

EDUCATION: MUSIC EDUCATION K-12 (BME)

Degree: Bachelor of Music Education
Major: Music Education K-12
Program Code: 3282

About This Major . . .

The Music Education K-12 degree provides students with the knowledge, skills, and musicianship to become a successful music educator.

Studies in music theory, history, literature, ensemble performance, and applied study give the student a strong foundation on which to build a successful teaching career. Classes in conducting, instrumental, choral, and elementary techniques develop the skills and knowledge needed for a rewarding career as a K-12 educator. These skills and knowledge are applied during field experiences as well as during the student teaching internship.

As a student, you will gradually accumulate over 200 hours of classroom experience before beginning student teaching. School districts throughout western Colorado provide opportunities to gain experience with children of all ages and backgrounds in a variety of school settings.

A minimum of 75 credit hours of Essential Learning and content area coursework must be completed with a minimum GPA of 2.80 before a candidate may apply for admission to the Center for Teacher Education secondary licensure program. Please see the Teacher Education Admission Packet for further information on admissions criteria.

For more information on what you can do with this major, visit Career Services' What to Do with a Major? (<https://www.coloradomesa.edu/career/students/explore/major.html>) resource.

All CMU baccalaureate graduates are expected to demonstrate proficiency in specialized knowledge/applied learning, quantitative fluency, communication fluency, critical thinking, personal and social responsibility, and information literacy. In addition to these campus-wide student learning outcomes, graduates of this major will be able to:

1. Music Education Outcome 1: Develop and express music judgments through solo performances (Intellectual Skills - Critical Thinking)
2. Music Education Outcome 2: Identify current national and state music education standards (Specialized Knowledge)
3. Music Education Outcome 3: Demonstrate strategies associated with teaching general music curricula (Specialized Knowledge)
4. Music Education Outcome 4: Conduct research on a specialized topic in music that results in a well-organized document or oral presentation (Intellectual Skills – Communication Fluency)
5. Music Education Outcome 5: Demonstrate teaching techniques in an instrumental or vocal setting (Specialized Knowledge)
6. Teacher Education Outcome 1: Demonstrate mastery of major area's content knowledge and pedagogical strategies through fieldwork with learners in professional settings. (Specialized Knowledge/Applied Learning)
7. Teacher Education Outcome 2: Design and establish a safe, inclusive, and respectful learning environment for a diverse population of students. (Specialized Knowledge/Applied Learning)

8. Teacher Education Outcome 3: Plan and deliver effective instruction to students, based on research-based pedagogical practices. (Communication Literacy/Information Literacy)
9. Teacher Education Outcome 4: Collect and analyze student assessment data and use results to inform planning and instruction. (Quantitative Fluency)
10. Teacher Education Outcome 5: Demonstrate professionalism through ethical conduct, reflection, and leadership. (Personal and Social Responsibility)

Requirements

Each section below contains details about the requirements for this program. Select a header to expand the information/requirements for that particular section of the program's requirements.

To print or save an overview of this program's information, including the program description, learning outcomes, requirements, suggested course sequencing (if applicable), and advising and graduation information, scroll to the bottom of the left-hand navigation menu and select 'Print Options.' This will give you the options to either 'Send Page to Printer' or 'Download PDF of This Page.' The 'Download PDF of This Page' option prepares a much more concise presentation of all program information. The PDF is also printable and may be preferable due to its brevity.

Institutional Degree Requirements

The following institutional degree requirements apply to all CMU baccalaureate degrees. Specific programs may have different requirements that must be met in addition to institutional requirements.

- 120 semester hours minimum.
- Students must complete a minimum of 30 of the last 60 hours of credit at CMU, with at least 15 semester hours in major discipline courses numbered 300 or higher.
- 40 upper-division credits (an alternative credit limit applies to the Bachelor of Applied Science degree).
- 2.00 cumulative GPA or higher in all CMU coursework.
- A course may only be used to fulfill one requirement for each degree/certificate.
- No more than six semester hours of independent study courses can be used toward the degree.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed 30 semester credit hours for a baccalaureate degree. A maximum of 15 of the 30 credits may be for cooperative education, internships, and practica.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Degree Requirements.
- The Catalog Year determines which program sheet and degree requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

Specific to this program:

- 126 semester hours required for the BME in Music Education K-12.
- 2.80 cumulative GPA or higher in all CMU coursework.

