
Museum Studies Program

GRADUATE STUDENT

HANDBOOK



Table of Contents

Introduction.....	4
Museum Studies (MSST)	4
Participating Faculty and Affiliates.....	5
LISTSERV.....	6
Degrees Awarded.....	6
Dual Degree Requirements.....	7
Transferring Coursework Completed Prior to Admission.....	7
Transferring Credits Taken from Other Institutes While in Degree Seeking Status.....	8
Applied (including Non-Degree) Credit.....	8
General Academic Regulations.....	8
Registration.....	9
Course of Studies.....	9
Core Curriculum Requirements.....	9
Breadth Requirement.....	9
Practicum Requirement.....	10
Program of Studies Form.....	10
Required Examinations.....	10
Notification of Intent to Graduate.....	11
Courtesy Policy.....	11
Commencement Exercises.....	11
University Commencement.....	11
Master’s Degree Requirements.....	12
Core Courses (Project and Thesis Tracks)	12
Project Track.....	12
Thesis Track.....	12
Plan I Requirements – Thesis Track.....	13
Thesis Committee.....	13
Thesis Proposal.....	13
Thesis Hours.....	13
Master’s Exam for Thesis Defense.....	14
Submitting Your Thesis.....	14
90 Day Rule.....	14
Plan II Requirements – Project Track.....	15

Project Committee.....	15
Project Proposal.....	15
Project Hours.....	16
Master’s Exam for Project Defense.....	16
Submitting Your Project Documentation.....	16
Annual Reviews and Student Progress.....	17
Remediation Procedures and Termination Guidelines.....	17
Unsatisfactory Course Performance.....	17
Withdrawals from Required Courses.....	17
Incomplete Grades.....	17
Extension of Incomplete.....	18
Graduate Grade Replacement Policy.....	18
Academic Probation.....	19
Suspension.....	19
Inactivity and Readmission.....	20
Time to Degree Completion Limits.....	20
Three Semester Continuous Enrollment.....	20
Leave of Absence.....	20
Student Funding, Scholarships, and Assistantships.....	21
Department Funding.....	21
Assistantships.....	21
Minimum Eligibility Requirements.....	22
Workload.....	22
Outside Employment.....	22
Student General Information.....	23
Banner Identification (ID) Number and Lobo Identification (ID) Card.....	23
UNM Net ID and E-mail.....	23
MyUNM.....	23
LoboWeb.....	23
LoboMail.....	23
New Mexico Residency.....	24
Office of Graduate Studies (OGS)	25
UNM Catalog.....	25
UNM Pathfinder.....	25

ADA Compliance and Accessibility Resource Center.....	25
Housing and Transportation.....	25
Parking.....	26
Student Grievances.....	26
Libraries.....	27
University Libraries.....	27
Graduate Program Forms.....	28

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.

Museum Studies (MSST)

Mission and Vision:

Mission Statement: The UNM Museum Studies Program provides rigorous, interdisciplinary training in museum practice, integrating theoretical foundations with professional hands-on experience. We prepare students to be innovative leaders in museums, cultural institutions, and heritage organizations through community engagement, critical inquiry, and practical application.

Vision Statement: We strive to be a national leader in Museum Studies where our values of collaboration, innovation, and inclusivity prepare museum professionals dedicated to cultural and natural resource stewardship, public engagement, and ethical practice.

Contact Information

Mailing Address:
Museum Studies Program
MSC01 1050
Albuquerque, NM 87131-0001

Phone: 505-277-0786
E-mail: museum@unm.edu
Website: <https://museum.unm.edu>
Office: Hibben Center, Suite 320

Faculty and Staff

Loa Traxler, Ph.D.
Director of Museum Studies
Associate Professor, Anthropology
Email: LPTraxler@unm.edu

Anne Marie Carpenter
Graduate Student Advisor
Program Administrator
Email: anacke@unm.edu

Participating Faculty and Affiliates

Carl Agee, Ph.D.
Director, Institute of Meteoritics
Professor Earth and Planetary Sciences
College of Arts and Sciences
Email: agee@unm.edu
Phone: 505-277-1644

Rachael Cassidy, Ph.D.
Postdoctoral Fellow: Museum Studies
College of Arts and Sciences
Email: cassidyr@unm.edu

