



# CCS Graduate Handbook

2025-2026

University of New Mexico



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# UNM CCS Graduate Studies

The Department of Chicana and Chicano Studies at the University of New Mexico promotes a critical understanding of Chicanx, Hispanx, Mexicanx peoples and communities through teaching, research, and advocacy. The Department offers a Master of Arts (M.A.) and Doctorate (Ph.D.) degrees in the field of Chicanx Studies. Graduate students are trained to utilize a critical set of perspectives and skills to address the complex lives, histories, and cultural experiences of Mexican-descended peoples in local, regional, and transnational societies.

## Contact Information

The primary mode of communication is email. All graduate students should establish a UNM email account. To do so, a [NetID must also be established](#). Students are expected to regularly monitor their email accounts and respond to correspondence in a timely manner.

### Chicana and Chicano Studies

1829 Sigma Chi Rd NE

Albuquerque NM 87131

MSC02 1680

Website: <https://chicanos.unm.edu/>

Instagram:

<https://www.instagram.com/chicanxstudiesunm/?hl=en>

## Department Contacts

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## About UNM CCS

The Department of Chicana and Chicano Studies (CCS) is committed to the interdisciplinary study of Mexicanx, Chicanx experiences, perspectives, and thought. The graduate program centers several teaching and research specializations that include: Creative Cultural Expressions (Arts, Language, Literature); Communication, Language and Culture (Media, Language Use, Spiritualities); Community Based Studies (Land, Law, Well-Being, Sustainability); Chicanx/Latinx Public Policy (Education, Health, Law, Land, Planning); Transnational/Hemispheric Migration Studies (Economy, History, Media, Politics); and Intersectionalisms: Race, Gender, Sexuality (Cultural Studies, Ethnic Studies, Gender Studies, LGBTQIA+ Studies).

The academic purpose of the department is to promote a critical understanding of Chicanx, Hispanx, Mexicanx peoples and communities through teaching, research, and advocacy. Because our program resides at the flagship institution of the state, which has the largest percentage of Hispanics in the country, this mission is integral to furthering the understanding of both New Mexico and the nation's present and future. In keeping with the mission, the proposed graduate program provides Master of Arts (M.A.) and Doctorate (Ph.D.) degrees in the field of Chicanx Studies. Given the changing dynamics of the economy and education in the 21st century, interdisciplinary and intercultural academic professional training is

increasingly becoming significant in higher education. Graduate students in Chicanx Studies are trained to utilize a critical set of perspectives and skills to address the complex lives, histories, and cultural experiences of Mexican-descended peoples in local, regional, and transnational societies.

Our graduate program benefits graduate students at UNM in several ways. First and foremost, the M.A. and Ph.D. programs provide graduate students with academic professionalization that enhances their job and career prospects. Second, the graduate program enriches curricular offerings for other students enrolled in M.A. and Ph.D. programs that currently do not offer a specialization in Chicanx Studies. Third, the M.A. and Ph.D. programs enrich graduate student training through cross-disciplinary conversations and collaborations with graduate students and faculty members in a variety of departments and disciplines. Fourth, the M.A. and Ph.D. programs further evidence and advance the University of New Mexico's explicitly stated commitments as a Hispanic-Serving Institution.

University of New Mexico policy states that students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at the University of New Mexico and the specific academic requirements of their particular degree program. They are also expected to be aware of their academic standing at all times. Ignorance of a rule will not be accepted as a basis for waiving that rule.

# The CCS Handbook

Although the department makes every effort to keep the Handbook up-to-date, inevitable changes do occur. You are encouraged to keep in touch with your advisor about current requirements.

This CCS Graduate Handbook provides our department's graduate students with information about requirements for completing each stage of the graduate degree process. This Handbook is available online on the UNM CCS website, [chicanos.unm.edu](https://chicanos.unm.edu). The UNM Catalog is available online at [catalog.unm.edu](https://catalog.unm.edu). It also contains information essential to a successful graduate career at UNM. Students must comply with the procedures and meet the requirements stated in the CCS Graduate Handbook for the year in which they began their graduate work in the department. If a student seeks an exception to the departmental policies as described in the handbook, they must petition the CCS Executive Committee. The graduate director or their advisor will present their petition to the committee. The department reserves the right to correct errors that appear in the print or online versions of the Handbook.

CCS policies function in concert with those of the Graduate Studies (GS) office. Students are responsible for consulting the GS guidelines, which may be accessed online at: <https://grad.unm.edu/home/>. Graduate Studies guidelines for the completion of MA and PhD degrees are particularly

helpful and we strongly encourage you review and consult these resources at:

- GS Master's Degree Roadmap and Guidelines  
(<https://grad.unm.edu/resources/graduate-students/start-to-finish-unm/masters/ms-roadmap.html>)
- GS Doctoral Degree Roadmap and Guidelines  
(<https://grad.unm.edu/resources/graduate-students/start-to-finish-unm/phd/phd-roadmap.html>)

Students may fulfill the requirements for graduation stated in the UNM Catalog for the year in which they were enrolled for the first time in a degree-granting graduate program at the University of New Mexico, provided they complete the graduation requirements for the degree sought within the timeframe prescribed in that Catalog. Students admitted to CCS after matriculating at another UNM degree-granting program must graduate using the CCS policies published in the Catalog in effect at the time of their transfer. Students seeking an exception to University-wide policies or regulations specified in the catalog must petition the Dean of Graduate Studies.

## Student Learning Outcomes for the CCS Graduate Program

Our department faculty have agreed that while completing our graduate programs that students will do the following.

- Students will draw on various gendered, social, historical, economic and cultural perspectives

to evaluate the historical and contemporary conditions, issues, and challenges facing diverse Mexican descent populations.

- Students will analyze intersectionality so as to understand the impact of the social construction of race, class, gender, and sexuality as related to diverse Chicana/o, and Latina/o communities in national and transnational contexts.
- Students will evaluate the applicability and relevance of theories and approaches to Chicana/o experiences and to the discipline.
- Students will practice writing across academic, public, and professional communities

## Admissions

Applicants to the Chicana and Chicano Studies Department graduate program will submit all required application materials, except for official transcripts, through the online application process. The faculty admissions committee meets to evaluate applications once a year. The deadline for receipt of all application materials will be January 15 for the next fall semester.

Applicants should complete and submit an online application, at <https://grad.unm.edu/graduate-programs/application-instructions/chicana-chicano-ma-phd.html>

Application Fee: \$50.00

Some application fee waivers accepted.

The Application Fee Waiver Request form (<http://grad.unm.edu/resources/gs-forms/documents/application-fee-waiver.pdf>) with appended documentation is required.