Essential Learning Requirements

(31 semester hours)

See the current catalog for a list of courses that fulfill the requirements below. If a course is an Essential Learning option and a requirement for your major, you must use it to fulfill the major requirement and make a different selection for the Essential Learning requirement.

For this program, some Essential Learning credits will have to be completed in the junior year. See suggested course sequencing for more details.

Code	Title	Semester Credit Hours
English ¹		
ENGL 111	English Composition I-GTCO1	3
ENGL 112	English Composition II-GTCO2	3
Mathematics ²		
MATH 110	College Mathematics-GTMA1	3
History		
Select one History course		3
Humanities		
Select one Humanities course		3
Social and Behavioral Sciences		
PSYC 233	Human Growth and Development-GTSS3 ³	3
Select one Social and Behavioral Sciences course		3
Fine Arts		
Select one Fine Arts course		3
Natural Sciences ⁴		
Select one Natural Sciences course		3
Select one Natural Sciences course with a lab		4
Total Semester Credit Hours		31

¹ Must receive a grade of "B" or better and must be completed by the time the student has 60 semester hours.

² Must receive a grade of "C" or better, must be completed by the time the student has 60 semester hours.

³ Must receive a grade of "B" or better.

⁴ One course must include a lab.

Other Lower Division Requirements

Code	Title	Semester Credit Hours
Wellness Requirement		
KINE 100	Health and Wellness	1
Select one Activity Course		1
Essential Learning Capstone ¹		
ESSL 290	Maverick Milestone	3

ESSL 200	Essential Speech	1
Total Semester Credit Hours		6

¹ Essential Learning Capstone must be taken after completion of the Essential Learning English and Mathematics requirements, and when a student has earned between 45 and 75 hours.

Foundation Courses

(23 semester hours, must pass all courses with a "C" or better)

Code	Title	Semester Credit Hours
MUSA 111	Music Technology	1
MUSA 114	Theory I-Introduction	3
MUSA 115	Theory II-Diatonic Concepts	3
MUSA 116	Ear Training and Sightsinging I	2
MUSA 117	Ear Training and Sightsinging II	2
MUSA 214	Theory III - Chromatic Concepts	3
MUSA 215	Theory IV - Twentieth Century Form and Analysis	3
MUSL 1__	Music Lesson	1
MUSL 1__	Music Lesson	1
MUSL 2__	Music Lesson	1
MUSP 1__	Music Performance	1
MUSP 1__	Music Performance	1
MUSP 2__	Music Performance	1
Total Semester Credit Hours		23

Program Specific Degree Requirements

(66 semester hours, must pass all courses with a "C" or better and maintain a 2.80 cumulative GPA or higher in coursework in this area.)

- Students must meet departmental recital/concert attendance requirements.
- Students deficient in piano skills will be required to complete MUSA 130 (2), MUSA 131 (2), MUSA 230 (2), MUSA 231 (2), in the first two years.

Code	Title	Semester Credit Hours
Music Core ¹		
MUSA 101	Concert Attendance	0
MUSA 101	Concert Attendance	0
MUSA 101	Concert Attendance	0
MUSA 101	Concert Attendance	0
MUSA 101	Concert Attendance	0
MUSA 101	Concert Attendance	0
MUSA 101	Concert Attendance	0
MUSA 101	Concert Attendance	0
MUSA 250	Beginning Conducting	2
MUSA 268	Beginning Jazz Improvisation (This 1 hour requirement is for Instrumental and Keyboard students only.)	0-1
Select one of the following:		3
MUSA 302	Keyboard Literature I	

