

Checklist and Procedures for Dissertation Degree

Graduate Students must have the following items complete and filed in the appropriate offices in order to satisfy final requirements for graduation. Graduate School will examine and process your paperwork for the final degree check and the orals final defense. Forms can be found at

<https://gradschool.nmsu.edu/Current%20Students/Graduate%20Forms.html>

- ___ 1. Enrollment in 1 hour of dissertation credit.
- ___ 2. **Application for Degree (Diploma).** Apply online before the deadline at <http://my.nmsu.edu>. \$35.00 filing fee applies.
- ___ 3. **Dissertation Title Form.** Submit your dissertation title to the Graduate School for inclusion in the Commencement Program by the deadline. You can submit your title by completing the Dissertation Title Form
- ___ 4. **Program of Study Form.** Submit a completed Program of Study to the Graduate School after you complete 1 year of study.
- ___ 5. **Transfer of Credit Form.** Submit any request for transfer of credit to be included on the Program of Study to the Graduate School after you complete 1 year of study.
- ___ 6. **Examination Forms.** Examination forms for Qualifying, Comprehensive and Final Defense must be filed at the Graduate School 10 working days before the date of the exam.
- ___ 7. Prepare dissertation according to [Preparing your Manuscript for Submission](#).
- ___ 8. **Dissertation Committee Page.** Complete this page. Sample may be found by accessing the [Sample Dissertation](#).
- ___ 9. **ETD Release Form.** Complete and submit the ETD release form with your dissertation. Written permission has been granted for inclusion of any material that is not my own (maps, pictures, test, questionnaires, etc.) and is noted prior to the acknowledgments. For dissertation, submit the permission letters to your advisor.
- ___ 10. Faculty advisor must review to ensure that they do not violate copyright protections laws. For further information see [Sample Permission Letter for Use of Previously Copyrighted Material or refer to United States Copyright Office](#).
- ___ 11. **Survey of Earned Doctorate.** Complete the Survey of Earned Doctorates at <https://sed-ncses.org> to register and complete the survey. If you need help call 1-877-256-8167 or email sed@rti.org. Print certificate and return a copy of this certificate to Graduate School as directed in item 11 below.
- ___ 12. **Submit your approved Thesis to ProQuest at <http://www.etdadmin.com/nmsueta>**
Submit the following documents electronically to Graduate School via email to graddocs@nmsu.edu or hand deliver to Graduate School – Educational Services Building, Suite 301.
 - ___ 1. [Certification of final form of an electronic thesis or Dissertation \(ETD\)](#)
 - a. Signature of student and committee chair required
 - ___ 2. [Electronic thesis/dissertation \(ETD\) release form](#)
 - a. Signature of student is required
 - ___ 3. If applicable, [ETD Embargo restriction request/renewal form](#). All applicable signatures required.
 - ___ 4. Copy of [Survey of Earned Doctorate Certificate of Completion](#)