Graduation Forms and Deadlines

Program of Studies (POS)
A graduate student must file a Program of Studies (POS) with the Office of Graduate Studies by: October 1 for Spring graduation, March 1 for Summer graduation and July 1 for Fall graduation. The Dean of Graduate Studies must approve the Program of Studies. The form may be obtained from the HESS office (Monica Lopez) or from the OGS Web page http://www.unm.edu/grad/forms/forms.html.

The POS form lists all the courses a student has completed to meet the degree requirements and all the courses that need to be complete in order to be awarded the Master of Science degree. The POS must be completed and submitted to Ms. Monica Lopez, in the main office of HESS on or before the deadlines and after 12 hours of graduate coursework has been completed. It is filled out in consultation with the student’s advisor and must be signed by the student and advisor before submitting it to Ms. Monica Lopez.

*Note: Review and approval of the POS is required by OGS in order for the student to be eligible to take the master’s comprehensive exam required for graduation.

Intent to Graduate
The student must complete the Intent to Graduate form at the same time the POS is submitted. The intent to graduate form is available at the end of this document or from Monica Lopez. It must be submitted in the semester prior to the semester the student takes the MS Comprehensive exam and graduates.

The deadlines for the Department to receive the Intent to Graduate form is:

<table>
<thead>
<tr>
<th>Expected graduation</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall graduation</td>
<td>Before the end of Summer Semester</td>
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<tr>
<td>Spring graduation</td>
<td>Before the end of Fall Semester</td>
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<tr>
<td>Summer graduation</td>
<td>Before the end of Spring Semester</td>
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Deadlines for Graduation degree requirements
Graduation is dependent upon the completion of all degree requirements by November 15 for the Fall graduation, April 15 for the Spring graduation, and July 15 for graduating in the Summer. Master’s students must be enrolled for at least 1 (one) graduate credit either in thesis (HED 599) or Problems (HED591) – not to exceed 12 credit hours) or another graduate course for the semester (including the summer session) in which they complete their degree requirements.

Semester Course Load and Degree Timeline
In general, a graduate student enrolling for and completing a minimum of 9 graduate credit hours per semester is considered to be a full-time student at the University of New Mexico. However, if holding an assistantship, the minimum course load is 6 graduate credit hours per semester. Graduate students not holding an assistantship and taking 8 credit hours or less per semester are considered part-time students. All graduate students are encouraged to enroll in and complete at least 9 credit hours per semester in order to achieve their expected time-to-degree.