Master’s Thesis Graduation Checklist

A student approaching the end of his/her master’s program must complete the following in order to graduate:

_____ Program of Studies (POS) Form for the Master’s Degree – submit to Graduate Studies (GS) 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. The POS must be approved by GS before a student may take the master’s examination.

_____ 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.

Turning in Your Electronic Thesis – IMPORTANT: A Plan I Master’s student must submit his/her thesis to GS within (90) ninety days of his/her final thesis defense. Please refer to the GS Website-Thesis/Dissertation icon: http://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html. Review for format guidelines and the procedures for the electronic thesis submission to satisfy the program degree requirement. When your thesis has all revisions completed and approved by your thesis committee, the procedures to submit electronically the thesis should be completed. Each Master’s thesis student will be required to submit their thesis, electronically, to the UNM Digital Repository. To register at the repository: https://www.digitalrepository.unm.edu


FORMS: All manuscript forms listed below must be submitted to Graduate Studies to Mayra Estrada, manuscript coordinator, either by student appointment or by attachment email to: mayra85@unm.edu.

_____ Information Cover Sheet Form–no signatures necessary- The form is available at the GS Website at GS Forms-Manuscript Block: http://grad.unm.edu/resources/gs-forms/index.html. Please submit this form to Graduate Studies before submitting your electronic thesis to the UNM repository.

_____ Certification of Final Form (CFF): requires signatures from the student and your thesis committee chair. The committee chair must sign this form. The form is available at the GS Website at GS Forms-Manuscript Block http://grad.unm.edu/resources/gs-forms/index.html. Please submit this form to Graduate Studies before you electronically submit your thesis.
ETD Release Form—this form must be signed by the author (student) of the thesis. The form is available at the GS Website at GS Forms-Manuscript Block: [http://grad.unm.edu/resources/gs-forms/index.html](http://grad.unm.edu/resources/gs-forms/index.html). Please submit this form to Graduate Studies before you electronically submit your thesis.

**DEADLINES:** In order for you to graduate in a particular term, you must complete all your degree requirements, complete your thesis defense, make all necessary revisions to your manuscript and have it accepted by GS 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.

**The Graduate Studies Website:** [www.grad.unm.edu](http://www.grad.unm.edu)