Applications must include the following:

- A substantive letter of intent (3-5, double-spaced pages) summarizing prior academic training and explaining current academic and professional objectives. The letter of intent should focus on scholarly and research interests and how they relate to the field of Chicana and Chicano Studies.
- Three letters of recommendation (a Departmental requirement that must be received by January 15)
- A sample of recent written work, preferably academic work, not to exceed 30 pages
- One unofficial copy of transcript(s) from the university where the student received their BA and/or MA degree(s)
- One official copy of transcripts from all post-secondary work (official transcripts must be requested and mailed/sent electronically by the university of which the student completed post-secondary work.)

*Person of contact for questions:*

Rebecca Martinez-Baca

Coordinator of Graduate Programs

[rjmarti716@unm.edu](mailto:rjmarti716@unm.edu)



505-277-0733

## Readmission

Students that seek readmission into the Chicana and Chicano Studies graduate program must submit a graduate application here:

<https://grad.unm.edu/prospective-students/apply-now.html> and pay corresponding fees. The application must include the following materials:

- A letter of intent that presents a rationale for failure to request a Leave of Absence, explains why the student should be readmitted, and includes a timeline for finishing the degree and post-graduation professional aspirations.
- At least one letter of recommendation/support from the student's mentor in the Department of Chicana and Chicano Studies at UNM
- A writing sample from a UNM CCS graduate course

Readmission applicants must also: 1) be in good standing; and 2) be within time-to-degree limits or submits petition for extension with a timeline for completing the degree.

When submitting the online application, please submit the following responses to questions about previous enrollment and readmission:

- "Have you previously applied to a graduate program at UNM?" The

response to this question should be "yes".

- "Check here if you are being re-admitted to a program and are not required to upload application materials or have recommendation letters." The appropriate response to this question is "No, I am not being readmitted," because readmission applicants are required to submit application materials in accordance with departmental policy noted above.

## New Mexico Residency Definitions

A student who enters and remains in New Mexico principally to obtain an education is presumed to be a non-resident for tuition purposes. A student is classified as a resident or non-resident for tuition purposes based on information supplied on the application at the time of admission. The residency status is only changed upon re-application for admission or submission of a petition to the Office of the Registrar. Review UNM's registrar's office for relevant [deadlines and information on requirements and the petition process](#):

<https://registrar.unm.edu/residency/index.html>. State law establishes residency requirements for tuition purposes. Each person must meet the requirements individually (marriage is not a factor in deciding residency).

To become a legal resident of New Mexico, the student must satisfy four basic requirements:

- Twelve months consecutive presence
- Financial independence
- Written declaration of "Intent" to relinquish residency of any other state
- Overt acts as defined by the Registrar's Office

Other relevant factors may be considered along with those itemized above. More detailed information on basic requirements as well as guidelines on exceptions and additional regulations can be found at

[registrar.unm.edu/residency/index.html](http://registrar.unm.edu/residency/index.html).

Second-year students who receive fellowships, assistantships, or other awards do not automatically acquire resident status. Awards including tuition and fees cover resident tuition rates only. To ensure in-state tuition rates, students must file a petition establishing New Mexico residency. Persons who have special problems concerning residency should arrange for a conference with the Registrar.

## Advisement

New students are assigned temporary faculty advisors during their first semester of study. In October and April of each semester and before registering for classes, all students should consult with their faculty advisors.

## Student Responsibility Regarding Advisement

After two semesters of coursework, and NO LATER THAN the completion of twelve (12) hours of coursework, students must choose a faculty advisor and notify the graduate director by submitting the Declaration of Permanent Faculty Advisor Form. This is the faculty member's agreement to oversee their progress and exams. The graduate director should be apprised in writing of any changes in this selection. Students should also notify the CCS Department Administrator. The student must set up an appointment in order to request that the selected faculty member become their advisor. The student must be prepared to outline their interests, research, and creative goals and to provide a rationale or reasons for their choice or why that faculty member is a good fit for their interests. The student should take detailed notes at this and all other meetings with their advisor to refer to as they progress through their course of study. The student must identify a faculty member who has: (a) Graduate Faculty status at UNM (b) expertise in the student's area of interest, and preferably (c) has had the student in at least one class.

By the end of the first year of coursework, the student will be expected to have selected an advisor, to have met with them to agree on their program of study.

## Annual Degree Progress Review

The faculty is concerned that all students make consistent and timely progress toward their degrees. To this end, the entire faculty conducts an annual degree progress review, called the Milestone Report, to hear the faculty advisor's report and to check student progress in forming exam committees and/or completing degree requirements.

Students whose record appears to indicate current or potential difficulty are notified in writing. If a student shows little promise of completing the degree program, the department will notify the student and the Dean of Graduate Studies in writing that the student is disenrolled from further work in that program. Disenrolled students are not eligible to continue work in any graduate degree program in the University for a period of one calendar year from the date of disenrollment. Readmission after the disenrollment period requires the approval of the department to which the student has applied for readmission. The Dean of Graduate Studies must also approve the student's readmission.

- Students will need to turn in the Program of Studies form to the GS office as well as to the CCS Department's graduate administrator. The GS Program of Studies forms can be found here: <https://grad.unm.edu/resources/graduate-students/gs-forms/index.html>. This document will also be helpful for planning

and tracking coursework, preparing for meetings with the advisor, and determining that the courses meet program requirements.

- Additionally, students are required to submit the Milestone Report at the end of the Spring semester every year, with their faculty advisors signature in the form.

## Master's Degree

The M.A. degree exist as a stand-alone degree and includes several pathways to completion. The M.A. in Chicana and Chicano Studies is offered under **Plan I** (thesis), **Plan II** (comprehensive exams), and **Plan III** (coursework only) options.

## Advising

New students are assigned temporary faculty advisors during their first semester of study. In October and April of each semester and before registering for classes, all students should consult with their faculty advisors.

After two semesters of coursework, and NO LATER THAN the completion of twelve (12) hours of coursework, students must choose a faculty advisor and meet with them to request the faculty member as their advisor. The graduate director should be notified by submitting the DECLARATION OF FACULTY ADVISORY FORM. The graduate director should be apprised in writing of any changes in this selection.

The selected faculty advisor also directs the M.A. thesis, comprehensive exam, or portfolio. The faculty member should meet the following:

- (a) Graduate Faculty status at UNM
- (b) Expert in the student's area of interest
- (c) Has had the student in at least one class

The student and the advisor should agree on the program of study. If the student

has selected an M.A. plan that requires identifying a faculty advisor to approve the Program of Study. The Program of Studies form can be completed online with the [Graduate Studies office](#).

Please ensure CCS Department's graduate administrator has received the form as well.

## Areas of Study

The M.A program will center several areas of research distinction including:

- Creative Cultural Expressions (Arts, Language, Literature)
- Communication, Language and Culture (Media, Language Use, Community-Based Studies (Land, Law, Well Being, Spiritualities, Sustainability)
- Chicana/Latina Public Policy (Education, Health, Law, Land, Planning)
- Transnational/Hemispheric Migration Studies (History, Media, Politics)
- Intersectionalisms: Race, Gender, Sexuality (Cultural Studies, Ethnic Studies, Gender Studies, LGBTQIA+ Studies).

