



# Program Information

## Program Information

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#### General Registration

##### Schedule of Classes

Schedules listing fall and spring semesters and summer session course offerings, dates, times, places, and instructors are made available at UNM–Valencia Campus and the surrounding community several weeks prior to the start of each semester session. Schedules are available on-line at: <http://www.unm.edu/~classes>

#### Dates of Registration

Dates of registration are printed on each semester's schedule of classes and can be found on-line at: <http://itel.unm.edu>

#### New Student Orientation Program

Mandatory new student orientation sessions, where students learn about the existing support programs offered by the college, are offered several times prior to the summer, fall and spring semesters for new students. Contact Advisement and Counseling for dates, times and to schedule an orientation.

#### I-TEL-UNM

Students are eligible to use the I-TEL-UNM registration system if they have been admitted to the college, paid a \$15.00 application fee and visited with an academic advisor. I-TEL-UNM can be accessed by calling (505) 246-2020 or on-line at <http://itel.unm.edu>. Every eligible student is assigned a PIN (Personal Identification Number) set to the student's birth month/day. I-TEL-UNM will require that the PIN be changed during the first session.

When using I-TEL-UNM phone system to register, a course schedule will NOT be automatically generated. A copy of course schedules may be obtained through the Registrar's Office. Call the Registrar's Office at 925-8580 for more information. For those who register on-line, a schedule of classes can be printed.

#### Class Cancellations

UNM–Valencia Campus reserves the right to cancel any course subject to budgetary requirements, enrollment figures, and/or

availability of instructors. Because the major determining factor for cancellations is enrollment, it is very important that students register promptly during the scheduled registration period.

### Registration for Closed Class and Drop Policy

Students should be aware that no one will be allowed to enroll in a class which is closed. In some instances, a decision may be made to increase the class cap in order to accommodate more students. However, you are asked **not** to petition faculty or Student Services staff for admission to a closed class. If you need to enroll in a specific course for which all sections are closed, please make an appointment with an academic advisor in order to seek alternate scheduling.

In an attempt to give as many students as possible an opportunity to enroll in the classes they need, faculty are being encouraged to drop students who fail to attend during the first week of class. If you are unable to attend class during the first week, please inform the instructor immediately and certainly no later than the last meeting day of the first week of classes or you may be dropped from the course. You can access your instructor by letter, phone or e-mail. If you anticipate having to miss the first week of classes, please bring your letter of intent to the academic office (Arts and Sciences building) or call 925-8600 to access your instructor's phone number and/or e-mail address.

## Enrollment

### Class Hours and Credit Hours

Most academic courses meet 150 minutes a week for sixteen weeks and earn three credit hours per semester.

### Course Load Guidelines

A student's "course load" refers to the total number of credit hours for which a student is enrolled in a given semester. A full-time course load is defined in different ways. For tuition purposes, full-time status is defined as 12 or more credit hours during the fall or spring semesters. However, most UNM degree programs expect a student to average 16 credit hours per semester in order to complete an associate degree in two years and a Bachelor's degree in four years.

Students are considered full-time students if they are enrolled from six to nine (6-9) credit hours during the summer session, and are considered part-time if enrolled from one to five (1-5) credit hours. Students may not enroll for more than 18 credit hours during a regular semester and 9 credit hours during the summer without approval from the Associate Director for Student Services. A student enrolled for more than 18 credit hours in the fall and/or spring is charged tuition per credit hour for the

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excess hours. This additional tuition is nonrefundable.

### Academic Year (fall or spring semester)

1. Full-time: 12 or more credit hours
2. Three-quarter time: 9-11 credit hours
3. Half-time: 6-8 credit hours
4. Part-time: 5 or fewer credit hours

### Summer Session

1. Full-time: 6 or more credit hours.
2. Half-time: 3-5 credit hours
3. Part-time: 2 or fewer credit hours.

## Changes in Credit Enrollment

Academic program changes must be initiated by the student by obtaining appropriate forms from the Student Services Center, completing these forms, and returning them to the Registrar's Office by the deadline dates indicated below.

1. **Adding Credits:** Courses may be added to the student's program until the end of the second week of the fall or spring semester, or the first week of the summer session.
2. **Dropping Credits:** A student may drop courses until the end of the sixth week of the fall and spring semesters. Grades will not be assigned and the dropped courses will not appear on the student's academic record.

