

Fall 2026

GradNET Meeting

Graduate Studies
grad@unm.edu

October 14, 2026 from 1-2pm
Zoom: <https://unm.zoom.us/j/97652738307>
Meeting ID: 976 5273 8307

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Introductions

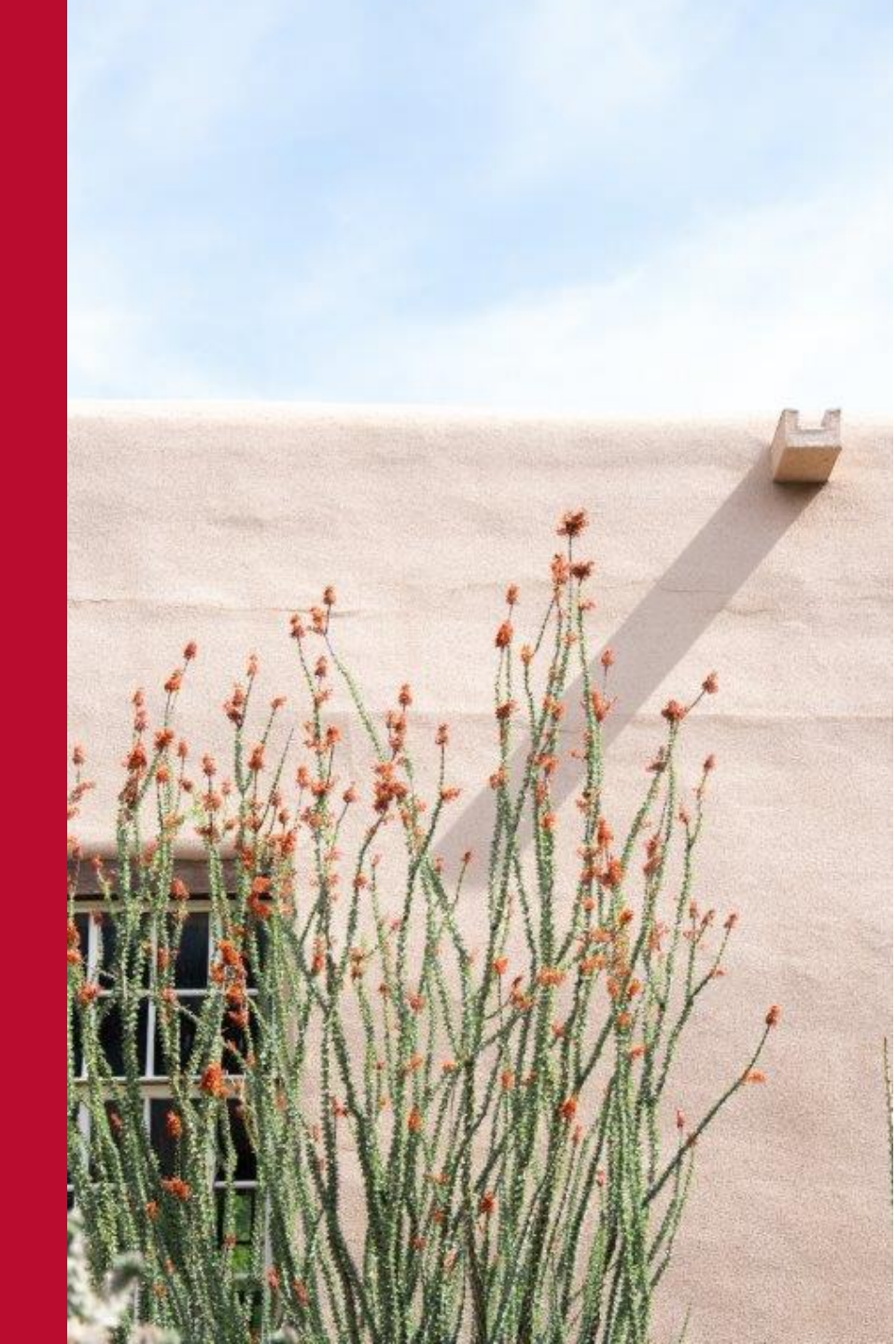
Post in the Zoom chat:

1. Name
2. Role & department
3. What you love about graduate advisement

We'll get started with the presentation in 2 minutes!