Individualized programs are planned to emphasize a major area of interest.

## General Information about

### Required Courses

All students in the M.A. program must take the Core Graduate Course Sequence (CGCS):

- CCS 551: Cultural Expressions in Chicana and Chicano Studies
- CCS 552: Research Methods and Data Analysis
- CCS 580: New Approaches in Chicana and Chicano Studies
- CCS 590: Advanced Seminar in Chicana and Chicano Studies

Students must also take:

- A minimum of three other Chicana and Chicano Studies seminars
- Two elective courses from other academic

Special Topics: CCS 593 (3, may be repeated twice, for a total of 3 times). The content of this course varies by semester. For course content please consult the Schedule of Classes.

### Plan I: Thesis

Students complete the M.A. degree by writing an M.A. thesis relevant to the student's chosen area of study. The M.A. thesis should be submitted at the end of the second year. Students must enroll to prepare the thesis under the guidance of a faculty advisor. The thesis committee will consist of the student's faculty advisor, and two tenure-track faculty from

the list of eligible associated faculty, or an outside reader. The thesis is evaluated on a pass/no pass basis (see Appendices for thesis rubric).

#### Course Requirements:

- A minimum of 27 credit hours of coursework including the Core Graduate Course Sequence
- A minimum of 6 additional hours of thesis (CCS 599) credit hours.
- At least 50% of credit hours completed in residence at UNM.
- No more than 3 hours of individual study credit per Graduate Studies (CCS 597).
- CCS 597. Individual Study. (1-3 to a maximum of 6) means that the Master's student can take 597 for 1, 2 or 3 credits and repeat it for a maximum of 6 credits.

### The Thesis Committee

Students initiate the formation of their committee by selecting a faculty member to serve as director of the thesis and chair of the committee. A co-chair may be added, with department approval, and may be from inside or outside UNM. Then they agree upon the remainder of the committee.

- The thesis committee must include a minimum of three (3) members approved for graduate instruction.

- The committee chair must be a core (tenured or tenure-track) member of the CCS department.
- At least two members (including the chair) must be core faculty members in CCS. Up to three of the members may be drawn from the CCS department. Additional members beyond the required 3 may be appointed in consultation with the committee chair.
- If a committee member is not UNM faculty, the student will need to obtain their Curriculum Vitae, as Graduate Studies must approve non-UNM personnel for graduate committee service.

## **The M.A. Thesis**

The M.A. thesis should be modeled on a scholarly journal article and should be approximately 50 pages in length and based on original research. It is a semester-long project.

Please note that students must follow the [Graduate Studies Thesis Formatting Guidelines](#) and submit the accompanying forms.

**Thesis Credit Hours:** Students opting for the M.A. with thesis must complete a minimum of six (6) hours of thesis (599) credit. While working on the thesis, students must continue to register for a minimum of one hour of 599 each fall and spring semester until it is submitted and approved by the Dean of Graduate Studies.

Thesis candidates must be enrolled in the semester in which they complete degree requirements, including summer sessions. Enrollment in 599 thesis hours may not begin prior to the semester in which the thesis is being written.

### **Important Dates:**

Please review the Graduate Studies website for the required dates and the Graduate Studies [Master's Degree Roadmap and Guidelines](#)

### **Approval of Prospectus:**

After the thesis chair has approved the proposal, it must be submitted (with the Dissertation Prospectus Approval Form cover sheet for approval by the other members of the committee. The form may be obtained from the CSS department.

The Graduate Director will also read the prospectus. Committee members will evaluate the prospectus and return it, with comments, within two weeks. The prospectus is not considered accepted until all committee members approve it. A copy of the approved prospectus should be filed in the student's departmental file.

### **Spring Semester Degree**

To receive a spring semester degree student must:

- Provide their committee with the completed thesis by mid-March
- Schedule the thesis defense at least two weeks prior to the

Graduate Studies April 15<sup>th</sup> deadline.

- File their thesis with Graduate Studies by April 15th.

Students who wish to complete their thesis during the spring semester but cannot meet a mid-March deadline may defend after the April Graduate Studies deadline but will receive the degree in the summer semester. Please note that faculty members are not available to serve on M.A. thesis committees during the summer months.

### **Fall Semester Degree**

For a fall semester degree, students must:

- Provide their committee with the completed thesis by mid-October.
- Schedule the thesis defense no later than two weeks prior to the Graduate Studies Nov. 15<sup>th</sup> deadline.

File their thesis with Graduate Studies by the fall semester deadline, typically Nov. 15th.

In order to properly file their thesis with OGS, students must submit the thesis as a single PDF file to [digitalrepository.unm.edu](https://digitalrepository.unm.edu). Detailed information on the digital submission process can be found

### **Thesis Defense**

The thesis defense is an hour-long discussion of the thesis and its significance. The defense is required for completion of the degree. Please refer to the

instructions created by Graduate Studies about [Defending Your Thesis](#)

- Three weeks prior to the defense, students should inform the department administrator of their intent to defend, the scheduled date, time, and location, and the committee composition.
- Two weeks prior to the defense, students must provide their committee members the department thesis rubric and the completed thesis draft
- The “[Announcement of Examination](#)” form must be completed, approved, and submitted to Graduate Studies two weeks prior to the defense

### **Thesis Submission**

It is recommended that the student meet with a Graduate Studies representative to ensure compliance with forms, formatting guidelines, and the submission of the hard copy and the electronic copy of their thesis. Further information may be accessed at the [Thesis and Dissertation Formatting Guidelines page](#). Please note that there are additional guidelines for the [University's Digital Repository](#).



## Plan II: Comprehensive Exam

Students complete the M.A. degree by completing a comprehensive examination containing a set of questions developed to demonstrate the student's knowledge of theories and methods in the field of Chicana Studies. Students will enroll in an exam preparation course while preparing for the exam. The examination is designed and administered by the advisor and approved by the department Chair. The exam is evaluated on a pass/no pass basis (see Appendices for comprehensive examination rubric).

### Course Requirements:

- A minimum of 33 credit hours of coursework including the Core Graduate Course Sequence.
- No more than 3 hours of independent study credit per Graduate Studies (CCS 597).
- CCS 597 Individual Study. (1-3 to a maximum of 6) means that the Master's student can take 597 for 1, 2 or 3 credits and repeat it for a maximum of 6 credits.
- At least 50 percent of these credit hours must be completed in residence at UNM.

## The Examination Committee

After completing the Core Graduate Course Sequence and a total of 27 credit

hours, and at least four months before the anticipated date of the comprehensive exam, M.A. students should meet with their faculty advisor to determine the membership of the Examination Committee.

- The committee will consist of at least three members with approval for graduate instruction
- The committee chair must be a core (tenured or tenure-track) member of the CCS department.
- At least two members (including the chair) must be core faculty members in CCS.

