
Museum Studies Program
GRADUATE STUDENT HANDBOOK



Introduction

Welcome to the Museum Studies Graduate Program at the University of New Mexico (UNM).

This Handbook serves as a guide to graduate studies in the Museum Studies Program at the University of New Mexico. It is a supplement to the UNM Catalog (<http://catalog.unm.edu>), which should also be consulted for additional details.

It is your responsibility to carefully read this handbook at the beginning of your graduate studies and throughout your time at UNM. Do not put yourself at a disadvantage by not taking the time to fully understand the rules and regulations described herein. Students are expected to understand the policies and procedures of both Graduate Studies and the University of New Mexico.

It is important to ask the Graduate Program Advisor any questions you may have as early as possible to avoid extra challenges.

Degrees Awarded

The Museum Studies Program awards two graduate degrees: Master of Science (M.S.) in Museum Studies, and Master of Arts (M.A.) in Museum Studies.

Master's Degree

Both the Master of Science and the Master of Arts degrees offer two tracks of study:
Plan I - Thesis Track and
Plan II - Project Track.

Graduate Degree requirements include 33 hours of graduate course work. At least 18 hours of graduate course work, including project hours or thesis, must be completed in graduate degree-seeking status at UNM. All work presented for the degree must fall within a seven-year period.

Registration

Students who are in good academic standing and who do not have any financial holds on their account will be able to register for course credits online through LoboWeb. You should make every effort to register on time. A late-registration fee is assessed if you fail to register by the published deadlines. Generally, you must be registered no 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. Registration dates and Deadline dates may be found on the Office of the Registrar's webpage: <http://registrar.unm.edu>

If you hold an assistantship appointment, you must be registered for a minimum of six (6) credit hours by the first day of the semester (excluding summers). Other forms of financial aid, such as student loans or scholarships, may have different enrollment requirements; please consult with the UNM Financial Aid Office or the scholarship coordinator for details.

Course of Studies

Students should plan a course of studies in consultation with their Faculty Advisor, and the Program Director in accordance with the requirements listed within these guidelines. Although there are clear recommendations and guidelines for taking certain courses, there is also flexibility in how students choose to meet program requirements and progress toward their degree. **It is ultimately the student's responsibility to fulfill these requirements** in a timely and appropriate fashion.

Core Curriculum Requirements

Although the following courses apply to all students, if you are entering with prior coursework or expertise, you may already have fulfilled certain of these course requirements. In such cases, they may be waived. Consult the Program Director or the Graduate Student Advisor to determine if this is an appropriate course of action.

All first-year students are required to begin their program by enrolling in MSST 507 Museum Practices. By the second semester of their first year both MSST 575 Museum Interpretation and MSST 576 Museum Collection Management should be completed.

Nearly all offerings of MSST courses require department permission to register each semester. This ensures students have met the required pre-requisites for courses and allows for Museum Studies graduate students to register prior to students from other departments.

Permission overrides are provided by the Graduate Program Advisor. Students must contact the Graduate Program Advisor in advance of registration and provide a list of the MSST courses they would like to enroll in along with their student ID number.

Breadth Requirement

To ensure a breadth of training and understanding, all students are required to complete 12 to 15 credit hours of cognate graduate discipline hours (generally four to five graduate courses). Students should speak to their Faculty Advisor, the Program Director, or Graduate Student Advisor to discuss their selection of courses and gain approval to satisfy this requirement. These courses can be taken within the department or in another department; however, they must be scholarly in nature and support the student's specialty area or concentration.

Master's Degree Requirements

In addition to the core curriculum, the graduate requirements also include successful completion of Advanced Seminar (MSST 585) and Practicum (MSST 586). The Advanced Seminar (MSST 585) is designed to explore theoretical and practical work in specific museum problems, topics and themes. Requirements for both the thesis and project tracks and are listed below:

Core Courses (Project and Thesis Tracks):

MSST 507 Museum Practices	3
MSST 575 Museum Interpretation	3
MSST 576 Collections Management	3
MSST 585 Advanced Seminar	3
MSST 586 Practicum	3

Project Track:

Cognate Discipline Hours (500+)**	15
Total course hours:	<u>30</u>
MSST 598 Project Hours	3
Minimum credits required:	33

Thesis Track:

Cognate Discipline Hours (500+)*	12
Total course hours:	<u>27</u>
MSST 599 Thesis Hours	6
Minimum credits required:	33

* Cognate hours may also include practicum work, field method courses, and up to six hours of *300 or *400 level classes, if appropriate. Cognate hours require program approval and may be taken in more than one department or school.

