

# CATALOG GLOSSARY

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## A

### Academic Calendar

A calendar designating important dates from the start of the fall semester and continuing through the completion of the following summer session.

### Academic College:

A degree granting academic unit, generally organized around subject matter, which house related academic Departments and degree programs.

### Academic Course:

Courses that count as credit toward a degree, or other academic credential such as a certificate, concentration or minor.

### Academic Department:

An academic unit, generally organized around subject matter, which house related degree programs and report to an Academic College.

### Academic Integrity:

Behavior that supports and affirms the fundamental values of honor, integrity and ethics.

### Academic Probation I:

Registration restrictions of no more than 13 credit hours applied when:

- An Undergraduate student on Academic Warning with 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.
- A graduate student's semester GPA is above a 3.0 and the cumulative GPA drops below 3.0; or when the semester and cumulative GPA's drop below 3.0 and the previous academic standing is Graduate Academic Good Standing.

### Academic Probation II:

Registration restrictions of no more than 7 credit hours applied when:

- An undergraduate student falls below a semester 2.0 GPA and the cumulative GPA remains below a 2.0 while on Academic Probation I, or maintains a semester GPA greater than 2.0 while on Academic Probation II but the cumulative GPA is still less than 2.0.
- A graduate student's semester GPA and the cumulative GPA drops below as 3.0 and the previous academic standing is one of Graduate Academic Probation I or Graduate Re-admit on Probation I.

### Academic Standing:

Academic standing is defined by a student's grade point average (GPA). Academic standings at NMSU are:

- Good standing
- Warning
- Probation I

- Probation II
- Suspension

### Academic Suspension:

Registration restriction barring students from enrolling in courses at NMSU for, at least, one semester when:

- An undergraduate student does not achieve a semester 2.0 GPA or higher, and the cumulative remains below a 2.0 while under Academic Probation II. Undergraduate students on Academic Suspension must sit out a minimum of 1 semester and apply for re-admission.
- A graduate student is unable to maintain a semester GPA of 3.0 or higher and the cumulative remains below 3.0 GPA while under Graduate Academic Probation II.

### Academic Warning (Undergraduate Only):

Notification to an undergraduate student, after final grades are processed, that their cumulative grade point average is below the 2.0 minimum requirement to continue enrollment at NMSU. Issued only once, the first time an undergraduate student's cumulative GPA falls below 2.0 while in good academic standing.

### Academic Year

A period of time from the start of the fall semester and continuing through the completion of the following summer session.

### Accreditation / Accredited:

Formal recognition of an educational entity that maintains standards qualifying its graduates for further study or professional practice. A university, college or program can be certified as fulfilling certain standards of national and/or regional professional associations.

### Admission:

The process of applying and meeting a set of requirements, established by the University, College, and/or degree program, that enable the student to be accepted.

### Adjusted Credit Option (ACO):

A policy that allows students who had previously experienced academic difficulty to make a fresh start. 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. This option must be approved by the Director of the Center for Academic Advising and Student Support or the Associate Dean/VP for Academics at the student's academic college.

### Administrative Withdrawal:

In the event that a student has stopped either attending class or stopped using the online Learning Management System, without formally withdrawing, the University reserves the right to remove the student from the class by means of an administrative withdrawal.

### Advanced Placement (AP):

A group of standardized tests assessing college-level knowledge. At NMSU, AP scores may be evaluated for academic transfer credit in accordance with State of NM Higher Education Department guidance.

**Advising Document:**

An unofficial document of a student's academic record, including courses taken and grades earned from time of admission to end of the last semester attended.

**Advisor:**

A University employee who helps students make informed and responsible decisions in the pursuit of their academic goals.

**Articulation:**

The process of evaluating courses to determine whether coursework completed at one college will meet the requirements for admission, transfer credit, general education, or major preparation at another college.

**Articulation Agreement:**

Agreements between community and four-year colleges which indicate the acceptability of courses in transfer toward meeting specific degree requirements. See <https://miniapps.nmsu.edu/transfer/>.