MUSA 303	Symphonic Literature	
MUSA 304	Keyboard Literature II	
MUSA 319	Choral Literature	
MUSA 317	Applied Orchestration and Arranging	2
MUSA 326	Music History and Literature I	3
MUSA 327	Music History and Literature II	3
MUSA 426	The Music of World Cultures	2
MUSP 365	Opera Workshop (This 1 credit hour requirement is 0-1 for vocal students only.)	
MUSL 2__	Music Lesson	1
MUSL 3__	Music Lesson	1
MUSL 3__	Music Lesson	1
MUSL 4__	Music Lesson	1
MUSP 2__	Music Performance	1
MUSP 3__	Music Performance	1
MUSP 3__	Music Performance	1
MUSP 4__	Music Performance	1
MUSP 420	Senior Recital/Presentation	1
Total Semester Credit Hours		24-26

Code	Title	Semester Credit Hours
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Music Education K-12 Requirements Option 1: Instrumental and Keyboard Focus ²

MUSA 137	Class Voice	1
MUSA 232	String Techniques and Materials	2
MUSA 233	Woodwind Techniques and Materials	2
MUSA 234	Brass Techniques and Materials	2
MUSA 235	Percussion Techniques and Materials	2
MUSA 240	Introduction to Music Education (30 field experience hours)	2
MUSA 340	Teaching Elementary and General Music: Methods, Principles, and Materials (30 field experience hours)	3
Select one of the following:		2
MUSA 350A	Advanced Conducting: Choral	
MUSA 350B	Advanced Conducting: Instrumental	
MUSA 440	Teaching Vocal Music K-12: Methods, Principles, and Materials (35 field experience hours)	3
MUSA 441	Teaching Instrumental Music K-12: Methods, Principles and Materials (35 field experience hours)	3
Select one of the following:		2
MUSA 442A	Teaching Special Ensembles: Choral (30 field experience hours)	
MUSA 442B	Teaching Special Ensembles: Instrumental (30 field experience hours)	
Total Semester Credit Hours		24

Code	Title	Semester Credit Hours
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Music Education K-12 Requirements Option 2: Vocal Focus ²

Select two of the following:		4
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MUSA 232	String Techniques and Materials	
MUSA 233	Woodwind Techniques and Materials	
MUSA 234	Brass Techniques and Materials	
MUSA 235	Percussion Techniques and Materials	
MUSA 129	Singer's Diction I: English and German	1
MUSA 229	Singer's Diction II: Italian & French	1
MUSA 240	Introduction to Music Education (30 field experience hours)	2
MUSA 340	Teaching Elementary and General Music: Methods, Principles, and Materials (30 field experience hours)	3
Select one of the following:		2
MUSA 350A	Advanced Conducting: Choral	
MUSA 350B	Advanced Conducting: Instrumental	
MUSA 410	Vocal Pedagogy	3
MUSA 440	Teaching Vocal Music K-12: Methods, Principles, and Materials (35 field experience hours)	3
MUSA 441	Teaching Instrumental Music K-12: Methods, Principles and Materials (35 field experience hours)	3
Select one of the following:		2
MUSA 442A	Teaching Special Ensembles: Choral (30 field experience hours)	
MUSA 442B	Teaching Special Ensembles: Instrumental (30 field experience hours)	
Total Semester Credit Hours		24

Code	Title	Semester Credit Hours
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K-12 Licensure Requirements ^{3,4}

EDUC 115	What It Means To Be An Educator (8 field experience hours)	1
EDUC 215	Teaching as a Profession (12 field experience hours)	1
EDUC 343	Teaching to Diversity (20 field experience hours)	3
EDUC 499D	Teaching Internship and Colloquia: Elementary for K-12 (300 field experience hours)	6
EDUC 499H	Teaching Internship and Colloquia: Secondary for K-12 (300 field experience hours)	6
Praxis II Exam Passed		
Total Semester Credit Hours		17

¹ While the total for this section reads 24-26, students must complete 25 hours. The variation is due to courses that differ for vocal versus instrumental and keyboard students.

² Students must select the option that aligns with their area of focus.

³ Must be completed with a grade of "B" or better.