A student may withdraw from a course after the sixth week and before the end of the twelfth week of classes without approval from the Associate Director for Student Services.

If the student is passing the course at the time of withdrawing, as determined by the course instructor, the grade issued is WP. If the student is failing, the grade is WF. The WF is computed in the student's grade point average. To drop a class after the twelfth

week, approval must be obtained from the Associate Director for Student Services. Students are not permitted to withdraw from the University or drop a class during the week of final exams.

Students are responsible for the completion of every course for which they have registered. If they drop a course at any time without complying with the official change of enrollment procedures, they receive a grade of 'F' in the course. (See the section on 'Withdrawal' for procedures for dropping all courses.)

For summer session and short courses deadlines for processing drops, adds, withdrawals, and grade options vary according to the length of the course. Consult the schedule of classes for specific dates.

### **Credit/Non-Credit Option (CR/NC)**

The Credit/Non-Credit grading option is open only to undergraduate and non-degree students enrolling in non-major courses. Students who do not satisfactorily complete a course under CR/NC grading receive a "NC." CR-Credit is equivalent to at least a grade of "C." A course may be changed from a traditional grade to CR/NC grade option up to the end of the fourth week of classes. A change from CR/NC to a traditional grading system may also be made prior to the end of the fourth week of classes. A maximum of 12 credit hours graded CR/NC is allowed toward an associate degree. Hours earned under which grading is specifically approved for CR/NC are not included in the 12 hour maximum allowed toward a student's degree under the CR/NC grade option.

The following may not be taken under the CR/NC option: 1) courses that are part of the student's major (as defined by the major department) with the exception of those courses especially approved for use of CR/NC grading; 2) in some departments and colleges, courses that are part of the student's minor (see specific college and departmental requirements); 3) courses the student is repeating after first having taken the course under the regular grading systems. Students may not be penalized by a department if, when selecting or changing a major field, they have taken a course in their major on a CR/NC option basis.

Certain undesirable consequences may result from exercising the CR/NC option. For example, some college and university scholarship committees and honorary societies do not accept this grading system and convert grades of "Credit" to C and "No Credit" to F when computing grade point averages. It is recommended that an advisor be consulted when using this grading option.

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### Auditing a Course

A student may register for a course as an auditor. The fee for audited courses is the same as for credit courses, although the student does not receive academic credit or grades. No changes in audit status may be made after the fourth week of classes. An auditor who fails to attend class on a regular basis may be dropped at the instructor's request.

### "T" Courses

Courses listed with a "T" are considered to be technical/vocational courses and are not acceptable for baccalaureate credit except by petition to and acceptance from a UNM degree granting program. Some "T" courses are fully transferable to other institutions. Please consult with an advisor concerning the appropriateness of "T" courses in a course of study.

### Change in Grading Option

No change in grading option may be made after the end of the fourth week of the fall or spring semester, or the second week of the summer session for most courses.

After registration has been completed, any change in grading option requires the completion of a Program Change Request form available in the Student Services Center or Registrar's Office.

It is solely the responsibility of students to make certain that they are registered under the proper grading option for each of their courses.

### Attendance

Students are required to attend all meetings of their classes unless excused by the instructor. A student with excessive absences may be dropped from a course with a grade WE, by an instructor. Absences due to illness, field trips, athletic trips, and so forth do not relieve the student of the responsibility for missing assignments. It is the obligation of the student to take the initiative in arranging with the instructor to make up missed work. Students who are absent from final examinations or other closing exercises of their classes without an approved excuse are given the grade of "F".

*NOTE: Faculty are NOT responsible for dropping students who do not attend.*

### Withdrawal

When students want to withdraw from all of their courses in a semester they must obtain a withdrawal card from the Student Services Center. When a student withdraws officially from UNM–Valencia Campus during the first six weeks of the fall or spring semester, or the first three weeks of the summer session, no grades are assigned. Course withdrawals after six weeks are subject to grades of WP or WF. The grade of WF is computed in the student’s grade point average as a failing grade. Course withdrawals may be processed through the end of the fifteenth week. However, course withdrawals submitted after the twelfth week must be approved by the Associate Director for Student Services.

When students leave the University any time during a semester and do not carry out their withdrawal according to these regulations, they become liable for a grade of “F” in each of their classes, even though they may have been passing their courses up to the time of leaving.

