

Doctoral (PhD) Graduation Checklist

NSMS PhD requirements (to PhD after BA/BS- without MS): 48 Course Credits – 66 Credits Total	
NSMS 510 - Chemistry & Physics at the Nanoscale	3 credits
NSMS 512 - Characterization Methods for Nanostructures	3 credits
NSMS 518 - Synthesis of Nanostructures	3 credits
NSMS 519 - MEMS Transducer Devices and Technology	4 credits *
NSMS 550 - Social and Ethical Implications of Nanotechnology	1 credit *
STEM Electives	22 credits
Seminar * (You can substitute STEM Credits)	3 credits
Problems * (You can substitute STEM Credits)	9 credits
Dissertation Hours	18 credits
TOTAL	66

NSMS PhD requirements (to PhD with MS): 24 Course Credits – 42 Credits Total	
NSMS 510 - Chemistry & Physics at the Nanoscale	3 credits
NSMS 512 - Characterization Methods for Nanostructures	3 credits
NSMS 518 - Synthesis of Nanostructures	3 credits
NSMS 519 - MEMS Transducer Devices and Technology	4 credits *
NSMS 550 - Social and Ethical Implications of Nanotechnology	1 credit *
STEM Electives	3 credit
Seminar * (You can substitute STEM Credits)	3 credits
Problems * (You can substitute STEM Credits)	6 credits
Dissertation Hours	18 credits
TOTAL	42

Note – If the NSMS core was taken as a part of a MS program these classes do not need to be repeated. Any NSMS courses already taken will be converted to electives.

*Dissertation credits – a max of 12 credit hours can be taken in a single semester. You must be enrolled in dissertation hours the semester of graduation and the semester before. Dissertation credits count the semester the comprehensive exam and application for candidacy forms are filed and accepted.

Please review the Doctoral Snapshot, any forms referred to can be found on the OGS web site: www.unm.edu/grad -at OGS Forms as well as on the NSMS website. All students nearing completion of their doctoral program must complete and submit by the appropriate deadlines all of the following forms in order to graduate. **Note – 1 through 4 are submitted through the program office. You submit your thesis (and all required paperwork) directly to OGS.**

1. _____ **Qualifying Exam** – Taken after student completes NSMS core courses. See the **Qualifying Exam Rubric Form**.
2. _____ **Comprehensive Exam** – Exam must be announced two weeks before your

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comprehensive exam. This requires the exam announcement form. See [Report of Examination form](#).

3. _____ [Application for Candidacy form](#) – Please submit to OGS after the PhD comprehensives have been completed and passed.
4. _____ [Appointment for Dissertation Committee form](#) – This form must be signed by the candidate, the dissertation director/chair, and the chairperson of the graduate unit, and approved by the Dean of Graduate Studies. Please file this form no later than the first semester of your enrollment in 699 “Dissertation”. Verify if all your committee members are approved for committee service (a list is posted on the OGS website). If one is not, aid the program office in completion of the form to get that person approved. To do this you will need to know what degree the person has, what university it was granted by, and the month and year it was awarded. Form – [Approval for committee service](#) (only if not previously approved.)
5. _____ [Proposed Graduation List form \(submitted by the graduate unit\)](#) – Please notify your department graduate staff advisor before the last day of the term prior to the term in which you intend to graduate or by your department’s internal deadline for notification to graduate, whichever comes first. Submit the [Intent to Graduate](#) form.
6. _____ [Announcement of Examination form](#) – Please submit to OGS at least two weeks before your dissertation defense is scheduled. In all cases, you must submit the results of the dissertation defense to OGS no later than two weeks after the announced date of the dissertation defense.
7. _____ [Report of Examination \(Results\) form](#) and one [Report on Dissertation form](#) (formerly known as the “Gray Sheet”) from each of your committee members is due in OGS by the graduation deadline (see deadline dates below). Usually your advisor/committee chair or the department graduate staff person handles this paperwork. Check with your advisor/committee chair if you have questions about these forms.

