



College of Health, Education, and Social Transformation
School of Teacher Preparation, Administration, and Leadership
New Mexico State University
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MA Exam Registration Checklist: C&I/SPED

Registration is now open for the Master's Exam for C&I/SPED students who are completing their degrees and graduating this semester. Registration must be confirmed with the department, including the completion of each item on this registration checklist.

Please confirm that you have completed the following steps for your MA Exam Registration:

- _____ Read and reviewed all expectations and requirements pertaining to the MA Exam
- _____ Confirmed your availability to take the exam remotely during the time and date assigned
- _____ Confirmed with your advisor that you are admitted to the correct graduate program
- _____ Confirmed with your advisor that you are graduating this semester
- _____ Confirmed with your advisor that you will be taking the Written MA Exam this semester
- _____ Registered for at least one credit hour of graduate coursework this semester
- _____ Applied for graduation to receive your degree at Commencement this semester
- _____ Completed and submitted the MA Exam Registration Form
- _____ Completed and submitted your Degree Audit
- _____ Completed and submitted a Degree Audit Degree Audit Exception Form if necessary

Please submit this checklist along with the Registration Form, Program of Study, and Degree Audit in a single email to Dr. Rick Marlatt, Director, School of TPAL (rmarlatt@nmsu.edu). Once you have submitted these registration documents, your information will be reviewed, and you will be contacted via email if any further information or documentation is needed. Please email all documents, materials, and questions pertaining to your MA Exam Registration to Dr. Marlatt (rmarlatt@nmsu.edu). Please reach out to your academic advisor with any questions you may have about your degree completion. Your registration will be confirmed, and MA Exam instructions will be provided no later than one week prior to the exam.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Marlatt".

Rick Marlatt, Ph.D.

Director & Professor
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