



DEPARTMENT OF
BIOLOGY

PhD 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 (after comps, send CV for 4 th external committee member)	Graduate Coordinator	
Committee on Studies Report	Annually until Graduation	Graduate Coordinator	
Announcement/Report of Exam – Comprehensive Exams (comps)	At least two weeks prior to exam/defense date	GradForms.unm.edu	
Graduate Core Curriculum Form	Prior to submission of PoS	Graduate Coordinator	
Research Proposal Approval	After Completion of Comps	Graduate Coordinator	
Application for Candidacy	Spring Graduation: Last Day of Fall Term Summer Graduation: Last Day of Spring Term Fall Graduation: Last Day of Summer Term	GradForms.unm.edu	
Scientific Presentation	Twice during tenure in preparation to your defense or oral exam	Graduate Coordinator	
Teaching Requirement	As soon as teaching requirement is completed	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 - Defense	At least two weeks prior to defense date	GradForms.unm.edu	
Report on Examination	After defense (submitted by CoS)	GradForms.unm.edu	
Dissertation Forms	Information Cover Sheet, Certification of Final Form (CFF), ETD Release Form, Survey of Earned Doctorates	Office of Graduate Studies	

<p>Dissertation</p>	<p>Dissertation must be submitted within 90 days of the defense or OGS deadline (whichever comes first)</p>	<p>UNM Digital Repository ProQuest</p>	
-------------------------------------	---	--	--