

University of New Mexico
Department of Individual Family & Community Education

DEPARTMENTAL NOTIFICATION OF INTENT TO GRADUATE

Submit To: Coordinator of Program Advisement, – Phone 277-4535, Fax 277-8361

Date: _____

Name(print-first, middle, last) _____ Student # : _____

Email: _____ Phone Number: _____ Program _____

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.

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

Semester: _____ Year: _____

MS: Plan I (thesis) _____ Plan II (comprehensive exam) _____ PhD _____

APPROVALS:

Student Signature: _____ Date: _____

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

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 the Department by the following semester deadlines:

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

All Doctoral and Master's Candidates – please provide Thesis/Dissertation/Project Title:

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

7/10/07