THE NMSU SYSTEM ACADEMIC REGULATIONS

The following regulations are effective with the publication of all the NMSU system catalogs, this includes the Las Cruces-Academic Catalog, NMSU Global, Alamogordo Community College, Dona Ana Community College, and the Grants Community College catalogs. All regulations in this section of the catalog pertain to all the campuses housed within the NMSU System. This means that information for students pursuing Associate Degrees/Certificates, Bachelor's Degrees, and Graduate Degrees/Certificates is in this catalog section.

The regulations section is broken down into different areas:

- Academic Programs of Study
- Registration
- Academic Performance and Progress
- Grading
- Withdrawals
- Degree Applications, Graduation and Commencement
- Academic Standing and Probation
- Academic Misconduct and Grievances
- The University Student Records

NMSU offers Associate, Baccalaureate, Master's, Specialist, and Doctoral degrees. NMSU also offers Certificates at the associate and graduate levels. Requirements for specific degrees and other designations are set forth by this catalog for the NMSU-Las Cruces (main) campus, NMSU Global campus, and the corresponding catalogs for the NMSU Community Colleges (Alamogordo, Dona Ana, and Grants).

Additional Degree Designations

As part of a degree program, students may also earn additional degree designations indicating fields of study such as majors, minors, or concentrations. A major is defined as a recognized area of study in which there is an extensive and well-developed curriculum offered at the university, in addition, adequate library resources and support services. A minor is based on courses that encompass a recognized supplementary field of study outside the student's major. Concentration is based on a collection of coursework in an area that is part of a major program of study. Degrees and additional designations awarded, limited to majors, minors, and concentrations, will be noted on the student's transcript.

Catalog Effective Period

The annual catalog edition is effective Summer Session I through Spring Semester and is considered active for eight years for all campuses. Curricular requirements (course requirements and the number of credits required) for a specific degree or other designation may be met by completing all of the course requirements as set forth by the catalog in effect at first matriculation, or any subsequent catalog, provided the selected catalog is considered active when the requirements for graduation are met. For all other matters, the current catalog is the authority. NMSU reserves the right to withdraw courses at any time, change fees, rules, calendar, curriculum, degree programs, degree requirements, graduation procedures and any other requirements affecting students. Except as otherwise stated here, changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

Application for Degree/Graduation or Certificate

Upon completion of all requirements for degrees and certificates, students will not receive their degrees automatically. To receive the degree or certificate, students must submit an application and pay the required fee in the semester in which the student expects to graduate or complete the degree or certificate requirements. Specified in the academic calendar for each semester is the deadline for all applications. The application must indicate/ note all designations earned. After awarding the degree, you cannot add any additional designations.

Students who will be completing two degrees/certificates in the same semester must apply for graduation and pay the fee for each degree separately. Students applying for graduate degrees or certificates must satisfy requirements as described in the Master's, Certificates, Specialist, and Doctoral Degree sections below.

Students who do not meet requirements or elect not to graduate after filing an application need to re-apply in a subsequent semester and pay another fee.

Multiple Degrees and Designations

A student may earn more than one degree or multiple degree designations by completing all of the requirements in an appropriate catalog for each degree or designation. Students meeting requirements for more than one degree must apply for and pay the application fee for each degree to be awarded. Upon completion of all requirements, multiple majors for a single degree (e.g., B.A., Major in Art; Major in Anthropology) and multiple bachelor's degrees (e.g., B.A. and B.S.) will be noted on the student's academic record/transcript and may also be granted at one commencement.

Degree Revocation

The Board of Regents reserves the right to revoke a degree should it be determined upon investigation that the degree requirements were not adequately met. A degree revocation must be in accordance with NMSU policy and related rules.

Honorary Degrees

Ceremonial Honorary Degrees may be awarded in accordance with NMSU policy and rules as outlined in the NMSU Regents Policy Manual and the related Administrative Rules and Procedures.

Community College Certificate

A Community College may offer two types of certificates, the Certificate of Achievement and/or the Certificate of Completion. Certificates may be awarded independently from any degree program.

Certificate of Achievement

The Certificate of Achievement is a program of study less than 16 credits and is not eligible for Federal financial aid. This Certificate provides employment-related and/or career-enhancing skills necessary to succeed in a job or a chosen field of study. These courses can be a subset of those required for a corresponding Certificate of Completion or Applied Associates Degree. These certificates are recorded on the

student's transcript. The following requirements apply to all certificates of achievements:

1. **Minimum Credit Hours**: The number of credit hours varies from certificate to certificate but must be fewer than 16 credits. Students must successfully complete the total number of credit hours as outlined in the respective catalogs and sections describing these certificates.
2. **GPA requirement:** Students must successfully complete all courses for the certificate as outlined in the catalog and have a cumulative GPA of 2.0 or greater in all courses required for the certificate, but may have a cumulative GPA of less than 2.0 for courses taken outside of the certificate.
3. **Residency:** A minimum of 6 credits earned toward the certificate must be completed within the NMSU system including Las Cruces Main Campus, Global Campus, and community colleges. If the certificate requires fewer than 6 credits, all credits must be completed at NMSU or one of its community colleges. Individual academic programs may have additional requirements.

Certificate of Completion

The Certificate of Completion requires a minimum of 16 credits (other Title IV requirements must be met to be eligible for financial aid) and has been approved through the academic review process. These courses can be a subset of those required for a corresponding Applied Associates Degree. These certificates are recorded on the student's transcript.

Requirements for certificates are found in the respective catalogs and sections concerning these programs. The following requirements apply to all certificates.

1. **Minimum Credit Hours**: The number of credit hours varies from certificate to certificate. Students must complete the total number of credit hours outlined in the respective catalogs and sections describing these certificates.
2. **GPA requirement:** Students must successfully complete all courses for the certificate as outlined in the catalog. In addition, students must have a cumulative GPA of 2.0 or better in all courses taken at NMSU or one of its community colleges**.**
3. **Residency:** A minimum of 6 credits earned toward the certificate must be completed at NMSU or one of its community colleges.

Associate's Degree

Associate's degrees are of two types. The academic associate's degree prepares students to transfer to a baccalaureate program and generally includes credits toward the first two years of a four-year degree. Academic associate's degrees include the Associate of Arts, the Associate of Science, and other named degrees that link to a specific major (the Associate of Education, for example). Other associate degrees, typically called Associate of Applied Science, prepare students for entry into the workforce. Credits for these programs may or may not apply toward a four-year degree. Associate degree-seeking students who are interested in a dual degree should consult with their academic advisor. The Associate of Arts and the Associate of Science degrees cannot be earned together.

Students interested in transferring to NMSU or another four-year institution should check the appropriate sections of the university catalog for more information.

Requirements for the two-year associate degrees are found in the respective catalogs and sections concerning these degrees. The following requirements apply to all associate degrees:

1. **Minimum Credit Hours:** a minimum of 60 credits (excluding "N" suffix courses). Some programs of study require coursework in excess of the 60 credit-hour minimum.
2. **New Mexico General Education-** state mandated general education courses (as specified in General Education section); such courses are designed with a "G"
   a. For Associates Degrees: 32-35 credits
   b. For Applied Associates Degrees: 15-18 credits
3. **GPA requirement:** Students must have a cumulative GPA of 2.0 or better in all courses taken at NMSU or one of its community colleges.
   a. For Associates Degrees: students must earn a C- or better in classes they take to meet the Basic Skills requirement (ENGL 1110G and one of several math course options).
   b. For Applied Associate Degrees: Basic Skills requirements do not apply, but if the student plans to pursue a Bachelor's degree at any point in the future it would be highly recommended.
4. **Residency** - A minimum of 15 of the 60 credits for the associate's degree must be completed at NMSU or one of its community colleges. Individual academic programs may have additional requirements.
5. **Major**: All requirements for at least one major field of study as specified in the college and departmental sections of the respective catalog.

Associate Major

An associate major, consisting of at least 18 credits, may include courses from more than one department. Requirements for the Associate Majors are specified in the respective Community College Catalogs.

Baccalaureate Degree (Bachelor's Degree)

A baccalaureate or bachelor's degree provides students with a broad educational base and knowledge in a specific major field. Each college has unique degree requirements that are listed in the college's designated section of this catalog. In addition to the College and Department requirements, students must complete each of the following degree requirements for every Bachelor's Degree awarded by NMSU:

1. **Minimum Credit Hours:** a minimum of 120 credits (excluding "N" suffix courses)
2. **GPA requirement-** a minimum cumulative GPA of 2.0 in all courses taken at NMSU
3. **New Mexico General Education-** 32-35 credits of state-mandated general education courses (as specified in the General Education section); such courses are designed with a "G"
4. **New Mexico State University's Viewing a Wider World-** 6 credits of Viewing a Wider World courses; such courses are designated with a "V", or alternatives as specified in the Viewing a Wider World section
5. **Upper Division Courses-** a minimum of 48 credits in courses numbered 300-499/3000-4999.
6. **Residency –** Of the last 36 credits earned toward award of the degree:
   a. 30 credits must be completed at NMSU
   b. 21 credits must be upper-division (300/3000 or above) and
   c. 12 of the 21 upper-division credits must be within the student's major.

NOTE: colleges or departments may require that more than 12 upper-division credits be within the major and they may direct that a certain number of these credits be course specific.

7. **Major** – all requirements for at least one undergraduate major field of study, other than a supplemental major, as specified in the college and departmental sections of the catalog. As an undergraduate student seeking a baccalaureate degree you are expected to declare a major before earning 45 credit hours toward your degree. You should complete your general education requirements within your first 90 credit hours earned.

Second Baccalaureate Degree (Bachelor's Degree)

Students seeking a second bachelor's degree must complete all college, department, and major requirements for the second bachelor's degree including residency. General Education requirements, including Viewer a Wider World, are waived for a second bachelor's degree because those requirements are considered completed within the first bachelor's degree earned. Credits earned toward a previous degree may be used to complete those requirements subject to any college and department-specific limitations as described in the catalog.

Bachelor's Degree Designations

Undergraduate Major

An undergraduate major consists of 24 or more credits within the major field, of which 18 credits must be upper-division courses, and may include courses from more than one department. Additional major requirements are specified in the college and department's designated sections of this catalog.

Supplemental Major

A supplemental major consists of 24 or more credits of interdisciplinary coursework, of which at least 18 credits must be upper-division (300/3000-499/4999), and no more than 9 credits may be from the student's major course of study. Additional requirements for supplemental majors are specified in the catalog listing of the departmental/college sections.

Undergraduate Minor

An undergraduate minor consists of 18 credits of course work, of which 9 credits must be upper-division (300/3000-499/4999). A minor encompasses courses that may be in a single department or interdisciplinary and are in a recognized field of study outside the student's declared major. At least 9 upper-division credits of a minor must be completed at NMSU. Additional requirements for minors are specified in the college and department's designated sections of this catalog. Minors cannot be earned after the degree has been conferred.

Undergraduate Concentration

A concentration consists of 12 or more credits of coursework in a specialty area that is related to a specific major field of study. At least 9 of the 12 credits must be upper-division (300/3000-499/4999), and at least 9 credits must be completed at NMSU. Additional requirements for concentrations are specified in the college and department's designated sections of this catalog.

Distance Education Bachelor's Degree Completion Program

A Bachelor Degree Completion Program allows students who have met the lower division requirements (100/1000 and 200/2000 level) of an undergraduate degree program to complete the remaining upper-division credits (300/3000 and 400/4000 level) through distance delivery courses offered by NMSU Las Cruces. Only selected degrees are available as degree completion programs. Students must complete all required lower-division (100/1000 and 200/2000 level) credits before they can be admitted to the Bachelor's Degree Completion Programs. The program(s) normally require two years of upper-division (300/3000 and 400/4000 level) coursework.

Graduating with Honors

For information about graduating with Honors, please refer to the Recognition of Academic Achievement section of this catalog.

Graduate Degrees

All graduate degrees are subject to the rules and regulations of the Graduate School. Degrees will be certified by the Graduate School only upon the complete review and clearance of the candidate's program of study.

Graduate Degree Designations

Graduate Major

A graduate major may include courses from more than one department, but at minimum, it must consist of at least 30 graduate credits beyond the previous degree, i.e., 30 credits beyond the bachelor's for a master's degree, and 30 credits beyond the master's for a doctoral degree. Additional requirements may be imposed by the State of New Mexico and New Mexico State University as specified in this Catalog.

Graduate Minor

A graduate minor is based on at least 9 graduate credits in courses encompassing a recognized field of study outside the student's major. Departments may require certain courses to be a part of a minor and may exclude other courses. Minors cannot be earned after the degree has been conferred. Students will work with their department and the Graduate School to ensure that the graduate minor is added to their academic record.

Graduate Concentrations

A concentration is a collection of coursework in a specific area that is part of a degree program of study at NMSU. At the graduate level at least 9 of these 12 credits must be numbered 500/5000 or above. Only approved concentrations within a student's department or program may be noted on a transcript.

Concentrations will not be added to a transcript after a degree is awarded. In order for the approved concentration to be noted on the student's transcript, the following conditions must be met:

1. Apply for the correct program and concentration from the outset or connect with the department and Graduate School upon admission to correct the concentration if initial admission is incorrect.
2. Identify the concentration on their official Application for Degree.

Graduate Certificates

A Graduate Certificate program requires 12-18 credits of course work that is interrelated and designed to develop a focused skill or area of expertise but does not culminate in the awarding of a degree. Courses that comprise a graduate certificate must be regular approved courses offered by the University and must be numbered 450/4500 or above. A graduate certificate is indicated on the student's transcript.

Master's Degree

New Mexico State University offers both academic and professional master's degrees. A link to the list of all master's degrees is provided in the Graduate School section of this catalog. (https://catalogs.nmsu.edu/nmsu/graduate-school/)

Underprepared students may be required to take additional general or discipline-specific undergraduate or graduate courses to prepare them for the advanced academic work necessary for success in graduate-level courses in their chosen field. This may result in an extended graduation date.

Admissions to the Master's Degree

The admission of a student into the Graduate School does not imply admission to candidacy for an advanced degree. The major department in which the student intends to become a candidate for a master's degree must determine the student's ability to pursue studies at the graduate level. Please see the Department(s) for specific requirements.

