



Undergraduate Intent to Graduate Form

New Mexico Institute of Mining and Technology

Complete the following:

Please be aware that payment for completion of degree is required upon submission of this declaration. The graduation fee covers the costs associated to the preparation, printing, and mailing of your diploma. The fee is non-waivable and non-refundable and required of all students completing a degree or certificate.

Intent Submission Deadlines are:

- For Summer completion: (Due 3rd Friday in May)
- For Fall completion: (Due 3rd Friday in July)
- For Spring completion: (Due 3rd Friday in November)

I plan to Complete my degree requirements (graduate) in the Semester of (required to submit this form in the semester prior to your completion semester):

Semester: *

Please Select

Year *

2023, 2024, 2025, etc.

Name *

Last Name

First Name

Student ID number *

NMT Student Email *

example@example.com

I hereby Declare my Intention to Complete the Requirements for the Degree of:

My Catalog year is: *

Please Select

Degree *

Please Select

Degree type such as BA, BS, etc.

if you chose "other" in the previous question:

Other Degree:

Major *

Please Select

for a double major, to select more than one, hold down the "CTRL" key

if chose other, type major:

Minor if any:

If completing a Minor: please complete the following form, from the following link:
Minor Approval Form

Minor advisor approval submission box

Concentrations/Options, if any:

My Major requires completion of the FE (fundamentals of engineering) Exam?

Yes, please provide completion date below

Date of FE Exam completion:

ex. 11/13/2023

FE Exam scores submission deadlines to Office of the Registrar (hard deadlines):

Fall Completion: Due no later than 12/01/2023 by 3pm.

Spring Completion (May Commencement): Due no later than 4/12/2024 by 3pm.

FE scores Submission box

I plan to Complete or completed my FE exam requirements in the Semester of (required to submit in the semester prior to your completion semester):

FE exam Semester:

Please Select

FE exam Year

2023, 2024, 2025, et.

Required Degree Audit submission and Advisor Approval sign off of requirements being met:

1. Your Audit must be within 90% completion to be accepted.
2. Please attach a pdf copy of your programs degree audit. Providing this audit certifies that your courses being applied support your candidacy for graduation and fulfill the requirements for the Degree you are declaring. Your degree audit can be obtained through the following link with your Academic Lab Password:
 - NMT Degree Audit
1. In addition, attach the advisor approved Technical Electives & Degree Completion Approval form that be found at the following link:
 - Technical Elective & Degree Completion Advisor Approval form

Degreeworks Degree Audit upload (required for ALL undergraduate students, any submission missing the audit will not be accepted, and will need to be resubmitted).

Degree Audit Submission box

Clarified Elective (if electives need clarification, otherwise can leave form section blank) or Declared Technical Elective Approval (if major has technical Electives, otherwise form section can be left blank) form & Degree completion approval form upload (degree approval is required of all students)

Advisor Approval Submission box

Commencement Participation

The following questions must be completed. Please understand that if you indicate "no" on any of the following questions you will not be able to participate in Commencement as the Ceremony is streamed live, and voids any confidentiality.

I give permission to NMT to publish my name, degree, and honors standing in the Commencement Program. *

- Yes
 No

I give permission to NMT to publish my name, degree, and honors standing in any press release about Commencement. *

- Yes
 No

I also understand that any photos taken during Commencement are property of NMT and can be used in future marketing of NMT. *

- Yes
 No, I do not accept

Intent to Walk and Graduation Payment Submission

- If you are planning to participate in Commencement, you must complete the following form by the deadline, any form not submitted by the deadline will not be accepted. Please note that paying the graduation fee is not a submission to participate in the Commencement ceremony and the participation form must be completed.
- Commencement participation is no cost to the student, and the graduation fee is a required non-refundable fee that applies to all students.

To complete the Commencement participation form please click the following link "INTENT TO WALK FORM" (available after January 1st):

- <https://docs.google.com/forms/d/e/1FAIpQLSdcJcBhZiILMY403glVhISE8pL9R6XUewZukWX5xD1rBnYd2Q/closedform>

Payment for your graduation fee can be completed through the following link:

https://secure.touchnet.com/C22533_ustores/web/store_main.jsp?STOREID=10,

- once completed please upload a copy of the receipt below.

Graduation Fees:

Associate \$40
Bachelor \$40
Certificates \$40

Graduation Fee payment receipt submission box

Diploma Mailing Address

Diplomas are mailed to the addresses provided here shortly after completion of requirements. Our office does not have access to addresses listed in the campus post office. To ensure your diploma is mailed to the correct address, you must update the information here. We are not liable for instances beyond control such as any mailed and lost diplomas, or diplomas being sent to the wrong address.

- *Diploma replacements for instances beyond control is the responsibility of the student.*
- *Diplomas are mailed through standard non-insured USPS postage with 30 day tracking, however any student may provide a prepurchased insured postage envelope to the office of the Registrar if so they wish. Please see the post office for this option.*

Diploma mail dates are:

October 15th for Summer completions,
February 15th for Fall completions,
June 15th for Spring completions.

Address *

Street Address

Street Address Line 2

City

State

Zip Code

If mailing to an address outside of the U.S.A., provide the address below.

International Address:

Mailing address outside of USA

Intent Submission

non-NMT Email *

example@example.com

Phone Number *

Please enter a valid phone number.

Date *

Month Day Year

Submit