



MASTER OF FINE ARTS (MFA) DISSERTATION ELECTRONIC MANUSCRIPT GRADUATION CHECKLIST

Students approaching the end of their MFA program must complete the following in order to graduate. The forms listed can be found on the [Graduate Studies forms page](#) or by clicking the links below.

_____ **Application for Candidacy form:** Submit this form to Graduate Studies after the MFA comprehensive examination has been completed and passed.

_____ **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 to the term of graduation.

_____ **The Dissertation Committee:** MFA 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.

_____ **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 5-year Time to Degree of when you passed your PhD Comprehensive Exam. If it has expired, a petition for an extension will need to be submitted to Graduate Studies.

_____ **Announcement of Examination:** Electronically submit the appropriate announcement form via gradforms.unm.edu at least two weeks before your dissertation defense is scheduled. In all cases, the results of the dissertation defense must be submitted to Graduate 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 their dissertation to Graduate Studies within ninety (90) days of their final MFA defense, except for MFA students in Art and Art Studio. For Thesis/Dissertation formatting guidelines, [click here](#). For front matter templates (Template pages/Examples of Completed Front Matter) [click here](#). **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](#).

FORMS: Submit all manuscript forms listed below to Rikk Murphy, Manuscript Coordinator, at Graduate Studies, either in person or by email attachment to rikk@unm.edu. These forms can be found on the [Graduate Studies Forms page](#) under the Manuscript Block or by clicking the links below.

_____ [Information Cover Sheet](#): No signatures necessary. Please submit this form to Graduate Studies before you electronically submit your dissertation.

_____ [Certification of Final Form](#): Requires signatures from you and your dissertation committee chair. The committee chair **must** sign this form. Please submit this form to Graduate Studies before you electronically submit your dissertation.

_____ [ETD Release Form](#): As author of the dissertation, you (not your advisor or graduate director) must sign this form. Please submit this form to Graduate Studies before you electronically submit your dissertation.

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 5:00 p.m. MST on 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.