

# Office of the Registrar

## *Undergraduate Academic Policies*

### **General**

The Office of the Registrar is in charge of registering students for classes, maintaining grades, establishing class schedules, publishing the catalog of classes, assigning classrooms for classes and events, certifying a student for graduation, organizing Commencement, and providing transcripts.

Registrar also verifies that a student is enrolled, determines what courses a student needs to graduate, and maintains other academic information.

The Office of the Registrar is located in Brown Hall 100.

### **Registering for the First Time**

Regular students can register online at [banweb.nmt.edu](http://banweb.nmt.edu). You must obtain your "alternate pin" from your advisor registering. Instructions for registering can be found on the *Registrar's web page* (<http://www.nmt.edu/registrar/index.htm>). Specific days are set aside for registration (see the *Academic Calendar* (<http://infohost.nmt.edu/mainpage/calendar/acadcal.html>)). You may register online through the second Friday of instruction or in person through the third Friday of instruction, but you will be charged a late registration fee. Registration after this period will depend upon the merits of each individual case. Schedules of course offerings, with time and place of meeting and the name of the instructor in charge, are available in hard copy and at [banweb.nmt.edu](http://banweb.nmt.edu) before the registration period of each semester or summer session.

A course may be withdrawn from the list of offerings if demand or resources are insufficient. Students are encouraged to discuss with their advisors their interest in courses not currently offered.

You must be enrolled in a class to attend that class. Students may not "sit in" on a class for which they are not registered at New Mexico Tech.

#### **Validation**

You must settle your financial status (validate) with the Tech Business Office before you can complete registration.

### **Academic Policies**

#### **Attendance**

A student is responsible for all material covered in class; however, it is the decision of the individual instructor whether attendance is mandatory or optional. It is the student's responsibility to ascertain this. Illness or other circumstances that necessitate extended absence from class work should be reported as promptly as possible to the Dean of Students, who will notify the student's instructors.

Students on Military Active Duty must notify the Dean of Students and provide appropriate documentation.

#### **Auditing a Class**

Students may attend classes as auditors; that is, they may enroll in a course for no credit, with the permission of the instructor of the course. Auditors pay fees on the same basis as those who enroll for credit.

No student will be allowed to change registration from credit to audit or from audit to credit after the tenth week of a regular semester or the fifth week of the summer session. Students may not change from credit to audit or audit to credit more than once in a class. Auditors receive grades of SA (satisfactory audit) or UA (unsatisfactory audit) as determined by the instructor.

### **Challenge Exams**

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In lieu of registering for a course, a student may request a challenge examination. (Students who have received a grade in a class taken at Tech may not take a challenge exam in that course.) These exams allow students to receive credit or waive the requirement for a course by passing a comprehensive test of the course material.

Permission must be granted by the instructor of the course. A challenge examination fee<sup>1</sup> is charged. The form of the examination (written, oral, practical, combination, etc.) will be determined by the instructor. At the option of the student and instructor, the examination may be graded on either the normal or S/U basis, and the examination points earned will be equivalent to a final grade in the course.

Credit hours and grade points earned in this way are exactly equivalent to those earned through successful completion of that course. The following regulations will apply to all challenge examinations:

- Permission of the instructor of the course is required and the examination is given at a time of the instructor's choosing.
- Information as to the nature of the challenge examination will be made available to a student upon request.
- The student will be told the grade earned and has the right to decide whether the credit and grade will be entered on the transcript.
- If a student is registered for the course, the challenge exam must be taken during the first three weeks of the fall or spring semester, so that the student's schedule can be adjusted.

### **Correspondence Courses**

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(Note: This page is about New Mexico Tech's policy for accepting correspondence credits earned elsewhere. For information on distance education offered by New Mexico Tech, see *Distance Education*.)

A student's total registration per semester, including all courses taken in residence and by correspondence, must not exceed 18 credit hours without the advisor's approval. Any student who is enrolled for a correspondence course must report this fact in writing to the Vice President for Academic Affairs before registering for classes and also must obtain the Vice President's approval before enrolling for a correspondence course during a semester when enrolled at New Mexico Tech.

Correspondence courses in progress during any semester must be recorded on the student's program. Approval of enrollment in a correspondence course does not necessarily imply that transfer credit will be allowed. If transfer credit is desired, regular evaluation procedures must be observed; moreover, a final grade for the course must be reported officially to the Registrar not later than 30 days before the end of the semester during which credit is desired.

