click on "Admissions." A \$50 non-refundable Application Fee will be charged with the online application. Credit card required.  
In addition, students must submit one official transcript (unopened) from each academic institution previously attended (except UNM) to the UNM Office of Admissions (PO Box 4849, Albuquerque, NM 87196-4849) by the academic unit's published deadline:

**NOTE:** Do not list study abroad programs separately on the application form if they are included as part of a transcript program from an accredited U.S. institution.

The following materials must be submitted directly to the academic unit:

- A Letter of Intent
  - Sealed Letters of Recommendation
  - Appropriate entrance examination scores (if required)
  - Additional departmental materials (if required)
- 2) Hard Copy Application (Domestic Students Only).** The following materials must be submitted to UNM Office of Admissions (PO Box 4849, Albuquerque, NM 87196-4849) by the academic unit's published deadline:
    - A completed and signed Application Form/Residency Form
    - A non-refundable \$50 Application Fee\*

- c) One official transcript (unopened) from each academic institution (except UNM) previously attended

**NOTE:** Do not list study abroad programs separately on the application form if they are included as part of a transcript program from an accredited U.S. institution.

The following materials must be submitted directly to the academic unit:

- A Letter of Intent
- Sealed Letters of Recommendation
- Appropriate entrance examination scores (if required)
- Additional departmental materials (if required)

\*Application fee waivers are currently available for McNair fellows and "Project 1000" participants.

Hard copy applications may be requested directly from the graduate units or downloaded from the Graduate Studies Web site (<http://www.unm.edu/grad>).

## Application to More than One Graduate Program

Students may apply to more than one graduate degree program but must submit an application and fee for each program. If admitted to more than one program, students may accept admission from only one, with the exception of admission to dual degree programs.

## Change of Degree Level

The University has established abbreviated procedures for currently enrolled University of New Mexico graduate students who wish to change degree levels within their graduate unit by submitting a Change of Degree Level form available on the OGS Web site (<http://www.unm.edu/grad>).

## Application Deadlines

Application deadlines vary for each graduate unit, and it is the applicant's responsibility to check with the unit to which he/she is interested in applying to learn the deadline dates that pertain to that application. Deadlines are available on the OGS Web site. Early application is strongly recommended. Any application received by the Office of Graduate Studies after a unit's deadline date will be processed for the following semester if the department accepts applications each semester. If the department only admits once a year, applicants must update their materials in writing and submit them to the Office of Admissions prior to the next deadline.

If the program's application dates fall on a weekend or a holiday for which the University is closed, the deadline will automatically be moved to the next business day.

## Reapplication Process

Individuals who have previously applied to a graduate degree program but never attended the University of New Mexico in graduate status may reapply for admission. Individuals must submit a new Application Form, Residency Form and application fee to the Office of Admissions, along with two official transcripts from any institution they have attended since they last applied to the University of New Mexico. All materials must be received in Admissions by the specified application deadline. Re-applicants must contact the graduate unit for information on specific requirements for admission.

If it has been more than two years since the last application was submitted, new transcripts will be required.

## Reinstatement

Students are expected to maintain enrollment in 599 or 699 once registration has begun. However, if extenuating circumstances necessitate a student to discontinue enrollment in thesis or dissertation hours, he/she can petition for either reinstatement or readmission.

The student's petition to the graduate unit requesting return to graduate studies must include justification for his/her return and time line for completion of degree requirements. The graduate unit will evaluate the petition and determine whether or not the student is eligible for return to graduate study and which process (reinstatement or readmission) is appropriate.

Reinstatement is valid if:

- Student has not been enrolled for up to 3 semesters (not including summer)
- Student is in good standing
- Graduate Unit approves
- Only remaining requirement is completion of thesis or dissertation (599/699)
- Time to complete the degree is one calendar year or less
- The petition presents an adequate rationale for failure to request a Leave of Absence.

If **reinstatement** is the appropriate choice, the department will submit the approved petition to OGS for processing. Payment of the reinstatement fee (\$500.00) must be completed at the Bursar's Office before the student's reinstatement is complete.

Readmission is valid if:

- Student has not been enrolled for more than 3 semesters AND/OR the student must re-take examination (master's or doctoral comprehensive) AND/OR the student must take additional course work
- The student is in good standing
- Graduate Unit approves
- Student is within time-to-degree limits, or submits petition for extension with a timeline for completing the degree

If **readmission** is the appropriate choice, the department will submit the approved petition to OGS. The student must complete the readmission process (including payment of the application fee) through the Office of Admissions.

## International Applicants – Admission Process

The University of New Mexico welcomes applications from international students who have distinguished academic records and have demonstrated English proficiency.

## Graduate Admission Requirements for International Students

### Undergraduate Education Requirement

Graduate applicants must have an earned degree that is equivalent to the U.S. bachelor's degree. Some non-U.S. bachelor's degrees are based on three-year programs that may or may not be equivalent to the U.S. bachelor's degree. In these cases, the applicant must submit an independent credential evaluation report from a credential evaluation service that is a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)).

If the credential evaluation report confirms that the applicant does have the equivalent of a US bachelor's degree, the applicant will be considered for graduate study.

If the report states that the applicant **may** be considered for graduate study but does not confirm the equivalent degree,

the applicant may petition the Dean of Graduate Studies for consideration of equivalency. The petition must include the support of the graduate unit and College Graduate Committee, along with a complete application packet, a copy of the credential evaluation report, and an explanation of the suitability of the applicant's undergraduate preparation. This documentation must be submitted to the International Admissions Office.

If the Dean approves the petition, the graduate unit may proceed with an offer of admission. A student admitted under this policy will be classified as a regular graduate student with the same rights and responsibilities as any other student in graduate status.

### Academic Preparation

A minimum grade point average of 3.0 (on a U.S. 4.0 scale) or comparable grade point average in upper-division (junior and senior level) work and in any graduate work already completed.

A satisfactory score on the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT) as required by the major academic department or college.

Adequate subject preparation for proposed graduate major. Meeting minimum requirements does not guarantee admission since some graduate programs have higher standards and may have limited space. Therefore, it is very important that students contact the departments to which they wish to be admitted.

### Demonstrated Proficiency in English

If English is not the official language spoken in a student's country, the student must submit results of the Test of English as a Foreign Language (TOEFL) (<http://www.TOEFL.org>). The minimum acceptable score is 550 on the paper test or 213 on the computerized test. Individual departments may require a higher score but not less than 550/213. International students whose native language is not English and are seeking graduate teaching assistantships may also be required to submit acceptable scores on the Test of Spoken English (TSE). Applicants who have received a bachelor's or graduate degree from an accredited institution in the United States, English-speaking Canada, the United Kingdom, South Africa, Australia or New Zealand are exempt from submitting TOEFL scores. Contact the International Admissions Office for additional information.

### Financial Resources

All international applicants are required to submit documentation verifying adequate funding to meet study and living expenses while in the United States. A minimum amount of approximately \$24,960 U.S. dollars is required (based on 2004–2005 rates). Proof of support includes a Certification of Financial Responsibility Form completed for all years of study and proof of funds available for the first year of study.

### Health Insurance

International students who attend the University of New Mexico and any dependents who may accompany them are required to have medical insurance as offered through the University of New Mexico Student Health Center. Students who demonstrate that they have equivalent health insurance policies may be granted waivers.

### Application Deadlines for International Admissions

Fall Semester	March 1
Spring Semester	August 1
Summer Session	January 1

**Note:** Most graduate units have earlier application deadlines than those listed by the International Admissions office. It is important that students consult with individual graduate units and meet their specific academic program deadline requirements. Applications and all supporting credentials must be submitted by the International Admissions deadline (see above) or the graduate unit deadline—which ever comes first. Only complete applications will be reviewed for admission.

## International Applicants – Application Process

International students should submit the following required documentation to the University of New Mexico International Admissions office. Note: A student who wants any information concerning the applicant file released to any third party must submit a letter of authorization directly to the International Admissions Office. This release must include the student's name and signature.

### Required Documents

1. Completed Application Form: Students must submit an application for International Graduate Admission to the Office of International Admissions. Students may also apply online at <http://www.unm.edu>. Click "Apply Online."
2. \$50 non-refundable application fee: Must be in U.S. currency and paid by International Postal Money Order or certified check drawn on U.S. bank.
3. Evidence of English language proficiency: (TOEFL results must be sent directly to the University of New Mexico [code 4845] by Educational Testing Services, PO Box 6151, Princeton, NJ 08541-6151, USA. Phone 609/771-7100.)
4. Academic Records: In order to facilitate the admission decision, the University of New Mexico strongly recommends that students initially submit academic records to any member of the National Credential Evaluation Services (<http://www.naces.org>). Students must still submit official transcripts to the University, but the English translations will not be required. Students who do not utilize a credential evaluation service must have official grade reports (transcripts) and diplomas or certificates from each institution attended sent to the University of New Mexico. Students must submit original or officially certified copies. Notarized, faxed copies or photocopies of these documents are not acceptable. All documents must be submitted in both the original language accompanied by an official certified English translation. Certified copies must contain the original signature(s), stamp(s) or seal(s) of the issuing institution's designated official.
5. Financial Documents: Students must submit the University of New Mexico Certification of Financial Responsibility form along with required supporting documentation.
6. Graduate Unit Requirements: In addition to a letter of intent and letter of recommendations, individual graduate units may require additional credentials. Students must contact the department of intended field of study for specific information and submit all required documents to the International Admissions Office and graduate unit of interest before the earlier deadline.

#### NOTE: I-20 Statement

The Immigration Form I-20 is valid up to the first day of class for the semester or summer session to which a student is admitted. Students who are not able to attend must immediately return the I-20 form to the International Admissions Office. A \$50 non-refundable deposit is required before the I-20 will be issued. It is later applied to tuition. If a student does not enroll or changes semesters, the deposit is forfeited.

Submit all documents to:

**Mailing Address:**  
International Admissions  
Office of Admissions  
MSC06 3720  
1 University of New Mexico  
Albuquerque, NM 87131-0001

**Shipping/Delivery Address:**  
International Admissions  
Office of Admissions  
The University of New Mexico  
Student Services Center, Room 140  
Albuquerque, NM 87131-0001

## International Students – Reapplication Process

International students who previously applied to, but never attended the University of New Mexico in graduate status, may reapply for admission through the International Admissions Office, as described above.

## Admission Decisions

Each graduate unit makes its own admission decisions. Admission to some graduate units may be particularly competitive. These units may set more rigorous admission requirements than those general requirements listed above. The Dean of Graduate Studies sends the official letter of admission to the student, based upon the graduate unit's admission decision.

## Provisional Admission

On occasion a student's degree will not have been conferred before submission of an application for graduate status. Provisional admission is granted for one semester during which the student must submit official transcripts indicating the confirmed degree. A student in provisional status will not be allowed to register for subsequent semesters until the confirmation of degree is certified. [Provisional status will affect financial aid eligibility.]

## Deferring an Offer of Admission

Offers of admission are made only for the semester for which the student has applied. Students who do not enroll during the semester for which admission is granted will forfeit their admission, unless they submit to the graduate unit and the OGS a written request for deferral no later than the Friday of the third week of classes of the semester of admission. A deferral is limited to a period within one calendar year. After one year's deferral period a student must reapply. Final approval for the requested deferral is made by the Dean of Graduate Studies.

## Change of Degree Level

The University has established abbreviated procedures for currently enrolled University of New Mexico graduate students who wish to change degree levels within their graduate unit by submitting a Change of Degree Level form available on the OGS Web site (<http://www.unm.edu/grad>). See section on Admission for Doctoral Study.

## Dual Degree Programs – Graduate and/or Professional

The University of New Mexico offers both formal and individualized dual programs. Students must adhere to the general degree requirements as described earlier in this catalog. A

brief description of the formal dual programs follows, however students interested in them should review the departmental sections of this catalog and consult with each program for detailed information. With the exception of those programs that involve the J.D. degree, students in dual degree programs must complete both degrees in the same semester.

## Adding Graduate Certificates

Current graduate students may apply to a graduate certificate program by completing the Adding a Transcribed Graduate Certificate Form and submitting any required materials directly to the certificate program. No application fee is required. If the certificate program admits the student, the Office of Graduate Studies is informed and adds the graduate certificate program to the student's official record.

## The J.D. and M.A. in Latin American Studies

The Juris Doctor/Master of Latin American Studies dual degree is jointly administered by the Dean of the School of Law and the Director of Academic Programs for Latin American Studies. The purpose of this program is to prepare legal professionals for work in Latin America or with Hispanic people in the U.S. By combining legal training with Latin American language and area studies, the program enables students to develop professional skills directly applicable to Latin American nations and populations. In addition, the student earns two degrees in less time and at less expense than would be required if each were pursued separately. The program requires 80 hours of law course work, 9 hours of international law, 24 hours of Latin American Studies, and a 3-hour elective course covering subject matter linking Law and Latin American Studies. Competency in Spanish or Portuguese is required. Entrance requirements must be met for both programs; applications should be submitted simultaneously. Students interested in the program should consult the advisors in the School of Law and in Latin American Studies.

## The J.D. and M.B.A. Degree Program

The School of Law and the Anderson Graduate School of Management offer a dual program leading to the degrees of Juris Doctor and Master of Business Administration. Under this program, the School of Law will accept 9 hours of graduate credit from the Business and Administrative Sciences degree toward the J. D. degree, and the Anderson Graduate School of Management will accept 9 hours of credit in the School of Law toward the 15 hours of elective credit in the second year of the M.B.A. program. Students pursuing this program must satisfy the admission and other academic requirements of both schools. Those planning to enter the dual program should consult with the admission officers of both schools as early as possible.

## The J.D. and M.P.A. Degree Program

Under this program a student will be able to earn the J.D. degree and the Master of Public Administration in approximately three and one half to four years. To enroll in the program the student must have completed the first year in the School of Law; in addition, permission of both the Dean of the School of Law and the Director of Public Administration and formal admission to graduate study are required. Students must satisfy the admission and other academic requirements of both schools.

A student will pursue the normal Law School program. During each semester and summer the student will work toward the fulfillment of the course requirements for the M.P.A. The School of Law will accept up to 6 hours of public administration courses toward its degree requirements, and the School of Public Administration will accept up to 6 hours of law

courses toward the M.P.A. degree requirements. In addition, the student may count up to 6 additional hours of law courses toward the M.P.A. electives requirement: these hours, however, will not count toward J.D. requirements. If the student is in a thesis program, the thesis requirement may be completed during the summer or fall following graduation from the School of Law. In choosing courses for any semester, the student must have the advice and consent of the Dean of the School of Law and the Director of Public Administration.

### **The J.D. and M.A., M.S. or Ph.D. Program**

A student in this program is able to earn the J.D. degree and an M.A., M.S. or Ph.D. in an academic field. To enroll, a student must receive permission from the Dean of the School of Law, the Graduate Dean and the chairperson of the graduate unit offering the other degree. Students must satisfy the admission and other academic requirements of both schools.

In choosing courses for any semester, the student must have the advice and consent of the Dean of the School of Law, the major advisor and the chairperson of the department in which a graduate degree is being sought; in the case of a student pursuing the doctorate, the Dean of the School of Law shall appoint one member of the Committee on Studies. The School of Law will accept up to 6 hours of appropriate graduate courses toward its degree requirement, and the graduate unit concerned will accept up to 6 hours of law courses toward its degree requirements.

### **The M.C.R.P. and M.A. in Latin American Studies**

This program is designed particularly for students interested in careers related to Latin America that deal with community and regional planning, and require expertise in various academic disciplines. The program will enable students to develop the skills and background necessary to assess public needs, determine and develop regional planning strategies and programs, and become familiar with land use planning concepts. Students may earn the dual degree in approximately two-thirds of the time it would normally take to earn both degrees separately. A minimum of 53 hours of course work is required for the dual degree.

### **The M.B.A. and M.A. in Latin American Studies**

Building upon the University's unique cultural-environmental setting and its distinctive Latin American role, an integrated interdisciplinary dual degree program leading to the degrees of Master of Business Administration and Master of Arts in Latin American Studies is offered cooperatively by the Robert O. Anderson Graduate School of Management and the Latin American Studies program. This program is designed to prepare outstanding individuals for a diversity of dynamic and productive careers throughout the world in businesses, governments, private and governmental foundations, consulting firms, and other institutions with emphases on Latin America. The dual degree can be completed in a minimum of 57 and a maximum of 72 credit hours, depending on the number of core curriculum waivers granted by the Anderson School. Students must come into the program with two years of undergraduate course work, or its equivalent, in Spanish and Portuguese. Applicants must satisfy the requirements of both graduate programs. Those planning to enter this dual degree program are urged to consult with the M.B.A. program office at the Anderson Schools of Management and with the Latin American Studies program office, 801 Yale N.E.

