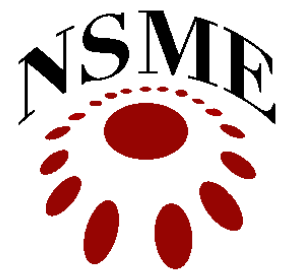


2016-2017 University of New Mexico
Nanoscience & Microsystems Engineering
Graduate Program Student Handbook



Nanoscience and Microsystems Engineering is an interdisciplinary degree program of students mentored by faculty from the Schools of Engineering, Arts and Sciences, and the Health Sciences Center.



2015-2016 University of New Mexico Nanoscience & Microsystems Engineering Graduate Program Student Handbook

Nanoscience and Microsystems Engineering is an interdisciplinary degree program of students mentored by faculty from the Schools of Engineering, Arts and Sciences, and Health Sciences Center.

Table of Contents

1. Introduction	5
2. Admissions and Enrollment	5
2.1 Admission to the Graduate Program	5
2.2 Application Deadline.....	6
2.3 Application Materials Checklist	6
2.4 Deferred Enrollment.....	7
2.5 Non-Degree Status.....	7
2.6 International Applicants	7
3. Degree Programs	7
3.1 MS Plans	7
3.2 PhD Minor.....	8
3.3 PhD	8
3.4 Program Changes.....	9
3.4.1 Dual Degree Program	9
3.4.2 Changing Degree Programs	9
3.5 PhD Elective Courses	9
4. Program Milestones.....	11
5. Advisors and Graduate Committees	16
5.1 Major Advisor	16
5.2 Committee on Studies	17
5.3 PhD Dissertation Committee	17
6. General Academic Regulations	18
6.1 Semester Course Loads.....	18
6.2 Registering for Classes	18
6.3 Grades.....	19
6.4 Grade Point Average.....	19

6.5	Change of Grade/Academic Record.....	20
6.6	Academic Probation and Consequences	20
6.6.1	Type 1: Grade Point Average	20
6.6.2	Type 2: NC/F/WF/IF Grades	20
6.6.3	Type 3: Incomplete Grades.....	20
6.7	Suspension.....	21
6.7.1	By the Office of Graduate Studies	21
6.7.2	By a Degree Program	21
6.7.3	Readmission after Suspension	21
7.	Requirements for Master's Degree.....	21
7.1	Course Work Requirements.....	22
7.1.1	Plan I	22
7.2	Program of Studies	23
7.3	Notification of Intent to Graduate.....	24
7.4	Required Enrollment.....	24
7.5	Thesis	24
7.6	Master's Examination	25
7.7	Master's Snapshot	25
8.	Requirements for Doctorate	27
8.1	Curriculum Requirements.....	27
	NSME PhD without obtaining MS	28
	NSME PhD with previously obtained MS.....	29
8.2	Dissertation Hours	29
8.3	Five-Year Limit	30
8.4	Candidacy	30
8.5	Doctoral Comprehensive Examination	31
8.6	Doctoral Final Examination (Defense)	31
8.7	PhD Dissertation	32
8.8	Manuscript-based Thesis or Dissertation	32
8.9	Doctoral Snapshot	33
9.	Planning Worksheets	36
9.1	Degree Planning Worksheet	36
9.2	Coursework Checklist	37
10.	Qualifying Exam	38
10.1	Qualifying Exam Procedures.....	38
10.2	Criteria for Assessment.....	39
11.	Evaluation of Progress	40

12.	Taking a Leave of Absence.....	40
13.	Petition Procedures	40
14.	Policy on Termination.....	41
15.	Financial Aid.....	42
	Application.....	42
16.	Student Loans	43
17.	Student Employment.....	43
18.	Sources of Research Funds	43
19.	Outreach.....	43
20.	Facilities & Resources	43
	20.1 Equipment Use and Availability	43
	20.2 Telephones	44
	20.3 Library	44
	20.4 Teaching Assistant Resource Center (TARC)	44
	20.5 Graduate and Professional Student Association	44
	20.6 Nanoscience & Microsystems Graduate Student Association (NSME-GSA).....	44
21.	PhD Flowchart	45
	Appendix A: OGS Forms.....	46
	1. OGS Master’s Snapshot	48
	2. Masters Checklist.....	49
	3. Program of Studies – Masters.....	50
	4. Transcribed Minor Form.....	51
	5. OGS PhD Snapshot.....	52
	6. Doctoral (PhD) Graduation Checklist	53
	7. Announcement/Report of Examination	54
	8. Qualifying Exam Directions/Procedure.....	55
	9. Qualifying Exam Oral Exam Rubric.....	59
	10. Application for Candidacy.....	64
	11. Appointment of Dissertation Committee	69
	12. Report on Thesis/Dissertation	70
	13. Common Manuscript Problems	71
	14. Certificate of Final Form for Manuscript	72
	15. Intent to Graduate	73
	16. Request of Certificate of Completion	74
	17. Language Skill Requirement	75

18.	Commencement Ceremony Request.....	76
19.	NSME Database Form	77

1. Introduction

This handbook is to be used as a supplement to the UNM Graduate Catalog and Pathfinder (the UNM Student Handbook), and is intended to provide information specifically relevant to the NSMS department.

Graduate Catalog Link <http://www.unm.edu/~grad/catalog/catatoc.html>

Pathfinder Link <http://pathfinder.unm.edu/>

The NSME Program Coordinator, Chair, and Associate Chair are available for discussion and clarification regarding any aspect of the program. Each student should receive this catalog before the start of their first year in the graduate program. They are also expected to attend an advisement session at the start of each new semester.

Nanoscience and Microsystems Contact Information:

- Dr. Sang M. Han, NSME Director: meister@unm.edu, 277-3118
- Dr. John Grey, NSME Associate Director: jkgrey@unm.edu, 277-1658
- Linda M. Bugge, NSME Graduate Programs Coordinator: lbugge@unm.edu, 277-6824

The Office of Graduate Studies (OGS) web site includes all necessary information pertinent to your graduate education. The OGS home page can be found at <http://www.unm.edu/~grad/>. Links to guidelines for graduate committee composition, exams and general degree requirements are listed at the OGS home page.

Forms from OGS may be downloaded from, <http://www.unm.edu/~grad/forms/forms.html>, or found in the Appendix of this handbook, Pg. 46.

Students are responsible for knowing and following all OGS and NSME policies and procedures. They are also expected to be aware of their academic standing at all times.

2. Admissions and Enrollment

2.1 Admission to the Graduate Program

Applications for admission to the Graduate Program in Nanoscience and Microsystems are reviewed by a Graduate Student Selection Committee. This Committee evaluates whether or not:

- 1) The applicant meets the admissions standards of the Department
- 2) A suitable sponsor is available in the applicant's expressed area of interest
- 3) The applicant appears has potential to satisfactorily complete graduate degree work.

If approved by the Graduate Student Selection Committee and accepted into the UNM Graduate School, it is ideal but not required that a member of the Nanoscience and Microsystems Graduate Faculty agrees to serve as a sponsor for the student. One must be accepted into the Nanoscience and Microsystems

Program and UNM Graduate School for consideration for financial support from the Nanoscience and Microsystems Engineering Program.

Applicants are encouraged to contact prospective faculty sponsors as early as possible to discuss their application. Information regarding faculty and their interests can be obtained from the Nanoscience and Microsystems program's website <http://www.unm.edu/~nsme/> or by contacting the contacts listed on the previous page.

2.2 Application Deadline

Applications are evaluated early in the spring semester for admission for the following fall semester. The deadline for all required application materials are based on a rolling application date and can be found at the NSME website each year <http://www.unm.edu/~nsme/>. Applications received after this date may not be considered. Early application is encouraged for best consideration.

2.3 Application Materials Checklist

Your application must include the following materials and must be sent to:

www.unm.edu/apply

1. Application/Residency Form
2. Official Transcripts
3. A Letter of Intent—a detailed letter stating your specific areas of interest, career goals, reasons for pursuing a graduate degree in Nanoscience and Microsystems, and possible faculty sponsors
4. Three (3) Letters of Recommendation
5. GRE Scores sent directly from the testing agency
6. Departmental (NSE) Database Form (Pg. 77)
7. Other materials that strengthen your application (publications, current CV, etc.)

In their review of applications, the Graduate Student Selection Committee initially screens materials on the basis of the following minimum criteria:

- 1) Bachelor's degree from an accredited college or university. The degree must have been granted prior to the date on which you intend to enter the UNM graduate program.
- 2) An overall grade point average of 3.0 (on a 4 point scale).
- 3) A minimum total GRE aptitude score of 250 (Verbal and Quantitative combined); and
- 4) Basic courses: Differential Equations, 1 year of Physics, math and physical chemistry are essential.

2.4 Deferred Enrollment

Students admitted for the fall semester can ask permission to defer enrollment if they have a good reason for not beginning their studies immediately. Students wishing to defer enrollment must notify the departmental Graduate Program Specialist in writing. This request must also be approved by the Office of Graduate Studies. A deferral is limited to a period within one calendar year. If that limit is exceeded, the student would have to re-apply for admission into the Nanoscience and Microsystems graduate program.

2.5 Non-Degree Status

Students who may have missed the annual admission's deadline and who wish to begin their graduate studies as soon as possible may take "non-degree status" credit hours prior to seeking formal admission. Up to six hours of such credit may be applied to the student's degree requirements, assuming the student is eventually formally accepted into the graduate program.

2.6 International Applicants

International applications must be submitted to the Global Education Office at <http://geo.unm.edu/admission/>. Information regarding tuition/fees, as well as scholarships, can be found at this website. Once processed by the Global Education Office, the application materials will be sent to the Nanoscience and Microsystems Program. All required materials must be submitted before the application is forwarded to the Nanoscience and Microsystems Program!

3. Degree Programs

Graduate students in the Nanoscience and Microsystems Department may undertake one of three degree plans: MS Plan, PhD, or PhD Minor. While it is possible to transfer from one program to another, a program can be planned more effectively if your decision is made at the outset of your studies. Detailed information pertaining to the requirements of each degree program may be found in Section 7.

3.1 MS Plans

One alternative exists for obtaining a Master's degree in Nanoscience and Microsystems. The MS Plan I program provides advanced training in a subdiscipline of Nanoscience and Microsystems that emphasizes research preparation. A combination of course work and active research provides a program that develops an ability to conduct novel scientific research. This plan often leads into a PhD program, either at the University of New Mexico or another institution. A thesis or its equivalent is required.

Master's Program Requirements

NSME MS Plan: 24 Course Credits – 30 Credits Total <i>(Thesis option)</i>	
NSMS 510 - Chemistry & Physics at the Nanoscale	3 credits
NSMS 512 - Characterization Methods for Nanostructures	3 credits
NSMS 518 - Synthesis of Nanostructures	3 credits
NSMS 519 - MEMS Transducer Devices and Technology	4 credits *

NSMS 550 - Social and Ethical Implications of Nanotechnology	1 credit *
STEM Elective	3 credits
Seminar	3 credits
Problems	4 credits*
Thesis Hours	6 credits
TOTAL	30

3.2 PhD Minor

The PhD minor allows students from other disciplines to receive transcribed credit by taking the core requirements for the NSMS program. See Appendix for Transcribed Minor Form Pg. 51.

3.3 PhD

The emphasis of the PhD degree is advanced training in the subject matter of Nanoscience and Microsystems, and demonstration of the ability to design and implement significant independent research at an advanced level. The degree program is designed to develop both scholarship and technical expertise as the foundations for continuing scientific activity and contributions.

While many students enter the PhD program after obtaining a Master's degree, it is often preferable to design a program for the PhD that bypasses the MS degree. You should confer with your prospective Major Advisor or a member of the Nanoscience and Microsystems Faculty before you begin your graduate studies if you are at all uncertain about which program is most appropriate for your goals.

PhD Program Requirements

NSMS PhD: 48 Course Credits – 66 Credits Total (Without MS)	
NSMS 510 - Chemistry & Physics at the Nanoscale	3 credits
NSMS 512 - Characterization Methods for Nanostructures	3 credits
NSMS 518 - Synthesis of Nanostructures	3 credits
NSMS 519 - MEMS Transducer Devices and Technology	4 credits *
NSMS 550 - Social and Ethical Implications of Nanotechnology	1 credit *
STEM Electives	22 credits
Seminar	3 credits
Problems	9 credits
Dissertation Hours	18 credits
TOTAL	39

NSMS PhD: 24 Course Credits – 42 Credits Total (With MS)	
NSMS 510 - Chemistry & Physics at the Nanoscale	3 credits
NSMS 512 - Characterization Methods for Nanostructures	3 credits
NSMS 518 - Synthesis of Nanostructures	3 credits
NSMS 519 - MEMS Transducer Devices and Technology	4 credits *

NSMS 550 - Social and Ethical Implications of Nanotechnology	1 credit *
STEM Electives	3 credit
Seminar	3 credits
Problems	6 credits
Dissertation Hours	18 credits
TOTAL	44

3.4 Program Changes

3.4.1 Dual Degree Program

Students in dual degree programs must complete both degrees in the same semester. Students must adhere to the general degree requirements. For detailed information, refer to the graduate section of the UNM catalog.

3.4.2 Changing Degree Programs

If you were originally admitted into the Master's program and then decide to pursue a PhD degree, you must notify the Nanoscience and Microsystems program office of your intention. After starting a PhD program, you may decide instead to pursue a MS degree. A change from PhD to an MS degree can be made with the approval of the Committee on Studies. Students may need to change their official status with the university.

3.5 PhD Elective Courses

Many courses offered at UNM will be accepted for NSMS elective credit with the intent to supplement the nano-based coursework. We have listed numerous elective courses here, some of which were developed as new courses specifically for this degree program, with very specific relevance to the Nanoscience program. This is not an exclusive list. Many other courses will be added as they are developed and identified. Currently, the list of electives includes, but is not restricted to:

Course	Title	Professor/Time
Bchm 546L	Intensive Introductory Biochemistry II	Anderson (<i>Existing Course</i>)
ChNE 499/515	Topics: Nanoscale Quantum Structure Growth	Han (<i>New Topic Course</i>)
EPS 538	Analytical Electron Microscopy	Brearley (<i>Every year, Fall</i>)
EPS 558, Biol 558	Geomicrobiology	Crossey, Dahm (<i>Existing Course</i>)
MGT 594	Innovation in Technology	Salazar (<i>Existing Course</i>)
Math 466	Mathematical Methods in Science and Engineering	(<i>Existing Course, Fall</i>)
Math 579	Mathematical Methods for Science & Technology	(<i>Existing Course</i>)
Math 471	Introduction to Scientific Computing	(<i>Existing Course, Fall</i>)
Math 504	Introductory Numerical Analysis: Numerical Linear	(<i>Existing Course, Spring</i>)

	Algebra	
Math 505	Intro. Numerical Analysis: Approximation & Differential Equations	<i>(Existing Course, Fall)</i>
Math 512	Introduction to Ordinary Differential Equations	<i>(Existing Course, Fall)</i>
Math 513	Introduction to Partial Differential Equations	<i>(Existing Course, Spring)</i>
Math 514	Applied Matrix Theory	<i>(Existing Course, Fall)</i>
Math 557	Selected Topics in Numerical Analysis	<i>(Existing Course)</i>
Math 576	Numerical Linear Algebra	<i>(Existing Course)</i>
Math 577	Numerical Ordinary Differential Equations	<i>(Existing Course)</i>
Math 578	Selected Topics in Applied Mathematics	<i>(On Demand)</i>
ME 561	Nanomechanics of Materials	Al-Haik, Shen <i>(Existing Course)</i>
Phys 430	Introduction to Solid State Physics	<i>(Existing Course)</i>
Phys 529	Condensed Matter I	<i>(Existing Course)</i>
Phys 531	Atomic and Molecular Structure	<i>(Existing Course)</i>
Phys 552	Problems: A Quantum Information Theory	Caves, Deutsch, Geremia, Landahl, Moore <i>(Existing Course)</i>
Phys 566	Quantum Optics	Caves, Deutsch, Geremia, Landahl, Moore <i>(Existing Course)</i>
Phys 581	Advanced Topics: Density Functional Theory	Atlas - <i>(Existing Course)</i>
Stat 527	Advanced Data Analysis I	<i>(Existing Course, Fall)</i>
Stat 528	Advanced Data Analysis II	<i>(Existing Course, Spring)</i>
Stat 540	Regression Analysis	<i>(Existing Course, every Fall)</i>
Stat 545	Analysis of Variance and Experimental Design	<i>(Existing Course, Spring)</i>
Stat 553	Statistical Inference with Applications	<i>(Existing Course, Spring)</i>
Stat 561	Probability	<i>(Existing Course, every Fall)</i>
Stat 565	Stochastic Processes with Applications	<i>(Existing Course, Fall every 2 years)</i>
Stat 570	Industrial Statistics	<i>(Existing Course, Fall)</i>
Stat 576	Multivariate Analysis	<i>(Existing Course, Spring every 2 years)</i>
Stat 581	Introduction to Time Series Analysis	<i>(New Course, Offered first Spring 2007)</i>
Stat 586	Nonparametric Curve Estimation & Image Reconstruction	<i>(Existing Course, Fall every 2 years)</i>
EPS 400	Introduction to XDR	

If you are a prospective NSME student, please be advised we expect you successfully complete coursework in differential equations with a B or better. We expect students successfully complete coursework in physical chemistry with a B or better.

