THE NMSU SYSTEM ACADEMIC REGULATIONS

NMSU offers Associate, Baccalaureate, Master's, Specialist, and Doctoral degrees. NMSU also offers Certificates at the associate and graduate levels. Requirements for specific degrees and other designations are set forth by this catalog for the NMSU-Las Cruces (main) campus, NMSU Global campus, and the corresponding catalogs for the NMSU Community Colleges (Alamogordo, Dona Ana, and Grants).

Additional Degree Designations

As part of a degree program, students may also earn additional degree designations indicating fields of study such as majors, minors, or concentrations. A major is defined as a recognized area of study in which there is an extensive and well-developed curriculum offered at the university, in addition, adequate library resources and support services. A minor is based on courses that encompass a recognized supplementary field of study outside the student's major. Concentration is based on a collection of coursework in an area that is part of a major program of study. Degrees and additional designations awarded, limited to majors, minors, and concentrations, will be noted on the student's transcript.

Catalog Effective Period

The annual catalog edition is effective Summer Session I through Spring Semester and is considered active for eight years for all campuses. Curricular requirements (course requirements and the number of credits required) for a specific degree or other designation may be met by completing all of the course requirements as set forth by the catalog in effect at first matriculation, or any subsequent catalog, provided the selected catalog is considered active when the requirements for graduation are met. For all other matters, the current catalog is the authority. NMSU reserves the right to withdraw courses at any time, change fees, rules, calendar, curriculum, degree programs, degree requirements, graduation procedures and any other requirements affecting students. Except as otherwise stated here, changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

Application for Degree/Graduation or Certificate

Upon completion of all requirements for degrees and certificates, students will not receive their degrees automatically. To receive the degree or certificate, students must submit an application and pay the required fee in the semester in which the student expects to graduate or complete the degree or certificate requirements. Specified in the academic calendar for each semester is the deadline for all applications. The application must indicate/ note all designations earned. After awarding the degree, you cannot add any additional designations.

Students who will be completing two degrees/certificates in the same semester must apply for graduation and pay the fee for each degree separately. Students applying for graduate degrees or certificates must satisfy requirements as described in the Master's, Certificates, Specialist, and Doctoral Degree sections below.

Students who do not meet requirements or elect not to graduate after filing an application need to re-apply in a subsequent semester and pay another fee.

Multiple Degrees and Designations

A student may earn more than one degree or multiple degree designations by completing all of the requirements in an appropriate catalog for each degree or designation. Students meeting requirements for more than one degree must apply for and pay the application fee for each degree to be awarded. Upon completion of all requirements, multiple majors for a single degree (e.g., B.A., Major in Art; Major in Anthropology) and multiple bachelor's degrees (e.g., B.A. and B.S.) will be noted on the student's academic record/transcript and may also be granted at one commencement.

Degree Revocation

The Board of Regents reserves the right to revoke a degree should it be determined upon investigation that the degree requirements were not adequately met. A degree revocation must be in accordance with NMSU policy and related rules.

Honorary Degrees

Ceremonial Honorary Degrees may be awarded in accordance with NMSU policy and rules as outlined in the NMSU Regents Policy Manual and the related Administrative Rules and Procedures.

Community College Certificate

A Community College may offer two types of certificates, the Certificate of Achievement and/or the Certificate of Completion. Certificates may be awarded independently from any degree program.

Certificate of Achievement

The Certificate of Achievement is a program of study less than 16 credits and is not eligible for Federal financial aid. This Certificate provides employment-related and/or career-enhancing skills necessary to succeed in a job or a chosen field of study. These courses can be a subset of those required for a corresponding Certificate of Completion or Applied Associates Degree. These certificates are recorded on the student's transcript. The following requirements apply to all certificates of achievements:

1. **Minimum Credit Hours**: The number of credit hours varies from certificate to certificate but must be fewer than 16 credits. Students must successfully complete the total number of credit hours as outlined in the respective catalogs and sections describing these certificates.
2. **GPA requirement:** Students must successfully complete all courses for the certificate as outlined in the catalog and have a cumulative GPA of 2.0 or greater in all courses required for the certificate, but may have a cumulative GPA of less than 2.0 for courses taken outside of the certificate.
3. **Residency:** A minimum of 6 credits earned toward the certificate must be completed within the NMSU system including Las Cruces Main Campus, Global Campus, and community colleges. If the certificate requires fewer than 6 credits, all credits must be completed at NMSU or one of its community colleges. Individual academic programs may have additional requirements.

Certificate of Completion

The Certificate of Completion requires a minimum of 16 credits (other Title IV requirements must be met to be eligible for financial aid) and has been approved through the academic review process. These courses can

be a subset of those required for a corresponding Applied Associates Degree. These certificates are recorded on the student's transcript.

Requirements for certificates are found in the respective catalogs and sections concerning these programs. The following requirements apply to all certificates.

1. **Minimum Credit Hours**: The number of credit hours varies from certificate to certificate. Students must complete the total number of credit hours outlined in the respective catalogs and sections describing these certificates.
2. **GPA requirement:** Students must successfully complete all courses for the certificate as outlined in the catalog. In addition, students must have a cumulative GPA of 2.0 or better in all courses taken at NMSU or one of its community colleges**.**
3. **Residency:** A minimum of 6 credits earned toward the certificate must be completed at NMSU or one of its community colleges.

