

Gradforms at a Glance

This is a screenshot of gradforms.unm.edu which you will login using your NetID and password. Please note Department Approvers are three specific individuals within the department: Department Chair, Graduate Faculty Director, and Staff Advisor/Coordinator. The Unit Contact page (<http://grad.unm.edu/graduate-programs/unit-advisors.html>) is used to identify who those are and what is used to give them access to the system. Each will receive an email notification when there is action to be taken in gradforms.unm.edu

The screenshot shows the UNM Graduate Studies portal. At the top left is the UNM logo and 'Graduate Studies' text. At the top right is a 'Logout' button. Below the header, a 'Welcome:' message is followed by a redacted name. To the right, it says 'Admin logged in as:' followed by another redacted name and a 'Sign-in as another user' button.

Announcement of Examination

A flowchart shows three steps: 1. Student initiates form and lists committee members (purple box). 2. Student's department approves the form (orange box). 3. Grad Studies emails committee members the date, time, and other details of the exam (teal box).

Graduate students should form their committee according to graduate catalog requirements. After checking with committee members on their availability and willingness to serve, they should submit their announcement of exam. Some graduate units may require that this be done in conjunction with the graduate advisor.

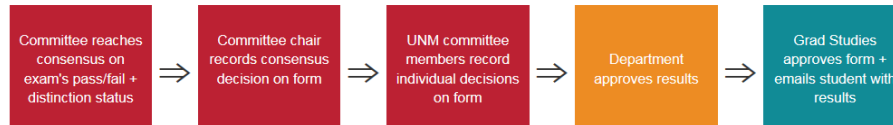
Note: if you don't see an outside UNM committee member in the dropdown list, your department should fill out the Request for Non-UNM committee service.

Department/unit approval is open to three people for each graduate program: department chair, graduate program (faculty) advisor, and graduate (staff) advisor. A status screen will be provided in the near future so that the three people serving this role are able to see if approval has been provided by someone else.

The interface displays three sections with red headers and white content:

- Student Grad Forms**: No action is required. A yellow arrow points to this section with the text: "Will always say this unless you are also a student."
- Exam Announcements Needing Department Approval**: No action is required. A yellow arrow points to this section with the text: "This is the queue for Department Approvers to review the Announcement of Examination."
- Exam Announcements Needing Graduate Studies Approval**: This section contains a list of exam announcements, each with a redacted name and a program name:
 - [Redacted] - PhD Comp Exam - PX1
 - [Redacted] - Masters Exam - MX1
 - [Redacted] - Masters Exam - MX1A yellow arrow points to this section with the text: "Graduate Studies' Queue. You will see 'No action is required.'"

Report of Examination



After an exam, the committee discusses the result.

Exam Committee Chair records the consensus decision which will trigger the form for each committee member to agree or disagree with the decision. The committee chair should request the proxy vote for any non-UNM committee members.

Committee members (including committee chair) 'sign' the form by selecting agree or disagree (with the recorded decision). Further each committee member notes whether the student should receive distinction. The committee chair is responsible for recording the vote for all non-UNM committee members.

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