

March 25, 2026

# GradNet Meeting

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Graduate Studies  
grad@unm.edu

<https://unm.zoom.us/j/94231966256>  
Meeting ID: 942 3196 6256

# Agenda

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1. Assistantship Eligibility Information
2. TargetX Admissions Tips
3. Graduate Studies Deadlines
4. Graduation
5. Petition Process
6. GradForms Reminders
7. LoboWeb & MyReports Tips
8. Manuscript Formatting
9. Final Reminders & Questions

The background features a photograph of a light-colored building with a courtyard. In the foreground, there are various flowering plants, including pink and orange blossoms. A white semi-transparent 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

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- 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 Spring 2026 the end date on their contract must be May 16, 2026.
  - May 16, 2026, is the last day the student is a student and is eligible to hold an assistantship contract.
  - Questions – please email [Imayo@unm.edu](mailto:Imayo@unm.edu)

# Office for Academic Personnel Highlights

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- 2026 summer salary rates are posted on the [OAP website](#)

## Processing Deadlines for Graduate Assistant Actions

### Assistantship Contracts (New/Rehire, Extensions, Additional Jobs)

Contract Start Date	Deadline to Submit Initial Contract Draft for Student Review
Fall Semester: 8/1 - 8/31	20 Business Days Prior to Start Date
Spring Semester: 1/1 - 1/31	20 Business Days Prior to Start Date
Spring Intersession/Summer Term: 5/15- 6/15	20 Business Days Prior to Start Date
All other start dates	15 Business Days Prior to Start Date

- Graduate student has 10 business days to review and accept the assistantship contract.
- Deadlines include the 10 business days that students have to accept the assistantship contract.
- Contract resubmissions does not have to adhere to initial submission deadline. Contracts **must** be approved prior to the scheduled start date

### Other Graduate Assistant Personnel Actions

Contract Start Date	Deadline to Submit Initial Contract Draft for Student Review
Contract Terminations	5 Business Days Prior to Effective Date
Non-Standard Payments	10 Business Days Prior to Effective Date (NSP Must include all required signatures.)



## Graduate Studies

Contact [grad@unm.edu](mailto:grad@unm.edu) for questions related to academic issues.

- Academic eligibility
- Minimum enrollment requirements
- Petitions for exceptions (e.g. GPA, probation, suspension)
- Graduation end dates
- Academic discontinuation of an assistantship contract
- Request for Instructor Approval for Teaching Associates to teach a course for graduate credit

## OAP Labor Relations

Contact [OAPLR@unm.edu](mailto:OAPLR@unm.edu) for questions related to the collective bargaining agreement with UEW.

- Paid time off
- Questions regarding FLMA
- Benefits interpretation
- Contract interpretation as it applies to the collective bargaining agreement
- Remote work agreements
- Questions regarding assistantship postings
- Questions pertaining to grievances from assistantship holders.

Your  
**GRADUATE  
JOURNEY**  
begins here.

# TargetX Graduate Admissions

# TargetX Tips

- While the update to change to one Application Review has been instituted, there are applicants who submitted prior to the change, so be sure to complete the two-step Scorecard.

Review	Application Review Type Name	Completed	Decision	Owner Alias	Created
<input type="checkbox"/>	Graduate Final Admissions Review	<input type="checkbox"/>			3/2/2
<input type="checkbox"/>	Graduate Admissions Committee Review	<input checked="" type="checkbox"/>	Accept		12/1/2

- All TargetX training videos and other materials are on [Faculty and Staff Resources](#).

- If the applicant applied for the PhD and after review is going to be admitted to the master's, please email [apply@unm.edu](mailto:apply@unm.edu) or [goglobal@unm.edu](mailto:goglobal@unm.edu). You will receive an updated Decision Form which will initiate the change to the application. **Then** you can complete the Scorecard to formally admit to the master's.

# Deadlines

# UNM Catalog Deadlines

Deadline	Summer	Fall	Spring
<b>Additions to Graduation Lists</b>	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.
<b>Program of Studies**</b>	March 1st	July 1st	October 1st
<b>Application for Candidacy**</b>	Deadline last day of the Spring term.	Deadline last day of the Summer term.	Deadline last day of the Fall term.
<b>Degree Requirement Completion*</b>	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

*Ten Year Dates*

\*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.



# Emerging Deadline for Spring 2026 Graduates

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- **April 15<sup>th</sup>:** 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.

