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.