### Enrollment Certification

UNM–Valencia Campus is frequently requested to certify a student’s enrollment status as to full-time, half-time, etc. Guidelines are used primarily to verify enrollment for the purpose of financial aid eligibility and loan deferments. Students withdrawing after the sixth week of classes are subject to grades of WP (withdrawal passing) or WF (withdrawal failing). The grade WF is included in the total course load for purpose of enrollment verification. WP is not included in the total course load for purpose of enrollment verification. Courses taken in Audit status, Extension, or Correspondence status also are not included in total course load, for purposes of enrollment verification.

The National Clearinghouse is now the University of New Mexico-Valencia Campus’ authorized agent for providing enrollment and degree verifications. If an employer or background screening firm requests this information, please have them contact the National Student Clearinghouse at (703) 742-4200 or visit their Web site [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

The University of New Mexico – Valencia Campus will produce a standardized enrollment certification document validating a student’s status for the current semester, preregistered semester and any semester for the past four calendar years. If a student wishes to have their entire academic history certified or semesters not covered by the certification process, they must request a transcript. The University of New Mexico-Valencia Campus does not certify expected graduation date. Contact the Registrar’s office to request enrollment certification.

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### Grading Procedures

#### Grades

The grades awarded in UNM–Valencia Campus courses measure the quality of work achieved in each course. The meaning as well as the fractionated grade points per credit hour, are as follows:

Letter Grade	Interpretation	Grade Point
A+	excellent	4.33
A	excellent	4.00
A-	excellent	3.67
B+	good	3.33
B	good	3.00
B-	good	2.67
C+	satisfactory	2.33
C	satisfactory	2.00
*C-	satisfactory	1.67

**\* Only a grade of C or better is accepted towards fulfillment of General Education Core Curriculum requirements**

D+	barely passed	1.33
D	barely passed	1.00
D-	barely passed	0.67
F	Failed	0.00

## Grading Options

### Grade Description

**CR Credit.** Gives the student credit for the course but is not computed in the student's grade point average. A grade of CR is roughly equivalent to at least a grade of "C" (see section on CR/NC above).

**NC No Credit.** Does not give the student credit for the course and is not computed in the student's grade point average (see section on CR/NC above).

**I Incomplete.** The grade of "I" is given only when circumstances beyond the student's control have prevented completion of a course within the official dates of a session or semester.

**Audit Audit.** Recorded for completion of enrollment in an audited course. No credit is earned for an Audit grade option.

**PR Progress.** Only available in designated developmental courses. Indicates that a student did not successfully complete the course, but was not penalized by a failing grade.

**WP Withdrawal Passing.** All approved course withdrawals after the sixth week of classes are subject to the grade of WP if the student was passing the course at the time of his withdrawal.

**WF Withdrawal Failing.** All approved course withdrawals after the sixth week of classes are subject to the grade of WF if the student was failing the course at the time of his withdrawal. The grade of WF is calculated as a failing grade in the student's grade point average.

**W/NC Withdrawal, No Credit.** Indicates that the student officially withdrew with unsatisfactory performance from a course in which he had enrolled under the CR/NC option. This unsatisfactory grade is not, however, computed in the student's grade point average.

**W Withdrawal.** A "W" grade is used for approved administrative withdrawals.

## Grade Point Average

A student's academic standing is measured in terms of a Grade Point Average (GPA). The GPA is calculated by dividing the total number of grade points earned at the University of New Mexico by the total number of hours attempted at UNM. Grades of

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“CR”, “WP”, “PR”, or “I” are not included in this computation. A “WF” grade is included as a failing grade.

GPA is calculated for each semester and for all semesters completed. The latter is known as the student’s cumulative or overall GPA.

### Change of Grade

Any change of grade (except for the removal of an Incomplete) after the grade is on record in the Registrar’s Office can be made only after the reasons for such a change have been submitted in writing by the instructor concerned and is approved by the UNM–Albuquerque Campus Admissions and Registration Committee. Such a change in grade must be requested within 12 months after the end of the grading period. No grade (except an Incomplete) can be raised by completion of extra work or by special examination.

### Removal of Incomplete (“I”) Grade

The grade of “I” is given only when circumstances beyond the student’s control have prevented completion of the coursework within the official dates of a session. Students should not reenroll or reregister (for credit) in a course for which an incomplete has been received in order to remove the incomplete.

