

MASTER'S GRADUATION CHECKLIST

All students nearing completion of their master's program must complete and submit all the following by the appropriate deadlines in order to graduate. The forms listed can be found on the [Graduate Studies Forms page](#) or by clicking the links below.

This checklist applies to all master's degree students, except MFA students. *For specific degree requirements and Graduate Studies policies, please review the [catalog](#) for more information.*

DEGREE COMPLETION MILESTONES

The following milestones apply to all master's students, including Plan I (Thesis), Plan II (Exam/Project), and Plan III (Coursework only).

- ☐ **Program of Studies:** Please submit to Graduate Studies in the semester prior to your graduation by the associated deadline date (October 1 for Spring graduates; March 1 for Summer graduates, and July 1 for Fall graduates). This form is available on gradforms.unm.edu.
- ☐ **Notification of Intent to Graduate:** Please notify your department graduate staff advisor before the last day of the term prior to the term in which you intend to graduate, or by your department's internal deadline for notification to graduate, whichever comes first.
- ☐ **Graduation List:** Confirm with your department that you have been added to the Graduation List and that the list has been submitted to Graduate Studies.
- ☐ **Academic Transcript:** Confirm that you do not have any Incompletes (I) or Non-Reported (NR) grades on your transcript. Students will be removed from Graduation List if either I or NR grades are on the transcript.
- ☐ **Time to Degree:** Verify with your department to ensure that your courses are no older than seven years from your anticipated graduation semester. If any courses have expired, you can re-take any expired coursework or consider submitting a petition to the Dean of Graduate Studies.

Additional Milestones for Plan I (Thesis) or Plan II (Exam/Project):

- ☐ **The Master's Exam or Thesis Committee:** Master's students initiate the process of selecting their committee by first arranging for a qualified faculty member to serve as the Director/Chair.
- ☐ **Announcement of Examination:** Electronically submit an announcement form at least two weeks before your master's exam or thesis defense is scheduled. This form is available on gradforms.unm.edu.
- ☐ **Report of Examination:** Your committee must submit the results of the exam or thesis defense to Graduate Studies no later than two weeks after the exam or defense. Results from your committee member is due to Graduate Studies by the graduation deadline (see deadline dates below). Check with your advisor/committee chair if you have questions.
- ☐ **Continuous Enrollment in 599 Thesis Hours (Plan I only):** Once starting enrollment in 599 Thesis hours, you must continue enrollment in 599 Thesis hours up to the term of graduation.

MANUSCRIPT SUBMISSION (Plan I only)

IMPORTANT: You must submit your thesis to Graduate Studies within (90) ninety days of your thesis defense or by the degree completion deadline of your intended graduation semester (November 15th for Fall, April 15th for Spring, July 15th for Summer), whichever comes first. Please review the [Formatting Guidelines](#) and [Manuscript Templates](#) on our website as you are preparing your manuscript for submission.

FORMS: Submit all manuscript forms listed below to the [Manuscript Form Submission Portal](#). Copies of the forms can be downloaded in the portal or on the [Forms](#) page.

- ☐ **Information Cover Sheet:** This form requires no signatures.
- ☐ **Certification of Final Form (CFF):** This form requires signatures from you and your thesis committee chair. The committee chair *must* sign this form.
- ☐ **ETD Release Form:** As author of the thesis, you must sign this form.
- ☐ **Embargo Form (optional):** This form allows you to restrict public access to your thesis for a standard two-year period. You will also need to pay a \$40.00 embargo restriction fee to the UNM Cashier's Office. Future embargo renewals are at no cost.

SUBMISSION: Submit your manuscript electronically to the following repository:

- ☐ [Digital Repository](#)

DEADLINES

Plan I and Plan II students must complete all degree requirements, including your manuscript and forms submission if applicable, by 11:59p.m. MST on the following [deadline](#) date:

- Spring Graduation: April 15
- Summer Graduation: July 15
- Fall Graduation: November 15

If you miss your intended graduation deadline and submit all graduation requirements prior to the last day of the term, you may qualify for [Courtesy Policy](#), which means you can graduate in the following term without any tuition or fees. Please check in with your advisor if you qualify for this option.

All master's students must finish their coursework by the end of their graduation term. For graduation eligibility, all grades on the transcript must be reported.

NOTE: If any of the deadlines occur on a weekend or a holiday when UNM is closed, the deadline will be moved to the next business day.

QUESTIONS?

Please check in with your graduate program advisor for any department-specific inquiries.

For general Graduate Studies questions, please contact grad@unm.edu or visit our website, grad.unm.edu.

For manuscript formatting or submission questions, please contact manuscripts1@unm.edu.