### **The M.C.R.P. and M.P.A.**

The dual degree in Community and Regional Planning (M.C.R.P.) and Public Administration (M.P.A.) is available to students who desire a public sector career in leadership positions requiring the skills of both a trained planner and administrator. The program of studies enables students to acquire skills and background necessary to assess public needs, develop community plans and programs, and in general to become effective administrators of planning organizations in urban, regional or rural settings. Students with undergraduate degrees in any discipline may be admitted provided they meet the entrance requirements of both degree programs. Each student selects either Community and Regional Planning or Public Administration as the home unit and is assigned an advisor accordingly. Together, the advisor and student organize an individualized program of studies that incorporates the core courses in both degree programs, an internship or extra course, a special interdisciplinary seminar on the practice of policy development, and 6 to 9 hours of electives. At the end of the M.C.R.P./M.P.A. course work, students elect to complete either a thesis supervised by a joint faculty committee or a public administration professional paper plus a community and regional planning independent project.

This dual degree program requires a minimum of 61 hours of course work, however the number of hours needed to complete the joint degree program varies according to the core requirements in effect for each degree program. Interested students should consult the M.C.R.P./M.P.A. Dual Degree Program Guidelines for details. In most instances, the M.C.R.P./M.P.A. degrees can be completed in two-thirds the time it would normally take to earn both degrees separately.

### **The M.S.N. and M.A. in Latin American Studies**

The University of New Mexico's educational sites in Latin America, as well as its geographical location in the culturally rich Hispanic heritage of the Southwest, provide the opportunity for an interdisciplinary dual degree program leading to the degrees of Master of Science in Nursing and Master of Arts in Latin American Studies. The program is offered cooperatively by the College of Nursing and the Latin American Studies program. The program prepares nurses for leadership roles in health care delivery systems serving populations in Latin America or Hispanic populations in the United States. A minimum of 53 graduate credit hours in required courses in the two graduate programs plus language proficiency in Spanish or Portuguese are required. Applicants must satisfy the admission and other academic requirements of both graduate programs. Students interested in the program should consult the graduate advisor in the College of Nursing and the Latin American Studies program.

### **The M.S.N. and M.A. in Public Administration**

The College of Nursing and Public Administration dual degree prepares nurses interested in leadership careers for professional and management policy positions in health care delivery systems. The program of studies enables students to develop skills necessary to assess health care delivery systems, determine goals, planning strategies, and evaluation methods, and to become capable and effective leaders within health care systems, planning organizations, and service agencies. Either the thesis option (requiring a minimum of 55 56 credit hours) or the non-thesis option (requiring a minimum of 56 credit hours) may be chosen.

### **The M.S.N. and M.P.A.**

The dual degree plan in Nursing and Public Health prepares nurses interested in leadership careers for professional

## 62 THE GRADUATE PROGRAM

Community Health Nursing and Public Health positions. Nurses will be prepared to perform the core functions of assessment, assurance, surveillance and health policy in the public health arena.

The program of studies in the two disciplines enables nurses with baccalaureate preparation to further develop skills necessary to assess and plan health care delivery systems within the public health system. The detailed plan of studies satisfies the core curriculum in both areas. The thesis option (Plan I) is minimally 54 credits, or non-thesis option (Plan II) is minimally 56 credits, if the designated course plans are followed. Applicants must satisfy admission and other academic requirements of each program.

### M.E.M.E. and M.B.A. Program

The School of Engineering (SOE) and the Anderson Schools of Management (ASM) offer a dual degree program leading to the degrees of Master of Engineering in Manufacturing Engineering (MEME) and the Master of Business Administration (MBA). Under this program, seven courses are shared: ASM will accept 9 hours of graduate credit from the Manufacturing Engineering Program (MEP) core and 6 hours of engineering technical electives; the SOE will accept 6 hours of graduate credit from ASM, to be applied to the MEP core. Engineering Track Electives may come from either the Mechanical and Equipment Manufacturing Track or the Computers in Manufacturing Track (as defined for the MEME degree).

Students pursuing this program must satisfy the admission and other academic requirements of both schools. Students are required to complete a three-month industrial internship in a manufacturing setting (or demonstrate previous equivalent experience). Students are also required to complete a 3 credit hour project in conjunction with a manufacturing enterprise. The 60 credit hour MEME/MBA curriculum is:

CS 492	Introduction to Computers in Manufacturing	3
ME 583	Statistical Methods for Improving Product Quality	3
ME/ECE 585	Modern Manufacturing Methods	3
ME/ECE 586	Design for Manufacturability	3
MGMT 502	Accounting and Management Information Systems I	3
MGMT 504	Microeconomics for Managers	3
MGMT 506	Organizational Behavior and Diversity	3
MGMT 508	Ethical, Social, Political and Legal Environment	3
MGMT 511	Technology Commercialization and the Global Environment	3
MGMT 521	Manufacturing Systems Management	3
MGMT 522	Marketing Management	3
MGMT 526	Financial Management	3
MGMT 598	Strategic Management	3
MGMT 5XX	MOT/OM Elective (512, 513, 514, 515, 516, 519, 530, 532)	3
MGMT 5XX	MOT/OM Elective (512, 513, 514, 515, 516, 519, 530, 532)	3
Elective	Engineering Track Elective	3
Elective	Engineering Track Elective	3
Elective	Engineering Track Elective	3
Elective	Engineering Track Elective (for Plan II)	3
CS/ECE/ME	Project (or 6 hours Thesis, Plan I)	3
	Total Credit Hours	60

### M.B.A. and M.S. in Electrical Engineering or in Computer Engineering

This dual degree program leading to a Master of Business Administration and a Master of Science in Electrical Engineering or Master of Science in Computer Engineering is aimed at electrical or computer engineering graduate students who have interest in a career that requires gradu-

ate level training in both business and electrical or computer engineering. The main advantage of a dual degree program is that it minimizes the time, expense and coursework for earning both graduate degrees, one from the School of Engineering (SOE) and the other from the Anderson Schools of Management (ASM). The advantage is realized by "sharing" courses between the two degrees as stipulated in the program.

### The M.A. in L.L.S.S. and the M.A. in Latin American Studies

The College of Education and Latin American Studies offer a dual degree program leading to master's degrees in Language, Literacy and Sociocultural Studies and Latin American Studies. This program is intended to allow education professionals to enhance their secondary school teaching with Latin American topics in the humanities and social sciences. The program combines advanced professional development in education with advanced interdisciplinary study of Latin America and is designed to help students integrate the two fields through coordinated advisement and bridge courses.

The program requires 51 credits of course work for students who hold teaching certificates. It includes three components: 21 hours of Language, Literacy and Sociocultural Studies courses with a concentration in social studies education; 21 hours of Latin American Studies course work divided between two of the following concentrations: Anthropology, Art History, Brazilian Literature and Culture, Economics, Gender Studies, History, Human Rights, International Management, Political Science, Religion and Philosophy, Sociology, Spanish American Literature, and Spanish Linguistics; and 9 hours of bridge courses: two core courses and one elective.

Completed separately, the two degrees would require 69–72 credit hours. Under the dual degree program, full time students would be able to finish in approximately three years.

Students pursuing this program must meet admissions requirements of both the College of Education and Latin American Studies. Separate applications should be made simultaneously to the Department of Language, Literacy and Sociocultural Studies and Latin American Studies. It is expected that applicants to this program will already have completed the licensure requirements for secondary teaching.

Students who are not licensed upon admission may pursue licensure through the Post-Baccalaureate program in the Department of Teacher Education. This program requires 18 hours of course work (at the undergraduate and/or graduate level). Students should contact the College of Education Advisement Center (505) 277-3190 for individual advisement. Latin American Studies students should be prepared for additional course work for licensure.

### M.D./Ph.D.

The M.D./Ph.D. program is designed to provide comprehensive training in both clinical sciences and a basic biomedical science discipline. The intent of the program is to provide students with an integrated and cohesive training experience while obtaining the M.D./Ph.D. degree. Students participate in activities common to both programs while involved in the M.D. curriculum or engaged in Ph.D. dissertation research.

Currently, the program consists of 18 months of the medical school (M.D.) curriculum followed by 3-4 years of Ph.D. dissertation research and the graduate school curriculum. Students conclude with the remaining two years of the medical school curriculum. The joint M.D./Ph.D. program is designed to be completed in 7-8 years. The Ph.D. and M.D. degrees are awarded simultaneously at the end of the entire training period. Students will take three one-month long rotations in research laboratories during the initial 20 months of the program. These experiences are meant to broaden the

research experience of the students as they decide in what research area they wish to specialize. Students can pursue many lines of research activity performed by investigators in biomedical research in the School of Medicine. A total of 48 credit hours plus 18 dissertation hours plus good standing throughout the SOM curriculum is required for the M.D./Ph.D. degree.

For more information visit the Web site or contact us:

M.D./Ph.D. Program  
SOM Office of Research  
MSC08 4560  
1 University of New Mexico  
Albuquerque, NM 87131-0001  
505/2727-1887

Visit our Web site at <http://hsc.unm.edu/som/research/lyons/mdphdprogram/>.

E-mail inquiries are welcomed at [bsgp@salud.unm.edu](mailto:bsgp@salud.unm.edu).

## Dual Degree Programs – Individual

To pursue an integrated course of study combining two master's degree programs, graduate students may, with prior approval of the two department chairpersons, embark upon their own individualized dual degree program culminating in two master's degrees, under the following conditions:

1. The student must prepare a written rationale for the particular dual degree program, including a description of the objectives to be achieved. The student's rationale and proposed Program of Study must be approved and signed by each graduate unit chairperson (or graduate unit advisor). The completed materials must be submitted to the Graduate Dean for final approval.
2. The student must meet all requirements for both master's degrees, with the exception that a maximum of 6 hours from each major may be counted toward degree requirements in the other major.
3. Application process.
  - a. A new applicant wishing to pursue a dual degree program must submit an application, including application fee, to each unit. The student must also submit his/her rationale for an individualized dual degree, and must identify each graduate unit to the other on both applications. The two departments may review the application together or sequentially. If accepted by both graduate units, the student will be admitted to graduate study with two majors.
  - b. A student who is enrolled in one master's degree program and wishes to add a second master's must submit to the OGS an appropriate form indicating the addition of the second major, together with his/her rationale statement (see #1 above) to the OGS. **Submission of these materials must take place within three semesters of the student's acceptance to the first graduate program.** Acceptance by the second graduate unit will establish the student's status in a dual degree program.
4. The student must work throughout the program with academic advisors from both graduate units, and the entire dual degree program should be constructed to fit the agreed-upon rationale.
5. Both degrees must be completed in the same semester.

## M.F.A./M.A. Dual Status (Concurrent Enrollment): M.F.A. and First or Second Master's (Different field/major code)

While pursuing a M.F.A. degree, a M.F.A. student may choose to pursue a master's degree in a field or discipline (major code) outside the M.F.A. field. Students wishing to pursue dual status must adhere to the following:

1. The M.F.A. student must prepare a written rationale for adding the particular master's degree program, including a description of the objectives to be achieved. The student's proposal must be approved and signed by the M.F.A. graduate unit chairperson (or graduate unit advisor). The completed proposal must be submitted to the Graduate Dean for final approval.
2. The student must be formally admitted to the added master's program and must submit an application packet indicating the addition of the master's program, together with his/her rationale statement (see #1 above) to the OGS. Acceptance by the second graduate unit will establish the student's dual status.
3. The student must meet all requirements for both the M.F.A. and the master's degree, with the exception that a maximum of 6 approved hours from each degree program may be counted toward requirements in the other degree program.
4. The student must work throughout the program with academic advisors from both graduate units regarding requirements for each degree as well as shared units. The student should obtain from both graduate units written approval of the 6 hours from each program that may be counted toward required hours in the other degree program.
5. Time limits for completion of the two degrees:
  - A. Students must adhere to the seven-year rule for completion of all requirements for the master's degree (see "Time Limit for Completion of Degree" under Master's Degrees).
  - B. Students must adhere to their M.F.A. program's rules regarding time limits for completion of the M.F.A. (see "Time Limit for Completion of Degree" of the M.F.A.). No exception will be made to the University time limit for the M.F.A. degree to accommodate completion of the master's degree.
  - C. If the time needed for completion of the master's degree will extend beyond the completion of the M.F.A., the student must have a Program of Studies for the master's degree approved by the Dean of Graduate Studies before the M.F.A. degree is awarded. If this is not done, the student will not be allowed to count any of the credit used for the M.F.A. toward the master's degree.

## Obtaining a First Master's Degree while in a Doctoral Program (same field/major code)

Students admitted directly to a doctoral program may obtain a master's degree in the doctoral field of study while pursuing the doctorate. Specific information regarding the master's degree follows:

1. Students must adhere to departmental and university policies regarding the master's degree.
2. Credits taken to complete the master's degree may be applied to the doctoral degree, within the limits specified in this catalog under Doctoral Degrees.
3. Students must complete departmental and university requirements for the master's degree prior to the submission of the Application for Candidacy for the doctoral degree.

## Dual Status (Concurrent Enrollment): Ph.D. and First or Second Master's (different field/major code)

While pursuing a doctoral degree, a doctoral student may choose to pursue a master's degree in a field or discipline (major code) outside the doctoral field. Students wishing to pursue a doctoral degree and a master's degree in different fields concurrently must adhere to the following:

## 64 THE GRADUATE PROGRAM

1. Students must have written permission from their doctoral program to pursue the master's degree.
2. Students must complete application materials and be formally admitted to the new master's program.
3. Students must adhere to the seven-year rule for completion of all requirements for the master's degree (see "Time Limit for Completion of Degree" under Master's Degrees).
4. Students must adhere to the five-year rule for completion of the doctorate (see "Time Limit for Completion of Degree" under Doctoral Degrees). No exception will be made to the five-year limit for the doctoral degree to accommodate completion of the master's degree.
5. If the time needed for completion of the master's degree will extend beyond the completion of the doctoral degree, the student must have a Program of Studies for the master's degree approved by the Dean of Graduate Studies before the doctoral degree is awarded.
6. A minimum of 18 hours of course work for the doctoral degree (exclusive of dissertation hours) must be taken in post-master's (i.e., doctoral) status and cannot be used for any master's degree. Graduate units may impose additional requirements.

### Joint Degree

Collaborative agreements with international institutions are encouraged. These Joint International Programs are expected to capitalize on the strengths of each of the participating institutions and facilitate transfer articulation. In order to receive a degree from UNM or from any participating institution, all of the degree requirements of each institution must be satisfied. Specific program agreements must be approved by the relevant College Dean, the Faculty Senate Graduate Committee, and the Provost. Unless resubmitted for approval, agreements will become void after seven years.

### Regional and/or Targeted Programs

#### New Mexico/Western Regional Graduate Programs (WRGP)

The University of New Mexico is one of 35 graduate-level institutions in the West cooperating in a regional effort to make certain that graduate programs of limited availability are accessible to graduate students of the 15 participating states.\* Qualified students from all other 14 states may enroll in the University of New Mexico programs at resident tuition rates.

The Western Regional Graduate Programs/Concentrations available at the University of New Mexico are as follows: American Studies (M.A., Ph.D.); Art History – Art of the Americas, Art of the Modern World (M.A., Ph.D.); Educational Linguistics (Ph.D.); Latin American Studies (M.A., Ph.D.); Nursing & Latin American Studies (MSN; M.A., Latin American Studies); Optical Science & Engineering (MS, Ph.D.); Art Studio focusing on Printmaking (M.F.A.); Water Resources (MWR).

Additional information about the Western Regional Graduate Programs may be obtained by contacting the participating units or by contacting the Western Interstate Commission on Higher Education: <http://www.wiche.edu>.

\* Participating states include: AK, AZ, CA, CO, HI, ID, MT, ND, NM, NV, OR, SD, UT, WA, WY.

