

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

Submit one completed form to OGS. The original is retained by OGS; a copy is returned by OGS to the graduate unit after approval.  
**Please print legibly or type this form completely.** Leaving any question blank will result in a delay of approval.  
Courses used for a master's degree may not be more than 7 years old at the time of graduation; departments may impose stricter limits.

**DEADLINES: March 1 for Summer, July 1 for Fall, and October 1 for Spring.**

Early submission to your department or graduate unit is strongly recommended, as your faculty will need time to approve the form.  
Failure to submit this form on time will delay your graduation.

This form must be approved by OGS before a student may take the master's examination.

**1. Personal Information**

UNM ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

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

Other Names Used at UNM: \_\_\_\_\_  
First Middle Last

Local Address: \_\_\_\_\_  
Street City State Zip Telephone

Permanent Address: \_\_\_\_\_  
Street City State Zip Telephone

Email Address: \_\_\_\_\_

**2. Department or Graduate Unit:** a) \_\_\_\_\_ b) \_\_\_\_\_

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

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

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

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

Degree Abbreviation (Primary Program)	Major	Banner Major Code
Degree Abbreviation (Secondary Program) – Dual Degree	Major	Banner Major Code
Degree Abbreviation (Certificate)	Major	Banner Major Code

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

**7. Plan I (with thesis)**     **8. Semester and year that you expect to complete all requirements for this degree:** \_\_\_\_\_  
Plan II (without thesis)  Semester of Graduation      Year

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

Which publication have you selected?     2006-2007     2007-2008     2008-2009     2009-2010     2010-2011     2011-2012     2012-2013     2013-2014

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

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

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

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

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

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

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

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

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

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

**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: \_\_\_\_\_

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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 \_\_\_\_\_