Associate's Degree

Associate's degrees are of two types. The academic associate's degree prepares students to transfer to a baccalaureate program and generally includes credits toward the first two years of a four-year degree. Academic associate's degrees include the Associate of Arts, the Associate of Science, and other named degrees that link to a specific major (the Associate of Education, for example). Other associate degrees, typically called Associate of Applied Science, prepare students for entry into the workforce. Credits for these programs may or may not apply toward a four-year degree. Associate degree-seeking students who are interested in a dual degree should consult with their academic advisor. The Associate of Arts and the Associate of Science degrees cannot be earned together.

Students interested in transferring to NMSU or another four-year institution should check the appropriate sections of the university catalog for more information.

Requirements for the two-year associate degrees are found in the respective catalogs and sections concerning these degrees. The following requirements apply to all associate degrees:

1. **Minimum Credit Hours:** a minimum of 60 credits (excluding "N" suffix courses). Some programs of study require coursework in excess of the 60 credit-hour minimum.
2. **New Mexico General Education-** state mandated general education courses (as specified in General Education section); such courses are designed with a "G"
   a. For Associates Degrees: 32-35 credits
   b. For Applied Associates Degrees: 15-18 credits
3. **GPA requirement:** Students must have a cumulative GPA of 2.0 or better in all courses taken at NMSU or one of its community colleges.
   a. For Associates Degrees: students must earn a C- or better in classes they take to meet the Basic Skills requirement (ENGL 1110G and one of several math course options).
   b. For Applied Associate Degrees: Basic Skills requirements do not apply, but if the student plans to pursue a Bachelor's degree at any point in the future it would be highly recommended.
4. **Residency** - A minimum of 15 of the 60 credits for the associate's degree must be completed at NMSU or one of its community colleges. Individual academic programs may have additional requirements.
5. **Major**: All requirements for at least one major field of study as specified in the college and departmental sections of the respective catalog.

Associate Major

An associate major, consisting of at least 18 credits, may include courses from more than one department. Requirements for the Associate Majors are specified in the respective Community College Catalogs.

Baccalaureate Degree (Bachelor's Degree)

A baccalaureate or bachelor's degree provides students with a broad educational base and knowledge in a specific major field. Each college has unique degree requirements that are listed in the college's designated section of this catalog. In addition to the College and Department requirements, students must complete each of the following degree requirements for every Bachelor's Degree awarded by NMSU:

1. **Minimum Credit Hours:** a minimum of 120 credits (excluding "N" suffix courses)
2. **GPA requirement-** a minimum cumulative GPA of 2.0 in all courses taken at NMSU
3. **New Mexico General Education-** 32-35 credits of state-mandated general education courses (as specified in the General Education section); such courses are designed with a "G"
4. **New Mexico State University's Viewing a Wider World-** 6 credits of Viewing a Wider World courses; such courses are designated with a "V", or alternatives as specified in the Viewing a Wider World section
5. **Upper Division Courses-** a minimum of 48 credits in courses numbered 300-499/3000-4999.
6. **Residency –** Of the last 36 credits earned toward award of the degree:
   a. 30 credits must be completed at NMSU
   b. 21 credits must be upper-division (300/3000 or above) and
   c. 12 of the 21 upper-division credits must be within the student's major.
   NOTE: colleges or departments may require that more than 12 upper-division credits be within the major and they may direct that a certain number of these credits be course specific.
7. **Major** – all requirements for at least one undergraduate major field of study, other than a supplemental major, as specified in the college and departmental sections of the catalog. As an undergraduate student seeking a baccalaureate degree you are expected to declare a major before earning 45 credit hours toward your degree. You should complete your general education requirements within your first 90 credit hours earned.

Second Baccalaureate Degree (Bachelor's Degree)

Students seeking a second bachelor's degree must complete all college, department, and major requirements for the second bachelor's degree including residency. General Education requirements, including Viewer a Wider World, are waived for a second bachelor's degree because those requirements are considered completed within the first bachelor's degree earned. Credits earned toward a previous degree may be used to complete those requirements subject to any college and department-specific limitations as described in the catalog.

Bachelor's Degree Designations

Undergraduate Major

An undergraduate major consists of 24 or more credits within the major field, of which 18 credits must be upper-division courses, and may include courses from more than one department. Additional major requirements are specified in the college and department's designated sections of this catalog.

Supplemental Major

A supplemental major consists of 24 or more credits of interdisciplinary coursework, of which at least 18 credits must be upper-division (300/3000-499/4999), and no more than 9 credits may be from the student's major course of study. Additional requirements for supplemental majors are specified in the catalog listing of the departmental/college sections.

Undergraduate Minor

An undergraduate minor consists of 18 credits of course work, of which 9 credits must be upper-division (300/3000-499/4999). A minor encompasses courses that may be in a single department or interdisciplinary and are in a recognized field of study outside the student's declared major. At least 9 upper-division credits of a minor must be completed at NMSU. Additional requirements for minors are specified in the college and department's designated sections of this catalog. Minors cannot be earned after the degree has been conferred.

Undergraduate Concentration

A concentration consists of 12 or more credits of coursework in a specialty area that is related to a specific major field of study. At least 9 of the 12 credits must be upper-division (300/3000-499/4999), and at least 9 credits must be completed at NMSU. Additional requirements for concentrations are specified in the college and department's designated sections of this catalog.

