

DOCTORAL DEGREE STUDENTS - CIVIL ENGINEERING

SUMMARY OF PROCEDURES, FORMS AND DEADLINES

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

1. Qualifying Examination

- a. This examination is taken during your first or second semester as a doctoral student.
- b. You must pass this exam before a Committee-on-Studies can be formed.
- c. You must notify the Director of Graduate Programs in writing of your intention to take the exam by September 15 or February 15. This memo will identify your preliminary selection of a major advisor and the areas in which you wish to be examined.

2. Committee-on-Studies

- a. You should discuss your interests with several Civil Engineering faculty early in your program. It is helpful but not necessary for a CE faculty member to agree to serve as the chair of your Committee before the Qualifying Exam is taken.
- b. If anyone on your committee is NOT a full-time tenure or tenure-track CE faculty member, you MUST check with the Coordinator of Program Advisement as to whether the individual is approved for graduate instruction in the CE department. All such individuals MUST be approved by OGS before you can formally have them on your committee (see the CE Graduate Manual for more information). **This process can take 3-4 weeks.**
- c. Notify the Director of Graduate Programs, with a copy to the Coordinator of Program Advisement, in writing of your committee's membership.
- d. The department requires this information; it is not submitted to OGS. However, your committee members must follow the guidelines established by OGS for dissertation committees.

3. Doctoral Comprehensive Examination (form: <http://grad.unm.edu/resources/gs-forms/index.html>, Examination/Grades)

- a. This examination is usually taken after approximately your first year in the doctoral program.
- b. If you are planning on using the CE Conference Room, you MUST schedule it ahead of time. This can be done online: <http://civil.unm.edu/faculty-staff/resources.html>, CE Conference Room Schedule.
- c. Complete Announcement of Examination form (OGS form) and submit it at least two weeks before the examination date (strongly recommend 3-4 weeks). *You must be registered in the semester in which you take this exam.*
- d. This exam cannot be held until approved by the Dean of Graduate Studies and returned to Civil Engineering.
- e. You must have a 3.0 cumulative gpa at the time of the exam.
- f. Report of Exam (OGS form) results should be reported to OGS within two weeks of exam date.
- g. **Dissertation hours count from this semester forward** and must be continuous until the dissertation is accepted by OGS.
- h. If you register for ANY course in a summer term, you must also register for dissertation credits.

4. Application for Candidacy (AC) (form: <http://grad.unm.edu/resources/gs-forms/index.html>, under Academics)

- a. This OGS form will establish your degree requirements. **It must be submitted in the semester in which you have passed the Comprehensive Exam** but no later than the last day of the semester BEFORE the semester in which you intend to graduate (spring around May 10-11, summer around July 28, fall around December 15-16).
- b. The Committee-on-Studies must approve it before it is submitted to OGS.
- c. You must have a 3.0 gpa in all courses listed on the application.
- d. No more than 50% of the required course credits at UNM may be taken with a single faculty member. (Course work that has been completed for the master's degree is included in this limit).
- e. If you are using courses from a master's program, you must attach a copy of that transcript.
- f. When the comprehensive exam has been passed, the AC has been approved, and the Appointment of Dissertation Committee form has been approved, you will have gained "Advancement to Candidacy".

5. Appointment of Dissertation Committee (form: <http://grad.unm.edu/resources/gs-forms/index.html>, under Exam/Grades)

- a. COMPLETE THIS OGS FORM and submit within the first semester of CE 699 (dissertation) enrollment.
- b. In most cases the Committee-on-Studies becomes this committee.
- c. Committee must meet the composition criteria as published in the UNM catalog.
- d. If anyone on your committee is NOT a full-time tenure or tenure-track CE faculty member, you MUST check with the Coordinator of Program Advisement as to whether the individual is approved for graduate instruction in the CE department. All such individuals MUST be approved by OGS before you can formally have them on your committee (see the CE Graduate Manual for more information). Outside members must also sign a letter describing a possible conflict of interest.
- e. If the composition of the committee changes, you must submit a revision of the Appointment of Committee form.

6. 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 May 2 for Summer graduation.
 - b. Application for Candidacy **MUST** be approved, be on file with 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 here: <http://civil.unm.edu/students/student-forms.html>, under Student Forms.
 - d. **FAILURE TO MEET DEADLINES FOR SUBMISSION OF THE AC WILL NOT BE CONSIDERED A COMPELLING REASON TO INCLUDE YOUR NAME ON THE GRADUATION LIST.**

7. Notification of Dissertation Defense (<http://grad.unm.edu/resources/gs-forms/index.html>, under Exam/Grades)
 - a. Complete Announcement of Examination form (OGS form) and submit it at least two weeks before the dissertation defense date (strongly recommend 3-4 weeks) but no later than November 1 for fall graduation, April 1 for spring graduation, and July 1 for summer graduation.
 - b. Notify the Director of Graduate Programs at least two weeks before the dissertation is held.
 - c. If you are planning on using the department's Conference Room, Cent 3031, you **MUST** schedule it the CE Office. That room is used for meetings and sometimes a class.
 - d. Report of Exam (OGS form) results of the defense and the Report on Dissertation forms from all committee members must be submitted to OGS within two weeks of the exam date **BUT** no later than the deadlines in #9 below if you are graduating in the same semester.

8. Turning in Your Dissertation to OGS
 - a. The Department Chair keeps a library of these/dissertations if you would like to peruse them.
 - b. This is the last formal step before your degree is awarded.
 - c. **Dissertation must be submitted to OGS within 90 days of the defense but no later than the dates in #9 below.**
 - d. Dissertation 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.
 - e. Report on Dissertation 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 and then takes care of them).

9. Completion of All Degree Requirements

Except for courses in which you are currently enrolled, all degree requirements (including final manuscripts, graduate exams, results of 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 are automatically moved to the end of next business day):

 - Fall Graduation – November 15
 - Spring Graduation – April 15
 - Summer Graduation – July 15

The forms in #3, 4, 5, 6, and 7, 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 (ONLINE ONLY)
- 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.

Director of Graduate Programs: Dr. Mark Stone, CENT 3048, 277-0115, stone@unm.edu
Coordinator of Program Advisement, Nicole Bingham, CENT 3012, 277-6633, nicluna@unm.edu

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