

PROGRAM OF STUDIES FOR: MASTER'S DEGREE/GRADUATE CERTIFICATE

Submit one completed form to Graduate Studies. The original is retained by Graduate Studies; a copy is returned by Graduate Studies to the graduate unit after approval. Leaving any question 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.

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. This form must be approved by Graduate Studies before a student may take the master's examination. **Please print legibly or type this form completely.**

1. Personal Information

UNM ID Number: _____ Date: _____

Name (as it appears on UNM record): _____
First Middle Last

Other Names Used at UNM: _____
Middle Last

Local Address: _____
Street City State Zip Telephone

Permanent Address: _____
Street City State Zip Telephone

Email Address: _____

2. Department or Graduate Unit: a) _____ b) _____

3. List all degrees you currently hold (include both undergraduate and graduate degrees, major, institution, and date conferred for each):

Degree	Major	Institution	Date Conferred (mm/dd/yyyy)

4. Select appropriate option (**Required**): (list exactly as shown in the *University Catalog*)

☐ **Master's Degree** ☐ **Dual Degree** ☐ **Master's Degree** (plus Graduate Certificate) ☐ **Graduate Certificate Only**

Degree Abbreviation (Primary Program) _____ Major

Degree Abbreviation (Secondary Program) – Dual Degree _____ Major

Degree Abbreviation (Certificate) _____ Major

5. Concentration #1: _____ 6. Minor (if any): _____
Concentration #2: _____ **If declaring a formal minor, additional paperwork is required**

7. Plan I (with thesis) [☐] Plan II (without thesis) [☐] Plan III (Coursework only) [☐]

8. Semester and year that you expect to complete all requirements for this degree: _____
Semester of Graduation Year

9. You must choose a UNM Catalog/Graduate Bulletin. You must meet all program degree requirements specified in a UNM catalog/bulletin in effect since your admission/readmission (see POS Guidelines for details and restrictions).

Which UNM Catalog Year
are you following?

*In the left hand column, place a check mark ☒ beside core requirement courses only. If you are listing a substitution for a required course, or if a required course is being waived by your program this must be noted in a memo approved by your advisor and department chair.

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11. Applied Credit: List courses used to fulfill graduate degree requirements while in non-degree, extension or undergraduate status at UNM. Please see the section on APPLIED GRADUATE CREDIT in the *University Catalog*.

*	Dept & Course #	Course Title	Sem Hrs	Grade	Sem/Year (e.g. Fall/2006)	Instructor

12. Transfer Courses: List courses completed at an institution other than UNM that will be used to fulfill requirements for this degree. (May not be courses used for a previous Master's degree.) Official transcripts required.

*	Dept & Course #	Course Title	Sem Hrs	Grade	Sem/Year (e.g. Fall/2006)	Institution Name

13. Transcribed Graduate Certificate Courses: List courses completed to fulfill the requirements established by the certificate program as listed on front page.

*	Dept & Course #	Course Title	Sem Hrs	Grade	Sem/Year (e.g. Fall/2006)	Instructor

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