



CHECKLIST FOR COMPLETION (MS or PhD)

***File a course program with the Center for Graduate Studies (CGS) at least a full semester before completion**

1. Intent to Graduate form filed with registrar.
2. Submit your Thesis/Dissertation for format check to <http://www.etdadmin.com> as a searchable PDF at the same time you submit to your committee for review. If this is not done in advance, corrections may delay the completion of your degree. We recommend that you use the LaTeX template when writing since many students have issues with corrections when using Microsoft word. You can find the template on the current Graduate Students web page.
3. Pick up your course program from your file in CGS before you defend your Thesis or Dissertation. You will need signatures from your committee.
4. Fill out the copyright form and return it to CGS. Obtain all necessary permissions to use any copyrighted or proprietary material in your Thesis or Dissertation (i.e figures, tables) and attach them to the copyright form. **NOTE:** You must submit all permissions to your academic advisor at the time of defense.
5. Turn in the hard copy Thesis/Dissertation signature page signed by your advisor and committee. Insert your signature page into your digital Thesis or Dissertation with all signatures typed above the signature line and inserted immediately before page 1.
6. Your Thesis/Dissertation is not complete until you receive an email from ProQuest stating that it has been accepted. You must be available to edit your document if you receive an email from ProQuest stating that there are changes to be made. **NOTE:** Please ensure that your name is identical in ProQuest, title page, signature page and copyright page for plagiarism purposes. **(Thesis/Dissertation will be checked for plagiarism before it is accepted.)**

7. Provide a permanent email address. Let CGS know how you intend to receive your bound Thesis/Dissertation (i.e will someone pick it up for you, have you gotten a prepaid medium rate box with a ship to address).
8. Have your Research Advisor submit your defense report; they can submit that by hand or via graduate@nmt.edu.
9. Fill out the Graduate Exit Survey by going to <https://docs.google.com> in the search bar type in Graduate Exit Survey, print the confirmation page and turn it into CGS by hand or via graduate@nmt.edu.
10. If you are a PhD student you can fill out the survey by going to <https://sed.norc.org/doctorate>.
11. Once you have completed everything on this checklist and we have received all documentation the completion process will take place. We will review everything in its entirety to ensure course programs and transcripts match, there are no grades below a C and that the GPA is 3.0 or above. The Dean will confirm all is well and you will then be added to the registrars list of graduates.
12. If there is anything missing we will reach out to you via email.

CONGRATULATIONS ON YOUR SUCCESS!!!!

NOTE: If you are completing a MS with independent study disregard 2, 4, 5, 6, 7, 8 and 10. You must submit your abstract as PDF well as a permanent email address to graduate@nmt.edu.