

# Application for Audit/Graduation for Degree or Licensure Program

## AUDIT INFORMATION

Print Your Name (If applicable, exactly as you wish it to appear on your diploma)

Student I.D.

Diploma is to be mailed to (include: Street/PO City State ZIP) Phone Number

Current Address

Phone Number

E-mail Address: \_\_\_\_\_

Degree Desired: CERT\_\_\_ AA\_\_\_ AAS\_\_\_ ADN\_\_\_ AS\_\_\_  
BA\_\_\_ BAS\_\_\_ BBA\_\_\_ BFA\_\_\_ BGS\_\_\_ BS\_\_\_ BSN\_\_\_ BSW\_\_\_  
MA\_\_\_ MAT\_\_\_ MBA\_\_\_\_\_

Graduate Licensure Program: School Psychology \_\_\_\_\_ Alternative \_\_\_\_\_

Graduate licensure programs are not degrees. They are only alternative routes to New Mexico teacher licensure or School Psychology licensure. Licensure is only granted by the State of New Mexico. Certificate/Licensure Programs do not require a fee to be paid for an audit.

1<sup>st</sup> Major \_\_\_\_\_ 2<sup>nd</sup> Major \_\_\_\_\_

Concentration(s) \_\_\_\_\_

Minor(s) \_\_\_\_\_

I wish to graduate/complete: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

*Submission of your degree plan is **REQUIRED** with this application.*

**Deadlines for submission of application: Associate/Bachelor \$60 Masters \$80**  
**Summer graduation February 1<sup>st</sup>; Fall graduation June 1<sup>st</sup>; Spring graduation September 1<sup>st</sup>.**

Please allow approximately 6-8 weeks for the completion of audit.

Results will be mailed to you at the above address when your audit is complete.

**Failure to return completed application to the registrar’s office will result in a delay for graduation.**

### Students pursuing a degree PLEASE FOLLOW STEPS 1-6 IN ORDER

**Step 1 Office of Business Affairs:** Graduation Fees – Assoc \_\_\_\_\_ Bach \_\_\_\_\_ Mast \_\_\_\_\_

Office of Business Affairs Authorized Signature \_\_\_\_\_ Receipt \_\_\_\_\_ Date \_\_\_\_\_

**Step 2 Financial Aid:** By federal regulations, if you received any type of student loan, you are required to complete an exit interview. Please complete this process at [www.mapping-your-future.org](http://www.mapping-your-future.org) within a week after your graduation, in order to avoid a hold on your transcript.

**Step 3 Career Services:** \_\_\_\_\_  
Career Services Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 4 Will you participate in Commencement?:** Yes \_\_\_\_\_ No \_\_\_\_\_  
Weight: \_\_\_\_\_ Height: \_\_\_\_\_

**Step 5 Office of the Registrar:** \_\_\_\_\_  
Office of the Registrar Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Failure to return completed application to the registrar’s office will result in a delay for graduation.**

Date Audit Results Sent \_\_\_\_\_ Initials \_\_\_\_\_ Checklist for Audit: Degree Plan \_\_\_\_\_ Transcript \_\_\_\_\_ Current Schedule \_\_\_\_\_