



Faculty Senate Transmittal and Administrative Action Routing Form

To: Office of the President

From: Faculty Senate Chair, Vimal Chaitanya

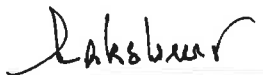
RE: **Proposition: 08-24/25** ☐ Bill ☐ Resolution ☒ Memorial ☐ Joint Proposition ☐

Other

Date: November 21, 2024

Please find enclosed Faculty Senate Legislation No. 08-24/25 entitled, “**Changes to ARP 4.46.**” approved by the Faculty Senate on January 9, 2025.

Please Route for Approval:

Faculty Senate Request	☒ Your review and approval. ☐ Please indicate your availability to meet with Faculty Senate leadership to discuss. ☐ For your review and acknowledgement only (approval/veto not required for memorials and some resolutions).
Administration Action	☐ I acknowledge receipt of the above. ☐ I will respond further at a later date. ☒ I approve this legislation and will process according to NMSU Rules & Policies. ☐ 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. ☐ I veto this legislation. ☐ Other: <i>This should now go to Policy steering Committee.</i>  _____ Lakshmi Reddi, Interim Provost Date: <u>6.6.25</u>  _____ Valerio Ferme, President Date: <u>06/09/25</u>

Please return form to:

Mari Cisneros

Faculty Senate Recording Secretary

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

Proposition: 08-24/25

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

Title: Changes to ARP 4.46

Date Submitted: November 19, 2024

Sponsor(s): Lead Sponsor: T. Aguirre (DACC)
K. Finlator (A&S), J. Rice (HEST), M. Elshinawy (ENG), D. Magoc (HEST), S. Lynch (HEST), R. Gioannini (NTT).

Proposed Committee: Curriculum and Planning

Prior Approvals: None, N/A

Proposal: Resolution

Rationale: The Student Success committee has been working on changes to ARP 4.46 for at least three years in conjunction with students, Rebecca Campbell, Student Success Fellow, and Dean Combs, Dean of Students, NMSU.

Please see word document to accompany this proposal with proposed changes highlighted in red.

DRAFT Nov 18, 2024

1Proposed Changes to ARP 4.46 Authorized Absences from Class

Redline of Proposed Version of 4.46 as “Attendance” Policy

Red is new or reworted from old, black is old.

Rationale	Policy Statements
Title worded in the positive (attendance) rather than the negative (absences) and made more general to cover the syllabus policy and appeals process.	4.46 – NMSU Course Attendance Policies
Values statement and positive wording added. Outdated covid wording removed. Added Part 1	Part 1: Purpose Participating in class is an important component of student success. However, we recognize that perfect attendance is not possible. Being absent from class when ill allows students to recover and prevents the spread of disease. Absences due to participating in sanctioned university events foster co-curricular learning and deepens the college experience.
New purpose statement more accurately reflects changes below.	ARP 4.46 articulates the NMSU Course Attendance Policies, details absences officially excused by NMSU and describes how faculty will provide an attendance policy on all course syllabi.
Part 2 – all new	Part 2: Definitions A. Attendance – being present in classes which meet face-to-face and interactive in classes which meet online. B. Engagement – beyond physical presence, the participation required during face-to-face classes or in online experiences. C. Absence – not being physically present in a face-to-face class or a lack of interactivity in an online course. D. Documentation – something that provides evidence of the cause of an absence.
Added the timely manner phrase proposed by last year’s study team. Add the “as determined” phrase to avoid vagueness. “Part 3” added	Part 3: University Excused Absences A. University Excused Absences will be excused for the reasons listed below, with the expectation that students, will be permitted to, and will be responsible for, making up course work missed due to an excused absence in a timely manner, as determined by the faculty syllabus.