**Associate Degree (AA/AS/AAS):**

A degree, usually, granted by a community college to students who complete a specified program of study totaling a minimum of 60 credit hours of coursework. Academic associate degrees are awarded in arts or science and are designed to prepare a student to transfer to a baccalaureate program and generally cover the first two years of a four-year degree. Applied associate degrees are professional programs designed to prepare students to enter the workforce in a specific field. Associate degrees are sometimes called *two-year degrees*, in contrast to a *four-year or bachelor's degree* awarded by a university.

**Asynchronous Class (WB):**

A class that is taught fully online, with no requirement for attendance at a specific day/time.

**Audit:**

A grade mode and enrollment status that carries no course credit. Auditing a class indicates a student is attending for the purpose of reviewing the information. No grades or credits are earned and audited courses cannot be used to meet pre- or co-requisite requirements or count in enrollment verification. Full tuition is charged.

**B****Bachelor's (Baccalaureate) Degree (BA/BS):**

A level of education marked by the completion of the equivalent of four or more years of full-time education (at least 120 credit hours of coursework) designed to provide the student with a broad educational base as well as knowledge in a specific field. The baccalaureate degree requires coursework to satisfy the New Mexico General Education requirements, New Mexico State University's Viewing a Wider World requirements, and the requirements of the major field of study. Bachelor of Arts (BA), Bachelor of Science (BS), and other named bachelor degrees are offered by NMSU and many other four-year universities.

**Basic Skills:**

All undergraduate students must demonstrate Basic Academic Skills in both English and mathematics before enrolling in any upper-division course (numbered 300 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.

**C****Career Technical Courses (CTE):**

Courses that provide students with relevant technical knowledge and skills through applied learning toward the completion of a certificate or applied associates degree.

**Catalog:**

A student's official guide to programs, courses and policies.

**Catalog Year:**

The degree requirements for each program are updated and published annually, by academic year. Students must meet the degree requirements in the Catalog that was published the year they were first admitted, or any year thereafter until they graduate. Catalogs expire eight (8) academic years after the year of initial publication.

**Canvas (Learning Management System):**

A web-based learning management system (LMS) used by NMSU faculty and students to access and manage online course learning materials and communicate about skill development and learning achievement.

**CCN (State of NM Common Course Number):**

Common numbering system used to identify courses which are often required as lower division preparation for majors. The courses are taught at many colleges and universities in the State of NM. The CCN system allows counselors and students to determine equivalent courses offered at different colleges by referring to the common number.

**Certificate:**

An award granted upon completion of a prescribed series of courses preparing students for employment in selected occupation/vocational fields which require training beyond high school. A certificate indicates skill competency in a technical career area and may be earned while progressing toward degree.

- **Certificate of Achievement (1 – 15 credit hours):**

- A program of study less than 16 credits and is not eligible for Federal financial aid. It must provide 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.

- **Certificate of Completion (16+ credit hours):**

- A program of study of 16 or more credits that may be eligible for Federal financial aid and has been approved through the University 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.

**Challenge Exam:**

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 fee for challenging a course

is the same as the approved tuition rate. Courses may not be challenged under the S/U option.

### **Class:**

A scheduled section of a course offered for student enrollment during a particular semester.

### **Class Delivery Modes:**

Classes at NMSU are delivered in a variety of modalities.

- **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

### **Classification:**

Student levels are determined by the number of undergraduate credit hours completed, or by the graduate level degree program to which a student is admitted:

- Freshman (1 – 28 credit hours)
- Sophomore (29 – 59 credit hours)
- Junior (60 – 89 credit hours)
- Senior (90+ credit hours)
- Masters (Master level degree program)
- Doctoral (Doctoral level degree program)
- Non-degree seeking
- Dual credit (concurrent high school enrollment)

### **Clinical:**

A temporary, hands-on work experience course specifically in clinical settings that allow students to practice skills learned in healthcare related areas of student in a real world environment under direct supervision of a qualified clinical professional.

### **Cohort:**

A group of students that start and complete a degree or certificate program together.

### **College:**

See “Academic College”

### **College Level Examination Program (CLEP):**

A group of standardized tests assessing college-level knowledge. At NMSU, CLEP scores may be evaluated for academic transfer credit.

### **Commencement:**

The ceremonial celebration for students who have completed their program of study at the end of the semester. Commencement and graduation are not the same thing (see “Graduation”).