Caroline Goldthorpe, MA FRSA
Adjunct Faculty: Museum Studies
College of Arts and Sciences
Email: cgoldthorpe@unm.edu

Lea McChesney, Ph.D.
Curator of Ethnology: Maxwell Museum of
Anthropology
Adjunct Faculty
College of Arts and Sciences
Email: ismches@unm.edu
Phone: 505-277-1936

Kari Schleher, Ph.D.
Curator of Archaeology: Maxwell Museum of
Anthropology
Assistant Professor of Anthropology
College of Arts and Sciences
Email: kschlehe@unm.edu

Thomas Turner, Ph.D.
Curator of Fishes, Museum of Southwestern
Biology
Professor of Biology
College of Arts and Sciences
Email: turnert@unm.edu
Phone: 505-277-7541

Audra Bellmore, Ph.D.
Curator/Associate Professor: Center for SW
Research, Professor: CULLS
Adjunct Professor: Museum Studies
Email: abellmor@unm.edu
Phone: 505-277-7131

Joseph Cook, Ph.D.
Curator of Mammals, Museum of Southwest
Biology
Professor of Biology
College of Arts and Sciences
Email: cookjose@unm.edu
Phone: 505-277-1358

Ray Hernández-Durán, Ph.D.
Professor of Art History: Department of Art
College of Fine Arts
Email: rhernand@unm.edu
Phone: 505-277-5861

Rachel Snow, Ph.D.
Adjunct Faculty: Museum Studies
College of Arts and Sciences
Email: snowr@unm.edu

Carla Sinopoli, Ph.D.
Director, Maxwell Museum of Anthropology
Professor: Anthropology Department
College of Arts and Sciences
Email: csinopoli@unm.edu
Phone: 505-277-0382

Portia Vescio, MA
University Archivist
College of University Libraries & Learning
Sciences
Email: pvescio@unm.edu

LISTSERV

The Museum Studies Program maintains four e-mail listservs for current students and alumni. Students are subscribed to the listserv at the beginning of their first semester. If you have trouble subscribing the listserv, please contact the Graduate Student Advisor. These listservs are used for a variety of purposes including job announcements, presentations and events announcements, safety/security information, housing/roommate opportunities, and funding opportunities.

Museum Studies Listservs include:

- MSST-L for General Museum Studies List-Serve for all students enrolled in or interested in Museum Studies. Including events, registration, and professional development opportunities.
- MSST-GR-L for graduate students enrolled in the Museum Studies Graduate Program, the Graduate Museum Studies Minor, and the Professional Development Graduate Certificate.
- MSST-MA_MS-L for students enrolled in the Museum Studies Graduate Program pursuing the MA and MS in Museum Studies.
- MSST-ALUM-L for students who have graduated from the Museum Studies Graduate Program.

Students may request to post announcements to the listserv but must avoid commercial purposes and personal business (buying/selling items), with the exception of student housing opportunities. Students are required to follow UNM Policies 2500, 2520, and 2540 The program may restrict or remove a user's access to a listserv without further notice, if such use is deemed to be in violation of the stipulations listed.

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.

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.

Dual Degree Requirements

Some students elect to pursue two degrees simultaneously, one in Museum Studies and one in another department. Students must be admitted to both programs prior to or during their first year of study and then craft an Individual Dual Degree program, which must be approved by both departments and by the graduate school (including a written rationale composed by the student).

Dual degree University requirements:

1. The student must prepare a written rationale for the dual degree program, including a description of the objectives to be achieved. The student's rationale and proposed Program of Study must be approved and signed by each graduate unit Chairperson (or graduate unit advisor). The completed materials must be submitted to the Graduate Dean for final approval.
2. The student must work throughout the program with academic advisors from both graduate units, and the entire dual degree program should be constructed to fit the agreed-upon rationale.
3. The student must meet all requirements for both M.A. degrees, with the exception that a maximum of 6 credit hours from each major may be counted toward degree requirements in the other major. These must be agreed upon by the student and academic advisors from both graduate units.
4. Application process:
 - a. A new applicant wishing to pursue a dual degree program must submit an application, including application fee, to the second unit with his/her rationale for an individualized dual degree, and must identify each graduate unit to the other on both applications. The two departments may review the application together or sequentially. If accepted by both graduate units, the student is admitted to graduate study with two majors.
 - b. A student who is enrolled in one M.A. or M.S. degree program and wishes to add a second M.A. or M.S. must submit an application, including application fee to the second unit, together with his/her rationale statement (approved by both graduate units) to Graduate Studies (see #1 above) for an individualized dual degree. Submission of these materials must take place within three semesters of the student's acceptance to the first graduate program. Acceptance by the second graduate unit establishes the student's status in a dual degree program.
5. Both degrees must be completed in the same semester.

