

Program of Studies

<u>Purpose:</u> This Standard Operating Procedure (SOP) is designed to establish a uniform process for navigating the Program of Studies (master's and certificates). 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.

<u>Scope:</u> This SOP is applicable to all departments with a Master's and/or Graduate Certificate Program and respective students preparing to graduate from their program.

Procedure:

STEP 1. Program of Studies:

- Students are required to submit their Program of Studies to Graduate Studies for review at least one semester before graduation.
- This should be submitted using Grad Studies App online via https://gradforms.unm.edu.
 - Students will need their NetID and password to login and access the form.
- Deadlines: <u>March 1</u> for Summer graduation, <u>July 1</u> for Fall graduation, and <u>October 1</u> for Spring graduation

Example of Program of Studies Form- See page 2.

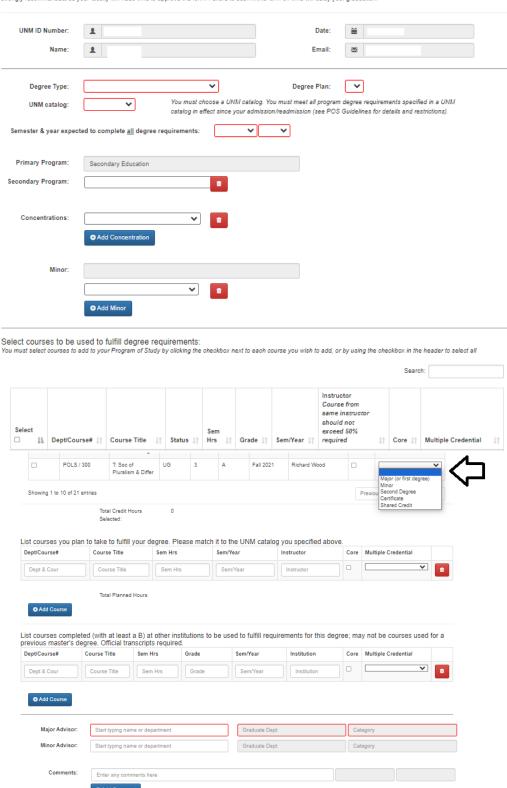


Frequently Asked Questions about Program of Studies

- 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 program requirements. This includes courses taken at other institutions that you want transferred over to UNM.
 - b. Be sure to indicate if the course is to count as shared-credit; only certificate; only major or only minor (see pg. 2 arrow near Multiple Credential dropdown.)
- 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. Note: if you've been in active student status throughout and the program undergoes significant changes you can choose a subsequent catalog year.

Program of Studies For: Master's Degree/Graduate Certificate

Submit completed Program of Studies to Graduate Studies, Leaving any sections blank will result in a delay of approval. Courses used for a master's degree may not be more than 7 years old at the time of graduation; departments may impose stricter limits. Program of Studies must be approved by Graduate Studies before a student may take the master's examination. SUBMISSION DEADLINES: March 1 for Summer, July 1 for Fall, and October 1 for Spring graduations. Early submission to your department or graduate unit is strongly recommended, as your faculty will need time to approve the form. Failure to submit this form on time will delay your graduation.



Please select a Major Advisor.

Form incomplete. Please fill out those fields outlined in red.