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. Please read carefully.

**DEADLINE DATES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>A&amp;S Early Petition Review to Audit Specialist/Certifier</td>
<td>January 31-February 21</td>
</tr>
<tr>
<td>Early Petition sent to Registrar from Degree Certifier</td>
<td>No later than Feb. 26, 2020</td>
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**ACADEMIC ELIGIBILITY CRITERIA**

1) 2015 catalog or more recent.
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. Graduate students are **not eligible**.
5) All courses needed to fulfill your degree requirements must be offered during the Summer Session 2020. The summer schedule of classes is currently available online as **VIEW ONLY**

**PROCESS**

**Step 1.** Verify that your curriculum {declared degree(s), major(s), supplemental major(s), minor(s), and catalog year(s)} are 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 contact Center for Academic Advising and Student Support at 575-646-2941 for instructions:

**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 https://advising.nmsu.edu/staff/ 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 for Summer 2020 through MyNMSU. (note: if first screen after you click on the Go to Application page, has terms other than summer 2020, then select first option and once you click the radio button for your degree, the next page will offer either Spring 2020 or Summer 2020. **If you already applied for spring, we will ask that your app be moved to summer.**

**Step 4.** Print out page two of this form. Complete it, sign and then scan/email it to you’re the degree certifier indicated below (based on the last two digits of your ID). It may also be dropped off in the Deans office located in Breland, room 163. It will be reviewed and you will receive a signed copy via email.

- 20 - 68 Letty Romero lromero@nmsu.edu
- 00 – 19 and 68 - 99 Susie Crouch scrouch@nmsu.edu

If you have any questions, contact your assigned Degree Certifier through **email**.
# Early Commencement Participation Petition

## Student Information

<table>
<thead>
<tr>
<th>Last Name, First Name, Middle Initial</th>
<th>Aggie ID Number</th>
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<thead>
<tr>
<th>NMSU Email Address</th>
<th>Telephone Number</th>
<th>Cumulative GPA</th>
<th>Credits needed to complete degree requirements after Spring term:</th>
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- 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

## Summer Courses in which you will enroll to fulfill your remaining degree requirements

(Only include courses that are actually being offered in summer)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Credits</th>
<th>Repeating Course?</th>
<th>Campus</th>
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By submitting this form, I agree that I will enroll in the courses listed above. If any changes are made, I will contact my degree certifier.

- 20-68 Letty Romero lrromero@nmsu.edu
- 00-19 and 68-99 Susie Crouch scrouch@nmsu.edu

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

______________________________________________
Assoc. Dean Signature Date

______________________________________________
Degree Certifier Date