4. Program Milestones

It is the responsibility of the student to ensure that all forms are completed and submitted on time, with the appropriate signatures. All the forms mentioned in the following schedule are available from the Department's Graduate Program Specialist, from the Office of Graduate Studies, or at they may be found in the Appendix of this document.

YEAR 1 MILESTONES

Both PhD and Master's Programs:

- Complete 3 of 4 core courses listed below, if possible, as well as an ethics course as defined by the curriculum at time of entry into the program.
 - NSMS 510 Chemistry and Physics at the Nanoscale (3) Spring
(Also offered as PHYC 410) Students will study chemical and physical concepts necessary to understand nanoscale materials: Quantum properties, charge confinement, and nanoscale thermodynamics, surface and interfacial forces, nanomachines and nanostructures, self-organization, and scaling. Emphasis on problem-solving skills development.*
 - NSMS 512 Characterization Methods for Nanostructures (3) Fall
(Also offered as CHNE 512) Nanostructure characterization methods. Examine principles underlying techniques and limitations, and how to interpret data from each method: electron beam, scanning probe, x-ray, neutron scattering, optical and near field optical. Lab demonstrations and projects provide experience.
 - NSMS 518 Synthesis of Nanostructures (3) Fall
(Also offered as CHNE, ECE 518) Underlying physical and chemical principles (optics, organic and inorganic chemistry, colloid chemistry, surface and materials science) for nano-structure formation using 'top-down' lithography (patterned optical exposure of photosensitive materials) and 'bottom-up' self-assembly. Labs will synthesize samples.
 - NSMS 519 MEMS Transducer Devices and Technology (4) Spring
(Also offered as CHNE 512) Nanostructure characterization methods. Examine principles underlying techniques and limitations, and how to interpret data from each method: electron beam, scanning probe, x-ray, neutron scattering, optical and near field optical. Lab demonstrations and projects provide experience.
 - NSMS 550 Social & Ethical Implications of Nanotechnology (1) Fall
(Also offered as CHNE, ECE 550) In this course, students will examine issues arising from this emerging technology, including those of privacy, health and safety, the environment, public perception and human enhancement.
- Be in good academic standing with a cumulative GPA of greater than or equal to 3.0 and no grade less than B- (core curriculum and electives)

PhD Program:

- Arrange for Major Advisor and set up Committee on Studies. This Committee MUST meet with the student AT LEAST ONCE A YEAR. (approved by the graduate unit chairperson or graduate unit advisor, as evidenced by his/her signature on the student's Application for Doctoral Candidacy Pg. 64.)
- Choose dissertation project/gather preliminary data.
- Pass the qualifying examination by date set by the Qualifying Exam Committee (See "Qualifying Examination" below in Section 11, Pg. 36)
- Select a Committee on Studies (COS) following completion of Qualifying Exam

Master's Program:

- Arrange for Major Advisor; set up Committee on Studies (COS). This Committee MUST meet with the student AT LEAST ONCE A YEAR. (approved by the graduate unit chairperson or graduate unit advisor, as evidenced by his/her signature on the student's Program of Studies Pg. 50.)
- Make formal Program of Studies with the Nanoscience and Microsystems Department and the Office of Graduate Studies, after completing 12 hours of graduate course work (The Program of Studies Form, Pg. 50, should list all course work to be counted toward the degree).

YEAR 2 MILESTONES

PhD Program:

- Hold first COS meeting no later than the end of Spring semester to review student's academic progress, discuss Application for Candidacy (Pg. 64) (plans for coursework and research hours to meet student's educational and research goals), and review outline/plan for student's dissertation project.
- Note that the first COS meeting need not involve a formal review of a dissertation proposal.
- Hold second meeting of COS no later than 6 months after the first COS meeting. Student progress, Program of Studies and plan for student's dissertation proposal will be reviewed.
 - At this meeting the student should present a draft of proposed specific aims and initial feasibility data.
- Complete four required elective courses for major concentration.
- Notify the Office of Graduate Studies of date, time and place of Doctoral Comprehensive Exam (using Announcement of Examination Form Pg. 54).
- Take Doctoral Comprehensive exam.
- Make formal Application for Candidacy (Pg. 64) with the Department and the Office of Graduate Studies. The Application for Candidacy Form should list all course work to be

counted toward the degree. The form must be filled out in duplicate: one for the Nanoscience and Microsystems Department and one for the Office of Graduate Studies.

Master's Program:

- Fulfill remaining course requirements.
- **Plan I students:** Write thesis.
 - The Certification of Final Form, Report on Thesis ("gray sheets"—one to be filled out by each reader of your thesis) and Title Pages (these are on bond paper and have red-line borders that can be purchased at the bookstore or downloaded from the OGS web site <http://www.unm.edu/grad/forms/forms.html> and printed in color).
- Take Master's Exam for Thesis (Announcement of Examination Form Pg. 54.)
- **Plan II Students:** Take Master's Examination (Announcement of Examination Form Pg. 54.).
- **Both:** Notify the Department and the Office of Graduate Studies of your intent to graduate. Complete the Intent to Graduate Form (Pg. 73), obtained from and returned to the Nanoscience and Microsystems Department's Graduate Program Specialist's office.

If you have already had your Program of Studies approved by the Dean of Graduate Studies, you need to submit an entire new Program of Studies to your Major Advisor, the Department Chair, the department's Graduate Program Specialist, and the Dean of the Graduate School for approval.

IMPORTANT DATES

- Notify NSME program office, in writing, of your intent to graduate the semester before you plan to graduate.
- Submit Program of Studies (POS) to NSME program office and OGS by the required deadline
 - a. March 1 – Summer
 - b. July 1 – Fall
 - c. October 1 - Spring
- Notify the Office of Graduate Studies of date, time and place of Master's Exam (using the Announcement of Examination Form Pg. 54.) at least 2 weeks prior to exam.
- Master's Exam results, as well as a completed Report on Thesis/Dissertation Form (Pg. 70), should be submitted to the Office of Graduate Studies no later than November 15 (Fall), April 15 (Spring), or July 15 (Summer).

- Submit two perfect copies of the approved thesis (Plan I students) to the Office of Graduate Studies no later than November 15 (Fall), April 15 (Spring), or July 15 (Summer). Submit one copy of the thesis to the Nanoscience and Microsystems Department for its collection.

YEAR 3 MILESTONES

PhD Program:

- Schedule Comprehensive Examination (Doctoral Dissertation Proposal) no later than the Spring semester of the Third year.
- Form Dissertation Committee (may include COS members) See UNM Graduate Catalog for requirements on Dissertation Committees and Appointment of Dissertation Committee Form (Pg. 69)
- Complete the Comprehensive Examination no later than the end of Spring semester. The Comprehensive Examination will count as a COS meeting.
Comprehensive examination will consist of a proposal outlining the research plans and an oral examination of the candidate. Although data supporting the feasibility of the project is recommended, extensive preliminary data should not be required.
(See Doctoral Comprehensive Exam below, Section 8.5, Pg. 31)
(See OGS web site for UNM regulations regarding the Comprehensive Examination)
- Complete Application for Candidacy form, (Pg. 64)
- Students may sign up for Dissertation credit hours (699) in the semester they take the Comprehensive Examination
- Meet with Dissertation Committee no later than 6 months after the Comprehensive Examination. Student progress will be reviewed.

Master's Program:

- No modification for continuing students. Students must fulfill requirements pertaining to Year 1 & 2.

YEARS 4 & 5 MILESTONES

PhD Program:

- Continue to enroll in dissertation credit (699). A minimum of 18 hours of 699 credit is required for the PhD
- Meet with Dissertation Committee twice each year or more often if recommended by the Dissertation Committee. Student progress will be reviewed. If adequate progress in

dissertation research has been attained, student will receive committee approval to begin writing the dissertation.

FINAL YEAR MILESTONES

PhD Program:

- Meet with Dissertation Committee to obtain approval to write and defend the dissertation.
- Write dissertation.
- Complete Intent to Graduate form, Pg. 73, and submit to the NSME office for the required signatures.
 - The deadlines for OGS to receive this notification are: October 1 for Fall graduation, March 1 for Spring, and July 1 for Summer.
- Complete “Announcement of Final Examination for Doctorate” form, Pg. 54, and submit to the NSME office for the required signatures at least three weeks prior to the dissertation defense.
- Public presentation of dissertation research and closed defense of dissertation session.
- Submit Report of Final Examination form, Pg. 54, to the NSME office for the required signatures.
- Following approval of the oral defense and dissertation document, submit dissertation according to the rules and policies of OGS.
- For approved dissertation formats, see NSME Handbook and the UNM Graduate Catalog.
- Submit one bound copy of the dissertation to the NSME office.
- Graduation is dependent upon the completion of all degree requirements for graduation by:
 - November 15 for fall semester
 - April 15 for spring semester
 - July 15 for summer semester
- Notify the Graduate Program Specialist and the Office of Graduate Studies of Intent to Graduate. Complete the Intent to Graduate Form, Pg. 73, obtained from and returned to the Nanoscience and Microsystems Department’s Graduate Program Specialist’s office.
- Defense of Dissertation. The Announcement/Report of Final Examination Form (Pg. 54), Certification of Final Form for Manuscript (Pg. 72), Report on Dissertation form (Pg. 70) (one to be filled out by each reader of your dissertation) and Title Pages (these are on bond paper and have red-line borders. They can be purchased at the bookstore or downloaded from the OGS web site <http://www.unm.edu/~grad/forms/forms.html> and printed in red).
- Results of the Dissertation Defense should be submitted no later than November 15 (Fall), April 15 (Spring), or July 15 (Summer).
- Submit two final copies of the approved Dissertation, each with an abstract, to the Office of Graduate Studies no later than November 15 (Fall), April 15 (Spring), or July 15 (Summer).

Submit one copy of the dissertation to the Nanoscience and Microsystems Department for its collection.

- In addition to the above-mentioned forms that must accompany the dissertation manuscript, A Survey of Earned Doctorate Form must be submitted online @ <https://websurvey.norc.org/sed2011/>, <http://survey.norc.uchicago.edu/doctorate/index.jsp>.

All of the forms mentioned above require a variety of departmental and non-departmental signatures. Please complete all the forms required, obtain all the necessary signatures, except for the Department Chair's signature, and submit the forms to the Graduate Program Specialist for further processing.

5. Advisors and Graduate Committees

5.1 Major Advisor

The Major Advisor plays a key role in fostering your progress as a developing scientist; he or she is responsible for establishing your plan of study and course work, for seeing that you progress toward degree requirements in a timely fashion, for helping to assemble your Committee on Studies, and, most importantly, for working closely with you in your graduate research. The bonds you form with your major professor during your graduate studies are often firm and lasting, and are founded upon a close, professional working relationship. Accordingly, you should select a Major Advisor with care. Major Advisors must be members of the Nanoscience and Microsystems Graduate Faculty.

A graduate student in Nanoscience and Microsystems should have a research advisor at all times throughout his/her graduate program. Students are also encouraged to have a research advisor in an effort to support and foster their interdisciplinary education. While acceptance by a sponsor is encouraged for admission into the Graduate Program of this department, this does not mean that this relationship must be fixed for the duration of your graduate studies. Often students establish contact with a professor prior to completing their application for admission to the Department, but later elect to choose another faculty member to serve as their Major Advisor. You should not hesitate to consider changing your Major Advisor if your scientific interests diverge or your personalities are incompatible. The Major Advisor also has the right to terminate his/her relationship with a student if the relationship becomes strained, if the student's progress is unsatisfactory, or if the student exhibits inappropriate behavior. If your current arrangement does not seem to be working, you should discuss this change with your Major Advisor before making a decision to change professors. Either or both of you may then wish to involve the prospective new advisor and the Program Specialist or Director of the program in these discussions. Please note, changing your major advisor may impact your funding. Please, consider this when planning any changes.

5.2 Committee on Studies

The Committee on Studies helps the student to plan an integrated program of study that will satisfy the goals of the student and the degree requirements of the Nanoscience and Microsystems Program and UNM. The Committee can determine the course work necessary for satisfaction of degree requirements, recommends transfer of credits from other institutions, certifies that the residency requirement has been met, and interacts with the student in the formulation and implementation of the research program. Normally, for PhD students, the Committee on Studies serves as the core of the Dissertation Committee.

You must confer with your Major Advisor within the first semester of your graduate studies about the establishment of your Committee on Studies. For PhD candidates, the Committee must be appointed before 24 graduate credit hours are completed. In addition to the Major Advisor, the Committee on Studies for both MS and PhD degrees must contain at least two additional UNM faculty members, at least one of whom must be a member of the Nanoscience and Microsystems Graduate Faculty. The members of the Committee must be approved by the Major Advisor. The membership of the Dissertation Committee of PhD candidates is larger than that of the Committee on Studies (Section 5.3); it is a good idea to form the larger committee at the outset of your program.

The Committee on Studies of each graduate student who is in residence in the Nanoscience and Microsystems Department must meet with the student at least once during each academic year. The format of this meeting is open, but it should provide an opportunity for the Committee to monitor the student's progress, discuss course work, review recent research efforts, plan future research, etc. A brief (one paragraph) report of this meeting must be placed in the student's file in the Department Office by the student's Major Advisor within one week of the meeting. This form, and others needed to document the fulfillment of departmental degree requirements, may be obtained from the Graduate Program Specialist.

You should take the initiative in prompting your Major Advisor to call this meeting when it is most appropriate for you, and use it to present your most recent ideas to your Committee or to obtain their guidance on the problems that seem most pressing to you.

You have the right to call for a review of the membership of your Committee at any time. You may call for such a review, or address any other grievance, to your Committee Chairperson (Major Advisor), the Program Director, the Dean of Graduate Studies, or the Faculty Senate Committee on Graduate Programs and Standards.

5.3 PhD Dissertation Committee

The PhD comprehensive examination is administered by the Committee on Studies. The PhD dissertation is reviewed by a Dissertation Committee, which must include at least four members. Three members must hold tenure track positions. Of these three, two must hold tenure track positions at The University of New Mexico. One of these must be from the Nanoscience and Microsystems Department. The fourth individual must be a tenure track member of the UNM Graduate Faculty outside the Nanoscience and Microsystems

Department or from another institution other than UNM, and must be qualified to review the dissertation; the remaining members normally are those who composed the Committee on Studies. In addition, the Nanoscience and Microsystems Department suggests that an individual at another college or university should be asked to serve as an outside reader of the dissertation. This individual should be chosen on the basis of his or her competence in the research area of the dissertation, and should be invited to serve in this capacity at least six months prior to the completion of the dissertation. Funds may be available to bring outside readers to the campus at the time of the final exam, if you and your Major Advisor consider it worthwhile. All committee members must be present at dissertation defense or by teleconference if needed. A complete copy of the dissertation must be submitted to each member of your Dissertation Committee at least two weeks before the final examination.