GradNET

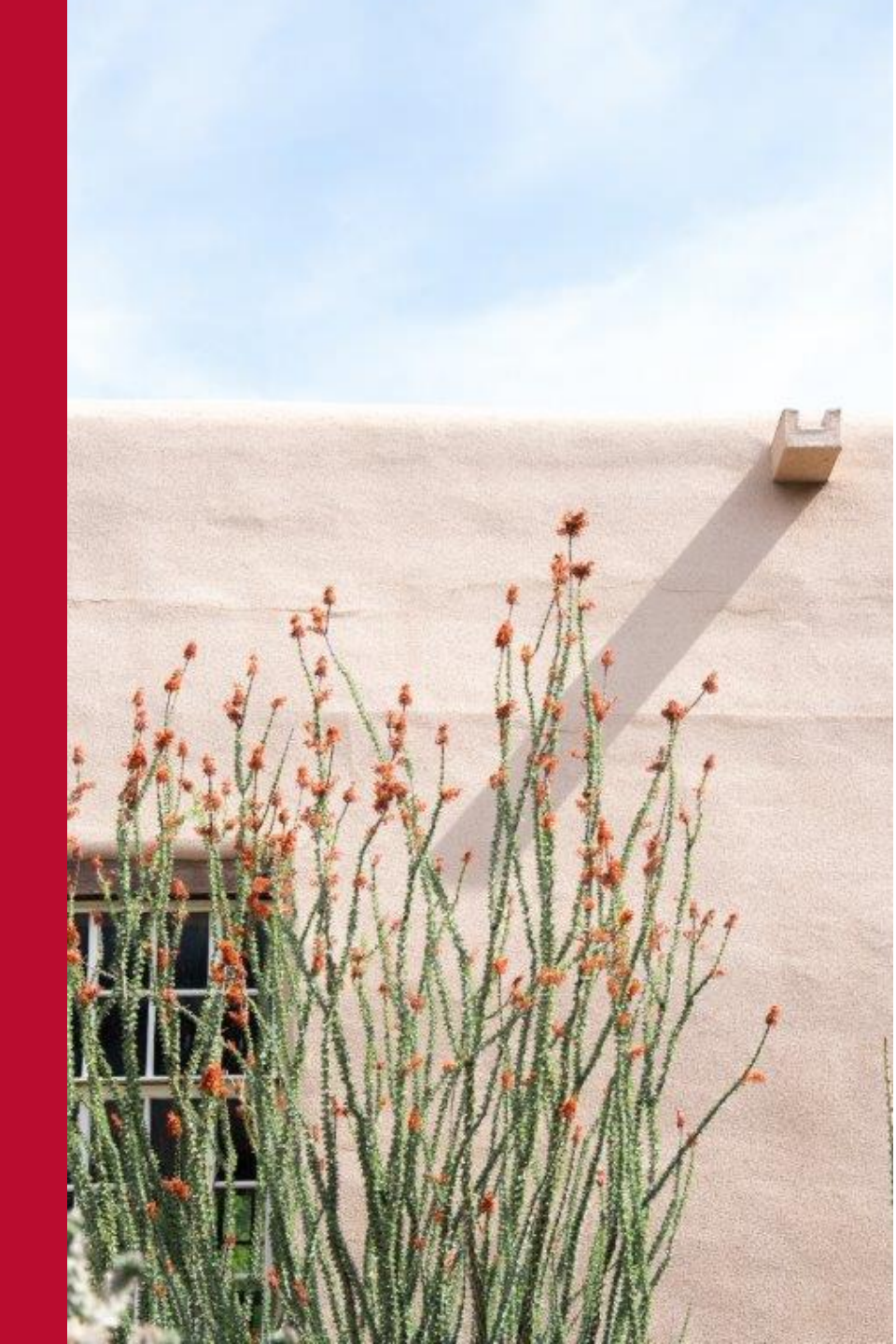
- Network of administrative & advisement support from graduate programs
- Graduate Studies sends two GradNET newsletters per month
 - Usually 1st and 3rd Thursday of the month
 - Send grad@unm.edu an email if you or any colleagues want to be added to the newsletter list
- Graduate Studies hosts one GradNET meeting per semester
 - Stay tuned for Spring 2027 meeting date/time!

A photograph of a building's exterior wall, likely made of stucco, with a small concrete block or finial on top. In the foreground, there is a tall, thin plant with many small orange flowers. The sky is blue with some light clouds.

Who we are:

Program Advancement & Completion Team

- Review degree completion forms
 - Program of Studies (Masters)
 - Application for Candidacy (Doctoral/MFA)
 - Announcement of Exam
 - Report of Exam
- Review thesis and dissertation formatting
- Final approvals for graduation
- Thesis/dissertation workshops
- Drop-in degree completion advisement
 - Wednesdays from 11am-1pm in Graduate Commons (basement of Zimmerman Library)

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Agenda

1. Transfer Credit Form (NEW!)
2. Assistantship Eligibility Information
3. Advisement Process Reminders
 1. Graduate Studies Deadlines
 2. GradForms Processes
 3. Graduation & Proposed Graduation Lists
 4. Manuscript Formatting
 5. Petition Process
4. Advisement Tips
5. Contact information
6. Q&A

Questions?