Western Interstate Commission on Higher Education (WICHE)  
Western Regional Graduate Program  
Post Office Box 9752  
Boulder, CO 80301-9752  
(303) 541-0200

### The McNair Program

The McNair Program is a federally funded program designed to prepare undergraduate participants for doctoral studies through involvement in research and other scholarly activities. McNair participants are from disadvantaged backgrounds and have demonstrated strong academic potential. Institutions work closely with these participants through their undergraduate requirements, encourage their entrance into graduate programs, and track their progress to successful completion of advanced degrees.

Additional information about the University of New Mexico's McNair program is available through their Web site [http://www.specialprograms.unm.edu/rop/Application\\_2001.pdf](http://www.specialprograms.unm.edu/rop/Application_2001.pdf). The \$50 application fee is waived for McNair scholars applying to UNM graduate programs. A letter from the student's McNair program director is required.

### Project 1000

Project 1000 is a national program created to assist under-represented students applying to graduate school. Using one application, students may apply to as many as seven of the over 75 participating Project 1000 institutions of higher education. The University of New Mexico is one of the participating institutions. The application fee is waived for students in this program. More information is available on the project Web site at <http://matl.eas.asu.edu:8421/p1000/index.html> or call 1 (800) 327-4893.

### Financial Assistance and Support Programs

The University of New Mexico offers several types of financial assistance for which graduate students may apply. In some cases, the awards are merit-based and highly competitive. In other cases, awards are need-based and there is a limit (i.e., cap) to the combined amount of financial assistance provided. To qualify for need-based awards, students must complete a FAFSA (Free Application for Federal Student Aid) form that is available on the Web: <http://www.fafsa.ed.gov>.

### Fellowships

Graduate Studies coordinates a number of fellowship programs for graduate students. Students from groups under-represented in graduate education are particularly encouraged to apply. Information about these fellowships is available through the graduate units and the OGS Web site: <http://www.unm.edu/~grad> under the heading of "Funding Resources" or contact Margaret Gonzales at (505) 277-6062.

In addition to campus resources, there are several national and regional fellowship programs to support graduate students, particularly at the doctoral level.

### Scholarships

The University of New Mexico Scholarship Office administers the majority of scholarships at the University, including institutional, departmental and outside and private scholarships. Scholarships are traditionally merit based and competitive.

Additional information about scholarships is available through the University of New Mexico Scholarship Office at (505) 277-6090 and through their home page: <http://www.unm.edu/~schol/> and the OGS Web site: <http://www.unm.edu/~grad> under the heading of "Funding Resources" or contact Margaret Gonzales at (505) 277-6062.

## Loans

The University of New Mexico participates in two federal educational loan programs: (1) the Perkins Loan and (2) the Direct Loan. Additionally, students may contact alternative lenders who offer non-federal educational loans. Further information can be obtained through the Student Financial Aid Office at (505) 277-2041 or at their home page <http://www.unm.edu/~finaid/>.

## Work Study Opportunities

Many graduate students are eligible to receive funding under Work-Study programs. Graduate Students are encouraged to apply for Work-Study by submitting a Federal Application for Student Aid (FAFSA). The Office of Graduate Studies will work in conjunction with the Office of Student Financial Aid and graduate units to match students who are work-study qualified with faculty research projects or teaching assignments.

## Research and Travel Grants

A limited number of research and travel grants are available to support research projects and/or travel by graduate students who are working towards completion of their degrees. The grants are to be used to defray the costs of research projects, such as materials or equipment, and/or for travel required to collect data or to present the results of the research at professional meetings. All graduate students in good academic standing, full or part time are eligible to apply. These awards are highly competitive. The number of awards granted per semester is dependent upon the number of proposals submitted and the amount of funding available. Information is available at the OGS Web site: <http://www.unm.edu/~grad> under the heading of "Funding Resources" or contact Margaret Gonzales at (505) 277-6062.

## Assistantships

An assistantship is a financial award to a graduate student for part-time work in teaching or research while pursuing study toward an advanced degree. The primary goal of an assistantship is to assist students in strengthening and successfully completing their academic program.

Approximately 1,500 teaching and research assistantships are available to qualified graduate students in various departments within the university. Assistantships are competitively awarded at the department level and typically require 10 to 20 hours of service per week. Assistantship appointments are usually made within the students' academic units. However, graduate students may accept an assistantship outside the unit in which they are pursuing a degree. Students interested in being considered for assistantships should contact the chairperson/administrator in the unit in which they wish to hold an assistantship.

## Types of Assistantships

**Teaching Assistant (TA)/Teaching Assistant Special (TASpec):** is directly involved in producing student credit hours, i.e., responsible for one or more classes or lab sections. Teaching Assistants may not teach courses offered for graduate credit.

**Teaching Associate (TAssoc):** an advanced teaching assistant who holds the master's degree (or equivalent) and who directly produces student credit hours. Students who have been advanced to doctoral candidacy may be approved, as Teaching Associates, to teach courses offered for graduate credit through submission by the graduate unit of an Approval for Graduate Instruction form to the OGS.

**Graduate Assistant (GA)/Graduate Assistant Special (GASpec):** one whose duties are related to instruction,

but who is not directly involved in producing student credit hours.

**Research Assistant (RA):** assists in research work that is relevant to the assistant's thesis, dissertation or other requirement for a graduate degree.

**Project Assistant (PA):** performs work required by a research grant, contract or special project that is not necessarily directly related to degree requirements. Employment associated with administrative/office support should not be classified as a project assistantship.

## Eligibility for Assistantships

To be employed as a TA/TA Spec, GA/GA Spec, TAssoc, RA or PA a student must meet the following criteria:

1. Have been formally admitted to a graduate program at the University of New Mexico.
2. Be currently enrolled at the University of New Mexico for a minimum of 6 hours of course work, thesis or dissertation hours which count towards the graduate degree. Courses taken for AUDIT are not accepted as part of the minimum hours.
3. Maintain a 3.0 grade point average in graduate course work each semester.
4. Students on Types 1 and 2 probation are ineligible to hold an assistantship. Students on Type 3 probation may provisionally hold an assistantship for one semester (see Academic Probation and Consequences).
5. Be within the time limit for completion of the degree sought.
  - a. **Master's Students:** All work used to meet degree requirements for a master's degree, including transfer credit, must be completed within a seven-year period immediately preceding the granting of the degree.
  - b. **Doctoral Students:** Doctoral candidates have five (5) calendar years from the semester in which they pass their doctoral comprehensive examination to complete the degree requirements.

## Procedures for Petition for Assistantship Awards

A student who desires to hold an assistantship appointment under conditions different from those described above should address a petition to the Dean of Graduate Studies. The petition should include a detailed explanation of what is requested, what the exceptional circumstances are, and why a waiver of policy is desirable from the point of view of progress toward his or her degree. The petition will be reviewed by the chairperson/administrator or principal investigator as well as the graduate director who may either deny the petition or recommend approval to the Dean of Graduate Studies. The Dean of Graduate Studies shall make the final decision.

## Stipends and Payments

Assistantship salaries are based on minimum salary guidelines. Teaching Assistants (TA) and Graduate Assistants (GA) are funded under the basic allocation made to the department, those classified as "Special" are funded from other sources (i.e., temporary part-time or non-Instruction & General Budget (I&G)).

**TAs/TA Spec and GAs/GA Spec:** Typically, differential stipends are received by pre-master's and postmaster's assistants. Stipends are paid in equal monthly installments. Any work performed outside of the approved assignments, i.e., extra compensation, must have prior approval from the OGS. TAs/Spec and GAs/Spec are required to work within their contract dates, which begins one week before the start date of each semester and ends on the last day of the semester. Pay may be adjusted if assistants do not meet their contractual obligations.

**TAssoc:** Salary is based upon stipend ranges established for temporary part-time faculty. Stipends are paid in equal monthly installments.

**RAs:** Salary is determined by the principal investigator based upon a graduate unit's RA salary guidelines or upon the funding agency's guidelines; these guidelines are on file in the OGS. Stipends are paid on a monthly basis for actual number of days worked.

**PAs:** Salary is determined by the principal investigator based upon a graduate unit's PA salary guidelines; these guidelines are on file in the OGS. The rate is at least equal to the federal minimum wage and is paid via the bi-weekly student payroll on an hourly basis.

## Resident Tuition and Tuition Waiver Awards

Out-of-state students awarded TAs, TAssocs, GAs, RAs and PAs are eligible for the resident tuition rate provided the FTE is 25% or higher and they hold the assistantship for at least one-half of the semester. Normally assistantships are held for the full semester and the waiver of the non-resident portion of tuition is available only if the start date of the assistantship is before October 15 for Fall, or March 15 for Spring. The tuition waiver may only be used for courses approved by the graduate program in which the student is currently enrolled.

TAs and GAs classified as "Regular" are eligible for a non-transferable tuition waiver of up to 12 hours per semester and 3 hours during the summer session when the FTE is 50% (prorated for other FTEs). The University of New Mexico considers this tuition waiver as a scholarship and not as payment for services rendered. Unused hours of waived tuition do not automatically carry over to future semesters. Students should consult their academic advisors to determine the relevant policies.

TAs and GAs classified as "Special" are not funded under the basic allocation made to the department and may or may not carry a tuition waiver. If a tuition waiver is granted, the same tuition waiver policy for TAs and GAs classified as "Regular" applies.

TAssocs may, at the discretion of the hiring unit, receive a tuition waiver. If a tuition waiver is granted the same tuition waiver policy for TAs and GAs classified as "Regular" applies.

RAs and PAs are eligible for a tuition waiver provided it is included in the grant or project award budget. The University of New Mexico considers this tuition waiver as payment for services rendered. As such, this tuition waiver is subject to tax withholdings. Unused hours of waived tuition may not be carried over to a future semester.

## Health Insurance Benefit

The University of New Mexico provides full payment of the assistantship recipient's insurance coverage premium through the Student Health Center, on a semester-by-semester basis, provided the FTE is 25% or higher, the assistantship is held for at least one half of the semester, and all other eligibility criteria to hold the assistantship is met. The start date of the assistantship must be on or before October 15 for Fall, March 15 for Spring or June 15 for Summer, in order to receive health insurance for that semester.

**NOTE:** If more than one contract is issued and the student accepts coverage on one and declines on the other the system defaults to "yes" on all coverage.

## Assistantship Workload

During the Fall and Spring semesters the typical workload for assistantships is 20 hours per week (.50 FTE). A student may not be appointed for more than 30 hours per week or 75%

FTE as a TA/TA Spec, GA/GA Spec, TAssoc, RA or PA alone or in any combination.

**NOTE:** The Bureau of Citizenship and Immigration Services (BCIS) regulations limit international students on J-1 and F-1 visas to appointments of no more than 20 hours per week or 50% FTE. The rule that allows graduate students to work 30 hours per week does not relieve international students or the University of the responsibility for complying with BCIS regulations.

During the summer session continuing assistantship recipients (including international students) may be employed up to 40 hours per week or 100% FTE provided they are not enrolled. However, entering graduate students awarded an assistantship during the summer session must be enrolled in a minimum of 3 hours of course work which applies to their graduate degree and may not exceed 75% FTE or 30 hours per week. Assistantship recipients who are not enrolled for both summer sessions are required to pay Federal FICA tax (Social Security and Medicare) for that summer session in which they were not enrolled.

Assistantship recipients may concurrently hold a student employment or work-study position provided the combined FTE does not exceed 75% FTE (50% FTE for international students) during the Fall and Spring semester and 100% FTE during the Summer session.

Assistantship recipients may not concurrently hold a University of New Mexico staff position.

## Assistantship Reappointments

By definition, assistantships are term appointments. Students should not assume that they will be reappointed merely because notification of termination at the end of the appointment period has not been received. Reappointments are contingent upon the continuing availability of funds, satisfactory performance of the assistantship recipient, relevant departmental policies and academic eligibility.

## Termination of Assistantship Before End of Appointment Period

The graduate unit will make notification of termination to the student and forward a copy of this notification to the Dean of Graduate Studies. In the case of students who are placed on academic probation, Graduate Studies will terminate the contract and notify the appropriate graduate unit and the student. The stipend for assignments that are terminated before the end of the appointment will be prorated for the period during which the assistant was employed.

## Medical Leave While Holding an Assistantship

Assistantship recipients who suffer a serious medical condition requiring absence from assigned duties for two consecutive weeks may be granted, upon written request to the head of the graduate unit, a two-week sick leave without loss of stipend. After this leave, the student will be paid only for the time the assistantship responsibilities were fulfilled. The graduate unit must notify the Graduate Studies office whenever it grants an assistant a two-week sick leave, as well as the date that the assistant returns to his/her position.

## Absence without Leave

Individuals who are awarded a contract and receive payment from the University of New Mexico, but who do not attend or are absent without leave will be required to repay any stipend collected from UNM.

## Grievance Procedures for Students Holding Assistantships

Student who hold assistantships and are seeking direction for submitting a formal grievance related to the assistantship are referred to the section on Academic Freedom of Graduate, Teaching, Research and Special Assistants in the University of New Mexico Faculty Handbook.

## Graduate Research and Scholarship Stipulations

Graduate students must adhere to general and university policies governing research and scholarly activities. These include, but are not limited to intellectual property, conflict of interest, research ethics and integrity, and the special circumstances described below.

### Use of Classified Material in Research

Graduate students may not use in their course work or thesis or dissertation research classified material or any other data that would cause the dissemination of the research to be limited. Dissemination is defined as "available to anyone without restriction."

### Human Subjects in Research

Two Institutional Review Boards (IRB) at the University of New Mexico are authorized by the U.S. Department of Health and Human Services to review, approve and certify all research involving human subjects conducted by, for or with the University of New Mexico faculty and students. Students who plan to utilize human subjects for research purposes must obtain written approval from the appropriate IRB prior to initiating their projects. The Main Campus Institutional Review Board is located at 1717 Roma and oversees all human subjects research under the auspices of the Colleges of Arts and Sciences, Fine Arts, Education and University College, as well as the Schools of Business, Law, Architecture and Planning, Public Administration and Engineering. The Human Research Review Committee located in the Basic Medical Sciences Building reviews all proposals from schools and colleges affiliated with the Health Sciences Center (HSC).

### Animal Subjects in Research

Neither students nor faculty may conduct research involving animal subjects until they have submitted a written protocol to one of the two Animal Care and Use Committees at the University of New Mexico and have received written approval for that protocol. Students on main campus may obtain the protocol from Research Compliance Services, Scholes Hall, Room 255; those on the HSC campus should contact the Animal Resource Facility, located in the Basic Medical Sciences Building.

### Use of Copyrighted Material in Research and Scholarship

Graduate students must adhere to the policies governing the use of copyrighted material. They must seek permission from the copyright holder when using such works in assigned papers, theses, dissertations or other publications.

## General Academic Regulations and Catalog Requirements

Students are responsible for knowing and abiding by the general University rules and regulations pertaining to gradu-

ate study at the University of New Mexico and the specific academic requirements of their particular degree program. They are also expected to be aware of their academic standing at all times.

***Ignorance of a rule will not be accepted as a basis for waiving that rule.***

Students may graduate under the degree requirements of any catalog in effect since the year in which they were first enrolled in a degree-granting graduate program at The University of New Mexico, provided that they have maintained continuous active status and they complete the graduation requirements for the degree sought within the appropriate time period. Students who are readmitted or who transfer from one degree granting program to another within the University will graduate under the catalog in effect at the time of their readmission/transfer or a succeeding catalog. The catalog under which a student intends to graduate must be specified on the first page of their Program of Studies/ Application for Candidacy. Students must meet all the degree requirements for graduation in the catalog chosen.

Notwithstanding the above, the University of New Mexico reserves the right to make changes in the curricula and degree requirements as deemed necessary, with the changes being applicable to currently enrolled students.

### Deadlines

If a deadline falls on a weekend or a holiday for which the University is closed, the deadline will automatically be moved to the next business day.

### Time to Degree

The University requires that all requirements for master's degrees be completed within seven years prior to the granting of the degree. No course work applied to the degree requirements, including transfer work, may be more than seven years old at the time a master's degree is conferred.

M.F.A. Doctoral students have a five-year time limit for completion of degree requirements commencing with the semester in which they pass the M.F.A. Doctoral Comprehensive Examination.

### Semester Course Loads

In general, a graduate student enrolling for and completing a minimum of 9 graduate credit hours per semester is considered to be a full-time student at the University of New Mexico. However, if holding an assistantship, the minimum course load is 6 graduate credit hours per semester.