## The M.A. Exam

The process of preparing for and writing the M.A. exam should allow students to synthesize material drawn from M.A. coursework and to create areas of special concentration and knowledge. Students who plan to pursue a Ph.D. may define their comprehensive concentrations in anticipation of their future course of study. As preparation for the exam, we urge students to meet regularly with committee members.

### Exam Schedule:

M.A. students may schedule comprehensive exams for the semester in which they will finish coursework. It is recommended that students reference the [Graduate Studies' Comprehensive Exam Process](#) page. The required form is also accessible here.

- Four (4) months prior to the date of the comprehensive exam, the M.A.



student should meet with their faculty advisor to discuss potential areas of concentration and to plan how the student will work with their exam committee to prepare.

- At least three weeks prior to the exam, students should inform the department administrator of their intent to take the exam, the scheduled date and time, and their exam committee members.
- The “[Announcement of Examination](#)” form must be completed, approved, and submitted to Graduate Studies at least two weeks prior to the exam.

### **Comprehensive Exam Statement**

The student will work with the exam committee to develop a comprehensive exam statement (3-5 pages) in which they define the parameters of, and a rationale for, the exam fields. Once the committee has agreed to the fields, the student will work with the committee to develop a bibliography centered on each of their exam fields. Students should work closely with the individual faculty member whose work is most closely related to identify the appropriate bibliography.

Three (3) months before the anticipated date of the comprehensive exam, students should submit the bibliography to each committee member as a “[Comprehensive Examination Bibliography](#)” with the following format:

- The comprehensive exam statement.

- A comprehensive set of fully cited bibliographic entries divided by area/field and arranged alphabetically within each section.

### **Exam Question:**

Between two to three weeks before the scheduled exam, the exam committee, led by the student’s advisor, will develop the exam question and submit it to the department administrator. The graduate director and the department chair will approve the exam question. Within 24 hours after receiving the question, the student may contact the exam committee chair for clarification, if needed.

- The M.A. comprehensive exam must be completed and submitted to the department office in seven (7) days.
- It should be typed and double-spaced with one-inch margins and standard font.
- The exam response should be 30-35 pages in length.
- The student must distribute copies of the exam response and question to each exam committee member. The student is also responsible for providing a copy for the department file (see Appendices for comprehensive examination rubric).

## **Plan III: Coursework and Portfolio**

Students complete the M.A. degree by under this plan by fulfilling a minimum of 33 credit hours of coursework.

Additionally, students that choose this plan are required to turn in a portfolio as a Capstone Project. The capstone project(portfolio) is part of the required coursework for CCS 590. This course requirement will entail a comprehensive literature review with a substantive rigorous final report.

At least 50% of these credits must be completed in residence at UNM.

No more than 3 hours of independent study credit per Graduate Studies (CCS 597).

CCS 597. Individual Study. (1-3 to a maximum of 6 ) means that the Master's student can take 597 for 1, 2 or 3 credits and repeat it for a maximum of 6 credits.

### **The Portfolio**

The portfolio is a collection of essays, projects, writings, etc., that will be compiled with the guidance of the student's advisor. This collection must reflect the Student Learning Outcomes (see page 3) that they will have gained by the culmination of their MA program.

Students are to meet regularly with their advisor to compile and prepare the portfolio.

## Doctoral Degree

In order to receive a doctorate, all students must successfully complete coursework, comprehensive exams, a dissertation prospectus, and a dissertation.

### Advising

New students are assigned temporary faculty advisors during their first semester of study. In October and April of each semester and before registering for classes, all students should consult with their faculty advisors.

After two semesters of coursework, and NO LATER THAN the completion of twelve (12) hours of coursework, students must choose a faculty advisor and meet with them to request the faculty member as their advisor. The graduate director should be notified by submitting the DECLARATION OF FACULTY ADVISORY FORM. The graduate director should be apprised in writing of any changes in this selection.

The faculty member should meet the following:

- (a) Graduate Faculty status at UNM
- (b) Expert in the student's area of interest
- (c) Has had the student in at least one class

The student will work with their advisor on their progress in coursework, comprehensive exams, and dissertation work. This includes forming a

comprehensive exam committee and dissertation committee.

The Program of Studies form can be completed online with the [Graduate Studies office](#).

Please ensure CCS Department's graduate administrator has received the form as well.

### Areas of Study

The M.A program will center several areas of research distinction including:

- Creative Cultural Expressions (Arts, Language, Literature)
- Communication, Language and Culture (Media, Language Use, Community-Based Studies (Land, Law, Well Being, Spiritualities, Sustainability)
- Chicana/Latina Public Policy (Education, Health, Law, Land, Planning)
- Transnational/Hemispheric Migration Studies (History, Media, Politics)
- Intersectionalisms: Race, Gender, Sexuality (Cultural Studies, Ethnic Studies, Gender Studies, LGBTQIA+ Studies).

Individualized programs are planned to emphasize a major area of interest.

## General Information about

### Required Courses for the Ph.D.

48 credit hours of course work are required for the Ph.D. In addition, students are required to take 18 credit hours of dissertation hours.

- Core Graduate Course Sequence (CGCS): (12 credits)
  - CCS 551: Cultural Expressions in Chicana and Chicano Studies
  - CCS 552: Research Methods and Data Analysis
  - CCS 580: New Approaches in Chicana and Chicano Studies
  - CCS 590: Advanced Seminar in Chicana and Chicano Studies
- Minimum 6 seminars in Chicana and Chicano Studies (18 credits)
- Minimum 3 seminars from any department or program (12 credits)
- Minimum 6 credits from an Independent study in preparation for comprehensive qualifying examination
- Minimum 18 credits from the following:
  - CCS699 - Dissertation (3 - 12)

(Students that hold an M.A. degree may transfer up to 18 credit hours at the discretion of the Chicana and Chicano Studies department.)

## Notes from UNM Graduate Studies

### Office:

- In the semester in which the doctoral comprehensive examination is taken, student must be enrolled in at least one credit hour of graduate credit.
- At least 24 credit hours of graduate credit course work must be completed at the University of New Mexico.
- At least 18 credit hours graduate credit course work must be completed at the University of New Mexico after admission to the doctoral program.
- A minimum of 18 hours of graduate credit course work must be earned in the University of New Mexico courses numbered 500 or above.
- No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree.
  - Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation. (See Grade Requirements for Graduation policy.)
- No more than 50% of the required course credit hours at the University of New Mexico may be taken with a single faculty member. (Course work that has been completed for the master's degree is included in this limit.)
- A minimum of 18 credit hours of dissertation credit hours (699) is required for the doctorate.

- Doctoral candidates must be enrolled the semester in which they complete degree requirements, including the summer session.
- Special Topics: CCS 593 may be repeated twice, for a total of 3 times.
  - (The content of this course varies by semester but will provide an in-depth analysis of special topics related to Chicana and Chicano Studies. For course content, consult the Schedule of Classes.)