Please post them in the chat! We will respond to questions throughout the presentation and have time for Q&A at the end.

The background of the slide is a photograph of a modern, light-colored building with a long, covered walkway. A wooden fence runs along the walkway in the foreground. The scene is set outdoors with some trees and a clear sky.

Transfer Form (NEW!)

Transfer Credit Form

- This form is designed help students and departments receive pre-approval for graduate transfer credit eligibility
- Only used for transfer credit (non-UNM credit)
- Goal to reduce issues related to transfer credit at the time of AC or POS submission
- Requires approvals
 - Advisor
 - Department
 - Graduate Studies
- Submit form to grad@unm.edu with the subject: *Graduate Transfer Credit Form for [Student Name]*

TRANSFER CREDIT FORM

IMPORTANT: Include all required information, and do not leave fields blank. Please refer to the [UNM catalog](#) for graduate transfer and applied credit limits for your program, as well as graduate transfer credit policies.

Please note that the completion of this form does not approve the use of transfer credits towards a student's program. This only evaluates graduate transfer credit eligibility.

Student Name: _____
LAST FIRST MIDDLE

UNM ID Number: _____

UNM Program: _____

Transfer Institution Name: _____

Transfer Institution Location: _____

Transfer Course Code & Number EX: ENGL628I	Transfer Course Title EX: Composition Pedagogy	Term Taken EX: Fall 2023	Course Hours	Course Grade	UNM Course Code	UNM Credit Hours (Graduate Studies completion only)



Next Steps in Graduate Studies

- Graduate Studies will evaluate the Transfer Credit Form and research for graduate credit eligibility
- Potential reasons courses are not eligible:
 - Lack of official transcript from transfer institution on file
 - Send transcripts to apply@unm.edu
 - Not graduate-level courses or not taken in graduate status
 - Grades lower than a B (*Courses must have a grade of B or higher*)
 - Already applied to two programs
- When approved by Graduate Studies:
 - Students and department will receive an email with a copy of the completed form
 - The student will still need to list these courses on their POS or AC
 - The transfer courses will be transcribed at UNM at the time of POS or AC approval



Implementation in Your Department

- We strongly recommend for students to submit the Transfer Credit form early in their studies
 - First or second semester would be preferred
- Departments should determine the internal process for communication and implementation of this new form
- This is a pilot project; and this form is not required at this time
 - You may share any feedback with acgordon@unm.edu
- Students will still need to include any transfer credit in the POS or AC form for use towards their program
- *Check out our website for the form and instructions!*

The background of the slide features a photograph of a light-colored, multi-story building with several windows. In the foreground, there are various cacti, including one with small orange flowers and another with pink flowers. The sky is blue with some white clouds. A semi-transparent white rectangular box is centered over the image, containing the title text. The bottom of the slide has a dark grey gradient bar.

Assistantship Eligibility

Academic Eligibility & End Dates

- Graduate students with assistantship contracts must:
 - Be registered for 6 credit hours in the fall and spring terms
 - Have a minimum GPA of 3.0
- Graduate Studies will check the academic assistantship eligibility during the second week of the term.
 - Please make sure assistantship holders who are taking variable credit classes update their credit hours to meet the minimum credit requirement.
- Graduating Students
 - If you have students graduating in Fall 2026 the end date on their contract must be Dec. 12, 2026.
 - Dec. 12, 2026 is the last day the student is a student and is eligible to hold an assistantship contract.
 - Questions – please email Imayo@unm.edu

Deadlines

UNM Catalog Deadlines

Deadline	Summer	Fall	Spring
Additions to Graduation Lists	Proposed list due last day of spring term. Additions accepted (if proposed list was submitted by deadline) through first Friday of Summer term.	Proposed list due last day of summer term. Additions accepted (if proposed list was submitted by deadline) through first Friday of Fall term.	Proposed list due last day of fall term. Additions accepted (if proposed list was submitted by deadline) through first Friday of Spring term.
Program of Studies**	March 1st	July 1st	October 1st
Application for Candidacy**	Deadline last day of the Spring term.	Deadline last day of the Summer term.	Deadline last day of the Fall term.
Degree Requirement Completion*	July 15 by 11:59 p.m. Mountain Time	November 15 by 11:59 p.m. Mountain Time	April 15 by 11:59 p.m. Mountain Time

*Includes submission of thesis/dissertation, Report of Exam, etc by 11:59 p.m. Mountain Time.

**Submission of all forms (i.e. Program of Studies and Application for Candidacy) must be received in Graduate Studies by 11:59 PM Mountain Time on the posted deadline.