Program of Study

Students will follow the coursework requirements outlined in their catalog and degree audit. A Program of Study is not required by the Graduate School but may be prepared by the student's advisor in consultation with new graduate students for effective advising.

Application to Candidacy

The degree audit will formally list the curriculum requirements for degree completion and is required to meet in order for the degree or graduate certificate to be conferred. Some programs may use The Program of Study Form as part of its Application to Candidacy process. In these cases, the program of study must be approved by the advisor, department, and academic dean and submitted to the Graduate School. The Program of study may specify the Catalog at the time of graduation, as long as the catalog is considered active. Otherwise, the current catalog will be listed.

Application for Graduation

Students must file an application to receive their degree during their final semester of the program. The program's catalog entry will formally list the curriculum requirements for degree completion and a completed degree audit is required. The degree audit may specify the catalog at the time of graduation, as long as the catalog is considered active. Otherwise, the current catalog will be used.

The student must have a minimum cumulative GPA of 3.0 at the time the application is submitted. The application may specify the catalog at the time of graduation, as long as the catalog is considered active. Otherwise, the current catalog will be listed. If a student's degree audit does not meet, the student must submit a Degree Audit Exception (DAE) form to document course substitutions and credit hour alignment such that the exceptions will allow the degree audit to meet.

Credit Hour Requirement

A minimum of 30 credits beyond the bachelor's is required for the master's degree. Most master's degrees require at least 15 credits in courses numbered 500/5000 or above. This includes thesis credits for any master's programs that include a thesis option. Master's programs involving a thesis, must include, either a minimum of 4 credits or a maximum of 6 credits of thesis. Please see the "Thesis" section for more information.

At least 15 credits for the master's degree must be for work in courses within the student's department. Additional credits may be selected from other fields to fit into a logical and justifiable program. However, courses that are used to remove deficiencies or satisfy prerequisites cannot be counted as requirements for a master's degree. As per NMSU's campus residency requirement, a minimum of 50% of degree coursework must be taken at NMSU.

Coursework Requirement

Students must take coursework from a variety of faculty. Students may not take more than half of the minimum credits required for a master's degree with the same professor, excluding thesis credits.

All graduate students must register for a minimum of 1 credit of graduate coursework in their final semester. Please see the Tuition, Fees and Other Expenses section for more information.

A student taking an oral examination must enroll for at least one credit for that term (fall, spring, or summer terms).

Thesis Option

A thesis in the major field is recommended and may be required at the discretion of the department. A minimum of 4 credits and a maximum of 6 credits may be counted toward the requirements for a master's degree. The final examination shall consist of an oral defense of the student's thesis as well as a general examination of the candidate's field of study.

- *Continuous Enrollment* - once registered, a student must continue to register for a minimum of 1 credit in thesis or graduate coursework each regular semester until the thesis is approved by the Graduate School and submitting electronically into ProQuest.

Graduate Committee for Thesis Option

The graduate committee for the master's degree consists of a minimum of three faculty members who hold, at least, a master's degree and meet the following criteria:

1. **Committee chair:**
   a. Must be from the student's home department
   b. Must be a graduate faculty member
2. **Committee member(s):**
   a. One other committee member, in addition to the chair, must be from student's home department
   b. Other committee members may be from outside the student's home department
   c. Students with a declared minor- must have a representative from the minor department.
   d. Must be a graduate faculty member
3. **Dean's Representative:**
   a. Must be a representative from a related area or appointed by the Dean of the Graduate School
   b. Must be a graduate faculty member

Finalizing the Master's Thesis

After successful completion of the final examination, electronic submission of the approved thesis must be submitted to ProQuest ETD, no later than the deadline posted to the Graduate School website. The form and style of the thesis must comply with the guidelines provided in preparing your manuscript for submission, located here. The guidelines also contain detailed information on the thesis submission and approval process. The thesis is not complete until the Graduate School has accepted it electronically.

Non-Thesis Final Examination

Each candidate may be given a final examination conducted by their graduate committee in accordance with the schedule provided by the Graduate School.

The final examination format for the professional degrees and non-thesis option will be determined by the department. The department is responsible for ensuring that the Report of Results for the Master's Professional or Non-Thesis Final Examination form, where applicable is submitted to the Graduate School no later than ten working days after the exam.

At the time of the final examination, a graduate student must have a cumulative GPA of at least a 3.0 and must be enrolled for a minimum of one credit hour in the final semester.

NOTE: the cumulative GPA, will be calculated from NMSU graduate coursework only.

Any candidate who fails the final examination may either:

1. Be granted a second examination, written or oral, after a lapse of at least one semester, only with a recommendation from the student's advisor and approval from the Dean of the Graduate School.
2. Be excluded from further candidacy for the degree.
3. Failure in the second examination disqualifies a candidate from obtaining the degree.

Students in professional or non-thesis options may be required to pay a special exam fee in lieu of registering for 1 credit of graduate coursework. Please see the Tuition, Fees and Other Expenses section for more information.

Time Limit

Students must complete the master's degree program within seven years (or eight successive summers) of the start of the degree, including completion of the master's thesis or final project. Inclusion of any coursework over seven years old at the time of the final examination will be at the department's discretion.

Master's Accelerated Program (MAP)

The Master's Accelerated Program (MAP) allows academically qualified undergraduate students to begin working on a master's degree during their junior and senior years while completing a bachelor's degree. Typically, a bachelor's degree requires four years to complete, and a master's degree requires two more years. The master's accelerated programs allow students to complete a graduate program in an accelerated manner.

Undergraduate students may apply for acceptance to MAP listed in the New Mexico State University Catalog by submitting the Master's Accelerated Application Form after completing 60 semester hours of undergraduate coursework of which a minimum of 25 semester credit hours must be completed at New Mexico State University and apply towards the undergraduate major. The grade point average must be a minimum of 2.75; departments participating in MAP may have requirements that exceed these minimum requirements. **It is the student's responsibility to meet with their financial aid advisor. Awards may be adjusted to reflect enrollment in undergraduate/graduate courses.**

Graduate departments within the colleges may allow academically qualified undergraduate students to substitute up to 50% of their graduate course credits (i.e., 15 of 30, etc.) but no more than 18 credit hours for elective or required courses in an undergraduate degree program. Graduate programs can use up to 50% of NMSU coursework (450/4500 level or higher) that can logically be applied toward completing a master's program of study (at least 50% of the credits allocated for the master's degree – usually 15 of 30 – must be for courses designed for graduate work.). Students must consult with participating MAP departments to determine program-specific guidelines on the allowable credits toward the undergraduate and graduate degree. A grade of 3.0/4.0 or higher in each course will be required.

Program Participation Requirements:

1. Students participating in MAP are required to obtain prior approval by the graduate program and submit a completed Master's Accelerated Program Application from to the Graduate School by the first Friday of classes with all required signatures. Student's course work must be general or discipline electives in the student's undergraduate course of study.
2. Students will enroll in approved graduate-level courses. If the course(s) requires instructor approval, it is the student's responsibility to obtain the necessary approval.
3. Students participate in the Developing New Scholars Program (DNSP) through the Graduate School. The DNSP program provides formal mentoring supporting the application process to Graduate School. Upon awarding of the Bachelor's degree and formal admissions into a master's program at NMSU, the approved credits (up to 12) will be recorded on both the undergraduate and the graduate transcript.

Interdisciplinary Master's Degree

Interdisciplinary studies, at New Mexico State University, are intended for individuals specializing in programs that require integrating more than one discipline to fully engage in the field of study. The programs provide a mechanism to address emerging scholarship, innovation, research, and allow graduate students to engage in emerging technologies that optimize their education outside the traditional disciplinary boundaries. An Interdisciplinary study takes advantage of traditional academic training within specific departments and also allows students to customize their own career preparation. In these programs, a coherent common core is expected to combine existing courses across disciplines to meet unique objectives.

The interdisciplinary studies option should not be used in cases where the applicants' objectives can be realized by admission to a specific department with a degree program, and inclusion of up to two minor areas in the program of study.

Students should be admitted to an existing graduate program which closely relates the desired interdisciplinary trajectory. Students interested in pursuing an Interdisciplinary Master's (IMAS) degree should take the following steps.

1. **Establish an IMAS graduate committee.**
   The student will form a committee composed of members of the graduate faculty and select an advisor who will chair the committee. The chair must be from the primary department where the student will take at least 15 credit hours listed in the proposal. The other committee member must be from the department in which the student has selected a minor area of study from the approved list.

2. **Develop a proposal for interdisciplinary studies.**
   The student must work with their committee to create a proposal of the program concept consisting of the following:

a. The designated degree being sought and the name of the interdisciplinary area.

b. The program of study to be followed, which must include a minimum of 30 graduate-level credits and a maximum of 36 graduate-level credits. Students may take six credits in departments that do not grant a graduate degree, but the courses must be numbered 450/4500 or above and be pertinent to the program of study. The committee can require additional materials such as a statement of interest, letters of recommendation, GRE or GMAT scores and conduct a personal interview.

c. The majority of the departments involved in the student's program will be master's degree granting departments. The student is expected to take at least 15 credits in the primary area of study within one department. The primary department selected by the student will receive the student's application for admissions to the Graduate School for approval. In addition, the student is required to select a minor area of study in another department that consists of at least 9 graduate credit hours. The program will meet all requirements of a master's degree, with the interpretation, that "major field" includes courses from two or more departments and in the designated interdisciplinary study area.

d. The program of study will include the completion of a research thesis or project. The work may be submitted in the form of a publishable manuscript, technical report, thesis or creative option. The objective of the program of study should include proposed areas of skill development and proposed courses in more than one graduate degree granting department at NMSU.

e. Justification for not using an existing degree program.

    i. Once the student has formed their committee and compiled a rough draft of the proposal, they must contact the Graduate School to make an appointment with the Dean of the Graduate School to review the proposal. The student and advisors from the main program and minor program should attend the meeting as well.

    ii. If the proposal is accepted by the Graduate School, the student will then be advised to submit an application as a Master's Interdisciplinary student through the application system.

f. Procure final signatures from all committee members and academic department heads from primary and minor departments on the IMAS proposal. The student should submit a copy of the completed and signed proposal to the Graduate School.

Degree(s) Awarded

Students receive a Master of Arts (MA) or a Master of Science (MS) and a concentration in the designated interdisciplinary study area.

Other conditions for being awarded a degree within the interdisciplinary studies program are:

1. The student may enroll on a part-time basis keeping in mind that coursework cannot be more than seven years old at the time of the final examination.
2. The student will be administered a final comprehensive exam that is consistent with the department selected for the primary area of study. For example, if a department requires a written exam, the student in the interdisciplinary masters will also be required to take a written exam.
3. The final oral comprehensive exam will consist of questions pertinent to the area of study and the defense of the research thesis or project. In both cases, an integrated approach to the areas of study chosen should be followed.
4. All other rules for graduate study at NMSU must be followed.

Thesis/Non-thesis Option

As with any graduate student, the student in interdisciplinary studies can select to follow a thesis or non-thesis option. Students enrolled in the thesis option register for up to six thesis credits. Students not wishing to follow the thesis option will be required to complete a project report. The project must reflect the interdisciplinary nature of the program which the student is pursuing.

Comprehensive Exam

Students in interdisciplinary studies take a comprehensive exam composed of questions designed by the student's committee. The committee consists of two individuals in the area of study, the dean's representative who must be outside of the department/program/interdisciplinary study option, and a committee chair.

Second Master's Degree

NMSU discourages duplication of a master's degree. In instances where a program would like to admit students to earn a duplicate degree, a letter of support by the department involved must be submitted at the time of admission to the Graduate Dean. The applicant will need to follow standard admission requirements and graduate school policies including transfer of credits. Students wishing to earn the duplicate masters must satisfy all requirements for the degree, including completing a master's thesis if this is a formal requirement for the degree in question. Financial Aid may not be applicable for the duplicate degree.

Teacher Licensure

Students wishing to take graduate courses for licensure, renewal of licensure, or for personal enrichment must be fully admitted to a department to do so. Undeclared students may not register for teacher licensure classes.

Endorsement is available at both the elementary and secondary levels in bilingual education, Teaching of English as a Second Language (TESOL), reading, and special education. Endorsement is also available in early childhood education at the elementary level. Contact schooloftpal@nmsu.edu for more information.

Specialist in Education

The specialist in education degree is available for experienced members of the education profession who have maintained a 3.3 grade-point average while pursuing this degree or its equivalent. Programs are available in Reading within the School of Teacher Preparation, Administration, and Leadership and in school psychology within the Department of Counseling and Educational Psychology. Emphasis is placed on the development of the competencies needed for professional specialization in a given field. Students must complete the general application for the Graduate School and they should also check with the admitting department for specific departmental requirements.

Residency and Credit Requirements

The specialist in education degree requires a minimum of 30 credits including research, intern experiences and graduate courses. Twenty-four of these credits must be completed at NMSU to meet the campus residency requirements.

Students must maintain a 3.0 GPA, no more than 6 credits of C level work are allowed for this program.

Program of Study

Students will follow the coursework requirements outlined in their degree audit. A Program of Study is not required by the Graduate School but may be prepared by the student's advisor in consultation with new graduate students for effective advising. Some programs may also use the Program of Study as part of its Application to Candidacy process.

Major Field

All course work taken for the degree should apply directly, through a logical program of study, to the specialty which candidate has selected. Each department is responsible for defining the required sequence of courses.

Internship

Each candidate will earn from three to six semester credits in an internship. This experience will consist of supervised performance of duties related to the candidate's specialty. The student's department will determine the structure of the internship and a research project will be conducted in conjunction with the internship.

Oral Examination

The oral examination committee will consist of the student's committee and a dean's representative appointed from the graduate faculty by the dean of the Graduate School. This committee will conduct an oral examination at the conclusion of the research project and no earlier than the candidate's last semester of enrollment.

The examination will consist of a defense of the project along with general questions on subject matter related to the candidate's field of study. Any candidate who fails the oral examination may upon the advisor's recommendation and with the graduate dean's approval, be granted a second examination after a lapse of at least one semester. Failure in the second examination disqualifies the candidate from obtaining the degree.

