

# MASTER'S DEGREE STUDENTS - CIVIL, CONSTRUCTION and ENVIRONMENTAL ENGINEERING

## SUMMARY OF PROCEDURES, FORMS AND DEADLINES

See degree roadmap here:

<https://grad.unm.edu/resources/graduate-students/start-to-finish-unm/start-to-finish.html>

1. Program of Study (POS) for the Master's Degree (<https://grad.unm.edu/resources/graduate-students/gs-forms/pos-masters.html>)
  - a. This OGS form is submitted after you have completed 12-21 hours of courses in graduate status.
  - b. 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.**
  - c. No more than half the graduate program's minimum required course work hours, exclusive of Thesis, 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, Nicole Bingham, 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, Nicole Bingham, as to whether the individual is approved for graduate instruction in the CCEE 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. All master's students must be enrolled for at least 1 graduate credit either in Master's Thesis (CE 599), Problems (CE 551) (not to exceed 12 credit hours) or another graduate course for the semester (including the summer session) in which they complete degree requirements.
  - b. Students doing thesis - once initiated, continuous enrollment (fall and spring semesters) in CE 599 is required until the thesis is accepted by OGS.
  
5. Announcement of Examination (<https://grad.unm.edu/resources/graduate-students/gs-forms/announcement-examination.html>)
  - a. All candidates for a Master of Science degree (MSCE) must pass a master's examination.
  - b. The thesis presentation constitutes the master's examination.
  - c. Program of Study must be approved and must be on file with Office of Graduate Studies (OGS) to take the master's examination.
  - d. You must be in good academic standing (not on probation).
  - e. 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>, CCEE Conference Room Schedule.
  - f. Candidates for the MENG and MCM degrees are not required to take an examination. The awarding of the degree is based upon coursework only (Plan III).
  - g. Submit an Announcement of Examination form **at least** two weeks before the exam/thesis/project defense date (**3-4 weeks before is suggested**).

- h. 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.
- i. >>>>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.**<<<<
- j. 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 #7.**

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: <https://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html>

7. 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

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

- THE OGS WEBSITE <http://grad.unm.edu/home/>
- THE UNM CATALOG <http://registrar.unm.edu/UNM%20Catalog/index.html>
- THE DEPARTMENT OF CIVIL, CONSTRUCTION AND ENVIRONMENTAL ENGINEERING MANUAL FOR GRADUATE STUDIES

[https://civil.unm.edu/programs-and-degrees/graduate/grad\\_manual\\_july\\_2022.pdf](https://civil.unm.edu/programs-and-degrees/graduate/grad_manual_july_2022.pdf)

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

Director of Graduate Programs: Dr. Ricardo Gonzalez-Pinzon, CENT 3045, [gonzaric@unm.edu](mailto:gonzaric@unm.edu)  
Coordinator of Program Advisement, Nicole Bingham, CENT 3012, 277-6633, [nicluna@unm.edu](mailto:nicluna@unm.edu)

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