6. General Academic Regulations

You should confer with your Major Advisor or one of the program's Graduate Advisors before registering for each semester. This provides an opportunity to assess your academic progress, to change courses required on your degree program, if needed, and to maintain contact with your Advisor. UNM follows a pre-registration procedure in which students who are currently enrolled receive registration materials for the next semester from the Office of Admissions and Records prior to the last month of the current semester. If you do not receive these materials, you should contact that office. Returning students who have not pre-registered may register using the UNM I-TEL system. You should make every effort to pre-register or register on time. A late-registration fee is assessed if you fail to register at the scheduled time. You may not register in graduate courses later than the end of the second week of a regular semester, or the end of the first week of a summer session, without the approval of the instructor(s) and the Dean of Arts & Sciences. If you hold an appointment that grants a tuition waiver, you must register for number of credit hours in which the tuition waiver entitles you to each semester. This may be done by adding hours of Nanoscience and Microsystems 551 (Problems), 599 (Master's Thesis), 651 (Research), or 699 (Dissertation), as appropriate.

6.1 Semester Course Loads

In general, a graduate student enrolling for and completing a minimum of 9 graduate credit hours per semester is considered to be a full-time student at UNM. However, if you are holding a teaching assistantship, the minimum course load is 6 graduate credit hours per semester. Many students holding teaching assistantships complete 12 credit hours or more per semester.

6.2 Registering for Classes

All students register for classes via the Internet. To use the internet registration system you must access LoboWeb . For more instructions and help using LoboWeb visit the Registrar's website at registrar.unm.edu. Registration can be completed through MyUNM at my.unm.edu. Prior to registering for classes you will need to obtain your UNM NetID and password.

6.3 Grades

To earn a graduate degree at the University of New Mexico, students must have a minimum cumulative grade point average of 3.0 in graduate-level courses taken in graduate status at the time of degree completion, as well as a grade point average of at least 3.0 for courses listed in their Program of Studies or Application for Candidacy.

Students may not graduate with “I” or Incompletes pending in any graduate course, nor may they graduate while on probation.

Courses taken to meet undergraduate deficiencies/prerequisites cannot be used to meet graduate degree requirements nor are they calculated into the graduate grade point average. It is expected that the student earn at least a B (3.0) in each of these courses. If a grade of less than B (3.0) is earned in any of these, the major department may deem that the prerequisite has not been satisfied.

No more than 6 credit hours of course work in which a C (2.0), C+ (2.33), or CR was earned may be credited toward a graduate degree.

6.4 Grade Point Average

The Office of Graduate Studies checks the student's grade point average at the end of every semester and summer session for as long as the student is in graduate status. All students whose academic standing is deficient after receiving grades for 12 attempted semester hours or two semesters, whichever comes first, are placed on probation or suspended, according to the university regulations and those of their graduate unit (see Catalog section on Probation).

The grade point average is calculated using all grades earned in graduate course work while a student is in graduate status. Grades earned at other institutions or in non-degree status are not calculated in a graduate student's grade point average. The University of New Mexico extension courses (those offered by the Extended University) taken prior to admission to a graduate program are not included in the graduate cumulative grade point average; however, The University of New Mexico graduate extension courses taken while a student is in graduate status are included.

The grade point average is calculated by dividing the total number of grade points earned (see Catalog section on Grades) by the total number of course work hours taken. Grades of CR, WP, NC and PR are excluded from the cumulative grade point average calculation. Grades of WNC, NC, WF and IF may have an adverse impact on a student's academic standing, financial aid, and assistantship eligibility.

In computing the cumulative grade point average, the OGS will internally calculate a grade of Incomplete as earning two grade points per credit hour the subsequent semester in which the “I” is assigned. No action will be taken unless the student's grade point average falls below 3.0 as a result of this internal calculation. In such instances, the student will be placed on Type 3 probation (see Catalog section on Probation) until the Incomplete is resolved or other grades are earned which raise the cumulative grade

point average. In the event that the student does not resolve the Incomplete or does not follow established procedures to extend the time for completion, the final grade in the course will be recorded as an IF and calculated as an F.

6.5 Change of Grade/Academic Record

The instructor of a course has the responsibility for any grade reported. Once a grade has been reported to the Office of the Registrar, only the instructor who issued the original grade (Instructor of Record) may submit a change by submitting a grade change form to Records and Registration in the Office of the Registrar. The student's department chairperson and/or college dean and the Dean of Graduate Studies must approve any change of grade submitted more than 30 days after the end of a semester. Any change in grade must be reported within 12 months after the original grade was issued.

6.6 Academic Probation and Consequences

Students who do not maintain good academic standing will be placed on academic probation by the Office of Graduate Studies. There are three types of probation.

6.6.1 Type 1: Grade Point Average

A student whose cumulative grade point average falls below 3.0 for grades earned in graduate-level courses taken while in graduate status will be placed on Type 1 academic probation. The student will be suspended from graduate status if the cumulative grade point average does not reach 3.0 after completion of an additional 12 semester hours of graduate course work or four regular semesters in probationary status, whichever comes first. Students on Type 1 probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate.

6.6.2 Type 2: NC/F/WF/IF Grades

Students who earn any combination of two grades of NC, F, WF, and/or IF in graduate courses taken in graduate status, even if their cumulative grade point average remains above 3.0, are placed on Type 2 academic probation. The student will be suspended from graduate status if a third NC, F, WF or IF grade is earned. Students on Type 2 probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, doctoral comprehensive examinations, defend theses, dissertations, or graduate. When students on Type 2 probation are ready to take final exams or defend theses or dissertations in order to complete graduation requirements, they must petition the Dean of Graduate Studies to end their probationary status so that they may complete their requirements and graduate.

6.6.3 Type 3: Incomplete Grades

A student whose cumulative grade point average drops below 3.0 due to the impact of incomplete grades in graduate-level courses taken in graduate status (see previous section on Grade Point Average) will be placed on Type 3 academic probation. Type 3 probation will end as soon as the student completes all necessary work for the 'I' course(s) and is awarded a grade. However if the student fails to complete the

necessary work, or if the final grade is low enough, the student may become subject to Type 1 or Type 2 probation. Students may not take master's examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate while on Type 3 probation. They may provisionally hold assistantships for one semester.

6.7 Suspension

6.7.1 By the Office of Graduate Studies

A student who is suspended from graduate status is removed from graduate student status at the University of New Mexico. A student may not apply for readmission to graduate status for one year after being suspended. The student may apply for admission to non-degree or undergraduate status at any time after being suspended from graduate status, but no class taken during the year in which the student is suspended from graduate status can be counted toward requirements for a graduate degree.

6.7.2 By a Degree Program

If in the opinion of the graduate unit a student shows little promise of completing the degree program or the student has committed an academic violation (e.g., Plagiarism), the graduate unit will notify the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that unit. Suspended students are not eligible to apply for readmission to any other graduate degree program for a period of one year from the effective date of the suspension.

6.7.3 Readmission after Suspension

If after a period of one year, a suspended student wishes to apply for readmission to a graduate unit, he/she must follow the readmission procedure delineated earlier in this catalog.

If a graduate unit decides to readmit the student, it will specify the conditions required by the student to re-establish his/her good standing. The period of suspension will be included in the time limit to complete the degree.

Students who have been suspended or who withdrew from the University while in probationary status will be placed in probationary status when readmitted to the University. Students suspended for low grade point average (Type 1 probation) will have 12 hours or four regular semesters (whichever comes first) to establish a grade point average of at least 3.0. A student who fails to achieve the minimum grade point average within the allotted time will be permanently suspended from their graduate program. Students who have been suspended for earning three grades of NC and/or F and subsequently readmitted will be permanently suspended from their degree program if a fourth grade of NC and/or F in graduate-level course work is earned.

7. Requirements for Master's Degree

To meet the formal requirements for the Master's degree, you must:

- 1) Successfully complete the course work requirements with a cumulative GPA of at least 3.0
- 2) Have a Program of Studies approved by the Graduate Dean no later than the semester prior to graduation (Pg.23)
- 3) Pass the Master's Examination and/or Master's Exam for Thesis (Pg. 25)
- 4) Submit a research proposal under Plan I (Pg. 22)
- 5) Present and successfully defend a thesis acceptable to the Department and the Graduate Dean (Plan I only; Pg. 24)

In the Master's Plan, you and your Major Advisor may design a program of studies in which all work is done in the major department, in the major department and the minor department, or in the major department and one or more related departments.

The following provisions must also be observed:

- 1) Programs meeting the minimum requirements of Plan I or II do not automatically constitute a master's program. Each program must be approved by the Department and the Dean of Graduate Studies;
- 2) After the Program of Studies has been filed, minor changes in your coursework may be made only with the approval of the Department and the Dean of Graduate Studies. A new Program of Studies form must be filled out and approved if any major changes are made to a Program of Studies;
- 3) All work offered toward fulfillment of degree requirements must fall within a 7-year period;
- 4) If you opt for a formal minor as part of your program, 1) you should consult with a member of the minor department in the planning of that program; and 2) the Nanoscience and Microsystems Engineering Program shall include a faculty member from the minor department on your Master's Examination Committee, unless this right is waived by the Chairperson of the minor department.
- 5) For rules on transfer credits see the UNM Catalog.

7.1 Course Work Requirements

7.1.1 Plan I

Degree Requirements

NSME MS Plan requirements: 24 Course Credits – 30 Credits Total (Thesis option)	
NSMS 510 - Chemistry & Physics at the Nanoscale	3 credits
NSMS 512 - Characterization Methods for Nanostructures	3 credits
NSMS 518 - Synthesis of Nanostructures	3 credits
NSMS 519 - MEMS Transducer Devices and Technology	4 credits
NSMS 550 - Social and Ethical Implications of Nanotechnology	1 credit

STEM Elective	3 credits
Seminar	3 credits
Problems	4 credits
Thesis Hours	6 credits
TOTAL	30

1. A minimum of 24 hours of graduate Nanoscience and Microsystems-related course work. The number of hours refers to semester hours in the combined major and minor (or related) fields.
2. A maximum of 6 hours of Problems (NSMS 551) and 3 seminar credits.
3. Only 12 hours (exclusive of thesis hours) may be taken with a single professor.
4. At least 50% of required course work must be completed after admission to the graduate program, unless further limited by the graduate program.
5. A minimum of 6 Thesis hours (NSMS 599).
6. Completion of a master's thesis.
7. A maximum of 6 hours of course work done in non-degree at UNM may be included in the Master's degree.
8. Course selection must be made with the approval of the student's Committee on Studies. Students with interests in ecology and evolution are strongly encouraged to take Nanoscience and Microsystems courses 516 and 517.

Note – “Program of Studies” form (POS) must be filed no later than 1 semester before student intends to graduate. Deadlines for submission are March 1st for a summer graduation, July 1st for a fall graduation, and October 1st for a spring graduation. After POS is filed student can complete his/her thesis defense. Announcement of defense is due to OGS two (2) weeks prior to the defense. Student must be enrolled in classes the term the defense is planned. All degree requirements must be satisfied by the following deadlines, July 15th for summer, November 15 for fall, and April 15th for spring. Once student begins taking thesis credits, the student must remain enrolled in thesis credits every semester until the manuscript is accepted. Thesis can be submitted no later than 90 days after passing the defense or the term graduation deadline, whichever comes first (see degree requirement deadlines).

7.2 Program of Studies

A Program of Studies for the Master's Degree should be filed with the Dean of Graduate Studies after you have completed 12 hours of graduate work and no later than the last day of classes of the semester before you expect to complete degree requirements. (The total number of hours needed for the degree are to be listed on the candidacy form.)

This form may be obtained either from the Office of Graduate Studies (OGS), the OGS web site <http://www.unm.edu/~grad/forms/forms.html> or from the Nanoscience and Microsystems Department Office. The Program of Study listed in the application should be planned in consultation with your Major Advisor; both your Advisor and the Department Chairperson must approve the form before it is submitted to the Dean of Graduate Studies. Approval of this form will be given only after 1) all undergraduate pre-requisites have been satisfied; 2) at least 12 hours of graduate credit have been completed with a B average or better.

7.3 Notification of Intent to Graduate

You need to officially inform the Nanoscience and Microsystems Engineering Program and the Dean of Graduate Studies of your intention to complete all degree requirements during that semester (Fall, Spring or Summer, respectively) by completing the Intent to Graduate Form (Pg. 74 or obtained from the Graduate Program Specialist's office) and submitting the form to the Nanoscience and Microsystems Department no later than mid July for Fall semester), 1st week in December for Spring semester, last week in April for Summer semester. Degrees are awarded three times during the year.

7.4 Required Enrollment

Master's students electing either Plan I or Plan II must be enrolled for at least 1 graduate credit either in thesis (NSMS 599) for Plan I, or in project, problems (not to exceed 12 credit hours), or another graduate course for Plan II for the semester (including the summer session) in which they complete degree requirements.

7.5 Thesis

Each candidate for the Master's degree under Plan I must submit a thesis that gives evidence of capacity for sound research (Pg. 33). The thesis must be approved by your Committee of at least three faculty members. The Thesis Director will serve as Chairperson of this Committee and assume the major responsibility for guiding the student's work.

A complete draft of the thesis should be submitted to your Committee well in advance of the anticipated graduation date. A one-page sheet of instructions is available from the UNM Bookstore; the thesis format is available also at the OGS web site <http://www.unm.edu/~grad/forms/forms.html>.

If you are following Plan I, you must complete a minimum of 6 hours of Thesis (599) credit. Having once registered for Thesis, you must then continue to register for a minimum of 1 hour of NSMS 599 during each regular semester (exclusive of summer, unless you plan on graduating during that semester) until the thesis is approved by the Graduate Dean. This rule applies whether or not you are enrolled for anything else. A thesis from a student who is not enrolled for the current semester is not acceptable.

Two copies of the typed/word-processed thesis, together with two copies of an 150-word abstract, all in perfect form and approved by your Committee, shall be submitted for the approval of the Dean of

Graduate Studies by November 15, April 15, or July 15 for Fall, Spring or Summer, respectively. A third copy shall be given to the Nanoscience and Microsystems Department for its collection.

7.6 Master's Examination

The Master's Examination and/or Master's Exam for Thesis must be passed by all candidates for the Master's degree. The examination, drawn from the major and minor or related fields as appropriate, may be written, oral, or both, at the option of the Committee on Studies; it is conducted by your Committee. The master's exam may be taken only after the Program of Studies has received approval.

The examination for the Master's degree will be conducted by a committee of three members approved for graduate instruction, at least two of whom must hold regular, full-time faculty appointments at UNM. The chair of the examination must be a regular faculty member. Non-regular faculty may serve as co-chairs.

Under Plan I, your Major Advisor usually serves as Chairperson of the Committee. The examination may be given only after the Program of Studies has been approved by the Graduate Dean; the student must be in good standing.

At least two weeks prior to the date of the Master's Examination and/or Master's Exam for Thesis, the student must notify the Nanoscience and Microsystems Department and the Dean of Graduate Studies of the date, time and place of the examination. The Announcement/Report of Examination Form can be found on Pg. 54 or from the Department's Graduate Program Specialist and must be submitted to the Department no later than November 1 (Fall), April 1 (Spring), or July 1 (Summer).

You must be notified of the results of the examination no later than two weeks from the date of examination. If your Committee anticipates being unable to meet this deadline, it must give you written notice to this effect prior to this examination; in this event, you must be notified of the results of the examination no later than three weeks from the date of the examination. The results of examinations taken between semesters or during the summer must be given no later than two weeks after the first day of classes of the next regular semester. Results of the examination shall be provided to the Office of Graduate Studies by November 15 (Fall), April 15 (Spring), or July 15 (Summer). If a candidate fails the examination, a six-month interval should elapse before a second examination is given. A candidate may take this examination only twice. Failure to pass the second time will result in the student's termination from the graduate program.

7.7 Master's Snapshot

The following requirements must be met before a student's name can be submitted for graduation.

- The student must follow the UNM Catalog in place at the time of his/her admission, plus any additional departmental requirements.

