

Forms and Procedures for Degree Completion Checklist

You must have completed the following forms and you must have filed them in the appropriate offices in order to satisfy final requirements for graduation. The Graduate School will examine and process your paperwork for the final degree check and the orals final defense. Please check if you do not know if these forms have been approved. When the forms for your orals/final defense have been processed, the information is posted on the Graduate School home page at <<http://gradschool.nmsu.edu/orals/index.html>>.

- _____ Enrollment in 1 hour (thesis) or 3 hours (dissertation). This registration is processed at the Graduate School before the deadline.
- _____ Drop/Add/Instructor Consent Form (the Special Studies Permit is still accepted) for thesis hour or dissertation hours (must have signatures to be registered). The Graduate School will keep this form when you register.
- _____ Registration Document (class schedule). Pick it up at the Graduate School and take the form to the Business Office to pay tuition before the deadline (refer to the current Schedule of Classes for payment deadlines).
- _____ Application for Admission to Candidacy (Program of Study for PhD). File at the Graduate School after you complete 12 graduate credits.
- _____ Application for Degree (Diploma) (\$30 filing fee). Pay at the Business Office then file at the Office of the Registrar before the filing deadline. You can apply online at <<http://www.nmsu.edu/~registra/>>.
- _____ If you are a doctoral student, and want to partake in commencement, you must submit your dissertation title to the Graduate School for inclusion in the Commencement Program by the semester deadline. You can submit your title by completing the form at <<http://www.gradschool.nmsu.edu/forms/DTF.pdf>>.
- _____ Application of Committee for Final Examination (form for orals or final defense). File the completed form at the Graduate School 10 working days before the date of your orals/final defense.
- _____ Fees are required for binding and microfilming. Pay the fees at the Business Office. You can call (575) 646-3927 to charge to your credit card or you may pay the fees in person at the Business Office. You will be given a transaction number. Write it down accurately.
- _____ Complete the binding form at <<http://lib.nmsu.edu/depts/bibsvs/thesis.html>>. You will need the transaction number referred to above. Upon the successful completion of the binding form, the binding section in Branson Library will receive an email notification that the fee has been paid. Please provide a copy of the form to show proof of payment to the Graduate School. Also, keep a copy of the form for your records.

- _____ Survey of Earned Doctorates (doctoral students only). You need to submit the SED when you submit your dissertation to be approved for format. You may download the SED at: <<http://www.gradschool.nmsu.edu/Guidelines/sed.pdf>>.
- _____ Doctoral Dissertation Agreement Form (doctoral students only). This form can be downloaded at <<http://www.libraries.wvu.edu/theses/forms/UMIdoctoralpub.pdf>>. Please complete and turn the form in at Branson Library when submitting your required copies to be bound.
- _____ If you wish to copyright your dissertation, you will also need to include a money order or cashier's check payable to ProQuest for \$65.
- _____ In addition to the required number of copies, students may elect to retain bound copies of their thesis/dissertation for personal use. If you would like personal copies, please obtain a money order or cashier's check for personal binding. Supply payment to Branson Library when you submit copies for binding. The form for binding personal copies can be obtained at Branson Library or in these [Guidelines](#). All personal copies will be shipped from the bindery to the one U.S. address that is indicated on the binding form. You may deposit the required copies and personal copies in Branson Library at the same time; however, keep the personal copies separate from the required copies (put them in a separate box or an envelope).