Distance Education Bachelor's Degree Completion Program

A Bachelor Degree Completion Program allows students who have met the lower division requirements (100/1000 and 200/2000 level) of an undergraduate degree program to complete the remaining upper-division credits (300/3000 and 400/4000 level) through distance delivery courses offered by NMSU Las Cruces. Only selected degrees are available as degree completion programs. Students must complete all required lower-division (100/1000 and 200/2000 level) credits before they can be admitted to the Bachelor's Degree Completion Programs. The program(s) normally require two years of upper-division (300/3000 and 400/4000 level) coursework.

Graduating with Honors

For information about graduating with Honors, please refer to the Recognition of Academic Achievement section of this catalog.

Graduate Degrees

All graduate degrees are subject to the rules and regulations of the Graduate School. Degrees will be certified by the Graduate School only upon the complete review and clearance of the candidate's program of study.

Graduate Degree Designations

Graduate Major

A graduate major may include courses from more than one department, but at minimum, it must consist of at least 30 graduate credits beyond the previous degree, i.e., 30 credits beyond the bachelor's for a master's degree, and 30 credits beyond the master's for a doctoral degree. Additional requirements may be imposed by the State of New Mexico and New Mexico State University as specified in this Catalog.

Graduate Minor

A graduate minor is based on at least 9 graduate credits in courses encompassing a recognized field of study outside the student's major. Departments may require certain courses to be a part of a minor and may exclude other courses. Minors cannot be earned after the degree has been conferred. Students will work with their department and the Graduate School to ensure that the graduate minor is added to their academic record.

Graduate Concentrations

A concentration is a collection of coursework in a specific area that is part of a degree program of study at NMSU. At the graduate level at least 9 of these 12 credits must be numbered 500/5000 or above. Only approved concentrations within a student's department or program may be noted on a transcript.

Concentrations will not be added to a transcript after a degree is awarded. In order for the approved concentration to be noted on the student's transcript, the following conditions must be met:

1. Apply for the correct program and concentration from the outset or connect with the department and Graduate School upon admission to correct the concentration if initial admission is incorrect.
2. Identify the concentration on their official Application for Degree.

Graduate Certificates

A Graduate Certificate program requires 12-18 credits of course work that is interrelated and designed to develop a focused skill or area of expertise but does not culminate in the awarding of a degree. Courses that comprise a graduate certificate must be regular approved courses offered by the University and must be numbered 450/4500 or above. A graduate certificate is indicated on the student's transcript.

Master's Degree

New Mexico State University offers both academic and professional master's degrees. A link to the list of all master's degrees is provided in the Graduate School section of this catalog. (https://catalogs.nmsu.edu/nmsu/graduate-school/)

Underprepared students may be required to take additional general or discipline-specific undergraduate or graduate courses to prepare them for the advanced academic work necessary for success in graduate-level courses in their chosen field. This may result in an extended graduation date.

Admissions to the Master's Degree

The admission of a student into the Graduate School does not imply admission to candidacy for an advanced degree. The major department in which the student intends to become a candidate for a master's degree must determine the student's ability to pursue studies at the graduate level. Please see the Department(s) for specific requirements.

Program of Study
Students will follow the coursework requirements outlined in their catalog and degree audit. A Program of Study is not required by the Graduate School but may be prepared by the student's advisor in consultation with new graduate students for effective advising.

Application to Candidacy
The degree audit will formally list the curriculum requirements for degree completion and is required to meet in order for the degree or graduate certificate to be conferred. Some programs may use The Program of Study Form as part of its Application to Candidacy process. In these cases, the program of study must be approved by the advisor, department, and academic dean and submitted to the Graduate School. The Program of study may specify the Catalog at the time of graduation, as long as the catalog is considered active. Otherwise, the current catalog will be listed.

Application for Graduation
Students must file an application to receive their degree during their final semester of the program. The program's catalog entry will formally list the curriculum requirements for degree completion and a completed degree audit is required. The degree audit may specify the catalog at the time of graduation, as long as the catalog is considered active. Otherwise, the current catalog will be used.

The student must have a minimum cumulative GPA of 3.0 at the time the application is submitted. The application may specify the catalog at the time of graduation, as long as the catalog is considered active. Otherwise, the current catalog will be listed. If a student's degree audit does not meet, the student must submit a Degree Audit Exception (DAE) form to document course substitutions and credit hour alignment such that the exceptions will allow the degree audit to meet.

Credit Hour Requirement
A minimum of 30 credits beyond the bachelor's is required for the master's degree. Most master's degrees require at least 15 credits in courses numbered 500/5000 or above. This includes thesis credits for any master's programs that include a thesis option. Master's programs involving a thesis, must include, either a minimum of 4 credits or a maximum of 6 credits of thesis. Please see the "Thesis" section for more information.

At least 15 credits for the master's degree must be for work in courses within the student's department. Additional credits may be selected from other fields to fit into a logical and justifiable program. However, courses that are used to remove deficiencies or satisfy prerequisites cannot be counted as requirements for a master's degree. As per NMSU's campus residency requirement, a minimum of 50% of degree coursework must be taken at NMSU.

Coursework Requirement
Students must take coursework from a variety of faculty. Students may not take more than half of the minimum credits required for a master's degree with the same professor, excluding thesis credits.

All graduate students must register for a minimum of 1 credit of graduate coursework in their final semester. Please see the Tuition, Fees and Other Expenses section for more information.

A student taking an oral examination must enroll for at least one credit for that term (fall, spring, or summer terms).

