

# Syllabus Addendum

## Fall 2023

Please visit <https://provost.nmsu.edu/faculty-and-staff-resources/syllabus/policies.html> for university policies and student services, including Discrimination and Disability Accommodation, academic misconduct, student services, final exam schedule, grading policies and more.

### Important Dates for Fall 2023

	<b>16 Week Term</b> (August 16 - December 8)	<b>First 8 Week Term Mini-Semester 1</b> (August 16 - October 10)	<b>Second 8 Week Term Mini-Semester 2</b> (October 11 - December 8)
<b>Last day to add course without instructor Permission</b>	August 17	August 17	October 12
<b>Last day to add course with instructor permission</b>	August 25	August 21	October 16
<b>Late Registration fee assessed for courses added</b>	August 18 - 25	August 18 - 21	October 13 - 16
<b>Withdraw by and receive refund</b>	September 1	August 25	October 20
<b>Withdraw from a course with no refund (W grade)</b>	October 16	September 15	November 8

Important Dates & NMSU Academic Calendar (including mini-semester dates):  
<https://records.nmsu.edu/students/important-dates.html>

### University Grading System

The University Grading System is outlined in [ARP 4.55](https://arp.nmsu.edu/4-55/) (<https://arp.nmsu.edu/4-55/>). Instructors can decide if their course is graded using fractional grading (pluses and minuses). At the request of the student, the instructor will provide information on progress in the course prior to the last day to drop a course.

### Religious Observances and Authorized Absences

NMSU values diversity and the university supports cultural and religious inclusiveness. If your participation in cultural or religious observances (e.g. religious holidays, spiritual observances) conflicts with a particular class session, please notify the instructor in writing and ahead of time to be excused from class for such observances.

### S/U Grading Option

Students enrolling under the S/U grading option must earn a specific grade as designated by the instructor to receive an "S". Students must elect the grading option prior to the last day to add a class. See [ARP 4.55 Part 2](https://arp.nmsu.edu/4-55/) (<https://arp.nmsu.edu/4-55/>) for more information.

## **Incomplete Grades**

Under university policy, incompletes may be given only if a student has a passing grade at mid- semester (the last day to withdraw from a class) and is precluded from successful completion of the second half of the course by a documented illness, documented death, family crisis or other similar circumstances beyond the student's control. Visit [ARP 4.55 Part 2, Letter D \(https://arp.nmsu.edu/4-55/\)](https://arp.nmsu.edu/4-55/) for more information.

## **Six-Week Early Performance Grades**

Lower division courses are required to submit grades for work completed as of the sixth (6<sup>th</sup>) Friday of the semester. These grades will be used to facilitate opportunities for students to address performance issues. This is optional for upper division courses. ([ARP 4.55, Part 5 https://arp.nmsu.edu/4-55/](https://arp.nmsu.edu/4-55/)).

## **Class Recording**

Class lectures can be recorded and are covered by [ARP 11.05, Part 2, Letter I \(https://arp.nmsu.edu/11-05/\)](https://arp.nmsu.edu/11-05/). These recordings should not be distributed by anyone other than the instructor.

## **Academic Misconduct**

The Student Code of Conduct defines academic misconduct, non-academic misconduct and the consequences or penalties for each. The Student Code of Conduct is available in the NMSU Student Handbook online

<http://studenthandbook.nmsu.edu/>

Academic misconduct is explained at:

[https://studentlife.nmsu.edu/academic\\_integrity/academic\\_misconduct.html](https://studentlife.nmsu.edu/academic_integrity/academic_misconduct.html)

Academic misconduct is governed by ARP Policy 5.10. (<https://arp.nmsu.edu/5-10/>)