- Master's students under Plan I must be continuously enrolled for 599 hours. Master's students under Plan II must have been enrolled within three semesters (including summer) of graduation.
- The student should check his/her academic record (LoboWeb) at the end of each term to ensure that his/her status, degree program, grades and GPA are correct and in compliance with University policies.
- The student must meet the general degree requirements published in the UNM Catalog.
- The student must submit a Program of Studies (POS) listing all the courses that apply to the degree. The POS form (Pg. 50) can be filed at any time after admission but must be filed no later than the term before the student intends to graduate. The specific deadlines* are as follows: March 1 for Summer graduation, July 1 for Fall graduation and October 1 for Spring graduation.
- The student must notify the degree program of his/her intent to graduate the term prior to the term of graduation. The student should confirm additional deadlines with his/her program.
- The student is required to pass a master's examination and/or thesis defense. The master's examination may be taken only after the Program of Studies has received approval by the Graduate Dean and only if the student is in good academic standing. The Announcement/Report of Examination form (Pg. 54) must be submitted to OGS a minimum of two weeks before the scheduled date of the examination. The student must be enrolled in the term the master's examination is taken.
- The student must satisfy degree requirements (passed master's exam and/or thesis submission) by the deadlines of July 15 for summer graduation, November 15 for Fall graduation, or April 15 for Spring graduation.
- The student who chooses Plan I/Thesis option must complete a minimum of 6 hours of 599/thesis. Once a student begins enrollment in 599 s/he must enroll in 599 every term (summer term is excluded, except if the student is graduating in the summer) until the manuscript is accepted by OGS.
- The student must meet all thesis requirements. Please refer to the Graduation Checklist form (Pg. 49). The thesis must be submitted no later than 90 days after passing the thesis defense, or the term graduation deadline, whichever comes first. Manuscript formatting guidelines are available through this link.
- The student who misses the term graduation deadline, but completes degree requirements by the last day of that term may choose to follow the Courtesy Policy.

*NOTE: Deadlines that fall on a weekend or holiday are automatically moved to the end of the next business day.

8. Requirements for Doctorate

It is the responsibility of the student to ensure that all forms are completed and submitted on schedule, with the appropriate signatures. All the forms mentioned in the following schedule are available from the Department's Graduate Program Specialist.

To meet the formal requirements for the PhD degree, you must:

1. Successfully complete the course work requirements
2. Pass the PhD Qualifying examination (Section 8.5, Pg. 31)
3. Apply for doctoral candidacy (Section 8.4, Pg. 30)
4. Submit a research proposal
5. Pass PhD Comprehensive examination (Section 8.5, Pg. 31)
6. Advance to doctoral candidacy (Section 8.4, Pg. 30)
7. Present and successfully defend a dissertation acceptable to the Department and the Graduate Dean (Section 8.7, Pg. 31)

The requirements described below should be viewed only as a minimal formal context in which you are expected to grow in the professional stature represented by the doctoral degree.

8.1 Curriculum Requirements

1. A minimum of 48 hours of graduate credit course work (exclusive of dissertation hours). Must have 18 hours of 699 over and above the 48 hours.
2. Four, (part of the 48 hours needed) UNM Nanoscience and Microsystems Department courses of 400 or 500 level (excluding 402/502, 500, 551, 599, 651 or 699) with at least two of the four courses at the 500 level. The four courses must include a minimum of four different graduate faculty members. Students should consult w/major advisor or committee on studies for appropriate courses. These courses should be completed in the first 4 semesters.
3. At least 24 hours of graduate credit course work must be completed at The University of New Mexico of which, at least 18 hours of graduate credit course work must be completed after admission to the doctoral program at The University of New Mexico. (Part of the 48 hours) The six remaining graduate credits to meet the 24 credit hours must be course work

completed at UNM. The remaining 24 credit hours to meet the 48 credit hour degree requirements can be applied (includes non-degree or master's course work at UNM or transfer credits)

4. 18 Credit Rule - A minimum of 18 hours of graduate credit course work must be earned in The University of New Mexico courses 500 or above. (Part of the 48 hours)
5. No more than 50% of the required course credits at The University of New Mexico may be taken with a single faculty member. (Course work that has been completed for the master's degree is included in this limit)
6. A minimum of 18 hours of dissertation credits (NSMS 699) over and above the 48 credit hours for the degree requirement.
7. Must be enrolled the semester in which you complete degree requirements, including the summer session. If student has met the 18 credit hours of dissertation, the doctoral student must enroll with a minimum of 3 credit dissertation hours each semester.
8. Course selection must be made with the approval of the student's Committee on Studies.

NSME PhD without obtaining MS

Degree requirements

NSME PhD requirements: 48 Course Credits – 66 Credits Total (Without MS)	
NSMS 510 - Chemistry & Physics at the Nanoscale	3 credits
NSMS 512 - Characterization Methods for Nanostructures	3 credits
NSMS 518 - Synthesis of Nanostructures	3 credits
NSMS 519 - MEMS Transducer Devices and Technology	4 credits
NSMS 550 - Social and Ethical Implications of Nanotechnology	1 credit
STEM Electives	22 credits
Seminar	3 credits
Problems	9 credits
Dissertation Hours	18 credits
TOTAL	39

Note - Degree requirement deadlines for PhD graduation are; July 15th for the summer, November 15th for the fall, and April 15th for the spring. Paperwork is crucial for graduation. Please review the various OGS checklists (forms page on their website) to be sure you are submitting in the correct order.

NSME PhD with previously obtained MS

NSME PhD requirements: 24 Course Credits – 42 Credits Total (With MS)	
NSMS 510 - Chemistry & Physics at the Nanoscale	3 credits
NSMS 512 - Characterization Methods for Nanostructures	3 credits
NSMS 518 - Synthesis of Nanostructures	3 credits
NSMS 519 - MEMS Transducer Devices and Technology	4 credits
NSMS 550 - Social and Ethical Implications of Nanotechnology	1 credit
STEM Electives	1 credit
Seminar	3 credits
Problems	6 credits
Dissertation Hours	18 credits*
TOTAL	42

Note – If the NSMS core was taken as a part of a MS program these classes do not need to be repeated. Any NSMS courses already taken will be converted to electives. Degree requirement deadlines for PhD graduation are; July 15th for the summer, November 15th for the fall, and April 15th for the spring. Paperwork is crucial for graduation. Please review the various OGS checklists (forms page on their website) to be sure you are submitting in the correct order.

* All 18 dissertation hours can be taken in a single semester. You must be enrolled in dissertation hours the semester of graduation. Dissertation credits may be taken before passing the comprehensive exam (e.g. summer) but will not count toward the 18. Six dissertation credits may be taken during the semester in which the comp is passed, and will count toward the required 18 credits.

8.2 Dissertation Hours

The program for the doctorate includes a minimum of 18 hours of Dissertation (NSMS 699) credit. You should consult with your Major Advisor concerning the time of the initial enrollment and the number of NSMS 699 hours to be carried each semester, 12 hours being the maximum. You may not count credit hours from dissertation courses of which you are enrolled in prior to the semester in which you take your comprehensive examination. If you fail to complete the comprehensive examination in the semester of the initial 699 registration, you will not receive 699 credit for that semester. If you begin Dissertation research prior to completion of the comprehensive exam, IT IS POSSIBLE TO DO SUCH RESEARCH UNDER PROBLEMS 551 and still receive credit.

Having once registered for Dissertation credits, you must continue to register for 699 during each regular semester (**exclusive of Summer, except if the student is graduating in the summer**) until the dissertation is approved by the Graduate Dean. All students registered for Dissertation (699) must enroll for 3-

12hours/semester, the number of hours to be determined by consultation with your Major Advisor. The maximum in the Summer Session is 9 hours without seeking departmental approval.

Students who have enrolled in 699 and subsequently stopped enrollment for one or more semesters (not including summers) must follow the procedures listed under “Reinstatement Policy” previously given in the UNM catalog. (Procedures for reinstatement are also available on the OGS Web site <http://www.unm.edu/grad>).

After completing 18 hours of Dissertation enrollment, you may meet the continuous enrollment requirement by enrolling for 3 hours of 699. The Dean of Graduate Studies will not accept a dissertation from a student who is not enrolled for the current semester.

8.3 Five-Year Limit

As a general rule, all work offered toward the requirements for the Doctorate must fall within a five-year period after successful completion of the doctoral comprehensive examination. Candidates who have interrupted their graduate education for professional work in their field will generally be granted an extension of the time limit, but a petition must be filed. (See also Taking a Leave of Absence Pg. 40) Any request for an extension of the limit for this or other reasons must be originated by the student, supported by the Department, and addressed to the Graduate Dean.

8.4 Candidacy

The Doctoral student applies for candidacy once s/he has passed their comprehensive exam. The Application for Candidacy is the vehicle that formally summarizes your program of studies.

It is mandatory that all the following requirements be successfully met before you file the Application for Candidacy form (Pg. 64). Those requirements are as follows (in no required order):

1. Required course work (all graduate).
2. Comprehensive Examination.

The student cannot advance to candidacy until these requirements are successfully completed.

Courses selected to satisfy this requirement will, of course, also count to satisfy the total number of credit hours accumulated for the degree.

Application for Candidacy forms are available at the Office of Graduate Studies, the OGS web site <http://www.unm.edu/~grad/forms/forms.html>, the Nanoscience and Microsystems Department Office, or Pg. 64. The form must be approved by the Committee on Studies and returned to the Graduate Program Specialist for further processing.

8.5 Doctoral Comprehensive Examination

The Doctoral student must pass written and oral comprehensive examinations in the major field of study. The examinations are not limited to the areas of your course work, but will test your grasp of the field as a whole. You must be in good academic standing to take these examinations. The comprehensive examination may be taken at any time; however, it must be prior to your Application for Candidacy. At least two weeks prior to the planned examinations, you must notify (by using a form available in the Department Office) the Dean of Graduate Studies of the date, time and place of the examinations.

The examinations are normally conducted by the Committee on Studies and such other persons as are appointed by the Department in consultation with the student and with the approval of the Graduate Dean.

You must be notified of the results of the examinations no later than two weeks from the date of the examinations. If your committee anticipates having difficulty in meeting this deadline, you must be given written notice to this effect prior to the examinations; in this event, you must be notified of the results of the examinations no later than three weeks after the first day of classes of the next regular semester.

Results of the examinations shall be reported to the Dean of Graduate Studies on the form provided. If a student fails the examinations, the Committee on Studies shall make an appropriate recommendation to the Dean of Graduate Studies regarding a possible re-examination, which must be administered within one year from the date of the last exam. Failure to pass the second time will result in the student's termination from the doctoral program.

8.6 Doctoral Final Examination (Defense)

All candidates must pass a final examination dealing primarily with the dissertation and its relationship to the candidate's major field.

At least two weeks before the date set for the final examination, you should notify the Dean of Graduate Studies of the date, time and place of the defense (form available from the Department's Graduate Program Specialist's office). The examination is chaired by your Major Advisor. A complete copy of the dissertation must be submitted to each member of the Dissertation Committee at least two weeks before the defense.

At the conclusion of the examination, the members of the Dissertation Committee shall confer and vote their recommendations, which must be agreed upon by at least three of the four members. The Committee may 1) recommend that the dissertation be approved without change; 2) recommend that the dissertation be approved subject only to minor editorial corrections, or 3) require that the dissertation be revised before approval. In the case of 1) and 2), no further meeting of the Committee will be needed, although in the case of 2) the Major Advisor will be responsible for seeing that the corrections are made before the dissertation goes to the Office of Graduate Studies. In the case of 3), the full Committee will decide that their stipulations have been met.

A portion of the final examination must consist of a formal, 50-minute oral presentation open to the general public. Formal announcement of this event should be made at least one week in advance of the presentation using the normal format that is used by the Department for regularly invited seminar speakers. After the seminar, the candidate and the Dissertation Committee will meet privately to continue the examination. Each reader of the dissertation must fill out an evaluation form (Report on Dissertation Form Pg. 70), and the Chairperson of the Dissertation Committee must, in addition, fill out a Certification of Final Form for Manuscript Pg. 72, which needs to be turned in to the Office of Graduate Studies immediately after the defense. These forms are available at the Nanoscience and Microsystems Department Office or from the OGS web site <http://www.unm.edu/~grad/forms/forms.html>.

8.7 PhD Dissertation

All Plan I MS students and doctoral students are required to prepare a thesis or dissertation respectively, as part of the fulfillment of the degree requirements. There are two acceptable, alternative formats for the thesis or dissertation: the traditional and the manuscript-based. The latter is often referred to in the Department as a "hybrid" thesis or dissertation. Students may opt to use either style. However, approval of which style is used will be obtained from their major advisor and the members of their examination or dissertation committee prior to preparing the thesis or dissertation.

For either style, the rules and regulations established by the Office of Graduate Studies (OGS) regarding format (Front Matter, Text, Reference Matter, paper dimensions, margins, etc.) must be adhered to. The OGS guidelines are available at <http://www.unm.edu/~grad/forms/forms.html>.

Traditional Thesis or Dissertation

The traditional thesis or dissertation is a single manuscript, authored solely by the student, presenting original research performed by the student. The text section is typically subdivided into: Introduction, Materials and Methods, Results, Discussion, References, and Appendices (optional).

8.8 Manuscript-based Thesis or Dissertation

A manuscript-based thesis or dissertation is a collection of manuscripts or articles formatted for publication and presented as separate chapters of a single thesis or dissertation. This style must satisfy the following guidelines:

1. The articles or manuscripts must report original research that is primarily the student's or to which the student contributed significantly. The student must be the first author on at least one of the manuscripts in their thesis or dissertation. The inclusion of a particular manuscript in the thesis or dissertation will be with the approval of the student's advisor and the members of the examination committee.
2. The manuscripts must be articles published in a peer-reviewed national or international journal and/or manuscripts prepared for publication in a peer-reviewed national or

international journal. This guideline allows for a single thesis or dissertation to consist of a mixture of published and unpublished material.

3. The chapters may be in the format style for the journal to which they are intended. However, the student's advisor and the members of the examination committee have the option to require re-formatting of chapters to a single uniform style.
4. The names of all co-authors on multi-authored manuscripts will be included. If one or more of the manuscripts are already published at the time the thesis or dissertation is submitted, the article's citation will be provided at the beginning of each chapter.
5. Students should consult OGS regulations regarding issues related to copyright. Students are responsible for obtaining permission to use a published, copyrighted manuscript in their thesis or dissertation from the journal in which the paper is published. Students are advised to consult the policies of the journal regarding release of copyright for use in theses and dissertations. Many journals openly state in their policies and guides to authors that published manuscripts may be used for theses and dissertations without obtaining additional permission.
6. The completed thesis or dissertation will contain:
 - a. An abstract that collectively summarizes the individual manuscripts or chapters;
 - b. A general introduction that lists the individual manuscripts and describes how each chapter or manuscript relate to a general theme of the thesis or dissertation is recommended. The student should seek the advice of their faculty mentor and members of their thesis examination or dissertation defense committee on the content of the introduction.
 - c. The articles or manuscripts as separate chapters;
 - d. A conclusion or summary that provides an overview of the collective findings reported in the separate chapters is recommended at the discretion of the committee;
 - e. An optional appendix containing any additional material that will not be submitted for publication may be included or a literature review section, as appropriate.

8.9 Doctoral Snapshot

The following requirements must be met before a student's name can be submitted for graduation.

