

**Thesis Proposal Meeting Form**

**General Information**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Concentration: \_\_\_\_\_

**Thesis Committee**

Chair: \_\_\_\_\_ Member: \_\_\_\_\_

Member: \_\_\_\_\_ Member: \_\_\_\_\_

See the Thesis Committee Composition below. Students must notify the Program Coordinator if there are any changes to the committee prior to defending the thesis

Does the committee meet the requirements set forth by Graduate Studies?  Yes  No

Thesis topic:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thesis proposal approved?  Yes  No (if no, please comment below)

Comments/Changes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Committee Chair

\_\_\_\_\_  
Date

## The Master's Thesis

Each candidate for a Plan I master's degree must submit a thesis that demonstrates evidence of the ability to do sound research. The student's thesis committee and the Dean of Graduate Studies must approve the thesis. The student is responsible for providing each member of the committee with a complete draft of the thesis in ample time for review prior to the defense.

### Master's Thesis Committee Composition:

1. A minimum of three members approved for committee service.
2. Two members must be Category 1 OR one member may be Category 1 and one member may be Category 3 if their appointment is within the student's major.
3. The chair of the committee must be Category 1 or 5, or 3 if their appointment is within the student's major.
4. A co-chair can be category 1-6 as long as the other chair is a Category 1 or 5, or 3 if their appointment is within the student's major.
5. No more than one voting member can be a Category 4.

### Category Guidelines for Approval Request for Committee Service

The categories of faculty approvals for service on student committees (with the approval of the unit faculty and Graduate Studies) are as follows:

- **Category One:** UNM tenured or tenure-track faculty or UNM-National Laboratory Professors. Role: chair or a member of any master's or doctoral committee in any discipline, regardless of the Faculty member's FTE status.
- **Category Two:** Tenured or tenure-track faculty at other institutions. Role: external member on dissertation committee.
- **Category Three:** Individuals whose primary employer is UNM and who hold the titles of research professor, research associate professor, research assistant professor; clinician educators with the rank of professor, associate professor assistant professor or faculty hired onto the flex track or "V" category in the School of Medicine. Role: co-chair or member of master's or dissertation committee; may only chair committees if his/her appointment is within the student's major.
- **Category Four:** Others who are considered experts in the field. Role: voting member of the committee.
- **Category Five:** Emeriti/Emeritae faculty may continue to chair existing committees for up to one calendar year from the date of their retirement if the graduate unit approves. They may not be appointed chair of any new committees once retired. Role: Chair, co-chair, or voting member of the committee.
- **Category Six:** After the first year of retirement, Emeriti/Emeritae faculty may continue to serve on committees if the graduate unit approves. Role: Co-Chair or voting member of the committee.

### **Program of Studies for the Master's Degree**

Students should file a Program of Studies with Graduate Studies as soon as she/he has planned a program of studies for the degree in consultation with the major advisor. This form may be obtained from the academic unit or the Graduate Studies web-site. The Program of Studies must be approved by the graduate unit and submitted to Graduate Studies by the following deadlines: October 1 for Spring, March 1 for Summer and July 1 for Fall. It must be approved by the Dean of Graduate Studies before a student may take the master's examination.

### **Thesis (599) Credit**

Plan I students must complete a minimum of six credit hours of thesis (599) credit and only six credit hours may be applied to the program of studies. Once students have enrolled in thesis (599) courses, continuous enrollment (Fall and Spring semesters) in thesis (599) is required until the Dean of Graduate Studies accepts the thesis. Students who complete degree requirements during a summer session must be enrolled in a minimum of one thesis credit hour. This rule applies whether or not the student is concurrently enrolled for other credit hours.

Students who have enrolled in 599 and subsequently stopped enrollment for one or more semesters (not including summers) must follow the procedures listed under the "Continuous Enrollment Policy." (Procedures for readmission are available on the Graduate Studies web-site.)

### **Announcement of Final Exam for Thesis**

At least two weeks before the final examination is held, and no later than November 1 for Fall, April 1 for Spring or July 1 for summer, the major graduate unit must notify the OGS of its scheduled date by submitting the appropriate announcement form.