

New Mexico Tech- INTENT TO GRADUATE FORM

BACHELOR OF SCIENCE or ARTS

You must complete both sides of this form.

Date: _____

I hereby Declare my Intention to Complete the Requirements for the Degree of: BA or BS : (circle one)

(major): _____ Minor: _____
(If Applicable)

To be completed at the end of the _____ Summer (Year) _____ (Due by: 3rd Friday in May)
_____ Fall (Year) _____ (Due by: 3rd Friday in July)
_____ Spring (Year) _____ (Due by: 3rd Friday in November)

***If for some reason you do not complete the requirements for your degree during the semester indicated, it is your responsibility to submit a new declaration at the Office of the Registrar.

My Legal Name is, and should Display on Diploma as:

Please Print

Please be sure to complete and submit your INTENT TO WALK and GRADUATION PAYMENT FORM (attached), if you do not plan to participate in commencement immediately, we will welcome back graduates from the previous year. You are only allowed to participate once per Degree and Major.

Diploma Mail dates are:

October 15th for SUMMER; February 15th for FALL; & June 15th for SPRING Candidates.

(Diplomas will be mailed to the address provided here shortly after completion of requirements, as we do not have access to addresses listed in the campus post office, we cannot confirm mailing to any postage forwarding addresses.)

***REQUIRED – Provide NON-NMT mailing address here: ***

REQUIRED *

*Non-NMT e-mail

*NMT e-mail

*Campus Post Box # *Telephone Number

I have listed and Certify that the courses listed on the reverse side are the courses that I submit in support of my candidacy, and fulfill the requirements for the Degree that I am declaring above.

- I give permission to NMT to publish my name, degree, and honors standing in the commencement program.
 YES NO
- I give permission to NMT to publish my name, degree, and honors standing in press release about commencement. YES NO.
- If you indicate NO on the above, you will not be able to participate in Commencement as the ceremony is streamed live, which voids the confidentiality.
- If neither YES or NO is indicated above, the default will be YES.

REQUIRED SIGNATURES:

STUDENT

MAJOR ADVISOR (please make sure to Initial Tech Elects
on REVERSE side if applicable)

Student ID number

MINOR ADVISOR (If Applicable)

(See Attached Sheet)

Cashier (Payment of Graduation Fee: \$40.00)

Note: Departments certify that the courses listed will satisfy the degree requirements. The Registrar certifies grades of adequate level, total hours, substitution verification, GPA and residency requirements.

REVISED 11-23-21

REQUIRED:

YEAR OF CATALOG: _____ / _____ TOTAL CREDIT HOURS REQUIRED FOR DEGREE: _____

Please run a self-audit of your degree and attach the printed results here (you can do so through your banweb account, the link is the last link under student and financial aid: audit through your academic lab account):

If you do not agree with the placing of courses completed by the auditing software, please list the discrepancies below. Be sure to include the term completed and the grade. If there are not discrepancies, you only need to list your designated Tech elects

If you are in the accelerated program, please indicate what program you are in and list the courses you will be using towards both your undergrad and graduate program.

TECHNICAL ELECTIVES FOR MAJOR:
if required, (MATH, SCI, ENG 300+ or Appr Crses):
(Approved by advisor w/ initial): _____

COURSE REQUIREMENTS FOR MINOR (18 Hrs)	

I HAVE SUBMITTED COURSE SUBSTITUTIONS FOR THE FOLLOWING COURSES: (example: Meng 491 for Meng 304)

FUNDAMENTALS OF ENGINEERING EXAM (FE) REQUIRED FOR MINERAL, MECHANICAL, CIVIL, ENVIRONMENTAL, and CHEMICAL ENGINEERS.

Date of FE Exam _____ *(Please provide The Registrar Office proof that you completed the Exam, your diploma will not be awarded until an FE is on file.)*