

MASTER OF FINE ARTS OR DOCTOR OF EDUCATION

ATTENTION: UNM-LoboVault repository is transitioning to Digital Commons repository which is named "UNM Digital Repository". You will NOT be submitting to the LoboVault repository if you are graduating for the Fall 2016 term. When you are ready to submit to the UNM digital repository, please submit the FINAL Thesis or Dissertation PDF file ONLY. Be patient with me since this is a new procedure for me at this time for Fall 2016 term. These procedures will be modified as we move into future terms.

This is information about manuscript procedures:

I need you to complete the Information Cover Sheet, Certification of Final form (student signature initially), and the Electronic ETD Release form (student signature) located at the Graduate Studies Website: grad.unm.edu –Graduate Studies Forms-Manuscript block. You can email attach these forms or submit to Manuscript Coordinator before the defense or earlier. You will need to create your account- LOGIN at the UNM digital repository and the three manuscript forms can be scan emailed to me: dwein@unm.edu along with your notification about your registration at the UNM digital repository.

For Thesis/Dissertation Website page, Go to the Graduate Studies Website: grad.unm.edu - Degree Completion icon to the drop down to Thesis/Dissertation link. Click on this link and the formatting information, manuscript templates, digital repositories, and format preparation are at this webpage.

The student who misses the terms degree requirement graduation deadline (Summer-July 15, Fall-November 15, or Spring-April 15) but completes degree requirements by the last day of that term may choose to follow the [Courtesy Policy](#). University regulations require that the Master-PLAN I-Thesis(599) student must be enrolled and complete a minimum of one hour of graduate credit in the term s/he completes degree requirements. University regulations require that the Doctoral PhD or EDD or MFA student must be enrolled (699 dissertation-FLAT RATE) and complete a minimum of three hours of graduate credit in the term s/he completes degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but completes all degree requirements on or before the last day of that term, the student is not required to register for the next (graduation) term except for any obligations to meet full time enrollment. The degree program must submit the student's name on the proposed graduation list for actual term of graduation.

The thesis/dissertation defense is scheduled once the student and his/her major advisor have agreed that the manuscript is in its final form. The Master's/MFA/Doctoral graduate students must submit his/her thesis or dissertation to the UNM-digital repository within ninety (90) days of passing his/her final examination defense for the dissertation. If a petition has not been approved by the Dean of Graduate Studies for extension to the 90-day policy or the manuscript is not submitted within that time, the student may be required to schedule and complete a second final examination for defense the thesis/dissertation. In all cases the results of

the defense must be submitted to OGS no later than two weeks after the announced date of the defense.

Theses and dissertations are submitted to Graduate Studies in an electronic PDF format to the UNM digital repository. The university encourages open access to all electronic theses and dissertations (ETDs) that are produced in the course of graduate work at UNM. To facilitate this, ETDs will be made available on a server housed in a UNM repository, and will be available for search and download through web search engines such as Google. Doctoral dissertations are also sent to Proquest, where they are made part of their digital dissertation database.

In some cases it is not appropriate for the dissertation or thesis to be immediately accessible in as an Open Access file at UNM digital repository. Thus, UNM has implemented an Embargo Restriction (restriction on availability) policy for the theses and dissertations. The embargo will allow you to restrict public-wide access to the UNM-digital repository until the embargo expires which is two years. While embargoed, the manuscript must be available within the University of New Mexico academic community for satisfying the program degree requirement. Therefore, if you elect to embargo your work, you must submit the Request for Embargo Restriction form with signatures/and a Memo of Explanation. There is a \$40.00 embargo restriction fee payable to UNM Cashiers at the UNM Business Center. The new IP-address model only allows persons who use UNM computers with IP-address designations to view the thesis or dissertation. Otherwise, the public would not be able to view the manuscript. Please discuss this policy with your committee chair to determine if this procedure is necessary. If you decide to have an Embargo Restriction, you must complete the Request for Embargo Restriction form and submit to the Graduate Studies Office for review/approval.

Go to the Graduate Studies Office Website: grad.unm.edu -Degree Completion icon to the drop down to the Manuscript Tutorial . Click on this link and Three Modules will review the basic steps to format the manuscript. This online website tutorial will help you format the thesis or dissertation.

If you would like to have me review your Front Matter/Chapter 1 of your manuscript, please send an attachment email to dwein@unm.edu.

Before you submit to a transitional repository, please email me your dissertation for review. Be sure that the dissertation pdf. file is your final draft before you submit to the Digital Commons repository.

IMPORTANT-As of TODAY, You will be submitting the Dissertation to a transitional UNM repository (not LoboVault).

You will GO to digitalrepository.unm.edu. You click on Create New Account (Sign up). Complete the registration.

When you have the final dissertation.pdf file ready to submit to the digital repository, you need to go to Go to Browse (right side) and Click on Collections. For Graduate students in the following Communities please refer to the appropriate community that houses your degree title or department:

Architecture: Architecture, Community and Regional Planning, Landscape Architecture

Education ETDs:

Health, Exercise, and Sports Sciences ETDs: Physical Education, Health Education

Individual, Family, and Community Education ETDs: Counseling, Counselor Education, Educational Psychology, Family Studies, Nutrition

Language, Literacy, and Sociocultural Studies ETDs: Language, Literacy and Sociocultural Studies, Educational Linguistics

Special Education ETDs: Special Education

Teacher Education, Educational Leadership & Policy ETDs: Elementary, Secondary Education, Educational Leadership

Engineering ETDs: **Biomedical Engineering ETDs, Chemical and Biological Engineering ETDs, Civil Engineering ETDs, Computer Science ETDs, Electrical and Computer Engineering ETDs, Mechanical Engineering ETDs, Nanoscience and Microsystems ETDs, Nuclear Engineering ETDs, Optical Science and Engineering ETDs**

English Language and Literature ETDs: English, Creative Writing

Foreign Languages & Literatures ETDs: French, French Studies, German, German Studies, Comparative Literature and Cultural Studies

Theatre & Dance ETDs: Dance, Dramatic Writing

Click on Submit Research (right side) and/or Login.

Agree to the Pre-submission page and the online submission starts NEXT to complete the open fields. There are REQUIRED Fields. Follow the submission steps by populating the fields with appropriate text. Click on the Submit tab when you have completed the dissertation submission.

I should get a notification by email when you have completed the dissertation submission. I will review the dissertation for Final Approval.

The manuscript stays in the UNM digital shadow archive until the Registrar confers the final degree, at which time the OGS manuscript coordinator electronically moves the manuscript from the shadow archive to the UNM digital repository (open-access) repository.

Doug

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