Time Limit

The specialist in education degree must be completed within seven years following admission to the program. Inclusion of any coursework over seven years old at the time of the final examination will be at the department's discretion.

Doctoral Degrees

The doctoral degree requires significant scholarly study beyond the master's program, including a minimum of 30 credit hours beyond the master's and a minimum of 18 credit hours of dissertation. As per NMSU's campus residency requirement, a minimum of 50% of degree coursework must be taken at NMSU.

Prospective candidates are expected to hold bachelor's or master's degrees from accredited institutions, based on curricula that include the prerequisites for graduate study in the department of their subject. To be considered for admission to a doctoral program, the applicant must have a grade-point average of at least 3.0. Prospective candidates are urged to consult the department in which they wish to study for information concerning specific requirements.

Professional Doctoral Degrees

Doctor of Economic Development (DED)

Students enrolled in the Doctor of Economic Development are required to complete and pass a comprehensive examination. Since a dissertation is not required, students are expected to complete an internship experience and a project paper as defined by their program. They can embark on the project paper once they have completed and passed their comprehensive examination. Students are not required to take 700/7000 level dissertation hours. However, they are expected to complete at least 12 credits at the 600/6000 level including ECDV 694 Internship and ECDV 699 Doctoral Project.

Doctor of Education (Ed.D)

The degree of Doctor of Education demonstrates proficiency in a program of graduate study in which the emphasis is on preparation for performance in educational leadership. This program is intended primarily for students pursuing careers in educational leadership, school district or higher education administration, or educational services are predominant rather than those in research. The Ed.D. Degree in educational leadership and administration is offered in the School of Teacher Preparation, Administration, and Leadership

Two concentrations are available within the Ed.D. degree: Higher Education Administration and PK-12 Administration is offered in the Department of Curriculum and Instruction; the degree in educational administration is offered in the Department of Educational Leadership and Administration. Any transfer credit or predoctoral course work to be included in the related field must have the approval of both the major and minor (if applicable) department at the outset. Specified course work in both research and statistics is required for this degree. Other requirements are described in the departmental sections of this catalog.

Doctor of Nursing Practice (DNP)

Students holding a Bachelor's degree in Nursing are required to complete and pass all required course work for the DNP program, in addition, complete and pass their comprehensive examination. Since a dissertation is not required, they are expected to complete an internship experience and a project paper as defined by their program. They can embark on the project paper once they have completed and passed their comprehensive examination. They are not required to take 700/7000 level dissertation hours. However, they are expected to complete at least 12 credits at the 600/6000 level including NURS 6990 Advanced Practice Nursing Immersion credits sufficient to complete the DNP Final Project.

Students who hold a Master's of Science in Nursing are required to complete the following:

1. All course work requirements
2. Their comprehensive exam (with passing marks)
3. The DNP Project.

Post- MSN DNP students must complete at least 6 credits at the 600/6000 level, including NURS 6990 Advanced Practice Nursing Immersion credits sufficient to finish the DNP Project. Finalized projects must be uploaded to a national DNP Project repository approved by the Graduate Faculty of the School of Nursing in order to achieve the DNP degree.

Doctor of Philosophy (Ph.D.)

The Doctor of Philosophy degree requires distinguished attainment in both scholarship and original research. The doctoral degree requires

significant scholarly study beyond the master's that is tailored to the needs and interests of the student. The degree is granted in recognition of the candidate's high attainments and ability in the special field, shown by work on the required examinations covering both the general and the special fields. The individualized program of study is designed to meet the campus residency requirement, includes a minimum of 30 graduate credits beyond the master's, and includes the preparation of a dissertation. A candidate for the Ph.D. degree is expected to maintain a higher level of work than the grade-point average of 3.0, plus at least 18 credits of dissertation work (700/7000-level courses).

Interdisciplinary Doctorate (IDOC)

Students interested in pursuing an Interdisciplinary Doctorate (IDOC) degree program must meet with the Graduate School for advisement. The advisement session will include information on completing the IDOC admission application.

The following requirements for admission to the interdisciplinary doctorate degree program are:

1. Students wishing to study in the interdisciplinary doctoral degree program must apply and be accepted into a doctorate-granting department.
2. A master's degree or equivalent program of study that includes at least 30 credits of graduate course work with a minimum cumulative GPA of 3.0.
3. Twelve credits of graduate course work must be completed at NMSU in order to apply for admission into the interdisciplinary doctorate degree program. Additional course work is required for degree completion.
4. Evidence of outstanding academic achievement in graduate school.
5. A written description of the program concept prepared by the student consisting of:
   a. Areas in which competency is required
   b. Purposed readings and course work and how these relate to required competencies
   c. Objectives and an outline for thesis research
   d. Justification for not using an existing departmental degree program
6. Student must select an advisor from his/her department to help structure and chair a committee consisting of at least five faculty members from the graduate faculty list who are willing to work on the interdisciplinary degree program. The committee must include at least two members from each of the two doctorate-granting departments. The committee chair will convene a meeting to review and approve the proposed program.
7. The Graduate School will send an Admission Referral document, signed by all the committee members, to the heads of all the departments from which the student proposes to use more than 8 credits of course work, or from the department which the faculty are requested to serve on the proposed committee.
8. Once the Admission Referral document has been approved by all departments, the committee chair will convene a meeting of the committee to review the student's program and make changes as necessary. In addition, the committee will set the format and date for the qualifying exam. An effort should be made to incorporate the interdisciplinary nature of the program into the qualifying exam.
9. Students have satisfied the requirements for admission to the program once the qualifying exam has been passed and the respective department heads approve the Admission Referral memorandum. Formal acceptance into a doctoral program may be required in order to receive financial assistance.
10. The number of courses required for degree completion will vary depending on the student's program of study, please see the department for more specific requirements. However, Interdisciplinary doctorate degree students must meet the requirements for residency, registration, the comprehensive examination, the Final Examination, the dissertation and the declaration of approved minor.
11. The dissertation work shall include at least 18 credits of a 700/7000-level course.

Completing your Doctoral Degree Program

Any student who fails to abide by the regulations in this section will be considered withdrawn from the university. In order to resume their studies, the student must formally apply for readmission to the Graduate School and satisfy any requirements that are in effect at the time of reapplication. Readmission information can be located here (https://apply.nmsu.edu/apply/?id=1c3c41ea-b5f9-48ef-83c3-b085794ba277).

Declaration of Approved Minor

Any doctoral applicant for candidacy may declare up to two approved minors in addition to the major area of study. Demonstration of competency in the minor area will be required at both comprehensive and final examinations.

Qualifying Examination

Doctoral students must pass a qualifying examination that is scheduled by the student's advisor and is administered by the major department. Its purpose is to determine the areas in which the student shows strength or weakness, and the ability to assimilate subject matter presented at the graduate level. A student may not register for dissertation credits prior to the successful completion of the qualifying examination.

The following conditions apply to students who wish to take the qualifying examination:

1. For students who enter the Graduate School with little or no previous graduate experience but wish to proceed directly to the doctorate, the qualifying examination should be taken after 12 credits of graduate work.
2. For students who enter with a master's degree or equivalent from another university, or another department, the qualifying examination should be taken before completing one semester of graduate work.
3. For students who earn their master's degree at New Mexico State University and will continue in the same department, the department may allow the master's final examination to serve as the doctoral qualifying examination or a separate examination may be required.

Based on the result of the qualifying examination, the department will take one or more of the following actions:

1. Admit the student to further work toward the doctorate
2. Recommend that the program be limited to the master's degree
3. Recommend a re-evaluation of the student's progress after the lapse of one semester
4. Recommend discontinuation of graduate work

In all cases, the Graduate School shall be notified by the department of the results of the qualifying examination.

Students will be admitted to the doctoral program once the qualifying examination is passed. The student's advisor and department head will

then appoint the doctoral committee to prepare the student's preliminary doctorate program of study.

Doctoral Graduate Committee

The doctoral committee will comprise at least four graduate faculty members who hold doctoral degrees. The following rules apply to the composition of the committee:

- The committee chair must be from a discipline within the student's major department
- At least one additional member of the committee must also be from a discipline within the student's major department.
- If an approved minor is declared, at least one (but no more than two) members of the committee must be from the minor department.
- All committee members must be members of the graduate faculty and be from a doctorate-granting department.
- Only one member may be outside of the student's department.
- One member of the committee must serve as the dean's representative. In programs where more than one department participates, the dean's representative may not be from any of those departments. The dean's representative may be one of the following
  - the member from the related area
  - a member from the minor area
  - An independent member, not from the student's department, that is appointed by the Dean of the Graduate School.

Departments may structure committees that include more than the minimum number of members, as long as the following conditions are satisfied. No changes can be made to the doctoral committee membership without prior approval from the Dean of the Graduate School.

Additional voting and nonvoting members may be any person approved or appointed by the Dean of the Graduate School

All members of the committee will attend the comprehensive oral and final defense for the student's dissertation.

Doctoral Program of Study

Students should follow the course requirements outlined in the program's catalog and pursue the roadmap featured in the program's degree audit. A minimum of 50% of the degree coursework must be taken at NMSU. If the doctoral program does not have an active degree audit, students should work with their advisor to file a Program of Study Form once they have:

- Completed 1 year of enrollment while at NMSU that are beyond the master's degree
- Successfully completed a qualifying examination if required by the program

The individualized program of study is designed to meet the campus residency requirement and includes a minimum of 30 graduate credits beyond the masters.

If the Doctoral degree requires a dissertation, at least 18 credits of dissertation work must be included. The professional doctoral degree includes a practicum or special project that culminates in a written report which demonstrates a command of the relevant scholarly literature and links it to the specific clinical or practical experience.

Comprehensive Examination

The Graduate School should receive the Program of Study and the Committee for Doctoral Students Form and the Doctoral Qualifying Examination Form.

Students will be admitted to the comprehensive examination only after the following conditions are met:

1. Completion of adequate course work, to the satisfaction of the major department and the Graduate School,
2. The graduate committee determines the student is adequately prepared for the examination, and
3. Successful completion of all language requirements (where applicable).

Students must be registered for 3 credits of graduate course work during the semester in which they take the comprehensive examination. A student taking an oral examination must enroll for at least one credit for that term (fall, spring, or summer terms).

The Doctorate of Philosophy Examination or Professional Doctorate Examination Form must be on file at the Graduate School at least ten working days prior to the proposed date for the examination. The examination must be part written and part oral. The oral examination results will be reported to the Graduate School by the Dean's Representative of the committee. These and all graduate forms are available on the Graduate School Form webpage.

Any student who fails the comprehensive examination may either be terminated from the doctoral program or upon recommendation of the committee and approval of the Dean of the Graduate School or be granted a second examination after a lapse of at least one semester.

NOTE: Generally, there should be a time-lapse of at least one year between the comprehensive and final oral examination. However, due to the type of research required and the method of administering the written comprehensive in some departments, such a time lapse is not always practical. In all cases there must be one semester between the comprehensive and the final oral examinations.

Time Limit for the Comprehensive Examination

If more than five years have passed since the date of the comprehensive examination, the candidate will be required to take another comprehensive examination before admission to the final examination.

Advancement to Candidacy

Advancement to Candidacy recognizes that the student has demonstrated the ability to sustain a level of scholarly competency commensurate with the successful completion of degree requirements. Upon advancement to candidacy, the student is cleared for the final stages of the graduate program which may include a dissertation, project or written examination.

For advancement to candidacy the following criteria must be met

1. Successful completion of the comprehensive examination
2. Recommendation of the graduate committee
3. Approval of the Dean of the Graduate School

Upon receiving advancement to candidacy, students must follow the Dissertation Registration Requirements.

Dissertation Registration during Fall/Spring Sessions

After becoming a candidate, students must continue to register for at least 3 credits of dissertation or graduate course work, each spring/ fall semester until the dissertation is approved by the Graduate School and the dissertation format review has been completed. The total number of dissertation hours must be 18 credits. The doctoral committee can impose additional requirements for courses numbered 700/7000.

A student who fails to abide by these regulations will be considered withdrawn from the university and in order to resume studies, must formally apply for readmission and satisfy the requirements in effect at the time of reapplication.

Dissertation Registration during Summer Sessions

If the final examination is to be held during the summer or the dissertation is to be completed during the summer, students must register for one credit during the summer session in which the final examination will be held or the dissertation will be completed.

Dissertation Leave of Absence

Students may seek a leave of absence from their dissertation. A leave of absence requires that a student must get prior approval from the Dean of the Graduate School, which means the student must receive permission for the leave of absence before discontinuing their formal studies.

Final Examination

NOTE: If more than five years have elapsed since the student passed the comprehensive examination, the candidate will be required to take another comprehensive examination before admission to the final examination.

Every student working toward the doctoral degree will submit a dissertation embodying the results of original research. The dissertation is expected to demonstrate the student's ability in independent investigation and to be a contribution to human knowledge. The dissertation shall display a mastery of the literature of the subject field, present an organized and coherent development of ideas with a clear exposition of results, and provide a critique of the limits and validity of the student's conclusions.

When a complete draft of the dissertation has been prepared, the student's doctoral committee (appointed after the qualifying examination) will conduct the final examination. The final examination is concerned primarily with the research work of the student as embodied in the dissertation, but it may be much broader and extend over the candidate's entire field of study. The intention of the final examination is to verify that the candidate has a satisfactory grasp of the major subject as a whole and has a general acquaintance with the fields of knowledge represented by the course of study. The final examination is oral and is open to the public.

Every student meeting the final examination qualifications must be enrolled in a minimum of 1 credit hour in order to defend. The final examination must be completed in accordance with the schedule provided in the academic calendar. Ten working days before the examination is taken the department must submit the form requesting this examination to the Graduate School. This form may be found by visiting the Graduate School website and departmental offices.

Students must ensure that each member of the examining committee receives a copy of the dissertation, no later than seven working days before the date of the final examination.

