

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

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

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

Early submission to your department or graduate unit is strongly recommended, as your faculty will need time to approve the form. Failure to submit this form on time will delay your graduation. This form must be approved by Graduate Studies before a student may take the master's examination. **Please print legibly or type this form completely.**

1. Personal Information

UNM ID Number: _____ Date: _____

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

Other Names Used at UNM: _____
Middle Last

Local Address: _____
Street City State Zip Telephone

Permanent Address: _____
Street City State Zip Telephone

Email Address: _____

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

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

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

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

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

Degree Abbreviation (Primary Program)	Major	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) Plan II (without thesis) Plan III (Coursework only)

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

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

Which publication have you selected? 2012-2013 2013-2014 2014-2015 2015-2016 2016-2017 2017-2018 2018-2019 2019-2020

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

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

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 GRADUATE STUDIES 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 _____