The practicum (MSST 586) is a 3 credit internship that includes at least 150 service or participatory hours. The practicum is an opportunity for students to gain hands-on experience in some aspect of museum work. Practica are offered through the Harwood Museum of Art, Institute of Meteoritics, Maxwell Museum of Anthropology, Museum of Southwestern Biology, the UNM Art Museum, and other UNM collections and programs. Students are also encouraged to conduct practica at off-campus cooperating institutions. In the event that a student has extensive museum experience prior to entering the Program, the internship requirement (MSST 586) may be waived by the student's graduate committee.

Practicum assignments should be arranged and approved one semester ahead of the practicum term start date. Permission to register is required and provided once the practicum paperwork is completed and approved by the practicum site-supervisor and the faculty of record. Hours and activities must be logged on a weekly basis. The practicum paperwork and time-log may be obtained from the MSST office or on the MSST website.

Plan I Requirements – Thesis Track

MSST 507 Museum Practices	3
MSST 575 Museum Interpretation	3
MSST 576 Collections Management	3
MSST 585 Advanced Seminar	3
MSST 586 Practicum	3
Cognate Discipline Hours (500+)*	<u>12</u>
Total course hours:	27
MSST 599 Thesis Hours	6
Minimum credits required:	33

Thesis Committee

The Thesis Committee consists of three members approved to serve on graduate committees at the University of New Mexico, at least two of whom must be tenured or tenure-track faculty members at UNM. Your Faculty Mentor generally serves as your Thesis Committee Chair. Discuss and negotiate the topic to be investigated and the design of the study with your Thesis Committee Chair. In consultation with your Thesis Committee Chair, identify additional faculty members appropriate to serve on your Thesis Committee, and discuss this possibility with them. (Detailed instructions on committee composition may be found in the Graduate Program of the UNM Catalog:

<http://catalog.unm.edu/catalogs/2020-2021/graduate-program.html>.)

Once you have your Thesis Committee formed, prepare a preliminary thesis proposal and schedule a Thesis Proposal meeting with your committee.

Thesis Proposal

With the approval of your Thesis Chair, distribute your thesis proposal to your committee for review and revise your proposal as necessary. Your Thesis Chair convenes the thesis committee for a proposal meeting, at which time you discuss and negotiate your proposal with the entire committee. If your proposal is approved you will begin to conduct your thesis research, if you haven't started already, and begin writing your thesis as agreed upon with the Committee. Immediately after your proposal meeting, you will submit the Thesis Proposal Form to the Graduate Program Advisor. The Thesis Proposal Form is located on the program's website under resources: <http://museum.unm.edu/ma-project-or-thesis-proposal.pdf> At this point you should work with the Graduate Program Advisor to complete your Program of Studies, if you haven't already done so.

Thesis hours

Students must complete a minimum of 6 hours of thesis (MSST 599) credit. Once thesis hours are initiated, which should be the term in which the thesis is proposed, continuous enrollment in fall and spring semesters is required until the thesis manuscript is accepted by the Dean of Graduate Studies. Assuming satisfactory progress, the advisor assigns a grade of "PR" for each semester until the thesis has been completed. Summer enrollment is required if a student completes degree requirements during a summer session.

Master's Exam for Thesis Defense

All candidates for the Master's degree at UNM must pass a master's examination which, in the case for Museum Studies students, is the thesis defense. This is the last formal step before the Master's degree is awarded.