**Additional Ph.D. General Requirements:**

- Students are advised to make a list of proposed coursework to submit to their advisor and the graduate director after their completion of 15-18 credit hours.

## Ph.D. Comprehensive Exams

The comprehensive examination is taken after completion of course work. CCS teaching and research concentrations are interdisciplinary; therefore, the department requires, at the outset, that each Ph.D. student taking a comprehensive exam prepare a 3-5 page comprehensive exam statement in which they describe the exam concentrations. After approving the comprehensive exam statement, the exam committee will work with the Ph.D. student to develop the bibliographies for each concentration. Once the committee has approved the comprehensive exam and bibliographies, the committee chair, in consultation with the committee, will write the exam questions. Comprehensive exams at the

Ph.D. level are intended to prepare students to begin dissertation work and to demonstrate mastery of the field as well as breadth and depth of the exam concentrations.

The areas of concentration defined for the Ph.D. comprehensive exam should provide the foundation for dissertation research and writing (including subject matter, methodology and/or theory) but should also be thought of as the fields in which the student plans to claim expertise as they seek academic or other professional employment.

In consultation with their Committee on Studies, a student will develop a comprehensive exam statement in which they will define the parameters of, and rationale for, the exam fields. After each committee member has approved the statement, the student will work closely with the committee members to develop a bibliography covering their exam fields. This bibliography should not consist merely of texts the student has encountered in their coursework. Rather, it should represent a concerted attempt to develop expertise in several (commonly three or four) well-defined fields of knowledge. It should also exemplify a mastery of the various methodologies within Chicanx Studies and a clear understanding of Chicanx Studies as a discipline.

## Ph.D. Comprehensive Examination Schedule

### Five (5) months before the anticipated date of the comprehensive exam:

The Ph.D. student should meet with their faculty advisor to discuss potential areas of concentration and to plan how the student will work with their exam committee to prepare for the exam. We strongly urge students to work closely with the individual faculty member whose work is most closely related to each student's defined areas of concentration to develop both the comprehensive exam statement as well as a thorough and appropriate bibliography that encompasses the significant literature on that field or topic.

### Four (4) months before the anticipated date of the comprehensive exam:

The Ph.D. student should submit and secure preliminary approval for the comprehensive exam statement and start forming their comprehensive exam committee. As preparation for the exam, we urge students to meet regularly with committee members to discuss the readings included in the bibliography. This entails meeting with faculty the student would work with on one of the three comprehensive exam questions. Meeting with each faculty committee member, the student and faculty will develop each of the bibliographic sections for the exam.

### Three (3) months before the anticipated date of the comprehensive exam:

The Ph.D. student will submit to each exam committee member a "Comprehensive Examination Bibliography" with the following format:

- A. The comprehensive exam statement.
- B. A comprehensive set of fully cited bibliographic entries divided by area/field and arranged alphabetically within each section.

Exam committee members will have two weeks to suggest changes to the bibliography. In consultation with the committee chair, the student will incorporate these changes and produce a final version of the overview and bibliography.

### 6 weeks before the anticipated date of the comprehensive exam:

All members of the committee must sign final version of the overview and bibliography.

### 3 weeks before the anticipated date of the comprehensive exam:

The Ph.D. student should inform the department administrator of their intention to take the exam, the scheduled date and time, and their exam committee members.

Graduate Studies must receive the "Announcement of Examination" form listing the exam committee members and approved by the department chair at least two weeks prior to the exam.

The form and detailed instructions can be found here: [grad.unm.edu/resources/gs-forms/announcement-examination.html](http://grad.unm.edu/resources/gs-forms/announcement-examination.html)

2 weeks before the anticipated date of the comprehensive exam:

The exam committee will discuss and agree on the comprehensive examination framework that the exam committee chair will finalize. Both the graduate director and the department chair sign the final copy of the comprehensive exam. Within 24 hours after receiving the question, the student may contact the Exam Committee Chair for clarification of the exam.

Date of the comprehensive exam:

The Ph.D. comprehensive exam must be completed and submitted to the department office in fourteen (14) days from the start of the exam. They should be typed and double-spaced with one-inch margins. The exam response should be 45-60 pages in length. The student is responsible for distributing copies of the exam response and question to each exam committee member and for providing a copy for the department file.

End of the exam:

Comprehensive exams will be graded and the student notified of the results within two weeks of their completion.

## Ph.D. Comprehensive Examination Committee Composition

Each doctoral student is required to have a Committee on Studies. The University has rules about which faculty members can serve on committees. The Committee on Studies, which will also serve as the

Examination Committee, must be formed in consultation with the faculty advisor.

PhD Comprehensive Exam Committee Chair: The committee chair must be a core (tenured or tenure-track) member of the CCS department. A co-chair may be added, with department approval, and may be from inside or outside of UNM.

The comprehensive exam committee must consist of at least 3 tenured, tenure track, full time Lecturer, professor of practice, research faculty, and emeriti faculty in the Department of Chicana and Chicana Studies. A fourth committee member from outside of the department may be added at the discretion of the committee chair.

### **Notes from Graduate Studies Office and Departmental Requirements:**

- The committee chair must be a core (tenured or tenure-track) member of the CCS department. A co-chair may be added, with department approval, and may be from inside or outside UNM.
- The comprehensive exam committee must consist of at least 3 tenured, tenure track, full time Lecturer, professor of practice, research faculty, and emeriti faculty in the Department of Chicana and Chicana Studies. A fourth committee member from outside of the department may be added at the discretion of the committee chair.
- A co-chair can be from any Category (1-6) as long as the other co-chair is a



Category 1 or 3 if his/her appointment is within the student's major

- Two members must be Category 1 OR one member can be Category 1 and one member may be Category 3 if his/her appointment is within the student's major
- The third member can be any Category (1-6)
- Committee composition requires final approval by the department chair and the graduate school dean. Students may arrange changes or additions to the committee membership in consultation with the chair of their committee, the graduate director, and the department chair.

#### **Role of Doctoral Comprehensive Exam Committee:**

The role of the examination committee is to approve the exam questions, provide guidance on how to prepare for the exam, evaluate the student response and report the results. Each committee member oversees preparing the student with a question, the committee in conjunction with the committee chair will determine which question each committee member will focus on.

#### **Ph.D. Comprehensive Examination Statement**

CCS teaching and research concentrations are interdisciplinary; therefore, the department requires, at the outset, that each Ph.D. student taking a

comprehensive exam prepare a 3-5 page comprehensive exam statement for each of the three comprehensive exam questions (Questions are below). After approving the comprehensive exam statement, the exam committee will work with the Ph.D. student to develop the bibliographies for each concentration. Once the committee has approved the comprehensive exam and bibliographies, the committee chair, in consultation with the committee, will write the exam questions. Comprehensive exams at the Ph.D. level are intended to prepare students to begin dissertation work and to demonstrate mastery of the field as well as breadth and depth of the exam concentrations.