Ten Year Dates

Emerging Deadline for Fall 2026 Graduates

- **November 16th:** Report of Exam (RoE), Manuscript, and Manuscript Forms must be received in the Graduate Studies queue
 - We want to emphasize that the RoE must pass departmental approval by this date and be in the Graduate Studies queue.
 - **Note that this deadline is typically November 15th, but since that falls on a weekend, we move to the following weekday*

Graduation

Proposed Graduation Lists

- Please submit through the Proposed Graduation List portal
- Note: the department has full responsibility for the graduation term
 - Example: If a department listed Lucie Lobo on the Fall 2026 graduation list and then submits a Spring 2027 list with Lucie Lobo, Graduate Studies will move Lucie Lobo to Spring 2027
 - This is a common issue – please pay close attention to your lists!
 - Recommendations:
 1. If your department has a formal Intent to Graduate form, please include a receipt sent to the student with the graduation term selected
 2. Double check if any change in graduation term is intentional

Commencement Participation for Fall 2026 Grads

- All pending graduates for Fall 2026 will receive information via email about commencement RSVPs
- For any questions about commencement, please email graduation@unm.edu

Fall 2026 Graduate University Commencement

Thursday, December 10, 6:00pm, The Pit - Powered by Nusenda

Masters student RSVP closes Tuesday, December 8, 5:00pm

Doctoral student RSVP closes Tuesday, December 1, 5:00pm

Faculty RSVP closes Friday, November 27, 5:00pm



Courtesy Policy

- Deadline to be eligible for Spring 2027 courtesy is December 14, 2026, at 11:59 PM (Mountain Time)
 - Students must complete all degree requirements (including manuscript submission and forms) by December 14th, or they are not eligible for courtesy.
 - Deadline is always the Monday after the last official day of the term (if the last day is on the weekend).
- If students qualify for Spring 2027 graduation with courtesy, they do not need to register for any credits or pay any tuition or fees in the Spring 2027 term
- Indicate if students are courtesy on the Spring 2027 graduation list
- **Note: Manuscript accessibility requirements apply to all Spring 2027 graduates.*

Certificate of Completion

- If students need verification of the completion of their degree requirements for employers, they can submit a request for a Certificate of Completion form. This is an effective tool for students to show that program requirements are completed before the degree appears on their transcript.

NM THE UNIVERSITY OF
NEW MEXICO

THIS CERTIFIES THAT ON
MAY 16, 2026
THE DEGREE OF

Degree Type
Degree Name

WILL BE CONFERRED* UPON
Student Name

Maria Lane, Ph.D.
Dean of Graduate Studies

*All degree requirements were met on December 13, 2025



GradForms

Program of Study (Masters/GCERT)

Due
Semester prior to
Graduation Semester:
October 1, March 1, July 1



Graduate students should review graduate catalog and program requirements. They should review their courses, intended courses, and transferred courses with faculty and staff advisors in their program. Students should submit their Program of Studies at least 5 months prior to expected graduation (March 1 for Summer, July 1 for Fall, and October 1 for Spring). Students should use the comments section to note any special requirements or course waivers..

Major Advisors should review the Program of Studies to insure all requirements of the graduate catalog and program are met. (If they find they are not met, problems should be noted in the comments, and the form is sent back to the student electronically.) Advisors should use the comments section to explicitly note approval of special requirements or course waivers.

Department/unit approval is open to three people for each graduate program: department chair, graduate program (faculty) advisor, and graduate (staff) advisor. The department approver should also use the comments section to explicitly note approval of special requirements or course waivers.

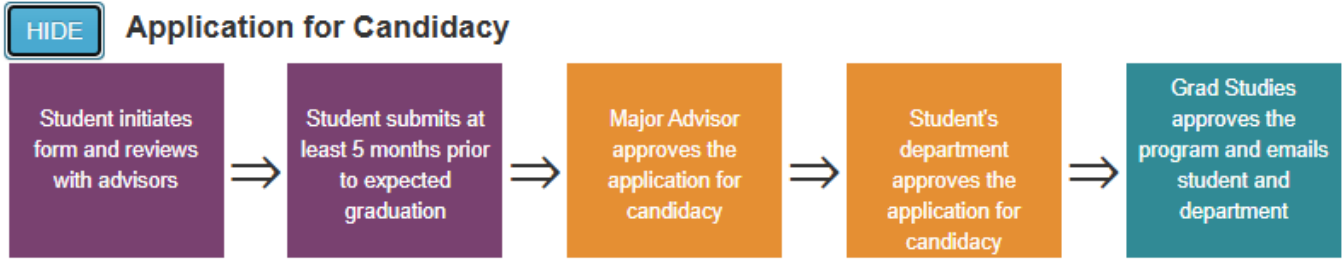
Program of Studies

[Create, edit or view your Program of Studies](#)

[View your most recently completed/approved Program of Studies](#)

Application for Candidacy (Doctoral/MFA)

Due Last Day of the Semester prior to Graduation Semester



Graduate students should review graduate catalog and program requirements. They should review their courses, intended courses, and transferred courses with faculty and staff advisors in their program. Students should submit their Application for Candidacy at least 5 months prior to expected graduation (March 1 for Summer, July 1 for Fall, and October 1 for Spring). Students should use the comments section to note any special requirements or course waivers..