At least two weeks before the final examination is held, and no later than November 1 for Fall graduation, April 1 for Spring or July 1 for Summer, you must electronically submit your announcement of examination for the thesis defense to Graduate Studies. In order to qualify to sit for the thesis defense during an intersession, you must be registered for the following semester. 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.

Barring extraordinary circumstances, the department will notify the student and Graduate Studies of the results of the examination no later than two weeks from the date on which it was administered. Should such circumstances arise, the unit will inform the student in writing of the reason for the delay and let him/her know when notification can be expected. The results of the examination (pass or fail) must be reported to Graduate Studies by November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation. If a student fails the examination, the department may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The Master's examination may be taken only twice. A second failure will result in the student's termination from the program.

Submitting Your Thesis

You are responsible for preparing a thesis in proper format (traditional or non-traditional), which is of high quality and free of grammatical and typing errors. Guidelines on thesis format are detailed and should be carefully followed.

Students are urged to print current manuscript guidelines and forms from Graduate Studies website (<http://grad.unm.edu/degree-completion/index.html>) and may want to consult with the GS manuscript reviewer. Examples of the front matter and reference pages are also available on the GS Web site.

Your thesis, in proper format and approved by your Committee, must be submitted electronically to GS for the approval of the Dean of Graduate Studies by November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation. You must also submit a Certification of Final Form, approved by your committee chair.

It is your responsibility to conform to the current format requirements and to be sure that the presentation of your manuscript is of the highest quality. Because requirements may change over time, students should not use existing library or departmental copies of manuscripts as examples of proper format.

90 Day Rule

A master's student must submit his/her thesis to the Dean of Graduate Studies within ninety (90) days of his/her final examination for the thesis. If the manuscript is not submitted within that time, the student must schedule and complete a second final examination for the thesis. In all cases the results of the thesis defense must be submitted to Graduate Studies no later than two weeks after the announced date of the thesis defense.

Plan II Requirements – Project Track

MSST 507 Museum Practices	3
MSST 575 Museum Interpretation	3
MSST 576 Collections Management	3
MSST 585 Advanced Seminar	3
MSST 586 Practicum	3
Cognate Discipline Hours (500+)*	<u>15</u>
Total course hours:	30
MSST 598 Project Hours	3
Minimum credits required:	33

Project Committee

The Project Committee consists of three members approved to serve on graduate committees at the University of New Mexico, at least two of whom must be tenured or tenure-track faculty members at UNM. Your Faculty Mentor generally serves as your Project Committee Chair. Discuss and negotiate the topic to be investigated and the design of the study with your Project Committee Chair. In consultation with your Project Committee Chair, identify additional faculty members appropriate to serve on your committee, and discuss this possibility with them. (Detailed instructions on committee composition may be found in the Graduate Program of the UNM Catalog:

[http://cata.log.unm.edu/catalogs/2020-2021/graduate-program.html. \)](http://cata.log.unm.edu/catalogs/2020-2021/graduate-program.html.)

Once you have your Project Committee formed, prepare a preliminary project proposal and schedule a Proposal meeting with your committee.

Project Proposal

With the approval of your Project Chair, distribute your proposal to your committee for review and revise your proposal as necessary. Your Chair convenes the project committee for a proposal meeting, at which time you discuss and negotiate your proposal with the entire committee. If your proposal is approved you will begin to conduct your research, if you haven't started already, and begin your project, writing and documenting your project as agreed upon with the Committee. Immediately after your proposal meeting, you will submit the Project Proposal Form to the Graduate Program Advisor. The Project Proposal Form is located on the program's website under resources: <http://museum.unm.edu/ma-project-or-thesis-proposal.pdf>

At this point you should work with the Graduate Program Advisor to complete your Program of Studies, if you haven't already done so.

Project hours

Students must complete a minimum of 3 hours of project (MSST 598) credit.

Master's Exam for Project Defense

All candidates for the Master's degree at UNM must pass a master's examination which, in the case for Museum Studies students, is the project defense. This is the last formal step before the Master's degree is awarded.

At least two weeks before the final examination is held, and no later than November 1 for Fall graduation, April 1 for Spring or July 1 for Summer, you must electronically submit your announcement of examination for the thesis defense to Graduate Studies. In order to qualify to sit for the project defense during an intersession, you must be registered for the following semester. 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.