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.

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 Program of Study,
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.

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.

Practicum Requirement

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. If 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.

Program of Studies

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.

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

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."

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.

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

Thesis Track:

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

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	<u>6</u>
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 and one of whom is the Museum Studies Program Director. 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>.) Your committee should be formed within the first year of study. 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. With guidance from your Thesis Chair, convene a meeting of your thesis committee to review your proposal. If your proposal is approved you will begin to conduct your thesis research 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>

Your completed proposal form is due to the Museum Studies Program Advisor during the semester before you intend to initiate your Master's Thesis research and course credits. (Deadline for this form is September 15th for spring semester work, or February 15th for summer and fall).

If you haven't done so already, meet with the Graduate Program Advisor to complete and electronically submit to the Office of Graduate Studies your Program of Studies

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 thesis faculty 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 provide a draft of your thesis to your Thesis Committee and electronically submit your announcement of examination for the thesis defense to the Office of Graduate Studies. 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.

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	<u>3</u>
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 and one for whom is the Museum Studies Program Director. 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://catalog.unm.edu/catalogs/2020-2021/graduate-program.html>.)

Your committee should be formed within the first year of study. 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. In guidance from your Chair, convene your 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, 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>

Your completed proposal form is due to the Museum Studies Program Advisor during the semester before you intend to initiate your Master's Project research and course credits. (Deadline for this form is September 15th for spring semester work or February 15th for summer and fall).

If you haven't done so already, meet with the Graduate Program Advisor to complete and submit electronically to the Office of Graduate Studies your Program of Studies.

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 provide a draft of your project to your committee and electronically submit your announcement of examination for the project defense to the Office of Graduate Studies. 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.

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 advisor and graduate program advisor. The information you provide in this report will help your 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.

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.

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 during 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.

Academic Probation

Students who do not maintain good academic standing are placed on academic probation by Graduate Studies and the university. There are three types of probation:

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 is placed on Type 1 academic probation. The student is suspended from graduate status if the cumulative grade point average does not reach 3.0 after completion of an additional 12 credit hours of graduate coursework 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.

Type 2: NC-F-IF-INC Grades Students who earn any combination of two grades of NC (no credit), I (incomplete), IF (incomplete fail), and/or F 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 is suspended from graduate status if a third NC, F, INC, 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. Students on Type 2 probation who maintain a GPA of 3.5 for two consecutive semesters have the sanctions (ability to hold an assistantship, take culminating exams and graduate) waived and written notification thereof from Graduate Studies. *NOTE: A student who is placed on Type II probation after a semester has begun and holds an assistantship for that semester, must resolve his/her probationary status within that semester to maintain his/her assistantship for future semesters. Example: A student who is notified during spring semester that he/she is on Type II probation must resolve the probationary status to be eligible to hold an assistantship for the following summer and/or fall. Grades of WF, WNC from 2012 and prior may have an adverse impact on student's academic standing.

Type 3: Incomplete Grades 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, doctoral comprehensive examinations, defend theses or dissertations, or graduate while on Type 3 probation. They may provisionally hold assistantships for one semester if their semester GPA is 3.0 or higher.

Suspension

A student record reflecting two Incomplete Grades (Type 3 Probation) that extend beyond one semester or two Unsatisfactory Evaluations (see Annual Progress Review section) will be considered grounds for automatic suspension. A student who is suspended from graduate status is removed from graduate student status at the University of New Mexico. Suspended students are not eligible to continue work in any graduate degree program at the University of New Mexico for a period of one calendar year from the date of suspension. Readmission after the suspension period requires the approval of the program, to which the student must reapply for readmission through the UNM application process (see Inactivity & Readmission section). 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.