Thesis Option
A thesis in the major field is recommended and may be required at the discretion of the department. A minimum of 4 credits and a maximum of 6 credits may be counted toward the requirements for a master's degree. The final examination shall consist of an oral defense of the student's thesis as well as a general examination of the candidate's field of study.

- *Continuous Enrollment* - once registered, a student must continue to register for a minimum of 1 credit in thesis or graduate coursework each regular semester until the thesis is approved by the Graduate School and submitting electronically into ProQuest.

Graduate Committee for Thesis Option
The graduate committee for the master's degree consists of a minimum of three faculty members who hold, at least, a master's degree and meet the following criteria:

1. **Committee chair:**
   a. Must be from the student's home department
   b. Must be a graduate faculty member
2. **Committee member(s):**
   a. One other committee member, in addition to the chair, must be from student's home department
   b. Other committee members may be from outside the student's home department
   c. Students with a declared minor- must have a representative from the minor department.
   d. Must be a graduate faculty member
3. **Dean's Representative:**
   a. Must be a representative from a related area or appointed by the Dean of the Graduate School
   b. Must be a graduate faculty member

Finalizing the Master's Thesis
After successful completion of the final examination, electronic submission of the approved thesis must be submitted to ProQuest ETD, no later than the deadline posted to the Graduate School website. The form and style of the thesis must comply with the guidelines provided in preparing your manuscript for submission, located here. The guidelines also contain detailed information on the thesis submission and approval process. The thesis is not complete until the Graduate School has accepted it electronically.

Non-Thesis Final Examination
Each candidate may be given a final examination conducted by their graduate committee in accordance with the schedule provided by the Graduate School.

The final examination format for the professional degrees and non-thesis option will be determined by the department. The department is responsible for ensuring that the Report of Results for the Master's Professional or Non-Thesis Final Examination form, where applicable is submitted to the Graduate School no later than ten working days after the exam.

At the time of the final examination, a graduate student must have a cumulative GPA of at least a 3.0 and must be enrolled for a minimum of one credit hour in the final semester.

NOTE: the cumulative GPA, will be calculated from NMSU graduate coursework only.

Any candidate who fails the final examination may either:

1. Be granted a second examination, written or oral, after a lapse of at least one semester, only with a recommendation from the student's advisor and approval from the Dean of the Graduate School.
2. Be excluded from further candidacy for the degree.
3. Failure in the second examination disqualifies a candidate from obtaining the degree.

Students in professional or non-thesis options may be required to pay a special exam fee in lieu of registering for 1 credit of graduate coursework. Please see the Tuition, Fees and Other Expenses section for more information.

Time Limit

Students must complete the master's degree program within seven years (or eight successive summers) of the start of the degree, including completion of the master's thesis or final project. Inclusion of any coursework over seven years old at the time of the final examination will be at the department's discretion.

Master's Accelerated Program (MAP)

The Master's Accelerated Program (MAP) allows academically qualified undergraduate students to begin working on a master's degree during their junior and senior years while completing a bachelor's degree. Typically, a bachelor's degree requires four years to complete, and a master's degree requires two more years. The master's accelerated programs allow students to complete a graduate program in an accelerated manner.

Undergraduate students may apply for acceptance to MAP listed in the New Mexico State University Catalog by submitting the Master's Accelerated Application Form after completing 60 semester hours of undergraduate coursework of which a minimum of 25 semester credit hours must be completed at New Mexico State University and apply towards the undergraduate major. The grade point average must be a minimum of 2.75; departments participating in MAP may have requirements that exceed these minimum requirements. **It is the student's responsibility to meet with their financial aid advisor. Awards may be adjusted to reflect enrollment in undergraduate/graduate courses.**

Graduate departments within the colleges may allow academically qualified undergraduate students to substitute up to 50% of their graduate course credits (i.e., 15 of 30, etc.) but no more than 18 credit hours for elective or required courses in an undergraduate degree program. Graduate programs can use up to 50% of NMSU coursework (450/4500 level or higher) that can logically be applied toward completing a master's program of study (at least 50% of the credits allocated for the master's degree – usually 15 of 30 – must be for courses designed for graduate work.). Students must consult with participating MAP departments to determine program-specific guidelines on the allowable credits toward the undergraduate and graduate degree. A grade of 3.0/4.0 or higher in each course will be required.

Program Participation Requirements:

1. Students participating in MAP are required to obtain prior approval by the graduate program and submit a completed Master's Accelerated Program Application from to the Graduate School by the first Friday of classes with all required signatures. Student's course work must be general or discipline electives in the student's undergraduate course of study.
2. Students will enroll in approved graduate-level courses. If the course(s) requires instructor approval, it is the student's responsibility to obtain the necessary approval.
3. Students participate in the Developing New Scholars Program (DNSP) through the Graduate School. The DNSP program provides formal mentoring supporting the application process to Graduate School. Upon awarding of the Bachelor's degree and formal admissions into a master's program at NMSU, the approved credits (up to 12) will be recorded on both the undergraduate and the graduate transcript.

Interdisciplinary Master's Degree

Interdisciplinary studies, at New Mexico State University, are intended for individuals specializing in programs that require integrating more than one discipline to fully engage in the field of study. The programs provide a mechanism to address emerging scholarship, innovation, research, and allow graduate students to engage in emerging technologies that optimize their education outside the traditional disciplinary boundaries. An Interdisciplinary study takes advantage of traditional academic training within specific departments and also allows students to customize their own career preparation. In these programs, a coherent common core is expected to combine existing courses across disciplines to meet unique objectives.

