Doctoral (PhD) Graduation Checklist

Please review the Doctoral Snapshot, any forms referred to can be found on the Grad Studies website: [grad.unm.edu](http://grad.unm.edu) under Forms. All students nearing completion of their doctoral program must complete and submit by the appropriate deadlines all of the following forms in order to graduate:

_____ Application for Candidacy form – Please submit to Grad Studies after the PhD comprehensives have been completed and passed.

_____ Appointment for Dissertation form – This form must be signed by the candidate, the dissertation director/chair, and the chairperson of the graduate unit, and approved by the Dean of Graduate Studies. Please file this form no later than the first semester of your enrollment in 699 “Dissertation”.

_____ Proposed Graduation List form (submitted by the graduate unit). 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 form – Please submit to Grad Studies 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 (Results) form and one Report on Thesis or Dissertation form (formerly known as the “Gray Sheet”) from each of your committee members is due in Grad Studies by the graduation deadline (see deadline dates below). Usually your advisor/committee chair or the department graduate staff person handles this paperwork. Check with your advisor/committee chair if you have questions about these forms.

Manuscript Submission:

The University of New Mexico encourages open access to all theses and dissertations produced for graduate degrees. Therefore, all theses and dissertations are submitted electronically in PDF format to Graduate Studies. These electronically submitted theses and dissertations (ETDs) are uploaded on a server housed in a UNM repository, LoboVault, 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 LoboVault 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 at the Grad Studies Website > Forms > Manuscript Block to determine whether or not you should release your work to open access or petition for an appropriate embargo option.

You must register at LoboVault digital repository and must notify Doug Weintraub, Graduate Studies Manuscript Coordinator, of the LoboVault registration ([https://repository.unm.edu/](https://repository.unm.edu/)). He must identify you as a user of the ETD collection at LoboVault before you can electronically submit to the repository. **Note:** No Binding Fee is required for Electronic submission to LoboVault.

**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 see [http://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html](http://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html).

Please submit the dissertation electronically as soon as all revisions are complete and approved by the dissertation committee. The dissertation must be submitted at two different electronic (ETD) sites – 1) LoboVault digital repository-UNM, 2) ProQuest/UMI Administrator-UNM.


Submit all manuscript forms listed below to Doug Weintraub, Manuscript Coordinator at Graduate Studies, either in person or by email attachment to: dwein@unm.edu and can be found at the Forms page under the Manuscript Block ([http://grad.unm.edu/resources/gs-forms/](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.
- **Printed (hardcopy) Template Title Page** – This document must be turned in with the others. Please submit this form to Graduate Studies before you electronically submit your dissertation.
- **Survey of Earned Doctorate form** – To Register at the Survey of Earned Doctorate Website: [https://sed.norc.org/showRegister.do](https://sed.norc.org/showRegister.do). To Submit/Complete the Survey of Earned Doctorate: [https://websurvey.norc.org/sed2014/](https://websurvey.norc.org/sed2014/)
- **ETD Release Form** – As author of the dissertation, you (not your advisor or graduate director) must sign this form. Please submit this form to Graduate Studies before you electronically submit your dissertation.
- **ProQuest UMI Microfilming** – In accordance with University Policy, all dissertations must be microfilmed and made available on the ProQuest/UMI database. All doctoral (PhD) students satisfy this degree requirement by electronically completing the UMI Doctoral Dissertation Agreement, paying by credit/debit card, and lastly, completing the electronic dissertation submission procedure at the University of New Mexico UMI ETD Administrator Website: [www.etdadmin.com](http://www.etdadmin.com). You must decide which publishing option to choose: Traditional Publishing or Open Access ($95). Also, 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 Grad 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.