Graduate students not holding an assistantship and taking 8 credit hours or less per semester are considered part-time students. All graduate students are encouraged to enroll in and complete at least 9 credit hours per semester in order to achieve their expected time-to-degree.

**International graduate students** without assistantships are required to complete each semester with a minimum of 9 credit hours in order to maintain legal immigration status. International graduates with assistantships are required to complete each semester with 6 credit hours. Grades of W, WP, WF or courses taken for a grade option of "audit" do not count toward the "minimum" enrollment requirements for maintaining legal immigration status. The Office of International Programs and Studies (OIPS) must report any drops below these minimum requirements to immigration within 21 days of the drop (even if the drop occurs after the semester is complete). All international students must speak with OIPS before dropping below these required minimums FOR ANY REASON.

### Three-Semester Continuous Enrollment

A student who is admitted and completes at least one semester in graduate status at the University of New Mexico will receive registration materials for three subsequent semesters (including summer session) whether they enroll or not. Graduate students will not be required to apply for readmission to resume their studies by registering for classes if they do so within these three semesters. If they are not enrolled by the published registration deadline of the third semester (including summer session), they must apply for readmission. Such "stop-out" periods are included in the time to degree. NOTE: Students must be enrolled in a semester in order to use his/her Lobo Card.

### Leave of Absence

A student who is unable to continue his/her graduate studies due to exceptional circumstances, must request, in advance, a Leave of Absence. The written request, together with a memo of support from the chairperson or designee of the graduate unit is forwarded to the Graduate Dean who will make the final decision. A Leave of Absence is determined on a semester-by-semester basis and is generally limited to a maximum of one calendar year. The time approved for a Leave of Absence is not counted in the time limit to complete the degree as long as the student is not enrolled in any course at the University of New Mexico. Students who are granted a Leave of Absence will restart their graduate studies under the policies of the Catalog in place at the time of their readmission.

### Program of Studies (Master's Degrees and Transcribed Certificates)

A student seeking a master's degree or a transcribed certificate should prepare and submit a Program of Studies indicating the courses that will be counted toward the degree or certificate. The Program of Studies should be approved by the student's advisor and the program director prior to being submitted to the Office of Graduate Studies. This form is available online on the OGS Web page (<http://www.unm.edu/grad/forms/forms.html>).

### Application for Candidacy (M.F.A.-Ph.D.-Ed.D.)

A student seeking an M.F.A., Ph.D. or Ed.D. should prepare and submit an Application for Candidacy form (a list of all courses counted toward the degree, including any transfer hours) during the semester in which the comprehensive examination is passed. This form is available online on the OGS Web page (<http://www.unm.edu/grad/forms/forms.html>).

### Notice of Intent to Graduate

Students must inform their graduate unit in writing of their intent to graduate. The graduate units must submit their proposed graduation list to OGS no later than 5:00 p.m. on the last day of the semester immediately preceding the semester of graduation.

### Grade Requirements for Graduation

To earn a graduate degree at the University of New Mexico, students must have a minimum cumulative grade point average of 3.0 in graduate-level courses taken in graduate status at the time of degree completion as well as a grade point average of at least 3.0 for courses listed in their Program of Studies or Application for Candidacy.

Students may not graduate with Incompletes or unrecorded grades (NR) pending in any graduate course, nor may they graduate while on probation.

Courses taken to meet undergraduate deficiencies/prerequisites cannot be used to meet graduate degree requirements nor are they calculated into the graduate grade point average. It is expected that the student earn at least a B (3.0) in each of these courses. If a grade of less than B (3.0) is earned in any of these, the major department may deem that the prerequisite has not been satisfied.

No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.

### Graduate Credit

In general courses numbered 5xx and 6xx are available for graduate credit. Additionally, some 3xx or 4xx courses are available for graduate credit; these courses are marked with a single asterisk in the printed Catalog, or noted as available for graduate credit in the on-line Catalog. Only students in graduate or non-degree graduate status will automatically receive graduate credit for these courses. Graduate credit cannot be earned by examination as in the College Level Examination Program (CLEP). Exceptions to this policy are given below.

- 1) Selected programs offer courses that are **only** available for graduate credit for students outside the discipline. These courses are marked with a double asterisk. In order to enroll in courses marked with a double asterisk for graduate credit a student must submit a signed Level Restriction/Graduate Credit Authorization form (green card) by the published deadline date for each term. Additional information is available on the OGS website: [unm.edu/grad](http://unm.edu/grad)
- 2) Undergraduate students who are either within 10 hours of earning the baccalaureate degree and have an overall minimum cumulative GPA of 3.0 OR already have a completed baccalaureate degree may receive graduate credit for a graduate course by processing a Level Restriction/Graduate Credit Authorization form (green card)

No more than 9 hours of graduate credit taken in undergraduate status may be applied to a graduate degree at the University of New Mexico.

**NOTE:** Undergraduates may not enroll in graduate "probation" courses for undergraduate degree credit.

### Level Restrictions/Graduate Credit Authorization Form/Green Card

The Level Restrictions/Graduate Credit Authorizations form is commonly known as the "green card." It is used to override level restrictions and/or add or delete graduate credit from a course. Green cards must be filed with the Records and Registration office by the last day of the fourth week of classes during the regular semester, by the end of the first week of class during four-week sessions, or by the end of the second week of class during eight-week sessions. Students are responsible for obtaining all signatures and for submitting the GCA to the Registrar's Office by the above deadlines. Additional information and samples are available on the OGS website: [unm.edu/grad](http://unm.edu/grad).

### Retroactive Graduate Credit

A graduate student wishing to change her/his enrollment in a course to add graduate credit after the course has been completed may submit a written petition (see Petition Guidelines) to the University Registrar along with a memo from the

instructor of record stating that the student completed all of the course requirements to receive graduate credit. Students are only allowed to add graduate credit for a course up to one year after the course has been completed.

## Graduate Grade Replacement Policy

The Grade Replacement Policy for graduate students applies only to required/**core courses**, which have a program established and published minimum grade as a graduation requirement that has not been met. This policy limits graduate students to a maximum of 9 credit hours of replacement grades in the course of the student's graduate career and requires signature approval by the course instructor, the student's advisor, the unit chair and the OGS.

A core course may only be repeated once (two instances). The grade from the first instance may be replaced with the repeated grade (second instance), if the student follows the grade replacement procedure.

The original grade will remain on the student's transcript, however the higher grade will be used in the calculation of the student's grade point average and earned credit hours.

Only students in graduate status are eligible to use this policy, although the student may have been in non-degree graduate status when the course was taken. **Only courses taken Summer 2007 forward are eligible for grade replacement.**

The process is not automatic. The student must initiate the process by completing a Grade Replacement form (available in either the Office of Graduate Studies or the Office of Records and Registration). The course number and title must be identical except where equivalencies or a change has been noted in the University of New Mexico Catalog. No substitute courses are acceptable. Forms will be accepted after the second instance in the course has been completed and a grade has been assigned.

Once a grade replacement has been approved, the process cannot be reversed or changed. No grade may be replaced once a degree has been awarded.

## Transfer Credit

Students who have completed graduate-level course work at an accredited institution other than the University of New Mexico, whether they were in graduate or non-degree status, may request that these hours be used toward their degree program. Such credits may be transferred into a degree program by listing them on the Program of Studies or the Application for Candidacy, within the limits described in the Catalog sections on Master's, Master of Fine Arts and doctoral degrees.

The student must have earned a grade of B or better in the courses for which transfer credits are requested. Courses taken on a Pass/Fail basis and/or courses taken as extension credit at other universities will not be accepted for graduate credit at the University of New Mexico. Graduate units may impose additional restrictions on the acceptance and use of transfer credit.

**NOTE:** Course work that has been counted toward a previous degree may not be counted again toward any other degree except Master's course work for a doctoral degree.

## Applied Credit

Courses taken by students at the University of New Mexico while in non-degree, undergraduate, or professional degree status may be applied toward a graduate program degree if they meet the following conditions:

1. The courses must have been taken for graduate credit, and a Graduate Credit Authorization card must have been filed with Records and Registration (see Graduate Authorization Card section);
2. A grade of B (3.0) or better must have been earned;
3. The course must meet all other degree requirements, including time to degree limits;
4. A maximum of 9 credit hours of approved graduate level courses taken in undergraduate status may be applied; and
5. To apply credits taken in a professional degree program to a graduate program degree, the student must petition the Dean of Graduate Studies, unless the credits were taken as part of a formal dual degree program.

Graduate units may impose additional limits on the acceptance of applied credit.

**NOTE:** Undergraduate and graduate course work already applied toward another degree at The University of New Mexico, or at any other institution, may not be applied again toward another graduate degree. The only exception is that course work which was applied to a completed master's degree or M.F.A. degree may be counted toward a doctoral degree, if it is logically related to the doctoral program and approved by the student's graduate unit. For applying credits to certificates, see certificate section.

**NOTE:** Coursework completed while in graduate status at UNM in a Masters or MFA degree program may be applied to a doctoral program at UNM regardless of grade earned (C or better).

## Double Numbered Courses

Double numbered courses (3xx/5xx or 4xx/5xx) are considered equivalent courses and repeat rules are enforced. Exceptions may be allowed on a case-by case basis through a petition process initiated by the student and supported by the faculty member teaching the graduate-level course.

## Graduate Credit for Experiential Learning

In extraordinary circumstances, a student with extensive graduate-level learning obtained through experience may be awarded graduate credit through the submission of a prior learning portfolio. The student should first identify those graduate courses (maximum of 6 credit hours) for which credit is being requested. The student must then submit to the department chair/graduate advisor a written request to prepare a prior learning portfolio through a faculty advisor within the graduate unit. If the department supports the student's request, the student will develop a prior learning portfolio with the help of the advisor and the OGS. The portfolio will be submitted to an evaluation committee consisting of three faculty members appointed by the graduate unit. The committee will be composed of faculty who have expertise in the requested areas and at least one member will be the instructor of record in courses relating to the student's request. If the committee recommends full or partial approval, the college graduate committee and the Dean of Graduate Studies will review the request. Disapproval at any level will terminate the process.

If approval is granted, the student must register for the course(s) previously identified and pay tuition at the current rate. Credits awarded through this process will be recorded as "CR" and will not be computed into the cumulative grade point average.

## Short Courses and Workshops

The Dean of Graduate Studies must approve all short courses and workshops offered for graduate credit. Short courses and workshops must equal at least 13.3 hours of student contact time per credit hour over a specific period of time.

## Correspondence Courses

The University does not accept correspondence credit toward its graduate degrees.

## Academic Standing and Grade Requirements

### Academic Standing

To remain in good academic standing students must maintain a cumulative grade point average of at least 3.0 in all courses taken for graduate credit after admission to a graduate degree program at the University of New Mexico. A student must have a cumulative GPA of at least 3.0 for courses listed on their Program of Studies/Application for Candidacy.

### Incomplete (I) Grades

*The grade of "I" is given only when circumstances beyond the student's control prevent completion of the course work within the official dates of a semester or summer session.*

According to academic policy, incomplete grades must be completed before a student is eligible to graduate from the University of New Mexico. Students should not re-enroll or re-register (for credit) in a course in which an incomplete has been received in order to resolve the "I" (incomplete) grade. If an instructor requires the student to repeat the class in order to resolve the Incomplete, the student must register for the course on an audit basis.

**Incomplete grades received must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned.** Incomplete grades not resolved within the time frame stated in this policy will be converted automatically to a F (failure) grade.

Incomplete grades prior to Summer 2005 must be resolved by the published ending date of the next semester in attendance or within the next four semesters if the student does not re-enroll in residence. An Incomplete may be resolved even though a student is not enrolled in residence. Incomplete grades not resolved within the time frames stated in this policy will be converted automatically to F (failure). Students resolving Incompletes in their semester of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office, SSC 250) by the deadline (November 15 for Fall graduation, April 15 for Spring graduation, July 15 for Summer graduation). Students are responsible for informing instructors that they are graduating and that the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester and/or cause the incomplete to lapse to an F.

The instructor of record will report the final grade for the course in which the Incomplete was assigned to the Records and Registration Office, SSC 250.

### Extension of Incomplete

A student may apply for an extension of the time allowed to complete the required course work removing the "I" grade. The request for extension may be obtained in the Office of Records and Registration. Students must submit the form with all required signatures to the Office of Graduate Studies by the applicable deadline dates (November 15 for Fall, April 15 for Spring, July 15 for Summer). For the student who re-enrolls in residence, a one-semester extension may be granted. If an extension is granted, it is the student's responsibility to remove the "I" grade by the date indicated.

## Grade Point Average

The Office of Graduate Studies checks the student's grade point average at the end of every semester and summer session for as long as the student is in graduate status. All students whose academic standing is deficient after receiving grades for 12 attempted semester hours or two semesters, whichever comes first, are placed on probation or suspended, according to the university regulations and those of their graduate unit (see Catalog section on Probation).

The grade point average is calculated using all grades earned in graduate course work while a student is in graduate status. Grades earned at other institutions or in non-degree status are not calculated in a graduate student's grade point average. The University of New Mexico extension courses (those offered by the Extended University) taken prior to admission to a graduate program are not included in the graduate cumulative grade point average; however, the University of New Mexico graduate extension courses taken while a student is in graduate status are included.

The grade point average is calculated by dividing the total number of quality grade points earned (see Catalog section on Grades) by the total number of course work hours taken. Grades of CR, WP, NC and PR are excluded from the cumulative grade point average calculation. Grades of WNC, NC, WF and IF may have an adverse impact on a student's academic standing, financial aid and assistantship eligibility.

## Graduate Grade Replacement Policy

The Grade Replacement Policy for graduate students applies only to required/core courses, which have a program established and published minimum grade as a graduation requirement. This policy limits graduate students to a maximum of 9 credit hours of replacement grades and requires approval by the course instructor, the student's advisor and the unit chair.

The new grade will replace the original grade in the student's transcript. The original grade will remain on the student's transcript, however the higher grade will remove the lower grade from the student's grade point average and earned credit hours.

The process is not automatic. The student must initiate the process by completing a Grade Replacement form (available in the Office of Records and Registration). The course number and title must be identical except where equivalencies or a change has been noted in the University of New Mexico Catalog. No substitute courses are acceptable. Forms will be accepted after the second attempt in the course has been completed.

Once a grade replacement has been approved, the process cannot be reversed or changed. No grade may be replaced once a degree has been awarded.

## Change of Grade/Academic Record

The instructor of a course has the responsibility for any grade reported. Once a grade has been reported to the Office of the Registrar, only the instructor who issued the original grade (Instructor of Record) may submit a change by submitting a grade change form to Records and Registration in the Office of the Registrar. The student's department chairperson and/or college dean and the Dean of Graduate Studies must approve any change of grade submitted more than 30 days after the end of a semester. Any change in grade must be reported within 12 months after the original grade was issued.

Once a student has completed the academic requirements for a graduate degree or certificate, and has received his/her diploma and appropriate notations on his/her official transcript, the University of New Mexico will make no modifications to his/her academic record.

## Academic Probation and Consequences

Students who do not maintain good academic standing will be placed on academic probation by the Office of Graduate Studies. There are three types of probation.

### Type 1: Grade Point Average

A student whose cumulative grade point average falls below 3.0 for grades earned in graduate-level courses taken while in graduate status will be placed on Type 1 academic probation. The student will be suspended from graduate status if the cumulative grade point average does not reach 3.0 after completion of an additional 12 semester hours of graduate course work or four regular semesters in probationary status, whichever comes first. Students on Type 1 probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate.

### Type 2: NC-F-WF-IF Grades

Students who earn any combination of two grades of NC, F, WF and/or IF in graduate courses taken in graduate status, even if their cumulative grade point average remains above 3.0, are placed on Type 2 academic probation. The student will be suspended from graduate status if a third NC, F, WF or IF grade is earned. Students on Type 2 probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, doctoral comprehensive examinations, defend theses, dissertations or graduate. When students on Type 2 probation are ready to take final exams or defend theses or dissertations in order to complete graduation requirements, they must petition the Dean of Graduate Studies to end their probationary status so that they may complete their requirements and graduate. Students on Type 2 probation who maintain a GPA of 3.5 for two consecutive semesters will have the sanctions (ability to hold an assistantship, take culminating exams and graduate) waived and will receive written notification thereof from the Office of Graduate Studies.