### **Community College:**

Postsecondary educational institution that typically offer college preparatory, workforce development, and adult education coursework.

### **Completion Rate:**

Ratio of courses completed versus attempted.

### **Concentration:**

An area of emphasis or specialization within a program or study (major). A minimum of 12 credits within the concentration are required, although some majors may require more. At the baccalaureate level, at least 9 of these 12 credits must be numbered 300 or above; at the graduate level at least 9 of these 12 credits must be numbered 500 or above. A concentration will be indicated on the student’s transcript.

### **Consent of Instructor:**

Student must receive consent of the class instructor prior to being allowed to register for the class / course section.

### **Corequisite:**

Courses that students must register for at the same time.

### **Course:**

See “Academic Course”

### **Course Exception:**

An exemption from a required course because competencies and/or learning objectives of the course have been, demonstrably, attained. An exception removes the course, and its associated credits, from a student’s degree program requirements. All substitutions must be approved the Academic Associate Dean of the College awarding the degree.

### **Course Substitution:**

The replacement of a required course in a student’s program with another course that meets the expected outcomes, has common general content, and is similarly aligned to the required course. All substitutions must be approved the Academic Associate Dean of the College awarding the degree.

### **Credit Hour:**

A measure of credit earned for course completion. A unit is based on the number of hours of instruction per week required in the classroom and/or lab or in independent study. A course earning three semester units will usually meet for three lecture hours a week. One credit hour is equal to 750 hours of instruction time per semester.

**Credit for Prior Learning (CPL):**

Competency-based education that grants academic credit to students for pre-defined documented life experiences that indicate mastered competencies in an area of study, such as state licensures.

**CRN (Course Reference Number):**

A five digit number identifying a particular class being offered for student registration.

**D****Dean / Associate Dean (Academic):**

The title of an administrative position in charge of an Academic College.

**Dean of Students:**

An administrative position, and office, that oversees the majority of student related experiences outside the college classroom, and can assist with classroom/academic related issues, as well.

**Dean's List:**

A published list of students, who were enrolled in 12 or more credit hours and earned a GPA in the top 15% of their Academic College each semester.

**Degree:**

Recognition of completion of program of study. A diploma is issued and notation posted on the transcript.

**Degree Audit (DARS / STAR):**

A system that produces individualized reports reflecting a student's academic progress toward a specific degree or credential. The degree audit is a tool for use throughout the academic career of student; from advising to graduation.

**Department:**

See "Academic Department"

**Department Head / Department Chair:**

The title of an administrative position in charge of an Academic Department.

**Developmental Courses:**

Courses that prepare students to complete required college level coursework in Math (CCDM), English (CCDE) and Writing (CCDW).

**Diploma:**

An official document issued by an educational institution signifying the recipient has successfully completed a particular program of study.

**Dropping/Withdrawing from Courses:**

Officially withdrawing from a class through the online registration system, or in person with an academic advisor or at the Student Records Office. Classes may be dropped/cancelled according to the registration deadlines posted at <https://records.nmsu.edu/students/important-dates.html>.

**Doctoral Degree:**

A degree requiring significant scholarly study beyond the master's. The individualized program of study is designed to meet the campus residency requirement and includes a minimum of 30 graduate

course credits beyond the master's. 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.

**Dual Credit:**

Students who are simultaneously enrolled in both high school and NMSU. Dual credit courses and grades appear on both the high school and college transcripts.

**E****Elective:**

Courses that are not used to meet a specific major, general education, or graduation requirements, but can be used to complete the total number of credit hours required for a degree.

**Enrollment:**

Process by which students formally select classes each term.

**Exception:**

College determination to allow a student to graduate without completing a degree requirement.

**Experiential Learning:**

A method of learning from experience that encourages reflection on the development of new skills and knowledge. Examples include internships, co-ops, study abroad, student exchange, practicums, clinicals, and field experience.

**F****Faculty (Instructor):**

Any employee who teaches classes at an educational institution.

**Fees:**

Costs, not included in tuition, to cover the cost of materials, equipment and services. Fees may be charged at the institutional level, College level, Department level, Degree/program level, and/or course level.

