

Deadlines

*Includes submission of thesis/dissertation, Report of Exam, etc by 5:00 p.m. MST.

Deadline	Summer	Fall	Spring
Additions to Graduation Lists	Proposed list due last day of spring term. Additions accepted (if proposed list was submitted by deadline) through first Friday of Summer term.	Proposed list due last day of summer term. Additions accepted (if proposed list was submitted by deadline) through first Friday of Fall term.	Proposed list due last day of fall term. Additions accepted (if proposed list was submitted by deadline) through first Friday of Spring term.
Program of Study	March 1st	July 1st	October 1st
Application for Candidacy	Deadline last day of the Spring term.	Deadline last day of the Summer term.	Deadline last day of the Fall term.
Degree Requirement Completion*	July 15 by 5:00 p.m. MST	November 15 by 5:00 p.m. MST	April 15 by 5:00 p.m. MST



MASTER'S THESIS GRADUATION CHECKLIST

All students nearing completion of their master's program must complete and submit all of the following by the appropriate deadlines in order to graduate. The forms can be found on the [Graduate Studies forms page](#) or by clicking the links below.

_____ **Program of Studies (POS) Form for the Master's Degree:** submit to Graduate Studies by 5:00 p.m. MST on the following deadlines: March 1 for Summer Term, July 1 for Fall Term, and October 1 for Spring Term. Turning this form in late will delay your graduation. The form must be approved by Graduate Studies before a student may take the master's examination.

_____ **Continuous Enrollment in 599 Thesis Hours:** After passing your Master's Examination you must ensure that you have been continuously enrolled in 599 thesis hours up to the term of graduation.

_____ **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 7-year Time to Degree from the first course you listed on your POS. If it has expired, a petition for an extension will need to be submitted to Graduate Studies.

_____ **Announcement of Examination:** Electronically submit the form at least two weeks before your dissertation defense is scheduled. In all cases, the results of the thesis defense must be submitted to Graduate Studies no later than two weeks after the announced date of the thesis 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—SUBMITTING YOUR ELECTRONIC THESIS: A Plan I Master's student must submit their thesis to Graduate Studies within ninety (90) days of their final thesis defense. Please refer to the [Formatting Guidelines page](#) on the Graduate Studies website to learn about formatting guidelines and electronic thesis submission procedures to satisfy the program degree requirement. When all thesis revisions are completed and approved by your thesis committee, the procedures to electronically submit the thesis should be completed. Each Master's thesis student will be required to submit their thesis, electronically, to the [UNM Digital Repository](#).

All manuscript forms listed below must be submitted to Graduate Studies to Mayra Estrada, manuscript coordinator, either by student appointment or by email attachment to: mayra85@unm.edu. The forms listed can be found on the [Graduate Studies forms page](#) in the Manuscript Forms and Procedures section or by clicking the links below.

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

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

_____ [ETD Release Form](#): This form must be signed by the author (student) of the thesis. Please submit this form to Graduate Studies before you electronically submit your thesis.

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.



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) 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 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](#) 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.



DOCTOR OF EDUCATION (EDD) 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 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/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) 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](#).

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](#) 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

_____ **Electronic ETD Release Form:** As author of the dissertation, you (not your advisor or graduate directory) must sign this form. Please submit 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, 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.



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 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](#) 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.

Master's Plan III Graduation Requirements and Graduate Certificate Graduation Requirements

- Students must follow the [UNM Catalog](#) in place at the time of their admission, plus any additional departmental requirements.
- Students should check their academic records (LoboWeb) at the end of each term to ensure that their status, degree program, grades and GPA are correct and in compliance with UNM policies.
- Students must meet the general degree requirements published in the [UNM Catalog](#).
- Students must submit a [Program of Studies \(POS\)](#) listing all the courses that apply to their degree. The POS form can be filed at any time after admission but must be filed no later than the term before the student intends to graduate. The specific deadlines are as follows: March 1 for Summer graduation, July 1 for Fall graduation and October 1 for Spring graduation.*
- Students must notify the degree program of intent to graduate the term prior to the term of graduation. Students should confirm additional deadlines with their program.
- Students must satisfy degree requirements by the deadlines of July 15 for summer graduation, November 15 for Fall graduation, or April 15 for Spring graduation.
- Students who miss the term graduation deadline, but complete degree requirements by the last day of that term, may choose to follow the [Courtesy Policy](#).

***NOTE:** Deadlines that fall on a weekend or holiday are automatically moved to the end of the next business day.