- For all graduate students, no student may not graduate with an Incomplete grade. Grades must be posted by the end of the semester. A copy of the grade change should be sent to the Graduation Coordinator at OGS as soon as the grade is posted.
- The student must follow the UNM Catalog in place at the time of his/her admission, plus any additional departmental requirements.
- The student should check his/her academic record (LoboWeb) at the end of each term to ensure that his/her status, degree program, grades and GPA are correct and in compliance with University policies.
- The student must meet the general degree requirements published in the UNM Catalog.
- The student is required to pass a doctoral Comprehensive Examination (Section 8.5, Pg. 31). The Announcement/Report of Examination form (Pg. 54) must be submitted to OGS a minimum of two weeks before the scheduled date of the examination. The student must be enrolled and complete a minimum of one hour of graduate credit in the term s/he takes the comprehensive examination and must be in good academic standing. Students **may not** take the exam if three or more semesters have elapsed since their last enrollment. The Report of Examination form must be turned in by November 15th for Fall Graduation, April 15th for Spring Graduation, and July 15th for Summer Graduation.
- The student must submit an Application for Candidacy (AC) (Pg. 64) listing all the courses that apply to the degree. The AC form should be filed the term the student passes the comprehensive examination and no later than the last day of the term before the student intends to graduate.
 - The Application for Candidacy (AC) form should be forwarded to OGS during the semester in which the student has both passed the comprehensive examination and completed any required language or research skill. It should be accompanied by the Report of Examination (Pg. 54) and Certification of Language Skill Requirement (Pg. 75) forms.
- The student must submit an Appointment of Dissertation Committee form (Pg. 69) within the first term of dissertation (699) enrollment
- The student is Advanced to Candidacy (All but dissertation [ABD]) by the Dean of Graduate Studies in the term when all the following criteria have been met:
 1. The doctoral comprehensive examination has been passed;
 2. OGS has approved the Application for Candidacy;
 3. Language/skill requirement (if appropriate) is satisfied; and
 4. OGS has approved the Appointment of Dissertation Committee form.

- The student must notify the degree program of his/her intent to graduate (Pg. 73) the term prior to the term of graduation. The student should confirm additional deadlines with his/her program.
 - The student must defend his/her dissertation. An Announcement/Report of Examination form (Pg. 54) must be submitted two weeks prior to the dissertation defense date. The dissertation must be submitted no later than 90 days after passing the dissertation defense, or the term graduation deadline, whichever comes first.
 - The student must satisfy degree requirements (defended and submitted dissertation) by the deadlines of July 15 for summer graduation, November 15 for Fall graduation, or April 15 for Spring graduation.
 - The student must complete a minimum of 18 hours of dissertation/699. Once a student begins enrollment in 699 s/he must enroll in 699 every term (summer term is excluded, except if the student is graduating in the summer) until the manuscript is accepted by OGS.
 - The student must meet all dissertation requirements. Please refer the Graduation Checklist form (Pg. 53). The dissertation must be submitted no later than 90 days after passing the dissertation defense, or the term graduation deadline, whichever comes first. Manuscript formatting guidelines are available through this link.
1. The student who misses the term graduation deadline, but completes degree requirements by the last day of that term may choose to follow the Courtesy Policy.

***NOTE:** Deadlines that fall on a weekend or holiday are automatically moved to the end of the next business day.

9. Planning Worksheets

9.1 Degree Planning Worksheet

Requirement	MS Plan	PhD w/MS	PhD w/out MS
NSMS 510	X	X	X
NSMS 512	X	X	X
NSMS 518	X	X	X
NSMS 519	X	X	X
NSMS 550	X	X	X
Other			
STEM Elective	3cr	1cr*	22cr*
Seminar	3cr*	3cr*	3cr*
Problems	4cr*	6cr*	9cr*
Course work total	24cr	24cr	48cr
Thesis	6cr		
Dissertation		18cr	18cr
Total	30cr	42cr	66cr

***Note** - You can create any combination of STEM elective, seminar or problems to arrive at the total required credits. Don't go over maximum allowed for seminar or problems for your degree.

9.2 Coursework Checklist

NSME – MS PLAN – PhD W/MS – PhD W/out MS (Circle one)	
Requirement	Semester/Year Complete
NSMS 510 - Chemistry & Physics at the Nanoscale	
NSMS 512 - Characterization Methods for Nanostructures	
NSMS 518 - Synthesis of Nanostructures	
NSMS 519 - MEMS Transducer Devices and Technology	
NSMS 550 - Social and Ethical Implications of Nanotechnology	
ME 556 – Entrepreneurial Engineering*	
MGMT 513 – Assessment & Forecasting *	
MGMT 514 – Technology Entrepreneurship *	
MGMT 516 – Entrepreneurial Finance *	
NSMS 600 – Research Experience*	
NSMS 602 – SMP MI & T Workshop/Seminar*	
NSMS 601/MGMT 519 – Independent Project (Internship)*	
STEM Elective	
STEM Elective	
STEM Elective	
Seminar	
Problems	
TOTAL COURSE WORK	
Thesis	
Dissertation	
TOTAL	

*PSM requirement only.

KNOW YOUR DEADLINES! (Ignorance isn't an excuse!)

Do yourself a favor and look over OGS's Graduate Checklists & Snapshot for MS & PhD students! These are available on the OGS website www.unm.edu/~grad/index.html ----> OGS Forms, under the heading of Graduation.

The Appendices contain the checklists provided by OGS to ensure you get all forms in on time.

10. Qualifying Exam

10.1 Qualifying Exam Procedures

Objectives of the Qualifying Exam: To test critical thinking skills in the context of the first year coursework. Specifically, the exam will assess the student's ability:

- to critically read and analyze a scientific paper
- to develop a line of questioning based on the chosen paper
- to outline an experimental approach that addresses questions arising from the chosen paper
- to propose original research as an extension of the paper

Role of Qualifying Exam in NSME: The Qualifying Exam should provide the students' Steering Committee with an opportunity to decide which students are prepared to make the transition from programmatic core and selective courses to dissertation research and divisional requirements. **The exam is undertaken by Ph.D. students who meet the below Prerequisites, as well as M.S. students who wish to petition for a Change of Degree.** The exam must be fairly and consistently applied to all students with a clearly defined outcome.

Dates: The Qualifying Exam is given at the beginning of the Fall semester. Students must inform the NSME office of their intent to take the Qualifying Examination. An email will be sent out prompting students to notify the NSMS office of their intent. At the discretion of the NSME Steering Committee, a second exam may be scheduled at the beginning of the Spring semester.

Prerequisites:

1. Completed all required first year course work.
2. Be in good academic standing with a cumulative GPA of greater than or equal to 3.0 and no grade less than B- (core curriculum and electives)
 - Note: A 3.7 average (A-) GPA in core courses is required to avoid a written qualifying exam.
3. If the above conditions are not met, a student will be expected to take not only the oral qualifying exam, but a written qualifying exam as well.

Description of exam: Students will choose a paper from a list of 3 papers. They will have 14 days to prepare a presentation on the paper. The presentation will include: background, succinct description of the experiments, critical analysis and hypothesis about future directions. The student will then be examined on this presentation and on aspects of the core and selective courses that are related to it.

10.2 Criteria for Assessment

The student must:

- Present a succinct oral synopsis of the assigned paper, using PowerPoint or equivalent presentation software, and correctly answer questions related to the content of the paper.
- Critically evaluate the validity of the results and the conclusions of the paper.
- Outline potential future directions for research based upon the conclusions of the paper.
- Correctly answer general knowledge questions drawing on material covered in the first year of coursework.

Paper list: All core and selective course directors will provide a list of 3 papers and a short list of topics from the core and selective courses that relate to each of the papers. These papers should be respected papers in the field that are broadly based.

NOTE: Students are responsible for notifying their advisor of committee obligations. Each advisor will serve on a minimum of two committees, possibly more during the period in which their student will be taking the exam.

Examination committee: To insure the uniformity of examinations, a small number of examination committees will be assembled. Each department chair will be asked to assign 2 department members and from this group of 12, there will be 4 three member examination committees. All of the students taking the Qualifying Exam will be examined by one of these examination committees. No advisor can serve on a committee for one of his or her students.

Time line for examination:

- Within a week after final examinations the Steering Committee will meet and decide which students are qualified to sit for the examination and will assign these students to a committee. It will be necessary at this time to have obtained grades from all course directors, have received the reports on rotations, and to have any petitions from students.
- The Examination Committee will then meet and decide from the list of papers, a unique short list of 2-3 papers for the examination.
- The student must then contact their examination committee to determine a date, time and location of examination.
- Two weeks before the assigned examination day, each student will be given the short list of papers and will be asked to choose one paper from that list for the exam.
- On the day of the examination, each student will be examined by a three member examination committee.

Format of examination: Students will give a 10 minute presentation including background, a succinct description and critical analysis of the paper; followed by 20 minutes of a novel research proposal related to the research focus. The committee will then conduct an oral exam that does not exceed 1 ½ hrs.

Grading: Students can receive grades of: Honors, Pass, and Fail. Students who fail can be admitted to the MS program, can be asked to withdraw from BSGP, or can petition the Steering Committee *once* to retake the exam at the next time it is offered.

11. Evaluation of Progress

Your Committee on Studies is responsible for the evaluation of your progress toward a degree. A normal, timely completion of program course work and research (along with completion of the various Graduate School requirements) is considered satisfactory progress. The Committee on Studies must meet at least once a year and it must enter a brief progress report (form available from the department Graduate Program Specialist's office) into the student's departmental file.

12. Taking a Leave of Absence

Students may find themselves in circumstances that require them to withdraw temporarily from their graduate program. Under such circumstances, the student should request, in a carefully justified letter to the departmental chairperson, a leave of absence. The written request, together with a memo of support from the chairperson or designee of the graduate unit is forwarded to the Graduate Dean who will make the final decision. The time spent in a leave of absence will not count against a student's eligibility for departmental support.

Students should not take a leave of absence to undertake research work related to their degree. It is not, for example, permissible to take a leave of absence to work on a research grant related in any way to your degree program. PhD students who have passed their comprehensive exam and started enrollment in Nanoscience and Microsystems 699 (Dissertation) must maintain continuous enrollment in this course during their leave of absence.

In cases where the leave of absence becomes prolonged, and there is little hope of a student returning to finish his/her degree program, the chairperson may, in consultation with the student's Committee on Studies, terminate the student's relationship with the department.

13. Petition Procedures

Any policy of the Nanoscience and Microsystems Department applying to graduate students that is not also a policy of the College of Arts & Sciences or other institutional body is open to petition for waiver or modification. Such a petition, however, should be made only under exceptional circumstances. The petition must be made by the advisor, must have been approved by the Committee of Studies, and must

be made prior to admission to candidacy. In the case of core requirements, the petition must demonstrate that none of the core courses offered during the relevant two-year period where appropriate and that the suggested substitution is. Granting the petition is solely at the discretion of the Graduate Policy Committee. Petitions will be entertained twice an academic year: once during the Fall semester and once during the Spring semester.

In the event of a disagreement between the Graduate Policy Committee and a student and/or the student's Advisor or Committee on Studies on the interpretation or implementation of departmental graduate policies, a decision may be appealed to the Chairperson of the Nanoscience and Microsystems Department. The appeal should indicate the nature of the problem and the justification for the appeal. If either party involved wishes to dispute the Chairperson's decision, the disagreement may be appealed to a meeting of the Nanoscience and Microsystems Department Faculty. Subsequent appeals must follow standard university procedures. University policy for the petition process is described in the Graduate Program section of the UNM Catalog.

14. Policy on Termination

A student may be terminated from graduate status for the following reasons:

1. Receiving three grades of NC and/or F
2. Having a cumulative GPA of less than 3.0 for two consecutive, or three cumulative, enrollment periods (semesters)
3. Failure to meet program requirements

If, in the opinion of the Nanoscience and Microsystems Department, a student shows little promise of completing the degree program, the Department will notify the Dean of Graduate Studies in writing that the student is suspended from further work in that program. This can occur for the following reasons:

1. Twice failing the Master's, PhD Comprehensive, or PhD Dissertation Defense. (Note: the Committee on Studies may choose not to grant a second try after a failure, in which case termination would occur after a single failure.);
2. Failure to complete various degree requirements within a reasonable length of time.
3. In the event that a graduate student no longer has a Major Advisor (see p.16).
4. Termination will be by personal conference with the student.

15. Financial Aid

Application

Students seeking advanced degrees may apply for financial aid in the form of service awards (assistantships) and non-service awards (fellowships). Non-service awards are available only in limited numbers. All persons receiving financial aid are rigorously evaluated by the entire faculty each spring with regard to their academic progress and job performance.

Assistants who are not legal residents of the state of New Mexico are asked to apply for such status toward the end of their first year at UNM. A form to apply for residency status is available in the Department Office, or at the Student Services Center. These applications must be notarized.

ASSISTANTSHIPS AND FELLOWSHIPS

The following general principles and regulations apply to Assistantships and Fellowships of various kinds.

1. All Assistantships and Fellowships are primarily grants-in-aid given in recognition of the academic promise of the student and to enable the student to earn a graduate degree. Financial need may also be considered.
2. These awards are made only to students currently enrolled, or about to be enrolled, in graduate study.
3. To be eligible for appointment or reappointment as an assistant or a fellow, the student must be in good standing in the Department and the Office of Graduate Studies. "Good standing" includes a cumulative GPA of at least 3.0 in their graduate work.
4. Research Assistants:
 - a. Assist in research work that is relevant to and ultimately used for the candidate's Thesis, Dissertation, or other requirements for the graduate degree.
 - b. Are employed for a period not less than one academic semester or the summer period between semesters.
 - c. Do not generally receive a tuition waiver, but are eligible for the resident tuition rate, provided his/her FTE is .25 or higher.
 - d. Are usually employed for 20 hours/week. A research assistant who has been advanced to candidacy may be employed more than half time with the approval of his or her Major Advisor, the Department Chairperson and the Dean of Graduate Studies. Further, a research assistant may be employed up to a maximum of 40

hours/week during the period between the Fall and Spring Semesters and during the Summer Session, if not registered for classes.

16. Student Loans

The University administers National Direct and Guaranteed Student Loans and cooperates in the administration of a number of other such funds, including the New Mexico Student Loan Program, for which a pre-loan interview must be scheduled before an application is available from the lender.

The deadline for filing loan applications varies for each semester. For information, please contact the Student Financial Aid and Career Services Office, Student Services Center (505-277-2041). Please apply through the Graduate Office for fellowship grants, and to the Student Financial Aid and Career Service Office for loans and work-study programs.

17. Student Employment

The University maintains a Career Services Center to assist undergraduates, graduate students and alumni in finding suitable employment. Students desiring part-time employment on or off campus are urged to contact the Student Aid Office.

18. Sources of Research Funds

Research costs money; you should not hesitate to explore the sources of funding available to graduate students. <http://gpsa.unm.edu/funding/grants/index.html>

19. Outreach

Outreach is always encouraged and extremely important to the success of the NSME program and UNM as a whole. As a scientist it is our responsibility to educate the general public of the important work we are doing in order to inspire the next generation of scientists and engineers. Outreach opportunities are always available and most likely one of the requirements for any government funded project. A list of currently available opportunities can be found by contacting the NSME Graduate Programs Specialist.

20. Facilities & Resources

20.1 Equipment Use and Availability

Material purchased by a faculty member's grant is under control of that individual. Negotiations should be undertaken with that person for use of equipment or facilities. It is a general departmental policy to maximize the use of equipment, and financial reality does not permit duplication of many items. The Building Coordinator and the Storekeeper are best informed as to what equipment is in the department and who controls it.

20.2 Telephones

The University of New Mexico is on a centrex system. Within the UNM campus, dial “7” or “2,” as appropriate (UNM phones begin with either “277” or “272”), followed by the last four digits of the number. Outside lines are obtained by dialing “9” for local calls.

20.3 Library

The library should be a key resource for every graduate student. To realize the benefits (and problems) associated with using the UNM Library, you should become familiar with its organization and facilities. Not all the collections are housed in the same building. The Science, Engineering and Map collections, which will be of special interest to you, are located in the Centennial Library near Farris Engineering Hall. Should you wish to arrange a tour of the facility, please contact the Reference staff at the library and they can arrange one for you.

20.4 Teaching Assistant Resource Center (TARC)

TARC was established to provide resources and training for UNM teaching assistants. The center sponsors workshops and provides consulting services. All T.A.s are encouraged to contact TARC, which is located in 218 Marron Hall (277-2759 or 277-3019).