Any candidate who fails the final oral examination may either be terminated from the doctoral program or upon recommendation of the committee and approval of the Dean of the Graduate School, be granted a second examination after a lapse of at least one semester. Failure in the second examination disqualifies the candidate from obtaining the degree.

Finalizing the Doctoral Dissertation

After successful completion of the final examination, electronic submission of the approved dissertation must be submitted to ProQuest ETD, no later than the deadline posted to the Graduate School website. The format review of dissertation will be performed electronically by the Graduate School. The form and style of the dissertation must comply with the regulations given in Preparing your manuscript for submission located on the Graduate School's website (https://gradschool.nmsu.edu/current-students/graduating-thesis-and-dissertation-students.html). The dissertation is not complete until the required forms are received at the Graduate School. Required forms may be found here.

Registration at NMSU is a process that includes: (1) academic advising, (2) registering for classes, online or with your academic advisor, and (3) payment of tuition and fees. For first time freshman and transfer undergraduate students (at the Las Cruces campus), the registration process occurs during Aggie Welcome/Transfer Student Orientations. For currently enrolled Undergraduate students and all Graduate students registration occurs in collaboration with your advisor or online through the myNMSU portal. For detailed instructions and questions about registration which are not addressed on the website, please contact the University Student Records (USR) (https://records.nmsu.edu).

Admission Requirement

No person will be allowed to register for courses until formally admitted to NMSU through the Community College, International Programs, Undergraduate or Graduate Admissions processes.

Class Schedule

Each semester and summer session, the University Student Records provides an online schedule of classes which can be accessed through myNMSU or the NMSU website. Note that not all courses listed in this catalog are offered every semester.

Registration Schedule by Classification

Several groups of students (e.g. Crimson Scholars, Students with Disabilities, Veterans) receive priority dates for course registration. For other students, registration dates are determined by the student's current classification at the time of registration. A student's classification is determined by the number of credits completed, and does not include courses in progress. A student's classification depends upon the number of credits completed toward graduation. Sophomore classification is achieved with successful completion of 28 credits; Junior classification, 60 credits; Senior classification, 90 credits.

University Credits

The unit of university credit is the semester hour, which is based upon one hour of lecture class or a minimum of two hours of practice/lab per week during one semester, and assumes a minimum of two hours additional, by the student, outside of class. The number of credits associated with each course is indicated in the course schedule.

Course Load for Undergraduate Students

The full-time course load in a regular semester (fall or spring) for a main campus undergraduate students is 12-18 credits. A full-time course load for a summer term is 9-12 credits, with a maximum of 6 credits per session. Some scholarships have a 15 credit course load eligibility requirement. Each student is responsible for meeting their own scholarship eligibility requirements.

An overload is classified as more than 18 credits for a regular semester and more than 12 credits for the summer term. A one-credit course in physical education or supplemental instruction will not create an overload. Registration for a course overload requires written permission from an Associate Director of the Center for Academic Advising and Student Support (CAASS) or the Associate Dean for Academics in the student's academic college. A "Change of Schedule (https://records.nmsu.edu/_files/sro-forms/Change%20of%20Schedule%20Form.pdf)" form is required and available on the University Student Records website (https://records.nmsu.edu). Freshmen and students with a grade of D or F, or a cumulative grade-point average of less than 2.5, in either of the last two semesters, are not eligible for overloads. Concurrent enrollment in non-NMSU courses at other post-secondary institutions requires prior approval from the Associate Dean for Academics in the student's college, and these courses are counted as part of a student's class load.

Course Load for Graduate Students

A full-time course load in a regular semester (fall or spring) is 9 credits, with a maximum of 15 graded credits. A full-time course load for a summer term is 6 credits with a maximum of 9 credits.

Course Numbering

The course numbering system at NMSU indicated the levels as follows:

- 100-299/1000-2999 – Lower Division (Las Cruces and Community College Campuses)
- 300-499/3000-4999 – Upper Division (Las Cruces Campus)
- 450-499/4500-4999 – Senior and graduate courses (Las Cruces Campus)
- 500-799/5000-7999 – Graduate courses (Las Cruces Campus)

All undergraduate students must demonstrate Basic Academic Skills in both English and mathematics before enrolling in any upper-division course (numbered 300/3000 or higher). These requirements ensure that each student in the upper-division courses has the ability to succeed without compromising the learning experience of other students.

Class Delivery

Classes at NMSU are delivered in a variety of modalities. Students may see any of the following schedule types when viewing the class schedule through myNMSU or the NMSU website.

- **CL (Classroom/Lecture):** traditional in-person class meetings that occur on specified days and times in a specified location.
- **LB (Lab):** traditional in-person lab meetings that occur on specified days and times in a specified location.
- **HY (Online with In Person Meetings):** hybrid delivery that is offered both online and with required in-person class meetings that occur on specified days and times in a specified location.
- **ONL (Online with Synchronous Meetings):** online class meetings that require all students to meet virtually on specified days and times
- **WB (Online with no Synchronous Meeting):** online class meetings that do not require students to meet virtually
- **IND (Independent Meeting):** students and instructors schedule meetings on an as needed basis to discuss course content and student progress
- **TD (Thesis/Dissertation):** thesis/dissertation with implied meetings on an as needed basis to discuss course content and student progress
- **PC (Practicum):** practicum/clinical with implied meetings on an as needed basis to discuss course content and student progress

Prerequisites and Corequisites

Some courses require advance or concurrently acquired specific knowledge and skills. Prerequisite(s) and corequisite(s) for each courses are indicated in the course description section of this catalog. Students must have completed (or be presently enrolled in the prerequisite(s)) courses in order to register for a course with prerequisites. Where a student was allowed to register for a course while completing the prerequisite(s), and then subsequently fails to successfully complete a prerequisite course, the student shall be dis-enrolled from the course requiring the prerequisite. In the case of a corequisite, a student must enroll in the courses during the same semester. In some instances, where a course has an enforced "pre/corequisite" the student can elect to either take the requirement before registering for the course, or take the courses at the same time.

Registration Changes

Subject to any registration "holds" and any applicable deadlines, students may change their course registration online. Caution should be exercised as registration changes may negatively impact eligibility for scholarships, financial aid or athletic participation, the student's ability to progress through their degree program in a timely manner, and the student's obligations with respect to tuition and fees.

The University Student Records publishes an online schedule of "Important Dates for Students (https://records.nmsu.edu/students/important-dates.html)" for each semester. The student is responsible for reviewing and adhering to the Important Dates, including the deadlines to add, drop or withdraw from course(s) for the relevant semester.

Adding Courses: There are two different types of deadlines for adding courses:

1. **Last day to add a class without instructor's signature** - during this period courses may be added online through myNMSU, or through your academic advisor (if necessary).
2. **Last day to add a class with instructor's signature -** during this period courses may only be added with either the "Change of Schedule (https://records.nmsu.edu/_files/sro-forms/Change%20of%20Schedule%20Form.pdf)" form signed by the instructor (available online on the University Student Records website (https://records.nmsu.edu)).
   Or students taking classes online and who do not live in the Las Cruces Area must email the instructor, using the NMSU email, in order to get permission to be added to the course. If the instructor approves the addition, the approved response must be sent to either the student's academic advisor or to record_grade@nmsu.edu with

the student's name, ID number and course CRN number they are wanting to add.

Withdrawing from Courses: There are two different types of deadlines for withdrawing from courses:

1. **Last day to drop without a "W" grade –** during this period, the student can drop the course and not have it appear on their official transcript in any form, and the student will have no financial obligation related to the course (students will receive a 100% refund if tuition has been paid for the course).
2. **Last day to drop with a "W" grade –** during this period, the student can withdraw from the course, but the course will appear on their official transcript with the withdrawal (W) designation as the grade, and the student will be responsible for the full tuition and fees related to that course.

Students are responsible for initiating official withdrawal from any course(s) they do not intend to complete. Students who experience extraordinary circumstances that prevent timely registration changes should consult with their Academic Associate Dean or the Registrar. For more information about the process for adding or withdrawing from a course(s), please speak with your academic advisor or contact the University Student Records.

Any student attending under Veteran Educational Assistance must notify the Military and Veteran's Programs office before processing registration changes to determine if changes will affect their enrollment status or benefits.

A student found insufficiently prepared for a course they are enrolled in may be transferred to a more elementary course in the same subject any day before the last day to withdraw from an individual course.

Waitlisting

Waitlisting is available for all courses across the NMSU system, except for labs that are linked to a specific lecture class. Waitlisting is an electronic list of students who are waiting to register for a filled course. Once students are put onto the waitlist, the process to get into that course is as follows:

1. A currently enrolled student must drop the course for a seat to become available.
2. The first student on the waitlist is notified through their NMSU email.
3. The notified student has 24 hours to log in to their myNMSU and register themselves for the class.
4. If the first student fails to register within their allotted 24 hours, then the first student is dropped from the waitlist and the next student on the waitlist is notified. This continues until the empty seat is filled.

A student who fails to register for the class during their allotted 24 hours is automatically dropped from the waitlist and can add themselves back onto the bottom of the waitlist for that course.

Students cannot be added to the waitlist after the first day of classes. Instructor overrides can only be made after the second day of class, at which point the instructor's signature is required on either the "Change of Schedule (https://records.nmsu.edu/_files/sro-forms/Change%20of%20Schedule%20Form.pdf)" form to add a course.

Graduate Registration Requirements for Summer

Students who have scheduled their final examination, or who are completing their thesis during a summer session, must be registered for one credit hour during the same summer session. In order to graduate during a summer session, the student must have filed the Application for Degree by the deadline posted on the Academic Calendar.

Repeating Courses for A Change in Grade

See the Grading portion of the Academic Regulations section of this catalog.

Substitutions and Waivers

Students registering for their final semester must have all course substitutions and/or waivers of degree requirements approved before two weeks after the last date of registration for full or summer terms.

Auditing a Course (No Credit)

An audited course is one in which the student registers for the learning experience but does not seek to earn academic credit for the course. A student seeking to audit a course must register and pay tuition and fees for the course and have the consent of the instructor to take the class in audit form. A student who has registered to audit a course may be dis-enrolled from the course at any time before the registration deadline expires if necessary to accommodate a student taking the course for credit. After the last day to register, the student cannot change the course option from audit course to a for credit bearing course.

Audited courses are not used in determining a maximum class load (overload) for undergraduate students in good academic standing, however, the audited course will be counted as part of the maximum allowable course load for graduate students and undergraduate students who are on academic probation.

Attendance and Student Performance

Academic success is closely correlated to student participation and attendance. Accordingly, students are expected to attend all their classes regularly. Each course instructor will establish the specific attendance and course requirements via the course syllabus. Only students who are currently enrolled in a course for either credit or audit are permitted to attend the classes officially. However, individual instructors may allow an occasional visitor and may allow a student who formally withdrew from the course to continue to participate for the remainder of the semester.

Absences from Class and Failure to Complete Assignments

Students who must miss class due to accident, illness, or other circumstances beyond their control should consult the course syllabus and the instructor for guidance. Students may be administratively withdrawn from a course due to excessive absences (consecutive absences in excess of the number of class meetings held within a week or any number of absences, including failing to use the online Learning Management System, which are impairing the student's performance), or for persistent failure to complete assignments. In such cases, the Instructor may recommend administrative withdrawal by providing the Academic Associate Dean a completed "Student Absence/Lack of Progress Report" form. If the Academic Associate Dean agrees with the recommendation of the course instructor, the student will be

administratively withdrawn from the course. To appeal the decision, see the Administrative Withdrawal (https://catalogs.nmsu.edu/nmsu/regulations-policies/#withdrawalstext) section.

Any absences due to the student's participation in a university-sponsored event (e.g. ASNMSU president representing NMSU at legislative session, student-athletes competing in NMSU scheduled athletic events, or students attending educational field trips and conferences) will be excused and deemed an "Authorized Absence". Authorized absences do not relieve the student of the course assignments or responsibilities and instructors may require students to complete course work before the absence. Before the student's absence, the student will provide the instructor(s) with written notice of the dates of expected absence.

Classroom Conduct

Each instructor has the authority to establish and enforce reasonable rules of conduct in their courses. A student who engages in behavior that interferes with the educational environment of the class may be administratively dis-enrolled with the approval of the academic Department Head and Academic Associate Dean for the course, and with notification to the Provost. Any student who has been administratively dis-enrolled from a class may appeal that decision to the Dean of the College where the course was offered within ten days after notification of the dis-enrollment.

Student Performance Assessment

Individual student performance and learning outcomes in a course are measured and evaluated by the course instructor and reported to the student in the form of grades. Each instructor has the authority to establish assignments and other assessments (such as exams and quizzes) and assign grades based on the student's performance. The instructor determines the final grades for the course and reports to the University Registrar as described in the grading section of this catalog. Any student who believes that their academic performance has been evaluated unfairly may appeal the grade through the University's Academic Appeals process (https://report.nmsu.edu/decision-tree/) as provided in this Catalog.

Academic Program Assessment

New Mexico State University is committed to providing its students with a quality education and a supportive learning environment. Academic Program Assessment is a continuous improvement process achieved by identifying a program's desired learning outcomes, evaluating the extent to which students in the program collectively achieve those outcomes, and then implementing changes to enhance and improve the collective program outcomes. For assessment to be effective, students must be actively aware of and engaged in assessment activities.

Academic Program Assessment requires participation of students who are expected to provide feedback on personal, professional and academic development and to participate in a variety of assessment exercises. Assessment activities may be a part of regular graded course assignments, or may require students to engage in other activities as outlined in the course syllabus. Assessments may include course projects, exams, exit interviews, standardized tests, surveys, focus groups, etc. Data gathered through these assessments is published only in aggregate form. Learn more about NMSU's Academic Program Assessment at https://assessment.nmsu.edu/

Exam Week and Final Examinations

NMSU designates the last week of each semester as "Exam Week" during which each course has only a single 2 hour meeting time for a mandatory culminating activity which may be a final examination or some other course-related activity. The University Student Records (USR) establishes the Final Examination Schedule (https://records.nmsu.edu/students/final-examination-schedule.html) for each semester. Examinations are typically held in the course's standard lecture/lab room. Some departments hold Departmental Exams where all students for all sections of a particular course must take the final examination simultaneously. The Final Examination Schedule indicates the Department Exam dates, times, and location. For courses not scheduled to meet at the specific times listed under "Regular Class Time" on the USRO's Final Examination Schedule, the instructor and course department coordinate examination dates, times and locations with NMSU's Academic Scheduling office (575) 646-4790. Final exams for weekend courses are held during the regular class period on the last day of class.