### **Satisfactory/Unsatisfactory (S/U)**

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After completing 30 credit hours, any student in good standing may take up to a total of 18 credit hours on an S/U basis in undergraduate courses not normally graded S/U. Courses may not be

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<sup>1</sup> Special or challenge examinations must be arranged in advance and a fee per semester hour is charged for each.

taken in this manner without consent of the student's major department and the department in which the course is taken. Approval for the S/U grade basis must be obtained within the first ten weeks of classes. Decisions made at that time for either letter grade or S/U grade evaluation may not be subsequently changed. Students who receive a grade of S will receive credit for the course. Students who receive a grade of U will not receive credit for the course.

Special students must have successfully completed 30 or more credit hours to register for courses on an S/U basis (except for courses that are only offered S/U). Transfer credits from other institutions are not included in the 18 hour maximum.

**Directed or Independent Study Courses**

To be included as part of a student's declaration of courses fulfilling degree requirements, independent study courses (courses number 391 or 491) require the approval of the department chair in the major department, the chair of the department offering the course, and the student's advisor. Approval must be obtained before the student takes the course.

**Equal Opportunity Policy**

The New Mexico Institute of Mining and Technology is committed to the policy that all persons shall have access to its programs, facilities, and employment without regard to race, religion, color, age, sex, national origin, ancestry, physical or mental handicap or disability, medical condition, or veteran status, as required by the New Mexico Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, Executive Order 11246, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or by other laws and regulations. Inquiries regarding compliance may be directed to the Director, Affirmative Action and Compliance Office, Second Floor, Cramer Hall, New Mexico Institute of Mining and Technology, 801 Leroy Place, Socorro, New Mexico 87801; telephone (505) 835-5165.

**Facility Use by Students**

Many New Mexico Tech facilities are available for student use. In order to be eligible, a club or organization must be officially recognized by the Dean of Students and by the Student Senate. Facilities may only be used for legal and otherwise legitimate purposes, and that use must not in any way hinder the academic mission of Tech. Further details regarding use of classrooms and other facilities may be found in the New Mexico Tech Student Handbook.

**Satisfactory Academic Standing with New Mexico Tech**

A regular undergraduate student will be considered to be in good standing if the student maintains the minimum semester grade-point average (GPA) listed below:

<i>Total semester hrs attempted (cumulative)</i>	<i>Minimum semester GPA needed to maintain good standing</i>
0 - 29	1.6
30 - 59	1.8
60 or more	2.0

“Semester hours attempted” means courses in which a student earn grades of A, A-, B+, B, B-, C+, C, C-, D+, D, F, S, U, and all transfer credits. "Semester hours attempted" does not include courses in which a student earns grades of I, SA, UA, or WO. Transfer credits are not used in computing the GPA.

A student whose semester GPA falls below the minimum requirements needed for good standing will be placed on academic probation.

## Graduation Requirements

To graduate, a student must fulfill the following:

1. The student must be a regular student.
2. The student must declare which catalog he or she is graduating under.

If a student is **continuously enrolled** (excluding summer sessions), the student may choose the degree requirements to be satisfied from:

- The catalog in effect when the student first enrolled or
- Any subsequent catalog. Under special circumstances (such as being called away to active military duty), a student may use the catalog under which he or she was admitted. Each case will be dealt with individually.

A **readmitted** student must choose degree requirements to be satisfied from:

- The catalog in effect when the student was readmitted or
  - Any subsequent catalog provided the student is continuously enrolled after readmission.
3. The student must fulfill the specific degree requirements as well as general degree requirements.
    - To qualify for all bachelor's degrees, except the Bachelor of General Studies degree, the student must complete the General Degree Requirements.
    - General requirements for master's and Ph.D. degrees are listed under Graduate Program Policies.
  4. The student must also complete the courses specified by the major department. Some programs require that the student pass each required class with a grade of "C" or better. The minimum number of credit hours for any bachelor's degree is 130.
  5. New Mexico Tech's Community College classes (designated by the letter "C" in the course number) may not be used to fulfill the General Degree Requirements for a Bachelor of Science degree. However, these classes may be used to fulfill elective credit, except for students majoring in electrical engineering.
  6. The student's cumulative grade point average must equal 2.0 or greater.
  7. The student must complete a minimum of 30 credit hours at Tech.
  8. A candidate for a degree, upon registering for the final semester of enrollment, must announce candidacy to the Registrar by filing an "Intent to Graduate" form. At that time, the Registrar must be furnished with a list of all courses the student wishes to submit in fulfillment of requirements for the degree. It is the responsibility of the candidate, in consultation with the chosen major department and the Registrar, to make sure that the courses fulfill all requirements for graduation. The final declaration must be signed by the student's major advisor, who certifies that the courses taken meet the requirements for the degree specified. Any arrangement involving a departure from the regular requirements for graduation requires the approval of the Faculty Council.
  9. All fees and financial obligations to Tech must be paid before a student will be awarded a degree. All students who complete a campus check-out form are required to have a release from the Financial Aid Office.