⁴ Program Requirements: ENGL 111, ENGL 112, PSYC 233, EDUC 115 and EDUC 215 (all with a grade of "B" or better) and formal acceptance to the Teacher Education Program

All EDUC prefix courses listed above must be completed with a grade of 'B' or better to progress through the program sequence. Students must pass the PRAXIS II exam in the content area prior to commencing

the internship. Also, ALL other coursework toward the degree must be successfully completed prior to the internship.

Suggested Course Plan

Suggested 8-semester course sequencing

It is highly suggested to take summer and J-term courses to finish the degree in this time frame. Most students require remedial piano courses to meet their piano proficiency requirement as well.

While the total semester hours below reads 122-134, students in this program (both vocal and keyboard/instrumental) actually complete a minimum of 126 hours. This variation in the total hours count is due to differences in requirements for vocal versus instrumental and keyboard students and how specific course ranges reflect in the total count.

First Year		Semester Credit Hours
Fall Semester		
MUSA 101	Concert Attendance	0
MUSL 1__	Music Lesson	1
MUSP 1__	Music Performance	1
MUSA 114	Theory I-Introduction	3
MUSA 116	Ear Training and Sight-singing I	2
MUSA 111	Music Technology	1
ENGL 111	English Composition I-GTCO1	3
KINE 100	Health and Wellness	1
PSYC 233	Human Growth and Development-GTSS3	3
Essential Learning - Natural Science		3
Semester Credit Hours		18
Spring Semester		Semester Credit Hours
Fall Semester		
MUSA 101	Concert Attendance	0
MUSL 1__	Music Lesson	1
MUSP 1__	Music Performance	1
MUSA 115	Theory II-Diatonic Concepts	3
MUSA 117	Ear Training and Sight-singing II	2
ENGL 112	English Composition II-GTCO2	3
KINA Activity		1
Essential Learning - Social and Behavioral Sciences		3
Semester Credit Hours		14
Second Year		Semester Credit Hours
Fall Semester		
MUSA 101	Concert Attendance	0
MUSL 2__	Music Lesson	1
MUSP 2__	Music Performance	1
MUSA 214	Theory III - Chromatic Concepts	3
MUSA 240	Introduction to Music Education	2
MUSA 232 or MUSA 233	String Techniques and Materials or Woodwind Techniques and Materials	2
MUSA 268	Beginning Jazz Improvisation (for instrumental and keyboard students only)	0-1
MATH 110	College Mathematics-GTMA1	3
Essential Learning - Natural Science with Lab		4
Essential Learning - Fine Arts		3
Semester Credit Hours		19-20
Spring Semester		Semester Credit Hours
Fall Semester		
MUSA 101	Concert Attendance	0
MUSL 2__	Music Lesson	1
MUSP 2__	Music Performance	1
MUSA 215	Theory IV - Twentieth Century Form and Analysis	3
Essential Learning - Humanities		3