Inactivity and Readmission

A student who is admitted to the University of New Mexico in graduate status and completes one semester of the graduate program but has not been enrolled for three or more consecutive semesters (including summer term) becomes inactive in the UNM system. An absence of more than three consecutive semesters will result in automatic drop from the program. If the student wishes to resume a graduate degree program they must apply for readmission. If a student was in probationary status at the end of their previous enrollment they return in probationary status unless the cause of probation was resolved. Readmitted students must adhere to policies in the UNM Catalog and Museum Studies Graduate Handbook in effect at the time of readmission to graduate status. Individuals applying for readmission must submit a readmission packet via the UNM Admissions website prior to the graduate unit's published deadline. Individuals applying for readmission are responsible for ascertaining the specific additional application materials the graduate unit requires (such as GRE scores, portfolios or writing samples). The Office of Graduate Studies holds student files for five years after the semester of last attendance. If transcripts are no longer available at OGS, or if the applicant has attended another institution since their last attendance at the University of New Mexico, they must submit new official transcripts. The time a student spends not enrolled in courses affects the time to degree limit (see Time to Degree Completion Limits). If a student needs leave from the program, they should submit a Leave of Absence request (see Leave of Absence section).

Time to Degree Completion Limits

All coursework used to meet degree requirements for a Master's Degree, including transfer credits, must be completed within a seven (7) calendar year period. Coursework older than seven years cannot be used to meet requirements for the master's degree.

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.

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.

Student Funding, Scholarships, and Assistantships

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). The primary source for UNM funding information for Museum Studies graduate students is the Museum Studies Program Funding Opportunities (see program website > resources tab > Funding Opportunities for the most current version), which includes descriptions of funding through the Museum Studies Program and other UNM organizations.

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.

Assistantships

An assistantship is an employment offer to a graduate student for part-time work in teaching or research while pursuing study toward an advanced degree. The primary goal of an assistantship is to assist students in strengthening and successfully completing their academic program. Assistantships are competitively awarded at the department level and typically require 10 to 20 hours of service per week. Assistantship appointments are usually made within the students' academic units. However, graduate students may accept an assistantship outside the unit in which they are pursuing a degree.

- Teaching Assistant (TA)/ Teaching Assistant Special (TASpec): is directly involved in producing student credit hours, i.e., responsible for one or more classes or lab sections. Teaching Assistants may not teach courses offered for graduate credit.
- Graduate Assistant (GA)/Graduate Assistant Special (GASpec): one whose duties are related to instruction, but who is not directly involved in producing student credit hours.
- Research Assistant (RA): assists in research work that is relevant to the assistant's thesis, dissertation or other requirement for a graduate degree.
- Project Assistant (PA): performs work required by a research grant, contract, or special project that is not necessarily directly related to degree requirements. Employment associated with administrative/office support should not be classified as a project assistantship.

Students awarded a Graduate Assistantship (GA), Teaching Assistantship (TA), Research Assistantship (RA), or Project Assistantship (PA) contract will receive their contract instructions electronically through UNM e-mail. While on an active GA/TA/RA/PA contract, students are classified as a NM resident for

tuition purposes. The contract includes information regarding work start and end dates, tuition coverage, health insurance, and approval process through Graduate Studies. New employees or students who have not been employed for at least two consecutive semesters must complete all new-hire paperwork three days prior to contract start date.

Minimum Eligibility Requirements

The minimum eligibility requirements as determined by the University are:

- Formally admitted to a graduate program at UNM.
- 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.

Student General Information

Banner Identification (ID) Number and Lobo Identification (ID) Card

Students' Banner ID is the 9-digit identification number assigned by UNM after admission. The Banner ID serves as the student ID as well as the employee ID, should a student receive employment at UNM (including assistantships). It is tied to a student's identity so keep this number safe from theft or misuse. The number is accessed through LoboWeb (see MyUNM, LoboWeb, & LoboMail section) or can be found on the UNM Lobo ID card under the student's name. Lobo ID cards are printed at the LoboCard Office, which is located on the bottom level of the Student Union Building (SUB). Lobo ID cards are required for certain activities, including in-person changes to registration, verification of status as a student, access to Johnson Gym and other campus facilities, library resource access and checkout, and other services.

*For more information on Lobo ID cards please visit <https://lobocash.unm.edu/your-card/index.html>

UNM NetID and E-mail

Once admitted to UNM, students create a NetID. This is different from the Banner ID. The NetID will become the first part of a student's UNM e-mail address, for example in the e-mail newstudent1928@unm.edu, the "newstudent1928" is the NetID. The NetID is used for a variety of log-in functions. The UNM e-mail address is the default, primary e-mail address to which information and notifications are sent. Per FERPA law, university communication about private student information must be conducted through official university e-mail. Be sure to monitor this account regularly to receive current information regarding academic career, financial aid or work contracts, course announcements, etc. Students are required to change their password every six months for security reasons.