Barring extraordinary circumstances, the department will notify the student and Graduate Studies of the results of the examination no later than two weeks from the date on which it was administered. Should such circumstances arise, the unit will inform the student in writing of the reason for the delay and let him/her know when notification can be expected. The results of the examination (pass or fail) must be reported to Graduate Studies by November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation. If a student fails the examination, the department may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The Master's examination may be taken only twice. A second failure will result in the student's termination from the program.

Submitting Your Project Documentation

You are responsible for preparing documentation of your project in proper format (traditional or non-traditional), which is of high quality and free of grammatical and typing errors.

Program of Studies Form

A student seeking a Master's degree must prepare and submit a Program of Studies (POS) form indicating the courses that will be counted toward the degree. The Program of Studies is a formal academic agreement between the student, the academic program, and the Dean of Graduate Studies (GS). Compliance with this agreement is essential for your graduation. The Program of Studies must be approved by the student's graduate advisor, faculty mentor and the Program Director.

Students are required to submit a Program of Studies after completing a minimum of 12 hours of graduate coursework, generally the fall semester of their second year in the program, but by the middle of the term prior to the term the student intends to defend their project or thesis (e.g., October 1 if planning a spring defense). Failure to submit this form on time will delay your graduation. The POS is available electronically at: gradforms.unm.edu.

A draft Program of Study should be submitted for review by the Program Advisor prior to formal submission of the POS.

Courtesy Policy

University regulations require that the student must be enrolled and complete a minimum of one (1) hour of graduate credit for Master's students in the term they complete degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but complete all degree requirements on or before the last day of that term, the student is not required to register for the next term. See the Graduate Program Advisor for more details about taking advantage of this "courtesy policy."

Student Funding and Scholarships

Graduate student funding at UNM comes in a variety of forms and from a variety of sources including assistantships, fellowships, grants, scholarships, and loans. The Graduate Studies website is an excellent source for many funding opportunities (grad.unm.edu/funding), as is the Graduate Resource Center (unmgrc.unm.edu). Loans may be applied for through the Financial Aid office (finaid.unm.edu/).

Departmental Funding

Generally, departmental funding is in the form of an assistantship (GA/TA/RA). An assistantship is a financial award to a graduate student for part-time work in teaching, assisting in classes, or research while pursuing study toward the degree. The Program Director, in consultation with course instructors who require graduate assistants (GAs), and research mentors, makes decisions concerning departmental funding to students.

Department travel and research funding is available on a limited basis. Students may apply each year for funding in support of their research, practicum, and professional development activities.

Minimum Eligibility Requirements

The minimum eligibility requirements as determined by the University are:

- Formally admitted to a graduate program at UNM.
- Be currently enrolled for a minimum of 6 hours of coursework, thesis, or dissertation hours. Courses taken for AUDIT are not accepted as part of the minimum hours.
- Maintain a 3.0 grade point average in graduate coursework each semester. Students on probation are ineligible to hold assistantships.
- Be within the time limit for completion of the degree
- Students receiving the New Mexico Higher Education Department (NMHED) Fellowship must hold a GA position, meet re-application deadlines by submitting a summary report of activities and good standing by August 1st, and show financial need by submitting proof of a completed FAFSA each year.

Workload

Typically, students' workload is 25% FTE or 10 hours per week. Per departmental policy, graduate students are not allowed to work more than 50% FTE without the written permission of both their Program Director and the Associate Chair for Graduate Study. Per UNM policy, graduate students are not allowed to work more than 75% FTE during the Fall and Spring terms. During summer term, students may work up to 100% FTE. INTERNATIONAL STUDENTS have additional restrictions working above 50% FTE and should check with the Global Education Office.

Outside Employment

All students who are supported by the Department (whether by internal or external funds) are full-time students, and therefore are generally not allowed to assume any regular outside employment. Any supported student who seeks employment must first obtain approval from their mentor and the Program Director. Failure to obtain such approval may result in revocation of financial aid. This regulation applies only during the fall and spring semesters, and does not apply to the summer period.

