

Eligibility Criteria and Steps for Graduating SUMMER 2017

Step 1. Verify that your curriculum {declared degree(s), major(s), supplemental major(s), minor(s), and catalog year(s)} is listed correctly in your MyNMSU.

To find your current curriculum go to my.nmsu.edu

- Click on your Student tab
- Click on Student Records
- Click on View Student Information
- Scroll down to Curriculum Information

If you need to update your curriculum submit a “Request to Change or Declare a Major, Minor, Supplemental Major, or Catalog” through the Arts & Sciences Student Records website:

<http://artsci.nmsu.edu/en/forms/request-for-change-of-major>

Step 2. Run a STAR audit (<https://degreeaudit.nmsu.edu/>) to determine how many credits you have remaining after the Spring 2017 semester.

- If you have 12 or less credits needed to graduate, you can submit a petition to participate in the Spring 2017 commencement ceremony (early commencement petition).
- If you have 13 or more credits needed to graduation, you will be invited to participate in the Fall 2017 commencement ceremony.
- The STAR audit is the principal tool by which degree requirements are confirmed and degrees certified. **If your audit shows any requirements incomplete for which you think you have credit, meet with your academic advisor or academic department head** to determine if there are outstanding academic requirements that need to be finalized (see <http://artsci.nmsu.edu/en/who-is-my-advisor> to find your advisor). These may include Study Abroad credits, pending substitution or waiver of major requirements, course repeats, or re-evaluation of transfer credits. Documentation (e.g., a substitution/waiver form) is required from the department head to process any outstanding exceptions.

Prior to March 31

Step 3. Submit a Degree Check for Academic Standing (<http://artsci.nmsu.edu/en/forms/degree-check-request-for-academic-standing>). You will be notified of your academic standing by your Record Specialist (based on the last two digits of your banner id).

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After April 6

Step 4. Submit a Degree Application through MyNMSU. (If you did not submit a degree check by March 31, you do not need to submit one in April. Just apply for graduation.)

Your degree application will be evaluated and you will be notified of graduation eligibility by your assigned Records Specialist (see above).

Summer 2017 Degree application deadline dates

Early petition deadline	March 3, 2017
Application period opens	February 10, 2017
Last Day to apply without a \$25 late fee	TBA
Last Day to apply with late fee	July 10, 2017

If you have any questions, contact your assigned Record Specialist or the Arts & Sciences Advising and Graduation Services (152 Breland Hall, 575-646-2941, ascenter@nmsu.edu).