The interdisciplinary studies option should not be used in cases where the applicants' objectives can be realized by admission to a specific department with a degree program, and inclusion of up to two minor areas in the program of study.

Students should be admitted to an existing graduate program which closely relates the desired interdisciplinary trajectory. Students interested in pursuing an Interdisciplinary Master's (IMAS) degree should take the following steps.

1. **Establish an IMAS graduate committee.**
   The student will form a committee composed of members of the graduate faculty and select an advisor who will chair the committee. The chair must be from the primary department where the student will take at least 15 credit hours listed in the proposal. The other committee member must be from the department in which the student has selected a minor area of study from the approved list.

2. **Develop a proposal for interdisciplinary studies.**
   The student must work with their committee to create a proposal of the program concept consisting of the following:

   a. The designated degree being sought and the name of the interdisciplinary area.

   b. The program of study to be followed, which must include a minimum of 30 graduate-level credits and a maximum of 36 graduate-level credits. Students may take six credits in departments that do not grant a graduate degree, but the courses must be numbered 450/4500 or above and be pertinent to the program of study. The committee can require additional materials such as a statement of interest, letters of recommendation, GRE or GMAT scores and conduct a personal interview.

   c. The majority of the departments involved in the student's program will be master's degree granting departments. The student is expected to take at least 15 credits in the primary area of study within one department. The primary department selected by the student will receive the student's application for admissions to the Graduate School for approval. In addition, the

student is required to select a minor area of study in another department that consists of at least 9 graduate credit hours. The program will meet all requirements of a master's degree, with the interpretation, that "major field" includes courses from two or more departments and in the designated interdisciplinary study area.

d. The program of study will include the completion of a research thesis or project. The work may be submitted in the form of a publishable manuscript, technical report, thesis or creative option. The objective of the program of study should include proposed areas of skill development and proposed courses in more than one graduate degree granting department at NMSU.

e. Justification for not using an existing degree program.

   i. Once the student has formed their committee and compiled a rough draft of the proposal, they must contact the Graduate School to make an appointment with the Dean of the Graduate School to review the proposal. The student and advisors from the main program and minor program should attend the meeting as well.

   ii. If the proposal is accepted by the Graduate School, the student will then be advised to submit an application as a Master's Interdisciplinary student through the application system.

f. Procure final signatures from all committee members and academic department heads from primary and minor departments on the IMAS proposal. The student should submit a copy of the completed and signed proposal to the Graduate School.

Degree(s) Awarded

Students receive a Master of Arts (MA) or a Master of Science (MS) and a concentration in the designated interdisciplinary study area.

Other conditions for being awarded a degree within the interdisciplinary studies program are:

1. The student may enroll on a part-time basis keeping in mind that coursework cannot be more than seven years old at the time of the final examination.
2. The student will be administered a final comprehensive exam that is consistent with the department selected for the primary area of study. For example, if a department requires a written exam, the student in the interdisciplinary masters will also be required to take a written exam.
3. The final oral comprehensive exam will consist of questions pertinent to the area of study and the defense of the research thesis or project. In both cases, an integrated approach to the areas of study chosen should be followed.
4. All other rules for graduate study at NMSU must be followed.

Thesis/Non-thesis Option

As with any graduate student, the student in interdisciplinary studies can select to follow a thesis or non-thesis option. Students enrolled in the thesis option register for up to six thesis credits. Students not wishing to follow the thesis option will be required to complete a project report. The project must reflect the interdisciplinary nature of the program which the student is pursuing.

Comprehensive Exam

Students in interdisciplinary studies take a comprehensive exam composed of questions designed by the student's committee. The committee consists of two individuals in the area of study, the dean's representative who must be outside of the department/program/interdisciplinary study option, and a committee chair.

Second Master's Degree

NMSU discourages duplication of a master's degree. In instances where a program would like to admit students to earn a duplicate degree, a letter of support by the department involved must be submitted at the time of admission to the Graduate Dean. The applicant will need to follow standard admission requirements and graduate school policies including transfer of credits. Students wishing to earn the duplicate masters must satisfy all requirements for the degree, including completing a master's thesis if this is a formal requirement for the degree in question. Financial Aid may not be applicable for the duplicate degree.

Teacher Licensure

Students wishing to take graduate courses for licensure, renewal of licensure, or for personal enrichment must be fully admitted to a department to do so. Undeclared students may not register for teacher licensure classes.

Endorsement is available at both the elementary and secondary levels in bilingual education, Teaching of English as a Second Language (TESOL), reading, and special education. Endorsement is also available in early childhood education at the elementary level. Contact schooloftpal@nmsu.edu for more information.

Specialist in Education

The specialist in education degree is available for experienced members of the education profession who have maintained a 3.3 grade-point average while pursuing this degree or its equivalent. Programs are available in Reading within the School of Teacher Preparation, Administration, and Leadership and in school psychology within the Department of Counseling and Educational Psychology. Emphasis is placed on the development of the competencies needed for professional specialization in a given field. Students must complete the general application for the Graduate School and they should also check with the admitting department for specific departmental requirements.

Residency and Credit Requirements

The specialist in education degree requires a minimum of 30 credits including research, intern experiences and graduate courses. Twenty-four of these credits must be completed at NMSU to meet the campus residency requirements.

