Master Plan I or Plan II Graduation Checklist

Review the Master’s Snapshot. All of the forms below can be found on the Grad Studies Website: grad.unm.edu under Forms. Students approaching the end of their master's program must complete and submit by the appropriate deadlines the following forms in order to graduate:

____ Program of Studies (POS) form for the Master's Degree – Please submit to Grad Studies by the following deadlines: March 1 for Summer term, July 1 for Fall term, and October 1 for Spring term. Turning this form in late will delay your graduation. Grad Studies must approve the POS before you can take the master's examination.

____ Proposed Graduation List form (submitted by the graduate unit) – You must 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 the department internal deadline for notification to graduate, whichever comes first.

____ Announcement of Examination form – Please submit to Grad Studies at least two weeks before your thesis defense or master's examination is scheduled. In all cases, you must submit the results of the thesis defense or exam to Grad Studies no later than two weeks after the announced date of the defense/examination.

____ Report of Examination (Results) form – This form 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.

____ Report on Thesis or Dissertation form - For Master Plan I-Thesis Defense (formerly known as the “Gray Sheet”). One from each of your committee members is due in Grad Studies by the graduation deadline.

Submitting the Thesis:

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 UNM-Lobovault digital repository (http://repository.unm.edu/). Before you can register on-line, you must notify Doug Weintraub, Graduate Studies Manuscript Coordinator of your registration, because he must identify you as a user of the ETD collection at Lobovault repository to authorize the transaction. Note: No Binding Fee is required for Electronic submission to Lobovault repository.

IMPORTANT: All Plan I Master’s students must submit their thesis to Grad Studies within (90) ninety days of their final thesis defense or by the specific graduation term degree requirement deadline, whichever comes first. You will find Thesis/Dissertation formatting guidelines at http://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html.

Please submit your thesis electronically when all revisions are complete and approved by the committee. You must submit the thesis electronically ONLY at the Lobovault digital repository-UNM (see above). To register at the Lobovault repository: http://repository.unm.edu/. Front Matter Templates: http://grad.unm.edu/degree-completion/thesis-dissertations/manuscript-templates.html.
You must submit all manuscript forms listed below to Graduate Studies to Mayra Estrada, Manuscript Coordinator, either by student appointment or by email attachment to: mayra@unm.edu and can be found at the Grad 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 thesis 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 thesis.

_____ 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 thesis.

_____ ETD Release form – As the author of the thesis, you (not your thesis advisor or committee chair) must sign this form. Please submit this form to Graduate Studies before you electronically submit your thesis.

ProQuest UMI Master’s Microfilm Registration is NOT required (Optional). If you choose to use ProQuest/UMI registration, you must follow the online procedure to complete the UMI Master’s Thesis Agreement online, pay electronically by credit/debit card, and lastly, complete the electronic thesis submission procedure at the University of New Mexico UMI ETD Administrator Website: www.etdadmin.com. The ProQuest/UMI electronic thesis submission is NOT the same as the Lobovault electronic thesis submission.

DEADLINES: In order to graduate in a particular term, you must complete all your degree requirements, complete your thesis defense or master’s examination, make all necessary revisions to your manuscript (if applicable) and have it 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.