Incomplete grades must be removed by the published ending date of the next semester in residence or within the next four (4) semesters if the student does not reenroll in residence. An Incomplete may be removed even though a student is not enrolled in residence. Students are responsible for making arrangements with the instructor for removal of an Incomplete. An Incomplete is changed to a grade by completing the work prescribed by the instructor. Incomplete grades not removed in accordance with these policies are automatically converted to “F” (failure). In order to be eligible for graduation, an Incomplete grade must be removed.

Follow these steps to remove an Incomplete:

1. The instructor completes the form and returns it to the Registrar’s Office.
2. The form is then forwarded to UNM–Albuquerque Campus where the UNM Registrar makes the official entry on the student’s record.

### Grade Replacement Policy

A student may repeat any course, but receives credit only once. (This does not apply to courses noted “may be repeated more than once”.) Through fall 1990, all attempts and all grades are computed in the student’s grade point average.

A new repeat policy was approved and was effective with the spring 1991 semester. The new policy states that any course acceptable toward an undergraduate degree can be repeated one time for improvement of a grade. Attempted courses remain on the student record; however, the lower grade is removed from the calculation of the GPA and the new grade is included. The student receives credit only once. Only 12 hours of course work may be repeated for grade improvement. This process is not automatic. A student must contact the Registrar’s Office regarding the correct procedure.

No repeated course is allowed for grade improvement after a degree has been awarded. Courses taken prior to spring 1991 are not considered the first attempt. The first attempt must be spring 1991, or after.

A student who fails a course at UNM and repeats the same course with a grade of “C” or better at another college or university may have the credit accepted for transfer but the “F” earned at UNM continues to be computed in the grade point average.

### Examinations

Examinations, other than final examinations, may be given during each course at the discretion of the instructor. A final examination for each course is administered during the last week of the semester. Final examination schedules are available from the Dean of Instruction’s office and in the current schedule of classes. They also are posted on campus several weeks prior to the final examination period. Only under exceptional circumstances may a student take the final examination at a time other than the officially scheduled time.

### Probation and Suspension

Probationary status serves as a warning to students that they are no longer in good academic standing and that they may soon become eligible for suspension. Students are placed on academic probation when their cumulative grade point average falls below the minimum requirements established in the UNM–Albuquerque Campus catalog. In the case of Unclassified, Certificate, and Associate degree students at UNM–Valencia Campus, a 2.0 GPA is required to remain in good academic standing. Students are subject to suspension at the end of any semester or session unless they have succeeded in removing themselves from

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probation or have shown adequate improvement from semester to semester.

At registration time, the Associate Director for Student Services may limit a student on probation to enroll for a minimum number of hours and may at any time require a student on probation to drop hours that seem beyond his or her ability. In addition, students on academic probation are required to meet with an academic advisor a minimum of three times during the probation period. Students on probation also are subject to the loss of financial aid that requires the maintenance of at least a 1.65 GPA.

Students suspended for the first time are not eligible to reenter the University for a period of one semester from the date of suspension. Students under a repeated suspension are not eligible to reenter the University for a period of one academic year from the date of the suspension. Students suspended for the third time may not enroll for classes for a period of five academic years from the date of the suspension. Readmission at the end of the suspension period requires the approval of the UNM–Valencia Campus Associate Director for Student Services.

Students suspended for poor scholarship in the past are considered on probation when they return to the University, as are students who withdrew from the University while on probation, unless their withdrawal makes them subject to suspension.

Credits earned at other institutions while on suspension are not accepted at UNM–Valencia Campus as transfer credit.

### Grade Petition Procedure

1. A student seeking retroactive withdrawal, enrollment, or disenrollment; or extension of time for removal of an incomplete grade, or a grade option change; or for further academic record changes involving exceptions to the rules governing registration and academic records that are set forth in the University Catalog may submit petitions to the UNM–Valencia Campus Registrar's Office or directly to the UNM Records Office.
2. The petition shall state the nature of the request and shall specify the semester involved, the course and section number, the student's name, I.D. number, mailing address, and telephone number. The petition should state the reason for initiating the request, and shall include documentation of extenuating circumstances, such as medical, family, or employment needs. The petition shall be typed and signed.
3. Upon receipt of the student's petition, the instructor(s) involved is contacted for a statement concerning the request.

