



## NOTIFICATION OF INTENT TO GRADUATE

*Note: Incomplete grades not resolved by the last day of the semester may postpone your graduation.*

DATE: \_\_\_\_\_

TO: Coordinator, Mechanical Engineering Program Advisement

FROM: \_\_\_\_\_  
*Printed Student Name* \_\_\_\_\_  
*Student UNM Banner ID Number*

\_\_\_\_\_ \_\_\_\_\_  
*E-Mail* *Phone Number*

My **Program of Studies (MSME) / Application for Candidacy (PhD)** has been submitted:

\_\_\_\_\_  
*Date*

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

\_\_\_\_\_ MS Plan I                      MS Plan II                      PhD  
*Semester/Year (Please also circle the degree and plan you are seeking.)*

Approved:

\_\_\_\_\_  
*Student Signature* \_\_\_\_\_  
*Director of ME Graduate Programs*

This Notification of Intent to Graduate **must** be submitted by the following  
**DEADLINES: FALL GRAD: Two weeks before the Last Class Day of the Prior Summer Term**

**SPRING GRAD: Two weeks before the Last Class Day of the Prior Fall Term**

**SUMMER GRAD: Two weeks before the Last Class Day of the Prior Spring Term**

Except for courses in which you are currently enrolled, **ALL DEGREE REQUIREMENTS**  
(including thesis & dissertation manuscripts, graduate exams, and defenses) **MUST BE**  
**COMPLETED** and **RELATED DOCUMENTATION RECEIVED AT OGS BY THE**  
**FOLLOWING DEADLINES:**

**FALL GRAD: 11/15                      SPRING GRAD: 4/15                      SUMMER GRAD: 7/15**

**Note: Failure to submit this form on time will delay your graduation.**