Dissertation Manuscript Submission:

The University of New Mexico encourages open access to all theses and dissertations produced for graduate degrees. Therefore, all theses and dissertations are submitted electronically in PDF format to the Office of Graduate Studies. These electronically submitted theses and dissertations (ETDs) are uploaded on a server housed in a UNM repository, [LoboVault](#), where they are accessible for search and download through web search engines such as Google. In most cases, students submitting ETDs benefit from having their work available in the open access repository. In some special cases, however, students may want to delay making their work available for varying lengths of time. For this reason, UNM has implemented an embargo policy that enables students, with approval from their advisers and OGS, to delay public-wide access to their work in the LoboVault repository. While under embargo the manuscript nonetheless remains available to the University of New Mexico academic community in order to satisfy requirements for the degree. Before submitting your thesis or dissertation, please consult with your committee chair and review the embargo restriction policy at the OGS Website-OGS Forms-Manuscript Block to determine whether or not you should release

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your work to open access or petition for an appropriate embargo option.

You must register at LoboVault digital repository but must notify Doug Weintraub, OGS Manuscript Coordinator of the LoboVault registration (<https://repository.unm.edu/>).

The OGS coordinator must identify you as a user of the ETD collection at LoboVault before you can electronically submit to the repository. **Note: No Binding Fee is required for Electronic submission to LoboVault.**

IMPORTANT: You must submit your dissertation to OGS within (90) ninety days of your final dissertation defense or by the deadline for degree requirement, of the term in which you are graduating, whichever comes first. For Thesis/Dissertation formatting guidelines see http://www.unm.edu/grad/indices/index_manuscripts.html

Please submit the dissertation electronically as soon as all revisions are complete and approved by the dissertation committee. The dissertation must be submitted at two different electronic (ETD) sites – 1) LoboVault digital repository-UNM, 2) ProQuest/UMI Administrator-UNM. **Revised 092410-DW**

Front Matter Templates (Template pages/Examples of Completed Front Matter):

<http://www.unm.edu/grad/manuscripts/manutemp.html>

To register at the ProQuest/UMI-UNM repository:

https://secure.etdadmin.com/cgi-bin/etdadmin_login?form=etdadmin&request_uri=http%3A%2F%2Fwww.etdadmin.com%2Fcgi-bin%2Fstudent%2Fetd

Submit all manuscript forms listed below to Doug Weintraub, Manuscript Coordinator at OGS, either in person or by email attachment to: dwein@unm.edu and can be found at the OGS Forms page under the Manuscript Block (<http://www.unm.edu/grad/forms/forms.html#Anchor-Manuscript-49656>).

_____ **Information Cover Sheet form** – This form requires no signatures. Please submit this form to the Office of Graduate Studies.

_____ **Certification of Final Form (CFF)** – This form requires signatures from you and your dissertation committee chair. The CFF is the approval page with original signatures. *The committee chair must* sign this form. Please submit this form to the Office of Graduate Studies *before* you electronically submit your dissertation..

_____ **Printed (hardcopy) Template Title Page** – This document must be turned in with the others. Please submit this form to the Office of Graduate Studies *before* you electronically submit your dissertation.

_____ **Survey of Earned Doctorate form** – Information and instructions are also available on the OGS Forms page (<http://www.unm.edu/grad/forms/forms.html>). To

Register at the Survey of Earned Doctorate Website:

<http://survey.norc.uchicago.edu/doctorate/index.jsp> To Submit/Complete the Survey of Earned Doctorate: <https://websurvey.norc.org/sed2011/>

_____ **ETD Release Form** – As author of the dissertation, you (not your advisor or graduate directory) must sign this form. Please submit this form to the Office of Graduate Studies *before* you electronically submit your dissertation.

_____ **ProQuest UMI Microfilming** – In accordance with University Policy, all dissertations must be microfilmed and made available on the ProQuest/UMI database.

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All doctoral (PhD) students satisfy this degree requirement by electronically completing the UMI Doctoral Dissertation Agreement, paying by credit/debit card, and lastly, completing the electronic dissertation submission procedure at the University of New Mexico UMI ETD Administrator Website: www.etsadmin.com. You must decide which publishing option to choose: Traditional Publishing or Open Access (\$95). Also, you must choose whether Restriction access is necessary.

DEADLINES: In order to graduate in a particular term, you must complete all your degree requirements, complete your defense, make all necessary revisions to your manuscript, submit all required forms, and have the dissertation accepted by OGS by the following dates:

Spring Graduation - April 15 Summer Graduation - July 15 Fall Graduation - November 15

NOTE: If any of the deadlines that appear on this sheet occur on a weekend or a holiday for which UNM is closed, the deadline will be moved to the next business day.