4. The petition (along with instructor comments) is forwarded to the Grade Petition Committee for a review and decision.
5. Students are notified in writing of the outcome of the petition.
6. If the petition is denied, the student may want to appeal the decision. For more specific information on the appeal process students may contact the UNM–Valencia Campus Registrar’s Office.

### Academic Renewal Policy

Academic Renewal applies to undergraduate degree-seeking students who have been readmitted to UNM or UNM–Valencia Campus after an absence of five years. The procedure allows a currently enrolled student to request his/her academic record be reviewed for the purpose of evaluating previously earned credits and recalculation of the student’s grade point average from the point of readmission.

Students may obtain petition forms and details from the UNM–Valencia Campus Registrar’s Office.

### Academic Rights and Responsibilities of Students

UNM has established policies regarding students’ educational records, academic integrity, grievances, classroom conduct, and identification. Complete texts of these policies may be found in the UNM student handbook, the Pathfinder and/or the UNM–Valencia Campus Catalog and Schedule of Classes. These policies are in keeping with the Family Education Rights & Privacy Act regarding confidentiality of records. The Student Grievance policy and Student Disciplinary procedures are included in the Appendices of this catalog.

### Catalog Requirements

Students may graduate under the catalog requirements for the year in which they were enrolled for the first time in the academic or vocational program in which they are seeking a degree, provided they complete the graduation requirements within a continuous six-year period. If students interrupt attendance or transfer from one academic/vocational program to another within the university, they must graduate under the degree requirements of the catalog in effect at the time of their readmission or transfer. Students who do not register for one or more semesters are covered by the catalog in effect at the time of re-enrollment. **STUDENTS ARE RESPONSIBLE FOR KNOWING THE RULES AND REGULATIONS CONCERNING GRADUATION REQUIREMENTS AND FOR REGISTERING IN THE COURSES NECESSARY TO MEET THEM.**

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### Director's List

Separate lists are established for part-time and full-time students. To qualify for either list, a student must have completed a minimum of 12 credit hours at the UNM–Valencia Campus. In addition:

1. Part-time students must complete at least six (6) credit hours with regular grading option in a given semester at the Valencia Campus;
2. Full-time students must complete 12 hours (9 hours with a regular grading option) in a given semester at UNM–Valencia Campus;
3. A semester Grade Point Average (GPA) of 3.5 is required; and
4. No grade lower than a 'C' (not 'C-') is acceptable.
5. Students with a grade of 'NC' and/or 'I' will not be eligible for the Director's List.

### Graduation/Graduation With Honors

1. **Petition to Graduate:** Students are expected to monitor their individual progress towards graduation. Students who have formally declared a program of study with the Registrar may monitor their academic progress on-line at <http://itel.unm.edu>. However, students are urged to meet regularly with advisors in order to assure appropriate course and course-load selection leading to a timely graduation. Students must petition to graduate by completing a Petition to Graduate Form the semester before they are planning to graduate. A late fee of \$10 will be assessed for those petitioning after the published deadline.
2. **Second Associate Degrees:** A second associate degree is not granted until a student has earned a minimum of 15 semester hours above the requirements for the first degree and fulfilled all requirements for the second degree including residence requirements.
3. **Graduation with Honors:** Students completing an associate degree with a minimum 3.5 GPA, for coursework within the degree requirements, will graduate with Honors. The student(s) with the top GPA are honored and named Valedictorian(s) at the spring graduation ceremony.

### Commencement

The office of the Registrar certifies eligibility to participate in commencement exercises for those students planning to receive associate degrees and certificates.

The Valencia Campus holds commencement exercises in May. Eligible candidates who completed their academic program during the previous summer, fall and spring semesters are invited to participate in the commencement ceremony.

### Transcripts

All official student records and transcripts are kept in the Office of Admissions and Records at the University of New Mexico–Albuquerque Campus. Transcript Request Forms may be obtained from the UNM–Valencia Campus Student Services Center.

A \$3 fee is charged for official transcripts of record requested by the student to be sent to other collegiate institutions, state departments of education, current employers, or prospective employers. Unofficial transcripts may be requested from UNM–Valencia at no charge. No transcripts of record are issued until all financial obligations to the University have been satisfied.

