Master of Fine Arts (MFA) Dissertation Electronic Manuscript Graduation Checklist

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

_____ Application for Candidacy form – submit this form to GS after the MFA comprehensive examination has been completed and passed.

_____ Appointment for Dissertation form - must be signed by the candidate, the dissertation director, and the chairperson or graduate advisor of the graduate unit, and approved by the Dean of Graduate Studies. The form should be filed no later than the first semester of 699 enrollment.

_____ Proposed Graduation List form submitted by the graduate unit – notify your department graduate staff advisor before the last day of the previous term in which you intend to graduate or by the department internal deadline for notification to graduate.

_____ 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.

_____ Electronic 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.

MANUSCRIPT SUBMISSION:

IMPORTANT: An MFA student must submit his/her dissertation to GS within (90) ninety days of his/her final MFA defense, except for MFA students in Art and Art Studio. For Thesis/Dissertation formatting guidelines visit http://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html. For front matter templates (Template pages/Examples of Completed Front Matter) visit http://grad.unm.edu/degree-completion/thesis-dissertations/manuscript-templates.html. All MFA candidates (Creative Writing, Dance, and Dramatic Writing) must follow the procedures below to complete the degree requirements of the dissertation.

When your dissertation has all revisions completed and approved by your dissertation committee. You must submit your dissertation ONLY to the UNM Digital Repository (www.digitalrepository.unm.edu).
**FORMS:** Submit all manuscript forms listed below to Mayra Estrada, Manuscript Coordinator, at Graduate Studies, either in person or by email attachment to mayra85@unm.edu. These forms can be found on the Graduate Studies Forms page under the Manuscript Block (http://grad.unm.edu/resources/gs-forms).

_____ Information Cover Sheet – no signatures necessary – the form is available at the GS Website at GS Forms-Manuscript Block. **Please submit this form Graduate Studies before you electronically submit your dissertation.**

_____ Certification of Final Form (Electronic manuscript option-CFF) – requires signatures from you and your dissertation committee chair. The form is available at the GS Website at GS Forms-Manuscript Block. **Please submit this form to Graduate Studies before you electronically submit your dissertation.**

_____ ETD Release Form – this form must be signed by the author (the student) of the dissertation. The form is available at the GS Website at GS Forms-Manuscript Block. **Please submit this form to Graduate Studies before you electronically submit your dissertation.**

**DEADLINES:** In order for you 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 GS by the following dates:

- **Spring Graduation – APR 15**
- **Summer Graduation – JUL 15**
- **Fall Graduation – NOV 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 web site:**
www.grad.unm.edu