# Graduation

# Commencement Participation for Summer 2026 Grads

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- We recommend to send Summer 2026 graduation lists **early** to [grad@unm.edu](mailto:grad@unm.edu)
- All pending graduates will receive information via email about commencement RSVPs for Spring 2026, including Summer 2026 pending graduates
- For any questions about commencement, please email [graduation@unm.edu](mailto:graduation@unm.edu)

## **Spring 2026 Graduate University Commencement** **Friday, May 15, 6:00pm, The Pit**

**Masters student RSVP** closes Tuesday, May 12, 5:00pm

**Doctoral student RSVP** closes Wednesday, May 6, 5:00pm

**Faculty RSVP** closes Friday, May 1, 5:00pm



# Courtesy Policy

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- Deadline to be eligible for Summer 2026 courtesy is May 18, 2026, at 11:59 PM (Mountain Time)
  - Students must complete all degree requirements (including manuscript submission and forms) by May 18<sup>th</sup>, or they are not eligible for courtesy.
  - Deadline is always the Monday after the last official day of the term.
- If students qualify for Summer 2026 graduation with courtesy, they do not need to register for any credits or pay any tuition or fees in the Summer 2026 term
- Indicate if students are courtesy on the Summer 2026 graduation list

# Certificate of Completion

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- 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**

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WILL BE CONFERRED\* UPON  
**Student Name**

\_\_\_\_\_  
Maria Lane, Ph.D.  
Dean of Graduate Studies

\*All degree requirements were met on December 13, 2025

The background of the slide features a collection of white petitions and lightbulbs. Each item is printed with the 'NM GRADUATE STUDIES' logo in red. The petitions are scattered across the surface, some overlapping. Lightbulbs are also present, some standing upright and others lying on their sides. The entire scene is set against a vibrant red background, which is partially obscured by a white semi-transparent rectangle containing the title.

# Petitions

# Petition to the Dean of Graduate Studies

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- Use Petition Form on *grad.unm.edu*
- Two statements are required:
  - 1) Student
  - 2) Department  
(*Graduate Chair or Coordinator*)
- 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

# 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..

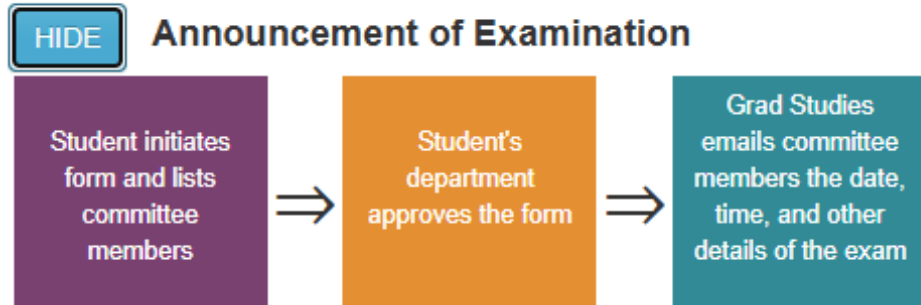
**Major Advisors** should review the Application for Candidacy to insure all requirements of the graduate catalog and program are met. (If they find they are not met, problems should be noted in the comments, and the form is sent back to the student electronically.) Advisors should use the comments section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

**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.

Application for Candidacy

[Create or view your Application for Candidacy](#)

# Announcement of Exam



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.

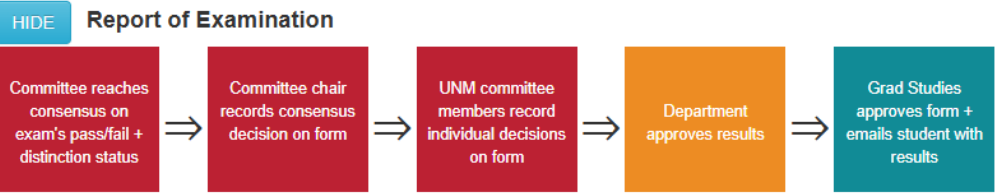
Note: if you don't see an outside UNM committee member in the dropdown list, your department should fill out the Request for Non-UNM committee service.

**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:  Phone:   
Email:   
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

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

Submit Form



# Manuscripts & Forms

# Manuscript Formatting & Forms

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## Formatting Requirements

We review the entire manuscript for formatting requirements. Starting for all Summer 2026 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 manuscript forms to [manuscripts1@unm.edu](mailto:manuscripts1@unm.edu)
- 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)

## Doctoral Students Additional Form

- Survey of Earned Doctorates (excluding MFA/EDD)

# Manuscript Workshops

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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.