**FERPA (Family Educational Rights and Privacy Act):**

A Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**Financial Aid:**

Federal and State funding to assist students with the cost of their college education.

A Department at each NMSU campus that coordinates and administers this funding.

**FAFSA (Free Application for Federal Student Aid):**

Universal application for federal financial aid, typically required before consideration for any need based assistance is awarded.

**Fractional Grading:**

Plus and minus designations added to traditional letter grades (A-, B+/B-, C+) used in calculating the grade point average.

**Freshman:**

A student classification for undergraduate students who have completed less than 28 college credits, including transfer credits.

**Full-time:**

A schedule of 12 or more credit hours per semester for undergraduate students, and 9 or more credit hours per semester for graduate students.

**G****General Education (GE):**

A program of courses that provides students with a broad educational experience. Courses are typically introductory in nature and provide students with fundamental skills and knowledge in mathematics, English, arts, humanities, and physical, biological, and social sciences. Transfer students often take these classes while attending a community college. Completion of a general education program is required for the baccalaureate degree.

**General Education (GE) Certification:**

An official transcript notation verifying that a student has completed courses satisfying all or a portion of the lower division General Education (GE) requirements.

**Grade Appeals:**

It is the student's responsibility to communicate concerns they may have about any grade in a class to the instructor of the class. If the issue is not resolved, the student may formally appeal a final grade for the following reasons:

- Inconsistency between what is written in the syllabus and what is practiced.
- Grade miscalculation or other grading errors that cause a change to the final course grade.

Students may not appeal disagreements with teaching methodologies, instructor specific policies, specific course assignments, grade weighting methods, or attendance policies.

**Grade Mode:**

A method of scoring academic achievement. Grade modes include, but are not limited to, traditional letter grades, S/U grades (satisfactory/unsatisfactory), and audit.

**Grade Point Average (GPA):**

The average of all grades received. Also called GPA. Term GPA is the average of the grades received in a single semester/term. Cumulative GPA is the average of all the grades earned over the course of a student's academic career at NMSU. Transfer grades are not included in the NMSU term and cumulative GPA calculations.

**Grading System:**

Final grades are submitted at the end of each semester, by instructors, and processed by the University Student Records Office. Final grades are recorded on the students' transcripts and are available to students through the online student portal. Academic standing and GPA calculations are updated at the end of each term and, thereafter, as corrections are submitted by College Academic Associate Deans/Campus VPs for Academic Affairs.

**Graduate Certificate:**

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

**Graduate level:**

Courses offered beyond the bachelor's degree level (course numbers range between 450/4500 and 699/6999). Also, students who have received a bachelor's degree and who are enrolled in post-baccalaureate instruction.

**Graduation:**

Official confirmation that the requirements for degree were successfully completed, in accordance with the published catalog. Final degree certification is completed within the Academic College under which the degree program is offered. Then the University Student Records Office orders a diploma sent to the student and adds the degree information to the student's transcript.

**Graduation with Honors:**

Formal recognition accorded students with a cumulative GPA in the top 15% of the graduating class in their Academic College.

**Graduation with High Honors:**

Formal recognition accorded students with a cumulative GPA in the top 1.5% of the graduating class in their Academic College.

**Graduation with Highest Honors:**

Formal recognition accorded one student in each Academic College, with the highest cumulative GPA and greatest number of credits earned at NMSU of the graduating class.

**H****Hybrid class:**

Class delivery method that incorporates more than one modality, e.g., face-to-face **and** remote synchronous or asynchronous delivery. Face-to-face attendance is limited and may include alternating in-person and online synchronous or asynchronous attendance; may also provide recordings of lectures or experiential components for later reference to supplement concurrent transmission of lectures or experiential components. All students participate in all delivery modalities.

**I****Incomplete (I) Grade:**

A grade that can be issued, as agreed upon by the instructor and the student, when circumstances prevent a student from completing the coursework by the end of the enrolled term. Coursework must be completed within one year of the assignment of the I grade. If an "I" grade is not removed by the established deadline, it will either become permanent or changed to a D/F, depending on the terms stated on the "I" Grade Information Form.