**NOTE:** A student, who is placed on Type II probation after a semester has begun and holds an assistantship for that semester, must resolve his/her probationary status within that semester to maintain his/her assistantship for future semesters. Example: A student who is notified during spring semester that he/she is on Type II probation must resolve the probationary status to be eligible to hold an assistantship for the following summer and/or fall.

### Type 3: Incomplete Grades

A student who receives 6 or more credit hours of "Incomplete" grades in graduate level courses will be placed on Type 3 academic probation. Type 3 probation will end when the credit hours of "Incompletes" drop below 6. However, if the student fails to complete the necessary work, or if the final grade is low enough, the student may become subject to Type 1 or Type 2 probation. Students may not take masters' examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate while on Type 3 probation. They may provisionally hold assistantships for one semester, if their semester GPA is 3.0 or higher.

## Suspension

### By the Office of Graduate Studies

A student who is suspended from graduate status is removed from graduate student status at the University of New Mexico. A student may not apply for readmission to graduate status for one year after being suspended. The student may apply

for admission to non-degree or undergraduate status at any time after being suspended from graduate status, but no class taken during the year in which the student is suspended from graduate status can be counted toward requirements for a graduate degree.

### By a Degree Program

If in the opinion of the graduate unit a student shows little promise of completing the degree program (if the student has committed an academic violation [e.g., plagiarism]), the graduate unit will notify the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that unit. Suspended students are not eligible to apply for readmission to any other graduate degree program for a period of one year from the effective date of the suspension.

### Readmission after Suspension

If after a period of one year, a suspended student wishes to apply for readmission to graduate studies at the University of New Mexico, he/she must follow the readmission procedure delineated earlier in this catalog.

If a graduate unit decides to readmit a student after academic suspension, it will specify the conditions required by the student to re-establish his/her good standing. The period of suspension will be included in the time limit to complete the degree.

Students who have been suspended or who withdrew from the University while in probationary status will be placed in probationary status when readmitted to the University. Students suspended for low grade point average (Type 1 probation) will have 12 hours or four regular semesters (whichever comes first) to establish a grade point average of at least 3.0. A student who fails to achieve the minimum grade point average within the allotted time will be permanently suspended from their graduate program. Students who have been suspended for earning three grades of NC and/or F and subsequently readmitted will be permanently suspended from their degree program if a fourth grade of NC and/or F in graduate-level course work is earned.

## Petitions to Modify Academic Requirements

Graduate students may petition the Dean of Graduate Studies for an exception to any of the university-wide policies or regulations specified in the University Catalog. Petitions are intended to allow students the opportunity to deal with unusual or extraordinary events, particularly circumstances beyond their control that would penalize them unfairly. It should be kept in mind, however, that a hallmark of fairness is the uniform application of the same standards and deadlines to all students.

Petitions must be submitted in the sequence listed below:

1. The student must first submit the petition to his/her instructor of record (for grade changes only) or graduate advisor (for all other academic petitions). The advisor/instructor should indicate whether he/she endorses the student's request and why.
2. The petition must next be submitted to the student's graduate unit-the faculty graduate director, the chairperson or the departmental graduate committee, depending upon the practice in the particular unit. The student may choose to submit the petition to the graduate unit even if the instructor/advisor does not endorse it. The unit should also indicate whether it supports or does not support the student's request and why.
3. This petition should then be forwarded to the Dean of Graduate Studies. The student may choose to submit the petition to the Dean of Graduate Studies even if his/her academic unit does not support it. Additional

## 72 THE GRADUATE PROGRAM

information may be requested by the Dean of Graduate Studies prior to review of the petition. In certain cases, the Dean or his/her designee may ask the Senate Graduate Committee, serving in an advisory capacity, to review the petition and offer its recommendation for approval or disapproval. The decision of the Dean is final.

A petition, in the form of a memo or letter addressed to the Dean of Graduate Studies, is initiated and signed by the student. It should clearly state the specific nature of the exception or special consideration being requested and provide a complete but concise justification. If the request involves the extension of a deadline, a proposed new deadline date should be indicated. Before considering a petition, the Dean may require that the student have either an approved Program of Studies or Application for Candidacy on file at the OGS. If this has not already been submitted, the documents may be turned in simultaneously, with the petition attached to the front.

A written response to a complete petition will usually be mailed to the student within two weeks from its receipt by OGS and a copy sent to the academic unit. (This period may be extended to allow for University holidays or other periods when the University is not in session.) The original petition will be retained in the student's file at the OGS. Petitions that are lacking required documentation will not be considered until all documentation has been received.

Additional information may be obtained from the Graduate Studies Web site:  
<http://www.unm.edu/grad/policies/petitions.html>

**NOTE:** A graduate student seeking retroactive withdrawal, enrollment or disenrollment; extension of time for removal of an incomplete grade; a grade option change; or other academic record changes involving exceptions to the rules governing registration and academic records which are set forth in the university catalog must submit a petition to the University Registrar. This petition process does not cover disputes involving academic judgments. Petitions must include the student's current return mailing address.

### Graduate Student Academic Grievance Procedures

The Graduate Student Academic Grievance (GSAG) procedures have been established to address complaints, disputes or grievances of an academic nature initiated by students enrolled in graduate degree programs at the University of New Mexico. Although conflicts that on occasion occur between students and faculty or administrators may be resolved through formal adjudication, a more informal and productive kind of resolution—one that is mutually agreed upon by the parties involved—is strongly encouraged.

The GSAG procedures are available for the resolution of a variety of possible issues related to the academic process. These may include, but are not limited to, issues related to progress toward a degree and allegedly improper or unreasonable treatment, except that grievances based upon alleged discrimination or sexual harassment should be directed to the Office of Equal Opportunity (OEO). The grievance procedures may not be used to challenge the denial of admission to a degree program nor to appeal the denial by the Dean of Graduate Studies of a petition or an exception to university-wide degree requirements, policies or procedures.

1. A student with a complaint related to academic matters may consult with the Office of Graduate Studies to discuss his/her concerns, seek or clarify pertinent rules and regulations governing graduate study, and explore constructive ways to resolve the problem directly with the faculty member or administrator involved. This should occur as soon as reasonably possible after the student has become aware of the problem.

2. The student should then arrange a meeting with the faculty or administrator involved in the complaint to address the problem and to explore the possibility of a jointly achieved resolution.
3. If agreement cannot be reached, the student may seek the assistance of the departmental faculty graduate advisor and/or the chairperson in resolving the dispute. If the dispute is with a faculty member in a department different from the student's, the appropriate chairperson or advisor would be in the department in which the faculty member resides or in which the course in which the dispute arose was offered. It is expected that these administrators will play an active part in helping to resolve the disagreement. In the event that the graduate unit involved is non-departmentalized, the student may go directly to the dean or director of that unit for assistance.
4. If the matter cannot be resolved at the departmental level, the student may bring the problem to the attention of the school or college Dean. The school or college Dean will determine whether to adjudicate the dispute or to refer the student to the Dean of Graduate Studies for a resolution. If the dispute is with a faculty member in a school or college different from the student's, the appropriate dean would be the one in the unit in which the faculty member resides, or in which the disputed course was offered.

In the resolution of grievances at the level of a school or college Dean or the Dean of Graduate Studies, the following procedures will apply, as described also in the University of New Mexico Pathfinder under "Student Grievance Procedure," Sections 2.3.1–2.3.7.

1. The student must submit a formal, written statement of his/her grievance. This document should summarize the facts that support the grievance, indicate the desired resolution and describe the efforts already made at reaching that resolution, as well as their outcome. Individuals against whom grievances have been filed will be sent a copy of the written statement, and will have two weeks in which to respond in writing to the Dean.
2. The Dean will review all written materials submitted and provide both parties the opportunity to review and respond to all evidence. The Dean will interview each party, as well as any other persons who may have relevant information. The Dean may elect to hold an informal hearing involving both the parties to the grievance and witnesses. If such a hearing is held, the parties will be given five days' notice. Each party will be allowed to bring an advisor to the hearing but will not be permitted legal representation. Cross-examination of witnesses will be permitted, although the Dean may require that questions be directed through him/her.
3. The Dean may choose to convene an advisory committee to help evaluate the grievance. A school or college Dean may utilize a standing committee from that unit; the Dean of Graduate Studies will utilize the Senate Graduate Committee.
4. Generally, a written report by the Dean will be issued within a period of four weeks after the grievance has been formally filed. (This period may be extended to allow for University holidays or other periods when the University is not in session.) The report will explain the Dean's findings, conclusions, his/her decision and the basis for that decision. A copy will be sent to each party, and to the chairperson or supervisor of the faculty or staff member involved.
5. The decision of the Dean may be appealed by either party to the Office of the Provost within a period of two weeks. The Provost will reconsider that decision only if there are substantive, procedural grounds for doing so (for example, significant evidence that was not accepted or has arisen since the Dean's decision was announced). The decision of the Provost is final.

## Graduate Student Recognition and Awards

### Recognition of Distinction

To recognize exceptional performance, "Passed with Distinction" may be placed on the transcripts of students who pass the master's examination, final examination for the master's thesis, doctoral comprehensive examination, M.F.A. comprehensive examination and/or final examination for the doctoral dissertation. This status will be determined at the time of the examination through agreement of the examining committee members, with final approval given by the department chairperson, and results forwarded to the Office of Graduate Studies. The examining committee will consider any oral, written and exhibition work related to the examination when deciding whether or not a student passes with distinction. Individual graduate units may choose to set specific guidelines for determining "Passed with Distinction."

**NOTE:** Only examinations completed Fall 2001 or later are eligible to be considered for this designation.

**NOTE:** Honors (cum laude, magna cum laude, or summa cum laude are not awarded at the graduate level.)

### The Tom L. Popejoy Dissertation Prize

Each year a cash prize is awarded to the author of the outstanding dissertation in one of three major research areas, selected in rotation: (1) Humanities and the Arts; (2) Biological and Physical Sciences, Engineering, Mathematics and Statistics; (3) Social Sciences, Psychology, Business, and Education. This prize was established as a permanent memorial to Tom L. Popejoy, President of the University from 1948 to 1968, to encourage excellence at the highest academic level. Awards are made based on nominations from departments. For more information, see the OGS Web site (<http://www.unm.edu/grad>) under "Awards and Honors."

### Faculty Approvals

The Office of Graduate Studies must approve all members of student committees prior to appointment to the committee. Completing the Committee Service Approval form and submitting it, together with curriculum vitae when appropriate, to the Office of Graduate Studies, request approval. The Committee Service Approval form should be submitted to OGS a minimum of two weeks before the student's committee is announced.

The categories of faculty approvals for service on student committees (with the approval of the unit faculty and the Office of Graduate Studies) are as follows:

**Category One:** UNM tenured or tenure-track faculty or UNM-National Laboratory Professors. Role: chair or a member of any master's or doctoral committee in any discipline, regardless of the Faculty member's FTE status.

**Category Two:** Tenured or tenure-track faculty at other institutions. Role: external member on dissertation committee.

**Category Three:** Individuals whose primary employer is UNM and who hold the titles of research professor, research associate professor, research assistant professor; clinician educators with the rank of professor, associate professor assistant professor or faculty hired onto the flex track or "V" category in the School of Medicine. Role: co-chair or member of master's or dissertation committee; may only chair committees if his/her appointment is within the student's major.

**Category Four:** Others who are considered experts in the field. Role: voting member of the committee.

**Category Five:** Emeriti/Emeritae faculty may continue to chair existing committees for up to one calendar year from the date of their retirement if the graduate unit approves. They may not be appointed chair of any new committees once retired. Role: Chair, co-chair, or voting member of the committee.

**Category Six:** After the first year of retirement, Emeriti/Emeritae faculty may continue to serve on committees if the graduate unit approves. Role: Co-Chair or voting member of the committee.

**Emeriti Faculty:** The department must notify OGS when a faculty member who is chairing a thesis or dissertation committee retires. If the graduate unit approves, Emeriti/Emeritae faculty are allowed to continue to chair existing thesis/dissertation committees for up to one calendar year from the date of their retirement. They may not be appointed chair of any new thesis/dissertation committees once retired, but may serve as co-chair. If the student has not completed his/her thesis/dissertation within one year of the chair's retirement, the retired faculty member may continue to serve on the committee as a co-chair or member of the committee. The approval is subject to renewal.

**Faculty Resignations:** The department must notify OGS when a faculty member serving on a committee in Category 1 or 3 leaves the university for another position. The graduate unit may submit a Committee Service Approval Form for Categories 2 or 4. In addition, they may serve as co-chair of existing student committees for which they served as chair.

#### Committee Compositions

a) Doctoral Master's Exam and/or Thesis Committees: the role of the examination committee is to approve the exam questions, conduct the exam/defense, evaluate the student response, and report the results. Each committee must consist of a minimum of three members approved by the Office of Graduate Studies.

- 1) Two members must be Category 1 OR one member can be Category 1 and one member may be Category 3 if his/her appointment is within the student's major
- 2) The chair of the exam committee must be Category 1 or Category 3, if his/her appointment is within the student's major
- 3) The third member can be any Category (1-6)
- 4) A co-chair can be from any Category (1-6) as long as the other co-chair is a Category 1 or 3 if his/her appointment is within the student's major.

No more than one voting member can be in Category 4. Departments can impose a more restrictive structure for exam committees.

b) Doctoral and MFA Comprehensive Exam Committees: The role of the examination committee is to approve the exam questions, conduct the exam, evaluate the student response and report the results. Each committee must consist of a minimum of three members approved by the Office of Graduate Studies.

- 1) Two members must be Category 1 OR one member can be Category 1 and one member may be Category 3 if his/her appointment is within the student's major
- 2) The chair of the exam committee must be Category 1 or Category 3, if his/her appointment is within the student's major
- 3) The third member can be any Category (1-6)
- 4) A co-chair can be from any Category (1-6) as long as the other co-chair is a Category 1 or 3 if his/her appointment is within the student's major

No more than one voting member can be in Category 4. Departments can impose a more restrictive structure for exam committees.

c) Doctoral and MFA Dissertation Committees: The role of the dissertation committee is to supervise a doctoral candi-

## 74 THE GRADUATE PROGRAM

date dissertation activity. (See appropriate sections of the Catalog for additional information. Each committee must consist of a minimum of four members approved by the Office of Graduate Studies; 2 of the 4 members must have Category 1 approval.

- 1) Chair must have approval as a Category 1, 3, or
- 2) The second member must have approval as Category 1 or 3 if his/her appointment is within the student's major
- 3) The third member (external/outside) must have approval as Category 2 if selected from the faculty of an institution other than UNM, or Category 1 if a UNM faculty member outside the student's discipline
- 4) The fourth member can have approval as Category 1-6
- 5) Co-Chair (optional) must have approval as a Category 1-6

No more than one voting member can be in Category 4. Departments can impose a more restrictive structure for exam committees.

### Thesis/Dissertation Grades

Semester grades available for thesis (599) and/or dissertation (699) hours are PR (progress) and NC (no credit). At the time of graduation the student's transcript will indicate that he/she earned either 6 hours of thesis (599) or 18 hours of dissertation (699) credit (CR), dependent on the degree earned. MFA dissertation hours may vary.

The University does not prohibit concurrent enrollment in degree programs (no shared hours). Students must consult their advisor regarding degree requirements. (See the Dual Degree section of this catalog for additional information.)

### Transcribed Graduate Certificates

A graduate certificate is a prescribed course of study consisting of a collection of graduate courses that, when completed, affords students a formal record of accomplishment (i.e., transcribed) in either a single or interdisciplinary area of study. Graduate certificates may be offered in conjunction with master's or doctoral degree programs, or they can be offered as stand-alone programs. Only units/programs that offer academic degrees and that have faculty with graduate approval are eligible to offer graduate certificate programs. A graduate certificate is not a concentration within a degree program. Contact the academic programs and the Office of Graduate Studies for additional information.

The University of New Mexico currently offers the following transcribed graduate certificates:

- Computational Science and Engineering Educational Specialist Certificate\*
- Historic Preservation and Regionalism Instruction for Students with Intensive Social, Language and Behavioral Needs\*
- Post Master's Certificate in Management
- Post Masters Certificate in Nursing
- Systems Engineering
- Town Design
- Women Studies

\*(These are the Ed. Spc. certificates offered through the College of Education)

### Admission Requirements

Applicants to a graduate certificate program must be current graduate students at the University of New Mexico. 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 earlier in this catalog. The certificate program may establish additional admissions requirements.

