

**Purpose:** This Standard Operating Procedure (SOP) is designed to establish a uniform process for navigating the Program of Studies (master’s and certificates). By implementing this procedure, we aim to guarantee clarity, consistency, and accuracy in guiding students through the completion of graduation requirements via [Graduate Studies App](#).

**Scope:** This SOP is applicable to all departments with a Master’s and/or Graduate Certificate Program and respective students preparing to graduate from their program.

**Procedure:**

**STEP 1. Program of Studies:**

- Students are required to submit their Program of Studies to Graduate Studies for review at least one semester before graduation.
- This should be submitted using [Grad Studies App](#) online via <https://gradforms.unm.edu>.
  - Students will need their NetID and password to login and access the form.
- Deadlines: **March 1** for Summer graduation, **July 1** for Fall graduation, and **October 1** for Spring graduation

**Example of Program of Studies Form- See page 2.**



## Frequently Asked Questions about Program of Studies

1. Who is my major advisor?
  - a. Your major advisor is your Faculty Advisor or Program Coordinator.
2. Do I need to list all the courses I have taken?
  - a. No. You only need to list courses taken that will be counted towards your program requirements. This includes courses taken at other institutions that you want transferred over to UNM.
  - b. Be sure to indicate if the course is to count as shared-credit; only certificate; only major or only minor (see pg. 2 arrow near Multiple Credential dropdown.)
3. What if I don't know my UNM catalog year?
  - a. Your UNM catalog year is the year you started in the program. Reach out to your academic advisor for this information if unsure. Note: if you've been in active student status throughout and the program undergoes significant changes you can choose a subsequent catalog year.

**Program of Studies For: Master's Degree/Graduate Certificate**

Submit completed Program of Studies to Graduate Studies. Leaving any sections blank will result in a delay of approval. Courses used for a master's degree may not be more than 7 years old at the time of graduation; departments may impose stricter limits. Program of Studies must be approved by Graduate Studies before a student may take the master's examination. **SUBMISSION DEADLINES: March 1 for Summer, July 1 for Fall, and October 1 for Spring graduations.** Early submission to your department or graduate unit is strongly recommended, as your faculty will need time to approve the form. Failure to submit this form on time will delay your graduation.

UNM ID Number:  Date:

Name:  Email:

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Degree Type:  Degree Plan:

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

Semester & year expected to complete all degree requirements:

Primary Program:

Secondary Program:

Concentrations:

Minor:

**Select courses to be used to fulfill degree requirements:**

*You must select courses to add to your Program of Study by clicking the checkbox next to each course you wish to add, or by using the checkbox in the header to select all*

Search:

Select	Dept/Course#	Course Title	Status	Sem Hrs	Grade	Sem/Year	Instructor	Instructor Course from same instructor should not exceed 50% required	Core	Multiple Credential
<input type="checkbox"/>	POLS / 300	T. Soc of Pluralism & Differ	UG	3	A	Fall 2021	Richard Wood	<input type="checkbox"/>		

Showing 1 to 10 of 21 entries

Total Credit Hours Selected: 0

Previous

- Major (or first degree)
- Minor
- Second Degree
- Certificate
- Shared Credit



List courses you plan to take to fulfill your degree. Please match it to the UNM catalog you specified above.

Dept/Course#	Course Title	Sem Hrs	Sem/Year	Instructor	Core	Multiple Credential
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>				

Total Planned Hours:

List courses completed (with at least a B) at other institutions to be used to fulfill requirements for this degree; may not be courses used for a previous master's degree. Official transcripts required.

Dept/Course#	Course Title	Sem Hrs	Grade	Sem/Year	Institution	Core	Multiple Credential
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>					

Major Advisor:

Minor Advisor:

Comments:

**Please select a Major Advisor.**  
Form incomplete. Please fill out those fields outlined in red.