General Academic Regulations

To meet general requirements for a master's degree a student must:

1. Complete the coursework requirements of a Plan I, or II;
2. Fulfill any additional department or graduate unit requirements;
3. Maintain a cumulative grade point average of 3.0 or higher;
4. Have a Program of Studies approved by the Dean of Graduate Studies;
5. Complete at least 50% of required coursework at UNM after admission to the graduate program;
6. Have no more than 6 credit hours of coursework in which a grade of "C" (2.0), "C+" (2.33) or "CR" (grading option selected by student) was earned counted toward the graduate degree.
7. Pass the Master's Examination and/or Final Examination for Thesis ;
8. Meet the time limit for completion of degree requirements.

Transferring coursework completed prior to admission

Students who enter our program with previous graduate school coursework from an accredited institution other than UNM may request that coursework be transferred and accepted for credit to our program. Coursework must not have been counted toward the completion of a previous degree. The coursework being transferred must equate coursework in our program, or be accepted as an elective. The number of transfer and/or applied (including non-degree) credit hours used toward a program may not exceed fifty percent of the required coursework for the degree; departments may impose even more restrictive limits on transfer and/or applied credit hours.

The process to transfer coursework begins early in your first semester. In consultation with the Program Director, you will identify courses that might be transferrable. You will submit a syllabus for each course to the Program Director. If the course is accepted the Director will send a memo to the Graduate Program Advisor to record the transfer. Such credit hours will then be transferred into the degree program by listing them on the Program of Studies.

Transferring credits taken from other institutes while in degree seeking status

Graduate students may, with prior approval from the Program Director, take graduate level courses from institutes other than UNM to be used to satisfy cognate hour degree requirements. Courses must be completed at an accredited university and support the student's educational focus within the museum profession. No more than 15 transfer credits may count toward the completion of the MSST graduate degree. A syllabus will be required as well as a final official transcript noting a passing grade of B or higher. Please consult with the Graduate Advisor for more information regarding transferring credits.

Applied (including Non-Degree) Credit

Courses taken by students at UNM while in non-degree, undergraduate, or professional degree status may be applied toward a graduate program degree if they meet the following conditions:

1. The courses must have been taken for graduate credit, and the Level Restriction/Graduate Credit Authorization form must have been filed with the Registrar's office. A grade of "B" (3.0) or better must have been earned;
2. The course must meet all other degree requirements, including time to degree limits;
3. A maximum of 9 credit hours of approved graduate level courses taken in undergraduate status may be applied

The number of transfer and/or applied (including non-degree) credit hours used toward a graduate program may not exceed fifty percent of the required coursework for the degree.

Annual Reviews and Student Progress

Near the end of each academic year you will be asked to turn in an Annual Progress Report. You are required to submit a copy to your faculty mentor and graduate program advisor. The information you provide in this report will help your area committee provide feedback regarding your progress in the program.

Remediation Procedures and Termination Guidelines

Although the purpose of the annual review is primarily to provide support and encouragement, there are times when students fail to meet Department expectations in one or more domains. In those cases, the annual review is used to develop a remediation plan. The first step in formulating this plan is to assess the reasons why expectations were not met. In many cases, there were unforeseen circumstances or circumstances beyond the student's control. Examples include unforeseen personal or family circumstances, illnesses, or unexpected difficulties completing research. In these cases, guidelines are generally adjusted to accommodate the student's special circumstances, and a plan is developed to help the student get back on track. In other situations, however, more specific remediation plans are necessary, and contingencies for continued enrollment in the program may be put in place.

Unsatisfactory Course Performance

Students are required to achieve a grade of B- or better in all required courses. If a student fails to achieve a B- or better in a required course, the committee consults with the course instructor(s) about the reasons for the student's course performance and discusses possible remediation. In most cases, students are required to retake the course.

If a student's cumulative grade point average falls below 3.0, university policy dictates that the student will be placed on academic probation.