Major Advisors should review the Application for Candidacy to insure all requirements of the graduate catalog and program are met. (If they find they are not met, problems should be noted in the comments, and the form is sent back to the student electronically.) Advisors should use the comments section to explicitly note approval of special requirements or course waivers.

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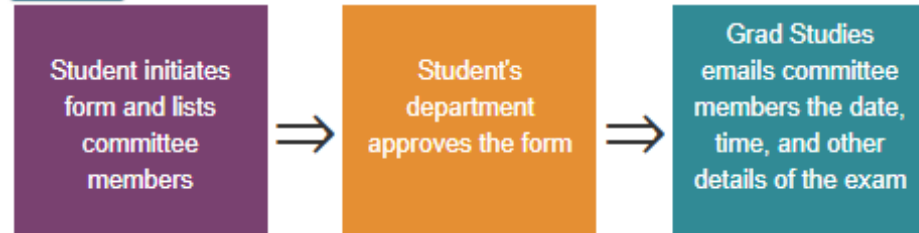
Application for Candidacy

Create or view your Application for Candidacy

Announcement of Exam

HIDE

Announcement of Examination



Due
Two Weeks before
Exam or Defense

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.

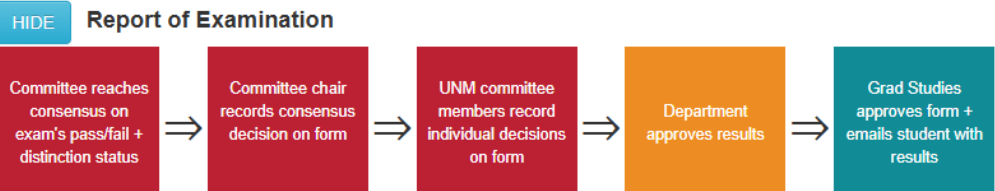
Note: if you don't see an outside UNM committee member in the dropdown list, your department should fill out the Request for Non-UNM committee service.

Department/unit approval is open to three people for each graduate program: department chair, graduate program (faculty) advisor, and graduate (staff) advisor. Please see the Historical Judgements to determine if approval has been provided by someone else.

Student Grad Forms

Create, view or edit your Announcement of Examination

Report of Exam



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.

Department/unit approval is open to three people for each graduate program: department chair, graduate program (faculty) advisor, and graduate (staff) advisor. Please see the Historical Judgements to determine if approval has been provided by someone else.

Exam Committee Chair Consensus Decision
No action is required.

Exam Committee Chair Conditional Pass Review
No action is required.

Committee Member Report of Exam
No action is required.

Exam Reports Awaiting Dept. Approval
No action is required.

Exam Reports Needing Graduate Studies Approval
No action is required.

Due Two Weeks after
Exam or Defense
OR
No Later than April 15,
July 15, November 15 of
Graduation Semester

Whichever Comes First

Adding a non-UNM committee member

Non-UNM Graduate Committee Service Form

Information of the Individual Initiating the Form:

Name: Email:

Information of the Individual for whom Request is Made:

First Name: Middle Name:
Last Name:
Email: Phone:
Highest Degree:
Degree From:
Degree Date:
Department: UNM-equivalent or best-match department
Race:
Gender: ☐ Male ☐ Female ☐ Prefer not to specify

Please select the category that applies :

☐ Category 2 - Non-UNM tenured or tenure track faculty ONLY ☐ Category 4 - Others considered experts in the field

Restrictions:

Please attach the Resume (Accepted formats : .pdf, .doc, .docx.):

No file chosen

Only staff and faculty can complete this form



Manuscripts & Forms

Manuscript Formatting & Forms

Formatting Requirements

We review the entire manuscript for formatting requirements. Starting for all Spring 2027 graduates, we will require manuscripts to meet the Accessibility tracker requirements in Adobe Acrobat.

Manuscript Components:

- Front Matter
 - Cover Sheet
 - Title page
 - Acknowledgements
 - Table of Contents
 - List of Figures; List of Tables (optional)
- Body
- Appendices
- References

Ready to Submit?

