FAQ – TLTE

One of the best resources for most TLTE student questions, can be located at the UNM Office of Graduate Studies website: https://grad.unm.edu/home/

- What research-based coursework requirements are in the program?
  - See the TLTE advisement sheet located at the TLTE website.

- Are the TLTE courses being offered via online, skype, or satellite campus such as Santa Fe?
  - The TLTE courses are offered as a weekend cohort. This is an in-person and hybrid degree pathway.

- Is there a set schedule for courses?
  - Courses are offered in the weekend cohorts on a scheduled rotation basis. This includes core courses and electives. Contact the TLTE graduate coordinator at gradteached@unm.edu or your advisor for information.

- What workshops are available through OGS to support me in my doctoral journey?
  - Information is located at: https://grad.unm.edu/home/

- How do students become aware of and apply for GA opportunities in the department?
  - Information is located at https://grad.unm.edu/funding/employment-opportunities.html Also you may contact the Department Administrator for more information.

- What paperwork is required at each stage:
  - Committee on Studies – The TLTE office in our department has this document and it is also located at https://grad.unm.edu/resources/gs-forms/application-candidacy.html. It is an electronic document
  - Forming Exam Committee – The TLTE office in our department has this document
  - Proposal Approval – The TLTE office in our department has this document
  - Dissertation Approval – The TLTE office in our department has this document

- What if my advisor (dissertation chair) and I are not working well together and I'm not sure I'm being supported by my advisor?
  - Change in advisor form is on the TLTE website

- When transferring credits, what is the cut off year? For example, when I first started the program some of the credit from my MA were accepted, now as I near the end of my program I am told those classes are too old and need to re-take courses.
- This is determined by your advisor and committee on studies in accordance with UNM policy. For Graduate Studies the time-to-degree for PhD students is based on the year/semester in which they pass comprehensive exams.

- Does Masters coursework have a statute of limitation?
  - In the TLTE program, per UNM policy and TLTE program guidelines, it is possible for students to apply some graduate courses from a MA degree as support area credit. The advisor and committee on studies makes this determination. For the PhD and EdD in TLTE program, we would want consider the age of a course depending on the course...for example, if it’s educating with technology, a course taken 10 years ago should probably be updated as technology has significantly changed.

- What is the difference between comprehensive exams and research proposal?
  - The comprehensive exam is required for advancement to candidacy and is developed by the committee on studies. A research proposal is often a course assignment.
  - Information is located at: https://grad.unm.edu/resources/start-to-finish-unm/phd/comprehensive-exam.html

- Can I take EDUC 690 (Dissertation Seminar) before I finish all my coursework?
  - EDUC 690 is offered each summer; if you are planning to begin your dissertation in that summer or the direct subsequent academic year you should take EDUC 690.

- Who should serve on my Committee on Studies? (titles/roles of committee members)
  - https://grad.unm.edu/resources/start-to-finish-unm/phd/comprehensive-exam.html

Comprehensive Exam Committee

The role of the examination committee is to approve the exam questions, conduct the exam, evaluate the student response and report the results. Each committee must consist of a minimum of three members approved by Graduate Studies. Although this committee generally remains intact as part of your Dissertation Committee, some members may change with permission from your advisor.

- What is the process for completing the Comprehensive Exams? [see https://grad.unm.edu/resources/start-to-finish-unm/phd/comprehensive-exam.html]

Comprehensive Exam Process

A doctoral student must pass a comprehensive examination in the major field of study. This examination, which may be written, oral or both, is not limited to the areas of the
student’s course work, but tests the student’s grasp of the field as a whole. The administration of this exam is governed by the following guidelines:

1. Students must have a cumulative grade point average of at least 3.0 at the time of their examinations.

2. Students must be enrolled in a minimum of one credit of graduate course work the semester in which they take the doctoral comprehensive examination. Students may enroll in 699/dissertation hours to prepare for the comprehensive exam; however, those credits will only count towards dissertation hour requirements if taken within the same semester as the passed exam.

3. At least two weeks prior to the date of the examination, the major graduate unit must request approval from the Dean of Graduate Studies to hold the exam. It may not be conducted until the Dean of Graduate Studies approves the **Announcement of Examination Form** and it is returned to the unit.

4. The doctoral comprehensive examination committee (usually the student’s Committee on Studies) consists of a minimum of three members approved for committee service. See the Comprehensive Exam Committee section of this page for more information.

5. In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester.

6. Barring extraordinary circumstances, the graduate unit will notify the student of the results of the examination no later than two weeks after the date on which it was administered. Should such circumstances arise, the graduate unit will notify the student in writing of the reason for the delay and let him/her know when notification can be expected.

7. The results of the examination must be reported to the Dean of Graduate Studies on the “Report of Examination” form no later than two weeks after the date of the examination.

8. If a student fails the examination, the Committee on Studies may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The doctoral comprehensive examination may be taken only twice. A second failure will result in the student’s termination from the program.

**Dissertation**

- How many dissertation hours do I need? Do those hours include EDUC 690?
Minimum of 18 dissertation hours are needed and this does not include EDUC 690.

Who serves on my dissertation committee?
- In addition to the UNM OGS and other policies related to committee composition, the committee should have at least 2 members from the TLTE program and TEELP department. The chair of the committee should be from the TLTE program. A minimum of 4 committee members is required.

What is the dissertation proposal process?
- See information at: https://grad.unm.edu/resources/start-to-finish-unm/phd/phd-roadmap.html
- The first stage in the dissertation process after establishing the Dissertation Committee is the dissertation proposal. You are expected to develop this proposal within six months of successful completion of the doctoral comprehensive examination. Once the candidate has developed a formal dissertation proposal that has been tentatively approved by the Dissertation Committee, a public presentation will be scheduled.

What is the graduation process?
- Information is located at: https://grad.unm.edu/degree-completion/graduation-requirements/phd.html

Can doctoral students submit an IRB to conduct research?
- Yes, and advisor guidance and approval is required.
- Information is located at: https://irb.unm.edu/

How do I know what format my dissertation needs to be in to submit to OGS?
- Information is located at: https://grad.unm.edu/resources/start-to-finish-unm/phd/phd-roadmap.html; click on format and submit dissertation

What is the timeline for completing my dissertation to graduate in a given semester?
- Information is located at: https://grad.unm.edu/degree-completion/deadline.html

How do I get my dissertation bound if I want to do that?
- One place to bind your dissertation is located at: https://phdbookbinding.com/