 READMISSION APPLICATION FOR GRADUATE STUDENTS

Complete this form and return it to the Center for Graduate Studies or email it to graduate@nmt.edu.

**Graduate students must apply for readmission if they have not been enrolled for one semester, excluding summer sessions (twelve months for Distance Education students). All graduate students who left while on academic probation or suspension must apply for readmission.**

**I would like to apply for Readmission for the** **Semester of** **(Year).**

 **Have you ever been convicted of a crime that could have resulted in one year or more of prison time (following a jury or bench trial, a guilty plea, or a nolo contrendere plea), been charged with such a criminal offense that was later dismissed as a result of a plea bargain or alternative sentencing arrangement, or are such criminal charges pending or expected to be brought against you? (If yes, for each crime you must provide a detailed explanation and copies of all official records related to your case. Include state, location, crime, dates, and case number. If applicable, provide the name and phone number of your parole and probation officer. Finally, by submitting your application, you are giving NMT’s representatives authority to investigate your record and giving legal authorities permission to discuss your case with NMT’s representatives.) You are under continuing obligation to immediately update your response to this question if your circumstances change after you submit this application.  Yes  No**

**GOOD STANDING STUDENTS:**

**1.  I left NMT in Good Standing - Last Semester at Tech:**

**2. (a)  I DID attend another College or University**

 ***(Please provide an Official Transcript-Without Transcript you will not be considered for Readmission)***

**From:**

 **College or University Name Mo/Yr**

**To:**

 **City and State Mo/Yr**

 **(b)** ** I DID NOT attend another College or University**

**STUDENTS ON SUSPENSION OR PROBATION: (see conditions of readmission on reverse)**

**1.  1st Suspension** ** Probation Last Semester at Tech:**

 ** 2nd Suspension**

**2. (a)  I DID attend another College or University**

 ***(Please provide an Official Transcript-Without Transcript you will not be considered for Readmission)***

**From:**

 **College or University Name Mo/Yr**

**To:**

 **City and State Mo/Yr**

 **(b)  I DID NOT attend another College or University**

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**Degree-seeking students:**

**I was admitted into:** ** M.S.**

**My Academic Advisor will be:** ** Ph.D.**

**I plan to graduate:** ** Certificate**

 **Semester/Year**

**Pre-degree students:  I am a Pre-degree Graduate Student I plan to major in:**

**Non degree-seeking students:  I am a Special Graduate Student**

**I certify that all information given in this application is complete and accurate. If I am accepted as a student at the New Mexico Institute of Mining and Technology (New Mexico Tech), I agree to conform and abide by all rules, regulations, and procedures of the Institute. Misrepresentation in any statement by me will be considered adequate grounds for denial of admission, for cancellation of registration, or dismissal from the Institute.**

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 **Name (Please Print) Student ID #**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature/Date Email Address**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Address/City/State/Zip Phone Number**

####  CONDITIONS OF READMISSION

**All graduate readmissions are handled by the Center for Graduate Studies.**

**GOOD STANDING STUDENTS AND STUDENTS ON PROBATION:**

**Graduate students in Good Standing or on Probation will be readmitted under the current catalog, with the same status as when they left, i.e., full time, part time, on campus, or distance.**

**STUDENTS ON SUSPENSION:**

**Graduate students who have been on Suspension may request readmission by written petition to their Department and the Graduate Dean. Suspended students must still petition for readmission even if they served their suspension semester(s). Petitions must be submitted to the Center for Graduate Studies by 5:00pm the Wednesday before classes start, however early submission is suggested.**

**Petitions from students on Suspension must include all of the following:**

**a) Readmission Application**

1. **A one-page Appeal Letter that persuasively makes a case for Readmission. Please include the following:**
* **An explanation of why you did poorly**
* **An explanation of what you plan to do differently to be successful**
* **Any other information which demonstrates that you are ready to be a successful graduate student at NMT.**
1. **A Supporting Letter from the student’s Academic Advisor. If you are changing majors, this letter can be from your old advisor, new advisor, or both. This letter must also be endorsed by the Department Chair of the department in which you wish to enroll.**
2. **Any documents the student thinks are relevant, such as medical documents or letters of support from faculty, research advisors, or counselors.**
3. **Official transcripts for any colleges/universities attended since leaving New Mexico Tech.**

**When readmitted from suspension status the student will be on probation and subject to all the rules and regulations of a student on probation. Failure to meet the minimum grade point average for academic good standing will result in a second suspension from the Institute for a period of two years. *Credits earned at another institution during a duration of suspension will not be accepted for transfer.***

**You can email, fax, or mail this form to the Center for Graduate Studies:** **graduate@nmt.edu****; fax 575.835.5476; address 801 Leroy Place, Socorro, NM, 87801**

 **Revised 11/2016**