Grade Options /Course Loads
All blue text = clickable links
A current calendar of Academic Dates is available on the Registrar’s site

Changes in Registration (page 49, Undergraduate Catalog)

Adding classes  No classes may be added after the second Tuesday following the beginning of classes.

Dropping classes
A student who drops all Fall/Spring classes prior to 5 p.m. on the third Friday after classes begin will receive a refund of tuition and fees according to the following schedule:

Days 1 through 5 - 100%
Days 6 through 12 - 75%
Days 13 through 19 - 70%
Days 20 and beyond - 0%

A student who drops some, but not all, classes (reduction in class load) prior to 5 p.m. on the third Friday after classes begin will receive a 100% refund for the classes dropped. These classes are totally removed from students’ transcripts, and they do not count toward financial aid attempted hours.

NM Legislative Lottery Scholarship (page 42, Undergraduate Catalog)

The Legislative Lottery Scholarship is renewable for up to eight (7) semesters with the following conditions/requirements:

1) Successfully complete the first semester (eligibility semester) with 15 credit hours and a GPA of 2.5 or higher. Grades of U, F, W, I and Audit do not count as completed credits for scholarship retention purposes.
2) Completion of 15 credit hours with a cumulative GPA of 2.5 or higher each semester thereafter.
3) Scholarship eligibility is reviewed at the end of each semester.
4) Continuing students who do not meet these requirements can be placed on probation if they appeal and provide documentation of exceptional mitigating circumstances beyond the student’s control.
5) Appeals will not be accepted for failure to meet first semester requirements. All other appeals will be held to state regulations.
## Grade Options

**Withdraw:** After the third week of classes in a Fall/Spring semester, or the second Tuesday of a Summer session, a student cannot drop a class, but must file a Withdrawal Authorization Form and pay the withdrawal fee.

The grade “W” will appear on the student’s permanent record. A student may not withdraw from a class after the tenth week of a Fall/Spring semester, or the fifth week of a Summer session. The class counts toward financial aid attempted hours. Students can retake the class in the future.

**Satisfactory/Unsatisfactory:** After the third week of classes in a Fall/Spring semester, or the second Tuesday of a Summer session, students may sometimes change their grade option to Satisfactory/Unsatisfactory (S/U).

Students may take up to a total of 18 credit hours on an S/U basis in courses not normally graded S/U, with a limit of 7 credits in any one semester. **Students must receive signed consent from their academic advisor, their major department, and the department in which the course is taken on the S/U form.** The signed form must be submitted to the Registrar’s Office before the Grade Option Deadline date.

Once a grade option is changed to S/U, it may not be changed back to a letter grade. Students who receive a grade of S will receive credit for the course and are not eligible to repeat the course. Students who receive a grade of U will not receive credit for the course. Some degree programs do not allow courses taken S/U to count for degree requirements.*

S/U has no effect on GPA: it does not count for credit if students fail the class, but counts for credit if they pass the class. If students receive a passing grade (C or higher), they cannot retake the class. **S/U options differ depending on department that the students are listed under** (not the department that the class is under).

*Note on S/U:* Students can get in a bind if they take a degree-required class S/U, because a student cannot graduate with a degree-required class that has an “S” grade, but the class cannot be retaken if the student received an “S.” This results in the student having to petition their department or the Registrar.
**Audit:** After the third week of classes in a Fall/Spring semester, or the second Tuesday of a Summer session, students may sometimes change their grade option to Audit (SA/UA).

They are enrolled in the course for no credit and pay the same tuition and fees as those who are enrolled for credit. **Students must receive signed consent from the course instructor, their academic advisor, and Financial Aid on the Audit form.** Once a grade option is changed to Audit, it may not be changed back to a letter grade.

Audit does not count for credit and does not contribute to a student’s GPA*; it does count toward financial aid attempted hours. Students receive a “SA” for satisfactory audit and an “UA” for unsatisfactory audit, as determined by the instructor. Professors may expect students to attend class, be prepared, and take exams. Students need to discuss requirements with the professor before changing to Audit.

* **Note on Audit:** This is a better option than Withdraw if a student needs this class, as they can still learn (and retake it in the future). However, this option may not ease the course load depending on the professor’s requirements for Successful Audit.

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**Retaking for a Grade** Students can only retake a class if they earned a C- or lower. A class may NOT be repeated at an institution other than New Mexico Tech.

If a student received:
- **A, A-, B+, B, B-, C+, C, or S:** The course may not be repeated for a grade or credit unless the course description specifically permits it.
- **C-, D+, D, or F:** The course may be repeated for a **new letter grade** (not S/U) and credit. The new grade will replace the old grade in the calculation of the student’s GPA, even if the new grade is lower. If the student receives an F when retaking the course, he/she will receive 0 credit hours, even if credit was previously received. The original grade will remain on the student’s permanent record.
- **SA, UA, or U:** The course may be repeated for a letter grade and credit.

Financial Aid limits the number of retakes; students should go first to Financial Aid to verify their financial standing before repeating courses.

* **Federal Student Aid:** Students get federal aid for 195 max attempted credits (for first Bachelor’s degree). Students can take a class 3 times for federal aid, but they have to show satisfactory academic progress (i.e. earn 67% of attempted credit per academic year).

* **NMT Student Aid:** Judged based on academic year, so if a student has to repeat a class, they should repeat it in the next academic year.

* **Other Student Aid:** Have individual requirements that students should check.
Transfer Credit (pages 31 & 38, Undergraduate Catalog)

New Mexico Tech accepts academic credits from regionally accredited institutions of higher education. All credits will be evaluated and transferred on a course-by-course basis.

Before a credit is transferred in, the Transfer & Articulation Specialist in the Registrar’s Office ensures that the credit fulfills the same requirements as Tech (e.g., if a class was taken pass/fail at the previous institution then the standards for passing are checked). If it does not meet the same parameters for grading or material taught in class, the class does not transfer.