20.5 Graduate and Professional Student Association

Graduate students may need additional information about the university community, including the university administration, the Graduate Professional Student Association at UNM and the neighborhoods around the university. As many graduate students are temporary residents of the Albuquerque area and, frequently, new residents in New Mexico, they may also have specific questions regarding renters’ rights and responsibilities in New Mexico and Albuquerque. The university-wide Graduate Professional Student Association has prepared a handbook. Additionally, the New Mexico Public Interest Research Group has prepared a Renter’s Guide.

20.6 Nanoscience & Microsystems Engineering Graduate Student Association (NSME-GSA)

The purpose of the Nanoscience and Microsystems Graduate Student Association (NSME-GSA) is unification and collaboration. Nanoscience and Microsystems Engineering is an interdisciplinary degree program comprised of students who are mentored by faculty from the School of Engineering, Health Sciences Center, as well as the School of Arts and Sciences. As a student body, we are as physically remote from one another and from diverse areas of research. And there is no other single medium available to meet and interact outside of the classroom. The main goal of this association is to give students a social and academic outlet for collaboration and networking and the opportunity to be actively involved in the administration of the Nanoscience and Microsystems Engineering (NSME) degree program.

21. PhD Flowchart



Nanoscience and Microsystems Engineering 4 year PhD Flow Chart



Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
		COS Qualifying Exam *	+AE +AC Comprehensive Exam **				+AE GD Thesis Defense ***
3 NSMS 519	3 NSMS 510				Optional classes as recommended by your committee		
3 NSMS 512	3 NSMS 518	1 Departmental Seminar		3,6,9,12 GD Dissertation *** (18 Hour Tot)	3,6,9,12 GD Dissertation *** (18 Hour Tot)	3,6,9,12 GD Dissertation *** (18 Hour Tot)	3,6,9,12 GD Dissertation *** (18 Hour Tot)
3 NSMS 550		3 Problems/ Research Sem.	3 Problems/ Research Sem.				
1 Cohort Sem. NSMS595	1 Cohort Sem. NSMS595	3 Elective 3 @	3 Elective 6 @				
		3 Elective 4 @	3 Elective 7 @				
3 Elec. 1 (opt.) @		3 Elective 5 @	3 Elective 8 @				+ Intent to Grad.

Required Core: NSMS 510, 512, 518, 519, 550, 595

Nano-Bio Interfaces: NSMS 522L, 530, 538, 545L

Complex Functional Materials: NSMS 530, 533, 569, 575

Information Nanotechnology: NSMS 532, 571, 572, 573, 574L

Diss 699 (18 hour max/sem) - @ least one per semester till acceptance

☆

@ See Concnetration Suggestions List

+ Indicates Form accompanying event

* Should be taken following completion of Core, Must be Finished by Sem 4

** Should be taken in semester following Qual.

*** Dissertation submit within 90 days of defense, Must complete Dissertation within 5 years of AC

AE - Announcement of Examination Form (submit 2 weeks prior)

AC - Application for Candidacy Form (submit upon completion of Comp)

ADC - Appointment of Disertation Comittee Form

GD - Graduation Deadline, complete by July 15 (Sum), Nov. 15 (fall), April 15 (Spr.)

ABD - All But Disertation

COS - Committee on Studies, to be formed upon completion of Qual.

Appendix A: OGS Forms

- 1) OGS Master's Snapshot
- 2) Masters Checklist
- 3) Program of Studies – Masters
- 4) Transcribed Minor Form
- 5) OGS PhD Snapshot
- 6) Doctoral (PhD) Graduation Checklist
- 7) Announcement/Report of Examination
- 8) Qualifying Exam Directions/Procedure
- 9) Qualifying Exam Oral Exam Rubric
- 10) Qualifying Exam Report
- 11) Application for Candidacy
- 12) Appointment of Dissertation Committee
- 13) Report on Thesis/Dissertation
- 14) Common Manuscript Problems
- 15) Certificate of Final Form for Manuscript
- 16) Intent to Graduate
- 17) Certificate of Completion
- 18) Language Skill Requirement
- 19) NSME Database Form



Nanoscience and Microsystems Engineering

4 year PhD Flow Chart



Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
		COS Qualifying Exam *	+AE +AC Comprehensive Exam **				+AE GD Thesis Defense ***
3 NSMS 519	3 NSMS 510				Optional classes as recommended by your comittee		
3 NSMS 512	3 NSMS 518	1 Departmental Seminar		3,6,9,12 GD Dissertation *** (18 Hour Tot)	3,6,9,12 GD Dissertation *** (18 Hour Tot)	3,6,9,12 GD Dissertation *** (18 Hour Tot)	3,6,9,12 GD Dissertation *** (18 Hour Tot)
3 NSMS 550		3 Problems/ Research Sem.	3 Problems/ Research Sem.				
1 Cohort Sem. NSMS595	1 Cohort Sem. NSMS595	3 Elective 3 @	3 Elective 6 @				
		3 Elective 4 @	3 Elective 7 @				
3 Elec. 1 (opt.) @		3 Elective 5 @	3 Elective 8 @				+ Intent to Grad.

Required Core: NSMS 510, 512, 518, 519, 550, 595
 Nano-Bio Interfaces: NSMS 522L, 530, 538, 545L
 Complex Functional Materials: NSMS 530, 533, 569, 575
 Information Nanotechnology: NSMS 532, 571, 572, 573, 574L
 Diss 699 (18 hour max/sem) - @ least one per semester till acceptance

* Should be taken following completion of Core, Must be Finished by Sem 4

** Should be taken in semester following Qual.

*** Dissertation submit within 90 days of defense, Must complete Dissertation within 5 years of AC

AE - Announcement of Examination Form (submit 2 weeks prior)

AC - Application for Candidacy Form (submit upon completion of Comp)

ADC - Appointment of Disertation Comittee Form

GD - Graduation Deadline, complete by July 15 (Sum), Nov. 15 (fall), April 15 (Spr.)

ABD - All But Disertation

COS - Committee on Studies, to be formed upon completion of Qual.



@ See Concnetration Suggestions List
 + Indicates Form accompanying event

Appendix A: OGS Forms

- 1) OGS Master's Snapshot**
- 2) Masters Checklist**
- 3) Program of Studies – Masters**
- 4) Transcribed Minor Form**
- 5) OGS PhD Snapshot**
- 6) Doctoral (PhD) Graduation Checklist**
- 7) Announcement/Report of Examination**
- 8) Qualifying Exam Directions/Procedure**
- 9) Qualifying Exam Oral Exam Rubric**
- 10) Qualifying Exam Report**
- 11) Application for Candidacy**
- 12) Appointment of Dissertation Committee**
- 13) Report on Thesis/Dissertation**
- 14) Common Manuscript Problems**
- 15) Certificate of Final Form for Manuscript**
- 16) Intent to Graduate**
- 17) Letter of Completion**
- 18) Language Skill Requirement**
- 19) NSMS Database Form**


[Prospective Students](#)
[Entering Students](#)
[Current Students](#)
[Funding Resources](#)
[Commencement](#)

Master's Snapshot


[Apply Online](#)
[Thesis and Dissertation](#)
[Graduate Research](#)
[Support Groups](#)
[Faculty/Staff Resources](#)
[OGS Home](#)
[Graduate Programs](#)
[OGS Forms](#)
[OGS Staff](#)
[Contact OGS](#)

MASTER'S DEGREES - A STUDENT'S SNAPSHOT

- The student must follow the [UNM Catalog](#) in place at the time of his/her admission, plus any additional departmental requirements.
- The student should check his/her academic record (LoboWeb) at the end of each term to ensure that his/her status, degree program, grades and GPA are correct and in compliance with [University policies](#).
- The student must meet the [general degree requirements](#) published in the UNM Catalog.
- The student must submit a [Program of Studies \(POS\)](#) listing all the courses that apply to the degree. The [POS form](#) can be filed at any time after admission but must be filed no later than the term before the student intends to graduate. The specific *deadlines are as follows: March 1 for Summer graduation, July 1 for Fall graduation and October 1 for Spring graduation.
- The student must notify the degree program of his/her [intent to graduate](#) the term prior to the term of graduation. The student should confirm additional deadlines with his/her program.
- The student is required to pass a [master's examination and/or thesis defense](#). The master's examination may be taken only after the Program of Studies has received approval by the Graduate Dean and only if the student is in good academic standing. The [Announcement of Examination form](#) must be submitted to OGS a minimum of two weeks before the scheduled date of the examination. The student must be [enrolled](#) in the term the master's examination is taken.
- The student must satisfy degree requirements (passed master's exam and/or thesis submission) by the deadlines of July 15 for summer graduation, November 15 for Fall graduation, or April 15 for Spring graduation.
- The student who chooses Plan I/Thesis option must complete a minimum of 6 hours of [599/thesis](#). Once a student begins enrollment in 599 s/he must enroll in 599 every term (summer term is excluded, except if the student is graduating in the summer) until the manuscript is accepted by OGS.
- The student must meet all [thesis requirements](#). Please refer to the [Graduation Checklist form](#). The thesis must be submitted no later than 90 days after passing the thesis defense, or the term graduation deadline, whichever comes first. Manuscript formatting guidelines are available through [this link](#).
- The student who misses the term graduation deadline, but completes degree requirements by the last day of that term may choose to follow the [Courtesy Policy](#).

***NOTE:** Deadlines that fall on a weekend or holiday are automatically moved to the end of the next business day.

Master Plan I/or Plan II/Graduation Checklist

Review the Master's Snapshot. All of the forms below can be found on the OGS Website: www.unm.edu/grad –at **OGS Forms**. Students approaching the end of their master's program must complete and submit by the appropriate deadlines the following forms in order to graduate:

_____ **Program of Studies (POS) form for the Master's Degree** – Please submit to OGS by the following deadlines: **March 1 for Summer term, July 1 for Fall term, and October 1 for Spring term**. Turning this form in late will delay your graduation. OGS must approve the POS before you can take the master's examination.

_____ **Proposed Graduation List form (submitted by the graduate unit)** – You must notify your department graduate staff advisor before the last day of the term prior to the term in which you intend to graduate or by the department internal deadline for notification to graduate, whichever comes first.

_____ **Announcement of Examination form** – Please submit to OGS at least two weeks before your thesis defense or master's examination is scheduled. In all cases, you must submit the results of the thesis defense or exam to OGS no later than two weeks after the announced date of the defense/examination.

The **Report of Examination (Results) form** – This form is due in OGS by the graduation deadline (see deadline dates below). Usually your advisor/committee chair or the department graduate staff person handles this paperwork. Check with your advisor/committee chair if you have questions about these forms.

For Master Plan I-Thesis Defense – One **Report on Thesis or Dissertation form** (formerly known as the “Gray Sheet”) from each of your committee members is due in OGS by the graduation deadline.

Submitting the Thesis:

The University of New Mexico encourages open access to all theses and dissertations produced for graduate degrees. Therefore, all theses and dissertations are submitted electronically in PDF format to the Office of Graduate Studies. These electronically submitted theses and dissertations (ETDs) are uploaded on a server housed in a UNM repository (DSpace-UNM), where they are accessible for search and download through web search engines such as Google. In most cases, students submitting ETDs benefit from having their work available in the open access repository. In some special cases, however, students may want to delay making their work available for varying lengths of time. For this reason, UNM has implemented an embargo policy that enables students, with approval from their advisers and OGS, to delay public-wide access to their work in the DSpace repository. While under embargo the manuscript nonetheless remains available to the University of New Mexico academic community in order to satisfy requirements for the degree. Before submitting your thesis or dissertation, please consult with your committee chair and review the embargo restriction policy at the OGS Website-OGS Forms-Manuscript Block to determine whether or not you should release your work to open access or petition for an appropriate embargo option.

You must register at UNM-DSpace digital repository (<https://repository.unm.edu/dspace/>). Before you can register on-line, you must notify Doug Weintraub, OGS Manuscript Coordinator of your registration, because the OGS coordinator must identify you as a user of the ETD collection at DSpace repository to authorize the transaction. **Note:** No Binding Fee is required for Electronic submission to DSpace repository.

IMPORTANT: All Plan I Master's students must submit their thesis to OGS within (90) ninety days of their final thesis defense or by the specific graduation term degree requirement deadline, whichever comes first. You will find Thesis/Dissertation formatting guidelines at http://www.unm.edu/grad/indices/index_manuscripts.html

Please submit your thesis electronically when all revisions are complete and approved by the committee. You must submit the thesis electronically **ONLY** at the DSpace digital repository-UNM (see above). To register at the DSpace repository: <https://repository.unm.edu/dspace/>. Front Matter Templates (Red Border pages/Examples of Completed Front Matter): <http://www.unm.edu/grad/manuscripts/manutemp.html>

You must submit all manuscript forms listed below to the Office of Graduate Studies to Doug Weintraub, Manuscript Coordinator, either by student appointment or by email attachment to: dwein@unm.edu and can be found at the OGS Forms page under the Manuscript Block (<http://www.unm.edu/grad/forms/forms.html#Anchor-Manuscript-49656>).

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**
Plan II (without thesis) ☐ **complete all requirements for this degree:** _____
Semester of Graduation Year

9. You must choose a UNMCatalog/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

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**”.

[illegible]

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)	Instructor

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 _____

THE UNIVERSITY OF NEW MEXICO
OFFICE OF GRADUATE STUDIES
Humanities Building 107
505-277-2711

TRANSCRIPTED MINOR FOR THE MASTER'S/DOCTORAL DEGREES
(Please attach this form to the Program of Studies or Application for Candidacy for final approval)

Name: _____ UNM ID: _____

Major Unit: _____ Minor Unit: _____

- ☐ Master's Plan I (with thesis) *requires minimum 14 hours in major and 7 hours in minor*
- ☐ Master's Plan II (without thesis) *requires minimum 18 hours in major and 12 hours in minor*
- ☐ Doctoral *requires minimum 9 hours in minor(may vary per program)*

Courses to be applied toward the minor:

COURSE DEPT/ NUMBER	COURSE TITLE	SEM/YR (e.g. Fall/2006)	GRADE	INSTRUCTOR	CREDIT HOURS

Approval Signatures:

Minor Unit

Date

Major Unit

Date

Dean of Graduate Studies

Date



[Prospective Students](#)

[Entering Students](#)

[Current Students](#)

[Funding Resources](#)

[Commencement](#)

Doctoral Snapshot



[Apply Online](#)

[Thesis and Dissertation](#)

[Graduate Research](#)

[Support Groups](#)

[Faculty/Staff Resources](#)

[OGS Home](#)

[Graduate Programs](#)

[OGS Forms](#)

[OGS Staff](#)

[Contact OGS](#)

DOCTORAL DEGREES - A STUDENT'S SNAPSHOT

- The student must follow the [UNM Catalog](#) in place at the time of his/her admission, plus any additional departmental requirements.
- The student should check his/her academic record (LoboWeb) at the end of each term to ensure that his/her status, degree program, grades and GPA are correct and in compliance with [University policies](#).
- The student must meet the [general degree requirements](#) published in the UNM Catalog.
- The student is required to pass a [doctoral comprehensive examination](#). The [Announcement of Examination form](#) must be submitted to OGS a minimum of two weeks before the scheduled date of the examination. The student must be enrolled and complete a minimum of one hour of graduate credit in the term s/he takes the comprehensive examination and must be in good academic standing.
- The student must submit an [Application for Candidacy \(AC\)](#) listing all the courses that apply to the degree. The [AC form](#) should be filed the term the student passes the comprehensive examination and no later than the last day of the term before the student intends to graduate.
- The student must submit an [Appointment of Dissertation Committee form](#) within the first term of [dissertation \(699\) enrollment](#)
- The student is [Advanced to Candidacy](#) (All but dissertation [ABD]) by the Dean of Graduate Studies in the term when all the following criteria have been met:
 1. The doctoral comprehensive examination has been passed;
 2. OGS has approved the Application for Candidacy;
 3. Language/skill requirement (if appropriate) is satisfied; and
 4. OGS has approved the Appointment of Dissertation Committee form.
- The student must notify the degree program of his/her [intent to graduate](#) the term prior to the term of graduation. The student should confirm additional deadlines with his/her program.
- The student must defend his/her dissertation. An [Announcement of Examination form](#) must be submitted two weeks prior to the dissertation defense date. The dissertation must be submitted no later than 90 days after passing the dissertation defense, or the term graduation deadline, whichever comes first.
- The student must satisfy degree requirements (defended and submitted dissertation) by the deadlines of July 15 for summer graduation, November 15 for Fall graduation, or April 15 for Spring graduation.