The final exam or culminating activity must not be rescheduled for a different date, time or location, except with the department head's permission and the enrolled students' unanimous consents. During the week before Exam Week, instructors cannot hold examinations lasting more than one class period.

Any student having more than three examinations scheduled in any one day may, no later than the week before exam week, notify the instructor of the examination scheduled latest in the day to obtain an alternative date for that examination. (If the fourth exam is a departmental exam, the instructor of the third exam will make alternate arrangements for that exam upon request.)

Students who believe that their instructor(s) have not honored Exam Week requirements may appeal to the instructor's department head.

Developmental Evaluation

The academic skill level of all entering first-time students at the time of registration is evaluated based on ACT scores, SAT scores, and/or alternative placement assessments. The student's eligibility to enroll in university-level English and Mathematics courses depends on this evaluation. Students without adequate preparation for university-level courses must take developmental courses. Developmental courses are included on the transcript and will be included in the calculation of the GPA, but the developmental course credits do not count towards a degree.

Basic Academic Skills

All undergraduate students must demonstrate Basic Academic Skills in both English and mathematics before enrolling in any upper-division course (numbered 300/3000 or higher). These requirements ensure that each student in the upper-division courses has the ability to succeed without compromising the learning experience of other students. The completion of the Basic Academic Skills requirements **does not necessarily result in the award of academic credit nor satisfaction of university general education requirements** in English and mathematics. (Students should consult the General Education Courses and Requirements section in this chapter for these requirements.)

Transfer students with 45 or more credits are allowed to enroll in upper-division courses for only one semester before satisfying the Basic

Academic Skills requirements. The Basic Academic Skills requirements may be satisfied in a variety of different ways as listed below:

English Basic Skill Demonstration Options (achieve one of the following):

- ACT English Score of 30
- Coursework - **ENGL 1110G**, or equivalent, completed with a grade of C- or higher.

Equivalents: the following are deemed equivalents to ENGL 1110G for the purpose of satisfying Basic Academic Skills in English:

- **ENGL 1110H –** completed with a grade of C- or higher
- ENGL 1110M **-** required for International students who took the TOEFL examination
- CLEP Exam score of 57 or higher in freshman college composition
- English Advanced Placement (AP) Exam score of 3, 4, or 5
- English Composition Transfer Credits **-** 3 or more credits with a grade of C- or above, transferred from accredited post-secondary institutions (International students may be required to take ENGL 1110M Composition I Multilingual as noted above.)

Credits from Non-accredited Institutions - As a general rule, NMSU does not accept credits from non-accredited institutions. Students with 3 or more credits of college-level English composition with a grade of C- or higher from a non-accredited institution may, however, challenge the Basic Academic Skills requirement in English and ENGL 1110G Composition I course requirement by submitting a theme paper written under the supervision of, and demonstrating achievement of ENGL 1110G Composition I learning outcomes as determined by, the Department of English.

Mathematics Basic Skill Demonstration Options (achieve one of the following):

- ACT Mathematics Score of 23
- Coursework – any one of the following courses or course combinations completed with a grade of C- or higher in each course:
  - MATH 1130G Survey of Mathematics
  - MATH 1215 Intermediate Algebra
  - MATH 1220G College Algebra
  - Any mathematics course numbered 1250G or above (prefix MATH) excluding MATH 1996 Topics in Mathematics and MATH 2992 Directed Study
- Basic Skills Exam Passing Score - offered twice a semester by the Department of Mathematical Sciences
- Calculus AB, Calculus BC or Statistics Advanced Placement (AP) Exam score of 3, 4, or 5

IMPORTANT NOTE: Basic Academic Skills Demonstration fulfillment options may not appear on the transcript, result in the award of academic credit, or satisfy general education requirements. The Basic Academic Skills requirements are used solely to determine eligibility for enrollment in upper-division courses. All students should seek to complete the Basic Academic Skills requirements as early in their academic program as possible. Students who postpone completing Basic Academic Skills may be unable to progress toward degree completion in a timely manner.

Independent Study and Directed Reading Courses

Independent study courses and directed reading (other than those designated in the catalog with a subtitle), are for students capable of and sufficiently motivated to undertake self-directed study with limited oversight of a faculty member. Only students who have completed at least 28 credits at NMSU under traditional grading, with a cumulative GPA of 2.5 or better, can enroll in independent study courses. No student is entitled to enroll in independent study and enrollment requires the consent of an instructor who agrees to supervise and evaluate the student's learning activities in the course. Students seeking registration in an independent study course should prepare an independent study proposal to present to the individual faculty member(s) in the relevant discipline for consideration. At a minimum, the proposal should include the topic of study, a brief survey of the literature or other resources on the subject, and a description of the proposed written product or another tangible outcome of the independent study. The relevant academic department for the discipline may have additional requirements. Each college determines the maximum number of credits that may be earned in independent study courses.

Adjusted Credit Option

The adjusted credit option provides eligible undergraduate students who earned a low grade-point average (less than 2.0 cumulative) during their first few semesters to reset their GPA calculation. This option may be used only once and is not reversible. These are the consequences of exercising the Adjusted Credit Option:

1. All of the student's academic history pre-dating the request, including all NMSU course credits previously attempted or completed, transfer coursework, CLEP, ACT, advanced placement, special examination, and/or military service are included in the adjustment and designated as "ADJUSTED CREDITS" on the transcript. These credits are no longer included in the cumulative grade point average calculation.
2. Courses carrying an academic grade of S, CR, C- or better, earned prior to the grading period in which the student requested this option, are treated as earned academic credit and need not be repeated, except where a higher grade is required in the student's academic program.
3. Courses carrying an academic grade of U, CD, D or F, earned prior to the grading period in which the student requested this option, remain on the student's transcript, but no academic credit is provided for these courses. The student must repeat these courses to obtain academic credit.
4. The student's academic transcripts will continue to reflect all coursework, including courses falling under the adjusted credit option. In no circumstances will a transcript be issued that does not include all courses attempted at this university.
5. The student's current academic status, eligibility for employment, and financial aid may be impacted. Probationary status and eligibility for on-campus employment are not affected by the exercise of the adjusted credit option.
6. The repeat rule for courses starts anew.
7. The student will not be eligible for the award of an associate degree until earning thirty (30) or more additional credits after exercise of the Option.
8. The student is eligible for University honors at graduation upon completing a minimum of 60 academic credits at NMSU, after the

adjusted credit option is exercised, with a resulting grade point average that satisfies University regulations for honors.

After carefully considering the consequences indicated above, eligible students may exercise the Adjusted Credit Option by paying a fee of $10 and submitting an adjusted credit option application to the University Student Records. Application forms are available on the University Student Records website and can be approved by the Director of the Center for Academic Advising and Student Support or the Associate Dean for Academics in the student's college or the Academic Vice President at the Community Colleges. Only students meeting the following criteria are eligible to exercise the Option:

1. No awarded baccalaureate degree
2. Enrolled as a degree-seeking or non-degree undergraduate student
3. A cumulative grade-point average of less than 2.0 at NMSU
4. Fewer than 60 credits accumulated (including both transfer and NMSU credits)

Credit by College Level Examination Program (CLEP)

Before or during a student's enrollment at NMSU, credits may be earned through the College Level Examination Program (CLEP) of the College Entrance Examination Board. CLEP is a national program of credit by examination that offers the opportunity to earn credits for college-level achievement wherever or however the student learned. Earned CLEP credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements. A current NMSU CLEP policy and test schedule information is available through Testing Services DACC East Mesa, RM 210. Testing Services may be reached at: (575) 528-7294.

Credit by Examination

Any enrolled student with a cumulative GPA of at least 2.0 currently attending classes may, with permission of the appropriate department, challenge by examination any undergraduate course in which credit has not been previously earned except an independent study, research or reading course, or any foreign language course that precedes the final course in the lower-division sequence. The department in which the course is being challenged shall determine the manner of administering the examination and granting permission. Students may not enroll in a single course, challenge it by examination, and drop it during the drop/add period, unless they enroll in an additional course. In exceptional cases in which a student demonstrates outstanding ability in a course in which they are already registered, they may be permitted to challenge the course. A student desiring to apply for special examination may obtain the necessary forms from the University Student Records. The fee for challenging a course is the same as the approved tuition rate. Courses may not be challenged under the S/U option. The special examination privilege is based on the principle that the student, exclusively, has the responsibility for preparing for a special examination.

Credit for Military Service

New Mexico State University will award academic credit to United States military personnel for courses and Military Occupational Specialties (MOS), based on the American Council of Education Guide (ACE) as well as through national standardized tests, such as CLEP, AP, PEP and DANTES. Credit for military training is in accordance with NMSU Faculty Senate Legislation Proposition 24-07/08, which was passed in May 2008. Military Training and Military Occupational Specialties (MOS) must have a recommendation evaluation by ACE (in the ACE Guide) for credit to be awarded. Courses accepted for transfer credit become part of the student's official NMSU transcript and academic record. If a student wishes to appeal a decision regarding the acceptance of military training/education and/or MOS for academic credit, the student must submit a written statement of appeal to the Dean of the College to which the student has applied. The Dean will review the merits of the appeal and render a decision. The decision of the Dean is final.

Only Primary MOS (s) are eligible for academic credit in the initial review and evaluation. Credit for Duty and/or Secondary MOS may qualify for academic credit if the student petitions the college's Academic Dean. Primary MOS is the primary specialty of a soldier and reflects the broadest and most in-depth scope of military experience. Veterans, active-duty personnel, National Guard and Reservists who are current students or students applying for admission to New Mexico State University may be granted academic credit on a case-by-case basis upon evaluation of military transcripts - the Joint Service Transcript (jst.doded.mil) and the Community College of the Air Force transcripts. Course equivalencies and credit hours awarded for a particular NMSU degree are determined by colleges and/or academic departments. Credit hours may be awarded for specific courses toward degree requirement, or as elective credit. The number of credit hours awarded will be determined by the college and/or academic department.

NOTE: Students submitting military transcripts for credit evaluation must keep in mind the Maximum Time Frame policy. See Financial Aid *(*https://catalogs.nmsu.edu/nmsu/financial-aid-scholarship-services/*) Section.*

Graduate Course Deficiencies

Students admitted with departmental deficiencies may be required to take diagnostics tests and additional qualifying examinations. They must complete satisfactorily, in a manner specified by the major department, all undergraduate course deficiencies as prescribed by the department responsible for the graduate program. Courses taken to satisfy deficiencies will be listed on the undergraduate transcript; however, these course grades will not be calculated in the student's graduate GPA or graduate hours. With the permission of the student's advisor and the head of the department, courses to meet undergraduate deficiencies may be taken under a S/U option (with S being a grade satisfactory to the professor), and such courses will not affect the maximum number of S/U graduate credits permitted.

Short Courses for Graduate Students

Short course(s) that are numbered 450/4500 and above have been approved to carry graduate credit. Graduate students must be registered for the short course(s) to receive graduate credit. Concurrent enrollment of graduate students in regular and short courses for the fall/spring semesters is allowed, provided the combined total credits does not exceed 15. All short courses carrying one-semester credit will be graded on a S/U basis, and these credits will be counted toward the student's limit of S/U credits.

Challenging Graduate Courses

A graduate student may challenge a graduate course by examination, please see the Graduate School for more information.

University Grading System

Each course department or instructor establishes the system for assessing student performance in achieving course learning objectives.

Students should consult the course syllabus for a description of the grading system used in each course. At the conclusion of each course, instructors are required to report a final grade reflecting the instructor's assessment of each student's performance. Shortly after the end of the term, students can access their grades through the MyNMSU portal. No other grade notification will be issued. The final grade is reported on the student transcript. Instructors may elect whether to use fractional grading (the use of the plus and minus) in assigning final letter grades.

The NMSU system for final grades is expressed in letters, which carry grade points that are used in calculating the cumulative grade-point average, as shown in this table:

Letter Grade	Grade Points per Unit of Credit
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	2.0
D+, D, D-	1.0
F	0
W- Withdrawal	0
N- Grade not submitted	0
CR- Credit authorized, but not letter grade	0
IP- In progress	0
RR- Progress in undergraduate course	0
PR- Progress in graduate thesis	0
S- Satisfactory work[1]	0
U- Unsatisfactory work	0
I- Incomplete work	0
AU- Audit	0

[1] S grades are grades that are satisfactory to the professor and are normally equivalent to the letter grade of C- or higher.

Any courses for which only CR, S or PR is awarded, but no traditional letter grade is given, will be included in the total number of earned hours but is not computed in the grade-point average. Traditional letter grades are those which are used in the grade point average determination: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. In computing the overall grade-point-average, the total credits in which grades of A+ through F have been assigned is divided into the total number of grade points earned.

Midterm and Six-Week Early Performance Grades

A Six-Week Early Performance Grade (sometimes referred to as Midterm Grade) for courses numbered 100/1000-299/2999 will be posted and available to students through the MyNMSU portal. The purpose of the early grade posting is to ensure that students have an opportunity to address any performance issues. Students should be mindful that the Six-Week Early Performance Grade reflects a students' performance on only that portion of the total coursework that has been graded at that time. Any student who is doing poorly, or not as well as they would like, should meet with the instructor to discuss how they can improve. Students who have concerns about their progress in multiple courses or who are considering withdrawal from course(s) must meet with their academic advisor.

In courses numbered 300/3000 or higher, the posting of Early Performance Grades is optional and may occur through the online course management system rather than the MyNMSU portal. However, prior to the last day to withdraw from a course, upon request, instructors will provide information to students about their progress in the course.

Retention of Grading Records

Individual assignments and exams that are not returned to students should be retained by the instructor or department through the end of the subsequent regular semester. The records used to compute individual final grades should be retained for two years after the completion of a course. If a final grade is appealed, these records are kept for at least two years after the completion of the appeal. Departments, colleges, or the library may require that records be kept for longer periods.

