Academic Policies*

Academic Standing
- **Good Standing**
  A regular undergraduate student will be considered to be in good standing if the student maintains the minimum semester grade-point average listed below:
  - 0-29 hours attempted—minimum GPA—1.60
  - 30-59 hrs attempted—minimum GPA—1.80
  - 60 or more attempted—minimum GPA—2.00

- **Academic Probation**
  A student whose semester GPA falls below the minimum requirements needed for good standing will be placed on academic probation for the next regular semester of enrollment. Students are continued on probation if they withdraw from Tech while on probation.

- **Academic Suspension**
  Students who fail to achieve the minimum semester GPA for a second consecutive semester will be placed on academic suspension unless their cumulative GPA is 2.0 or better. A student on academic suspension is denied the privilege of enrolling at Tech for the specified period of time. Credits earned at another institution during the period of suspension at New Mexico Tech will not be accepted for transfer at Tech.

- **Duration of Suspension**
  The first suspension from Tech will be for one regular (fall or spring) semester. Second and subsequent suspensions will be for one calendar year. Students may appeal suspension by petitioning for readmission to the Academic Standards and Admissions Committee.

- **Academic Warning**
  Students who fail to achieve either a minimum semester or cumulative GPA of 2.0 are placed on Academic Warning. Students must complete the Academic Warning Packet and this is to be submitted to the Academic Standards and Admissions Committee for approval. A registration hold remains in place until the student is off warning.

Grading:
- **Grade Prerequisites**—some courses require a minimum passing grade in prerequisite courses. The most common departments utilizing these are Math—prerequisite courses must be passed with a C- or better; English—111 and 112 must be passed with a C or higher, and Computer Science—all major coursework must be completed with a C or higher.

- **Repeating a class**—students may repeat grades of C-, D+, D-, and F. These grades may not be repeated on an S/U basis. SA, UA, and U can only be repeated for a grade and credit. The newest grade is computed in the GPA. **Classes may not be repeated at other institutions.**

- **Satisfactory/Unsatisfactory (S/U)**—any undergraduate student may take up to a total of 18 credit hours on an S/U basis in courses not normally graded S/U. Students are limited to 7 hours per semester. The student must obtain the permission of the major department chair, academic advisor and the department chair in which the course is taken as POLICIES DIFFER FROM DEPARTMENT TO DEPARTMENT.

- **Auditing**—this allows the student to remain enrolled in the course, but does not result in earning credit. Audits are graded SA (Satisfactory Audit) or UA (Unsatisfactory Audit). It is at the discretion of the instructor to grant an audit and to determine the parameters for an SA. Audits are approved by the instructor, advisor and Financial Aid

- **Grading option changes**—Withdraw, Audit or Satisfactory/Unsatisfactory must be submitted within the first 10 weeks of the semester.
Schedule Changes:

- **Adding a class**—students have the first week of the semester to add classes to their schedule. Add/Drop forms are located in the Registrar’s office.

- **Dropping a class**—students have the first 3 weeks of the semester to drop classes from their schedule. Dropped courses do not appear on the transcript.

- **Withdrawing from a class**—students may withdraw from a course from the 3rd week of the semester until the 10th week of the semester. A grade of W appears on the transcript.

- **Grade Extensions**—students who are unable to complete the semester and who have completed a significant amount of the course may request a Grade Extension. Students work with the instructor and department chair to complete the Grade Extension request form. It is the prerogative of

- **Withdrawal without Prejudice**—under extreme circumstances, death of an immediate family member, extended illness, etc. students may petition the Dean of Students for a WO at any time during the semester. The student must provide the Dean with all relevant supporting documentation along with the request form for a WO.

Other policies:

**Extended absence from school**—students may provide the Dean of Students with information and relevant documentation regarding an extended absence from school. The Dean will inform the student's instructors of the absence along with a request consideration for the student in making up the work.

*These are summaries of some key academic policies. See the catalog for specific and complete information for all academic policies and procedures.*