### General Requirements

To meet general requirements for 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 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 credits required for the degree may be graded C, C+ or CR (See Grade Point Average policy);
8. Must complete 75% of the course work credits required for the certificate at UNM; and
9. Must be enrolled at the time certificate requirements are completed.

### 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.

### Program of Studies for Graduate Certificates

A graduate certificate student must file a Program of Studies with the Office of Graduate Studies by October 1 for Spring graduation, March 1 for Summer graduation and July 1 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 (<http://www.unm.edu/grad/forms/forms.html>).

### Shared Credit Hours Between Graduate Certificates and Degrees

As long as courses taken for a graduate certificate fall within the prescribed time limits for a graduate degree, the University will allow for shared course work between graduate certificates and a master's or doctoral degree. Programs may have additional restrictions on the number of shared course work credits between graduate certificate and degree programs.

If the certificate is a stand-alone program, completed before the student is admitted to a graduate degree program, the student may use 100% of the course work credit for the certificate toward a future graduate degree.

If the student completes the certificate in conjunction with a graduate degree program, the student may use 100% of the certificate course work toward a graduate degree.

Course work from a completed graduate degree may count for up to 50% of the course work required for a graduate certificate.

## Master's Enroute to Ph.D.

Students admitted directly to a PhD without a master's degree may earn a master's degree enroute to the PhD (same major/subject code) by seeking approval from the doctoral program. The student must then follow the master's degree requirements as outlined in the Master's Section of this catalog. With prior approval by the program faculty and the OGS, a doctoral comprehensive examination may serve as the master's examination for students pursuing a master's enroute to the PhD (same subject code). With prior approval by the program faculty and the OGS, a doctoral qualifying examination may serve as the master's examination provided that the committee composition fulfills the requirements for the master's examination.

## Master's Degree: General Requirements

To meet general requirements for a master's degree a student must:

1. Complete the course work requirements of a Plan I or II program within the identified deadline dates (described below);
2. Fulfill any additional department or graduate unit requirements (e.g., foreign language or skill requirement, practicum, etc.);
3. Maintain a cumulative grade point average of 3.0 or higher;
4. Have a Program of Studies approved by the Dean of Graduate Studies;
5. Complete at least 50% of required course work after admission to the graduate program, unless further limited by the graduate program;
6. No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.
7. Pass the Master's Examination and/or Final Examination for Thesis;
8. Meet the time limit for completion of degree requirements.

Requirements specific to individual degree programs are described in the appropriate sections of this catalog.

## Time Limit for Completion of Degree

All work used to meet degree requirements for a master's degree, including transfer credit, must be completed within a seven-year period immediately preceding the granting of the degree. Course work older than seven years cannot be used to meet requirements for the master's degree. Graduate units may impose stricter limitations on the time limit for completion of degree requirements.

## Plans I (Thesis) and II (Non-Thesis) Options

Master's degree programs at the University of New Mexico are completed under one of two plans, as described below. These are referred to as Plans I and II. Some programs offer students the option of following either of these two plans, while others offer only one. In addition to the general requirements listed above, the following specific requirements apply:

### Plan I Requirements

1. A minimum of 24 hours of course work, with a minimum of 15 hours in the major field.
2. A minimum of 6 hours of 500-level course work.

3. A maximum of 6 hours in "problems" courses and a maximum of 5 hours of workshop credit.
4. Six hours of Thesis (599) credit.
5. Completion of a master's thesis.

### Plan II Requirements

1. A minimum of 32 hours of course work, with a minimum of 18 hours in the major field.
2. A minimum of 12 hours of 500-level courses.
3. A maximum of 12 hours in "problems" courses and a maximum of 8 hours of workshop credit.

## Program of Studies for the Master's Degree

A master's degree student should file a Program of Studies with the Office of Graduate Studies as soon as she/he has planned a program of studies for the degree in consultation with the major advisor. This form may be obtained from the academic unit or the OGS Web site (<http://www.unm.edu/grad>). The Program of Studies must be approved by the graduate unit and submitted to the Office of Graduate Studies by the following deadlines: October 1 for Spring, March 1 for Summer and July 1 for Fall. It must be approved by the Dean of Graduate Studies before a student may take the master's examination.

Within either Plan I or Plan II, the student and the major advisor may design a program of studies in which work is done only in the major graduate unit, in the major and a minor graduate unit, or in the major and one or more related graduate units. The following regulations must be observed:

1. Each Program of Studies must be approved by the student's major graduate unit and by the Dean of Graduate Studies (see Program of Studies);
2. After a Program of Studies has been filed, a student may change between Plans I and II only with the approval of the major graduate unit and the Dean of Graduate Studies and must submit a new/revised Program of Studies;
3. No more than half the graduate program's minimum required course work hours, exclusive of Thesis/Project, may be taken with a single faculty member;
4. When a master's student elects a transcribed minor, the student must consult with the chairperson of the minor graduate unit in the planning of the program of studies. A faculty member from the minor graduate unit must be included on the student's master's examination committee unless this right is waived by the chairperson of that unit (see Transcribed Minors, below);
5. Application/Transfer of Graduate Credit: The application or transfer of graduate credit to a program of studies is never automatic. With the approval of the student's graduate unit, a maximum of 50% of the course work requirements for a master's degree may consist of a combination of applied/transfer credits, assuming they meet the restrictions specified earlier in this catalog. In addition, applied/transfer credit must meet the following criteria:
  - a) The course work was taken at an accredited institution and is judged by both the graduate unit and the Dean of Graduate Studies to be appropriate to the student's degree program;
  - b) The course work is graded at least a B and was completed within the required seven-year period; and
  - c) Any additional restrictions that may have been imposed by the particular graduate unit have been fulfilled.

**NOTE:** Course work that has been counted toward a previous degree may not be counted again toward any subsequent degree with the exception of a master's degree for a doctoral degree.

**Transcripted Minors**

A master's degree student may declare a transcripted minor in a different graduate unit.

1. Transcripted minors must be fully approved through the UNM curricular process. A list of approved minors is available on the OGS Web site.
2. The student must submit a "Transcripted Minor" form to OGS, approved by both the major and minor units, with the Program of Studies.
3. Approved minors have a minimum of 9 credit hours of course work, or more if the department requires.
4. The minor must be outside the student's major code.
5. The student's master's examination committee or thesis committee must contain one faculty member from the minor field, unless this requirement is waived by the minor department on the Transcripted Minor form.

**Required Enrollment**

Master's students electing either Plan I or Plan II must be enrolled for and complete at least 1 graduate credit in the term they sit for an examination or complete degree requirements. In order to qualify to sit for a master's exam during the intersession, the student must be registered for the following semester.

**Master's Examination**

All candidates for the master's degree must pass a master's examination. The examination, drawn from the major field and from minor or related fields as appropriate, may be written, oral or both, depending upon the requirements of the graduate unit.

The examination will be conducted by a committee of a minimum of three members approved for committee service. Two members must be in Category 1 or 3; the chair of the committee must be in Category 1, or 3 if within the student's major; one member must be from Category 1; and no more than one voting member can be in Category 4 (see Faculty Approval section for details).

The master's examination may be taken only after the Program of Studies has received approval by the Graduate Dean and only if the student is in good academic standing. In the case of Plan I students, the thesis defense may be considered as the master's examination; for these students, the thesis chairperson usually serves as chairperson of the master's examination committee. (See Required Enrollment)

The major graduate unit must notify the OGS of the student's scheduled examination date by submitting the appropriate announcement form. The announcement form must be filed at least two weeks before the master's examination, and no later than the published deadline dates (November 1 for Fall, April 1 for Spring or July 1 for Summer). Barring extraordinary circumstances, the graduate unit will notify the student and the Office of Graduate Studies of the results of the examination no later than two weeks from the date on which it was administered. Should such circumstances arise, the unit will inform the student in writing of the reason for the delay and let him/her know when notification can be expected. The results of the examination (pass or fail) must be reported to the OGS by November 15 for Fall graduation, April 15 for Spring graduation or July 15 for Summer graduation. If a student fails the examination, the graduate unit may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The master's examination may be taken only twice. A second failure will result in the student's termination from the program.

**Conditional Pass**

Having evaluated the materials required for the examination, if the Committee feels that, although the student has

demonstrated knowledge and understanding of the field, it is not quite sufficient to justify a grade of "pass", the committee may assign the grade of "Conditional Pass" and require that the student meet additional conditions before a grade of pass will be awarded. The student must meet the conditions noted on the Conditional Pass by the end of the subsequent term. However, students who plan to graduate in a specific term must resolve a Conditional Pass by the posted deadline for submission of examination results. The committee will note the conditions that need to be met by the student on the examination form. Once the committee indicates the student has met the conditional pass criteria, they will submit a memo to OGS and the student will have a maximum of 90 days to submit his/her manuscript; however graduating students must meet the term deadline for submission of the manuscript.

**Notification of Intent to Graduate**

Students must inform their graduate unit in writing of their intent to graduate. The graduate units must submit their proposed graduation list to OGS no later than 5:00 p.m. on the last day of the semester immediately preceding the semester of graduation.

**The Master's Thesis**

Each candidate for a Plan I master's degree must submit a thesis that demonstrates evidence of the ability to do sound research. The student's thesis committee and the Dean of Graduate Studies must approve the thesis. The student is responsible for providing each member of the committee with a complete draft of the thesis in ample time for review prior to the defense.

**Thesis Committee**

A thesis committee consists a minimum of three members approved for committee service. Two members must be in Category 1 or 3; the chair of the committee must be in Category 1, or 3 if within the student's major; one member must be from Category 1; and no more than one voting member can be in Category 4 (see Faculty Approval section for details).

**NOTE:** If the graduate unit approves, Emeriti/Emeritae faculty are allowed to continue to chair existing thesis committees for up to one calendar year from the date of their retirement. They may not be appointed chair of any new thesis committees once retired. If the student has not completed his/her thesis within one year of the chair's retirement, the retired faculty member may continue to serve on the thesis committee as a co-chair or member of the committee.

**Thesis (599) Credit**

Plan I students must complete a minimum of 6 hours of thesis (599) credit and only 6 credits may be applied to the program of studies. Once initiated, continuous enrollment (Fall and Spring semesters) in thesis (599) is required until the thesis is accepted by the Dean of Graduate Studies. Students who complete degree requirements during a summer session must be enrolled in a minimum of 1 thesis hour. This rule applies whether or not the student is concurrently enrolled for other credit hours.

Students who have enrolled in 599 and subsequently stopped enrollment for one or more semesters (not including summers) must follow the procedures listed under "Reinstatement Policy" previously given in this catalog. (Procedures for reinstatement are available on the OGS Web site <http://www.unm.edu/grad>.)

## Thesis in a Foreign Language

Students who want to write a thesis in a language other than English must petition and receive advanced approval by the Dean of Graduate Studies. A thesis submitted in another language must be accompanied by an abstract in English that has been approved by the thesis committee.

## Announcement of Final Exam for Thesis

At least two weeks before the final examination is held, and no later than November 1 for Fall, April 1 for Spring or July 1 for summer, the major graduate unit must notify the OGS of its scheduled date by submitting the appropriate announcement form.

## Member Attendance at Thesis Defense

All members of a student's thesis committee must be present at the manuscript defense. Although physical presence is strongly encouraged for all members, synchronous participation by telephone/video conference is allowed when necessary.

## Proxy Signature

An original signature of each committee member is required for each examination and thesis or dissertation defense form. In the rare cases where an original signature cannot be provided, the committee member may request a proxy signature by submitting the Proxy Request Form at least two weeks prior to the student's examination.

## Conditional Pass

Having evaluated the materials required for the examination, if the Committee feels that, although the student has demonstrated knowledge and understanding of the field, it is not quite sufficient to justify a grade of "pass", the committee may assign the grade of "Conditional Pass" and require that the student meet additional conditions before a grade of pass will be awarded. The student must meet the conditions noted on the Conditional Pass by the end of the subsequent term. However, students who plan to graduate in a specific term must resolve a Conditional Pass by the posted deadline for submission of examination results. The committee will note the conditions that need to be met by the student on the examination form.

## 90-Day Time Limit

A Plan I master's student must submit his/her thesis to the Dean of Graduate Studies within ninety (90) days of passing his/her final examination for the thesis. If the manuscript is not submitted within that time, the student must schedule and complete a second final examination for the thesis. In all cases the results of the thesis defense must be submitted to OGS no later than two weeks after the announced date of the thesis defense.

## Thesis Format

UNM accepts both traditional and non-traditional (hybrid) theses. If a graduate unit accepts both thesis options, the student, in consultation with his/her thesis committee, must decide which format is appropriate.

A traditional thesis is a single written document, authored solely by the student, presenting original scholarship. A non-traditional (hybrid) thesis, as defined by the graduate unit, consists of a collection of related articles prepared/submitted for publication or already published. Each thesis must include

"introduction" and "conclusion" sections. The student must meet the general manuscript format criteria set forth in the UNM Catalog/website on manuscript guidelines. Students must adhere to copyright policies for obtaining permission to use a previously published manuscript.

The student is responsible for preparing a thesis in proper format (traditional or non-traditional), which is of high reproduction quality and free of grammatical and typing errors. Guidelines on thesis format are detailed and should be carefully followed. Students are urged to print current manuscript guidelines and forms from the OGS Web site (<http://www.unm.edu/grad/manuscripts/manuscripts.htm>); and may want to consult with the OGS manuscript reviewer. Examples of the front matter and reference pages are available on the OGS Web site ([http://www.unm.edu/grad/manuscripts/example/front\\_matter.doc](http://www.unm.edu/grad/manuscripts/example/front_matter.doc)).

## The Thesis Submission

Two copies of the unbound thesis manuscript, each with an abstract of no more than 350 words, must be submitted for approval by the Dean of Graduate Studies by November 15 for Fall graduation, April 15 for Spring graduation or July 15 for Summer graduation. If the manuscript is not submitted by these deadlines the student will not graduate in that semester. One copy will be placed in the library archives and the other in circulation. The student's graduate unit may require additional copies.

## Graduation Courtesy Policy

University regulations require that the student must be enrolled and complete a minimum of one hour of graduate credit in the term s/he completes degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but completes all degree requirements on or before the last day of that term, the student is not required to register for the next (graduation) term. The degree program must submit the student's name on the proposed graduation list for actual term of graduation.

## Accompanying Forms

The following forms, which must be submitted along with the manuscript, may be obtained from the graduate unit or the OGS Web site:

1. A "Report on Thesis or Dissertation" completed by each committee member is forwarded to the OGS manuscript reviewer by the graduate unit. The forms may be submitted with the student's manuscript, and they must be received by the OGS before the student's thesis receives final approval.
2. A "Certification of Final Form."
3. An "Information Cover Sheet" (which should be included in the box with the manuscripts).
4. The UMI's Master's Agreement Form (optional). UMI requires a fee payable by money order or cashier's check made out to PROQUEST. This payment must have a minimum expiration date of one year from date of purchase.

Students are responsible for including two complete sets of the "red-bordered pages" (Signature Approval Page, Thesis Title Page and Thesis Abstract Page) with the two manuscripts submitted to the Office of Graduate Studies. The red-bordered pages are available on the OGS Web site (<http://www.unm.edu/grad/manuscripts/manutemp.html>), or from the UNM Bookstore.

**NOTE:** The student's graduate unit may require copies of the manuscript and forms.

## Fees

A thesis binding fee must be paid at the Bursar's Office for the two manuscript copies submitted to the OGS. For the exact amount of the fee, check with the OGS. A copy of the thesis binding fee receipt must accompany the 2 copies of the manuscript submitted to OGS.

## The Master of Fine Arts

The M.F.A. is the terminal degree in the studio and performing arts. As such, its primary emphasis is on the creative aspects of an individual's work. The M.F.A. usually requires at least three years of intensive study and research beyond the bachelor's degree.

Although the number of formal requirements for the M.F.A. is in some respects comparable to doctoral degrees in other fields, the scope and objectives of the M.F.A. degree are uniquely different. The M.F.A. degree represents strong creative achievement in the arts, an assured grasp of an area of study, a sound knowledge of critical and historical thought about the arts, and a demonstrated expertise in conceiving and executing a significant body of creative work. Thus, as with the doctoral degree, its achievement is no mere matter of meeting requirements.

