MASTER’S THESIS GRADUATION CHECKLIST

All students nearing completion of their master's program must complete and submit all of the following forms by the appropriate deadlines in order to graduate. The forms listed can be found on the Graduate Studies forms page or by clicking the links below.

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

_____ Announcement of Examination: Electronically submit the form at least two weeks before your dissertation defense is scheduled.

_____ 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 must be submitted to Graduate Studies by the graduation deadline (see deadline dates below). Check with your advisor/committee chair if you have questions.

MANUSCRIPT SUBMISSION

IMPORTANT—SUBMITTING YOUR ELECTRONIC THESIS: A Plan I Master’s student must submit their thesis to Graduate Studies within ninety (90) days of their final thesis defense. Please refer to the Formatting Guidelines page on the Graduate Studies website to learn about formatting guidelines and electronic thesis submission procedures to satisfy the program degree requirement. When all thesis revisions are completed and approved by your thesis committee, the procedures to electronically submit the thesis should be completed. Each Master's thesis student will be required to submit their thesis, electronically, to the UNM Digital Repository.

FORMS: All manuscript forms listed below must be submitted to Graduate Studies to Mayra Estrada, manuscript coordinator, either by student appointment or by email attachment to: mayra85@unm.edu. The forms listed can be found on the Graduate Studies forms page in the Manuscript Forms and Procedures section or by clicking the links below.
Information Cover Sheet: No signatures necessary. 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 their thesis committee chair. The committee chair must sign this form. 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. Please submit this form to Graduate Studies before you electronically submit your thesis.

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 and have it 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.

Manuscript formatting guidelines are available through our website. Graduate Studies also offers free manuscript formatting workshops each semester.