### Double Majors

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Whenever a student satisfies the requirements for two majors, the student shall be awarded a degree listing a double major, and both majors shall be noted on the diploma. The degrees of Bachelor of Science in Basic Sciences and the Bachelor of General Studies are excluded from the possibility of a double major listing.

### Dual Degrees

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Students who wish to be granted two undergraduate degrees not only must fulfill all the requirements specified for each individual degree, but also must earn a minimum of 30 credit hours above the requirements for the first degree.

### Minor

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Minors are offered by some departments; for a list see *Academic Departments, Degrees, and Fields of Study*. ( <http://infohost.nmt.edu/mainpage/depts/homepage.html> ) The number of credits for a minor varies from department to department.

Students may not earn a minor with either the Associate of General Studies or Bachelor of General Studies degree.

The major and minor must be chosen from the same catalog. Exceptions may be made by the department on a case-by-case basis.

### **Terminal Transfer Credits**

Terminal transfer credits, credits earned at another college or university in order to complete the last degree requirements at Tech, are not allowed except when specified by a particular degree program, or when unusual circumstances appear to justify it. In no case will more than 16 credit hours of terminal transfer credits be allowed. A student who anticipates the need for requesting terminal transfer credit should do so as soon as practical and in no event later than the time of filing the declaration of candidacy for a degree. The request should be addressed to the Vice President for Academic Affairs. It should contain a statement of the circumstances which, in the student's judgment, justify the request and a specific statement of the program proposed for obtaining the terminal credits. Approval, if granted, will be of a specific program.

### **Curriculum Changes**

The Faculty Council reserves the right to make curriculum changes. Assurance is given to students that proper measures will be employed to avoid hardships that may result from such changes.

The Office of the Registrar sends out degree audits for juniors and seniors during the fall and spring semesters.

### **Commencement**

Commencement ceremonies are held each year in early May. (See the New Mexico Tech Calendar for dates.) If you finish your degree requirements in August or December, you may participate in ceremonies held the following May. Students must complete all degree requirements in order to participate in commencement. The only exception is for the geology major who needs to complete GEOL 480, Field methods, during the summer immediately following commencement.

## **Grading System**

A grade is reported for each course in which a student has enrolled to indicate the quality of performance in that course. The grading system used at Tech is as follows:

<b>Grade</b>	<b>per credit hour</b>	<b>Significance</b>
A	4.00	n/a
A-	3.67	n/a
B+	3.33	n/a
B	3.00	n/a
B-	2.67	n/a
C+	2.33	n/a
C	2.00	n/a
C-	1.67	n/a
D+	1.33	n/a
D	1.0	n/a
F	0	n/a
S	n/a	Satisfactory
U	n/a	Unsatisfactory

SA	n/a	Satisfactory Audit
UA	n/a	Unsatisfactory Audit
IN	n/a	Incomplete
W	n/a	Withdrawal
WO	n/a	Withdrawal without prejudice
NR	n/a	No Report

### **GPA**

The total semester hours in which grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and F have been received at this institution divided into the corresponding total grade points earned is the student's cumulative grade-point average (GPA). Likewise, the student's GPA for any time period is found by dividing the credit hours in which grades other than S, U, SA, or UA were received into the total grade points earned during that period. The student's GPA indicates scholastic standing. Results of challenge examinations shall not be included in the student's class load for the semester in which the exam is taken.