#### **Ph.D. Comprehensive Examination Format**

The Ph.D. comprehensive exam must be completed and submitted to the department office in fourteen (14) days. They should be typed and double-spaced with one-inch margins. The exam response should be 45-60 pages in length. The student is responsible for distributing copies of the exam response and question to each exam committee member and for providing a copy for the department file.

Students are required to respond to the following three questions with guidance from the PhD Comprehensive Exam Committee Chair and Members.



## Ph.D. Comprehensive Examination Questions

### **Question 1: Chicana and Chicano Studies Field:**

*This question/section prepares students to demonstrate their breadth of knowledge in the discipline.*

Students will write a 15-20 page text that will analyze key widely used theories and paradigms in the evolving field of Chicana and Chicano Studies. Also, discuss some of the methodologies used in the field. This entails providing a broad overview of the development of the field in regard to concepts, analytical questions, themes, methods, and methodologies utilized by Chicana/o Studies scholars that have contributed to the framing of the field over time.

### **Question 2: Area(s) of Specialization Question:**

*This question serves to prepare students for future teaching and career opportunities in their areas of specialization.*

Students will write a 15-20 page text that describes and analyzes at least two of their areas of specialization within the Chicana Chicano Studies Department (examples of specialization could include education, feminism, history, immigration, indigeneity, gender, and sexuality studies, queer theory, social movements, etc.). This question is to be developed with the Committee Chair ahead of time.

### **Question 3: Theoretical/Conceptual Research Framework:**

*This question prepares students to demonstrate their depth of knowledge and ability to utilize the conceptual, methodological, and analytical frameworks produced through CCS scholarship in service of their doctoral dissertation project.*

Students will write a 15-20 page literature review of at least 25 texts that will serve as the theoretical foundation of your upcoming dissertation prospectus. How will you take 50 years of scholarship in Chicana/o Studies to frame your new contribution to, and/or to interrogate, ongoing discussions of the field? Consider how your research topic and questions led you to specific theoretical frameworks. The subjects, concepts, texts, and theoretical interventions should frame the analysis of your dissertation topic and the interdisciplinary methodological approaches you will employ in your study.

## Graded Ph.D. Comprehensive Examination

Comprehensive exams will be graded and the student notified of the results within two weeks of their completion. After formal notification of results by the department, students should contact their exam committee chair to arrange to review readers' comments.

Comprehensive exams may be judged: Pass, Minor revisions required, or Fail. Minor revisions must be submitted within

one week (M.A.) or two weeks (Ph.D.) of notification. Students who fail their comps may retake them once within six months of the failed test. They must enroll for at least one semester of independent study with a faculty member in CCS before retaking the exam. The second attempt at the comprehensive exam is a pass/fail situation; minor revisions will not be possible (see Appendices for comprehensive examination rubric).

## Advancement to Candidacy

After successful completion of the comprehensive examination the student will be formally advanced to candidacy. Student must apply for and be admitted to doctoral candidacy.

Application for Candidacy from the Graduate Studies website (<https://grad.unm.edu/resources/graduate-students/gs-forms/application-candidacy.html>).

In consultation with the student's faculty advisor, the candidate lists completed coursework.

## Ph.D. Dissertation

After passing the Ph.D. Comprehensive Exams, the Ph.D. student applies for Candidacy, and becomes a Ph.D. Candidate.

In this stage, the Ph.D. candidate will prepare for the final stage of the Ph.D. program, which is the Ph.D. Dissertation. Their original research, methodology for conducting research, and literature review are all included in the dissertation,

and the Ph.D. candidate is to start their candidacy by forming a dissertation committee, and then writing their dissertation prospectus.

Note on Dissertation Credit Hours: The program for the doctorate includes a minimum of 18 hours of dissertation (699) credit. While working on the dissertation, students must continue to register for at least three hours of 699 each fall and spring semester until the dean of Graduate Studies approves the dissertation. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including summer sessions. Enrollment in 699 may not begin prior to the semester in which the comprehensive exam is taken.

## The Dissertation Committee

The Ph.D. candidate will formally constitute a Dissertation Committee after successfully passing the comprehensive exam. Students initiate the formation of their committee by selecting a faculty member to serve as director of the dissertation and chair of the committee. Then they agree upon the remainder of the committee. The same rules from GS apply to the Dissertation Committee (see Ph.D. Comprehensive Examination Committee Composition section above.)

- The dissertation committee must include at least four (4) members approved for graduate instruction.
- The committee chair must be a core (tenured or tenure-track) member of the CCS department. A co-chair may be

added, with department approval, and may be from inside or outside UNM.

- At least two members (including the chair) must be core faculty members in CCS.
- One of the members must be “external,” meaning he or she must hold a regular (tenured or tenure-track) position outside the CCS department. This member may be from another UNM department or from another university.
- Scholars who do not hold faculty positions in colleges or universities are not usually accepted by Graduate Studies to satisfy this requirement. One of the members may be a non-faculty expert in the student’s research area. This person need not hold a faculty position, but must be approved for graduate committee service by OGS.
- Up to three of the members may be drawn from the CCS department. Additional members beyond the required 4 may be appointed in consultation with the committee chair.
- If a committee member is not UNM faculty, the student will need to obtain their Curriculum Vitae, as Graduate Studies must approve non-UNM personnel for graduate committee service.

## **Dissertation Prospectus**

The prospectus is a 10-page minimum exposition of topic, methodology, review of sources, and research plan. Additionally, the prospectus should

include a 3-5 page minimum bibliography. An outline for the dissertation proposal is available in the department office.

The Ph.D. candidate will work closely with their dissertation committee on the prospectus, meeting regularly with each member to discuss the prospectus development.

*Within Six (6) months of completing their Ph.D. comprehensive exam:*

The Ph.D. candidate submit a finalized dissertation prospectus to each member of the dissertation committee.

### Prospectus Defense:

At this stage the Ph.D. candidate will schedule a Prospectus Defense with the committee. During the prospectus defense, the Ph.D. candidate will be expected to give the rationale for the project and talk in detail about the feasibility of completing the project as planned. Each member of the dissertation committee must approve the prospectus before the student may proceed to the “all but dissertation” (ABD) phase of their graduate career. The prospectus will have to be revised until the dissertation committee gives its unanimous approval. A copy of the approved prospectus should be filed in the student’s departmental file.

## **Dissertation Final Defense**

A final oral examination dealing with the dissertation and its relationship to Chicana Studies is required. All required

forms can be found at the Graduate Studies website:  
<https://grad.unm.edu/resources/graduate-students/start-to-finish-unm/phd/phd-roadmap.html>

### **Timeline**

*Two weeks prior* to the defense:

- Students should inform the department administrator of their intention to defend, the scheduled date, time, and location, and the committee composition.
- As with the comprehensive exams, Graduate Studies must receive the “Announcement of Examination” form listing the exam committee members and approved by the department chair at least two weeks prior to the exam.
  - No defense can be held unless this form is properly completed and filed.

