

**This checklist is meant as a quick aid for BSGP students planning to graduate. Please review the BSGP Handbook and the OGS website for complete information and to confirm deadlines noted here.**

Two semesters before you plan to graduate:

- Confirm that you have completed and submitted the **Application for Candidacy\*** (PhD students) or **Program of Studies\*** (Master's students). This must be submitted and approved no later than the semester prior to the semester in which you plan to graduate.
- Complete the BSGP **Intent to Graduate\*\*** form. The deadlines for submitting this form are: July 20, for Fall Graduation; December 5, for Spring Graduation; and May 2, for Summer Graduation.

The semester you plan to graduate

*At the beginning of the semester in which you plan to graduate:*

- Register for thesis or dissertation hours. You *must* be registered for classes during the semester you plan to graduate.
- Confirm that all unreported grades (NR) have been resolved and any incompletes (I) have been removed. Students cannot graduate with Incompletes. Incompletes must be resolved and grades must be posted by the end of the semester. A copy of the Removal of Incomplete form should be sent to the Graduation Coordinator at OGS and copied to our office as soon as the grade is posted.

*At least three weeks before your defense or exam:*

- Submit exam flyer\*\* *at least three weeks prior* to the scheduled exam date.
- Submit the **Announcement of Examination\*** *at least two weeks prior* to the scheduled exam date. Exam date should be no less than two weeks prior to the OGS deadline for Degree Requirement Completion to allow for processing by OGS.\*\*\*

*After your exam:*

- Submit **Report of Final Examination\*** immediately following your defense. *Due within a week of your defense.* COS/Exam Committee Chair initiates at gradforms.unm.edu by entering the overall COS/Exam Committee decision. Each member of the COS/Exam Committee, including the Chair a second time, enters their individual decision. The form then routes electronically to the BSGP Director and then OGS for approval.
- Submit all **OGS forms and required surveys** related to your manuscript.\*\*\*\*
- Submit your **Manuscript** to UNM Digital Repository and ProQuest. These are lengthy processes. Start the paperwork before your defense and finalize the paperwork after revisions to your manuscript are finalized. \*\*\*\*
- Complete and submit the **Annual Activities and Accomplishments Report\*\*** to the BSGP office.
- Complete and submit the **Exit Information Sheet\*\*** to the BSGP office.

- Complete all of the above by November 15<sup>th</sup> for Fall Graduation, April 15<sup>th</sup> for Spring Graduation, and July 15<sup>th</sup> for Summer Graduation.\*\*\*

Except for courses in which you are currently enrolled, ALL DEGREE REQUIREMENTS (including thesis and dissertation manuscripts, graduate exams and defenses, incomplete and non-recorded [NR] grades) MUST be completed and results submitted to OGS by this deadline.

\*Form available online from the OGS website:

<https://gradforms.unm.edu/home>

\*\*Form available online from the BSGP Resources website:

<http://hsc.unm.edu/research/brep/graduate/bsgp/resources.html>

\*\*\*OGS Deadlines

<https://grad.unm.edu/degree-completion/deadline.html>

\*\*\*\*Instructions for submitting manuscript and related forms/surveys available from OGS:

<https://grad.unm.edu/degree-completion/thesis-dissertations/forms-procedures.html>