Minimum Grade Requirement for Undergraduate Students

Undergraduate degrees require a cumulative GPA of 2.0 or higher for degree completion. Although D+, D, or D- can be considered passing, some departments have higher grade requirements for the courses within their program and/or their program as a whole. Students should check with their departments regarding specific course grading requirements for their particular degree program.

Minimum Grade Requirement for Graduate Students

Graduate degrees require a cumulative graduate G.P.A. of 3.0 or higher. Although B- and C grades (including C+ and C-) earned at NMSU may be counted toward the requirements for a graduate degree in some programs, this grade does not reflect acceptable graduate-level performance and may cause the cumulative G.P.A. to fall below the 3.0 required for graduate students. Some departments have higher grading requirements for courses in their programs. Students should check with their departments regarding specific course grading requirements for their particular degree program.

Courses in which a student earns a D or F grade do not ever satisfy graduate degree requirements; however, these grades will be calculated in determining the students' cumulative grade-point average. To obtain academic credit, students must retake courses in which a grade of D or F was earned.

S/U Grading

S/U grading allows the student to attempt to earn course credit without having a course grade included in their grade point average calculations. Under S/U grading, the instructor assigns an S grade for satisfactory achievement of the course learning objectives (normally equivalent to the letter grade of C- or higher) and a U grade for unsatisfactory performance in the class.

Designated S/U Courses

Each academic college may designate courses in which the grading will be on the basis of S or U for all students enrolled in the courses. Credits in designated S/U courses are not included in the limitations on the number of S/U credits a student may take and are not subject to the student eligibility requirements described below.

Election of the S/U Grading Option - Undergraduate Students

In courses other than those designated as S/U for all students, eligible individual students may elect the S/U Grading Option, subject to the regulations stated below. To be eligible for the S/U (satisfactory/unsatisfactory) Grading Option, undergraduate students must meet the eligibility requirements and obtain the approval of an academic advisor. Eligibility requires the completion of 28 credits at NMSU under traditional grading, with an overall average of 2.5 or better. (Upon approval of the adjusted credit option, students must re-establish eligibility.) Non-degree seeking students may take courses under the S/U option without regard to eligibility requirements. However, these courses may not be subsequently applied toward an undergraduate degree at NMSU.

The S/U option must be elected as part of the course registration and may not be added once the course registration period closes. Other than honors courses and courses officially designed as S/U, the following limitations apply to courses in which the S/U option is elected:

1. No more than 7 credits per semester or 4 credits per summer session.
2. Not to exceed a total of 21 credits towards a degree.
3. Not a required course for the student's major.

Students electing the S/U option should be mindful that upon a change of majors, the new major department may require a traditional grade for a course within that major that was previously completed with an S grade. In such cases, the student may request that the original instructor process a change of grade form to apply a traditional grade, however, if more than 2 years have elapsed or if the instructor is no longer at NMSU, such a change will not be possible and the student may be required to retake the course or obtain a traditional grade through a course challenge.

Election of the S/U Grading Option Election - Graduate Students

With approval from their advisor and department head, graduate students in good academic standing may elect the S/U option, at the time of registration, for courses taken outside the major department, subject to the regulations stated below:

1. No more than a total of 6 credits of elected S/U courses are permitted in the master's degree.
2. Doctoral candidates may take an additional 6 credits under the S/U option after application to candidacy.

I Grade Designation

The letter grade of I (incomplete) is given for passable work that could not be completed due to circumstances beyond the student's control that develop after the last day to withdraw from the course. In no case is an I grade to be used to avoid assigning D, F, U or RR grades for marginal or failing work. Examples of appropriate circumstances include documented illness, documented death or crisis in the student's immediate family, unexpected military deployment and similar circumstances. Other job-related circumstances are generally not appropriate grounds for assigning an I grade. Students requesting an I grade are responsible for providing satisfactory evidence of such circumstances. (In the case of medical records, instructors should review the information provided, note that adequate medical documentation was provided for review, and return the documentation to the student. Under no circumstances should the instructor retain any medical records or indicate the specifics of any medical condition in the academic records.) The refusal to grant an I grade may be appealed in the same manner as any other final grade.

To assign an I grade, the instructor must complete the "I grade Information Form (https://records.nmsu.edu/_files/sro-forms/I%20Grade%20Information%20Form.pdf)" by the deadline for final grade submission in the semester the student was enrolled in the course, and have the form delivered to the associate dean of the course college. The instructor must indicate on the form whether the student will be given the option to complete the remaining coursework and have the I grade changed to the earned letter grade. If so, the instructor should indicate the steps necessary to complete the remaining coursework. The I grade form should either be signed by the student in person or digitally, or the associate dean must send a copy of the document to the student's official permanent address or university email address, as recorded in the University Student Records, with a notation on the form that the student was not available for signature.

The I grade will be permanent in instances where (1) the instructor did not provide an option to complete the coursework, (2) the instructor left NMSU before completion of the coursework and grade change, or (3) the student failed to complete the coursework by the relevant deadline, and the instructor did not indicate that the I grade would be changed to the earned grade upon failure to complete. In such instances, the student will be required to re-enroll in the course to receive credit (in which case the permanent I grade and the subsequently earned letter grade will both appear on the transcript).

The student is entitled to have the I grade removed from the transcript only if, within 12 months or any earlier deadline established by the instructor on the "I Grade Information Form" and before graduation, the student completes the remaining coursework, as specified on the I Grade Form, in a manner satisfactory to the instructor. If the student fails to complete the coursework, the instructor may change the I grade to any appropriate grade (including D, F, or U) only if the instructor stated that this would occur on the "I Grade Information Form." The instructor should assign whatever grade was earned for the entire course.

To change the I grade, the instructor must complete a "Change of Grade Form," obtain the signature of the associate dean for the course, and submit the form to the University Student Records.

RR Grade

The RR grade may be assigned only in undergraduate developmental courses (CCDE, CCDL, CCDM & CCDR) and indicates that the student has made substantial progress toward completing the requirements of the course. It carries neither penalty nor credit, so a student must re-enroll and successfully complete the course in order to earn credit. The grade of RR may be received only once in any given course, and is a permanent notation on the student's transcript.

W Grade Designation

The W grade is assigned only in courses when the student withdraws or is administratively dis-enrolled from the course after the last day to drop the course. The W grade is permanent.

Effect of Change of Grade

The effect of a change of grade on a student's academic standing (academic warning, probation or suspension) depends on the date the transaction is officially recorded on the student's academic record. If the transaction is recorded before the student begins another semester, the grade change (such as replacing the I grade with an earned grade) is included in the grade-point average calculation to establish the student's academic standing. If the transaction is recorded after the student begins another semester, for the purpose of calculating academic standing, the new grade is included with any other grades earned for the semester in which the grade change is processed.

Repeating Courses for a Change in Grade

Undergraduate: Undergraduate students may repeat courses, for a change in grade, when the original grade earned was a D or F. Once a grade of C- or better is earned, the course will then be substituted in the calculation of the grade-point- average and students will no longer be able to repeat that course for change of grade purposes. Student transcripts will continue to show the grade awarded for each course attempt, but only the higher grade will be included in the GPA calculations.
a. If the student's original grade was a D and the student repeats the course, but receives an F, the second grade will not be substituted for the original. Repeat options apply only to courses that were completed prior to the time a student was awarded a degree.

Graduate: Graduate students may repeat courses for a change in grade, to be updated on the official student transcript, when the original grade earned was a B- or lower. Students with active graduate status (admitted to a graduate program) are eligible to use this policy.
a. A course may only be repeated once (a total of two instances within the active program of study), and the course numbers and subtitles must be identical (e.g. GEOG 598 – Intro to Geography AI).
b. To replace the original grade on the transcript, the repeated course must result in an improvement of the previous grade. The higher grade will replace the lower grade in the calculation of the cumulative GPA and earned credit hours.
c. The original grade will remain on the student's transcript. An "E" will appear next to the course to indicate that the lower grade is removed from GPA calculation.
d. No grade may be replaced after a graduate degree has been awarded.
e. Symbol grades such as CR, PR, S, U, and W are not replaceable since these grades do not affect the overall grade point average.

Grade Point Average

Grade point average (GPA) calculations are based solely on courses taken at NMSU or under an approved National Student Exchange.

Grading in Graduate Research

In grading both master's and doctoral research, thesis and dissertation work in progress, the instructor reports for each enrollment period the grade S (satisfactory) or U (unsatisfactory) rather than a traditional letter grade. These assigned grades are permanent notations on the student's transcript. Only those credits graded S (satisfactory) accumulate toward the minimum number of research credits required.

U indicates that the student has stopped work or is doing work of unacceptable quality. After the final examination, and/or when the thesis/dissertation is submitted to the electronic dissertation submission system, the instructor will report the final S or U grade for the research.

The report of an S (satisfactory) grade means that the degree will be certified. A U (unsatisfactory) grade means that the student is doing work of unacceptable quality.

If a student accumulates a total of two U (unsatisfactory) grades in courses numbered either 598, 599, 600, 699 or 700, the student will be placed on Academic Probation I. If three U (unsatisfactory) grades are reported for these courses, the student will be dismissed from the Graduate School.

For more information regarding how withdrawals impact tuition refunds, please see the Tuition, Fees & Other Expenses (https://catalogs.nmsu.edu/nmsu/tuition-fees-expenses/#newitemtext) section of the catalog.

Withdrawal from a Single Course

Any student wishing to formally withdraw from a single course, after the last day to drop has passed, can do so through their Academic Advisor or the University Student Records. All such withdrawals will be registered on the student's transcript with the "W" grade indication.

For students wishing to withdraw from all courses, please see the section on Withdrawal from NMSU.

Leave of Absence from the Graduate School

Students working on advanced degrees and planning to have an interruption in studies for a calendar year should request a leave of absence through their department head. The student must submit a formal letter through their department head to the Dean of the Graduate School, an email will not be accepted. The request should include the beginning date and the anticipated ending date for the period of absence.

A graduate student on leave of absence will be expected not to use university facilities and place no demands upon the university faculty and staff, and, therefore will pay no fees. Time spent in the "leave-of-absence" status will not be counted toward the advanced degree time limits.

A graduate student who fails to register for one calendar year without obtaining a leave of absence from the Graduate School will be considered withdrawn from the university, by the Graduate School. In order to resume their studies after such absences, the student must go through the formal readmission process.

Administrative Withdrawals

If a student has stopped attending class without formally withdrawing, stopped using the online Learning Management System, or has a history of persistent unexcused absences or failures to complete assignments, the University reserves the right to remove the student from the class by means of an administrative withdrawal. An administrative withdrawal may be requested under the following circumstances, excluding absences through University policy:

1. At the beginning of the semester, if a student misses the first two (2) class meetings or online activities.
2. At any point in the semester, if a student misses four (4) consecutive class meetings or online activities.
3. If over the course of the semester, the student persistently fails to attend class or fails to complete assignments.

Except in documented cases of persistent unexcused absence/nonparticipation, administrative withdrawals will not be used to avoid the assigning of D, F, U or RR grades for marginal or failing work. Administrative withdrawals are subject to the same refund rules as student-initiated withdrawals (100% refund prior to census and no refund after census).

To request consideration for an administrative withdrawal, the instructor must complete the Student Absence/Lack of Progress Report (https://records.nmsu.edu/_files/sro-forms/Student%20Absence%20or%20Lack%20of%20Progress%20Report%20-%20Administrative%20Withdrawal.pdf), found on the forms page of the University Student Records webpage, and route for approvals as soon as a pattern of non-attendance/non-participation is established. The University Student Records is ultimately responsible for processing the administrative withdrawal. The form is to be submitted as soon as the pattern of persistent absence/nonparticipation is established. Normally it will be submitted no later than one week after the deadline for a student to withdraw themselves from the course.

Upon receipt of a fully approved Student Absence/Lack of Progress Report, from the Dean's Office, the Student Records staff will notify the student that they will be withdrawn from the class within 48 hours unless they appeal the action. This notification will be sent to the student's official NMSU email address. Students wishing to appeal the administrative withdrawal, should reply to the Student Records' notification email, with a valid reason for non-attendance / non-completion of coursework, within 48 hours of the email delivery time stamp.

If the appeal circumstances are determined reasonable and accepted, the student will not be withdrawn from the class and will be expected to actively participate in all future meetings and coursework. The Student Records will notify the instructor, Department Head and Associate Dean of the determination, via official NMSU email.

When an administrative withdrawal is initiated for a student who is representing the university at an official out-of-town event any administrative withdrawals will become effective upon the student's return from the event or five days after the drop slip fully approved form is submitted to the Student Records.

Military Withdrawal

New Mexico State University understands that our military students may be called to active duty, specialized training, or disaster relief efforts with little notice. U.S. active-duty military students wishing to withdraw from all their classes must present their orders and their request for full withdrawal, as indicated below. However, the below policy does not pertain to a student's basic and/or annual training. A student who has an order for training is encouraged to formally request, through the proper military chain of command, a postponement of their orders until the summer or the end of the semester they are currently enrolled in. If a student's request for postponement is denied, the student may then follow the steps below but must provide documentation that their postponement request was formally denied.

All NMSU students called for active duty must take the following steps to withdraw from all their classes:

1. **Military and Veterans Programs (MVP):** TA/VA students ordered to Active Duty must provide a copy of orders to the MVP office, in Corbett Center Student Union, Room 244, or by email mvp@nmsu.edu. To assist in reporting accurate information to their military service or the VA Regional Office, the student should also provide, in writing, the last day of class attendance.

1. **NMSU University Student Records:** All students presenting their orders to the University Student Records, (575) 646-3411, or records@nmsu.edu, will receive a military withdrawal from classes and full tuition and fees refund for that semester.

1. **Bookstore:** Students who still have their receipts for textbooks purchased the semester in which they are called to active duty will be given a full refund for these textbook purchases when they present their orders. Please contact the bookstore for assistance at (575) 646-4431 or nmsu@bkstr.com.