**Independent Study:**

Individualized learning, which allows student to work independently under the supervision of an assigned instructor on specific topics directly



related to a course or program of study. The meeting time is arranged between the student and instructor.

### **Instructor (Faculty):**

Any employees who teaches classes at an educational institution.

### **Internship / Co-op:**

A for credit temporary student learning hands-on work experience course with an industry partner that is directly related to the student's program of study. The experience must meet pre-determined learning objectives and focus on providing practical work experience, while developing professional skills. Internships are typically unpaid, while co-op experiences tend to be paid experiences and vary in required work hours. Both types of experiences are generally completed within one semester.

## **J**

### **Junior:**

A student classification for undergraduate students who have completed 60 to 89 college credits, including transfer credits.

## **L**

### **Lab:**

A course, or portion of a course, focused on the application of an instructional strategy that allows students to interact directly with the material, models, and tools and collect data.

### **Late Registration Fee:**

A fee charged to students who register for classes after the second day of the term.

### **Lecture (Class):**

A course in which content is primarily delivered through presentation of facts, principles, context, and/or interpretation. Instruction takes place in a traditional classroom setting and/or online format.

### **Lower Division:**

Courses, usually, offered for freshmen/sophomore level credit (designated by course numbers between 100-299 and 1000-2999). Usually completed the first two years of college.

## **M**

### **Master's Accelerated Program (MAP):**

An opportunity for select undergraduate students to take graduate level courses that will apply to their future graduate degree at NMSU.

### **Master's Degree:**

A degree beyond the bachelor's, also called a graduate degree. A minimum of 30 semester graduate course credits are required for the master's degree. Master's programs involving a thesis include no more than six and no fewer than four credits of thesis. At least 15 credits for the master's degree must be for work in courses in the department in which the student was admitted. Master of Arts and Master of Science degrees are most common, but there are also professional master's degrees, such as the MFA (Master of Fine Arts) or the MBA (Master of Business Administration). Usually takes two years of full-time enrollment to complete.

### **Major:**

A program of study comprising a specific group of courses compiled to provide the expected education or training in a specialized field. The subject area in which a student pursuing a college degree develops the greatest depth of knowledge.

### **Maximum Time Frame:**

Calculation of maximum allowable hours related to limited financial aid eligibility. In general, the maximum is 150% of the required credit hours for the declared major/degree. This calculation includes all attempted hours, including repeated courses, ineligible courses, and transfer credits. Only developmental/remedial hours are excluded from the calculation.

### **Military Duty:**

Active or reserve duty students in the military who receive orders that will prohibit continued enrollment.

### **Minor:**

No less than eighteen (18) undergraduate credits or nine (9) graduate credits in an area outside a student's major department.

### **my.NMSU:**

NMSU's online student information portal that houses all online services, including registration, grades, financial aid, Canvas, MS Office 365, email, etc.

## **N**

### **New Mexico State University Global Campus (UO)**

Fully online degree programs and support services for online learners seeking bachelor, master, doctorate degrees, as well as certificates and microlearning courses, 100% online.

### **New Mexico State University System:**

The University campus and three community college campuses (Alamogordo, Doña Ana, and Grants) governed by the NMSU Board of Regents.

### **Non-Degree Status:**

Students who do not intend to earn a degree or certificate at NMSU, or who have not yet been accepted to a graduate program.

### **No Release of Information:**

Students can request that their public directory information not be released to any public entity or being by completing the "No Release of Information" form found at <https://records.nmsu.edu/forms/inventory.html>.

## **O**

### **Official Transcript:**

An official document of a student's academic record, including courses taken and grades earned from time of admission to end of the last semester attended. Official transcripts are printed on special paper and include a signature of the Registrar verifying the authenticity and accuracy of the document.

**P****Part-time:**

A schedule of less than 12 credit hours per semester for undergraduate students, and less than 9 credit hours per semester for graduate students.

**Placement Exams:**

Subject exams, administered to determine eligibility for waiver of prerequisites for specific courses. Placement exams do not award credit. Subject areas include, but are not limited to, Math, English, and Computer Science.

**Practicum:**

A temporary, hands-on work experience course integrated with academic instruction that prepares a student for specific pre-professional training in occupational fields such as education, healthcare, and the arts.

