DOCTOR OF PHILOSOPHY (PhD)/DOCTOR OF EDUCATION (EDD) GRADUATION CHECKLIST

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

___ **Application for Candidacy form**: Please submit to Graduate Studies after the PhD Comprehensive Examination has been completed and passed.

___ **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.

___ **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, you must submit the results of the dissertation defense to Graduate Studies no later than two weeks after the announced date of the dissertation 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**: You must submit your dissertation to Graduate Studies within (90) ninety days of your final dissertation defense or by the deadline for degree requirement, of the term in which you are graduating, whichever comes first. For Thesis/Dissertation formatting guidelines, click here. For front matter templates (Template pages/Examples of Completed Front Matter) click here. Dissertation must be electronically submitted to the UNM Digital Repository and ProQuest.
DOCTOR OF EDUCATION (EDD) STUDENTS: EDD students are excluded from having to submit to ProQuest. EDD students will only be required to submit to the [UNM Digital Repository](https://digital.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](https://graduate.unm.edu/forms) under the Manuscript Forms and Procedures section or by clicking the links below.

- **Information Cover Sheet**: This form requires no signatures. Please submit form to GS before you electronically submit your dissertation.

- **Certification of Final Form (CFF)**: This form requires signatures from you and your dissertation committee chair. The committee chair must sign this form. Please submit form to Graduate Studies before you electronically submit your dissertation.

- **Survey of Earned Doctorate Form**: To register/submit/completion the Survey of Earned Doctorate you must go the following website: https://sed-ncses.org//login.aspx. Please submit the form to Graduate Studies before you electronically submit your dissertation. EDD students are not required to complete Survey.

- **ETD Release Form**: As the author of the dissertation, you (not your advisor or graduate directory) must sign this form. Please submit the form to Graduate Studies before you electronically submit your dissertation.

- **ProQuest ETD**: In accordance with UNM policy, all dissertations must be made available on ProQuest ETD. All doctoral (PhD) students satisfy this degree requirement by electronically completing the ProQuest ETD Doctoral Dissertation Agreement and completing the electronic dissertation submission procedure at the [University of New Mexico ETD Administrator Website](https://unm.edu/administration/etd). You must choose whether restriction access is necessary.

**REMINDER**: EDD students are excluded from submitting to ProQuest and completing the Survey of Earned Doctorate.

**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.