The final defense is public and open to all who wish to attend. Candidates should note that the Graduate Catalog directs that a complete copy of the dissertation must be submitted to each member of the committee at least two weeks before the final defense. The student is also responsible for giving each committee member a copy of the department the dissertation rubric (see Appendices for dissertation rubric).

### **Submission**

The student should meet with an Graduate Studies representative to ensure compliance with the electronic

formatting and submission guidelines. All required forms can be found at the Graduate Studies website:  
<https://grad.unm.edu/resources/graduate-students/start-to-finish-unm/phd/phd-roadmap.html>. The dissertation manuscript must be saved as a single PDF file and submitted to [digitalrepository.unm.edu](https://digitalrepository.unm.edu). A hardbound copy of the dissertation is deposited with the department administrator. Check with the manuscript coordinator at Graduate Studies about the procedure for binding

## CCS Policies

CCS has internal policies regarding the following:

### Transfer or Credit Substitution

#### **Transferring Process and Deadline.**

Students can transfer credit for courses completed prior to enrollment in the graduate program, or substitute a comparable course from another program or area of study for a required course. To qualify as a transfer or substitute, the course(s) must be:

- Graduate level
- Graded “B” or above, and
- Beyond what was required to earn the previous degree (i.e., if the course was required for your
- M.A. or B.A. degree, it cannot be transferred to satisfy Ph.D. or M.A. degree requirements unless the student was enrolled in the CCS Department’s proposed Shared Credit B.A./M.A. Program – See below)

To complete the transfer, students must do the following:

1. During the first semester, students must bring a copy of the course transcript and course syllabus or catalog description to their temporary advisor.
2. Secure written approval from the temporary advisor for course transfer or substitution.

3. By the end of the second semester, students must bring the written approval, transcript, and syllabus/catalog to the graduate director and secure formal approval of the Program of Study committee to transfer or substitute credits. Students must get approval in writing and save a copy for their records.

### Academic Standing, Grade Point Average, and Grading Policies

The CCS Department requires that graduate students earn a grade of “B” (e.g., B-, B, B+) or better in all required classes. To take either M.A. or Ph.D. Comprehensive Exams, the student must have a 3.0 GPA, and have removed any grades of “Incomplete” (I).

All graduate students whose academic standing is deficient after receiving grades for 12 attempted semester hours or two semesters, whichever comes first, are placed on probation or suspended, according to the university regulations and those of their graduate unit.

Procedures for removing the probationary status are described in the online Graduate Catalog.

No more than 6 credit hours of coursework in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and

required by the graduate program are excluded from this limitation.

(UNM policies state that to remain in good academic standing, students must maintain a cumulative grade point average of at least 3.0 in courses taken for graduate credit after admission to a graduate degree program at the University of New Mexico. Students must have a cumulative GPA of at least 3.0 for courses listed on their Program of Study/Application for Candidacy.)

### Incomplete (I) Grades

The grade of “Incomplete” (I) is given only when circumstances beyond the student’s control prevent completion of the coursework within the official dates of a semester or summer session. Incomplete grades are NOT given due to lack of time available to complete a research project or paper.

Students may carry over incompletes for one year only. If work is not completed by the end of the year following receiving the incomplete, including summer semesters, the instructor of record will revert the grade to an “F.” If an incomplete is not resolved within the 12-month time frame, the grade will be converted automatically to an “F” (failing) grade.

(According to UNM academic policy, work to remove incomplete grades must be completed before a student is eligible to graduate from the University of New Mexico.) Students should not re-enroll or re-register (for credit) in a course in which

an incomplete has been received to resolve the “I” (incomplete) grade. If an instructor requires the student to repeat the class to resolve the incomplete, the student must register for the course on an audit basis. The student is responsible for meeting deadlines set by the instructor of record for removal of the incomplete. The student is also responsible for submitting expected work in finished form to the instructor.

Students may negotiate with their advisor and instructor of record to extend the internal CCS one-semester rule. For a formal extension beyond the UNM graduate school rule of 12 months, a student may apply for an extension of the time allowed to complete the required coursework removing the “I” grade. The request for the formal UNM extension is available from the Office of Records and Registration. Students must submit the form with all required signatures to GS by the applicable deadline dates. The forms may be found on the registrar’s website and the UNM catalog <https://registrar.unm.edu/forms/index.html>. More information about the Incomplete Grade process may be found in the University Catalog or by contacting the Registrar's Office

Note: A student record reflecting two incompletes, which extends beyond one semester, will be considered grounds for automatic disenrollment.

## Readmission to CCS

Students that seek readmission into the Chicana and Chicano Studies graduate program must submit a graduate application here:

<https://grad.unm.edu/prospective-students/apply-now.html> and pay corresponding fees. The application must include the following materials:

- A letter of intent that presents a rationale for failure to request a Leave of Absence, explains why the student should be readmitted, and includes a timeline for finishing the degree and post-graduation professional aspirations.
- At least one letter of recommendation/support from the student's mentor in the Department of Chicana and Chicano Studies at UNM
- A writing sample from a UNM CCS graduate course

Readmission applicants must also: 1) be in good standing; and 2) be within time-to-degree limits or submit petition for extension with a timeline for completing the degree.

When submitting the online application, please submit the following responses to questions about previous enrollment and readmission:

*"Have you previously applied to a graduate program at UNM?" The response to this question should be "yes".*

*"Check here if you are being re-admitted to a program and are not required to upload application materials or have recommendation letters." The appropriate response to this question is "No, I am not being readmitted," because readmission applicants are required to submit application materials in accordance with departmental policy noted above.*



# UNM Policies

UNM has policies regarding the following:

## Enrollment Policies

Frequently, in order to verify enrollment to determine eligibility for financial aid and loan deferment, the University is required to certify the enrollment status of a student. In such instances a student's course load is described as full-time, half-time, or part-time according to the following:

### Academic Year:

- Full-time
  - 9 or more credit hours per semester
  - 6 credit hours per semester and an assistantship
- Half-time
  - 5-8 credit hours per semester
- Less than half-time
  - 4 or fewer credit hours per semester

### Summer Session:

- Full-time
  - 6 credit hours or more
  - 3 credit hours and an assistantship
- Half-time
  - 3-5 credit hours
- Less than half-time
  - 1-2 credit hours

Note: Students with loans or other external funding are encouraged to verify what is considered full-time status with

their lender, as it may be different from University standards.

## Time Limit for Completion of Degree

The University requires that all requirements for master's degrees be completed within seven years prior to the granting of the degree. No coursework applied to the degree requirements, including transferred work, may be more than seven years old at the time a master's degree is conferred.

