

Center for Graduate Studies (CGS)  
Deadlines for Graduate Degree Completion

These deadlines are applicable to all graduate students. Faculty may require materials earlier based on their need to have time to adequately review materials and verify quality of the graduate research and communication. Check with your Academic Advisor, Research Advisor, and all Graduate Advisory Committee members to verify that your committee does not need additional time and your proposed schedule can be accommodated.

The Center for Graduate Studies **will not** process any completion paperwork during the first two weeks of any semester; during the first two weeks of the semester the CGS must focus on student admission, contracts, registration, 3-credit option processing, et cetera.

All times listed are for business days/weeks. Days when NMT is closed do not count toward these timelines. A calendar with specific dates marked will be developed, updated, and published regularly by CGS to communicate these deadlines to faculty and students.

Deadlines for student degrees to be conferred for May graduation (and walking in the commencement ceremony):

What must be completed	Recommended date	Required date
Draft IS/thesis/dissertation to your Research Advisor	8 weeks before <i>Defense</i>	
Defense copy of IS/thesis/dissertation to Graduate Advisory Committee	2 weeks before <i>Defense</i>	
Defense copy of thesis/dissertation in pdf format submitted to <a href="mailto:graduate@nmt.edu">graduate@nmt.edu</a> for format check / format correction		2 weeks before <i>Defense</i>
<i>Defense:</i> IS/thesis/dissertation defense	3 weeks before <i>Completion</i>	
Make corrections to IS/thesis/dissertation resulting in <i>final</i> version		
iThenticate check of <i>final</i> version of thesis/dissertation by Academic Advisor (report must be signed by advisor and submitted with completion paperwork)	2-3 weeks before <i>Completion</i>	2 weeks before <i>Completion</i>
Get signatures for completion	2-3 weeks before <i>Completion</i>	2 weeks before <i>Completion</i>
<i>Completion:</i> All paperwork signed and delivered to CGS; final thesis/dissertation in pdf format submitted to ProQuest		10 business days before <i>graduation</i>

Deadlines for student degrees to be completed without registering for the next semester:

What must be completed	Recommended date	Required date
Draft IS/thesis/dissertation to your Research Advisor	8 weeks before <i>Defense</i>	
Defense copy of IS/thesis/dissertation to Graduate Advisory Committee	2 weeks before <i>Defense</i>	
Defense copy of thesis/dissertation in pdf format submitted to <a href="mailto:graduate@nmt.edu">graduate@nmt.edu</a> for format check / format correction		2 weeks before <i>Defense</i>
<i>Defense:</i> IS/thesis/dissertation defense	3 weeks before <i>Completion</i>	
Make corrections to IS/thesis/dissertation resulting in <i>final</i> version		
iThenticate check of <i>final</i> version of thesis/dissertation by Academic Advisor (report must be signed by advisor and submitted with completion paperwork)	2-3 weeks before <i>Completion</i>	2 weeks before <i>Completion</i>
Get signatures for completion	2-3 weeks before <i>Completion</i>	2 weeks before <i>Completion</i>
<i>Completion:</i> All paperwork signed and delivered to CGS; final thesis/dissertation in pdf format submitted to ProQuest		10 business days before <i>first day of class</i>

Exceptions to these deadlines may only be granted by the Dean of Graduate Studies in cases where extraordinary circumstances are documented. An appeal requires a memo from the student explaining the extraordinary circumstances with supporting evidence attached *and* a memo from the Graduate Advisory Committee supporting the request and the exceptional nature of the circumstances. These memos must also propose explicit dates for deadlines.