



Master's Degree Checklist

It is the responsibility of the student to ensure that all forms are completed and submitted on schedule, with the appropriate signatures to the Biology Graduate Coordinator's Email (BioGrad@unm.edu) or CAST 188. This checklist should serve as an aid. All forms are available from the [Biology Website](#) or the Graduate Coordinator's office.

Students are asked to meet with their Committee on Studies (COS) at least once during each academic year. Students are responsible for scheduling these meetings. Graduate students are asked to complete a "Committee on Studies Report" after each meeting and submit to the Graduate Coordinator.

FORM	WHEN TO SUBMIT	WHERE TO SUBMIT	COMPLETED
Committee on Studies (CoS)	As soon as the committee has been created	Graduate Coordinator	
Committee on Studies Report	Annually until Graduation	Graduate Coordinator	
Graduate Core Curriculum Form	Prior to submission of PoS	Graduate Coordinator	
** Research Proposal Approval	End of second or beginning of third semester	Graduate Coordinator	
Program of Studies (PoS)	Spring Graduation: October 1 st Summer Graduation: March 1 st Fall Graduation: July 1 st	GradForms.unm.edu	
Scientific Presentation	Once during tenure in preparation to your defense or oral exam	Graduate Coordinator	
Notification of Intent to Graduate	Spring Graduation: November 15 th Summer Graduation: April 15 th Fall Graduation: July 15 th	Graduate Coordinator	
Announcement of Exam	At least two weeks prior to exam/defense date	GradForms.unm.edu	
Report on Examination	After exam/defense (submitted by CoS)	GradForms.unm.edu	
** Thesis Forms	Information Cover Sheet, Certification of Final Form (CFF), ETD Release Form	Office of Graduate Studies	
** Thesis	Thesis must be submitted within 90 days of the defense or OGS deadline (whichever comes first)	UNM Digital Repository	

** Not required for MS Plan II