

Purpose: This Standard Operating Procedure (SOP) is designed to establish a uniform process for navigating the PhD roadmap. By implementing this procedure, we aim to guarantee clarity, consistency, and accuracy in guiding students through the completion of graduation requirements via **Graduate Studies App**.

Scope: This SOP is applicable to all departments with a PhD Program and PhD students preparing to graduate from their respective PhD program.

Procedure:

STEP 1. Comprehensive Examination

The Comprehensive Examination consists of two components:

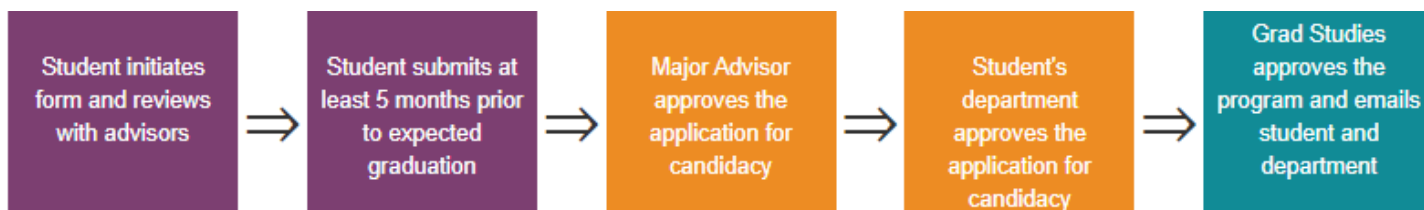
- Successful completion of coursework
- Successful passage of the Progression Exam

Please note that you must successfully complete both of these requirements to be considered Advanced to candidacy.

STEP 2. Application for Candidacy Submission:

- After successfully passing the comprehensive exam, students are required to submit their Application for Candidacy to Graduate Studies.
- This application should be submitted using **Grad Studies App** online via <https://gradforms.unm.edu>.
 - Students will need their @UNM.Edu email and password to login and access the form.
- Students should initiate this application 5 months before their expected graduation date.
 - **March 1** for Summer graduation, **July 1** for Fall graduation, and **October 1** for Spring graduation

Example of Application for Candidacy Form- See page 2.



Frequently Asked Questions about Application for Candidacy

1. Who is my major advisor?
 - a. Your major advisor is your Faculty Advisor or Program Coordinator.
2. Do I need to list all the courses I have taken?
 - a. No. You only need to list courses taken that will be counted towards your PhD degree. This includes courses taken at other institutions that you want transferred over to UNM.
 - b. Be sure to mark "Previous Masters" if applicable.
3. What if I don't know my UNM catalog year?
 - a. Your UNM catalog year is the year you started in the program. Reach out to your academic advisor for this information if unsure.

APPLICATION FOR CANDIDACY FORM

Application for Candidacy for the Doctoral or MFA Degree

This application is to be submitted to the Dean of Graduate Studies during the term in which you have passed the comprehensive examination and fulfilled any language or research skill requirement. The Application for Candidacy should be submitted for review/approval to the department for program signatures and, finally, submitted to the Dean of Graduate Studies by the end of the term that the PhD/MFA Comprehensive Examination is completed but no later than the term before he/she wishes to graduate.

UNM ID Number: Date:

Name: Email:

Degree Type:

UNM catalog: You must choose a UNM catalog. You must meet all program degree requirements specified in a UNM catalog in effect since your admission/readmission.

Semester & year expected to complete all degree requirements:

Primary Program:

Secondary Program:

Concentrations:

Minor:

Select courses to be used to fulfill degree requirements:
You must select courses to add to your Application for Candidacy by clicking the checkbox next to each course you wish to add, or by using the checkbox in the header to select all

Search:

Select All <input type="checkbox"/>	Dept/Course#	Course Title	Status	Sem Hrs	Grade	Sem/Year	Instructor Course from same instructor should not exceed 50% required	Core	Previous Masters	Multiple Credential
<input type="checkbox"/>	NURS / 690	Sem: PhD Seminar	GR	1	CR	Fall 2022	Stephen Hernandez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Showing 1 to 10 of 36 entries Previous **1** 2 3 4 Next

Total Credit Hours Selected: 0

List courses you plan to take to fulfill your degree. Please match it to the UNM catalog you specified above.

Dept/Course#	Course Title	Sem Hrs	Sem/Year	Instructor	Core	Previous Master's	Multiple Credential
<input type="text" value="Dept & Cour"/>	<input type="text" value="Course Title"/>	<input type="text" value="Sem Hrs"/>	<input type="text" value="Sem/Year"/>	<input type="text" value="Instructor"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="X"/>

Total Planned Hours:

List courses completed at other institutions to be used to fulfill requirements for this degree.

Dept/Course#	Course Title	Sem Hrs	Grade	Sem/Year	Institution	Core	Previous Masters
<input type="text" value="Dept & Cour"/>	<input type="text" value="Course Title"/>	<input type="text" value="Sem Hrs"/>	<input type="text" value="Grade"/>	<input type="text" value="Sem/Year"/>	<input type="text" value="Institution"/>	<input type="checkbox"/>	<input type="checkbox"/>

Major Advisor:

Comments:

Please select a Major Advisor.
Form incomplete. Please fill out those fields outlined in red.