- Submit all forms on Manuscript Submission Portal
- Digital Repository
- ProQuest (for Doctoral only)

Manuscript Forms (Required for All Grads)

- Information Cover Sheet
- Certificate of Final Form for Manuscripts
- Electronic ETD Release Form
- Embargo Restriction Request (if needed)

PhD Students Additional Form

- Survey of Earned Doctorates

Questions?

Contact manuscripts1@unm.edu

Manuscript Workshops

We encourage students who are working a thesis or dissertation to attend a manuscript workshop to learn about UNM-specific requirements for formatting and submission. These workshops are offered by our Graduate Studies manuscript team and all workshops cover the same material.

Fall 2026 Workshops

Offered hybrid in the Graduate Commons (basement Zimmerman Library) and Zoom

Wednesday, October 21 from 10-11am

Thursday, October 29 from 2-3pm

Tuesday, November 3 from 11am-12pm

Zoom link:

<https://unm.zoom.us/j/97226130981>





Petitions

Petition to the Dean of Graduate Studies

- Use Petition Form on *grad.unm.edu*
- Two statements are required:
 - 1) Student
 - 2) Department leadership
(*Graduate Chair or Director*)
- As stated in the UNM Catalog, petitions are intended for students experiencing "unusual or extraordinary events, particularly circumstances beyond their control that would penalize them unfairly."

Subject of Petition

Academic, Degree, Graduation

- ☐ Academic: Requesting a leave of absence
- ☐ Academic: Returning from a leave of absence
- ☐ Academic: Retain a graduate assistantship that is below the required 3.0 GPA
- ☐ Degree: Submit a retroactive Announcement and/or Report of Examination
- ☐ Degree: Exception for committee service composition
- ☐ Degree: Extend your time to degree past the time limit stated in the UNM Catalog
- ☐ Degree: Submit Program of Studies after the deadline
- ☐ Degree: Submit Application for Candidacy after the deadline
- ☐ Degree: Submit a revision to an approved manuscript
- ☐ Degree: Submit Manuscript after 90 days
- ☐ Graduation: Add students to the graduation list (after deadline)
- ☐ Graduation: Submit retroactive degree
- ☐ Other Requests

Advisement Tips

LoboWeb Comments



Search

Faculty & Advisors Menu

Personal Information

[View/Update Personal and UNM Directory Information](#)

Searches & Selections

[Select Term](#)

[Select Class Section \(CRN: Course Reference Number\)](#)

[Select Student](#)

[Search Class Schedule](#)

[Search Course Catalog](#)

Advisor Functions

[Advising Student Profile](#)

[View student information for advising](#)

[View Student Info](#)

[View Unofficial Academic Transcript for Selected Student](#)

[View Printable Schedule for Selected Student & Term](#)

[View Schedule for Selected Student & Term](#)

[View Registered Classes for Selected Student & Term](#)

[View Registration History](#)

[View Test Scores for Selected Student](#)

[ALEKS Chemistry Placement](#)

[View Holds for Selected Student](#)

[Add Comments for Selected Student](#)

[Update Data for Selected Student](#)

[View Your Advisees for Selected Term](#)

[StudentHub](#)

[Access LoboAchieve](#)

[Submit or View LOBO Trax degree audits](#)

[LOBO Trax UG Degree Audit Exception Request](#)

View “Add Comments for Selected Student” for Graduate Studies Notes.

Example below:

Previous Comments:

Comment: [REDACTED]: AC received 3/2/2026 for PHD-[REDACTED]. Degree Req. 48crs. + 18 (699). Total: 60grs. (54GR+6 eligible thesis hours from MS). TTD: 203110. APPROVED. - 202660 - 03/03/2026 12:25:52

Comment: [REDACTED]: Manuscript approved for 202480. - 202510 - 12/11/2024 11:15:22

Comment: [REDACTED] POS for MS-[REDACTED] received 6/4/2024; Deg. Reqs., 24grs, Total 41grs; TTD203080; MS enroute to PhD; Approved. - 202480 - 09/04/2024 01:00:29

Comment: [REDACTED] adding concentration - 202380 - 08/22/2023 09:50:13

Comment: [REDACTED] - 201780 - 04/17/2017 01:58:41

Comment: IM CRN=56283 Instructor [REDACTED] grade change; Comments: - 201680 - 12/15/2016 01:55:11

Comment: [REDACTED] section changed from CHEM 121 to CHEM 120- section per memo from CHEM. - 201580 - 10/15/2015 12:00:00



Check Pending Graduation List

HtmlPage - Google Chrome
myreports.unm.edu/ibi_apps/run.bip?BIP_REQUEST_TYPE=BIP_RUN&BIP_folder=IBFS%253A%252FWFC%252FRepository%252FStudent%252FS_tude