Students must maintain a 3.0 GPA, no more than 6 credits of C level work are allowed for this program.

Program of Study

Students will follow the coursework requirements outlined in their degree audit. A Program of Study is not required by the Graduate School but may be prepared by the student's advisor in consultation with new graduate students for effective advising. Some programs may also use the Program of Study as part of its Application to Candidacy process.

Major Field

All course work taken for the degree should apply directly, through a logical program of study, to the specialty which candidate has selected.

Each department is responsible for defining the required sequence of courses.

Internship
Each candidate will earn from three to six semester credits in an internship. This experience will consist of supervised performance of duties related to the candidate's specialty. The student's department will determine the structure of the internship and a research project will be conducted in conjunction with the internship.

Oral Examination
The oral examination committee will consist of the student's committee and a dean's representative appointed from the graduate faculty by the dean of the Graduate School. This committee will conduct an oral examination at the conclusion of the research project and no earlier than the candidate's last semester of enrollment.

The examination will consist of a defense of the project along with general questions on subject matter related to the candidate's field of study. Any candidate who fails the oral examination may upon the advisor's recommendation and with the graduate dean's approval, be granted a second examination after a lapse of at least one semester. Failure in the second examination disqualifies the candidate from obtaining the degree.

Time Limit
The specialist in education degree must be completed within seven years following admission to the program. Inclusion of any coursework over seven years old at the time of the final examination will be at the department's discretion.

Doctoral Degrees
The doctoral degree requires significant scholarly study beyond the master's program, including a minimum of 30 credit hours beyond the master's and a minimum of 18 credit hours of dissertation. As per NMSU's campus residency requirement, a minimum of 50% of degree coursework must be taken at NMSU.

Prospective candidates are expected to hold bachelor's or master's degrees from accredited institutions, based on curricula that include the prerequisites for graduate study in the department of their subject. To be considered for admission to a doctoral program, the applicant must have a grade-point average of at least 3.0. Prospective candidates are urged to consult the department in which they wish to study for information concerning specific requirements.

Professional Doctoral Degrees
Doctor of Economic Development (DED)
Students enrolled in the Doctor of Economic Development are required to complete and pass a comprehensive examination. Since a dissertation is not required, students are expected to complete an internship experience and a project paper as defined by their program. They can embark on the project paper once they have completed and passed their comprehensive examination. Students are not required to take 700/7000 level dissertation hours. However, they are expected to complete at least 12 credits at the 600/6000 level including ECDV 694 Internship and ECDV 699 Doctoral Project.

Doctor of Education (Ed.D)
The degree of Doctor of Education demonstrates proficiency in a program of graduate study in which the emphasis is on preparation for performance in educational leadership. This program is intended primarily for students pursuing careers in educational leadership, school district or higher education administration, or educational services are predominant rather than those in research. The Ed.D. Degree in educational leadership and administration is offered in the School of Teacher Preparation, Administration, and Leadership

Two concentrations are available within the Ed.D. degree: Higher Education Administration and PK-12 Administration is offered in the Department of Curriculum and Instruction; the degree in educational administration is offered in the Department of Educational Leadership and Administration. Any transfer credit or predoctoral course work to be included in the related field must have the approval of both the major and minor (if applicable) department at the outset. Specified course work in both research and statistics is required for this degree. Other requirements are described in the departmental sections of this catalog.

Doctor of Nursing Practice (DNP)
Students holding a Bachelor's degree in Nursing are required to complete and pass all required course work for the DNP program, in addition, complete and pass their comprehensive examination. Since a dissertation is not required, they are expected to complete an internship experience and a project paper as defined by their program. They can embark on the project paper once they have completed and passed their comprehensive examination. They are not required to take 700/7000 level dissertation hours. However, they are expected to complete at least 12 credits at the 600/6000 level including NURS 6990 Advanced Practice Nursing Immersion credits sufficient to complete the DNP Final Project.

Students who hold a Master's of Science in Nursing are required to complete the following:

1. All course work requirements
2. Their comprehensive exam (with passing marks)
3. The DNP Project.

Post- MSN DNP students must complete at least 6 credits at the 600/6000 level, including NURS 6990 Advanced Practice Nursing Immersion credits sufficient to finish the DNP Project. Finalized projects must be uploaded to a national DNP Project repository approved by the Graduate Faculty of the School of Nursing in order to achieve the DNP degree.

Doctor of Philosophy (Ph.D.)
The Doctor of Philosophy degree requires distinguished attainment in both scholarship and original research. The doctoral degree requires significant scholarly study beyond the master's that is tailored to the needs and interests of the student. The degree is granted in recognition of the candidate's high attainments and ability in the special field, shown by work on the required examinations covering both the general and the special fields. The individualized program of study is designed to meet the campus residency requirement, includes a minimum of 30 graduate credits beyond the master's, and includes the preparation of a dissertation. A candidate for the Ph.D. degree is expected to maintain a higher level of work than the grade-point average of 3.0, plus at least 18 credits of dissertation work (700/7000-level courses).

Interdisciplinary Doctorate (IDOC)
Students interested in pursuing an Interdisciplinary Doctorate (IDOC) degree program must meet with the Graduate School for advisement. The advisement session will include information on completing the IDOC admission application.