## Spring 2026 Workshops

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

**Thursday, March 26 at 3:30pm**

**Friday, March 27 at 10:30am**

Zoom link:

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



# LoboWeb & MyReports Tips

# LoboWeb Comments



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

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](#)

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 enrout 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

The screenshot shows the 'ENROLLMENT MANAGEMENT REPORTING TEAM' interface for 'Graduates and Pending Graduates Guided Adhoc'. The page includes several filter sections:

- Academic Period:** A list of semesters from 202510 to 202780.
- Campus:** A dropdown menu with options: All, Albuquerque/Main, Gallup, Los Alamos, Taos, Valencia.
- Actual College/ Translated College:** A list of colleges including AP, AS, ED, EH, EN, FA, GP, and HC.
- Department:** A list of departments such as SOE Mechanical Engineering, AS Anthropology, AS Biology, etc.
- 1st/ 2nd Major:** A list of major codes like ABA, AMST, ANTH, ARCH, ARTE, ARTH, and ARTS.
- 1st/ 2nd Minor:** A list of minor codes like MCH and PH.
- Award Category:** A list of award types like Masters Degree, Doctoral Degree, and Post-Masters Degree.
- Graduation Status:** A dropdown menu with options: All, Pending, Record Clear.

On the right side, there are checkboxes for various demographic filters, all of which are set to 'No Limit':

- 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

At the bottom, there are buttons for 'Grad/Pending Grad Report' and 'Save Selections', along with file format options: HTML, Active HTML, Excel, PDF.

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!



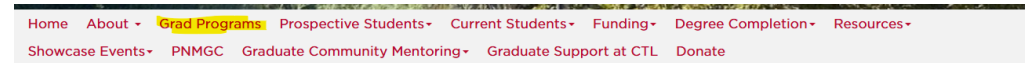
The background image shows a modern, multi-story building with a light-colored, textured facade. A concrete walkway runs alongside the building, bordered by a rustic wooden fence. The scene is set outdoors with green grass and trees under a clear blue sky with some light clouds. A semi-transparent white rectangular box is overlaid on the center of the image, containing the text 'Final Reminders'.

# Final Reminders

# 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

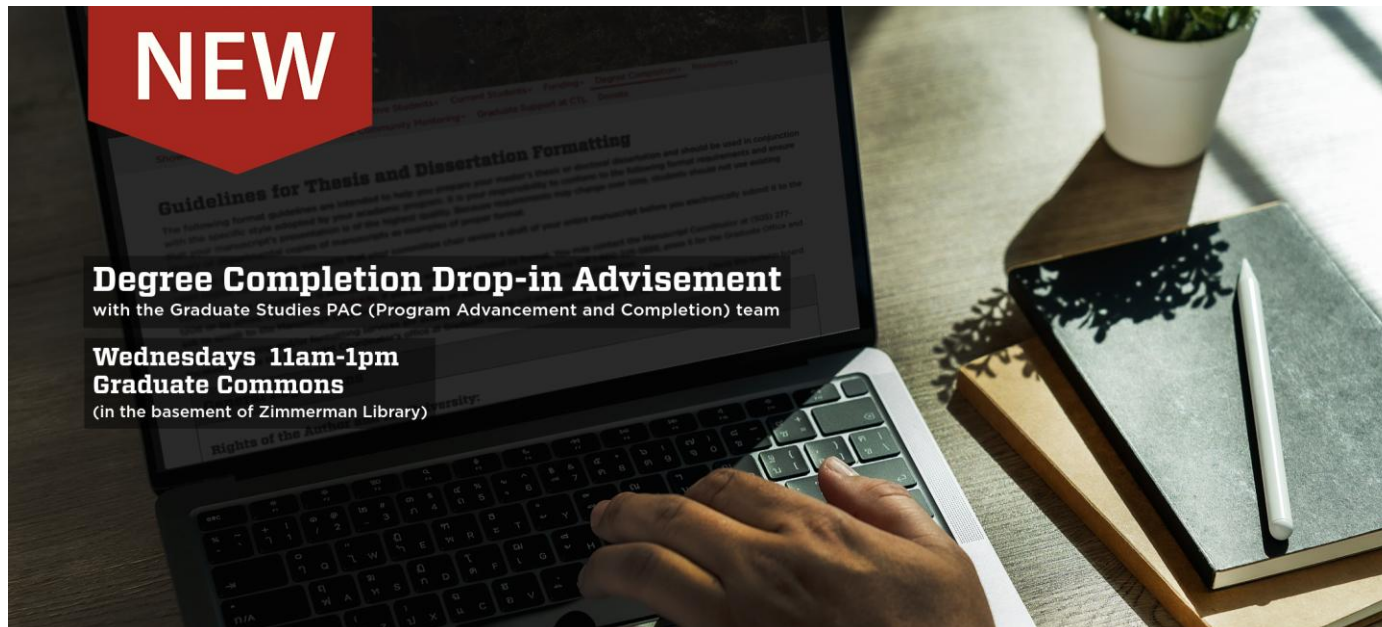


# Degree Completion Drop-in Advisement

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

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





# Contact Us

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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](mailto:grad@unm.edu)

Manuscript forms and inquiries:  
[manscripts1@unm.edu](mailto:manscripts1@unm.edu)

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



Questions?