

GRADUATION REQUIREMENTS

A student may specify choice of either the current catalog at the time of admittance or a subsequent catalog, provided the selected catalog is not more than six years old when (s)he satisfies the requirements for graduation. In all other cases, the student will be subject to the current catalog.

Students planning to graduate must clear all of their accounts with the DACC Cashiers Office. Delinquent accounts due to outstanding balances for tools, books, and personal materials should be cleared in the community college's Cashiers Office, located in DASR 102B.

Graduation with Honors

See the section titled, "Recognition for Academic Achievement (<http://catalogs.nmsu.edu/nmsu/recognition-academic-achievement/>)."

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.

Filing Notice of Candidacy for a Degree or Certificate

Students are required to file Application for Degree for an associate degree or certificate and pay the graduation fee for each degree or certificate sought. This fee (\$25 for an associate degree; \$10 for a

certificate) must be paid by the end of the semester or session in which the candidate anticipates completing degree requirements.

Filing an Application for Degree is accomplished by completing the appropriate online application.

- For an associate degree, students must apply through their myNMSU account.
- For a certificate, go to the following web page and follow the instructions given there: <http://dacc.nmsu.edu/students-services/certificate-of-completion-application/> (<https://dacc.nmsu.edu/student-services/certificate-of-completion-application.html>)

Once the application is submitted electronically, the appropriate charge(s) will appear on the student's account, usually within 48 hours. Payment may then be made either in person at the DACC Cashiers Office, located in DASR 102B, over the telephone by credit card (575) 527-7513, or by accessing the student's account online via myNMSU. If degree requirements are not completed during the semester or session for which the student paid the fee, the student must reapply and pay any additional fees that may apply.

Students can apply for their associate degree through their myNMSU account. Certificate applications are available on the DACC website. A \$25 late fee applies to degree applications received after the first deadline, and no applications will be accepted after the final deadline. These deadlines are published in the *Schedule of Classes*.

The latest date for substitution or waiver of required courses for candidates for degrees is two weeks after the last date of registration for regular or summer terms. All fees and bills owed the university must be paid before a student may receive a diploma or transcript of credits. Graduation fees must be paid as listed in the section, "Tuition and Fees (<http://catalogs.nmsu.edu/dona-ana/general-information/tuition-fees/>)."

Diploma

All fees and bills owed the university must be paid in full before a student may receive a diploma or official transcripts. 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). The name on the diploma will reflect the student's current official NMSU records. Name changes are only processed for currently admitted students.

Diplomas will be mailed to graduates approximately eight weeks after the individual colleges certify the degree requirements and the final grades have been processed by the University Student Records Office. The diploma will be mailed to the address specified on the degree application, unless an address change was requested before the last day of the semester.

Recognition of Degrees and Certificates

Degrees and certificates earned are recorded on the academic record, as are majors where applicable. Minors are also recorded for students completing all requirements for the bachelor's or graduate degree as of May 10, 1980.

Transcript of Credits

Recognition of degrees earned is made on the official transcript (academic record) of students completing all requirements for a degree

or certificate. The official transcript is available in printed or electronic form.

Printed copies of the transcript may be requested either at the NMSU University Students Records Office (575) 646-3411 or online, fees may apply. For more information, visit <https://records.nmsu.edu/forms/transcripts/> (<https://records.nmsu.edu/forms/transcripts.html>). No transcript of credits will be released if the student owes a debt to DACC/NMSU.

Attendance at Commencement

DACC certifies eligibility to participate in commencement exercises for students planning to receive an associate degree and/or a certificate.

DACC holds commencement exercises at the end of the spring semester in May. Eligible candidates for degrees and certificates are encouraged to participate in the commencement ceremony. Students wishing to participate in spring commencement prior to completing degree requirements in the following summer session should call (575) 527-7530 for specific requirements.