

# Syllabus Addendum

## Spring 2024

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 Spring 2024

	<b>16 Week Term</b> (January 17 – May 10)	<b>First 8 Week Term</b> <b>Mini-Semester 1</b> (January 17 – March 10)	<b>Second 8 Week Term</b> <b>Mini-Semester 2</b> (March 18 – May 10)
<b>Last day to add course without instructor Permission</b>	January 18	January 18	March 19
<b>Last day to add course with instructor permission</b>	January 26	January 22	March 21
<b>Late Registration fee assessed for courses added</b>	January 19 – 26	January 19 – 22	March 20 – 21
<b>Withdraw by and receive refund</b>	February 2	January 26	March 27
<b>Withdraw from a course with no refund (W grade)</b>	March 21	February 14	April 17

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/>)