### **Satisfactory/Unsatisfactory (S/U)**

After completing 30 credit hours, any student in good standing may take up to a total of 18 credit hours on an S/U basis in undergraduate courses not normally graded S/U. Courses may not be taken in this manner without consent of the student's major department and the department in which the course is taken. Approval for the S/U grade basis must be obtained within the first ten weeks of classes. Decisions made at that time for either letter grade or S/U grade evaluation may not be subsequently changed. Students who receive a grade of S will receive credit for the course. Students who receive a grade of U will not receive credit for the course.

Special students must have successfully completed 30 or more credit hours to register for courses on an S/U basis (except for courses that are only offered S/U). Transfer credits from other institutions are not included in the 18 hour maximum.

### **Incomplete (IN)**

An incomplete (IN) may be given in lieu of a grade when circumstances beyond a student's control have prevented completing a significant portion of the work of a course within the allotted time. The student's performance in the course must otherwise be satisfactory. An incomplete may be removed in a manner and within the time determined by the instructor concerned, but may not be continued beyond one year from the end of the term in which the IN is awarded. Failure of the student to remove the IN by that date will result in an automatic grade of F. In no case can an IN become a withdrawal (W).

### **No Report (NR)**

Thesis (numbered 591), independent study (590), or dissertation (595) courses will be graded with an "S" only upon fulfillment of graduate degree requirements. Prior to completion, these courses will be awarded "NR" if performance for that semester is acceptable or "U" if performance is unacceptable.

### **No Grade (NG)**

No grade was issued by the instructor. This is a temporary grade which will be replaced by the actual grade when it is reported.

### **Withdrawal (W)**

A student may not withdraw (W) from a class after the tenth week of a fall or spring semester, or the fifth week of a summer session. A W can only be assigned after consulting with the instructor

and completing and submitting the appropriate form to the Office of the Registrar (see *How to Change Your Registration*<sup>2</sup>). Under no circumstances can an instructor assign a W in a course.

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### **Change of Grade**

The instructor of a course has the responsibility for any grade reported. Once a grade has been reported to the Office of the Registrar, it may be changed only in the case of clerical error. The instructor who issued the original grade must submit in writing the reasons for the change. The change of grade must also be approved by the department chair.

Changes in grade must be made within five weeks after the start of the next semester, except for extenuating circumstances.

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### **Grade Appeal Procedure**

Students seeking grade changes must speak first with the instructor, next with the department chair, and finally with the vice president for academic affairs. Any questions can be referred to the Office of the Registrar.

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### **Withdrawal without Prejudice (WO)**

(See also *Withdrawal from a Course* on Page 10) After the deadline has passed for withdrawing from a class with a "W," under extremely unusual circumstances a student may petition to withdraw from a class or classes without prejudice. For example, this may be done in cases of serious illness or death in the student's immediate family. This allows the student to withdraw during the semester without prejudicing the student's standing. Such a petition must be presented in writing with supporting documentation (i.e., statement from a physician, obituary, etc.) before the end of the semester to the Vice President for Academic Affairs for review and consideration. Charges for tuition and fees are not altered by such a withdrawal.

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### **Privacy of Information**

New Mexico Tech adheres to the provisions set forth by the Family Educational Rights and Privacy Act of 1974, as amended. The *New Mexico Tech Student Handbook* contains detailed information on this act.

Federal Education Right to Privacy Act: Under federal law, you have the right to withhold disclosure of any or all categories of "Directory Information." Any future requests for such information from non-Tech persons or organizations will be refused. New Mexico Tech will honor your request to withhold any of the categories, but cannot assume responsibility to contact you for subsequent permission to release them. Tech also assumes no liability for honoring your instructions that such information will be withheld.

To withhold any information, stop by the Office of the Registrar, Brown 100. For further information, contact the Registrar.

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<sup>2</sup> **How to Change Your Registration.** A student may change his/her program by filing a Change-of-Registration form with the Registrar. No classes may be added after the third Friday following the beginning of classes of a fall or spring semester or the first week of a summer session. During the first three weeks of the semester, a student may drop a class without penalty, and no the course will appear on the permanent record. After the third week of classes in a fall or spring semester or the first week of a summer session, the student must file a Withdrawal Authorization form and pay the withdrawal fee. The grade "W" will appear on the student's permanent record. from a class after the tenth week of a fall or spring semester, or the fifth week of a summer session. Changes involving "audit," "S-U," and "GRADE" designations may be made up to the end of the ninth week of the semester or the fifth week of the summer session.