ENROLLMENT MANAGEMENT REPORTING TEAM
Questions should be directed to emrt@unm.edu

Graduates and Pending Graduates Guided Adhoc

Academic Period
202780 - Fall 2027
202760 - Summer 2027
202710 - Spring 2027
202680 - Fall 2026
202660 - Summer 2026
202610 - Spring 2026
202580 - Fall 2025
202560 - Summer 2025
202510 - Spring 2025

Campus
All
Albuquerque/Main
Gallup
Los Alamos
Taos
Valencia

Please Select Detail Field(s)
Program Code
Degree
Graduation Status
Student Last Name
Student First Name
Student Middle Initial
Student Preferred First Name
Major
Major Code
Second Major
Second Major Code
First Concentration
First Concentration Code
Second Concentration
Second Concentration Code
Third Concentration
Third Concentration Code
First Minor
First Minor Code
Second Minor
Second Minor Code
Student Population Code
Student Population
Gender
IPEDS Race
Street Line 1
Street Line 2
City
State/Province
Zipcode

Academic Period Code
Academic Period
Campus
Actual College
Translated College
Department
Program
Award Category
ID
Confidentiality Indicator

Race - Hispanic
☐ No ☐ Yes ☒ No Limit

Race - White
☐ No ☐ Yes ☒ No Limit

Race - Asian
☐ No ☐ Yes ☒ No Limit

Race - African American
☐ No ☐ Yes ☒ No Limit

Race - American Indian
☐ No ☐ Yes ☒ No Limit

Race - Native Hawaiian
☐ No ☐ Yes ☒ No Limit

Race - US Nonresident
☐ No ☐ Yes ☒ No Limit

Dual Degrees for Selections Only
☒ No ☐ Yes

Confidentiality Indicator
☐ No ☐ Yes ☒ No Limit

Actual College/ Translated College
All
AP - School of Arch. and Planning
AS - College of Arts and Sciences
ED - College of Education
EH - College of Educ & Human Sci
EN - School of Engineering
FA - College of Fine Arts
GP - Graduate Programs
HC - Honors College

Department
All
SOE Mechanical Engineering
AS Anthropology
AS Biology
Earth & Planetary Sciences
AS Economics
Electrical Computer Engr
NSMS Nano Science & Micro Syst
College of Population Health

1st/ 2nd Major
All
ABA - Applied Behavior Analysis
AMST - American Studies
ANTH - Anthropology
ARCH - Architecture
ARTE - Art Education
ARTH - Art History
ARTS - Art Studio

1st/ 2nd Minor
All
MCH - Maternal Child Health
PH - Public Health

Award Category
All
Masters Degree
Doctoral Degree
Post-Masters Degree

Graduation Status
All
Pending
Record Clear

HTML Active HTML Excel PDF
Grad/Pending Grad Report Save Selections

Please check your Pending Graduate list on a regular basis on MyReports. We recommend it to make it part of your weekly routine.

Remember to select “Pending” for the Graduation Status!

Document Your Advisement

Create a regular practice to check for degree progress for students in your department that's accessible to at least another staff/faculty in your department.

Student Hub can be one secure place to document advisement notes. This software launched in mid-Summer 2025



- Most undergraduate advisement and a few graduate offices use Student Hub
- Note that graduate students may occasionally receive Student Hub emails (even if your office does not use Student Hub). Pulse Checks are triggered in Student Hub when a student drops a course after census and does not add new hours within a certain amount of time.

