

MASTER'S DEGREE STUDENTS - CIVIL ENGINEERING
SUMMARY OF PROCEDURES, FORMS AND DEADLINES

>> All OGS forms are available at the OGS website: grad.unm.edu <<

1. Program of Study (POS) for the Master's Degree (<http://grad.unm.edu/resources/gs-forms/index.html>, under Academics)
 - a. This OGS form is submitted after you have completed 12-21 hours of courses in graduate status.
 - b. You must declare whether you will follow Plan I – thesis (MSCE) or Plan II – project (MCM, MEng).
 - c. It must be submitted to OGS (Office of Graduate Studies) by these deadlines: July 1 for Fall Semester graduation; October 1 for Spring Semester graduation; March 1 for Summer Term graduation. **EARLIER SUBMISSION IS HIGHLY RECOMMENDED.**
 - d. No more than half the graduate program's minimum required course work hours, exclusive of Thesis/Project, may be taken with a single faculty member.

2. Departmental Notification of Intent to Graduate
 - a. This must be filed with the Coordinator of Program Advisement by July 20 for Fall graduation, by December 5 for Spring graduation, and by May 2 for Summer graduation.
 - b. POS **MUST** be approved, be on file with the Office of Graduate Studies (OGS), and be in your file in the department in order for the department to accept this form.
 - c. Form can be found at <http://civil.unm.edu/students/student-forms.html> under Student Forms.
 - d. **FAILURE TO MEET THE DEADLINES FOR SUBMISSION OF A POS WILL NOT BE CONSIDERED A COMPELLING REASON TO INCLUDE YOUR NAME ON THE GRADUATION LIST.**

3. Examination Committee
 - a. Members of your Examination Committee **MUST BE** full-time tenure or tenure-track faculty members at UNM, or **MUST** be approved for graduate instruction in our department, if they work outside UNM. Outside members must also sign a letter describing a possible conflict of interest.
 - b. You **MUST** check with the Coordinator of Program Advisement as to whether the individual is approved for graduate instruction in the CE department or not.
 - c. If they are not, all such individuals **MUST** be approved by OGS before you can file your Announcement of Examination. **This process can take 3-4 weeks.**

4. Required Enrollment
 - a. Master's students electing either Plan I or Plan II must be enrolled for at least 1 graduate credit either in thesis (599) for Plan I, or in project, problems (not to exceed 12 credit hours) or another graduate course for Plan II for the semester (including the summer session) in which they complete degree requirements.
 - b. Students doing thesis (not project or coursework only) - once initiated, continuous enrollment (fall and spring semesters) in CE 599 is required until the thesis is accepted by OGS.
 - c. If you register for ANY course in a summer term, you must also register for at least 1 credit of 599.

5. Announcement of Examination (form found <http://grad.unm.edu/resources/gs-forms/index.html>, GS Forms, Examination/Grades)
 - a. All candidates for a master's degree must pass a master's examination.
 1. For students doing the thesis or project option, the thesis or project presentation constitutes the master's examination.
 2. If you are pursuing the MENG, there are two examinations: a preliminary after completing 12-16 graduate credits, and the final examination after completing 24-27 graduate credits.
 - b. Program of Study must be approved and must be on file with Office of Graduate Studies (OGS) in order for you to take the master's examination.
 - c. You must be in good academic standing (not on probation).
 - d. If you are planning on using the department's Conference Room, Cent 3031, you **MUST** schedule it online at: <http://civil.unm.edu/faculty-staff/resources.html>, CE Conference Room Schedule.

- e. Submit an Announcement of Examination form **at least** two weeks before the exam/thesis/project defense date (**3-4 weeks before is suggested**).
- f. The Announcement (OGS form) MUST be filed no later than November 1 for fall graduation, April 1 for spring graduation, and July 1 for summer graduation.
- g. >>>>Report of Examination must be submitted to OGS within two weeks of the exam date but **no later than 5:00 pm on the deadlines in #8 if you are graduating in the same semester.**<<<<
- h. The Report on Thesis from all committee members and the completed thesis, in final form, must be submitted to and approved by OGS **by the deadlines in #8**.

6. Turning in Your Thesis

- a. The thesis must be submitted for approval by the Dean of OGS within 90 days of the defense examination or by November 15 for Fall graduation, April 15 for Spring graduation, and July 15 for Summer graduation, *whichever deadline comes earlier*.
- b. Thesis must be submitted in electronic format. **Complete information and manuscript formatting guidelines** at this OGS web site: <http://grad.unm.edu/resources/gs-forms/index.html> under Manuscripts.
- c. Report on Thesis forms completed by each member of the committee and Report of Exam signed by each committee member (may have been done already – Nicole puts these in your file for your exam committee to complete and then takes care of them).

7. Students Doing Project

- a. For project proposal and content, refer to the Civil Engineering Manual for Graduate Studies.
- b. Project reports must be distributed in final form to the Committee before the end of the semester in which credit is to be received.

8. Completion of All Degree Requirements

Except for courses in which you are currently enrolled, all degree requirements (including thesis manuscripts, graduate exams, results of graduate exams, defenses and Incomplete and NR grades) must be completed and related documentation **received** by OGS by the following deadlines (deadlines that fall on a weekend or holiday automatically move to the end of the next business day):

Fall Graduation – November 15

Spring Graduation – April 15

Summer Graduation – July 15

The forms in #1, 2 and 5, when completed, should be submitted to the Coordinator of Program Advisement in CE who will forward them to OGS.

THIS SHEET IS ONLY A SUMMARY - PLEASE READ THOROUGHLY AND REFER TO:

- THE OGS WEBSITE
- THE UNM CATALOG
- THE DEPARTMENT OF CIVIL ENGINEERING MANUAL FOR GRADUATE STUDIES

It is each student's responsibility to be informed regarding all requirements and to ensure that all requirements are met.

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