

DOCTORAL AND MFA GRADUATION CHECKLIST

All students nearing completion of their doctoral program must complete and submit all the following 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.

This checklist applies to all doctoral students, including MFA, PhD and EdD students. *For specific degree requirements and Graduate Studies policies, please review the [catalog](#) for more information.*

DEGREE COMPLETION MILESTONES

- ☐ **Announcement of Examination:** Electronically submit an announcement form at least two weeks before your comprehensive exam is scheduled. This form is available on gradforms.unm.edu.
- ☐ **Report of Examination:** Your committee must submit the results of the comprehensive exam to Graduate Studies no later than two weeks after the exam. Results from your committee members are due to Graduate Studies by the graduation deadline (see deadline dates below). Check with your advisor/committee chair if you have questions.
- ☐ **Application for Candidacy form:** Please submit to Graduate Studies after the PhD Comprehensive Examination has been completed and passed. This form is available on gradforms.unm.edu.
- ☐ **Continuous Enrollment in 699 Dissertation Hours:** After passing your PhD Comprehensive Examination you must ensure that you have been continuously enrolled in 699 dissertation hours up through the graduation term. Continuous enrollment is required in the Fall and Spring semesters. Summer enrollment is only required if graduating in Summer or taking coursework.
- ☐ **The Dissertation Committee:** Doctoral candidates initiate the process of selecting the dissertation committee by first arranging for a qualified faculty member to serve as the Director/Chair.
- ☐ **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 to 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 I or NR grades are on the transcript.
- ☐ **Time to Degree:** Verify with your department to ensure that you are within the 5-year Time to Degree of when you passed your Comprehensive Exam. If it has expired, you can re-take your comprehensive exams or consider submitting a petition to the Dean of Graduate Studies.
- ☐ **Announcement of Examination:** Electronically submit an announcement form at least two weeks before your dissertation defense is scheduled. This form is available on gradforms.unm.edu.
- ☐ **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 to Graduate Studies by the graduation deadline (see deadline dates below). Check with your advisor/committee chair if you have questions.

MANUSCRIPT SUBMISSION

IMPORTANT: You must submit your dissertation to Graduate Studies within (90) ninety days of your dissertation defense or by the degree completion deadline of your intended graduation semester (November 15th for Fall, April 15th for Spring, July 15th for Summer), whichever comes first. Please review the [Formatting Guidelines](#) and [Manuscript Templates](#) on our website as you are preparing your manuscript for submission.

FORMS: Submit all manuscript forms listed below to the [Manuscript Form Submission Portal](#). Copies of the forms can be downloaded in the portal or on the [Forms](#) page.

- ☐ **Information Cover Sheet:** This form requires no signatures.
- ☐ **Certification of Final Form (CFF):** This form requires signatures from you and your dissertation committee chair. The committee chair *must* sign this form.
- ☐ **ETD Release Form:** As author of the dissertation, you must sign this form.
- ☐ **[Survey of Earned Doctorate Form \(required for PhD only\)](#)**
- ☐ **[Embargo Form \(optional\):](#)** This form allows you to restrict public access to your dissertation for a standard two-year period. You will also need to pay a \$40.00 embargo restriction fee to the UNM Cashier's Office. Future embargo renewals are at no cost.

SUBMISSION: Submit your manuscript electronically to the following repositories:

- ☐ **[Digital Repository](#)**
- ☐ **[ProQuest](#)** (required for PhD; optional for others)

DEADLINES

You must complete all your degree requirements, including your manuscript and forms submission, by 11:59p.m. MST on the following [deadline](#) date:

- Spring Graduation: April 15
- Summer Graduation: July 15
- Fall Graduation: November 15

If you miss your intended graduation deadline and submit all graduation requirements prior to the last day of the term, you may qualify for [Courtesy Policy](#), which means you can graduate in the following term without any tuition or fees. Please check with your advisor if you qualify for this option.

Doctoral students must finish any coursework by the end of their graduation term. For graduation eligibility, all grades on the transcript must be reported.

NOTE: If any of the deadlines occur on a weekend or a holiday when UNM is closed, the deadline will be moved to the next business day.

QUESTIONS?

Please check in with your graduate program advisor for any department-specific inquiries.

For general Graduate Studies questions, please contact grad@unm.edu or visit our website, grad.unm.edu.

For manuscript formatting or submission questions, please contact manuscripts1@unm.edu.