**Prerequisite:**

Course, test score, and/or grade level that must be completed before taking a specific course.

**Prior Learning Assessment (PLA):**

See "Credit for Prior Learning (CPL)".

**Priority Registration Dates:**

One

**Probation:**

See "Academic Probation I" "Academic Probation II" and "Student Code of Conduct".

**Program of Study:**

See "Major".

**Public Directory Information:**

Student information that can be released to the public without students' approval. Students can request to withhold their directory information by completing and submitting a "No Release of Information" form found at <https://records.nmsu.edu/forms/inventory.html>. NMSU has defined public directory information as:

- Name
- Aggie ID number
- Class (i.e. Freshman, Sophomore, Junior, Senior)
- College and major
- Dates of attendance
- Degree(s) earned
- Honors and awards received, including selection to the dean's or chancellor's list, honorary organization, or the GPA range for the selection
- Address
- Telephone number
- NMSU e-mail address

- Most recent previous educational institution attended

- Participation in officially recognized activities and sports

- The weight and height and age of members of athletic teams

**Q****R****Readmission**

When a student does not enroll for three consecutive terms, they must submit another application for admission and get accepted again.

**Registration:**

Process by which students formally select classes and creates a financial obligation to pay tuition and fees.

**Repeating a Course for Credit:**

When an undergraduate student has enrolled in a course more than once, each enrollment and all grades will appear on the student's transcript. Once a student receives a grade of C- or higher (or CR for transfer credits), they will not be allowed to repeat the course for credit again. A student may obtain special permission, from the advisor, to repeat a course they have already received a grade of C- or better, but the grade earned will not be included in the GPA calculation. This policy does not apply to courses that can be repeated for credit, up to a maximum number of credits, such as special topics, internships, cooperative education and thesis/dissertation.

When a graduate student has enrolled in a course more than once, each enrollment and all grades will appear on the student's transcript. Every grade earned will be included in the GPA calculation.

**Restriction (Registration):**

Conditions that apply to courses, at the class/section level, to limit registration. Common restrictions include: department approval, instructor approval, major, program, student level, student classification, campus.

**Residency for Tuition Purposes:**

Status used in calculating tuition. Students are either a resident or non-resident of the State of NM. Students are also coded as in-district or out-of-district based on County. Community Colleges, within the NMSU system, assess tuition differently depending on whether students who contribute to the local property and/or income tax base. Learn more at <https://records.nmsu.edu/students/residency.html>.

**Residency Requirement:**

The minimum number of program credit hours a student is required to earn for coursework taken at NMSU to earn a degree from NMSU.

**S****Satisfactory Academic Progress (SAP):**

Federal regulations require all students receiving financial aid to meet Satisfactory Academic Progress in order to maintain eligibility for financial aid. Undergraduate students must maintain a 2.0 cumulative GPA or greater on all hours attempted at NMSU. Graduate students must maintain a 3.0 cumulative GPA or greater. Undergraduate and Graduate students are required to pass and complete 70% of all hours attempted. Students receiving financial aid must complete their program

of study within a reasonable timeframe. The maximum timeframe is 150% of the published length of the academic program or certificate

### **Schedule of Classes:**

An online list of classes/sections offered in a term. The schedule includes class information such as course number, section number, meeting day(s)/time, the CRN (course reference number), instructor, course delivery mode, and notes.

### **Second Degree:**

Enrollment classification for students who have earned one or more bachelor's degrees.

### **Section:**

An individual course offering, distinguished from other sections by various attributes, such as meeting day, time, location, instructor, etc.

### **Semester:**

A term, within an academic year, marking the beginning and end of classes. At NMSU, each semester is fifteen (15) weeks in length and there are two semesters (fall and spring) in an academic year.

### **Senior:**

A student classification for undergraduate students who have completed 90 or more college credits, including transfer credits.

### **Social Security Number (SSN):**

A 9-digit federal identification number required for specified college purposes and taxation reporting, but subject to privacy and nondisclosure protections.

### **Sophomore:**

A student classification for undergraduate students who have completed 29 to 59 college credits, including transfer credits.

