

Department of Chemical & Biological Engineering (CBE)
Application for Bachelor of Science in Chemical Engineering (B.S.Ch.E.)

Instructions to Student

Step One: Complete all sections of this application for degree EXCEPT the one marked "FOR OFFICE USE ONLY."

Step Two: Submit the application for degree to Sarah E. Domínguez, CBE Program Advisement Coordinator.

Step Three: Sarah will send an email to your UNM email account once you have been added to the pending graduation list and/or to notify you of any issues/concerns with your application for degree. Please be sure to check your UNM email address frequently as this will be the primary way Sarah will contact you.

Name

Catalog Year

UNM ID Number

Concentration - Choose from Bioengineering, Chemical Process Engineering, Environmental Engineering, Materials Processing or Semiconductor Manufacturing

UNM Email Address

Minor (optional)

Phone Number

Graduation Term (Semester & Year)

Street Address

Are you pursuing departmental honors? (yes or no)

City, State, Zip

In order to meet the expected graduation date, I plan to complete the following courses:

Current Semester						Final Semester	
Semester	Year	Semester	Year	Semester	Year	Semester	Year
Course	Credit Hrs	Course	Credit Hrs	Course	Credit Hrs	Course	Credit Hrs
Total Credit Hrs		Total Credit Hrs		Total Credit Hrs		Total Credit Hrs	

Please read through each of the following School of Engineering Graduations Requirements as outlined in the UNM Catalog. Initial next to each one indicating that you understand and agree to complete each graduation requirement as it is written below.

- ___1) Candidates for bachelor's degrees must complete all of the work outlined in their respective curricula. The student is solely responsible for completing all requirements for graduation.
- ___2) Students must file applications for degrees with their department chair during the second semester of their junior year but in no case later than when they have completed 100 credit hours acceptable toward the degree.
- ___3) Each candidate for a degree must have at least a 2.00 GPA on work taken at the University of New Mexico which is counted toward the degree and at least a 2.00 GPA on all work taken at the University of New Mexico. In order to count toward graduation, each course required in a School of Engineering curriculum must be completed with a grade of C- or better. Courses used to fulfill the University of New Mexico core curriculum require a grade of C or better. Departments may have more restrictive academic requirements which also must be met.
- ___4) All course work required for graduation in a School of Engineering degree program must be successfully completed within three attempts. This includes courses offered by other departments at the University of New Mexico, such as mathematics and physics. An attempt includes receiving any letter grade (A through F), WP, WF, W, WNC, CR, NC, I or AUDIT. For the purposes of this requirement, course work taken at other institutions is treated the same as course work taken at the University of New Mexico.
- ___5) Students who have accumulated 30 or more credit hours of D+, D, D-, F, WF or NC other than those subject to removal by academic renewal or use of the University of New Mexico repeat policy are not allowed to graduate from a School of Engineering degree program.
- ___6) The student must meet the residence credit requirement. A minimum of 30 credit hours of credit, exclusive of extension and correspondence (independent study) credit, must be earned at the University of New Mexico. Of these 30 credit hours in residence, 15 credit hours must be earned after the candidate has accumulated 92 of earned credit hours. These 15 credit hours, however, do not necessarily have to be the last credit hours of a degree program. A student may fulfill all or part of this residence requirement by attending summer session. The student must complete major and minor residence requirements. At least one-half of the minimum number of credit hours required for major study and one-fourth of the minimum for minor study must be class or laboratory work earned in residence at the University of New Mexico. A senior transfer student may satisfy this requirement, with the approval of the major department, with at least one-fourth of the total minimum credit hours required for the major. Most colleges do not accept Introductory Studies courses or technical courses to satisfy any of these requirements.
- ___7) Physical education activity courses are not acceptable toward bachelor degree requirements in the School of Engineering.
- ___8) Introductory Studies courses are not acceptable toward bachelor degree requirements in the School of Engineering.
- ___9) Total number of credit hours required for graduation varies, depending on the specific program.
- ___10) Requirements for all bachelor's degrees in the School of Engineering include the requirements of the University of New Mexico Core Curriculum. In some cases, specific Core courses are already incorporated in the degree programs. In other cases, some choice is left to the student. Specific Core requirements and allowable courses are given in the general University of New Mexico graduation requirements.

By signing this form, I hereby make application for the degree of Bachelor of Science in Chemical Engineering. I understand that if any changes are made to the approved graduation plan listed above that I must get those edits approved by my faculty advisor and then submit them to the CBE Program Advisement Coordinator, Sarah E. Domínguez.

Student Signature

Date

FOR OFFICE USE ONLY

CBE Program Advisement Coordinator - Sarah E. Domínguez

Comments: _____

Catalog Yr/Program Match--->INB:_____ LoboWeb:_____ Checklist:_____ SZADEGR:_____

Degree Audit Clean as of:_____ App for Minor on file:_____ Email Sent to Student:_____

Signature:_____ Date:_____

CBE Director of Undergraduate Programs - Dr. Eva Chi

This student's application for degree has been approved.

Signature:_____ Date:_____