Doctoral (PhD) Graduation Checklist

Any forms referred to in this document can be found on the Graduate Studies website (grad.unm.edu) under Graduate Studies Forms. All students nearing completion of their doctoral program must complete and submit all of the following forms by the appropriate deadlines in order to graduate.

_____ Application for Candidacy form: Please submit to Graduate Studies after the PhD Comprehensive Examination has been completed and passed.

_____ The Dissertation Committee: Doctoral candidates initiate the process of selecting the dissertation committee by first arranging for a qualified faculty member to serve as the Director/Chair.

_____ 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.

_____ Announcement of Examination: Electronically submit the appropriate announcement form (grad.forms.unm.edu) at least two weeks before your dissertation defense is scheduled. In all cases, you must submit the results of the dissertation defense to Grad Studies no later than two weeks after the announced date of the dissertation defense.

_____ Report of Examination: Your committee must submit the results of the dissertation defense to Graduate Studies no later than two weeks after the dissertation defense. Results from your committee member is due in Graduate Studies by the graduation deadline (see deadline dates below). Check with your advisor/committee chair if you have questions.

MANUSCRIPT SUBMISSION

The University of New Mexico encourages open access to all theses and dissertations produced for graduate degrees. Therefore, all thesis and dissertations are submitted electronically in PDF format to Graduate Studies. These electronically submitted thesis and dissertations (ETDs) are uploaded on a server housed in a UNM repository, UNM Digital Repository, where they are accessible for search and download through web search engines such as Google. In most cases, students submitting ETDs benefit from having their work available in the open access repository. In some special cases, however, students may want to delay making their work available for varying lengths of time. For this reason, UNM has implemented an embargo policy that enables students, with approval from their advisers and Grad Studies, to delay public-wide access to their work in the UNM Digital Repository. While under embargo, the manuscript nonetheless remains available to the University of New Mexico academic community in order to satisfy requirements for the degree. Before submitting your thesis or dissertation, please consult with your committee chair and review the embargo restriction policy on the Graduate Studies website to determine whether or not you should release your work to open access or petition for an appropriate embargo option.
IMPORTANT: You must submit your dissertation to Grad Studies within (90) ninety days of your final dissertation defense or by the deadline for degree requirement, of the term in which you are graduating, whichever comes first. For Thesis/Dissertation formatting guidelines visit http://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html. For front matter templates (Template pages/Examples of Completed Front Matter) visit http://grad.unm.edu/degree-completion/thesis-dissertations/manuscript-templates.html.

Submit all manuscript forms listed below to Mayra Estrada, Manuscript Coordinator, at Graduate Studies, either in person or by email attachment to mayra85@unm.edu. These forms can be found on the Graduate Studies Forms page under the Manuscript Block (http://grad.unm.edu/resources/gs-forms/).

- Information Cover Sheet form: This form requires no signatures. Please submit this form to Graduate Studies.
- Certification of Final Form (CFF): This form requires signatures from you and your dissertation committee chair. The CFF is the approval page with original signatures. The committee chair must sign this form. Please submit this form to Graduate Studies before you electronically submit your dissertation.
- Survey of Earned Doctorate form: To Register/Register/Submit/Complete the Survey of Earned Doctorate you must go the the following website: https://sed-ncese.org//login.aspx
- ETD Release Form: As author of the dissertation, you (not your advisor or graduate directory) must sign this form. Please submit this form to Graduate Studies before you electronically submit your dissertation.
- ProQuest ETD: In accordance with University Policy, all dissertations must be made available on ProQuest ETD. All doctoral (PhD) students satisfy this degree requirement by electronically completing the UMI Doctoral Dissertation Agreement, and completing the electronic dissertation submission procedure at the University of New Mexico ETD Administrator Website: www.etdadmin.com. You must choose whether Restriction access is necessary.

DEADLINES

In order to graduate in a particular term, you must complete all your degree requirements, complete your defense, make all necessary revisions to your manuscript, submit all required forms, and have the dissertation accepted by Graduate Studies by the following dates:

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

NOTE: If any of the deadlines that appear on this sheet occur on a weekend or a holiday for which UNM is closed, the deadline will be moved to the next business day.