



# Undergraduate Early Commencement Participation Petition

The following deadlines and academic eligibility criteria are required for students who plan to participate in Commencement in May but finish course requirements in Summer.

## DEADLINE DATES

<b>Summer Graduation Application opens</b>	<b>February 10, 2017</b>
<b>A&amp;S Early Petition Review to Records Specialist</b>	<b>February 11-February 28</b>
<b>Early Petition sent to Registrar from Records Specialist</b>	<b>March 3, 2017</b>

## ACADEMIC ELIGIBILITY CRITERIA

- 1) 2012 catalog or more recent. The 2011 catalog can only be used through spring semester 2017.
- 2) Need 12 or less credits at the end of the Spring Term to complete all baccalaureate degree requirements.
- 3) Meet the minimum overall 2.00 GPA graduation requirement for all degrees.
- 4) Be pursuing a Main campus undergraduate degree. This option is not available to Graduate students.
- 5) All courses needed to fulfill your degree requirements must be offered during the Summer Session 2017. The Summer schedule of classes will be available online beginning: **February 11**

## PROCESS

**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](http://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/>). 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.

**Step 3.** Submit a Degree Application through MyNMSU.

**Step 4.** Fill in page two of this form. Save it as "*yourlastname yourfirstname* Early Petition 2017" then email it to your records specialist (based on the last two digits of your ID).

- |         |                |          |                   |
|---------|----------------|----------|-------------------|
| • 00-32 | Terri-Lyn Mick | 646-4558 | terrilyn@nmsu.edu |
| • 33-65 | Letty Romero   | 646-4561 | lromero@nmsu.edu  |
| • 66-99 | Susie Crouch   | 646-5205 | scrouch@nmsu.edu  |

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

## Early Commencement Participation Petition

**\*Before submitting this form, apply for Summer graduation through my.nmsu.edu\***

Student Information			
Last Name, First Name, Middle Initial:			Aggie ID Number:
NMSU Email Address:	Telephone Number:	Cumulative GPA:	Credits needed to complete degree requirements <b>after</b> Spring term:
if you need more than 12 credits, you are not eligible to submit a petition for Early Commencement Participation			

**To find your current Program, Catalog Term, and Major, go to my.nmsu.edu**

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

For Primary Major – enter Current Program, Catalog Term, and Major		
Program	Catalog Term	Major

For Additional Major(s), Supplementary Major(s), and/or Minor(s) – enter Current Program and Catalog Term	
	Catalog Term
Second Major (if applicable):	
Supplementary major (if applicable):	
Minor 1 (if applicable):	
Minor 2 (if applicable):	
Minor 3 (if applicable):	

**Summer Courses in which you will enroll to fulfill your remaining degree requirements**  
(only include courses that are actually being offered in Summer)

CRN	Subject	Course Number	Section	Credits	Repeating Course	Campus

**By submitting this form, I agree that I will enroll in the courses listed above. If any changes are made, I will contact my records specialist.**

Save the completed form as "yourlastname yourfirstname Early Petition 2017" then email it to your records specialist (based on the last two digits of your ID).

- 00-32                      Terri-Lyn Mick                      646-4558                      [terrielyn@nmsu.edu](mailto:terrielyn@nmsu.edu)
- 33-65                      Letty Romero                      646-4561                      [lromero@nmsu.edu](mailto:lromero@nmsu.edu)
- 66-99                      Susie Crouch                      646-5205                      [scrouch@nmsu.edu](mailto:scrouch@nmsu.edu)

In reviewing this request, I certify the student will meet all degree requirements if the above course(s) are satisfactorily completed.

Date \_\_\_\_\_