

GRADUATION REQUIREMENTS

The ultimate responsibility for planning an academic program in compliance with university, college, and departmental/program requirements rests with the student. In addition, the student bears ultimate responsibility for understanding all matters of the Undergraduate Catalog.

In order to graduate, students must fulfill requirements of a degree plan in a catalog that is no more than eight years old when the requirements for graduation are met and is no older than the year when the student began higher education coursework at NMSU.

Note: The degree plans in this catalog are effective summer, 2023, and are in effect through the spring semester 2031.

Associate's Degree

Associate's degrees are of two types. The academic associate's degree prepares students to transfer to a baccalaureate program and generally includes credits toward the first two years of a four-year degree. Academic associate's degrees include the Associate of Arts, the Associate of Science, and other named degrees that link to a specific major (the Associate of Education, for example). Other associate degrees, typically called Associate of Applied Science, prepare students for entry into the workforce. Credits for these programs may or may not apply toward a four-year degree. Associate degree-seeking students who are interested in a dual degree should consult with their academic advisor. The Associate of Arts and the Associate of Science degrees cannot be earned together. The Associate of General Studies degree may not be earned with other associate degrees.

Students interested in transferring to NMSU or another four-year institution should check the appropriate sections of the university catalog for more information.

Requirements for the two-year associate degrees are found in the respective catalogs and sections concerning these degrees. The following requirements apply to all associates degrees:

- 1. Minimum Credit Hours:** a minimum of 60 credits (excluding "N" suffix courses). Some programs of study require coursework in excess of the 60 credit-hour minimum.
- 2. New Mexico General Education-** state mandated general education courses (as specified in General Education section); such courses are designed with a "G"
 - a. For Associates Degrees: 32-35 credits
 - b. For Applied Associates Degrees: 15-18 credits
- 3. GPA requirement:** Students must have a cumulative GPA of 2.0 or better in all courses taken at NMSU or one of its community colleges.
 - a. For Associates Degrees: students must earn a C- or better in classes they take to meet the Basic Skills requirement (ENGL 1110G and one of several math course options).
 - b. For Applied Associate Degrees: Basic Skills requirements do not apply, but if the student plans to pursue a Bachelor's degree at any point in the future it would be highly recommended.
- 4. Residency -** A minimum of 15 of the 60 credits for the associate's degree must be completed at NMSU or one of its community colleges. Individual academic programs may have additional requirements.

- 5. Major:** All requirements for at least one major field of study as specified in the college and departmental sections of the respective catalog.

Associate Major

An associate major, consisting of at least 18 credits, may include courses from more than one department. Requirements for the Associate Majors are specified in the respective Community College Catalogs.

Certificate of Completion

The Certificate of Completion requires a minimum of 16 credits (other Title IV requirements must be met to be eligible for financial aid) and has been approved through the academic review process. These courses can be a subset of those required for a corresponding Applied Associates Degree. These certificates are recorded on the student's transcript.

Requirements for certificates are found in the respective catalogs and sections concerning these programs. The following requirements apply to all certificates.

- 1. Minimum Credit Hours:** The number of credit hours varies from certificate to certificate. Students must successfully complete the total number of credit hours as outlined in the respective catalogs and sections describing these certificates.
- 2. GPA requirement:** Students must successfully complete all courses for the certificate as outlined in the catalog. In addition, students must have a cumulative GPA of 2.0 or better in all courses taken at NMSU or one of its community colleges.
- 3. Residency:** A minimum of 6 credits earned toward the certificate must be completed at NMSU or one of its community colleges.

Certificate of Achievement

The Certificate of Achievement is a program of study less than 16 credits and is not eligible for Federal financial aid. This Certificate provides employment-related and/or career-enhancing skills necessary to succeed in a job or a chosen field of study. These courses can be a subset of those required for a corresponding Certificate of Completion or Applied Associates Degree. These certificates are recorded on the student's transcript. The following requirements apply to all certificates of achievements:

- 1. Minimum Credit Hours:** The number of credit hours varies from certificate to certificate but must be fewer than 16 credits. Students must successfully complete the total number of credit hours outlined in the respective catalogs and sections describing these certificates.
- 2. GPA requirement:** Students must successfully complete all courses for the certificate as outlined in the catalog and have a cumulative GPA of 2.0 or greater in all courses required for the certificate, but may have a cumulative GPA of less than 2.0 for courses taken outside of the certificate.
- 3. Residency:** A minimum of 6 credits earned toward the certificate must be completed at NMSU or one of its community colleges. If the certificate requires fewer than 6 credits, all credits must be completed at NMSU or one of its community colleges. Individual academic programs may have additional requirements.

Deadline for Course Substitutions and Waivers: Latest date for substitution or waiver of required courses for degree candidates is two weeks after the last date of registration for regular or summer terms.

Filing Notice of Degree Candidacy: Degree candidates are required to file an Application for Degree or Application for Certificate for each degree

or certificate sought. There is no application fee for certificates. For associate degrees there is no application fee if submitted by the initial deadline noted in the Important dates calendar. Any degree application submitted after the initial deadline but before the final deadline may be assessed a late fee for each associate degree. This fee will be included in the total cost for the semester or session in which the candidate anticipates completing degree requirements. If degree/certificate requirements are not completed during the semester or session, the degree/certificate will be denied and the student must reapply. The Application for Degree form is available online through the MyNMSU website. No applications will be accepted after the posted final deadline date.

A student must specify choice of catalog as indicated under Graduation Requirements.

Attendance at Commencement: The Vice President for Student Success confirms eligibility to participate in commencement exercises held at the close of the spring semester. Eligible candidates (registered for final degree requirements, as verified by an Academic Advisor) and degree recipients from the previous summer, fall, or current spring semester may participate in the ceremony which is held at the end of every spring semester. Participation in commencement does not, in itself, mean that a student is considered an NMSU-A graduate. In order to receive a degree, a student must fulfill university requirements. The degree will reflect the graduation date from the application for degree in which all degree requirements were met.

Diplomas: Diplomas will be mailed to graduates approximately eight weeks after final grades have been processed by the University Student Records office, concluding a final degree audit by the individual Colleges. The diploma will be mailed to the address specified on the degree application, unless an address change has been requested before the end of the semester.

The name on the diploma will reflect the student's current official NMSU records. Name changes are processed only for currently admitted students. The degree title and major(s) will be printed on the diplomas, in accordance to the degree application award, determined by the academic colleges. Academic honors will also be printed on the diplomas below the degree and major(s).

All fees and bills owed the university must be paid in full before a student may receive a diploma or transcript of credits.

Certificates: Certificates will be sent electronically to recipients. Students may request a hard copy through Student Services at 575.439.3600 or email ssnmsua@nmsu.edu.

Recognition of Degrees and Certificates: Degrees and certificates earned are recorded on the student's academic record.

Transcript of Credits: An official transcript, the University's certified statement of the student's complete NMSU academic record in chronological order by semester and year, includes coursework, grades, and degrees earned. Credit hours earned through transfer work are not listed in detail, but do appear as cumulative totals. Transcripts are available as digitally signed PDFs or printed copies. Transcripts can be ordered online at <https://records.nmsu.edu/forms/transcripts.html>. A fee is charged.

The name on the transcript will be the same as on the official NMSU records. Name changes are processed only for current students. No transcript will be released if the student is in debt to the university.