THE NMSU SYSTEM ACADEMIC REGULATIONS

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 Students may be administratively withdrawn from a course due to excessive absences (consecutive absences in excess of the number of class meetings held within a week or any number of absences, including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Academic Associate Dean agrees with the recommendation of the course instructor, the student will be administratively withdrawn from the course.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.