## M.F.A. Degree Requirements

1. A minimum of 48 hours of graduate credit course work (programs may require more hours).
2. At least 24 hours of graduate credit course work must be completed at the University of New Mexico.
3. At least 18 hours of graduate credit course work must be completed at the University of New Mexico after admission to the M.F.A. program.
4. A minimum of 18 hours of graduate credit course work must be earned in the University of New Mexico courses numbered 500 or above.
5. No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.
6. No more than 50% of the required course credits at the University of New Mexico may be taken with a single faculty member.
7. A minimum of 6 hours of dissertation credits (699) is required for the M.F.A.
8. M.F.A. candidates must be enrolled the semester in which they complete degree requirements, including the summer session.

## M.F.A. Time Limit for Completion of Degree Requirements

M.F.A. candidates have five (5) calendar years from the semester in which they pass their M.F.A. comprehensive examination to complete the degree requirements. The final requirement is generally the acceptance of the student's dissertation by the Dean of Graduate Studies, or completion of the final project, whichever is appropriate to the student's program.

## Required Enrollment

MFA students must be enrolled for and complete at least 1 graduate credit in the term they sit for an examination or complete degree requirements. To qualify to sit for a comprehensive exam during the intersession, the student must be registered for the following term.

## M.F.A. Committee on Studies

Each M.F.A. student is strongly encouraged to assemble a Committee on Studies to assist in planning a program of studies. This program should be designed to foster a fundamental knowledge of the major field, both in depth and in breadth. The Committee generally includes three University of New Mexico faculty members approved by the student's graduate unit. The chairperson is usually the student's major advisor. If the Committee on Studies will also serve as the M.F.A. comprehensive examination committee, they must meet the requirements listed in that section.

The basic role of the committee is to plan, with the student, an integrated individual program of study and research meeting general University and specific graduate program requirements. The Committee may also establish prerequisites when needed, recommend transfer of credit, certify proficiency in a foreign language or alternative skill, approve significant changes in the program of studies, and may serve as the core of the M.F.A. comprehensive examination committee and/or dissertation committee (see composition criteria for dissertation committees).

Appointment of the Committee usually involves the following steps:

1. the student arranges for an appropriate faculty member to serve as Committee Chair;
2. the student and the Committee Chair agree upon the remaining members of the Committee;
3. the Committee must be approved by the graduate unit chairperson or graduate unit advisor, as evidenced by his/her signature on the student's "Application for Doctoral Candidacy."

## M.F.A. Comprehensive Examination

An M.F.A. student must pass a comprehensive examination in the major field of study. This examination, which may be written, oral or both, is not limited to the areas of the student's course work, but tests the student's grasp of the field as a whole. It is strongly recommended that the Application for Candidacy be completed and approved by the graduate unit before the student takes the comprehensive examination. The administration of this exam is governed by the following guidelines:

1. The student must have a cumulative grade point average of at least 3.0 at the time of the examination.
2. At least two weeks prior to the date of the examination, the major graduate unit must request approval from the Dean of Graduate Studies to hold the exam. It may not be conducted until the appropriate examination announcement is approved by the Dean of Graduate Studies and returned to the unit.
3. The M.F.A. comprehensive examination committee (usually the student's Committee on Studies) consists of a minimum of three members approved for committee service. Two members must be in Category 1 or 3; the chair of the committee must be in Category 1, or 3 if within the student's major; one member must be from Category 1; and no more than one voting member can be in Category 4 (see Faculty Approval section for details).
4. In order to qualify to sit for the M.F.A. comprehensive exam during the intersession, the student must be registered for the following semester.
5. Barring extraordinary circumstances, the graduate unit will notify the student and OGS of the results of the examination no later than two weeks after the date on which it was administered. Should such circumstances arise, the graduate unit will notify the student in writing of the reason for the delay, and let him/her know when notification can be expected. The results of the examination must be reported to the Dean of Graduate Studies on the "Report of Examination" form within the appropriate timeframe.

- If a student fails the examination, the comprehensive examination committee may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The M.F.A. comprehensive examination may be taken only twice. A second failure will result in the student's termination from the program.

### Conditional Pass

Having evaluated the materials required for the examination, if the Committee feels that, although the student has demonstrated knowledge and understanding of the field, it is not quite sufficient to justify a grade of "pass," the committee may assign the grade of "Conditional Pass" and require that the student meet additional conditions before a grade of pass will be awarded. The student must meet the conditions noted on the Conditional Pass by the end of the subsequent term. However, students who plan to graduate in a specific term must resolve a Conditional Pass by the posted deadline for submission of examination results. The committee will note the conditions that need to be met by the student on the examination form. Once the committee indicates the student has met the conditional pass criteria, they will submit a memo to OGS and the student will have a maximum of 90 days to submit his/her manuscript; however graduating students must meet the term deadline for submission of the manuscript.

### Application for Candidacy for the M.F.A. Degree

Each MFA student must submit an Application for Candidacy (AC) listing all the courses that apply to the degree. The AC form ([http://www.unm.edu/grad/eforms/AC\\_doctoral.doc](http://www.unm.edu/grad/eforms/AC_doctoral.doc)) should be filed the term the student passes the comprehensive examination and no later than the last day of the term before the student intends to graduate. If a language or a skill requirement is a criteria of the degree program, meeting this requirement should be noted on the AC form where indicated. If the language/skill requirement is not noted on the AC form a "Certification of Language or Research Skill Requirement" form must be submitted before the student is advanced to candidacy.

### M.F.A. Application/Transfer Credits

The following regulations apply to the application or transfer of credits toward a M.F.A. degree:

- Course must have carried graduate credit.
- Course work must be from an accredited institution.
- Student must have obtained a grade of "B" or better. A maximum of 6 hours of thesis from a completed master's degree or other course work graded Pass or Credit (CR) is transferable.
- Course must be approved by the M.F.A. Committee on Studies and the graduate unit.
- Course must be listed on Application for Candidacy form.
- All courses must have final approval from the Dean of Graduate Studies.

### M.F.A. Foreign Language or Alternative Requirement

There is no University-wide foreign language requirement. Graduate units may require a demonstration of competence in one or more foreign languages, or in some area of skill related to scholarship or research in the particular discipline. Students should consult the graduate unit itself or its particular section in this catalog regarding the details of this requirement.

### Advancement to Candidacy for the M.F.A. Degree

A key requirement that must be satisfied in order to earn the M.F.A. degree is Advancement to Candidacy. The student is Advanced to Candidacy (often referred to as "all but dissertation or ABD") by the Dean of Graduate Studies in the term when all the following criteria have been met:

- The doctoral comprehensive examination has been passed;
- OGS has approved the Application for Candidacy;
- Language/skill requirement (if appropriate) is satisfied; and
- OGS has approved the Appointment of Dissertation Committee form.

### M.F.A. Dissertation Committee

The dissertation committee (whose members often include those on the Committee on Studies) is charged with the supervision of an M.F.A. candidate's dissertation activities, including the review and approval of the student's dissertation proposal. M.F.A. candidates initiate the process of selecting the dissertation committee by first arranging for a qualified faculty member to serve as the director of their dissertation/committee chairperson. The faculty director and the candidate jointly select the remainder of the committee. The "Appointment of Dissertation Committee" form must be signed by the candidate, the dissertation director, and the chairperson or graduate advisor of the graduate unit, and approved by the Dean of Graduate Studies. This form should be submitted no later than the first semester of 699 enrollment. If the committee changes, a revised "Appointment of Dissertation Committee" form must be submitted to the OGS along with a written rationale for the change. OGS may request additional documentation as appropriate.

### Composition of the M.F.A. Dissertation Committee

The committee will consist of at least four members, all of whom are approved by the Dean of Graduate Studies (see Faculty Approval section for details).

- Two members must be Category 1
- The chair must be Category 1, or 3 if within student's major
- One member must be Category 1 AND outside the student's major, or in Category 2
- One member must be Category 1, or 3 within the student's major
- One member may be in Category 4 if the above requirements are met.

(No more than one voting member may be in Category 4.)

**NOTE:** If the graduate unit approves, Emeriti/Emeritae faculty are allowed to continue to chair existing dissertation committees for up to one calendar year from the date of their retirement. They may not be appointed chair of any new dissertation committees once retired. If the student has not completed his/her dissertation within one year of the chair's retirement, the retired faculty member may continue to serve on the dissertation committee as a co-chair or member of the committee.

Graduate students may supplement the minimum committee membership described above. All supplemental appointments must be identified on the "Appointment of Dissertation Committee" form, and must be approved by the Dean of Graduate Studies.

**NOTE:** All expenses incurred for member services on a Dissertation Committee are the responsibility of the student.

### M.F.A. Dissertation Hours

During the course of their dissertation work, M.F.A. candidates are required to enroll in a minimum of 6 hours of dissertation (699) credit. Enrollment in 699 should not begin prior to the semester in which the student takes the M.F.A. comprehensive examination. Only those hours gained in the semester during which the comprehensive examination is passed and in succeeding semesters can be counted toward the 6 hours required. A student who fails the comprehensive exam cannot apply any 699 credits toward his/her program of studies until the semester in which the comprehensive examination is retaken and passed.

Enrollment for dissertation (699) may be for 3, 6, 9 or 12 hours per semester, with 9 hours the maximum in Summer session. Minimum enrollment in 699 for one semester is 3 hours. Graduate units may require a higher minimum enrollment in dissertation hours each semester.

Students who have enrolled in 699 and subsequently stopped enrollment for one or more semesters (not including summers) must follow the procedures listed under "Reinstatement Policy" previously given in this catalog. (Procedures for reinstatement are available on the OGS Web site <http://www.unm.edu/grad>.)

### Graduation Courtesy Policy

University regulations require that the student must be enrolled and complete a minimum of one hour of graduate credit in the term s/he completes degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but completes all degree requirements on or before the last day of that term, the student is not required to register for the next (graduation) term. The degree program must submit the student's name on the proposed graduation list for actual term of graduation.

### M.F.A. Notification of Intent to Graduate

Students must inform their graduate unit in writing of their intent to graduate. The graduate units must submit their proposed graduation list to OGS no later than 5:00 p.m. on the last day of the semester immediately preceding the semester of graduation.

### Final Examination for the M.F.A. (Defense of Dissertation)

The M.F.A. final oral examination is the last formal step before the degree is awarded, and is conducted with due respect to its importance as such. The focus of the final examination is the dissertation and its relationship to the candidate's major field. Its purposes are:

1. to provide an opportunity for candidates to communicate the results of their research and creative work to a wider group of scholars;
2. to afford an opportunity for the members of the examination committee, as well as others (faculty, students, staff, etc.), to ask relevant questions;
3. to ensure that the research and creative work reflects the independence of the thought and accomplishment of the candidate rather than excessive dependence on the guidance of a faculty member; and finally,
4. to ensure that the candidate is thoroughly familiar not only with the particular focus of the dissertation, but also its setting and relevance to the discipline of which it is a part.

The student is responsible for providing each member of the dissertation committee with complete copies of all written

materials and/or creative work in ample time for review prior to the examination.

At least two weeks before the final examination is held, and no later than November 1 for Fall graduation, April 1 for Spring or July 1 for summer, the major graduate unit must notify the OGS of its scheduled date by submitting the appropriate announcement form.

The presentation and examination phases of the exam are open to the University community, and are published in various sources; the deliberation phase is only open to the committee. At the conclusion of the examination, the dissertation committee members will confer and make a recommendation to accept or reject the candidate's work. The committee will then submit the "Report of Examination" to the OGS communicating the examination results.

**NOTE:** In order to qualify to sit for an exam during the intercession, the student must be registered for the following semester.

### Member Attendance at Dissertation Defense

All members of a student's dissertation committee must be present at the manuscript defense. Although physical presence is strongly encouraged for all members, synchronous participation by telephone/video conference is allowed when necessary.

### Proxy Signature

An original signature of each committee member is required for each examination and thesis or dissertation defense form. In the rare cases where an original signature cannot be provided, the committee member may request a proxy signature by submitting the Proxy Request Form at least two weeks prior to the student's examination.

### Conditional Pass

Having evaluated the materials required for the examination, if the Committee feels that, although the student has demonstrated knowledge and understanding of the field, it is not quite sufficient to justify a grade of "pass", the committee may assign the grade of "Conditional Pass" and require that the student meet additional conditions before a grade of pass will be awarded. The student must meet the conditions noted on the Conditional Pass by the end of the subsequent term. However, students who plan to graduate in a specific term must resolve a Conditional Pass by the posted deadline for submission of examination results. The committee will note the conditions that need to be met by the student on the examination form.

### Doctoral Degrees (Ph.D. and Ed.D.)

The doctorate is a degree representing broad scholarly attainments, a deep grasp of a field of study, and expertise in conceiving, conducting and reporting original and individual research. As such, its attainment is no mere matter of meeting requirements. Those requirements described below should be viewed only as a minimal formal context in which the student is expected to grow to the professional stature denoted by the doctoral degree. Consult the appropriate section of this catalog for the particular requirements of individual programs.

## Doctoral Degree General Requirements

1. A minimum of 48 hours of graduate credit course work (certain graduate programs require more hours).
2. Must be enrolled in at least one hour of graduate credit in the semester in which the doctoral comprehensive examination is taken.
3. At least 24 hours of graduate credit course work must be completed at the University of New Mexico.
4. At least 18 hours graduate credit course work must be completed at the University of New Mexico after admission to the doctoral program.
5. A minimum of 18 hours of graduate credit course work must be earned in the University of New Mexico courses numbered 500 or above.
6. No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation. (See Grade Requirements for Graduation policy.)
7. No more than 50% of the required course credits at the University of New Mexico may be taken with a single faculty member. (Course work that has been completed for the master's degree is included in this limit.)
8. A minimum of 18 hours of dissertation credits (699) is required for the doctorate.
9. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including the summer session.

**NOTE:** Detailed information on doctoral graduation requirements are available on the OGS Web site: [http://www.unm.edu/grad/eforms/d\\_checklist.pdf](http://www.unm.edu/grad/eforms/d_checklist.pdf).

## Transcribed Minors

A Ph.D. degree student may declare a transcribed minor in a different graduate unit.

1. Transcribed minors must be fully approved through the UNM curricular process. A list of approved minors is available on the OGS web site.
2. Approved minors have a minimum of 9 credit hours of course work; the program may require more.
3. The student must submit a "Transcribed Minor" form to OGS, approved by both the major and minor units, with the Program of Studies.
4. Approved minors may use no more than 25% of the course work required for the Ph.D. degree.
5. The minor must be outside the student's major code.
6. The student's comprehensive exam committee must contain one faculty member from the minor field, unless the minor department on the Transcribed Minor form waives this requirement.

Eighteen hours of course work must remain exclusive to the Ph.D.

## Required Enrollment

Doctoral students must be enrolled for and complete at least 1 graduate credit in the term they sit for an examination or complete degree requirements. To qualify to sit for a comprehensive exam during the intersession, the student must be registered for the following term.

## Time Limit for Completion of Degree Requirements

Doctoral candidates have five (5) calendar years from the semester in which they pass their doctoral comprehensive examination to complete the degree requirements. The final

requirement is generally the acceptance of the student's dissertation by the Dean of Graduate Studies.

## Doctoral Committee on Studies

Each doctoral student is strongly encouraged to assemble a committee on studies to assist in planning a program of studies. This program should be designed to foster a fundamental knowledge of the major field, both in depth and in breadth. The committee generally includes three University of New Mexico faculty members approved by the student's graduate unit. The chairperson is usually the student's major advisor. If the committee on studies will also serve as the doctoral comprehensive examination committee, they must meet the requirements listed in that section (see Faculty Approval section for details).

The basic role of the committee is to plan, with the student, an integrated individual program of study and research meeting general University and specific graduate program requirements. The Committee may also establish prerequisites when needed; recommend transfer of credit; certify proficiency in a foreign language or alternative skill; approve significant changes in the program of studies; and may serve as the core of the doctoral comprehensive examination committee and/or the dissertation committee (see composition criteria for dissertation committees).

Appointment of the Committee usually involves the following steps:

1. The student arranges for an appropriate faculty member to serve as Committee Chair;
2. The student and the Committee Chair agree upon the remaining members of the Committee;
3. The Committee must be approved by the graduate unit chairperson or graduate unit advisor, as evidenced by his/her signature on the student's "Application for Doctoral Candidacy."

