

## NE GRADUATION CHECKLIST

Please see <https://grad.unm.edu/degree-completion/graduation-requirements/masters.html> (M.S.) & <https://grad.unm.edu/degree-completion/graduation-requirements/phd.html> (Ph.D.) for official graduate studies graduation requirements. This form should be used to guide you with NE & Grad Studies Requirements.

- Comprehensive Exam- Ph.D. students only (*an Announcement of exam must be submitted 2 weeks prior to taking COMPS*). <http://ne.unm.edu/graduate/comps-policy.pdf>
- Submit AC (Ph.D.) through [gradforms.unm.edu](http://gradforms.unm.edu) and add your faculty Advisor's name to the bottom of the form. Make sure you save a copy and email to [krisnava@unm.edu](mailto:krisnava@unm.edu). You can do this by Print to PDF. See link for deadline <http://grad.unm.edu/degree-completion/deadline.html>
- Submit POS (M.S.) through [gradforms.unm.edu](http://gradforms.unm.edu) and add your faculty Advisor's name to the bottom of the form. Make sure you save a copy and email to [krisnava@unm.edu](mailto:krisnava@unm.edu). You can do this by Print to PDF. See link for deadline <http://grad.unm.edu/degree-completion/deadline.html>
- Notify the Sr. Academic Advisor that you are graduating and confirm that you are on the Graduation list (let me know the semester before you graduate).
- Form a Committee- <https://grad.unm.edu/resources/gs-forms/committee-service.html>. Send CV/RESUME to [krisnava@unm.edu](mailto:krisnava@unm.edu) to get outside committee members approved (non UNM faculty). Please allow two weeks to process. Must be done before you can add them to your Announcement of exam.

### *The following must be done two weeks before your defense*

- Announcement of exam for dissertation, thesis, or project (*Showing the date, time, committee for your defense*).
  - Submitted online
- Electronic ETD Release Form (paper form)
  - Submit to Graduate Studies
- Information Cover sheet (paper form)
  - Submit to Graduate Studies

### *Other forms that need to be done before the deadline*

- Survey of Earned Doctorate form (Please visit the [Graduate Studies forms page](#); under the "Manuscript Forms and Procedures" section, select "Register/Submit line for the Survey of Earned Doctorate.")
  - Forward email to [mayra85@unm.edu](mailto:mayra85@unm.edu)
- Certificate of final form for Manuscripts (paper form)
  - Submit to Graduate Studies (*This will be done once your faculty chair signs off*).

Forms can be found on the following link: <http://grad.unm.edu/resources/gs-forms/index.html>

“Click” on Examination/Grades for Announcement and Manuscripts to access the other documents.

- Graduate students must submit his/her thesis or dissertation to the UNM-digital repository within ninety (90) days of passing his/her final examination/defense. <http://grad.unm.edu/degree-completion/thesis-dissertations/proquest-repository.html>
- DEADLINES:** July 15 (Summer grads), November 15 (Fall grads), or April 15th (Spring grads) all by 5:00 PM.
- All requirements MUST** be submitted, turned in, and completed the deadline and by 5:00 PM or you will not graduate that semester (**including your manuscript**)
  - **If the 15<sup>th</sup> falls on a Saturday it will be due that Monday at 5:00 PM**

**NOTES:** Please see (<http://catalog.unm.edu/catalogs/2018-2019/graduate-program.html>) & <http://catalog.unm.edu/catalogs/2018-2019/colleges/engineering/nuclear/graduate-program.html> for NE degree requirements.

## Grade Requirements for Graduation

To earn a graduate degree at the University of New Mexico, students must have a minimum cumulative grade point average of 3.0 in graduate-level courses taken in graduate status at the time of degree completion as well as a grade point average of at least 3.0 for courses listed in their Program of Studies or Application for Candidacy.

Students may not graduate with Incompletes or unrecorded grades (NR) pending in any graduate course, nor may they graduate while on probation.

Courses taken to meet undergraduate deficiencies/prerequisites cannot be used to meet graduate degree requirements nor are they calculated into the graduate grade point average. It is expected that the student earn at least a B (3.0) in each of these courses. If a grade of less than "B" (3.0) is earned in any of these, the major department may deem that the prerequisite has not been satisfied.

No more than 6 credit hours of coursework in which a grade of "C" (2.0), "C+" (2.33) or "CR" (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.

**Continuous Enrollment Rule** For Thesis/Dissertation students. All graduate students enrolled in thesis or dissertation credit hours (599 or 699) must maintain continuous enrollment, excluding summer terms, from the first semester of registering in these credit hours through the semester of graduation.

## Graduation Courtesy Policy

*University regulations require that the student must be enrolled and complete a minimum of one credit hour of graduate credit in the term s/he completes degree requirements.* Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but completes all degree requirements on or before the last day of that term, the student is not required to register for the next (graduation) term. The degree program must submit the student's name on the proposed graduation list for actual term of graduation.