

Out of Cycle Degree Audit Change Form

Any critical change(s) to degree audit external to the NMSU catalog revision cycle requires the following information to be sent to the Registrar's Office Degree Audit Specialist. This form does not circumvent the NMSU catalog degree requirements update process. Degree Audit for the next catalog cycle will be automatically updated annually. This form is to be used only in the event of a change that is **negatively impacting students**.

1. Complete the following information.

Requestor's Full Name: _____ Date: _____

Degree Program and Catalog Year(s):	
Degree Requirement:	
Course:	
Change(s) requested:	
Provide extenuating or unusual circumstances as to why degree audit would not match catalog:	

2. Obtain the following signatures.

Name of Department Head: _____

Signature Date

Name of Associate Dean: _____

Signature Date

****May require Provost's Office approval, depending on the extent of change being requested.****

3. Scan and submit the electronic scanned form to starproject@nmsu.edu.