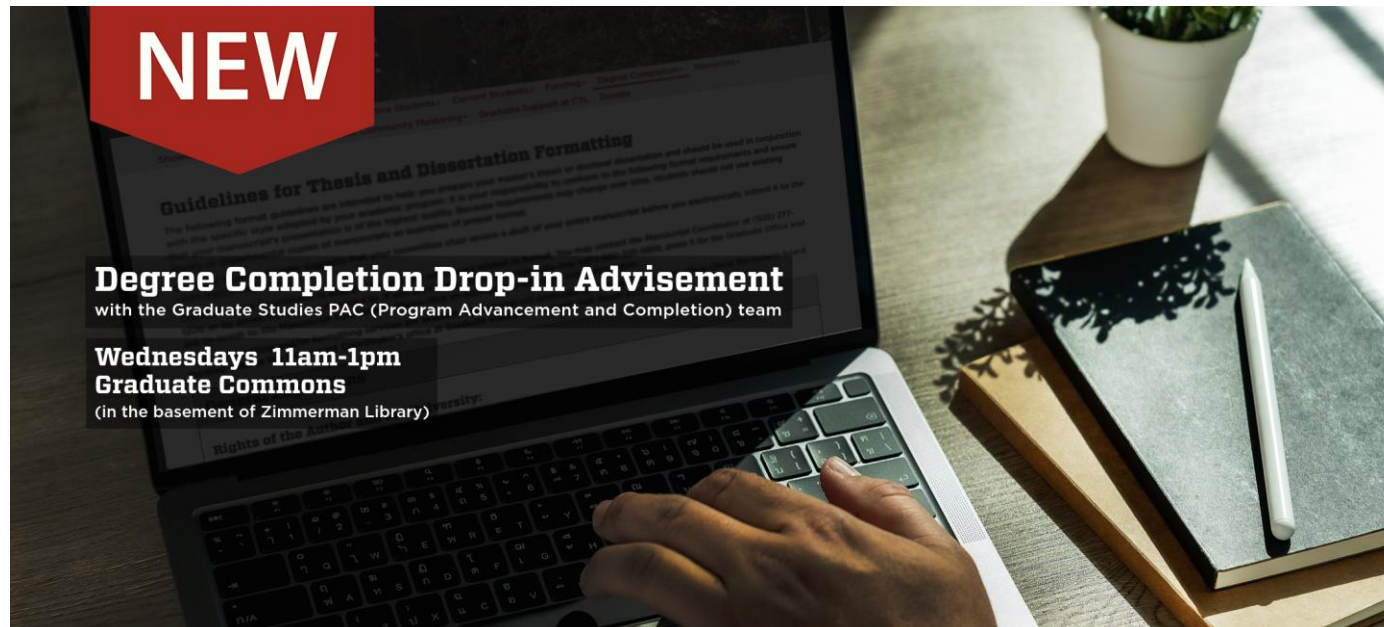
Have a strong documentation system? Share with us your strategies!



Degree Completion Drop-in Advisement

Drop-in advisement is designed for graduate students to ask quick questions about their degree completion requirements!

For this Fall 2026 semester, drop-in advisement is offered on Wednesdays from 11am-1pm in the Graduate Commons (basement Zimmerman)



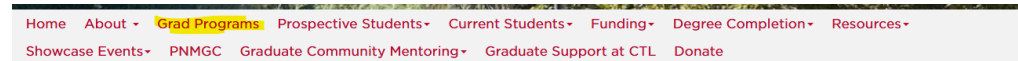
The background image shows a modern, light-colored building with a long, covered walkway. A wooden fence runs along the walkway in the foreground. The scene is set outdoors with some greenery and a clear sky.

Contact Information

Update Grad Program Information

Please make sure that your Graduate Program information is up-to-date on our website for prospective and current student reference.

Form to update graduate advisors in degree listings:
<https://grad.unm.edu/resources/faculty-and-staff/website-requests/update-advisors.html>



Degree Programs, Advisor Information, and Application Instructions

Certificate

Specialized training in an area of study

Enhances knowledge and skills in a specialized field for career advancement and professional development. Can serve as a springboard to further graduate study.

Time commitment: often less than one year

Master's

Comprehensive study of a specific field

Offers broad, foundational knowledge of a specific field or discipline, often concluding with a capstone project or thesis. Can lead to a variety of career paths or to doctoral study.

Time commitment: two years on average

Doctoral

Advanced, specialized study of a field

Provides deep, specialized knowledge and skills, often through fieldwork and original research. Can lead to careers in academia, industry, nonprofits, government, and beyond.

Time commitment: 5-7 years on average

Degree Programs

The following links contain degree program overviews, advisor information, application instructions, and links to program websites. Please see the [UNM Catalog](#) for additional information.

Arts and Sciences

- American Studies (MA and PhD)
- Anthropology (MA, MS, and PhD)
- Biology (MS and PhD)
- Chemistry and Chemical Biology (MS and PhD)
- Chicana and Chicano Studies (MA and PhD)
- Chicana and Chicano Studies (Graduate Certificate)
- Communication and Journalism (MA and PhD)
- Communication Sciences and Disorders (PhD)
- Comparative Literature and Cultural Studies (MA)
- Creative Writing (MFA)

Fine Arts

- Art Education (MA)
- Art History (MA and PhD)
- Art Studio (MFA)
 - Areas of Concentration:
 - Art and Ecology
 - Ceramics
 - Experimental Art and Technology
 - Painting and Drawing
 - Photography
 - Printmaking





Contact Us

We encourage you to use our shared email addresses, so we can respond to your questions and concerns as soon as possible!

All Graduate Studies inquiries:
grad@unm.edu

Manuscript forms and inquiries:
manuscripts1@unm.edu

We can schedule department presentations or workshops for students, faculty, and/or staff upon request.



Questions?