Military Readmission Policy

New Mexico State University (NMSU) acknowledges that students may be temporarily unable to attend classes or be required to suspend their studies to perform military service. NMSU encourages such students to resume their education once a military service obligation has ended and adopts this policy to ensure the timely readmission of such students.

In accordance with federal regulations, 34 C.F.R. § 668.18 and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), the university will promptly readmit service members who seek readmission to a program that was interrupted due to a uniformed service obligation.

Eligibility

This policy shall apply to (1) service members who are unable to attend classes for more than 30 consecutive days, and (2) service members who are unable to attend classes for less than 30 days (about 4 and a half weeks) when such an absence would result in a withdrawal from NMSU.

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training, or full-time National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

Notification of Military Service
The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give written notice of such service to the school as far in advance as is reasonable under the circumstances. Such notice does not need to indicate when the student will return to NMSU.

Notification of Intent to Return
The student must also give written notice of Intent to Return and supporting official military obligation documentation to University Student Records within three years after the completion of the period of service.

Tuition and Fees
If the student is readmitted to the same program, NMSU will assess the tuition and fee charges that would have been assessed for the academic year during which the student left (first academic year only). However, if veterans' education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the

program are paying for the year, NMSU will assess those charges to the student.

Readmission Requirements

A returning student will be permitted to reenroll in the next class(es) scheduled in the same academic program unless the student requests a later date of re-enrollment or agrees to a different program. A returning student will be readmitted into the same academic program they were enrolled in before the military service obligation. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance.

If NMSU determines that a returning student is not prepared to resume the program with the same academic status or is unable to complete the degree, NMSU will make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student.

NMSU is not required to readmit the student if it determines:

- that there are no reasonable efforts it can take to prepare the student to resume the program at the point where they left off or to enable them to complete the program, or
- that after it makes reasonable efforts (those that do not place an undue hardship on the institution), the student is not prepared to resume or complete the program.

"Undue hardship" means an action requiring significant difficulty or expense considering the overall financial resources of NMSU and the impact of such action on its operation. NMSU has the burden to prove by a preponderance of the evidence that the student is not prepared to resume the program with the same academic status at the point where they left off or that they will not be able to complete the program.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge, general court-martial, or federal or state prison sentence from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission#under this policy.

Students are encouraged to speak with Military and Veterans Programs regarding any absence due to military service. For more information, please contact mvp@nmsu.edu.

Military Experience Waiver

Before graduating, during the student's junior and/or senior year, NMSU students are required to take two 3-credit Viewing a Wider World (VWW) upper-division (300-400 level) courses. These courses emphasize the international character and multicultural influences in study and strengthen information retrieval skills. There are two options that NMSU allows for replacing one of the two courses (3 credits) of VWW requirement with another form of educational experience, these are: (Study Abroad Experience or Military Experience for students who have served at least four weeks of U.S. Military Foreign/Sea Service in a foreign country.

Steps needed to request a Military Experience Waiver (replacing 3 credits of VWW):

1. Obtain a copy of your DD-214 or Memo from your Commanding Officer proving your 4-week deployment

1. Provide the above copy to your college academic advisor to request a waiver

1. Wait for your college to approve and confirm

Note: Credits are not being waived, only one of the two courses is being waived within the requirement. You may still need to complete three credits in consultation with your academic advisor. Please contact the MVP or your academic advisor for questions and concerns.

Student Medical Withdrawal

A student medical withdrawal applies to a student who becomes seriously ill, injured or hospitalized and is therefore unable to complete an academic term for which they are enrolled. This action applies to all courses a student is registered for in the affected semester(s). The student cannot select which courses they want to withdraw from and which they want to remain registered for when exercising this option. The students' attending physician must provide a letter, on official letterhead with an original signature, stating the date(s) within the semester that the student was under medical care and must withdraw because of that medical condition. This letter must be submitted within the semester or no later than one academic year after the end of the term for which the withdrawal is being requested.

Once the information is reviewed a final determination will be made if the student is eligible for the consideration of tuition or other refunds (students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University). At the Las Cruces campus, medical withdrawal begins and ends at the University Student Records. At all other campuses, medical withdrawal begins at the Student Services Office but is ultimately finalized with the University Student Records on the Las Cruces campus.

Medical Conditions of a Family Member Withdrawal

A student who is withdrawing because of a medical condition of an immediate family member must submit a letter from the family member's attending physician. This action applies to all courses a student is registered for in the affected semester(s). The student cannot select which courses they want to withdraw from and which they want to remain registered for when exercising this option. It must be on official letterhead with an original signature, stating the date(s) within the semester that the student's immediate family member was under medical care and that the student must withdraw to attend to the immediate family member's medical condition. This letter must be submitted within the semester or no later than one academic year at the end of the term for which the withdrawal is being requested.

Immediate family member, in this instance, includes a spouse; a domestic partner, as defined in the NMSU Policy Manual 7.04; a child, parent or legal guardian; a sister or brother and a grandparent or a grandchild. Familial relationships that are created by law are also included (i.e. mother/father in law; half or step siblings); any other relationships can be considered on a case-by-case basis.

Once the information is reviewed a final determination will be made if the student is eligible for consideration of tuition or other refunds (Students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University.) At the Las Cruces campus, medical withdrawal begins at the University Student Records. At all other campuses, medical withdrawal begins at the Student Services Office.

Withdrawal from NMSU

Withdrawal from any NMSU campus is an official procedure that must be:

1. Initiated by the student (using the Withdrawal form)
2. Have all necessary signatures (as indicated on the form)
3. Be approved and processed through the University Student Records

Students who withdraw from all courses for the semester should do through the University Student Records. However, students who are unable to come in person may submit an e-mail using their NMSU e-mail account to records@nmsu.edu. Students who leave without following the official procedure are graded appropriately by the instructor.

Applicable dates for the last day to withdrawal are published on the approved university academic calendar or under important dates at: http://registration.nmsu.edu (https://records.nmsu.edu/faculty-and-staff/academic-calendar.html).

A student who withdraws from all classes for the semester will retain access to their NMSU account per current policy but will lose access to other services and privileges available to enrolled students.

Financial information concerning drops and withdrawals can be found at https://uar.nmsu.edu/refunds/withdrawals.html. Financial Aid Recipients should contact University Financial Aid and Scholarship Services before withdrawing. Students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University.

The Federal Higher Education Act requires the University to calculate a Return of Federal Student Aid Funds for students who withdraw (officially or unofficially) from all classes on or before the 60 percent attendance point in the semester. Using a pro-rata schedule, the percentage of the semester attended is used to calculate the amount of the student's earned versus unearned Federal student aid funds. The unearned portion of Federal student aid funds will be returned to the appropriate aid program(s). Students withdrawing from classes are responsible for payment of any balance due after the required return of Federal student aid funds.

Graduation Requirements

For specific graduation requirements for any degree offered at NMSU please see the Degrees, Majors, Minors and Other Academic Programs of Study (https://catalogs.nmsu.edu/nmsu/regulations-policies/#academicprogramsofstudytext) section, as well as the departmental sections for those requirements. These requirements will include the minimum GPA, total credits and specific course requirements for graduation.

Applying for a Degree

Any students that are in their final semester of classes are considered degree candidates and are required to submit an "Application for Degree" as well as pay graduation fees for each degree being sought. The application for Degree form is available online through the myNMSU website. It must be completed and submitted by the designated deadline for that semester. The fees for the Las Cruces campus are all listed in the Tuition, Fees and other Expenses (https://catalogs.nmsu.edu/nmsu/tuition-fees-expenses/) section of the catalog. Once a student submits the application, the fee will be included in the total cost for the semester or session in which the candidate anticipates completing their degree requirements.

If degree requirements are not completed during the semester/ session the student originally applied for, the student must then reapply and pay the appropriate fees. A $50 late fee applies to applications received after the application deadline, and no applications will be accepted after the posted deadline date.

A student must specify which catalog they are using for their degree requirements in order for the university to determine if the requirements are met and if a degree can be certified. The latest date for substitution or waiver of required courses for degree candidates is two weeks after the last date of registration for full or summer terms.

Attendance at the Commencement Ceremony

Commencement is a symbolic ceremony, that students can elect to participate in after they have applied for their degree (https://commencement.nmsu.edu/apply-to-graduate/). Participation in commencement does not, in itself, mean that a student is considered an NMSU graduate. In order to be awarded a degree, a student must fulfill university requirements as determined by academic colleges. The degree will reflect the graduation date from the application for degree in which all degree requirements were determined by the academic colleges.

The academic colleges will confirm students' eligibility to participate in the commencement ceremony that is held at the end of the fall and spring semesters. Eligible candidates who are in the process of completing their final degree requirements and degree recipients from the previous summer session will participate in the fall ceremony. Students who are in the process of completing their final degree requirements in the spring can participate in the spring ceremony. However, degree candidates who wish to participate in a spring commencement, prior to completing degree requirements in summer school may do so if they meet the following conditions:

1. Receive permission from the Academic Dean of their college
2. Show a minimum cumulative grade-point average of 2.0
3. Only need 12 or fewer credit hours to complete their degree requirements
4. These remaining credit hours are being offered in the upcoming summer schedule of classes
5. Submit a degree application and approved petition form (available in the Dean's office of the student's primary major) by the late application deadline to apply for a degree in the spring semester.

Academic Regalia

Each college may approve distinctive symbols to be worn by the top 10 percent of its graduates at commencement. Only one symbol may be worn by each graduate. In addition, the student with the highest honors in each college may wear a crimson- colored gown. No other symbolic additions to academic regalia are allowed without the approval of the Academic Deans Council.

Diploma

All fees and bills owed the university must be paid in full before a student may receive a diploma or official transcripts. The degree title and major(s) will be printed on the diplomas, in accordance to the degree application award, determined by the academic colleges. Academic honors will also be printed on the diplomas below the degree and major(s). The name on the diploma will reflect the student's current official NMSU records. Name changes are only processed for currently admitted students.

Diplomas will be mailed to graduates approximately eight weeks after the individual colleges certify the degree requirements and the final grades have been processed by University Student Records. The diploma will be mailed to the address specified on the degree application, unless an address change was requested before the last day of the semester.

Undergraduate Academic Standing

When a student does not maintain adequate academic standing, he/she is placed in Academic Warning. If the student's academic standing does not improve, the placement progresses to Academic Probation I. Continued unimproved academic standing moves a student into Academic Probation II, then finally, Academic Suspension. Each stage imposes more structure and limitations on the student in order to help them return to normal academic standing. The intent is not to punish, but to help the student return to normal academic standing and success. Since some of these limitations involve limitations on the number of credit hours, students on Probation or Suspension may be subject to loss of financial aid. It is the student's responsibility to determine the impact of their changed academic standing on their financial aid. Notification to students of academic warning, probation, or suspension appears on the student's grade report at the end of each grading period.

Undergraduate Academic Warning

Issued only once, the first time a student's cumulative GPA falls below a 2.0 while in good academic standing. The University Student Records will notify the student of the consequences should the cumulative grade point remain below a 2.0 at the conclusion of the semester. A student on Academic Warning remains eligible for all extracurricular activities as governed by the rules of the specific activity.

While under Academic Warning the following restrictions may apply:

1. The student cannot enroll in more than 15 hours of coursework during the semester.
2. The student may be required to enroll in a 3-credit hour special study skills/time management course specifically designed for students on Academic Warning, or an equivalent course approved by the appropriate associate dean or CAO of their campus.
3. Students may be required to enter into a contract with their advisor, approved by their department head that places further stipulations on Academic Warning. The contract may include, but is not limited to the following:
4. The student may be required to take at least one repeat course to try to improve their GPA.
5. Except for the special study skills/time management course, the student's coursework may be restricted to their major.
6. The student may be required to get tutoring help.
7. The student may be required to see an academic counselor on a specified time schedule.
8. The number of credit hours a student may register for may be restricted (due to extenuating circumstances such as the student's workload commitments).

The associate dean or CAO may place the student on Academic Probation I should the student not adhere to the stipulations of the contract.

If the student's semester GPA is less than 2.0, and the cumulative GPA remains below 2.0 at the end of the semester on Academic Warning, the student is placed on Academic Probation I. If the semester GPA is greater than 2.0 but the cumulative GPA is still less than 2.0, the student will remain on Academic Warning. If the cumulative GPA is greater than a 2.0 at the end of the semester then the student is returned to good academic standing.

Undergraduate Academic Probation I

This occurs when a student under Academic Warning has a semester GPA less than 2.0, and the cumulative GPA remains below 2.0 at the conclusion of the semester or if the student maintains a semester GPA greater than 2.0 while on Academic Probation I but the cumulative GPA is still less than 2.0. Academic Probation I will also occur if a student falls below a 2.0 cumulative GPA from Good Academic Standing if Academic Warning already occurred in a previous term.

Under Academic Probation I the following conditions apply:

1. The student cannot enroll in more than 13 hours of coursework during the semester. *Note: Students falling below 12 credits in any one semester will jeopardize their financial aid.* Should this occur, students should see the associate dean in their college as soon as possible to try to implement corrective measures.
2. The student may enter into a contract or individualized education plan with their advisor and be approved by the associate dean or CAO that place further stipulations on Academic Probation I. The associate dean or CAO may place the student on Academic Probation II or Academic Suspension should the student not adhere to the contract stipulations.
3. Students on Academic Probation receiving educational benefits from the Veterans' Administration must obtain counseling from the Military & Veterans Programs Office.
4. Students admitted under special provisions whose transcripts indicate less than a 2.0 GPA are admitted on Academic Probation I.

The student must maintain a semester GPA equal to or greater than 2.0 until such time that the cumulative GPA is greater than 2.0 at which time the student goes back to good academic standing. Until the transition happens the student remains on Academic Probation I. The student will be placed on Academic Probation II if they cannot maintain a 2.0 semester GPA, and the cumulative remains below a 2.0 GPA, while under Academic Probation I. A student on Academic Probation I remains eligible for all extracurricular activities as governed by the rules of the specific activity.

Undergraduate Academic Probation II

Academic Probation II is issued in two ways.

- The first is when a student falls below a semester 2.0 GPA and the cumulative GPA remains below a 2.0 while on Academic Probation I.

