Completion of your graduate degree involves some very specific expectations. It is human nature that things take longer than expected. Please plan your completion carefully. Failure to meet one or more of these expectations will delay your graduation.

☐ INTENT TO GRADUATE FOR ADVANCED DEGREE – This form must be completed with the Registrar’s Office and on file during your final semester of residence. The declaration communicates the candidate’s intent to fulfill the degree requirements and sets a series of actions in motion. Deadlines are July 1st for December graduates and December 1st for May and August graduates (http://www.nmt.edu/registrar/forms/intent/SurveyAdvancedDegree.pdf).

☐ SUBMIT PRELIMINARY THESIS COPIES - Printed preliminary copies of the your thesis or dissertation (including figures, references and appendices) must be in the hands of your advisor at least eight weeks prior to the end of the semester.

☐ SCHEDULE YOUR DEFENSE – Schedule your defense as early before the end of the semester (and graduation) as possible. Remember that the end of semesters is a busy time for all and leaving these details unresolved may make completion difficult or impossible. One month before the end of the semester is cutting it far too close. Your defense must be on or before the last day of the semester (see Academic Calendar at http://www.nmt.edu/gen/cal/index.html). If you cannot get your defense done by the end of the semester, you must register for the next semester.

☐ DEFENSE COPIES - Provide your committee members with a complete defense draft of your manuscript at a time of their designation, but at least two weeks prior to the defense. It is highly recommended that you ask the Graduate Office staff to review your manuscript for formatting by this time.

☐ THE DEFENSE –You may reasonably expect that issues will arise in the defense and that these will need to be addressed in your manuscript before it is submitted. Leave time in your completion schedule to implement these changes.

☐ SUBMISSION OF DIGITAL MANUSCRIPT – Due no later than two weeks prior to the end of the semester (see www.nmt.edu/~grad/).

☐ SUBMISSION OF COMPLETION MATERIALS – No later than two weeks prior to the end of the semester, three final copies of the accepted, successfully defended thesis must be submitted to the Graduate Office along with your report of the advisory committee form with all approvals in place. If you modified the make-up of your advisory committee, this revised form with approvals is due at this time as well.

What happens if I …

• don’t manage to defend prior to the end of the semester? You must register for the next semester.
defend before the end of the semester, but can’t make the submission deadline for completion materials? You will not make that graduation list, however, you will have until the close of registration for the next semester to submit these materials and avoid the requirement that you register for another semester.

1. **INTENT TO GRADUATE FORM** (Filed with the Registrar’s Office) – Those completing in December must have their Intent To Graduate Form in by July 1st. Those completing in May must have their Intent to Graduate Form in by December 1st.

2. **ADVISORY COMMITTEE FORM** (Filed with the Graduate Office) – The Advisory Committee Form must be turned into the Graduate Office no later than the end of the second semester. The advisor, committee members and department chairman must sign this form before turning into the graduate office.

3. **ADVISORY COMMITTEE REPORT FORM** (Filed with the Graduate Office) – The Advisory Committee Report Form must be turned into the Graduate Office no later than by the end of the second semester. All courses that will be used to complete your degree must be listed on this form. The advisor and all committee members must approve this list of courses before turning into the graduate office.

4. **THESIS/DISSERTATION** – A copy of your Thesis or Dissertation must be brought into the Graduate Office before the three copies are to be bound. The Graduate Office will need to check formatting. Once the copy has been checked, the Graduate Office must have one original and two copies of the Thesis/Dissertation. These are sent to the Library for binding.

   **DON’T FORGET THE SIGNATURE PAGE** – WE MUST HAVE THE ORIGINAL! Your Thesis/Dissertation is not complete without the SIGNATURE PAGE. The Signature Page is signed off by your Advisor and all of your Committee Members.

   If you want more copies of your Thesis/Dissertation you must pay $15.00 per copy through the Cashier’s Office and bring in the extra copies along with your receipt to the Graduate Office.

5. **WRITTEN REPORT** – a Written Report on your defense must be given to the Graduate Office. This report is written by your Research Advisor.

6. **DIGITAL ABSTRACT** – Your Digital Abstract must be sent as a Word Document or PDF as an e-mail attachment to the Graduate Office.

**REMINDER!!** – YOU MUST HAVE DEFENDED BY OR BEFORE THE END OF THE SEMESTER.

If you have completed all of the above and meet all of the requirements to graduate, your completion papers will be typed, signed off by the graduate dean and sent over to the registrar’s office for processing.

**CONGRATULATIONS!**