

Source: Office of Graduate Studies

Master's Thesis/Graduation Checklist

A student approaching the end of her/his master's program must complete the following in order to graduate.

Most forms referred to can be found on the OGS web site (www.unm.edu/~ogshmpg).

_____ **Program of Studies for the Master's Degree** – submit by the last day of the semester prior to the one in which you intend to graduate. **Turning this form in late will delay your graduation.**

_____ **Intent to Graduate** – submit by **March 1** for spring graduation, **July 1** for summer graduation and **October 1** for fall graduation. **Turning this form in late will delay your graduation.**

_____ **Announcement of Examination** – due in OGS at least two weeks before your dissertation defense is scheduled.

The **Report of Examination** and one **Report on Thesis or Dissertation** (“Grey Sheet”) from each of your committee members is due in OGS by the graduation deadline (see deadline dates below). Usually the student's advisor/committee chair or the graduate staff person handles this paperwork. Check with your advisor/committee chair if you have questions about these forms.

Turning in Your Thesis

When your thesis is complete, you will turn in to OGS two, unbound copies in a box (most copy places have boxes) separated by a colored sheet of paper. The following items must accompany the final manuscripts or the manuscripts will not be accepted.

_____ **Receipt** for \$15.00 binding fee. Fee is payable at the Cashier's Office in the Student Services Center.

_____ **Information Cover Sheet** – no signatures necessary

_____ **Certification of Final Form** – requires signatures from you and your thesis director

DEADLINES: In order for you to graduate in a particular semester, you must complete all your degree requirements, complete your defense, make all necessary revisions to your manuscript and have it accepted by OGS 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 web site:

www.unm.edu/~ogshmpg.

Please make sure you are following them carefully.