- The second is when a student maintains a semester GPA greater than 2.0 while on Academic Probation II, but the cumulative GPA is still less than 2.0.

The following restrictions are in place for student's in Academic Probation II:

1. The student cannot enroll in more than 7 credit hours of coursework during the semester.
2. As with rule 2 under Academic Warning and Academic Probation I and at the discretion of the associate dean or CAO, the student will be required to enter into a contract with their advisor, approved by the associate dean or CAO, to place further stipulations on Academic Probation II.

The associate dean or CAO may place the student on Academic Suspension should the student not adhere to the stipulations of the contract.

The student must maintain a semester 2.0 GPA or higher until the cumulative GPA reaches a 2.0 or higher, at which time they are placed on good academic standing. A student unable to maintain a semester GPA of 2.0 or higher, and the cumulative remains below 2.0 GPA, while under Probation II will be placed on Academic Suspension. A student on Academic Probation II remains eligible for all extracurricular activities as governed by the rules of the specific activity.

Continuing in Probationary Status

Students may continue to enroll while on Academic Probation I or II provided they maintain a semester GPA of 2.0 or higher. If they withdraw from the university while on Academic Probation, they continue on that same level of Academic Probation.

Removal of Academic Probation

Such academic standing is removed when the cumulative GPA is raised to 2.0 or higher, with the following exceptions:

1. a transfer student may not remove probation by summer work alone;
2. If an I grade is removed after the student has enrolled, the new grade's effect on academic standing is based on its inclusion with grades for the term for which the student is enrolled;
3. exercise of the Adjusted Credit Option does not change academic status until subsequent grades are earned.

Academic Suspension

When a student does not achieve a semester 2.0 GPA or higher, and the cumulative remains below a 2.0 while under Academic Probation II, the student is placed on Academic Suspension. Students under Academic Suspension are not allowed to take NMSU courses while under suspension. Students on Academic Suspension must sit out a minimum of 1 semester and apply for re-admission.

Under certain conditions, a student may be re-admitted at NMSU under regular status while under Academic Suspension when satisfactory progress has been demonstrated at another college or university (see Readmission- Degree Seeking). Credits earned at another university or college while under Academic Suspension from NMSU or another university or college will be accepted at NMSU only after the student demonstrates satisfactory progress over a period of two semesters after being re-admitted or admitted to NMSU. Acceptance of transfer credits that count toward degree requirements is still governed by the rules established by the student's respective college or campus.

Summer Attendance Impact on Academic Standing

A student may use summer classes to get a warning or probationary status removed. Students suspended at the close of the spring semester may have their Academic Suspension rescinded if they attend a summer session at NMSU or one of its Community College campuses. Such attendance must raise the combined spring semester and summer GPA to 2.0 or better. Under no circumstances may a student on Academic Warning or Academic Probation be allowed to register for an overload. The current academic status is continued if the student withdraws from the university and the probation or suspension status applies to all subsequent enrollments until the cumulative GPA is 2.0 or higher.

Graduate Academic Probation and Suspension

Graduate Academic Standing is based on the student's semester GPA and cumulative GPA. The student must maintain a cumulative GPA of 3.0 or higher to remain on Graduate Academic Good Standing. A student may not remain eligible for all extracurricular activities or Graduate Assistantship as governed by the rules of the specific activity.

Graduate Academic Probation I: A graduate student is placed on Graduate Academic Probation I when the student's cumulative GPA drops below 3.0 and the previous academic standing is Graduate Academic Good Standing. If a student on Probation I earns a semester GPA above 3.0 but the cumulative GPA remains below 3.0, the student continues on Graduate Academic Probation I

Graduate Academic Probation II: If the semester GPA of a continuing or re-admitted graduate student on Graduate Academic Probation I drops below 3.0 then the student is placed on Graduate Academic Probation II

Graduate Academic Suspension: If the graduate student cannot maintain a semester GPA of 3.0 or higher and the cumulative remains below 3.0 GPA while under Graduate Academic Probation II, the student will then be placed on Graduate Academic Suspension.

Students on Graduate Academic Suspension are barred from enrolling in graduate-level courses at NMSU while on suspension. Graduate students on Graduate Academic Suspension must sit out a minimum of one semester. Graduate students on suspension who wish to continue Graduate School after suspension must re-apply to the department and Graduate School. The student must also petition College Academic Dean or the Graduate School Dean, based on the major and degree the student is pursuing to be removed from Graduate Academic Suspension. At this time the graduate academic suspension status will be evaluated for possible readmission to the department. Should the suspension be lifted, the graduate student is placed on Graduate Academic Probation II or Graduate Re-admit on Probation II until such time that the graduate cumulative GPA equals or exceeds 3.0.

If you have questions about your academic standing, please contact your department academic advisor or Graduate Dean's office.

Student Academic Code of Conduct

The Student Academic Code of Conduct (SACC), applicable to both undergraduate and graduate students, provides procedures for reviewing and resolving of alleged or suspected academic misconduct within a reasonably prompt time frame. The full SACC is found in the university's

published Administrative Rules and Procedures (ARP), specifically ARP 5.10 and ARP 5.11.

While it is essential to refer to the detailed governing rules in the ARP, the process is summarized as follows: An institution-wide Academic Conduct Officer is responsible for processing each case of alleged academic misconduct. The accused student is provided notice of the allegation and has the right to participate during the fact-finding process. The student may contest the investigative findings or sanction in a formal review before a university Hearing Panel. Either party to the matter has the right to a final appeal of the results or a Level II sanction to the Office of the Provost.

The SACC distinguishes between Level I Sanctions and Level II sanctions, depending upon the severity of the offense and other factors. The Level I sanction includes a formal warning. Graduate students' offenses and repeat undergraduate offenses are subject to a Level II sanction, even if less severe. Level II sanctions consist of a notation of academic misconduct on the student's academic transcript.

The full policy, examples of academic misconduct, report form and a flowchart of the procedures for resolving alleged student academic misconduct is available at:

Policies

- ARP 5-10 (https://arp.nmsu.edu/chapter-5/5-10.html)
- ARP 5-11 (https://arp.nmsu.edu/chapter-5/5-11.html)

Examples of Academic Misconduct and Report Form

- ARP Appendix 5.10-A (Examples) (https://arp.nmsu.edu/appendices/appendix-5-10-a.html)
- ARP Appendix 5.11-B (Form) (https://cm.maxient.com/reportingform.php?NewMexicoStateUniv&layout_id=15)

Flowchart of Procedures

- ARP Appendix 5.11-A (https://arp.nmsu.edu/pdf/Appendix-5-11-A.pdf)

Privacy Rights

The following information has been designated as directory information and is subject to release to the public under the Buckley Amendment (PL 98-380), "The Family Educational Rights and Privacy Act of 1974." student's name, class level, college and major, dates of attendance, degree(s) earned, honors and awards, address, telephone number, NMSU email address, Aggie ID number, most recent previous educational institution attended, place of birth, and some information about students involved in recognized activities and sports.

Other information regarding disclosure of student data is posted on the University Student Records website (https://records.nmsu.edu) and with University Student Records (USR), in compliance with the Act.

Requests for withholding directory information must be filed in writing with University Student Records . A student may choose to hide his/her address and phone number from the campus phonebook through the myNMSU portal. This will only hide the information from the public but the records will still be officially kept within University Student Records.

Social Security Numbers in Student Records

As required by law, social security numbers are collected from prospective and current students who are either applying for admission to the university or plan to seek employment on campus. The social security number is a confidential record and is maintained as such by the university in accordance with the Family Educational Rights and Privacy Act.

In addition, the university is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service so that applicable educational tax credits may be computed. The social security number is required for tax reporting purposes.

Change in Demographic Information

Students wishing to make a legal name change, citizenship change, social security number update or a gender update can do so through the University Student Records (USR). All students will need to fill out the "Demographic Change Form" located at https://records.nmsu.edu/forms/inventory.html and provide one of the following documents to University Student Records. Legal name changes will only be processed for students currently enrolled at New Mexico State University.

1. **Legal name change**: students will need one legal documentation with the new name on it. This can be a Government Issued ID (drivers license, state card or valid passport), a Birth Certificate, a Court Order, a Marriage Certificate/Divorce Decree or a Certificate of Naturalization/I551 Card. *Note: Documentation is not required to add/delete hyphen, space, apostrophe, or to abbreviate a middle name to initial.*
2. **Citizenship change:** Certificate of Naturalization or I551 card.
3. **Social Security Number Update**: students will need to provide an original signed Social Security Card. Unsigned cards will not be accepted.
4. **Gender Update**: students will need to bring a Government Issued ID (drivers license, state ID card or valid passport) and a Revised Birth Certificate

Students may update their "preferred name", which is the name used in lieu of a student's legal name, on certain documents, such as, the email display name, learning management system, the phonebook, class rosters and advisee lists. This can be done by the student through the myNMSU portal and does not need to be done at the USR.

For more information about the specific documents that are needed please contact the University Student Records at (575) 646-3411.

Changes in Residency Status for Tuition Purposes

University Student Records (USR) does not determine the laws and rulings for determining Residency, these are state laws that USR simply administers. An individual must establish legal residency in New Mexico before he or she is entitled to pay in-state tuition rates.

The student's initial residency status is determined at the time of admission, any changes to this status must be initiated by the student through USR. A continuing student, classified as a non-resident, who has satisfied the requirements to establish residency may submit a Petition for In-State Residency Tuition Classification along with the required

supporting documentation to USR. Petitions must be filed on or before the third Friday of the semester for which the student is requesting resident tuition.

For specific information about the process of petitioning for In-State Residency or for information about who is eligible for residency for tuition purposes please visit the https://records.nmsu.edu/students/residency.html website.

Official Transcripts

An official transcript is the University's certified statement of your complete NMSU academic record in chronological order by semester and year. It includes the student's coursework, grades and any degrees that were awarded. Any credit hours earned through transfer work are listed as the equivalent course at NMSU. Grades are not transferred, nor are they used to calculate the NMSU grade point averages. Official transcripts will not be released if the student is in debt to the university.

Transcripts can be ordered online at https://records.nmsu.edu/forms/transcripts.html. A fee will apply, which may vary depending on the total number of transcripts ordered and the selected delivery method. Students can request two types of transcripts: an electronic version sent as a secure PDF or a printed hard copy delivered in a sealed envelope.

The name that will appear on the student's transcript will match the name on the student's official NMSU record. Name changes will only be processed for students currently enrolled at NMSU or any of its Community Colleges.

Purging of Student Files

All academic files for students who attend NMSU are kept for five (5) years following the student's final term enrolled. Only archival documentation will be retained. The files of students who do not enroll within one year after being admitted are destroyed.

Student Complaint Resolution

Students enrolled at New Mexico State University (NMSU)—whether taking a single course or enrolled full-time—have the right to submit a complaint or grievance on any issue or subject they deem important, without fear of retaliation or any other adverse action.

Students are encouraged to address their complaint or grievance first with the individual most directly connected to the issue, unless there are compelling reasons not to do so. For more information about student complaint and grievance policies, students can review Administrative Rules and Procedures 5.05 (https://arp.nmsu.edu/chapter-5/5-05.html). To file a student complaint, visit the NMSU Report (https://report.nmsu.edu/) website.

NC-SARA (State Authorization Reciprocity Agreement) - Distance Education

NMSU participates in the State Authorization Reciprocity Agreement (SARA) (https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnc-sara.org%2F&data=05%7C02%7Cgdmart%40nmsu.edu%7C0591e30ed11041ab447e08de162ffaa8%7Ca3ec87a89fb84158ba8ff11bace1ebaa%7C1%7C0%7C638972592539740100%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=dKgEhzpUZa9INZyCnDINRWmpW%2BaYWhbRGNpIrm76Anc%3D&reserved=0). SARA is an agreement among member states, districts, and territories that establishes national standards for interstate delivery of postsecondary distance education courses and programs.

If a distance education student located in a SARA member state has a complaint about NMSU, the student must first follow the university's standard grievance procedures described above. If the complaint remains unresolved after exhausting NMSU's internal processes, the student may then submit the complaint to the New Mexico SARA Portal Agency (https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhed.nm.gov%2Fstudents-parents%2Fnc-sara&data=05%7C02%7Cgdmart%40nmsu.edu%7C0591e30ed11041ab447e08de162ffaa8%7Ca3ec87a89fb84158ba8ff11bace1eba%7C1%7C0%7C638972592539789040%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXa%3D%3D%7C0%7C%7C%7C&sdata=DEEVhqxF6pXui2%2F8Nio7XZEtvNS79IlNWvGDorRvL2M%3D&reserved=0), the New Mexico Higher Education Department (NMHED). The SARA portal agency in the student's home state will be notified of the complaint and may assist as needed.

SARA complaints may include issues related to tuition, accreditation, licensure, or transfer of courses. Grade disputes and student conduct issues, however, are not covered under SARA. Examples of the types of complaints that may be brought to the SARA portal entity include:

- Misrepresentation in recruitment or marketing materials (e.g., admission requirements, tuition, fees, financial aid)
- Inaccuracy of job placement data
- Inaccuracy of information regarding the institution's accreditation or programmatic/specialized accreditation
- Misrepresentation about whether coursework meets relevant professional licensing requirements
- Inaccurate information regarding the transferability of credit to or from other institutions
- Operation of distance education programs inconsistent with expectations of Accreditors and/or the C-RAC Interregional Guidelines for the Evaluation of Distance Education

Higher Learning Commission (HLC)

If all other avenues have been exhausted, unresolved complaints may be filed with the Higher Learning Commission (HLC) (https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hlcommission.org%2Ffor-students%2Ffile-a-complaint-against-an-institution%2F&data=05%7C02%7Cgdmart%40nmsu.edu%7C0591e30ed11041ab447e08de162ffaa8%7Ca3ec87a89fb84158ba8ff11bace1eba%7C1%7C0%7C638972592539806707%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXa%3D%3D%7C0%7C%7C%7C&sdata=s2w8RohL61ehRZBeGoJPG4KTFk9Zc8mHxO30cT22snA%3D&reserved=0), NMSU's accrediting agency.