## Doctoral Comprehensive Examination

A doctoral student must pass a comprehensive examination in the major field of study. This examination, which may be written, oral or both, is not limited to the areas of the student's course work, but tests the student's grasp of the field as a whole. It is strongly recommended that the Application for Candidacy be completed and approved by the graduate unit before the student takes the doctoral comprehensive examination. The administration of this exam is governed by the following guidelines:

1. The student must have a cumulative grade point average of at least 3.0 at the time of the examination.
2. The student must be enrolled in a minimum of one credit of graduate course work the semester in which he/she takes the doctoral comprehensive examination.
3. At least two weeks prior to the date of the examination, the major graduate unit must request approval from the Dean of Graduate Studies to hold the exam. It may not be conducted until the Dean of Graduate Studies approves the appropriate announcement form and it is returned to the unit.
4. The doctoral comprehensive examination committee (usually the student's Committee on Studies) consists of a minimum of three members approved for committee service. Two members must be in Category 1 or 3; the chair of the committee must be in Category 1, or 3 if within the student's major; one member must be from Category 1; and no more than one voting member can be in Category 4.
5. In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester.
6. Barring extraordinary circumstances, the graduate unit will notify the student of the results of the examination

no later than two weeks after the date on which it was administered. Should such circumstances arise, the graduate unit will notify the student in writing of the reason for the delay and let him/her know when notification can be expected.

- The results of the examination must be reported to the Dean of Graduate Studies on the "Report of Examination" form no later than two weeks after the date of the examination.
- If a student fails the examination, the Committee on Studies may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The doctoral comprehensive examination may be taken only twice. A second failure will result in the student's termination from the program.

## Conditional Pass

Having evaluated the materials required for the examination, if the Committee feels that, although the student has demonstrated knowledge and understanding of the field, it is not quite sufficient to justify a grade of "pass", the committee may assign the grade of "Conditional Pass" and require that the student meet additional conditions before a grade of pass will be awarded. The student must meet the conditions noted on the Conditional Pass by the end of the subsequent term. However, students who plan to graduate in a specific term must resolve a Conditional Pass by the posted deadline for submission of examination results. The committee will note the conditions that need to be met by the student on the examination form. Once the committee indicates the student has met the conditional pass criteria, they will submit a memo to OGS and the student will have a maximum of 90 days to submit his/her manuscript; however graduating students must meet the term deadline for submission of the manuscript.

## Application/Transfer of Credit

The following regulations apply to the application or transfer of credits toward a doctoral degree:

- Course must have carried graduate credit.
- Course work must be from an accredited institution.
- Student must have obtained a grade of "B" or better. A maximum of 6 hours of thesis from a completed master's degree or other course work graded Pass or Credit (CR) is transferable.
- Course must be approved by the doctoral Committee on Studies and the graduate unit.
- Course must be listed on Application for Candidacy form.
- All courses must have final approval from the Dean of Graduate Studies.

**NOTE:** Course work that has been counted toward a previous degree may not be counted toward any subsequent degrees, with the exception of master's degree to a doctoral degree.

## Foreign Language or Alternative Requirement

While there is no University-wide foreign language requirement, most graduate units require a demonstration of competence in one or more foreign languages, or in some area of skill related to scholarship or research in the particular discipline. Students should consult the graduate unit itself or its particular section in this catalog regarding the details of this requirement.

## Application for Candidacy for Doctoral Degrees

Each doctoral student must submit an Application for Candidacy (AC) listing all the courses that apply to the

degree. The AC form ([http://www.unm.edu/grad/eforms/AC\\_doctoral.doc](http://www.unm.edu/grad/eforms/AC_doctoral.doc)) should be filed the term the student passes the comprehensive examination and no later than the last day of the term before the student intends to graduate. If a language or a skill requirement is a criteria of the degree program, meeting this requirement should be noted on the AC form where indicated. If the language/skill requirement is not noted on the AC form a "Certification of Language or Research Skill Requirement" form must be submitted before the student is advanced to candidacy.

## Advancement to Candidacy for the Doctoral Degree

A key requirement that must be satisfied in order to earn the doctoral degree is Advancement to Candidacy. The student is Advanced to Candidacy (often referred to as "all but dissertation or ABD") by the Dean of Graduate Studies in the term when all the following criteria have been met:

- The doctoral comprehensive examination has been passed;
- OGS has approved the Application for Candidacy;
- Language/skill requirement (if appropriate) is satisfied; and
- OGS has approved the Appointment of Dissertation Committee form.

## The Dissertation

Each doctoral candidate must prepare a written dissertation. The requirements for the Ph.D. and Ed.D. dissertations are described below.

**Ph.D.** The dissertation for the degree of Doctor of Philosophy must demonstrate ability to do independent research and competence in scholarly exposition. At an advanced level, it should present the results of an original investigation of a significant problem and should provide the basis for a publishable contribution to the research literature in the major field.

**Ed.D.** The dissertation for the degree of Doctor of Education must demonstrate ability to do independent research and competence in scholarly exposition. A dissertation may be a professional project, such as the development of a curriculum or an account of the results of an educational innovation. A professional project must involve scholarly research, and the dissertation must demonstrate knowledge of theories, experiments, and other rational processes pertinent to the project.

UNM accepts both traditional and non-traditional (hybrid) dissertations. If a graduate unit accepts both dissertation options, the student, in consultation with his/her dissertation committee, must decide which format is appropriate.

A traditional dissertation is a single written document, authored solely by the student, presenting original scholarship. A non-traditional (hybrid) dissertation, as defined by the graduate unit, consists of a collection of related articles prepared and/or submitted for publication or already published. Each dissertation must include "introduction" and "conclusion" sections. The student must meet the general manuscript format criteria set forth in the UNM Catalog/website on manuscript guidelines. Students must adhere to copyright policies for obtaining permission to use a previously published manuscript.

## Dissertation Committee

The dissertation committee (whose members often include those on the Committee on Studies) is charged with the supervision of a doctoral candidate's dissertation activities, including the review and approval of the student's research proposal. Doctoral candidates initiate the process of selecting the dissertation committee by first arranging for a qualified faculty member to serve as the director/chair of their dissertation/committee chairperson. The faculty director and

the candidate jointly select the remainder of the committee. The "Appointment of Dissertation Committee" form must be signed by the candidate, the dissertation director, and the chairperson or graduate advisor of the graduate unit, and approved by the Dean of Graduate Studies. The form should be filed no later than the first semester of 699 enrollment. If the committee changes, a revised "Appointment of Dissertation Committee" form must be submitted to the OGS along with a written rationale for the change. OGS may request additional documentation as appropriate.

## Composition of the Dissertation Committee

The committee will consist of at least four members all of whom are approved by the Dean of Graduate Studies (see Faculty Approval section for details).

1. Two members must be Category 1
2. The chair must be Category 1, or 3 if within student's major
3. One member must be Category 1 AND outside the student's major, or in Category 2
4. One member must be Category 1, or 3 within the student's major
5. One member may be in Category 4 if the above requirements are met.

(No more than one voting member may be in Category 4.)

**NOTE:** If the graduate unit approves, Emeriti/Emeritae faculty are allowed to continue to chair existing dissertation committees for up to one calendar year from the date of their retirement. They may not be appointed chair of any new dissertation committees once retired. If the student has not completed his/her dissertation within one year of the chair's retirement, the retired faculty member may continue to serve on the dissertation committee as a co-chair or member of the committee.

Graduate students may supplement the minimum committee membership described above. All supplemental appointments must be identified on the "Appointment of Dissertation Committee" form, and must be approved by the Dean of Graduate Studies.

**NOTE:** All expenses incurred for member services on a Dissertation Committee are the responsibility of the student.

## Dissertation Hours

During the course of their dissertation work, doctoral candidates are required to enroll in a minimum of 18 hours of dissertation (699) credit. Enrollment in 699 should not begin prior to the semester in which the student takes the doctoral comprehensive examination. Only those hours gained in the semester during which the comprehensive examination is passed and in succeeding semesters can be counted toward the 18 hours required. A student who fails the comprehensive exam cannot apply any 699 credits toward his/her program of studies until the semester in which the comprehensive examination is retaken and passed.

Enrollment for dissertation (699) may be for 3, 6, 9 or 12 hours per semester, with 9 hours the maximum in Summer session. Minimum enrollment in 699 for one semester is 3 hours. Graduate units may require a higher minimum enrollment in dissertation hours each semester.

Students who have enrolled in 699 and subsequently stopped enrollment for one or more semesters (not including summers) must follow the procedures listed under "Reinstatement Policy" previously given in this catalog. (Procedures for reinstatement are available on the OGS Web site <http://www.unm.edu/grad>.)

## Graduation Courtesy Policy

University regulations require that the student must be enrolled and complete a minimum of one hour of graduate credit in the term s/he completes degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but completes all degree requirements on or before the last day of that term, the student is not required to register for the next (graduation) term. The degree program must submit the student's name on the proposed graduation list for actual term of graduation.

## Dissertations in a Foreign Language

Prior to writing a dissertation in a language other than English, students must receive written approval by the Dean of Graduate Studies. A dissertation submitted to the OGS in another language must be accompanied by an abstract in English approved by the student's dissertation committee.

## Notification of Intent to Graduate

Students must inform their graduate unit in writing of their intent to graduate. The graduate units must submit their proposed graduation list to OGS no later than 5:00 p.m. on the last day of the semester immediately preceding the semester of graduation.

## The Final Examination for the Doctorate (Dissertation Defense)

The doctoral final oral examination is the last formal step before the degree is awarded and is conducted with due respect to its importance as such. The focus of the final examination is the dissertation and its relationship to the candidate's major field. Its purposes are:

1. To provide an opportunity for candidates to communicate the results of their research to a wider group of scholars;
2. To afford an opportunity for the members of the examination committee, as well as others (faculty, students, staff, etc.), to ask relevant questions;
3. To ensure that the research reflects the independence of the thought and accomplishment of the candidate rather than excessive dependence on the guidance of a faculty member, and finally,
4. To ensure that the candidate is thoroughly familiar not only with the particular focus of the dissertation but also its setting and relevance to the discipline of which it is a part.

At least two weeks before the final examination is held, and no later than November 1 for Fall graduation, April 1 for Spring or July 1 for Summer, the major graduate unit must notify the OGS of its scheduled date by submitting the appropriate announcement form. In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester. The student is responsible for providing each member of the dissertation committee with a complete copy of the dissertation in ample time for review prior to the examination.

The presentation and examination phases of the exam are open to the University community and are published in various sources; the deliberation phase is only open to the committee. At the conclusion of the examination, the dissertation committee members will confer and make one of the following recommendations, which must be agreed upon by at least three of them:

1. That the dissertation be approved without change;
2. That the dissertation be approved subject only to minor editorial corrections; or
3. That the dissertation be rewritten or revised before approval.

If either the first or second recommendation is made, the committee may decide that no further meetings are needed. In the second instance the director of the dissertation will be responsible for seeing that all necessary corrections are made before the dissertation is submitted to the OGS. If the third recommendation is made, the full committee may elect to meet again to determine that their concerns have been addressed.

## Member Attendance at Dissertation Defense

All members of a student's dissertation committee must be present at the manuscript defense. Although physical presence is strongly encouraged for all members, synchronous participation by telephone/video conference is allowed when necessary.

## Proxy Signature

An original signature of each committee member is required for each examination and thesis or dissertation defense forms. In the rare cases where an original signature cannot be provided, the committee member may request a proxy signature by submitting the Proxy Request Form at least two weeks prior to the student's examination.

## Conditional Pass

Having evaluated the materials required for the examination, if the Committee feels that, although the student has demonstrated knowledge and understanding of the field, it is not quite sufficient to justify a grade of "pass", the committee may assign the grade of "Conditional Pass" and require that the student meet additional conditions before a grade of pass will be awarded. The student must meet the conditions noted on the Conditional Pass by the end of the subsequent term. However, students who plan to graduate in a specific term must resolve a Conditional Pass by the posted deadline for submission of examination results. The committee will note the conditions that need to be met by the student on the examination form.

## Quality of the Dissertation

The responsibility of the dissertation committee (especially the director) includes the evaluation of the substance and methodology of the dissertation as well as an assessment of the candidate's competence in scholarly exposition. The dissertation should reflect a high level of scholarship in the conduct and presentation of the study. If serious questions concerning substance, methodology or exposition arise through a review of the "Report on Thesis or Dissertation" forms, the Graduate Dean may seek the counsel of the dissertation committee, graduate unit chairperson and/or other scholars with particular competence in the field of study before the dissertation receives final approval.

## The Dissertation Submission

**Dissertation Format:** The student is responsible for preparing a dissertation in proper format that is of high reproduction quality and free of grammatical and typing errors. Guidelines on dissertation format are detailed and should be carefully followed. Students are urged to print current guidelines from the OGS Web site before defending their dissertations. The Manuscript Manual and most required forms are available on the OGS Web site (<http://www.unm.edu/grad>). Examples of the front matter and reference pages are available on the OGS Web

Two unbound copies of the dissertation, each with an abstract of not more than 350 words, all in certified final form and approved by at least three members of the dissertation committee, must be submitted for approval by the Dean of

Graduate Studies. The deadline dates for submission are: November 15 for Fall graduation, April 15 for Spring or July 15 for Summer. The graduate unit may require additional copies of the dissertation. The "Certification of Final Form," certifying that the director of the dissertation has proofread the final manuscript, must accompany the dissertation.

This form may be obtained from the OGS Web site (<http://www.unm.edu/grad>). If the format of the manuscript is incorrect, the author and the committee chairperson will be immediately notified. A letter from the Dean of Graduate Studies will also notify the student when the manuscript has been officially accepted.

The dissertation defense is scheduled once the student and their major advisor have agreed that the manuscript is in its final form. The Doctoral students must submit his/her dissertation to the Dean of Graduate Studies within ninety (90) days of passing his/her final examination for the dissertation. If the manuscript is not submitted within that time, the student must schedule and complete a second final examination for the dissertation. In all cases the results of the dissertation defense must be submitted to OGS no later than two weeks after the announced date of the dissertation defense.

## Accompanying Forms

The following forms, which must be submitted along with the manuscript, may be obtained from the OGS or the OGS Web site (<http://www.unm.edu/grad/forms/forms.html>):

1. A "Report on Thesis or Dissertation" completed by each committee member may accompany the manuscript, and must be received by the OGS before the student's dissertation receives final approval.
2. A "Certification of Final Form."
3. An "Information Cover Sheet" which should be included in the box with the manuscripts.
4. A "Survey of Earned Doctorate." (available on the OGS Web site.)
5. The "UMI Dissertation Microfilm Agreement" form (available at the Office of Graduate Studies) and a Cashier's check or money order covering UNM fee (with an expiration date of at least one year from the purchase date).

Students are responsible for including two complete sets of the "red-bordered pages" (Signature Approval Page, Dissertation Title Page and Abstract Title Page) with the two manuscripts submitted to the Office of Graduate Studies. The red-bordered pages are available on the OGS Web site (<http://www.unm.edu/grad/manuscripts/manutemp.html>), or from the UNM Bookstore.

## The M.F.A. Dissertation

Each M.F.A. candidate must prepare a dissertation or final project. The dissertation for the degree of Master of Fine Arts must demonstrate ability to do independent creative work as well as competence in research and knowledge of the field. Each dissertation will be composed of two parts: a public display of work completed specifically as a final project for dissertation and a written work whose format and exact relation to the finished creative work will be determined by the graduate unit. A final, oral examination of the candidate will also be conducted by an approved dissertation committee.

If a graduate unit requires submission of a manuscript to the OGS, the manuscript must adhere to the dissertation format, fees, and accompanying forms outlined under the doctoral section of this catalog.

## Fees

A manuscript binding fee must be paid at the Cashier's Office. The fee covers the cost of binding for the two manuscript copies submitted to OGS. One copy will be placed in the library

archives and the other in circulation. Students should check with the OGS for the exact amount of the fee.

**UMI Fee**

As part of graduation requirements, all doctoral students must have their dissertations published through University Microfilms International (a subsidiary of ProQuest. Doctoral students should complete a "UMI Dissertation Agreement" form, available from the manuscript reviewer at the OGS. Copies of the dissertation abstract and the title page as well as the microfilming fee must accompany the form. The fee is currently \$55 but is subject to change. It is payable by money

order or cashier's check made out to ProQuest (with an expiration date of at least one year from the purchase date).

**Copyright Registration**

Copyright Registration is optional. If choosing to copyright the manuscript through UMI, the fee is currently \$65 payable by Cashier's check or money order made out to Proquest (with an expiration date of at least one year from the purchase date).