Incomplete Grades

The grade of I is given only when circumstances beyond the student's control prevent completion of the course work within the official dates of a semester. "Beyond the student's control" means a major and unpredictable emergency such as illness, injury, or death in the family.

Student must discuss the incomplete grade option with the course faculty prior to the end of the semester and submit a plan for timely completion of any remaining required coursework.

Students should not re-enroll or re-register for credit in a course in which an Incomplete Grade has been received in order to resolve the Incomplete Grade.

Graduate students who receives an incomplete grade must contact the Museum Studies Program Director regarding their grade. Incomplete grades have the potential to impact funding opportunities, program of study, announcement of exams, and graduation.

Incomplete Grades must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned. Incomplete Grades not resolved within the time frame stated in this policy are automatically converted (Lapsed) to an F (failure) grade.

Students who resolve Incomplete Grades in the semester of graduation must have the process completed by the deadline published in the Academic Calendar. Students are responsible for informing instructors they are graduating and the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester.

The instructor of record reports the final grade for the course in which the Incomplete Grade was assigned.

A student who receives 6 or more credit hours of "Incomplete" grades in graduate-level courses are placed on Type 3 academic probation. Type 3 probation ends when the credit hours of "Incompletes" drop below 6. 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 masters' examinations or graduate while on Type 3 probation. They may provisionally hold assistantships for one semester, if their semester GPA is 3.0 or higher. Please review the graduate student catalog for types of probation

Extension of Incomplete

A student may apply for an extension of the time allowed to complete the course work required to remove the “I” grade. The Extension of Incomplete request form may be obtained in the Registrar's Office or online. Graduate students are required to obtain the additional signature of the Dean of Graduate Studies. The request form must be submitted no later than the last day of the term.

Graduate Grade Replacement Policy

Graduate students wishing to replace grades must follow the Graduate Grade Replacement Policy in the Graduate Program section of the UNM Catalog.

This policy limits graduate students to a maximum of 9 credit hours of replacement grades in the course of the student’s graduate career and requires signature approval by the course instructor, the student’s advisor, the unit Chair and Graduate Studies. A required core course may only be repeated once (two instances). The grade from the first instance may be replaced with the repeated grade (second instance), if the student follows the grade replacement procedure. The original grade remains on the student’s transcript, however the higher grade is used in the calculation of the student’s grade point average and earned credit hours.

The process is not automatic. The student must initiate the process by completing a Graduate Grade Replacement form. No substitute courses are acceptable. Forms are accepted after the second instance in the course has been completed and a grade has been assigned. Once a grade replacement has been approved, the process cannot be reversed or changed. No grade may be replaced once a degree has been awarded.

Unsatisfactory Degree Progress

Students who are not making satisfactory degree progress for reasons other than extenuating circumstances are given a clear timetable for completing one or more requirements, and a consequence is outlined in the event that this is not accomplished. Failure to meet this timetable would be grounds for director to recommend termination from the program. Additionally, students who are not making satisfactory degree progress lose priority for funding.

Required Examinations

All candidates for the Plan I and Plan II master's degrees must pass a master's examination. The examination will be a presentation and documentation of the student's project or thesis. It will be presented to the exam committee at a time and date agreed upon by the committee and submitted to Graduate Students through the Announcement of Exam.

- **Committee:** Each exam has a faculty committee attached to it. The makeup of the committee is outlined in the Graduate Section of the UNM Catalog.
- **Proposal:** Each exam must be proposed prior to the exam/defense. This is somewhat informal in that the proposal is entirely internal and neither notification nor results need to be submitted Graduate Studies. You will bring a proposal form to your proposal meeting and submit the completed form to the Graduate Program Advisor immediately following the meeting. Proposal forms are found on our Museum Studies website.
- **Room Reservation:** If you are using a department controlled room for your exam/defense you must reserve the room with the Graduate Program Advisor.
- **Exam Announcement:** The final exam/defense **MUST** be announced to Graduate Studies at least two weeks prior to the exam/defense date. The announcement form is found at gradforms.unm.edu. Research Involvement

Notification of Intent to Graduate

Students receiving their M.A. or M.S. must notify the Graduate Program Advisor of their intent to defend and graduate by the end of the term prior to the term they intend to graduate. (e.g., graduating in fall? Let the advisor know by the end of the previous summer.) Failure to do so may delay graduation.