## Satisfactory Academic Progress Policy Concerning Financial Aid

To continue receiving Federal and/or State Financial Aid, students must meet the minimum requirements set in New Mexico Tech's Satisfactory Academic Progress Policy (SAP). Be aware that these standards are not the same as New Mexico Tech's standards for Good Standing.

This Satisfactory Academic Progress Policy applies to undergraduate students who participate in the following programs:

- Federal Pell Grant, Supplemental Grant, New Mexico State Student Incentive Grant, Federal Work Study, New Mexico Work Study, New Mexico Non-need Work Study, Perkins Loan, Federal Stafford Loan, and PLUS loan.

[Satisfactory Academic Progress for graduate students is different and is defined by the Office of Graduate Studies.]

To be in good standing for Financial Aid purposes, a student must have earned at least 75% of the hours he/she has attempted with a cumulative GPA of :

- 1.6 if you have attempted 0-29 credit hours
- 1.8 if you have attempted 30-59 credit hours
- 2.0 if you have attempted 60 hours or more.

If you fall below this standard you will be placed on financial aid probation for the following semester. During this semester you will still be eligible to receive aid. To get back in good standing you will need to meet the policy requirements by the end of the probation semester.

If you do not meet the policy requirements by the end of the probation semester you will be placed on financial aid suspension UNLESS during the most recent semester you earn 100% of the hours you attempt during that semester with a 2.25 semester GPA. In this case you will be placed on conditional probation. During conditional probation you will still be eligible to receive aid. To continue on conditional probation you must earn 100% of the hours you attempt during a semester with a semester GPA of at least 2.25. If you fail to meet the conditional probation requirements, you will be placed on financial aid suspension.

To get off of conditional probation you must meet the requirements of the SAP policy. Once a student is on financial aid suspension, he/she is not eligible for any Federal or State Financial Aid until the standards of the Satisfactory Academic Progress Policy have been met.

A student has a maximum of 195 attempted credit hours to complete an undergraduate degree. Once a student has reached 195 attempted credit hours, he/she will no longer be eligible for Federal or State Financial Aid. For students pursuing a second bachelor's degree, the maximum timeframe is 150% of the number of hours needed to complete the degree. This is determined through a credit evaluation done by the Office of the Registrar. For instance, if the student has 140 credit hours and needs 30 hours to earn a second degree, the student will have financial aid eligibility for a maximum of 45 attempted credit hours.

Satisfactory Academic Progress is measured at the end of each semester. Summer is considered a separate semester. If a student's earned hours or cumulative GPA falls below the minimum standard indicated in the policy, he/she will be notified in writing. The student will also be notified if he/she has met the maximum timeframe.

Repeat courses count as attempted hours, but the hours can only be earned once. For example, if a student takes a 3 credit hour course one semester and earns a D, the hours are counted as attempted and earned. If the student later repeats the course, the 3 hours are added to the attempted, but hours earned will not increase because of the repeat. However, because a grade of F does not count as earned hours, a student repeating a grade of F at a later time and earning a D will have the hours count as attempted and earned when the course is repeated.

Total hours attempted includes grades of A, A-, B+, B, B-, C+, C, C-, D+, D, F, S, U, W, I, SA, UA, NR, NG and all transfer credits.

Total hours earned includes grades of A, A-, B+, B, B-, C+, C, C-, D+, D, S and all transfer credits. Cumulative GPA calculation includes grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and F.

*It is the student's responsibility to notify the Financial Aid Office when a grade of I, NR, NG is changed to a grade by the instructor so Satisfactory Academic Progress can be re-evaluated.*

**[Contact: Financial Aid Office, New Mexico Tech, 801 Leroy Place, Socorro, N.M. 87801. 505-835-5333. fax: 505-835-5959]**

## Academic Probation and Suspension

### Academic Regulations

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The academic regulations have a two-fold purpose:

1. To prevent the dissipation of the resources and time of students who fail to make reasonable progress in their academic programs at Tech, and
2. To facilitate the maintenance of high academic standards at Tech.

### Good Standing

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A regular undergraduate student will be considered to be in good standing if the student maintains the minimum semester grade-point average (GPA) listed on the following page.