MUSA 234 or MUSA 235	Brass Techniques and Materials or Percussion Techniques and Materials	2
MUSA 250	Beginning Conducting	2
MUSA 3__	Symphonic, Keyboard, OR Choral Literature	3
MUSA 4__	Instrumental or Vocal Methods K-12	3
EDUC 115	What It Means To Be An Educator	1
EDUC 215	Teaching as a Profession	1
Semester Credit Hours		20
Third Year		Semester Credit Hours
Fall Semester		
MUSA 101	Concert Attendance	0
MUSA 129	Singer's Diction I: English and German (for vocal students only)	1
MUSL 3__	Music Lesson	1
MUSP 3__	Music Performance	1
MUSA 233 or MUSA 232	Woodwind Techniques and Materials (Instrumental and Keyboard students only) or String Techniques and Materials	0-2
Select one of the following:		2-3
MUSA 340	Teaching Elementary and General Music: Methods, Principles, and Materials	
MUSA 442A	Teaching Special Ensembles: Choral	
MUSA 442B	Teaching Special Ensembles: Instrumental	
MUSA 350A or MUSA 350B	Advanced Conducting: Choral or Advanced Conducting: Instrumental	2
MUSA 326	Music History and Literature I	3
ESSL 290	Maverick Milestone	3
ESSL 200	Essential Speech	1
Semester Credit Hours		14-17
Spring Semester		Semester Credit Hours
Fall Semester		
MUSA 101	Concert Attendance	0
MUSA 229	Singer's Diction II: Italian & French (for vocal students only)	1
MUSL 3__	Music Lesson	1
MUSP 3__	Music Performance	1
MUSA 235 or MUSA 234	Percussion Techniques and Materials (Instrumental and Keyboard students only) or Brass Techniques and Materials	0-2
MUSA 426	The Music of World Cultures	2
MUSA 327	Music History and Literature II	3
MUSA 4__	Instrumental OR Vocal Methods	3
MUSA 410	Vocal Pedagogy	3
EDUC 343	Teaching to Diversity	3
Semester Credit Hours		17-19
Fourth Year		Semester Credit Hours
Fall Semester		
MUSA 101	Concert Attendance	0
MUSL 4__	Music Lesson	1
MUSP 4__	Music Performance	1
Essential Learning - History		3
MUSA 317	Applied Orchestration and Arranging	2
MUSA 137	Class Voice (Instrumental and Keyboard students only)	0-1
Select one of the following: (may only earn credit for 340 once and for 442A or 442B once)		2-3
MUSA 442A	Teaching Special Ensembles: Choral	
MUSA 442B	Teaching Special Ensembles: Instrumental	
MUSA 340	Teaching Elementary and General Music: Methods, Principles, and Materials	
MUSP 420	Senior Recital/Presentation	1
MUSP 365 or MUSP 465	Opera Workshop (Vocal students only) or Opera Scenes	0-1
Semester Credit Hours		10-13
Spring Semester		Semester Credit Hours
Fall Semester		
MUSA 101	Concert Attendance	0

EDUC 499D	Teaching Internship and Colloquia: Elementary for K-12	6
EDUC 499H	Teaching Internship and Colloquia: Secondary for K-12	6
Semester Credit Hours		12
Total Semester Credit Hours		124-133

Suggested 9-semester course sequencing

It is highly suggested to take summer and J-term courses to finish the degree in this time frame. Most students require remedial piano courses to meet their piano proficiency requirement as well.

While the total semester hours below reads 121-135, students in this program (both vocal and keyboard/instrumental) actually complete a minimum of 126 hours. This variation in the total hours count is due to differences in requirements for vocal versus instrumental and keyboard students and how specific course ranges reflect in the total count.

First Year

Fall Semester		Semester Credit Hours
MUSA 101	Concert Attendance	0
MUSL 1__	Music Lesson	1
MUSP 1__	Music Performance	1
MUSA 114	Theory I-Introduction	3
MUSA 116	Ear Training and Sightsinging I	2
MUSA 111	Music Technology	1
ENGL 111	English Composition I-GTCO1	3
KINE 100	Health and Wellness	1
Essential Learning - Natural Science		3
Semester Credit Hours		15

Spring Semester

MUSA 101	Concert Attendance	0
MUSL 1__	Music Lesson	1
MUSP 1__	Music Performance	1
MUSA 115	Theory II-Diatonic Concepts	3
MUSA 117	Ear Training and Sightsinging II	2
ENGL 112	English Composition II-GTCO2	3
PSYC 233	Human Growth and Development-GTSS3	3
KINA Activity		1
Semester Credit Hours		14

Second Year

Fall Semester

MUSA 101	Concert Attendance	0
MUSL 2__	Music Lesson	1
MUSP 2__	Music Performance	1
MUSA 214	Theory III - Chromatic Concepts	3
MUSA 240	Introduction to Music Education	2
MUSA 232 or MUSA 233	String Techniques and Materials or Woodwind Techniques and Materials	2
MUSA 268	Beginning Jazz Improvisation (for instrumental and keyboard students only)	0-1
MATH 110	College Mathematics-GTMA1	3
Essential Learning - Natural Science with Lab		4
Essential Learning - Fine Arts		3
Semester Credit Hours		19-20

Spring Semester

MUSA 101	Concert Attendance	0
MUSL 2__	Music Lesson	1
MUSP 2__	Music Performance	1
MUSA 215	Theory IV - Twentieth Century Form and Analysis	3
Essential Learning - Humanities		3