*For more information about NetID and UNM e-mail please visit <https://netid.unm.edu>

MyUNM

MyUNM is a portal to access applications such as Canvas, LoboAchieve (see LoboAchieve section), LoboWeb, and LoboMail. There is a link to MyUNM in the upper right-hand side of the UNM home page. Students can also access the portal through <http://my.unm.edu/home>. The log-in information for MyUNM is the NetID (the first part of the UNM e-mail address before the "@" sign), and the password established when setting up the UNM e-mail account. Inside of MyUNM, students can click on "Enter LoboWeb".

LoboWeb

LoboWeb is an application within MyUNM used for a variety of purposes including self-service demographic data, registration and records, review of direct deposit and paystubs, bursar accounting and tuition, etc.

LoboMail

LoboMail is the application to access UNM e-mail. There is a link to LoboMail in the top right corner of MyUNM, next to the Logout button. Students can access their e-mail through the LoboMail browser. Students can also download Microsoft Outlook and link their UNM e-mail to the desktop/laptop application.

New Mexico Residency

A student who enters and remains in New Mexico principally to obtain an education is presumed to be a non-resident for tuition purposes. A student is classified as a resident or a non-resident for tuition purposes based on information supplied during the application and admission process. The residence classification is only changed upon (1) re-application for admission or (2) submission of a petition to Office of the Registrar. Students who have an active Graduate Assistantship (GA), Teaching Assistantship (TA), Research Assistantship (RA), or Project Assistantship (PA) contract are classified as in-state for tuition purposes only for the duration of their assistantship. It is **HIGHLY RECOMMENDED** that students who are not New Mexico residents apply for residency through petition after their first year at UNM, even if under a GA/TA/RA/PA contract that classifies students as in-state for tuition purposes for the duration of the contract. NM resident students have flexibility with other funding sources that may not offer in-state tuition differential. International students are not eligible to become New Mexico residents. Residency petitions are accepted each semester until 21 days after the first day of classes; petitions are not accepted after that date. Residency requirements for tuition purposes are established by state law. To become a legal resident of New Mexico, the student must satisfy the following requirements;

- U.S. citizenship or U.S. permanent residency
 - Undocumented students should meet with Graduate Program Academic Advisor.
- The Financial Independence Requirement
 - If you are under the age of 23 at the time you apply for residency, you must be financially independent (i.e. not claimed on the Federal income tax return for the previous tax year) of parents or legal guardian who are not residents of New Mexico.
- 12-Month Consecutive Presence Requirement
 - You must physically reside in New Mexico for the 12 months immediately preceding the term in which you request resident classification. You cannot begin to establish the 12-month physical presence requirement until your 18th birthday.
- The Written Declaration of Intent Requirement
 - You must sign a written declaration of intent to relinquish residency in any other state and to establish residency in New Mexico. This declaration is on the Residency Petition.
- The Overt Acts Requirement
 - New Mexico requires the completion of several overt acts to support your written declaration of intent to become a resident for tuition purposes;
 - New Mexico's Driver's License
 - Copy of New Mexico state income tax return for the previous year
 - Evidence of employment within the state of New Mexico (cannot also be used to fulfill 12-month consecutive presence requirement)
 - New Mexico vehicle registration
 - New Mexico voter registration
 - Proof of residential property ownership or rental agreement in New Mexico (cannot also be used to fulfill 12-month consecutive presence requirement)
 - Utility bills (e.g. electric, gas, telephone, water) showing petitioner's name and a New Mexico address.

*For additional information and access to the electronic petition form, please visit <https://registrar.unm.edu/residency/index.html>.

Office of Graduate Studies (OGS)

The Office of Graduate Studies (OGS) is the central graduate academic administrative unit at the University of New Mexico. It oversees all graduate programs and provides program, financial, and other student support to all graduate students. The Office of Graduate Studies policies apply to all museum studies graduate students. The Office of Graduate Studies website is <https://grad.unm.edu/home/> and it provides extensive information about topics ranging from the process of degree conferral to graduate assistantships to thesis and dissertation formatting regulations. Students are strongly advised to familiarize themselves with the Office of Graduate Studies website and processes, as the program and its Dean govern all graduate programs.

