



Faculty Senate Transmittal and Administrative Action Routing Form

To: Office of the President

From: Faculty Senate Chair, Vimal Chaitanya

RE: **Proposition: 03-24/25** ☒ Bill ☐ Resolution ☐ Memorial ☐ Joint Proposition ☐

Other

Date: August 29, 2024

Please find enclosed Faculty Senate Legislation No. 03-24/25 entitled, "**Clarifying Exceptions to Final Exam Requirements in ARP 4.50.**" approved by the Faculty Senate on December 5, 2024.

Please Route for Approval:

Faculty Senate Request	<input checked="" type="checkbox"/> Your review and approval. <input type="checkbox"/> Please indicate your availability to meet with Faculty Senate leadership to discuss. <input type="checkbox"/> For your review and acknowledgement only (approval/veto not required for memorials and some resolutions).
Administration Action	<input type="checkbox"/> I acknowledge receipt of the above. <input type="checkbox"/> I will respond further at a later date. <input checked="" type="checkbox"/> I approve this legislation and will process according to NMSU Rules & Policies. <input type="checkbox"/> I approve this legislation on a provisional basis. It will become effective immediately, and I will place it on the Agenda for a future meeting of the Board of Regents. <input type="checkbox"/> I veto this legislation. <input type="checkbox"/> Other: <div style="text-align: right; margin-top: 10px;"><i>This should now go to Policy Steering Committee</i></div> <div style="margin-top: 20px;"> _____ Lakshmi Reddi, Interim Provost _____ Valerio Ferme, President</div> <div style="text-align: right; margin-top: 10px;">Date: <u>6.6.25</u> Date: <u>06/09/25</u></div>

Please return form to:

Mari Cisneros

Faculty Senate Recording Secretary

Email: maricis@nmsu.edu / Phone: (575) 646-3417

Proposition: 03-24/25

Proposal Type: ☒ Bill ☐ Resolution ☐ Memorial ☐ Joint Proposition ☐ Other
(If Joint proposition, also select type)

Title: Clarifying Exceptions to Final Exam Requirements in ARP 4.50

Date Submitted: 8.24.24

Sponsor(s): K. Finlator (A&S); J. Burchett (A&S), M. Burkardt (NTT, A&S); J. Jackiewicz (A&S), M. Prescott (A&S);

Proposed Committee: Student Success

Prior Approvals: N/A, none needed.

Proposal: We propose to append the following clarification to the end of the first paragraph of NMSU ARP 4.50:

“The requirement that instructors must schedule an exam or culminating activity during final exam week does not apply to courses associated with undergraduate or graduate-level independent study or research, or to courses that count for only one credit hour.”

Rationale: [NMSU ARP 4.50](#) currently states that "the exam week class time is not optional and must be used for some culminating activity, whether or not the instructor requires a final exam." This requirement only makes sense for courses that have more than one student and that are taken only once. Several examples illustrate this problem:

Addendum: <https://arp.nmsu.edu/chapter-4/4-50.html>

Normally, every class meets at least 750 minutes per credit hour. The University Student Records Office will schedule the sixteenth week of instruction of each regular semester in 2-hour blocks. These blocks may count toward the 750-minutes minimum per credit hour if necessary, or it may exceed the 750-minute rule. In either case, the exam week class time is not optional and must be used for some culminating activity, whether or not the instructor requires a final exam. The requirement that instructors must schedule an exam or culminating activity during final exam week does not apply to in-person courses associated with undergraduate or graduate-level independent study or research, laboratory or experiential learning, or supplemental instruction courses.

(1) Master's candidates and Doctoral candidates often register for research credits for one or more semesters. These credits are associated with a Canvas Shell and are even graded, so they resemble coursework administratively. However, scheduling a culminating activity at the end of each semester for this kind of coursework would be redundant with program-level graduate examinations such as a Master's Defense or a PhD Thesis defense.

(2) Applying the requirement to independent research courses in which students work one-on-one with faculty in a way that is not scheduled centrally would break the flexibility that is needed to perform and disseminate research effectively. For example, a useful culminating activity for an independent research course is to present results formally to faculty and other students; such presentations are much more well-attended if held prior to finals week.

(3) Applying the requirement to graduate professional development courses or seminars that count for only a single credit hour may not make sense if the course content does not lend itself naturally to summative evaluation. This is particularly true if students are required to take the course more than once.

(4) Supplemental Instruction courses are one-credit courses that are intended in support of, and to be taken simultaneously with, other courses. It would not make sense for such courses to include separate culminating activities.

(5) One-credit laboratory sections have special scheduling constraints. The culminating activities may occur before finals week.