

THE UNIVERSITY OF NEW MEXICO
The Office of Graduate Studies
PROGRAM OF STUDIES FOR: MASTER'S DEGREE/GRADUATE CERTIFICATE

Submit one completed form to OGS. The original is retained by OGS; a copy is returned by OGS to the graduate unit after approval.
Please print legibly or type this form completely. 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.
DEADLINES: March 1 for Summer, July 1 for Fall, and October 1 for Spring.
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 OGS before a student may take the master's examination.

1. Personal Information

UNM ID Number: _____ Date: _____

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

Other Names Used at UNM: _____
First 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	Banner Major Code
Degree Abbreviation (Secondary Program) – Dual Degree	Major	Banner Major Code
Degree Abbreviation (Certificate)	Major	Banner Major Code

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

7. Plan I (with thesis) 8. Semester and year that you expect to complete all requirements for this degree: _____
Plan II (without thesis) 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 publication have you selected? 2001-2003 2003-2005 2005-2006 2006-2007 2007-2008 2008-2009 2009-2010 2010-2011

PROGRAM OF GRADUATE STUDY (Within each section list all courses in CHRONOLOGICAL ORDER.)

10. Graduate Degree Courses: List courses used to fulfill requirements completed or to be completed at UNM after admission to your graduate program. For Dual Degree Programs, list courses for each MAJOR separately, in chronological order. For Dual Degrees, please indicate "**A**" for first degree program, "**B**" for second degree program, and "**C**" for shared hours in column labeled "**DD**".

***In the left hand column, place a check mark** \checkmark **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.

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

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 but used to fulfill requirements for this 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

14. Language and/or Skill Requirements: (this section to be completed by Faculty Graduate Director only)

If your program requires a language and/or skill, has this student met the requirement? Yes No n/a

Signature of Faculty Graduate Director

- Credits used to fulfill requirements for any other degree may not be applied toward this degree

- You are responsible for knowing all UNM graduate regulations and requirements, as well as those specific to your graduate program. You are encouraged to obtain a *University Catalog* and obtain copies of your program's particular graduate requirements

15. APPROVALS (Unit #1 – Primary)

Signature of Student Date

Signature of Major Advisor Date

Major Advisor (printed or typed name) Date

Signature of Faculty Graduate Director or Graduate Unit Chair Date

Signature of Dean of Graduate Studies Date

16. APPROVALS (Unit #2 – Dual/Certificate)

Signature of Student Date

Signature of Major Advisor Date

Major Advisor (printed or typed name) Date

Signature of Faculty Graduate Director or Graduate Unit Chair Date

Signature of Dean of Graduate Studies Date

FOR OGS USE ONLY

Time limit for completion of degree:

Entered: _____

Degree: _____ Major: _____ Major Code: _____

Plan I Plan II

Coursework [] _____ Required Courses: _____

Diss/Thesis [] _____

500 Min [] _____

Prob Max [] _____

Master's hrs [] _____

Lang/Skill (1) _____ (2) _____ Transf / ND / Ext / UG _____

GPS (3.0) _____ Instr. (50%) _____ Time Limit _____ Extension _____

Post Masters _____ 18 hrs after _____ 24 @ UNM _____ Doc / MFA Comp _____

Processor _____ Approved as presented this date _____