

# Graduation Application Procedures

Graduate School

**Please submit this application by the deadline for the semester you plan to graduate, posted online at [www.enmu.edu/graduation](http://www.enmu.edu/graduation).**

## Procedures for All ENMU Graduate Students

1. Submit the Student Survey online.
2. Print and complete the Approval for Graduation form: Graduate School.
3. Submit the \$15 graduation fee to the cashier in the Administration Building or pay by phone with a credit card by calling 575-562-2619.
4. Submit the Approval for Graduation Form: Graduate School to your graduate coordinator.
5. Documentation of all graduation requirements, such as grade changes, course repeat forms and transcripts for transfer students, must be in the Graduate School two weeks prior to the end of the semester, or graduation will be moved to the next semester.
6. If you plan to march in commencement, contact the bookstore about purchasing regalia. You may order directly from the bookstore using a credit card and have regalia mailed to you. Call the bookstore toll-free at 877-499-2665, and any associate will be able to assist you.
7. Please contact the Graduate School if you have any questions or concerns.

**Attention:** The Office of Financial Aid will automatically cancel any financial aid awarded for future semesters (with the exception of GSL Loans) when a student's name appears on the graduation list. If you intend to continue your education at Eastern New Mexico University, please contact your financial aid officer.

**Note/disclaimer:** If any changes are made in the above information it could mean the forfeiture of my graduation for the current semester. Should any changes occur in what has been stated on the Approval for Graduation form, I will notify the Graduate School immediately.

**By signing the attached Approval for Graduation form, I am acknowledging that I have read and understand the above statement.**

## Contact Information

Dr. Linda Weems, graduate dean  
ENMU Station 24 • 1500 S. Ave. K • Portales, NM 88130  
Phone: 575-562-2147 • Fax: 575-562-2500 • E-mail: [linda.weems@enmu.edu](mailto:linda.weems@enmu.edu)



www.enmu.edu

# Approval for Graduation

## Graduate School

### Steps:

1. Submit the Student Survey online.
2. Print and complete the Approval for Graduation form.
3. Submit payment for graduation to the cashier in the Administration Building.
4. Submit Approval for Graduation form to your graduate coordinator.

- Fall 20\_\_\_\_\_
- Spring 20\_\_\_\_\_
- Summer 20\_\_\_\_\_

## Section I: Student Information

Student's name as wanted on diploma: \_\_\_\_\_  
First Middle name/Initial Last

Student ID number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Diploma mailing address: \_\_\_\_\_  
Address City State ZIP

Phone number: \_\_\_\_\_ Hometown newspaper: \_\_\_\_\_

## Section 2: Student Records Information (The following items are supported by the degree plan.)

College: \_\_\_\_\_ Degree sought: \_\_\_\_\_ Major: \_\_\_\_\_

If writing thesis, give title: \_\_\_\_\_

Committee chair: \_\_\_\_\_

Currently enrolled?  Yes  No If currently enrolled, list courses in progress: \_\_\_\_\_

List incomplete grades and/or other outstanding requirements such as comprehensive examinations, thesis and thesis defense: \_\_\_\_\_

All requirements needed to graduate must be completed by the deadline stated on the Graduation Application Procedures (online at [www.enmu.edu/graduation](http://www.enmu.edu/graduation)) , or you will not graduate.

**Student statement:** I have read the information above and acknowledge the disclaimer on the Graduate Application Procedures and understand that if I fail to complete the remaining requirements, I forfeit my right to graduate.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate coordinator's signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate dean's signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 3: Commencement Information (if applicable)

Do you plan to participate in commencement?  Yes  No Campus where you will walk in commencement:  
 When do you plan to participate in commencement?  Fall  Spring  Portales  Ruidoso  Roswell

Note: Caps and gowns will be available at the bookstore. All orders are to be placed directly through them.

Office Use Only (Registrar)