### Access to and Confidentiality of Records

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days after the University receives a written request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights. Students may ask the University to amend a record by writing the University official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate, misleading or otherwise in violation of the student's privacy rights. If the University decides not to amend the

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record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the University; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; honorary societies, and other chartered student organizations, only for determining eligibility requirements when the societies and/or organizations do not unlawfully discriminate; and National Collegiate Athletic Association and the Mountain West Conference only for the purposes of conforming to eligibility rules for athletic competition. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The University discloses education records without a student's consent to officials of another school who have requested the records and in which a student seeks or intends to enroll.

4. The right to refuse to permit the designation of the following categories of personally identifiable information as directory information which is public information not subject to the above restrictions on disclosure:

- a. Name;
- b. Address (school and permanent);
- c. Telephone listing;
- d. Electronic mail address;
- e. Date of birth;
- f. Major field of study (including current classification, year, credit load and number of academic credits earned towards degree);
- g. Dates of attendance (matriculation and withdrawal dates);

- h. Degrees and awards received (type of degree and date granted);
- i. Most recent previous educational agency or institution attended; and
- j. Participation in officially recognized activities and sports, and weight and height of members of athletic teams.

*NOTE: A student wanting to keep confidential the directory information listed above should file a written request with the Registrar's Office.*

5. All students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-4605

## Tuition

### Cost and Fees<sup>1</sup>

Description	Cost/Fees
<i>New Mexico Resident:</i>	
Part-time (i.e., 1-11 credit hours) \$38 per credit hour	
Full-time (i.e., 12-18 credit hours) .....	\$456
19 or more hours <sup>3</sup> .....	\$38 per credit hour
(i.e., above 18—tuition paid for hours in excess of 18 credit hours is nonrefundable)	
<i>Non-Resident:</i>	
Part-time (i.e., 1-6 credit hours) <sup>2</sup> .....	\$38 per credit hour
7-11 credit hours .....	\$94 per credit hour
Full-time (i.e., 12-18 credit hours) .....	\$1,128
19 or more hours <sup>3</sup> .....	\$94 per credit hour

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(i.e., above 18—tuition paid for hours in excess of 18 credit hours is nonrefundable)

### *Summer Tuition (all students):*

1-5 credit hours .....	\$38 per credit hour
6-9 credit hours .....	\$228
10 or more hours <sup>3</sup> .....	\$38 per credit hour

(i.e., above 10—tuition paid for hours in excess of 9 credit hours is nonrefundable)

### Miscellaneous Fees:

Application fee for degree-seeking students .....	\$15
Audit fee .....	\$38 per credit hour
Returned check fee .....	\$15 each (nonrefundable)
Installment payment plan fee .....	\$15 each (nonrefundable)
Transcript fee .....	\$3 each
Graduation fee .....	\$10 each
Course challenge fee (except for “T” courses and Tech Prep courses - varies) .....	\$38 per credit hour
Lab fees (see each semester’s course schedule for appropriate lab fees) varies	

*NOTE: Senior citizens are eligible for reduced tuition under the Senior Citizen Reduced Tuition Act. Details regarding this provision can be obtained from the Registrar’s Office.*

<sup>1</sup> Tuition is subject to change at the discretion of the University of New Mexico Board of Regents.

<sup>2</sup> State regulations permit all part-time students enrolled for fewer than 7 credit hours to pay tuition at resident rates regardless of residency classification.

<sup>3</sup> Non-Refundable

## Installment Payment Plan

Tuition and fees may be deferred in full if the student is receiving financial aid. Tuition and fees for students enrolled for six (6) or more credit hours, but not receiving financial aid may also be deferred. A one-third payment (one-half during summer) must

be made at the time of registration, with the balance paid in full by a predetermined date listed in the schedule of courses for that semester. Failure to pay amounts due by the designated date results in loss of future deferment privileges. A nonrefundable \$15.00 fee is assessed for the installment plan. UNM–Valencia Campus accepts VISA and MasterCard for payment of tuition, fees, and bookstore purchases.

Students seeking installment payment of their tuition and fees should see the UNM–Valencia Campus Cashier’s Office to make financial arrangements.

## Refund Policy<sup>1</sup>

### 3 week (or less) courses

First day of class ..... 100%  
 After first day of classes ..... No Refund

### Longer than 3- up to 6 week courses

Friday of the first week of classes ..... 100%  
 After Friday of the first week of classes ..... No Refund

### Longer than 6- up to 9 week courses

Friday of the second week of classes ..... 100%  
 After Friday of the second week of classes ..... No Refund

### Longer than 9 week courses

Friday of the third week of classes ..... 100%  
 After Friday of the third week of classes ..... No Refund

<sup>1</sup> Refund policy is subject to change at the discretion of the UNM Student Accounting Office.