### **Student Code of Conduct (Student Handbook):**

The rights and responsibilities of NMSU students outlining the standards for social and academic conduct and providing the types of interim measures and sanctions which may be imposed for violation.

### **Student Concerns Process:**

Visit <https://report.nmsu.edu/>.

### **Summer Session:**

An academic term that is held between the end of spring and fall semesters.

### **S/U Grade Mode (Satisfactory/Unsatisfactory):**

A grade mode that 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.

Undergraduate limitations: 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.

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

Graduate limitations: With an 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:

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

### **Substitution:**

An approved exchange of course and credit where the faculty determine competencies and/or learning objectives of one course are comparable, but not equivalent, to those of the required course.

### **Suspension:**

Status whereby a student is ineligible for enrollment at NMSU due to poor academic performance or disciplinary reasons.

### **Syllabus:**

A course summary or outline distributed by an instructor, normally including topics to be covered, meeting and instructor information, assignment and deadlines, grading standards, attendance and other policies, and resources available to students.

### **Synchronous Class (ONL):**

A class that is taught fully online, with a requirement for attendance at a specific day/time.

## **T**

### **TBD:**

Abbreviation for To Be Determined. When found in the Schedule of Classes, relates to class information that has not yet been determined, such as room or instructor.

### **Term:**

A portion of an academic year. NMSU has three standard terms in an academic year: fall, spring and summer, and many abbreviated parts of term: MS1, MS2, SU1, SU2, etc.

### **Teaching Credential:**

A basic multiple or single-subject teaching credential obtained upon completion of a bachelor's degree and prescribed professional education requirements in four or more years of college.

### **TOEFL (Test of English as a Foreign Language):**

An English exam for foreign students used for admission purposes and for placement in college English classes.

### **Traditional Grading:**

Letter grade (A, B, C, D or F) used in calculating the grade point average and recommended for courses required to meet degree requirements.



**Transcript:**

A student's academic record, including courses taken and grades earned from time of admission to end of the last semester attended. May be official or unofficial, depending on the purpose for which the student is using the document.

**Transfer Courses (Transfer Credits):**

Earned credits at one institution of higher education counting toward the academic record of a student at another institution of higher education. Grades are not transferred. Transfer coursework is articulated as CR (credit) for passing grades, NC (no credit) for non-passing grades, and CD (credit but repeatable) for passing with a grade of D.

**Tuition:**

The cost a student is expected to pay for receiving instructional services at a school, college, or university. The charge is based on course type, credit hour and student's residence classification.

**U****Upper Division Courses:**

Courses, usually, offered for junior/senior level credit (designated by course numbers between 300-499 and 3000-4999). Usually completed the second two years of a four-year degree. These courses are not offered by community colleges and they often require completion of prerequisite courses. Also refers to junior and senior students.

**Undergraduate:**

Courses offered at the bachelor's degree level (course numbers range between 100/1000 and 499/4999). Also, an enrolled student who has not completed a baccalaureate degree.

**Unofficial Transcript (Advising Document):**

An unofficial document of a student's academic record, including courses taken and grades earned from time of admission to end of the last semester attended. Unofficial transcripts are NOT printed on special paper and DO NOT include a signature of the Registrar verifying the authenticity and accuracy of the document.

**W****Wait List:**

An automated function that enables students to indicate their interest in registering for a particular class/section that is already at full capacity. Students are notified, by email to their NMSU email address, when a spot opens and only have 24 hours from the receipt of the email to add themselves to the class. If the student does not add themselves to the class/section during that 24 hour window, the system automatically notifies the next student on the waitlist.

**Warning:**

Notification to a student, after final grades are processed, that their cumulative grade point average is below the requirement to continue enrollment at NMSU (2.0 for undergraduate students, 3.0 for graduate students).

**Withdraw from a Course (Drop):**

Officially withdrawing from a class/section through the online registration system, or in person with an academic advisor or at the Student Records Office. Classes may be dropped/cancelled according to the registration

deadlines posted at <https://records.nmsu.edu/students/important-dates.html>.

**Withdraw from the University:**

Officially dropping all courses and ceasing to be a student at any campus in the NMSU system.

**Work Study:**

State and federally funded programs that make part-time jobs available to students with financial need.