

PROPOSED SGC GRADUATE POLICY CHANGES FOR 2008-2009 CATALOG

**RATIONALE:** New policy to address the issue of graduate students who must cease enrollment due to active duty military orders as well as return to their graduate studies.

**Leave of Absence – Active Duty Military (p. 40 on withdrawing)**

A graduate student on active military status who must formally withdraw from the University as a result of his/her military status must follow the procedures detailed in the STUDENT SERVICES INFORMATION section of the Catalog. When the student is ready to return to his/her graduate studies, UNM will not require a new application or application fee if the student is returning to their original degree program. A support memo from the program requesting the student's reinstatement must be submitted to the OGS. The time the student served as active military will be excluded from his/her time to degree.

**RATIONALE:** New Policy to address questions raised by graduate students who want to pursue two degrees at the same time WITHOUT sharing hours.

**Concurrent Enrollment:** (p. 25 – undergrad; would need to place in grad section – p. 60 before INTERNATIONAL ADMISSIONS or p. 75 before TRANSCRIPTED GRADUATE CERTIFICATES)

The University does not prohibit concurrent enrollment in degree programs (no shared hours). Students must consult their advisor regarding degree requirements. (See the Dual Degree section of this catalog for additional information).

**RATIONALE:** Add two new types of faculty approvals to recognize emeriti faculty and the role they play in graduate education after retirement.

**Faculty Approvals (p. 75)**

The Office of Graduate Studies must approve all members of student committees prior to appointment to the committee. Completing the Committee Service Approval form and submitting it, together with curriculum vitae when appropriate, to the Office of Graduate Studies, request approval. The Committee Service Approval form should be submitted to OGS a minimum of two weeks before the student's committee is announced.

The categories of faculty approvals for service on student committees (with the approval of the unit faculty and the Office of 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.

**Emeriti Faculty:** The department must notify OGS when a faculty member who is chairing a thesis or dissertation committee retires. If the graduate unit approves, Emeriti/Emeritae faculty are allowed to continue to chair existing thesis/**dissertation** committees for up to one calendar year from the date of their retirement. They may not be appointed chair of any new thesis/**dissertation** committees once retired, **but may serve as co-chair**. If the student has not completed his/her thesis/dissertation within one year of the chair’s retirement, the retired faculty member may continue to serve on the committee as a co-chair or member of the committee. The approval is subject to renewal.

**Faculty Resignations:** The department must notify OGS when a faculty member serving on a committee in Category 1 or 3 leaves the university for another position. The graduate unit may submit a Committee Service Approval Form for Categories 2 or 4. In addition, they may serve as co-chair of existing student committees for which they served as chair.