The following requirements for admission to the interdisciplinary doctorate degree program are:

1. Students wishing to study in the interdisciplinary doctoral degree program must apply and be accepted into a doctorate-granting department.
2. A master's degree or equivalent program of study that includes at least 30 credits of graduate course work with a minimum cumulative GPA of 3.0.
3. Twelve credits of graduate course work must be completed at NMSU in order to apply for admission into the interdisciplinary doctorate degree program. Additional course work is required for degree completion.
4. Evidence of outstanding academic achievement in graduate school.
5. A written description of the program concept prepared by the student consisting of:
   a. Areas in which competency is required
   b. Purposed readings and course work and how these relate to required competencies
   c. Objectives and an outline for thesis research
   d. Justification for not using an existing departmental degree program
6. Student must select an advisor from his/her department to help structure and chair a committee consisting of at least five faculty members from the graduate faculty list who are willing to work on the interdisciplinary degree program. The committee must include at least two members from each of the two doctorate-granting departments. The committee chair will convene a meeting to review and approve the proposed program.
7. The Graduate School will send an Admission Referral document, signed by all the committee members, to the heads of all the departments from which the student proposes to use more than 8 credits of course work, or from the department which the faculty are requested to serve on the proposed committee.
8. Once the Admission Referral document has been approved by all departments, the committee chair will convene a meeting of the committee to review the student's program and make changes as necessary. In addition, the committee will set the format and date for the qualifying exam. An effort should be made to incorporate the interdisciplinary nature of the program into the qualifying exam.
9. Students have satisfied the requirements for admission to the program once the qualifying exam has been passed and the respective department heads approve the Admission Referral memorandum. Formal acceptance into a doctoral program may be required in order to receive financial assistance.
10. The number of courses required for degree completion will vary depending on the student's program of study, please see the department for more specific requirements. However, Interdisciplinary doctorate degree students must meet the requirements for residency, registration, the comprehensive examination, the Final Examination, the dissertation and the declaration of approved minor.
11. The dissertation work shall include at least 18 credits of a 700/7000-level course.

Completing your Doctoral Degree Program

Any student who fails to abide by the regulations in this section will be considered withdrawn from the university. In order to resume their studies, the student must formally apply for readmission to the Graduate School and satisfy any requirements that are in effect at the time of reapplication. Readmission information can be located here (https://apply.nmsu.edu/apply/?id=1c3c41ea-b5f9-48ef-83c3-b085794ba277).

Declaration of Approved Minor

Any doctoral applicant for candidacy may declare up to two approved minors in addition to the major area of study. Demonstration of competency in the minor area will be required at both comprehensive and final examinations.

Qualifying Examination

Doctoral students must pass a qualifying examination that is scheduled by the student's advisor and is administered by the major department. Its purpose is to determine the areas in which the student shows strength or weakness, and the ability to assimilate subject matter presented at the graduate level. A student may not register for dissertation credits prior to the successful completion of the qualifying examination.

The following conditions apply to students who wish to take the qualifying examination:

1. For students who enter the Graduate School with little or no previous graduate experience but wish to proceed directly to the doctorate, the qualifying examination should be taken after 12 credits of graduate work.
2. For students who enter with a master's degree or equivalent from another university, or another department, the qualifying examination should be taken before completing one semester of graduate work.
3. For students who earn their master's degree at New Mexico State University and will continue in the same department, the department may allow the master's final examination to serve as the doctoral qualifying examination or a separate examination may be required.

Based on the result of the qualifying examination, the department will take one or more of the following actions:

1. Admit the student to further work toward the doctorate
2. Recommend that the program be limited to the master's degree
3. Recommend a re-evaluation of the student's progress after the lapse of one semester
4. Recommend discontinuation of graduate work

In all cases, the Graduate School shall be notified by the department of the results of the qualifying examination.

Students will be admitted to the doctoral program once the qualifying examination is passed. The student's advisor and department head will then appoint the doctoral committee to prepare the student's preliminary doctorate program of study.

Doctoral Graduate Committee

The doctoral committee will comprise at least four graduate faculty members who hold doctoral degrees. The following rules apply to the composition of the committee:

- The committee chair must be from a discipline within the student's major department
- At least one additional member of the committee must also be from a discipline within the student's major department.
- If an approved minor is declared, at least one (but no more than two) members of the committee must be from the minor department.
- All committee members must be members of the graduate faculty and be from a doctorate-granting department.
- Only one member may be outside of the student's department.
- One member of the committee must serve as the dean's representative. In programs where more than one department

participates, the dean's representative may not be from any of those departments. The dean's representative may be one of the following

- the member from the related area
- a member from the minor area
- An independent member, not from the student's department, that is appointed by the Dean of the Graduate School.

Departments may structure committees that include more than the minimum number of members, as long as the following conditions are satisfied. No changes can be made to the doctoral committee membership without prior approval from the Dean of the Graduate School.

Additional voting and nonvoting members may be any person approved or appointed by the Dean of the Graduate School

All members of the committee will attend the comprehensive oral and final defense for the student's dissertation.

Doctoral Program of Study

Students should follow the course requirements outlined in the program's catalog and pursue the roadmap featured in the program's degree audit. A minimum of 50% of the degree coursework must be taken at NMSU. If the doctoral program does not have an active degree audit, students should work with their advisor to file a Program of Study Form once they have:

- Completed 1 year of enrollment while at NMSU that are beyond the master's degree
- Successfully completed a qualifying examination if required by the program

The individualized program of study is designed to meet the campus residency requirement and includes a minimum of 30 graduate credits beyond the masters.