- The student must complete a minimum of 18 hours of [dissertation/699](#). Once a student begins enrollment in 699 s/he must enroll in 699 every term (summer term is excluded, except if the student is graduating in the summer) until the manuscript is accepted by OGS.
- The student must meet all [dissertation requirements](#). Please refer the [Graduation Checklist form](#). The dissertation must be submitted no later than 90 days after passing the dissertation defense, or the term graduation deadline, whichever comes first. Manuscript formatting guidelines are available through [this link](#).
- The student who misses the term graduation deadline, but completes degree requirements by the last day of that term may choose to follow the [Courtesy Policy](#).

***NOTE:** Deadlines that fall on a weekend or holiday are automatically moved to the end of the next business day.

Doctoral (PhD) Graduation Checklist

Please review the Doctoral Snapshot, any forms referred to can be found on the OGS web site: www.unm.edu/grad -at [OGS Forms](#). All students nearing completion of their doctoral program must complete and submit by the appropriate deadlines all of the following forms in order to graduate:

_____ **Application for Candidacy form** – Please submit to OGS after the PhD comprehensives have been completed and passed.

_____ **Appointment for Dissertation form** – This form must be signed by the candidate, the dissertation director/chair, and the chairperson of the graduate unit, and approved by the Dean of Graduate Studies. Please file this form no later than the first semester of your enrollment in 699 “Dissertation”.

_____ **Proposed Graduation List form (submitted by the graduate unit)** – Please notify your department graduate staff advisor before the last day of the term prior to the term in which you intend to graduate or by your department’s internal deadline for notification to graduate, whichever comes first.

_____ **Announcement of Examination form** – Please submit to OGS at least two weeks before your dissertation defense is scheduled. In all cases, you must submit the results of the dissertation defense to OGS no later than two weeks after the announced date of the dissertation defense.

The **Report of Examination (Results) form** and one **Report on Thesis or Dissertation form** (formerly known as the “Gray Sheet”) from each of your committee members is due in OGS by the graduation deadline (see deadline dates below). Usually your advisor/committee chair or the department graduate staff person handles this paperwork. Check with your advisor/committee chair if you have questions about these forms.

Manuscript Submission:

You must register at UNM-DSpace digital repository but must notify Doug Weintraub, OGS Manuscript Coordinator of the DSpace registration (<https://repository.unm.edu/dspace/>). The OGS coordinator must identify you as a user of the ETD collection at DSpace repository before you can electronically submit to the repository. **Note: No Binding Fee is required for Electronic submission to DSpace repository.**

IMPORTANT: You must submit your dissertation to OGS within (90) ninety days of your final dissertation defense or by the deadline for degree requirement, of the term in which you are graduating, whichever comes first. For Thesis/Dissertation formatting guidelines see http://www.unm.edu/grad/indices/index_manuscripts.html

Please submit the dissertation electronically as soon as all revisions are complete and approved by the dissertation committee. The dissertation must be submitted at two different electronic (ETD) sites – 1) DSpace digital repository-UNM, 2) ProQuest/UMI Administrator-UNM.

Front Matter Templates (Red Border pages/Examples of Completed Front Matter):
<http://www.unm.edu/grad/manuscripts/manutemp.html>

To register at the ProQuest/UMI-UNM repository: https://secure.etdadmin.com/cgi-bin/etdadmin_login?form=etdadmin&request_uri=http%3A%2F%2Fwww.etdadmin.com%2Fcgi-bin%2Fstudent%2Fetd

Note: Registration fee is required for Electronic submission to ProQuest UMI-UNM repository

Submit all manuscript forms listed below to Doug Weintraub, Manuscript Coordinator at OGS, either in person or by email attachment to: dwein@unm.edu and can be found at the OGS Forms page under the Manuscript Block (<http://www.unm.edu/grad/forms/forms.html#Anchor-Manuscript-49656>).

_____ **Information Cover Sheet form** – This form requires no signatures. Please submit this form to the Office of Graduate Studies.

_____ **Certification of Final Form (CFF)** – This form requires signatures from you and your dissertation committee chair. The CFF is the approval page with original signatures. *The committee chair must* sign this form. Please submit this form to the Office of Graduate Studies *before* you electronically submit your dissertation.

_____ **Printed (hardcopy) Red Border Signature page with original committee member signatures (IMPORTANT)** – the Red Border signature page must be scanned to the electronic PDF file as the first page of the Front Matter (roman numeral pagination p. i) per the OGS manuscript guidelines (see OGS Website). You should submit the Red Border Signature page(s) to the committee members before or after the dissertation defense in order to have ample time to incorporate these pages into the final electronic file you submit the dissertation electronically to the DSpace-UNM repository. Please submit this form to the Office of Graduate Studies *before* you electronically submit your dissertation.

_____ **Printed (hardcopy) Red Border Title Page** – This document must be turned in with the others. Please submit this form to the Office of Graduate Studies *before* you electronically submit your dissertation.

_____ **Survey of Earned Doctorate form** – Information and instructions are also available on the OGS Forms page (www.unm.edu/grad/forms/forms.html). To Register at the Survey of Earned Doctorate Website: <http://survey.norc.uchicago.edu/doctorate/index.jsp> To Submit/Complete the Survey of Earned Doctorate: <https://websurvey.norc.org/sed2011/>

_____ **ETD Release Form** – As author of the dissertation, you (not your advisor or graduate directory) must sign this form. Please submit this form to the Office of Graduate Studies *before* you electronically submit your dissertation.

_____ **ProQuest UMI Microfilming** – In accordance with University Policy, all dissertations must be microfilmed and made available on the ProQuest/UMI database. All doctoral (PhD) students satisfy this degree requirement by electronically completing the UMI Doctoral Dissertation Agreement, paying by credit/debit card, and lastly, completing the electronic dissertation submission procedure at the University of New Mexico UMI ETD Administrator Website: www.etsadmin.com. You must decide which publishing option to choose: Traditional Publishing (\$65) or Open Access (\$160). Also, you must choose whether Restriction access is necessary.

DEADLINES: In order to graduate in a particular term, you must complete all your degree requirements, complete your defense, make all necessary revisions to your manuscript, submit all required forms, and have the dissertation accepted by OGS by the following dates:

Spring Graduation - April 15 Summer Graduation - July 15 Fall Graduation - November 15

NOTE: If any of the deadlines that appear on this sheet occur on a weekend or a holiday for which UNM is closed, the deadline will be moved to the next business day.

ANNOUNCEMENT OF EXAMINATION

This form must be submitted to the Office of Graduate Studies at least two weeks prior to the date of the examination.

GRADUATE UNIT: _____ DATE: _____

GRADUATE UNIT CONTACT NAME AND PHONE: _____

STUDENT NAME: _____ UNM ID : _____

<input type="checkbox"/> Master's Exam/Project	<p>Students wishing to take any of the exams listed must be in active graduate status and must not be on any type of probation.</p> <p>Students seeking a master's degree (other than MFA) must have a Program of Studies approved by the Dean of Graduate Studies on file with OGS to be eligible to take the master's exam. The above named student's Program of Studies was approved by the Dean of Graduate Studies on the following date: _____.</p> <p>Doctoral/MFA Students: It is strongly recommended that the Application for Candidacy be completed and approved by the graduate unit before the student takes the Comprehensive Examination.</p>
<input type="checkbox"/> Ph.D. Comprehensive Exam	
<input type="checkbox"/> Ed.D. Comprehensive Exam	
<input type="checkbox"/> M.F.A. Comprehensive Exam	
<input type="checkbox"/> Final Exam for Thesis (Thesis Defense)	
<input type="checkbox"/> Final Exam for Doctorate (Dissertation Defense)	
Date, Time and Place of Examination: _____	
Title of Thesis or Dissertation: _____ _____ _____ _____	

In consultation with the student, we propose the following examination committee:

Full Name (please print or type)	Graduate Unit
Examination Committee Chair:	

Signature of Graduate Unit Chair

To: Examination Committee Chair
From: Dean of Graduate Studies

The proposed committee is authorized to conduct the examination announced above, and the student is eligible to take the exam. **Within two weeks of the examination**, please complete the reverse side of this form and return it to the Office of Graduate Studies.

Signature of the Dean of Graduate Studies

Date

REPORT OF EXAMINATION

STUDENT NAME: _____ UNM ID : _____ DATE: _____

GRADUATE UNIT: _____ DEGREE & TITLE (e.g., Ph.D. Optical Sciences) _____

We have conducted the examination announced on the reverse side of this form.

Evaluation of the Thesis/Dissertation Manuscript:

(Please complete "Examination Results" section also.)

- () Manuscript is approved without change
() Manuscript is approved with only minor editorial corrections
() Manuscript must be revised before approval

A signed Approval page and Certification of Final Form will constitute acceptance of the manuscript and any revisions.

Examination Results: We have read any written materials, participated in any oral examination and reviewed any exhibition work. On this basis, we report the student has:

- () Passed
() Conditionally Passed (List conditions below.* A memo to OGS from the committee chair is required to verify that conditions have been met.)
() Failed (please comment below.*)

*Comments/Conditions: _____

Signatures of the examining committee **affirming** agreement with the evaluation above:

Examination passed
with distinction?

() Yes () No

Printed Name - Chair/Director

Signature

Date

() Yes () No

() Yes () No

() Yes () No

() Yes () No

() Yes () No

Does this **committee** recommend that this student be considered by the graduate unit to receive distinction for this examination? Distinction will not be transcribed unless "Distinction" boxes to the right and below are completed.

() Yes () No

Any committee member who **disagrees with the examination results** above should sign and comment below:

Printed Name

Signature

Date

Comments: _____

Attn: Graduate Unit Chair

Please review the Examination Committee's report of examination results and sign and date below. If appropriate, please also complete the Distinction section below.

Signature of Graduate Unit Chair

Date

DISTINCTION: Having completed its review of this examination, this committee requests that this student be considered to receive distinction for this examination. If distinction is approved, it will appear on the student's transcript.

This recommendation has been reviewed according to graduate unit guidelines:

() **DISTINCTION APPROVED**

() **DISTINCTION DENIED**

Signature of Graduate Unit Chair

Date

Student Name: _____

Advisor Name: _____

REPORT OF – (Student Name)

NSMS PhD Qualifying Examination Report

(This page should be filled out by the student or committee Chair/advisor prior to the exam and one copy given to each committee member)

Chair of Evaluation Committee _____

Date of Qualifying Exam _____

Qualifying Exam Presentation Title _____

Committee Members Name	Departments

After evaluating the oral qualifying exam, each committee member should fill out the response sheets provided. For each attribute which a committee member feels is somewhat or very deficient, a short explanation should be provided. Committee members may be asked to defend their grading to the qualifying exam committee. Completed forms are to be treated as confidential and are to be turned in to the Chair of the NSMS program, or to the NSMS program coordinator.

A summary of written comments from committee members as well as any edited copies of the oral qualifying exam reports submitted by committee members will be provided to the student by the chair of the qualifying exam committee (or advisor) and; a verbal summarization of the overall evaluation of the designated activity by the committee may be provided to the student by the chair of the examining committee (or advisor) or during a prescheduled meeting of the qualifying exam committee.

All evaluation documents including rubrics and written comments must be completed by all committee members.

A copy of the completed forms (both rubrics and written comments) must be delivered to the NSMS Program Office immediately following the qualifying exam.

FACULTY NAME:		Student Performance (General Observations)			
Category	Unacceptable (0)	Marginal (1)	Good (2)	Excellent (3)	Rating (0 – 3)
Organization & Structure	No clear organization.	Some organization is present, but there are several significant gaps in the presentation.	Organized, with a small number of minor gaps.	Presentation is well organized and flows logically from start to finish.	
Timing	Significantly over or under the requested time for the presentation, with no justification.	Presentation is moderately over or under the requested time.	Presentation is slightly over or under the requested time.	All materials are covered in the required amount of time.	
Oral Presentation	Confused speech, with poor use of technical English. Speaker is difficult to understand or even to hear properly.	Some significant flaws in use of technical English. Speech is somewhat awkward or some minor effort is required to understand the speaker.	Use of technical English is good, with only a few minor flaws. Speech is audible and understandable.	Masterful use of technical English. Speech is clear and easily understood.	
Visual Effectiveness	Visual aids are illegible or not understandable without substantial effort. Visual aids make no contribution to the overall effectiveness of the presentation.	A minority of visual aids are clear and well described. Most visuals do not contribute to the effectiveness of the presentation.	Most visual aids clear and well described. Most contribute to the overall effectiveness of the presentation.	All visual aids are very clearly readable, and explained thoroughly. All visuals contribute to the overall effectiveness of the presentation.	
				Total	
				Score (Maximum 12)	

FACULTY NAME: Student Performance (Critical Analysis of Paper and Student's Research Proposal)					
Category	Unacceptable (0)	Marginal (1)	Good (2)	Excellent (3)	Rating (0 - 3)
Critical Analysis of Research Paper	Insufficient depth. Inappropriate technical level. Missed the big picture – impact and significance of the paper	Technical content was too low for a Ph.D. level.	Most topics sufficiently described, but not enough emphasis on the most important points. Technical level is appropriate.	Demonstrates excellent understanding of the paper with emphasis placed on the most significant areas, at a high technical level.	
Relevance of Proposed Research to the paper	Proposed research has no apparent connection to the paper reviewed.	Research is loosely related to the paper.	The proposed research covers similar ground as the paper, but does not lead to new directions.	Research proposal makes good use of the paper as a springboard to delve into new areas.	
Novelty & Originality	Proposed research lacks novelty and originality. Research is a simple continuation of previous work.	Proposed research has some novel aspects, but these are poorly developed and without a clear design.	Research breaks new ground, demonstrates a clear understanding of the needs and goals.	Proposes original work that is well thought out and justified. The research problem is clearly stated..	
Technical Feasibility of proposed research	Research isn't feasible.	Not much thought given to how the research can be accomplished.	The necessary equipment or theoretical framework is well defined, but with some gaps.	The proposed research is both feasible and novel and the tools – experimental and theoretical are available.	
Research Plan	No appreciation for the timeline, how long it would take to do the research.	A reasonable timeline is presented, but the resources available (time and equipment) do not match what is needed.	A good deal of thought has been devoted to the conduct of the research, an experimental plan is proposed.	A well defined research plan, with clear milestones and deliverables. The work can definitely be accomplished within the scope of a Ph.D. dissertation..	
Discussion	No discussion generated. Speaker evades answering any questions that were asked.	Speaker has clear difficulties in handling most questions.	Speaker is able to address most questions with confidence.	Speaker is able to answer all questions clearly, effectively, and with confidence.	
Total					
Score = total out of 18					

FACULTY NAME: _____

Overall Rating

0-15. Based on the presentation and discussion, this student is **not prepared** for successfully completing work at the PhD level.

15-20. Based on the presentation and questions, this student is **minimally prepared** for successfully completing work at the next level. A student at this level may struggle with the tasks necessary for successfully completing work at the next level. For example, this student may have a hard time conducting a thorough literature review or writing about the literature in a way that integrates findings and ideas from the review. As additional examples, a student at this level may have a difficult time stating research questions, identifying an appropriate research design, analyzing data, or interpreting the results without serious assistance from an advisor.

20-25. Based on the current product, this student is **satisfactorily prepared** for successfully completing work at the next level. A student at this level will have little difficulty producing quality work at the next level. However, some areas of improvement are recommended. For example, a student at this level may need to state their ideas more clearly, discuss results more concisely, or review fundamental concepts.

25-30. Based on the current product, this student is **well prepared** for successfully completing work at the next level. This student can produce high quality work at the next level with little or no supervision or input from others.

Committee member comments: _____

THE UNIVERSITY OF NEW MEXICO

Office of Graduate Studies

APPLICATION FOR CANDIDACY FOR THE DOCTORAL or MFA DEGREE

Please print legibly or type.

