



## DOCTOR OF PHILOSOPHY (PHD) GRADUATION CHECKLIST

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

\_\_\_\_\_ **Application for Candidacy form**: Please submit to Graduate Studies after the PhD 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**: 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 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/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 (found at [gradforms.unm.edu](http://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.

\_\_\_\_\_ **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:** You must submit your dissertation to Grad 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](#).

**FORMS:** Submit all manuscript forms listed below to Graduate Studies at [manuscripts1@unm.edu](mailto:manuscripts1@unm.edu). These forms can be found on the [Graduate Studies Forms page](#) 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/Complete the Survey of Earned Doctorate, [click here](#). Please submit form to Graduate Studies before you electronically submit your dissertation.

\_\_\_\_\_ **ETD Release Form:** As author of the dissertation, you (not your advisor or graduate directory) must sign this form. Please submit form to GS 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, submit all required forms, and have the dissertation submitted 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.