UNM Catalog

Another important resource is the official UNM Catalog, which constitutes a written contract between the University of New Mexico and the student. The UNM Catalog is renewed every year and students are assigned a catalog year based on their admission date. The UNM Catalog is accessible online at <http://catalog.unm.edu/> and will automatically load the most recent year. The student's catalog year is required and specified on the Program of Study and Application for Candidacy forms (see GradForms Website section), which are submitted to the Office of Graduate Studies for graduation purposes. Students are strongly advised to familiarize themselves with the catalog for the year in which they were admitted to UNM and its regulations.

UNM Pathfinder

UNM Pathfinder is UNM's electronic, annual student handbook and calendar. It summarizes UNM's Rights and Responsibilities, Sexual Harassment Policy, Student Employee Grievance Procedure, Student Standards and Grievance Procedures, Discrimination Complaint Procedure, Student Records Policy, and various University Standards, Policies, and Regulations. These policies are printed in the Pathfinder Appendix and are binding on all members of the university. The UNM Pathfinder is accessible at <https://pathfinder.unm.edu/index.html>.

ADA Compliance and Accessibility Resource Center

To comply with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, UNM and the Museum Studies Program to provide alternative testing environments for students who have been certified through the Accessibility Resource Center (ARC) at UNM. The Accessibility Resource Center recognizes individuals with disabilities as an integral part of a diverse community and is committed to the provision of comprehensive resources to the university community (faculty, staff, and student) in order to create equitable, inclusive, and practical learning environments. If you need further information, please contact ARC through their website, <https://arc.unm.edu>.

Housing and Transportation

The University of New Mexico offers a wide variety of living options for students who are accustomed to a more independent and mature lifestyle.

[Lobo Rainforest](#) - Downtown lifestyle, academic culture. Lobo Rainforest student housing opened in Spring 2018, offering a unique student living experience in downtown Albuquerque in the Innovation District. Housing features 2 bedroom / 2 bathroom apartment style living, with washer /dryers included in each apartment, programming spaces, a staffed help desk and a gym. Lobo Rainforest is also home to the UNM Innovate Academy, linked closely to Innovate ABQ, with on-site collaboration, maker's space, offering a variety of UNM learning opportunities.

[SRC](#) - The Student Residence Center (SRC) Apartments is a 12-building complex, comprised of six room, two bath apartments and is centrally located around the residence life hubs of the SRC Commons, La Posada Dining Hall and Johnson Recreation Center. Groups of students often request to live together making this a high-demand, independent environment. SRC is the closest housing you will find at UNM to all campus conveniences, just minutes from Zimmerman Library, the SUB, and your classes.

American Campus Communities (ACC) operates Casas del Rio and Lobo Village as housing options which UNM and community college students may choose. Students sign a lease directly with American Campus Communities when they select Casas del Rio or Lobo Village.

The terms and conditions of the leases with ACC for [Casas del Rio](#) and [Lobo Village](#) are different from the terms students agree to when they sign up with UNM for UNM Housing.

For off campus housing listing see <https://och.unm.edu>

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/>.

- 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 displayed.

Parking on UNM campus is limited, but if choose to drive to campus you'll need a [parking permit](#). A variety of [alternative transportation](#) choices are available, including a free city bus pass for UNM students.

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.

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
pmleref@unm.edu
277-8853

Science, Engineering, and Patents
Centennial Science & Engineering Library cselref@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.

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

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.

GradForms Website

The GradForms Website is an application that connects the Museum Studies Program with the Office of Graduate Studies for students to submit required forms electronically. The website can be accessed by visiting <https://gradforms.unm.edu/> and using your UNM credentials (NetID and password) to login. The application contains the following forms; Program of Studies, Announcement of Examination, and Report of Exam. By clicking on each form, you will receive a link to open the form, read instructions, and submit the form for processing to Office of Graduate Studies.

Program of Study: Typically submitted by the student's third semester to sum up requirements completed for a Master's Degree.

Announcement of Examination: This form is used to submit the following exams; Master's Thesis Defense, Master's Exam, PhD Comprehensive Exam, and Dissertation Defense.

Report of Examination: This form is used by the student's committee members to submit their results after a student's exam (students do not have access to this form).