

**DEPARTMENTAL NOTIFICATION OF INTENT TO GRADUATE**

Submit To: Coordinator of Program Advisement, Civil Engineering – Phone 277-6633, Fax 277-1988

Date: \_\_\_\_\_ UNM ID \_\_\_\_\_

Name (print - first, middle, last) \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

This notification will not be accepted until a Program of Studies (POS) for Master's students or an Application for Candidacy (AC) for doctoral students has been submitted and approved by the Dean of Graduate Studies. The POS/AC must be submitted and approved by the Dean of Graduate Studies well before the deadlines for Notification of Intent to Graduate listed below. If the deadlines are not met, you will be deleted from the graduation list.

**FAILURE TO MEET THE DEADLINE FOR SUBMISSION OF A POS/AC WILL NOT BE CONSIDERED A COMPELLING REASON TO INCLUDE YOUR NAME ON THE LIST.**

My POS/AC has been submitted and approved by OGS: Yes \_\_\_\_ No \_\_\_\_ Date \_\_\_\_\_

I expect to complete *all necessary degree requirements* in time to graduate at the end of:

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

MSCE \_\_\_\_ MENG \_\_\_\_ MCM \_\_\_\_ PhD \_\_\_\_

FOR ALL DEGREES: Concentration: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

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**APPROVALS:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of CCEE Graduate Programs: \_\_\_\_\_ Date: \_\_\_\_\_

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Departmental Notification of Intent to Graduate must be submitted by the following DEADLINES:

**Fall Graduation: July 20 Spring Graduation: December 5 Summer Graduation: May 2**

Except for courses in which you are currently enrolled, ALL DEGREE REQUIREMENTS (including thesis and dissertation manuscripts, graduate exams and defenses, incomplete and non-recorded [NR] grades) MUST be completed and the Results submitted to OGS by the following semester deadlines:

Fall Graduation: November 15 Spring Graduation: April 15 Summer Graduation: July 15

NOTE: *You must be registered for thesis/dissertation hours in the semester in which you submit your manuscript to OGS.*