University Student Records Office

Application for Adjusted Credit Option

Completed forms with all signatures must be routed to the University Student Records Office by an Academic Advisor or Academic Dean's Office. Handwritten forms or forms received directly from students will not be processed.

Student Eligibility Requirements:

1. Must be pursuing first baccalaureate degree or associate degree;
2. Must be currently enrolled at NMSU;
3. Must have a cumulative NMSU grade point average of less than 2.0;
4. Must have less than 60 academic credits (combined transfer and NMSU coursework);
5. Exercise this option in a term between the first day of classes and the last day to withdrawal from the university, and prior to grades issuance for the term;
6. Exercise the Adjusted Credit Option only once during the student's entire NMSU academic career
7. Must have thirty (30) or more additional credits before an associate degree can be awarded.

STUDENT INFORMATION	
Aggie ID Number:	Last Name, First Name, Middle Initial:
Semester/ Year ☐ Fall 20_____ ☐ Spring 20_____ ☐ Summer 20_____	
Current Street Address:	City, State, Zip Code
Telephone Number:	NMSU Email Address:

I hereby apply for the option of having my New Mexico State University permanent academic record adjusted according to the following conditions:

1. All of my academic history, including transfer coursework, CLEP, ACT, advanced placement, special examination, and/or military service will be included in this adjustment and designated as such on my permanent academic record. As "ADJUSTED CREDITS", the credits will not be calculated in my cumulative grade point.
2. Courses carrying an academic grade of S, CR, C or better, earned prior to the grading period in which I have requested this option, will be treated as earned academic credit.
3. Courses carrying an academic grade of U, CD, D or F, earned prior to the grading period in which I have requested this option, will remain on my academic history and will not have academic credit. I understand I must repeat these courses if I desire academic credit.
4. My academic transcripts will contain all coursework, including courses falling under the adjusted credit option.
5. I understand that I may be eligible for University honors at graduation if I complete a minimum of 60 academic credits at NMSU after the academic period the adjusted credit option is exercised. The resulting grade point average is in accordance with University regulation for honors.
6. I understand that satisfactory academic progress for continued receipt of financial aid may be impacted by exercising this option.

AUTHORIZATION: I hereby agree to all above listed terms and conditions, as well as understand a $10.00 fee will be assessed to my University account. My signature below confirms my acceptance of University action on this matter and I understand that this action may NOT be reversed at a later date. I understand that I may only exercise my use of the Adjusted Credit Option one time.

_____ _____

(Student Signature) (Date)

COLLEGE VERIFICATION

Student Academic College	Student's Cumulative GPA	Student's Cumulative Transfer and NMSU Credits

_____ _____ _____

(Academic Associate Dean/Academic VPCC Signature) (Printed Name & Title) (Date)

UNIVERSITY STUDENT RECORDS OFFICE CERTIFICATION

_____ _____

(Processed by signature) (Date)