This application is to be submitted to the Dean of Graduate Studies during the term in which you have passed the comprehensive examination and fulfilled any language or research skill requirement. Your application will be approved only if your graduate grade point average is at least 3.0 in courses taken since admission to the doctoral program as well as in all courses listed on this application. **The Application for Candidacy should be submitted for review/approval to the department for program signatures and, finally, submitted to the Dean of Graduate Studies by the end of the term that the PhD/MFA Comprehensive Examination is completed but no later than the term before he/she wishes to graduate.**

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) Degree(s) currently held (list degree, major, institution & date conferred for each): Print legibly/ No Abbreviations

Degree Major Institution Date Conferred

Degree Major Institution Date Conferred

Degree Major Institution Date Conferred

3) UNM Degree Sought: Select appropriate Degree option: (list exactly as shown in the *University Catalog*)

Graduate Unit/Department: _____

☐ Doctoral Degree Only: PhD ☐ MFA ☐ EdD ☐ Graduate Certificate Only

☐ Doctoral Degree (plus Graduate Certificate): PhD ☐ MFA ☐ EdD ☐

Degree Abbreviation (Primary Program) Major Banner Major Code

Degree Abbreviation (Secondary Program - Dual/Certificate) Major Banner Major Code

4) Concentration (if any): _____

5) Minor (if any): If
declaring a formal minor,
additional paperwork is required _____

6) Term and year in which you expect to complete all requirements for this degree: _____
Fall/Spring/Summer Year

7) Catalog Year: You must meet all the degree requirements of any *Graduate University Catalog* in effect since the first term enrolled in your doctoral program at UNM as long as continuous enrollment is maintained.

Which publication have you selected? ☐ 2001-2003 ☐ 2003-2005 ☐ 2005-2006 ☐ 2006-2007 ☐ 2007-2008 ☐ 2008-2009 ☐ 2009-2010 ☐ 2010-2011

PROGRAM OF DOCTORAL STUDY

(Within each section list all courses in CHRONOLOGICAL ORDER.)

8) DOCTORAL PROGRAM CREDITS -- A minimum of 48 semester hours of coursework (some programs require more) plus 18 hours of dissertation credits; 24 hours of course work must be completed at UNM, of which 18 hours must be taken after admission to the doctoral program. The remaining 24 hours may include credit applied to a master's degree, 12 hours of UNM graduate credit taken prior to the doctoral program but not applied to a master's degree.

A. **MAJOR CREDITS:** Courses used to fulfill MAJOR requirements completed (or to be completed) at UNM after admission to your doctoral program. Place a check mark in the left hand column (labeled “c”) for any course used to meet a specific core requirement of your program. For dissertation credits on the last line, show only the first term in which you intend to enroll in 699.

C	Dept & Course #	Course Title	Term Hrs	Grade	Term/Year (e.g. Fall/2007)	UNM Instructor
	699	Dissertation Hours	18			

9) MINOR OR SUPPORTING CREDITS: Courses used to fulfill MINOR requirements completed at UNM after admission to your doctoral program.

C	Dept & Course #	Course Title	Term Hrs	Grade	Term/Year (e.g. Fall/2007)	UNM Instructor

10) MASTER'S PROGRAM CREDITS: Credits completed at UNM or another institution in a related master's program and to be applied toward your doctoral degree (may include up to 6 term hours of thesis credits). Credits from another institution must be graded at least "B" (3.0).

C	Dept & Course #	Course Title	Term Hrs	Grade	Term/Year (e.g. Fall/2007)	Institution Name/or UNM Instructor

11) TRANSFER COURSES or NON-DEGREE CREDITS: Courses completed at an institution other than UNM or at UNM in non-degree status, and used to fulfill requirements for this degree. Do not include Master's credits listed in section 10 above. Graduate programs must determine that: (1) these are graduate credits; and, (2) the courses have appropriate content for this degree. Include a photocopy of the original transcript for credits not completed at UNM. Credits from another institution must be graded at least "B" (3.0).

C	Dept & Course #	Course Title	Term Hrs	Grade	Term/Year (e.g. Fall/2007)	Institution Name or UNM Instructor

12) TRANSCRIPTED GRADUATE CERTIFICATE COURSES: List courses completed to fulfill the requirements established by the certificate program as listed on front page.

*	Dept & Course #	Course Title	Term Hrs	Grade	Term/Year (e.g. Fall/2007)	Instructor

13) LANGUAGE/SKILL REQUIREMENT HAS BEEN MET

Verified by signature of Dissertation advisor

1. During the term in which you have passed the comprehensive exam and fulfilled any language or research skill requirement, you should submit this application, accompanied by the signed forms that certify those requirements.
 2. After approval, changes may be made only upon written recommendation of the Chairperson or Graduate Director of the graduate unit to the Dean of Graduate Studies. Extensive changes require submission of a revised application.
 3. Credits used to fulfill requirements for any other degree may not be applied toward this degree, other than Master's Program Credits listed in Section 2 above
 4. The number of non-degree credits, extension credits, and transfer credits that may be applied toward this degree varies depending upon the *Catalog* selected, as well as the particular graduate program.
 5. Students are responsible for knowing all UNM graduate regulation and requirements related to their degree as well as those specific to their program.
- **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**

14) 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

15) APPROVALS (Unit #2 – Secondary Program - 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:

Review Date: _____

Degree: _____ Major: _____ Banner MajorCode: _____

Plan I ☐

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 _____



Office of Graduate Studies

107 Humanities Building
Albuquerque, NM
87131-1041
Telephone (505) 277-2711
FAX (505) 277-7405

Appointment of Dissertation Committee

Please type or print legibly.

Name of Student

UNM ID

Department or Graduate Unit

GENERAL TOPIC OF DISSERTATION

DISSERTATION COMMITTEE

Full Name

Graduate Unit or Institution

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

☐ This committee meets the criteria listed in the [Guidelines for Appointment of Dissertation Committee](#).

☐ This committee requires an exception to the criteria in the [Guidelines for Appointment of Dissertation Committee](#). The reason for this exception is:

SIGNATURES OF APPROVAL

Doctoral Candidate

Date

Chair of Dissertation

Date

Chair of Graduate Unit

Date

Dean of Graduate Studies

Date

THE UNIVERSITY OF NEW MEXICO
The Office of Graduate Studies
REPORT ON THESIS OR DISSERTATION

Author: _____ ID#: _____ Graduate Unit: _____

Dissertation or Thesis Director: _____ Reader: _____

Title of Thesis or Dissertation: _____

1. Please rate the thesis or dissertation on the following:

	<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>	<i>Inferior</i>
a. Substance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Style	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. <i>Evaluation of the work as a whole</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Please summarize briefly your reaction to the thesis or dissertation.

3. Do you recommend the acceptance of this manuscript for the degree?

☐ Yes

☐ No

Reader: Please sign and pass this form to the committee chairperson.

Reader

Date

Chairperson of Committee

Date

Chairperson, Major Graduate Unit

Date

Revision 6/06

Graduate Unit Chairperson: Please collect all readers' forms and submit to the Graduate Office in sealed envelope.

Some Common Manuscript Problems

1 Front Matter

Formatting on front material is very detailed. Make sure that formatting matches examples (especially red-bordered pages). Make sure that pages are numbered correctly with lower case Roman numeral pagination. A sample of completed front material is available for:

Thesis Example: http://www.unm.edu/grad/eforms/thesis_front_matter_temp.doc

Dissertation Example: http://www.unm.edu/grad/manuscripts/example/front_matter.doc

2. Margins

Margins for the entire manuscript must be: left -1.5 inches; top, right, bottom – 1 inch Exceptions: Top, right and bottom margins may vary in the Appendix pages, but the left margin must be 1.5 inches throughout the ENTIRE manuscript (including Front Matter, References, Appendices). Page numbers in the Appendices must also appear consistently as in the rest of the body of the research that uses Arabic pagination.

3. Landscape-oriented figures and tables

Margin requirements must be met, and page numbers must be placed consistently as in the rest of the manuscript.

4 Table of Contents/Headings & Subheadings within manuscripts.

Your Table of Contents will be checked against the body of your manuscript.

- a) Page numbers must be correct and match the Arabic pagination in the body of the research
- b) All headings/sub-headings that appear at the same level should have the same appearance in the body of the manuscript and be distinguished from other heading-levels by appearance or numbering.
- c) All headings and subheadings (as many levels as you include in the Table of Contents) should appear in the Table of Contents. Please incorporate dot leaders for each line of the headings or subheadings in the Table of Contents.
- d) The major section headings (usually Chapter headings) should each begin on a new page and must have Arabic pagination.

5. Forms

ALL the appropriate completed forms must accompany your manuscript or it will not be accepted.

Please Note: The problems listed above are among the most common, but manuscripts can be returned for other problems as well.

All formatting guidelines are available on the web site:
www.unm.edu/grad/manuscripts/manuscripts

OFFICE OF GRADUATE STUDIES

CERTIFICATION OF FINAL FORM OF AN **ELECTRONIC** THESIS OR DISSERTATION (ETD)

Both the author and the committee chair or director, as well as all his/her designee/committee members of a dissertation or thesis, are expected to carefully proofread the final manuscript before it is submitted for the approval of the Dean of Graduate Studies.

The author and committee chair/or director each declare that the following conditions have been met:

1. All changes required by the dissertation or thesis committee have been incorporated into the electronic manuscript; the respective changes have been incorporated and submitted into the ETD- DSpace Collection-Office of Graduate Studies archive in the University Libraries at the University of New Mexico.
2. The manuscript is essentially perfect with regard to its physical condition and form. (margins, paper size and quality, spacing, type fonts); the electronic DSpace manuscript has been submitted in good form and appropriate format.
3. The electronic manuscript is complete and properly arranged. (all appropriate sections are included, and all pages are numbered and in proper order);
4. The electronic manuscript is without errors in the use of language. (grammar, spelling, punctuation);
5. The electronic manuscript is complete and has met the program degree requirements for the degree. The final electronic manuscript has been submitted to the ETD- Dspace collection library archive. The electronic manuscript is complete for the Office of Graduate Studies final electronic review and approval.

The Dean of Graduate Studies will have final authority with regard to the standards of quality listed above. Failure to meet these standards will result in the return of the manuscript to the student, and could cause the student's graduation to be delayed.

We have carefully read the electronic manuscript in its final form, and affirm that it conforms to the standards listed above and is acceptable for ETD-DSpace electronic approval for the final active submission to the ETD-DSpace Collection-The Office of Graduate Studies.

Author (Print Name)

Committee Chair (Print Name)

Author (Signature)

Date

Committee Chair (Signature)

Date

OGS Use Only

Dean, Office of Graduate Studies / Date

NOTIFICATION OF INTENT TO GRADUATE

INSTRUCTIONS:

1. Submit this form to the Graduate Coordinator no later than the **FIRST** day of the semester **BEFORE** the semester in which you intend to graduate.
2. Make an appointment with the Graduate Coordinator to complete your Program of Studies form.
3. Start considering who you want on your advisory committee and submit these names to the Graduate Coordinator at your appointment.

Printed Student Name

UNM ID Number

E-mail address

Phone Number

I expect to complete all necessary degree requirements in time to graduate:

Semester

Year

Note: Except for courses in which you will be enrolled your final semester, all degree requirements must be completed and related documentation (thesis or exam report forms) received by the Office of Graduate Studies by the following deadlines: November 15 for fall graduation, April 15 for spring graduation, July 15 for summer graduation.

Student Signature





Office of Graduate Studies

107 Humanities Building
Albuquerque, NM
87131-1041
Telephone (505) 277-2711
FAX (505) 277-7405

Request for Certificate of Completion

Type or print legibly.

Date: _____

Student Name: _____ UNM ID#: _____

Mailing Address: _____

Email Address: _____ Phone #: _____

Fax #: _____

Degree Being Granted: _____ (e.g. MS Physics)

Letter to Be: Mailed: ☐ (to address above) Picked Up: ☐ Faxed: ☐

Student Signature

To Be Completed By Graduate Studies

Date: _____

Financial Holds: _____

Manuscript Received: _____

Outstanding Course Work: _____

Cumulative GPA: _____

Proposed Graduation List: _____

*At least five (5) working days will be allowed for processing Letters of Completion.
A check will be made to verify that all degree requirements have been met before this
request will be processed. Only one letter will be issued. Letters will not be issued after
confirmation of degree is made to transcript.*



**THE UNIVERSITY OF NEW
MEXICO**
OFFICE OF GRADUATE STUDIES

CERTIFICATION OF LANGUAGE OR RESEARCH SKILL REQUIREMENT

Student: _____ Banner ID: _____

Department: _____ Major Advisor: _____

Degree Sought: _____ Major Code: _____

PROGRAM FOREIGN LANGUAGE REQUIREMENT: _____ Language: _____

PROGRAM RESEARCH SKILL REQUIREMENT: _____

The student named above has satisfied the language/research skill requirement using the following option:

- ☐ A _____ semester course in the language with a grade of **B** or above at: _____
Institution
- ☐ Graduate credit in a course with a grade of **B** or above at: _____
Institution
- ☐ A **minor** or its equivalent in the language was completed at: _____
Institution
- ☐ The **ETS examination** was passed with a scaled score of: _____
Score
- ☐ An exam given by the **Spanish & Portuguese or Foreign Languages & Literatures** departments at UNM was passed.
- ☐ The student **speaks** the language with near-native ability as certified by UNM.
- ☐ The student is a **foreign student** who has good command of English and whose native tongue is a language that meets the requirement.
- ☐ Other:

(list courses used to fulfill any research skill requirement)

Graduate Unit Chair or Graduate Director

Date

UNM NANOSCIENCE AND MICROSYSTEMS PROGRAM DATA BASE SHEET



(Please print!)

NAME: _____ Program of Study: _____
(Last, First, Middle) (PhD, MS, PSM)

MAILING ADDRESS: _____ Social Security Number: _____

_____ Gender: _____

_____ Ethnicity: _____

_____ Date of Birth: _____

PHONE: _____ CELL PHONE: _____

EMAIL: _____

CITIZENSHIP: _____

SEMESTER/YEAR ADMITTED: _____/20____

ADVISOR/ADVISORS HOME DEPARTMENT: _____/_____

FUNDING SOURCE: _____

Two- to Four-word Description of Your Area of Interest (e.g., Nano-Bio, Complex Functional Materials, Energy Conversion etc):

PLEASE RETURN THIS SHEET TO:
Coordinator of Graduate Programs
Nanoscience and Microsystems
MSC01 1120
1 The University of New Mexico
Albuquerque, NM 87131-0001 USA

NOTE: The NSMS Programs's Web site is: <http://www.unm.edu/~nsms>

Phone (505) 277-6824

Fax (505) 277-1024



REQUEST TO PARTICIPATE IN UNIVERSITY COMMENCEMENT CEREMONY

The University of New Mexico and the Office of Graduate Studies recognizes the importance of ceremony in students' lives. On occasion, a student is unable to complete graduation requirements in accordance with University deadlines. Students who are within one term of graduation may, with the support of their faculty advisor and graduate program, request permission to participate in the University's commencement ceremony. This form must be submitted to the Office of Graduate Studies no later than April 15 for the Spring term or November 15 for the Fall term. In addition, each student must complete the commencement forms on the University Secretary's website (<http://www.unm.edu/~commence/>).

NAME: _____ UNM ID #: _____

PROGRAM: _____ DEGREE LEVEL: _____

EMAIL ADDRESS: _____

REQUEST FOR (YEAR/TERM): _____

I request permission to participate in the University of New Mexico's commencement ceremony as indicated above. The signatures below signify understanding and acceptance of the following:

1. Participation in the commencement ceremony is not a guarantee that a degree has been earned;
2. The degree indicated above will be awarded only when all degree requirements have been met; and
3. The Commencement Program only contains the names of students who have completed degree requirements by the posted University deadlines, therefore this student's name will not appear in the Program.

Student Signature

Date

Faculty Advisor

Date

Program Chair

Date

Office of Graduate Studies

Date