



This checklist is meant as a quick aid for CCTS/MSCR students planning to graduate. Please review the CCTS or 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 SOMREO **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 (MS). 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. The Graduation Coordinator at OGS and SOMREO should be notified as soon as the grade is posted.

At least three weeks before your defense:

- Submit exam flyer**
- 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 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 defense:

- 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.
- Remind your readers to return **Report on Thesis or Dissertation*** forms to SOMREO.
- Submit all **OGS forms and required surveys** related to your manuscript. ****
- Submit your **Manuscript** to UNM Digital Repository and ProQuest no more than 90 days after passing your defense. 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 SOMREO.



- Complete and submit the **Exit Information Sheet**** to SOMREO.

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.

Submit all paper forms to SOMREO 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>

***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>