

Consortium Agreement

Purpose: Required for a student to count their enrollment at two schools (e.g. UNM and CNM) for the purpose of receiving federal or state aid at one school (e.g. UNM).

How to fill out: Academic advisors should complete section III of the form. Verify if the hours the student is registered for at the host school count towards the student's current degree program. Hours that count towards a student's elective requirements can count. Remedial hours taken at another school cannot count. The student must be enrolled in a half-time status (3 hours summer, 6 hours fall/spring) in order for the Financial Aid office to process the form.

Degree Summary

Purpose: Required for a student's satisfactory academic progress petition if the student is failing due to exceeding the maximum time frame in which to complete their degree program.

How to fill out: This form must be completed and signed by the student's academic advisor indicating the student's requirements and timeframe required to graduate. The necessary credits for graduation must be listed along with an expected graduation date. Please note: students in University College must have the University College Transition form completed, rather than the Degree Summary.

Verification of Credit Hours for Non-Degree Students Taking Prerequisites for Admission

Purpose: Required for students currently admitted in a non-degree status to document their enrollment in courses that are **required** prerequisites for admission into a graduate or professional degree program.

How to fill out: The form must be completed by the college that is requiring the student to complete prerequisites in order to be considered for admission. This form must be submitted to the Financial Aid Office **for each semester** that the student is non-degree. The student can only be funded for one calendar year, starting from the date of the original loan period.

Note: Late application to a graduate program, low test scores, or low GPA are not considered prerequisites for admission. Courses that will count towards the student's graduate program are also not considered prerequisites.

Verification of Credit Hours for Teacher Certification

Purpose: Required for students currently admitted in a non-degree capacity to document their enrollment in courses that are **required** for their initial teacher certification.

How to fill out: This can only be completed by advisors in the College of Education. The academic advisor should list the courses that are **required** to complete their initial teacher certification.

University College Transition Form

Purpose: Required for a student's satisfactory academic progress petition if the student is failing due to exceeded the maximum time frame while admitted in University College.

How to fill out: This form must be completed and signed by the student's University College academic advisor indicating the student's requirements and timeframe required to transition from

Financial Aid Form Instructions for Academic Advisors

University College. The necessary credits for the transition to University College must be listed along with an expected transition date.

[Correspondence Course Verification Form](#)

Purpose: The student must complete this form to receive financial aid if enrolled in at least one correspondence course in any given semester. In addition to the requirements listed below, the student must also be enrolled in a degree-granting program and must be making satisfactory academic progress.

How to fill out: This form must be completed and signed by the student's UNM academic advisor to confirm that the classes count toward completion of a regular program of study at UNM. This form must also be signed by a representative from UNM Extended University signifying that the student will complete the class by the end of the **UNM standard semester**.