Students are responsible for verifying all final grades are posted to their transcripts and degrees awarded are properly documented at the end of their studies at the University.

Three Semester Continuous Enrollment

A student who is admitted and completes at least one semester in graduate status at the University of New Mexico will receive registration materials for three subsequent semesters (including summer session) whether they enroll or not. Graduate students will not be required to apply for readmission to resume their studies by registering for classes if they do so within these three semesters. If they are not enrolled by the published registration deadline of the third semester (including summer session), they must apply for readmission. Such "stop-out" periods are included in the time to degree.

NOTE: Students must be enrolled in a semester in order to use his/her Lobo Card

Students who discontinue their graduate training prior to receiving a degree must reapply to the program. Students reapplying to the program will be considered by the Admissions Committee along with first-year applicants and may be brought forth to the entire faculty for vote. Although a recommendation to readmit would normally be made only under unusual circumstances, nothing in this policy precludes former students from enrolling in non-degree work to strengthen their application.

Withdrawals from Required Courses

Graduate students are expected to enroll and complete all required courses as outlined within these guidelines. Any withdrawal from a required course will be considered by the faculty as less than acceptable performance both in departmental evaluations of progress and in financial aid considerations, in the same way as a grade of F in a required course would be considered. Further, any student withdrawing from a required course will be reviewed by the faculty as a whole at the end of the semester in which the withdrawal occurs, to consider the question of whether the student should be permitted to continue in the graduate program.

Leave of Absence

If extenuating circumstances require that a student must interrupt his or her studies for one or more semesters, he or she must request in advance from the home graduate unit and Graduate Studies a formal leave of absence. Leaves of absence may be granted to students in good standing in cases of illness, emergence, family exigency, and employment or professional opportunities. Leaves of absence are granted on a semester-by-semester basis and generally are limited to a maximum of one calendar year. With a formal leave of absence approved in advanced, the time a student is on leave does not count against the time to degree limit.

Requests for a Leave of Absence from students who are in good standing will come before the Program Director for approval. If approved by the Director, the student will then petition Graduate Studies for a Leave of Absence. The written request, together with a memo of support from the Director or designee of the department, is forwarded to the Dean of Graduate Studies for approval. The time approved for a Leave of Absence is not counted in the time limit to complete the degree as long as the student is not enrolled in any course at the University of New Mexico.

Professional Organizations

Students are strongly encouraged to attend and participate in meetings and conferences of professional organizations. In the course of training, it is desirable to acquire experience in a variety of research presentation formats including colloquia, poster sessions, paper sessions, workshops, and roundtable discussions.

The Program financially supports graduate students in memberships to the American Alliance of Museums and the New Mexico Association of Museums. Participation in activities, including annual conferences, sponsored by these and other museum professional organizations are highly encouraged.

Commencement Exercises

Degrees are awarded at the end of each term: fall, spring, and summer. The department convocation, however, is typically only held only once a year in spring (May). In as much as the conferring of degrees is done at a program-sponsored ceremony, graduate students are encouraged to also take part in University commencement exercises.

University Commencement

The University Commencement Ceremony is the campus-wide graduation ceremony for students from all schools, colleges, and degree programs held in the fall and spring at the University Arena (The Pit). The President of the University of New Mexico confers degrees upon all degree candidates at this ceremony. Bachelors and Master's Degree candidates will proceed across the stage and be recognized individually. Doctoral graduates will be hooded.

Student Grievances

Graduate students occasionally experience conflicts with their course instructors, Faculty Mentors, or other departmental faculty. These conflicts may center on matters such as fairness in the classroom, equitable grading, workload disparity, authorship of manuscripts, expected duties in the lab, performance evaluations, perceived favoritism, poor communication, discrimination, and the like. Our goal is to address these disputes in a way that protects the confidentiality of the student, respects the rights of the faculty, and adheres to university principles regarding grievances.

