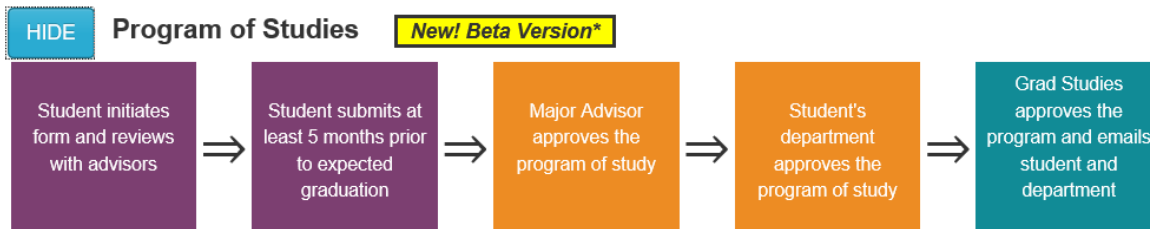This is a screenshot of gradforms.unm.edu (or choose Grad Studies App in my.unm.edu) which you will login using your NetID and password. Please note Department Approvers are three specific individuals within the department: Department Chair, Graduate Faculty Director, and Staff Advisor/Coordinator. The Unit Contact page (http://grad.unm.edu/graduate-programs/ degrees-and-advisors.html) is used to identify who those are and what is used to give them access to the system. Each will receive an email notification when there is action to be taken in gradforms.unm.edu

Clicking on "Show" next to a form title will open up the section

Program of Studies *New! Beta Version**

| Student initiates form and reviews with advisors | ⇒ | Student submits at least 5 months prior to expected graduation | ⇒ | Major Advisor approves the program of study | ⇒ | Student's department approves the program of study | ⇒ | Grad Studies approves the program and emails student and department |

Graduate students should review graduate catalog and program requirements. They should review their courses, intended courses, and transferred courses with faculty and staff advisors in their program. Students should submit their Program of Studies at least 5 months prior to expected graduation (March 1 for Summer, July 1 for Fall, and October 1 for Spring). Students should use the comments section to note any special requirements or course waivers..

Major Advisors should review the Program of Studies to insure all requirements of the graduate catalog and program are met. (If they find they are not met, problems should be noted in the comments, and the form is sent back to the student electronically.) Advisors should use the comments section to explicitly note approval of special requirements or course waivers.

Department/unit approval is open to three people for each graduate program: department chair, graduate program (faculty) advisor, and graduate (staff) advisor. The department approver should also use the comments section to explicitly note approval of special requirements or course waivers.

*While in the Beta version, paper forms and/or printed forms will be accepted by Graduate Studies.

Please REFRESH the browser screen (Ctrl+R) after returning from the application page.

Program of Studies

No action is required.

Will always say this unless you are also a student. Students are able to see what level of review their POS is

Please REFRESH the browser screen (Ctrl+R) after returning from an approval in order to refresh the lists below.

Advisor and Department Approval for Program of Studies

Ashley McFadden - 20-AUG-18   Dept Review

Date and step of review are visible. Students are also able to see what level of review their POS is at.

POS Needing Graduate Studies Approval

No action is required.
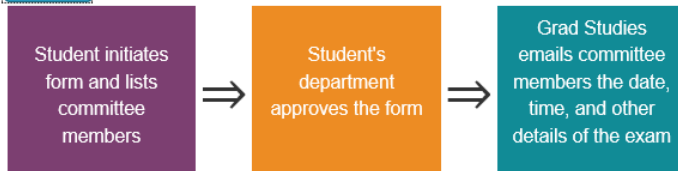
SHOW **Announcement of Examination**

Graduate Studies, Robben Brown
February 15, 2019

SHOW **Program of Studies** *New! Beta Version**

HIDE **Announcement of Examination**

| Student initiates form and lists committee members | ⇒ | Student's department approves the form | ⇒ | Grad Studies emails committee members the date, time, and other details of the exam |

Graduate students should form their committee according to graduate catalog requirements. After checking with committee members on their availability and willingness to serve, they should submit their announcement of exam. Some graduate units may require that this be done in conjunction with the graduate advisor.

Note: if you don't see an outside UNM committee member in the dropdown list, your department should fill out the Request for Non-UNM committee service.

Department/unit approval is open to three people for each graduate program: department chair, graduate program (faculty) advisor, and graduate (staff) advisor. Please see the Historical Judgements to determine if approval has been provided by someone else.

Student Grad Forms

No action is required.

Exam Announcements Needing Department Approval

No action is required.

Historical Department Judgements SHOW Click "show" to open a searchable page to view historically approved forms in each section.
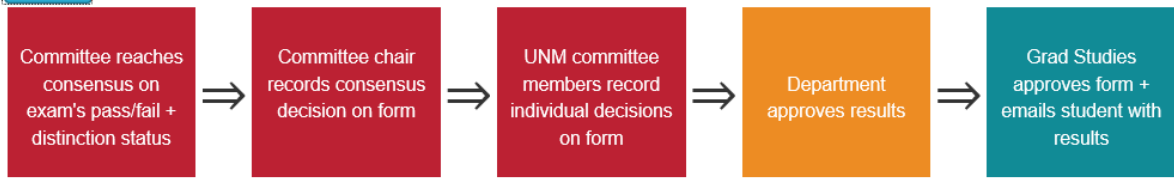
Exam Announcements Needing Graduate Studies Approval

No action is required.

SHOW Report of Examination

HIDE **Report of Examination**

| Committee reaches consensus on exam's pass/fail + distinction status | ⟹ | Committee chair records consensus decision on form | ⟹ | UNM committee members record individual decisions on form | ⟹ | Department approves results | ⟹ | Grad Studies approves form + emails student with results |

After an exam, the committee discusses the result.

Exam Committee Chair records the consensus decision which will trigger the form for each committee member to agree or disagree with the decision. The committee chair should request the proxy vote for any non-UNM committee members.

Committee members (including committee chair) 'sign' the form by selecting agree or disagree (with the recorded decision). Further each committee member notes whether the student should receive distinction. The committee chair is responsible for recording the vote for all non-UNM committee members.

Department/unit approval is open to three people for each graduate program: department chair, graduate program (faculty) advisor, and graduate (staff) advisor. Please see the Historical Judgements to determine if approval has been provided by someone else.

Exam Committee Chair Consensus Decision	
- MX1 - 03-09-2018 | 08:15 - Tech Building Room #160 & 180	Committee

Committee Member Report of Exam	
- Masters Exam - MX1 - 03-08-2019 | 08:30 - Tech Building Room #180	Committee
- Masters Exam - MX1 - 03-08-2019 | 08:30 - Tech. Room 180	Committee

Historical Member Committees **SHOW**

Graduate Studies, Robben Brown
February 15, 2019