

This checklist is meant as a quick aid for MSCR students planning to graduate. Please review the MSCR 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 **Program of Studies*** and should cover both the Masters (MS-BIOM, CLRE) and Certificate (GCERT-CTS). This must be submitted and approved no later than the semester prior to the one in which you plan to graduate.
- ☐ Complete the **BREP 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 hours. You *must* be registered 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 two weeks before your defense:

- ☐ Submit the **Information Cover Sheet***
- ☐ Submit the **Certificate of Final Form for Manuscripts***
- ☐ Submit the **Electronic ETD Release Form***
- ☐ Submit the **Announcement of Examination*** *at least three weeks prior* to the scheduled date.

After your defense:

- ☐ Submit **Report of Examination*** form.
- ☐ Remind your readers to return **Report on Thesis or Dissertation*** forms to BREP.
- ☐ Submit your Thesis no more than 90 days after passing your defense. Refer to the **Manuscript Submission Procedures*** for more information.

Please allow a minimum of two weeks for submitting your results for processing through our office and review and approval by OGS.

- ☐ Complete all of the above by November 15th for Fall Graduation, April 15th for Spring Graduation, and July 15th 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 the results submitted to OGS by this deadline.

- ☐ Complete and submit the **Annual Activities and Accomplishments Report**** to the BREP office.
- ☐ Complete and submit the **Exit Information Sheet**** to the BREP office.

Submit all forms to the BREP office for recording, signature, and submission to OGS as needed.

*Form available online from the OGS website:

<http://grad.unm.edu/resources/gs-forms/index.html>

**Form available online from the MSCR Resources website:

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