

Checklist and Procedures for Thesis 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/graduate-forms/>

1. _____ Enrollment in 1 hour of thesis credit.
2. _____ **Application for Degree (Diploma).** Apply online before the deadline at <http://my.nmsu.edu>. \$35.00 filing fee applies.
3. _____ **Program of Study.** Submit a completed Program of Study to the Graduate School after you complete 12 graduate credits.
4. _____ **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 12 graduate credits.
5. _____ **Examination Forms.** Final Examination forms for orals and final defense must be filed at the Graduate School 10 working days before the date of the exam.
6. _____ Prepare thesis according to Preparing your [Manuscript for Submission](#).
7. _____ **Thesis Committee Page.** Complete this required page. A sample may be found by accessing the [Sample Thesis](#).
8. _____ **ETD Release Form.** Complete and submit the ETD release form with your dissertation.
9. _____ 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 master's thesis, submit the permission letters to your advisor. Faculty advisor must review to ensure that they do not violate copyright protections laws. Please visit <https://nmsu.libguides.com/copyright> for information on copyright or to ask an NMSU librarian a question about copyright
10. _____ **Submit your approved Thesis to ProQuest at <http://www.etdadmin.com/nmsuetd>**
11. _____ Submit the following documents electronically to Graduate School via email graddocs@nmsu.edu or hand deliver to Graduate School – Educational Services Building, Suite 301.
 1. [Certification of final form of an electronic thesis or thesis \(ETD\)](#)
 - a. Signature of student and committee chair required
 2. [Electronic thesis/thesis \(ETD\) release form](#)
 - a. Signature of student is required
 3. If applicable, [ETD Embargo restriction request/renewal form](#). All applicable signatures required