<i>Total semester hrs attempted (cumulative)</i>	<i>Minimum semester GPA needed to maintain good standing</i>
0 - 29	1.6
30 - 59	1.8
60 or more	2.0

“Semester hours attempted” means courses in which a student earn grades of A, A-, B+, B, B-, C+, C, C-, D+, D, F, S, U, and all transfer credits. "Semester hours attempted" does not include courses in which a student earns grades of I, SA, UA, or W. Transfer credits are not used in computing the GPA.

### Academic Probation

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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

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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

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The first suspension from New Mexico Tech will be for one regular semester (fall or spring semester). Second and subsequent suspensions will be for one calendar year.

Students may appeal suspension by petitioning for readmission. The Academic Standards and Admission Committee will review complete petitions on the Monday of registration.

### **Readmission**

Deadlines for all readmission materials are the same as for regular admission, currently August 1 for fall semester, December 15 for spring semester, and June 1 for summer session.

If accepted for readmission, a student on academic probation or suspension will be automatically placed on probation. Failure to meet the minimum GPA requirement will result in suspension from New Mexico Tech.

### **Notification of Probation and Suspension**

Notification to the student of academic probation or suspension will appear on the student's grade report at the end of each grading period. Academic probation and suspension will appear on the student's official transcript.

A student who, after conferring with his or her advisor, feels that he or she has been unjustifiably placed on suspension may appeal for a change of status by written petition to the Academic Standards and Admission Committee. Petitions must be submitted to the Office of the Registrar by registration day, when the Academic Standards and Admission Committee meets.

## **Withdrawing from a Course**

You may withdraw from a course until the tenth week during the fall or spring semester (or the fifth week in the summer session). If you withdraw after registration closes (at the end of three weeks of classes), you will receive a grade of W on your transcript. To withdraw from a course, you must file a *Change of Registration* (pdf) form with the Office of the Registrar.

It is important to talk to your instructor and advisor about your progress at midterm to help you make this decision. Another option is to change to Satisfactory/Unsatisfactory (S/U), which will not affect your GPA. (This option is available only for students who have successfully completed 30 or more credit hours.) See also *Grading System* on Page 5.

## **Withdrawing from the University**

Students leaving New Mexico Tech, including those who are graduating or transferring to another institution, must withdraw from the university.

Before withdrawing from the university, you must:

- Check in all New Mexico Tech property (laboratory keys, gymnasium equipment, etc.);
- Settle or make arrangements for all financial obligations to the university;
- Complete a Statement of Withdrawal form (Undergraduate forms are available at the Counseling and Academic Support Office. Graduate forms can be picked from Career Services.);
- Complete an exit interview with the Financial Aid Office; and
- Notify the Office of the Registrar if you have preregistered for classes offered the next semester.

If you withdraw during the semester, you must complete the above steps and

- Withdraw from all classes.

If you do not complete these steps, your transcript and/or diploma will be withheld.

A student may petition for Withdrawal without Prejudice under extremely unusual circumstances, such as serious illness or a death in the student's immediate family.

*This is an official page of the New Mexico Tech catalog.*

## Transferring Credits to New Mexico Tech

If you transfer to New Mexico Tech from an accredited college, we will accept most credits in which you received a passing grade.

New Mexico Tech accepts academic credits from accredited institutions of higher education. All credits will be evaluated and transferred on a course-by-course basis. Credit earned at any institution while a student in on academic or disciplinary suspension from any institution will not be accepted at New Mexico Tech. Grades, earned at other universities are not transferred to Tech.

There are three important exceptions:

- Our Math Department requires that you pass courses with at least a C-, to make sure you are ready for the next higher course.
- Our Humanities Department requires that your first year English courses be passed with C's.
- Our Computer Science Department requires that you pass courses with at least a C.

So in these three areas, we don't accept courses in which you earned a D.

However, be aware that, even if we accept all your credits, you may still have many requirements to fill for your particular degree. It is important to communicate with your advisor/academic counselor to assure the maximum number of transferable credits to New Mexico Tech. Working to complete most of your/our GDR, should be the objective when considering transferring to New Mexico Tech. Call the registrar or email for specific course questions,

## Other Policies

Students who enroll at New Mexico Tech should do so with the realization that they are presumed to be serious in purpose, and they are expected to conduct themselves as good citizens of the college community. An effective guardianship of the health, general safety, and welfare of all students must be maintained. Check your *Student Handbook* for General Campus Rules and Policies.