



## THESIS MANUSCRIPT SUBMISSION PROCEDURES MASTER OF ARTS OR MASTER OF SCIENCE

- 1. Complete and submit required forms no later than 5:00 p.m. MST on the degree requirement deadline.** Complete the [Information Cover Sheet](#), [Certification of Final Form \(CFF\)](#) (student and committee chair signatures required), and the [ETD Release Form](#) (student signature required) located on the [Graduate Studies forms page](#) in the Manuscript Forms and Procedures section. Email these forms or submit in person to the Graduate Studies Manuscript Coordinator, Rikk Murphy, ([rikk@unm.edu](mailto:rikk@unm.edu)).
- 2. Defend your thesis.** The defense is scheduled once the student and their major advisor have agreed that the manuscript is in its final form. **Master's graduate students must submit their thesis to the [UNM Digital Repository](#) within ninety days of passing their final examination defense for the thesis or by the graduation deadline (whichever comes first).** If a petition has not been approved by the Dean of Graduate Studies for extension to the ninety-day policy or the manuscript is not submitted within that time, the student may be required to schedule and complete a second final examination for defense the thesis. In all cases the results of the defense must be submitted to Graduate Studies no later than two weeks after the announced date of the defense.
  - University regulations require that Master's Plan I Thesis (599) students must be enrolled and complete a minimum of one hour of graduate credit in the term they complete degree requirements.
  - The student who misses the terms degree requirement graduation deadline (**July 15 for Summer, November 15 for Fall, April 15 for Spring, all by 5:00 p.m. MST**) but completes degree requirements by the last day of that term may choose to follow the [Courtesy Policy](#). Should the student miss the graduation deadline (**July 15 for Summer graduation, November 15 for Fall graduation, April 15 for Spring graduation, all by 5:00 p.m. MST**), but complete all degree requirements on or before the last day of that term, the student is not required to register for the next (graduation) term, except for any obligations to meet full time enrollment. The degree program must submit the student's name on the proposed graduation list for actual term of graduation.
- 3. Properly format your thesis.** Visit the [Overview of Thesis & Dissertation Policies and Procedures webpage](#) for formatting information and preparation (including online tutorials and information about formatting workshops), manuscript

templates, and Digital Repository information. You are also welcome (but not required) to email the Graduate Studies Manuscript Coordinator, Rikk Murphy ([rikk@unm.edu](mailto:rikk@unm.edu)), with your thesis for review, before you officially submit your thesis to the transitional repository. Be sure that the thesis PDF file is your final draft before you submit to the UNM Digital Repository.

4. **Decide whether or not to embargo your work.** Theses are submitted in a PDF format to the [UNM Digital Repository](#). The university encourages open access to all electronic theses (ETDs) that are produced in the course of graduate work at UNM. To facilitate this, ETDs are made available on a server housed in a UNM repository and are available for search and download through search engines such as Google.

In some cases it is not appropriate for the thesis to be immediately accessible as an open access file at the [UNM Digital Repository](#). Thus, UNM has implemented an [Embargo Restriction \(restriction on availability\) policy](#) for the thesis. The embargo will allow you to restrict public-wide access to the [UNM Digital Repository](#) until the embargo expires after two years. While embargoed, the manuscript must be available within the University of New Mexico academic community for satisfying the program degree requirement. Therefore, if you elect to embargo your work, you must submit the [Request for Embargo Restriction form](#) to the Graduate Studies office with signatures/and a Memo of Explanation. You will also need to pay a \$40.00 embargo restriction fee to UNM Cashiers at the UNM Business Center. The new IP-address model only allows persons who use UNM computers with IP-address designations to view the thesis. Otherwise, the public would not be able to view the manuscript. Please discuss this policy with your committee chair to determine if this procedure is necessary. You will still need to submit your thesis to the [UNM Digital Repository](#) if you choose to embargo.

5. **Submit your thesis to the [UNM Digital Repository](#) within 90 days of passing your defense or by the appropriate deadline (see Number 2 above).**
  1. Create your account login at the [UNM Digital Repository](#). Click on My Account, then click Sign Up in the Create New Account section. Complete the registration.
  2. When your final thesis file is ready as a PDF, click Submit Research in the Author Corner section (right side).
  3. Scroll down to Electronic Theses and Dissertations and click on department/program ETD.
  4. Agree to the Submission Agreement.
  5. Complete all applicable fields. Click on the Submit tab when you have completed the thesis submission.
  6. You and the Graduate Studies Manuscript Coordinator will get a notification by email when you have completed the thesis submission. The Manuscript Coordinator will review the thesis for final approval.
  7. The manuscript will stay in the UNM digital shadow archive until the Registrar confers the final degree, at which time the Graduate Studies Manuscript Coordinator electronically moves the manuscript from the shadow archive to the open-access UNM Digital Repository.