MUSA 234 or MUSA 235	Brass Techniques and Materials or Percussion Techniques and Materials	2
MUSA 250	Beginning Conducting	2
EDUC 115	What It Means To Be An Educator	1
EDUC 215	Teaching as a Profession	1
Semester Credit Hours		14

Third Year

Fall Semester

MUSA 101	Concert Attendance	0
MUSL 3__	Music Lesson	1
MUSP 3__	Music Performance	1
MUSA 233 or MUSA 232	Woodwind Techniques and Materials (Instrumental and Keyboard students only) or String Techniques and Materials	0-2
Essential Learning - Social and Behavioral Sciences		3
MUSA 350A or MUSA 350B	Advanced Conducting: Choral or Advanced Conducting: Instrumental	2
MUSA 326	Music History and Literature I	3
ESSL 290	Maverick Milestone	3
ESSL 200	Essential Speech	1
Semester Credit Hours		14-16

Spring Semester

MUSA 101	Concert Attendance	0
MUSL 3__	Music Lesson	1
MUSP 3__	Music Performance	1
MUSA 235 or MUSA 234	Percussion Techniques and Materials (Instrumental and Keyboard students only) or Brass Techniques and Materials	0-2
MUSA 426	The Music of World Cultures	2
MUSA 327	Music History and Literature II	3
MUSA 4__	Instrumental OR Vocal Methods	3
EDUC 343	Teaching to Diversity	3
Semester Credit Hours		13-15

Fourth Year

Fall Semester

MUSA 101	Concert Attendance	0
MUSA 129	Singer's Diction I: English and German (for vocal students only)	1
MUSL 4__	Music Lesson	1
MUSP 4__	Music Performance	1
Essential Learning - History		3
MUSA 317	Applied Orchestration and Arranging	2
MUSA 137	Class Voice (Instrumental and Keyboard students only)	0-1

Select one of the following: (may only earn credit for 340 once and for 442A or 442B once)

MUSA 340	Teaching Elementary and General Music: Methods, Principles, and Materials	
MUSA 442A	Teaching Special Ensembles: Choral	
MUSA 442B	Teaching Special Ensembles: Instrumental	

Select one of the following: (may only earn credit for 340 once and for 442A or 442B once)

MUSA 340	Teaching Elementary and General Music: Methods, Principles, and Materials	
MUSA 442A	Teaching Special Ensembles: Choral	
MUSA 442B	Teaching Special Ensembles: Instrumental	
MUSP 365 or MUSP 465	Opera Workshop (Vocal students only) or Opera Scenes	0-1
Semester Credit Hours		12-16

Spring Semester

MUSA 101	Concert Attendance	0
MUSA 229	Singer's Diction II: Italian & French (for vocal students only)	1
MUSL 4__	Music Lesson	1
MUSP 4__	Music Performance	1

MUSA 3__	Symphonic, Keyboard, OR Choral Literature	3
MUSA 4__	Instrumental or Vocal Methods K-12	3
MUSA 410	Vocal Pedagogy (Vocal students only)	0-3
MUSP 420	Senior Recital/Presentation	1
Semester Credit Hours		10-13
Fifth Year		
Fall Semester		
EDUC 499D	Teaching Internship and Colloquia: Elementary for K-12	6
EDUC 499H	Teaching Internship and Colloquia: Secondary for K-12	6
Semester Credit Hours		12
Total Semester Credit Hours		123-135

Advising and Graduation

Advising Process and DegreeWorks

Documentation on the pages related to this program is intended for informational purposes to help determine what courses and associated requirements are needed to earn a degree. The suggested course sequencing outlines how students could finish degree requirements. Some courses are critical to complete in specific semesters, while others may be moved around. Meeting with an academic advisor is essential in planning courses and altering the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for her/his intended degree(s).

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a degree and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar's Office.

Graduation Process

Students must complete the following in the first two months of the semester prior to completing their degree requirements:

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found at <http://www.coloradomesa.edu/registrar/graduation.html>.

If a student's petition for graduation is denied, it will be her/his responsibility to consult the Registrar's Office regarding next steps.