

# UNM Biology: Overview of Your Graduate Degree Milestones

## Ph.D.

| Ph.D.         |  |
|---------------|--|
| <b>Year 1</b> |  |
| Fall          | Plan your course of study<br>Select your committee on studies  |
| Spring        | Schedule your first committee meeting (F1, F2)   |
| <b>Year 2</b> |  |
| Fall          | Complete the Graduate Curriculum form (F5)   |
| Spring        | Committee meeting to gauge progress (F2)   |
| <b>Year 3</b> |  |
| Fall          | *Comprehensive Exam (F2, F6, F9, F10, F14 and F16)<br>Submit CV of OGS unapproved committee members to Grad Program Office<br>*Submit Research Proposal to Committee (F4)  |
| Spring        | Complete First Brown bag (F7)<br>Begin 18 Dissertation hours for graduation  |
| <b>Year 4</b> |  |
| Fall          | **Register for Dissetation hours   |
| Spring        | Committee meeting to gauge progress (F2)<br>**Register for Dissetation hours   |
| <b>Year 5</b> |  |
| Fall          | **Register for dissertation hours<br>Complete teaching requirement (F15)<br>Complete second Brown Bag (F7)<br>Attend OGS Thesis/Dissertation Formatting workshop<br>Committee meeting to gauge progress (F2)<br>Intent to Graduate (F8)  |
| Spring        | **Register for at least 3 dissertation hours<br>Announce Exam (F9)<br>Defend Dissertation (F10-12)<br>submit completed & approved dissertation within 90 days of defense<br>Upload your dissertation<br>Deliver final document copy to Grad Program office and committee members<br>Submit certification of Final Form of Dissertation (F18)<br>Complete Exit Survey (F17) |

\*Some disciplines within our department require the proposal before the comps, others do comps first. Clarify with your committee which way you will complete these milestones.

\*\*Dissertation credit hours: minimum 18 total required; continually enrolled through last semester. 3 minimum; 6 w/Assistantship; 9-12 if Fulltime status necessary

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*Keep a copy for your records, take original to Graduate Program Coordinators Office  
Note F14 must be reviewed by Graduate Program Coordinator before presenting to Committee*

| Key to Forms | Form Name   | Signatures required by student   |
|--------------|---|--|
| F1           | Committee on Studies  | Major advisor, all members & student                                       |
| F2           | Committee on Studies Report   | Major advisor & student  |
| F4           | Research Proposal Approval Form   | Committee on Studies or Dissertation Chair and all other committee members |
| F5           | Graduate Curriculum Form  | Major advisor  |
| F6           | Tool Skill Form   | Committee on Studies Chair and all other committee members                 |
| F7           | Brown Bag Form  | Student & seminar Instructor   |
| F8           | Intent to Graduate  | Student and committee chair  |
| F9           | Announcement of Exam<br>(used for all degree exams)<br>(2 page doc w/ Report of Exam) | No signatures needed: Check the appropriate exam box                       |
| F10          | Report on Examination<br>(2 page document w/Announcement of Exam)                     | All Committee members must sign  |
| F11          | Report on Thesis or Dissertation  | All Committee members must sign  |
| F12          | Certification of Final Form of Thesis or Dissertation                                 | Student, Committee Chair   |
| F14          | Application for Candidacy   | Student and Major Advisor  |
| F15          | PhD Teaching Requirement  | Committee on Studies Chair, all committee members & student                |
| F16          | Appointment of Dissertation Committee   | Student and Dissertation Chair   |
| F16a         | CV, if necessary, (All committee members must be pre-approved by OGS)                 | No signatures needed   |
| F17          | Exit Survey   | No signatures needed   |
| F18          | Certification of Final Form of Dissertation   | Student, Dissertation Chair  |