If the Doctoral degree requires a dissertation, at least 18 credits of dissertation work must be included. The professional doctoral degree includes a practicum or special project that culminates in a written report which demonstrates a command of the relevant scholarly literature and links it to the specific clinical or practical experience.

Comprehensive Examination

The Graduate School should receive the Program of Study and the Committee for Doctoral Students Form and the Doctoral Qualifying Examination Form.

Students will be admitted to the comprehensive examination only after the following conditions are met:

1. Completion of adequate course work, to the satisfaction of the major department and the Graduate School,
2. The graduate committee determines the student is adequately prepared for the examination, and
3. Successful completion of all language requirements (where applicable).

Students must be registered for 3 credits of graduate course work during the semester in which they take the comprehensive examination. A student taking an oral examination must enroll for at least one credit for that term (fall, spring, or summer terms).

The Doctorate of Philosophy Examination or Professional Doctorate Examination Form must be on file at the Graduate School at least ten working days prior to the proposed date for the examination. The examination must be part written and part oral. The oral examination results will be reported to the Graduate School by the Dean's Representative of the committee. These and all graduate forms are available on the Graduate School Form webpage.

Any student who fails the comprehensive examination may either be terminated from the doctoral program or upon recommendation of the committee and approval of the Dean of the Graduate School or be granted a second examination after a lapse of at least one semester.

NOTE: Generally, there should be a time-lapse of at least one year between the comprehensive and final oral examination. However, due to the type of research required and the method of administering the written comprehensive in some departments, such a time lapse is not always practical. In all cases there must be one semester between the comprehensive and the final oral examinations.

Time Limit for the Comprehensive Examination

If more than five years have passed since the date of the comprehensive examination, the candidate will be required to take another comprehensive examination before admission to the final examination.

Advancement to Candidacy

Advancement to Candidacy recognizes that the student has demonstrated the ability to sustain a level of scholarly competency commensurate with the successful completion of degree requirements. Upon advancement to candidacy, the student is cleared for the final stages of the graduate program which may include a dissertation, project or written examination.

For advancement to candidacy the following criteria must be met

1. Successful completion of the comprehensive examination
2. Recommendation of the graduate committee
3. Approval of the Dean of the Graduate School

Upon receiving advancement to candidacy, students must follow the Dissertation Registration Requirements.

Dissertation Registration during Fall/Spring Sessions

After becoming a candidate, students must continue to register for at least 3 credits of dissertation or graduate course work, each spring/ fall semester until the dissertation is approved by the Graduate School and the dissertation format review has been completed. The total number of dissertation hours must be 18 credits. The doctoral committee can impose additional requirements for courses numbered 700/7000.

A student who fails to abide by these regulations will be considered withdrawn from the university and in order to resume studies, must formally apply for readmission and satisfy the requirements in effect at the time of reapplication.

Dissertation Registration during Summer Sessions

If the final examination is to be held during the summer or the dissertation is to be completed during the summer, students must register for one credit during the summer session in which the final examination will be held or the dissertation will be completed.

Dissertation Leave of Absence

Students may seek a leave of absence from their dissertation. A leave of absence requires that a student must get prior approval from the Dean of the Graduate School, which means the student must receive permission for the leave of absence before discontinuing their formal studies.

Final Examination

NOTE: If more than five years have elapsed since the student passed the comprehensive examination, the candidate will be required to take another comprehensive examination before admission to the final examination.

Every student working toward the doctoral degree will submit a dissertation embodying the results of original research. The dissertation is expected to demonstrate the student's ability in independent investigation and to be a contribution to human knowledge. The dissertation shall display a mastery of the literature of the subject field, present an organized and coherent development of ideas with a clear exposition of results, and provide a critique of the limits and validity of the student's conclusions.

When a complete draft of the dissertation has been prepared, the student's doctoral committee (appointed after the qualifying examination) will conduct the final examination. The final examination is concerned primarily with the research work of the student as embodied in the dissertation, but it may be much broader and extend over the candidate's entire field of study. The intention of the final examination is to verify that the candidate has a satisfactory grasp of the major subject as a whole and has a general acquaintance with the fields of knowledge represented by the course of study. The final examination is oral and is open to the public.

Every student meeting the final examination qualifications must be enrolled in a minimum of 1 credit hour in order to defend. The final examination must be completed in accordance with the schedule provided in the academic calendar. Ten working days before the examination is taken the department must submit the form requesting this examination to the Graduate School. This form may be found by visiting the Graduate School website and departmental offices.

Students must ensure that each member of the examining committee receives a copy of the dissertation, no later than seven working days before the date of the final examination.

Any candidate who fails the final oral examination may either be terminated from the doctoral program or upon recommendation of the committee and approval of the Dean of the Graduate School, be granted a second examination after a lapse of at least one semester. Failure in the second examination disqualifies the candidate from obtaining the degree.

Finalizing the Doctoral Dissertation

After successful completion of the final examination, electronic submission of the approved dissertation must be submitted to ProQuest ETD, no later than the deadline posted to the Graduate School website. The format review of dissertation will be performed electronically by the Graduate School. The form and style of the dissertation must comply with the regulations given in Preparing your manuscript for submission located on the Graduate School's website (https://gradschool.nmsu.edu/current-students/graduating-thesis-and-dissertation-students.html). The dissertation is not complete until the required forms are received at the Graduate School. Required forms may be found here.