



## MASTER'S THESIS GRADUATION CHECKLIST

All students nearing completion of their master's program must complete and submit all of the following by the appropriate deadlines in order to graduate. The forms 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.

\_\_\_\_\_ **Continuous Enrollment in 599 Thesis Hours:** After passing your Master's Examination you must ensure that you have been continuously enrolled in 599 thesis hours up to the term of graduation.

\_\_\_\_\_ **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.

\_\_\_\_\_ **Graduation List:** Confirm with your department that you have been added the Graduation List and that the list has been submitted to Graduate Studies.

\_\_\_\_\_ **Academic Transcript:** Confirm that you do not have any Incompletes (I) or Non-Reported (NR) grades on your transcript. Students will be removed from Graduation List if either/or is on transcript.

\_\_\_\_\_ **Time to Degree:** Verify with your department to ensure that you are within the 7-year Time to Degree from the first course you listed on your POS. If it has expired, a petition for an extension will need to be submitted to Graduate Studies.

\_\_\_\_\_ **Announcement of Examination:** Electronically submit the form at least two weeks before your dissertation defense is scheduled. In all cases, the results of the thesis defense must be submitted to Graduate Studies no later than two weeks after the announced date of the thesis 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 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](#).

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 electronically submitting your thesis.

\_\_\_\_\_ [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.