First and foremost, students should discuss any issue with their professor, followed by the Program Director if unsatisfied with the faculty's response. If the issue is still unresolved, additional appeals can be made to the Dean of the College, and as a last resort, the Provost.

Graduate students should follow the procedures outlined in the [Graduate Student Grievance Procedures](#) listed in the online [Student Handbook](#). Visit the [Dean of Student's Office](#) for help with this process.

UNM Net ID

You will need a UNM NetID/e-mail address. **All university communication must go through the UNM e-mail system.** All students, faculty, and staff at UNM must have a UNM NetID to access their UNM e-mail account, the UNM Internet services on campus, the LoboWeb registration system, the Library, Parking Services, academic programs via WebCT and other computer and network services.

To obtain a UNM Net ID go to <https://netid.unm.edu/>. Once you establish your UNM email address, contact the department advisor to update your information.

Parking

All parking on campus is either by permit or metered, and Parking Services regularly monitors the parking on campus for violations. Be sure to become acquainted with UNM parking regulations to avoid citations.

For information on purchasing parking permits or parking zones, contact Parking Services at 505-277-1938 or visit the web site at: <http://pats.unm.edu/>.

Here are a few basic parking regulations that will help you avoid citation while parking on the UNM Campus:

- Permit display and meter payment are required from 7am to 8pm Monday through Thursday, 7am to 6pm on Fridays and 8am to 5pm on Saturdays during summer session and academic breaks.
- Parking services **DOES** enforce on academic breaks.
- Make sure your permit is displayed according to the diagram printed on the back. Parking Services officers **MUST** be able to read the permit number and expiration date from outside the vehicle.
- When parking in a metered space, make certain your parking receipt is clearly

Libraries

The Museum Studies Program office has a small collection of museum related books and resources that support students and faculty in their instruction and research. Books may be reviewed in the program office and checked out for limited periods of time.

University Libraries

Each branch of the UNM University Libraries has a desk staffed by *reference librarians* to assist you in accessing information and library resources. The University libraries staff is concerned and helpful. If you want a formal orientation to library facilities, contact the Reference Department at 277-5761.

Architecture, Landscape Architecture, Planning, Art, Art History, Music, and Photography
Fine Arts Library
falref@unm.edu 277-2355

Education, Humanities, and Social Sciences Zimmerman Library - Instruction Services
zimref@unm.edu
277-5761

Business, Management, and Economics Parish Memorial Library pmlref@unm.edu
277-8853

Science, Engineering, and Patents
Centennial Science & Engineering Library csefref@unm.edu
277-4412

New Mexico and the Southwest, Rare Books, Archives, Manuscripts, and Special
Collections Center for Southwest Research
cswrref@unm.edu
277-6451

New Mexico, US, and International Government
Publications
govref@unm.edu 277-
5441

Health Sciences Library
272-2311

Graduate Program Forms

Graduate program forms can be obtained from the MSST office or found on the MSST website under Resources and Forms.

MA/MS Project or Thesis Proposal form: Used to establish your committee and document your project proposal.

Practicum Proposal Agreement: Used to document and confirm your practicum assignment noting the location, site supervisor, faculty of record, goals and objectives.

Practicum Weekly Time Log: Used to keep track of hours and activities during a student's practicum.

Program of Studies: Due Fall of your second year in the program after completion of at least 12 credit hours of graduate coursework. A draft copy should be reviewed by the Program Advisor prior to submission to Graduate Studies. It must be filed with Graduate Studies by the middle of the semester prior to the semester of your intended date of graduation. A paper copy of the form can be found on the MSST website under resources and forms. The electronic version for final submission can be found on the Graduate Studies website: <https://gradforms.unm.edu/home>

Announcement of Examination/Report of Examination: This electronic form is available at gradforms.unm.edu. It is on this form where you will formally submit your committee members. This form will be used for your Thesis or Project Comprehensive Examination.

Thesis Manuscript Forms: Thesis electronic forms are found on Graduate Studies website under Manuscript Forms and Procedures.