Students who drop classes after refund deadlines are still responsible for payment of tuition and fees, even if no payment has been made and/or no classes have been attended.

All tuition and fee adjustments are based on the date of official drop, withdrawal or disenrollment. To receive consideration for a refund of tuition and fees, students must complete official drop procedures for their courses.

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Immediate refunds are not given. If a refund is due and payment was made by check, there is a 21-day hold period from the payment received date. MasterCard/Visa refunds will be credited to the charge card. Students must provide the credit card number and expiration date to the Cashier's office.

If mailed, the refund check will be sent to the student's current system mailing address. Students should confirm their address with the Cashier's office.

### Disenrollment

Each semester, students who fail to pay their full required tuition and fee charges (including second 8 week courses) or make adequate financial arrangements with the Cashier's office on or before the designated deadline, will have their registration cancelled and will be disenrolled from all classes. The deadline date is one full week before classes start. It will be listed each semester in the schedule of classes. Students with cancelled registration who wish to be enrolled at UNM-Valencia Campus must reregister. The student will be subject to make full payment, or must complete financial arrangements for all university charges. Students must officially drop classes to receive credit for tuition by refund deadlines. Students must not assume automatic disenrollment for lack of payment. Questions regarding tuition payments should be directed to the Cashier's office.

### Service Charge on Delinquent Accounts

A service charge will be assessed on a student's past due account balance. An account is considered past due if the billed current amount is not paid by the next billing date.

### Collection Agencies

Monthly statements of accounts are mailed to all students. Failure to receive a statement of account does not relieve students of the responsibility for payment. If payments or arrangements are not made on a timely basis, the account may be placed with a collection agency. Should it be necessary for an outside agency to effect a collection, reasonable collection costs of at least 30% of the delinquent amount shall be added to the amount due and shall be paid by the debtor. If The University of New Mexico obtains judgment from a court of competent jurisdiction, the debtor shall be liable for collection agency fees as well as reasonable court costs and attorney's fees.

### Withholding Services

Students who have delinquent accounts will be denied privileges and services available to students enrolled in the university and in good financial standing. Students with delinquent accounts will be subject to sanctions that withhold:

1. Future registrations
2. Readmissions
3. Official transcripts
4. Installment payment participation
5. Future parking and library privileges

### Third Party Sponsored Students

If a student's tuition and fees are being paid by a third party, it is the student's responsibility to ensure that the Cashier's office receives an approved billing authorization prior to the posted disenrollment date. All prior charges from previous semesters must be paid.

## Special Options for Study at UNM–Valencia Campus

### Independent Study

UNM–Valencia Campus provides the opportunity for students to study, on an independent basis, subjects appropriate for their program major. In an independent study arrangement, the student must first receive approval from the appropriate division chair and the Dean of Instruction. The student then meets with the designated course instructor to arrange for course requirements.

Independent study courses are available for special topics courses and courses in the catalog not being offered, but needed for graduation. The number of credit hours for a particular independent study course varies from one to three (1-3). Normal tuition applies as well as standard grading policies. A student may register for a maximum of three (3) credit hours of independent study per semester, and the course work outlined must be completed within the regular semester dates.

## Program Information

### Practicum, Field-Based, and Cooperative Education Experiences

Practicum, field-based, and cooperative education experiences are available in many of the UNM–Valencia Campus programs. These experiences combine structured classroom learning with actual work experiences to help students prepare for the realities of the work place. Students enroll in classes at UNM–Valencia Campus and work at a training site for a specified number of hours per week. These experiences are evaluated by an assigned faculty member and training site supervisor for the work completed in the field. Practicum and field-based experiences are non-paid activities that expose students to a variety of functions in the work place. Cooperative education experiences are paid activities, which provide students the opportunity to fill a specific job function that is related to a student's major, in private industry or government agency.

The following guidelines normally apply to the assignment of credits:

1. The number of credit hours earned is contingent upon the quality and quantity of measurable performance objectives that are accomplished by the students.
2. Ten-fifteen hours worked a week per semester generally qualifies the student to earn three (3) credit hours; 15 or more hours per week per semester qualifies the student to earn four (4) or more credit hours.

Students should contact their instructor or program chair for information concerning the Cooperative Education and practicum experience.