Doctoral candidates have five calendar years from the semester in which they pass the comprehensive exam to complete the degree requirements. The final requirement is generally the acceptance of the student's dissertation manuscript by the Dean of Graduate Study. Any request for an extension of the time limit must be submitted to the Dean of Graduate Study in the form of a petition. The student's dissertation committee and department chair must have endorsed this form.

## Semester Course Load Requirements

In general, a graduate student enrolling for, and completing a minimum of 9 graduate credit hours per semester is considered 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 fewer 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.

International Graduate Students without assistantships are required to complete each semester with a minimum of 9 credit hours in order to maintain legal immigration status. International graduates with assistantships are required to complete each semester with 6 credit hours. Grades of W or courses taken for a grade option of “audit” do not count toward the “minimum” enrollment requirements for maintaining legal immigration status. The Global Education Office—GEO (formerly the Office of International Programs and Studies – OIPS)—must report any drops below these minimum requirements to immigration within 21 days of the drop (even if the drop occurs after the semester is complete). All international students must speak with the GEO before dropping below these required minimums for any reason.

### Three-Semester Continuous Enrollment Policy

A student who is admitted and completes at least one semester in graduate status at the University of New Mexico will receive registration materials for three subsequent semesters (including Summer session) whether they enroll or not. Graduate students will not be required to apply for readmission to resume their study by registering for classes if they do so within these three

semesters. If they subsequently are not enrolled by the published registration deadline of the third semester (including Summer session), they must apply for readmission. Such “stop-out” periods are included in the time to degree. NOTE: Students must be enrolled in a semester in order to use their Lobo Cards.

### Leave of Absence

University policy on leaves of absence is covered in the UNM Catalog. There are two possible options for students: (1) leave of absence or (2) stop out.

A student who is unable to continue their graduate studies due to exceptional circumstances may request, in advance, a leave of absence. The written request, along with a letter of support from the department chair or graduate director, will be sent to the Graduate Dean, who will make the final decision. Leaves of absence are granted on a semester-by-semester basis. Semesters of approved leave of absence are not counted toward the time to complete the degree so long as the student is not enrolled in any UNM course.

The stop out is a less formal, but more limited, option than the leave of absence. Students may notify the graduate director in writing that they intend to “stop out” for up to two consecutive semesters (summer semester counts). If the student does not enroll for the third semester, they must reapply for admission. The time spent in a “stop out” does count toward the time in which a degree must be completed.

Students are not excused from completing any departmental or university requirements because of leaves of absence or stop-outs.

An absence of three or more semesters, including summer sessions, will result in a student being automatically dropped from the program. A student who is admitted and completes at least one semester of graduate studies in the Department will receive registration materials for three subsequent semesters (including summer sessions). An absence of more than three semesters (including summer sessions) requires that an application form for readmission be filed with the department at least six weeks prior to the beginning of the semester in which the student will be returning.

assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.”

<https://pathfinder.unm.edu/campus-policies/academic-dishonesty.html>

## Academic Dishonesty

As per UNM policy: “Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or

# Graduation

## Deadlines:

- **Notification of the Intent to Graduate:** Both M.A. and Ph.D. students must inform the Department of their intent to complete all degree requirements by 5:00 p.m. on the last day of the semester immediately preceding the semester in which they intend to graduate.
- **Report of Exam/Thesis/Dissertation:** Results of exams and reports of theses and dissertations must be submitted to Graduate Studies on the appropriate form appropriate and prior to GS deadlines in order to complete graduation requirements in Fall, Spring, or Summer sessions respectively. Review the Graduate Studies office's required deadlines and GS mandated processes <https://grad.unm.edu/resources/graduate-students/gs-forms/index.html>.
- **Graduation Ceremony:** Degrees are awarded three times during the year. University Commencement is held in both December and May, and the annual Departmental Convocation takes place in May.

## Graduation Courtesy Policy

University regulations require that the student must be enrolled and complete a minimum of one credit hour of graduate credit during the term they complete their degree's requirements. If the student misses the graduation deadline, but completes all degree requirements on or

before the last day of that term, the student is not required to register for the next (graduation) term. The degree program must submit the student's name on the proposed graduation list for the actual term of graduation. Review the Graduate Studies office's required deadlines and GS mandated processes <https://grad.unm.edu/resources/graduate-students/gs-forms/index.html>.

# Grievances, Appeals, and Reporting

UNM CCS follows the [Student Code of Conduct](#) as well as the [Respectful Campus Policy](#), which includes the following:

- “Individuals at all levels and in all units value each other's contributions and treat each other with respect.
- Individuals in positions of authority serve as role models by promoting courtesy, civility, diversity, and respectful communication.
- Individuals at all levels are allowed to discuss issues of concern in an open and honest manner, without fear of reprisal or retaliation.”

CCS follows the “[Graduate Student Grievance Procedures](#)” outlined in the *Faculty Handbook*. Elements of that handbook are excerpted below, however much more is included in the handbook. There students may find the university mandated processes for initiating the resolution of complaints, disputes and grievances and appealing decisions. Please review this policy and its procedures. You may find it helpful for addressing any disputes you may have.

<https://handbook.unm.edu/d176/>.

## **Allegations of Discrimination or Sexual Harassment**

Students should report to the Title IX Coordinator at the Office of Compliance,

Ethics, and Equal Opportunity (CEEEO) within 24 hours, or as soon as reasonably practicable, by calling (505) 277-5251 or by email at [oeounm@unm.edu](mailto:oeounm@unm.edu).

Confidential and/or anonymous reports can be made. Complaints can also be made to the UNM Ethicspoint Hotline: 1-888-899-6092. The following centers are designated advocacy and support sites for those students who have experienced all types of crimes or violence including sexual misconduct. Students who utilize these centers may talk with anonymity to individuals employed at these centers. However, these centers will report the nature, date of report, and general location of the incident to UNM’s Clery Act Compliance Officer.

## **Allegations of Student Misconduct NOT Involving Discrimination or Sexual Harassment**

For Allegations of student misconduct NOT involving discrimination or sexual harassment that are in violation of the Student Code of Conduct or other UNM policy must be in writing and submitted to the Dean of Students Office, which has primary authority to deal with disciplinary matters pertaining to students other than law or HSC students. Complaints of alleged misconduct should be submitted as soon as possible after the event takes place, preferably within sixty (60) calendar days. Absent just cause, complaints must be submitted within one (1) year following discovery of the suspected misconduct. Please visit the Dean of Students reporting website at <https://dos.unm.edu/reporting/index.html>

### **Conflict Resolution**

For conflict resolution, UNM Ombuds Services provides consultation and mediation services for graduate students stuck in conflicts with colleagues, staff, administrators, and/or faculty. For more questions about these services, visit <https://ombuds.unm.edu/>. To make an appointment, please email [ombuds@unm.edu](mailto:ombuds@unm.edu)

### **Academic Disputes**

Students can refer to Article 3 of "D176: Graduate and Professional Student Conduct and Grievance Procedures available at <https://handbook.unm.edu/d176/>.

## **Appendices**