Rationale	Policy Statements
Changed all references related to documentation to clearly identify who is providing the information to the faculty. Also considerations of student confidentiality were added. And in #4, indicating that faculty don't have to garner documentation if they want to just trust the student. 5.) changed wording to add clarity 6.) changed wording to add clarity 7.) addressed what office should consulted in the case of pregnancy, religious, or disability accommodations.	1. The student is representing the university at a function or event (e.g. ASNMSU officials representing the university at a legislative session, student-athletes competing in university scheduled athletic events, students traveling to a university-approved educational field trip or conference). Documentation will be provided to faculty by the student from the related university office. 2. The student is legally obligated to participate in training or has received a military deployment as an active member of the military or Reserve/National Guard. Students will provide the Military and Veterans Programs Office with official military documentation (paper, electronic orders or a Unit's memorandum) with as much advance notification as possible. Documentation will be provided to faculty by the student from the related military office. 3. The student is obligated to attend or participate in a court or legal proceeding by summons or subpoena (e.g. to serve as a juror, to testify as a witness), obligated to participate in University Investigations and Student Conduct Proceedings. Documentation can be provided to faculty by the student or, in cases where the student wishes to keep the summons or subpoena confidential, by the Dean of Students office, or equivalent office at the community colleges. 4. The student has requested a reasonable accommodation based on a conflict between an academic requirement and a religious practice or belief. If needed, documentation can be provided to faculty by the student or Office of Institutional Equity. 5. The student has been granted a reasonable accommodation consistent with the Americans with Disabilities Act of 1990 as amended and/or Section 504 of the Rehabilitation Act of 1973, amended. Documentation will be provided to faculty by either the Student Accessibility Office or the Office of Institutional Equity. 6. The student is subject to an interim measure in accordance with Title IX of the Education Act of 1972, as amended. Documentation will be provided to faculty by the Office of Institutional Equity. 7. This policy does not preclude case by case alterations for the purpose of pregnancy, religious, or disability accommodations. Students should direct requests for religious and pregnancy accommodations to the Office of Institutional Equity, and requests for student disability accommodations to Disability Access Services, or the equivalent at their college.
This is intended to cover situations where a student is accumulating multiple excused absences (from one or more categories) in a course that includes a large experiential component (e.g. internships, student teaching, labs, studio arts, etc.). There needs to be a process for maintaining course integrity. "Part 4" added	Part 4: Other Absences from Coursework A. Faculty should contact the Dean of Students Office, or equivalent office at the community colleges for guidance on situations where the accumulated number of excused and other absences, may impact the student's ability to be successful in class.

Rationale	Policy Statements
This is new and an important student success component that the course specific attendance policy is provided to students at the beginning of the semester. Note this statement does not require faculty to or grade take attendance. In those cases, the “Engagement Policy” could simply read, “attendance will not be taken or graded in this course.”	B. All Course Syllabi will include an engagement policy that describes: 1. The number of absences, for reasons other than those listed above, that will also be counted as excused. 2. How attendance or engagement will be documented. 3. If and how attendance or engagement will be graded. 4. How missing work and exams can be made-up. 5. How the student should communicate about absences, being away from asynchronous courses, or that they were absent/away. 6. The reasonable accommodation process for how the student should collaborate with the faculty to complete coursework that cannot be made up as originally assigned (e.g. group projects/presentations/lab work). This process may be facilitated by Student Accessibility Services, the Office of Institutional Equity, Dean of Students, Graduate School Dean, and/or other relevant entities at the request of either student or faculty member.
Moved to be included in the syllabus policy statements. Last year’s team had added lab work and I left it in.	C.) The reasonable accommodation process for how the student should collaborate with the faculty to complete coursework that cannot be made up as originally assigned (e.g. group projects/presentations/lab work). This process may be facilitated by Student Accessibility Services, the Office of Institutional Equity, Dean of Students, Graduate School Dean, and/or other relevant entities at the request of either student or faculty member.
This is intended to cover situations where a student is accumulating multiple excused absences (from one or more categories) in a course that includes a large experiential component (e.g. internships, student teaching, labs, studio arts, etc.). There needs to be a process for maintaining course integrity.	D.) Faculty should contact the Dean of Students Office for guidance on situations where the accumulated number of excused and other absences, may impact the student’s ability to be successful in class.
#1 and #2 are exactly like they were - - just split into numbered sections to make the different paths clearer. Appeals added to make the grievance process more normal. Reworded “aggrieved” to be concerns - - overall trying to make this more accessible.	Part 5: Attendance Policy Appeals A. Attendance Policy Appeals: Students concerns about the fairness a faculty member’s decision relating to this rule may file a grievance to the appropriate forum: 1. The Office of Institutional Equity if the student believes the faculty member’s decision was discriminatory. 2. To the Department Head as part of the student grievance process for non-discrimination based complaints found in ARP 5.13 Undergraduate Student Academic Grievances.

4.46 – Authorized Absences from Class

Policy Details

Responsible Executive: President

Responsible Administrator: Provost and Chief Academic Officer

Scope: NMSU System

Last Updated: 02/13/2018

1. Absence from class will be excused for the reasons listed below, with the expectation that students will be permitted to, and will be responsible for, making up course work missed due to an excused absence.
 1. The student is representing the university at a function or event and is making satisfactory progress in the class (e.g. ASNMSU officials representing the university at a legislative session, student-athletes competing in university scheduled athletic events, students traveling to a university-approved educational field trip or conference).
 2. The student is legally obligated to participate in training or has received a military deployment as an active member of the military or Reserve/National Guard. Students will provide the Military and Veterans Programs Office with official military documentation (paper, electronic orders or a Unit's memorandum) with as much advance notification as possible.
 3. The student is obligated to attend or participate in a court or legal proceeding by summons or subpoena (e.g. to serve as a juror, to testify as a witness).
 4. The student has requested a reasonable accommodation based on a conflict between an academic requirement and a religious practice or belief.
 5. The student has been granted a reasonable accommodation consistent with the Americans with Disabilities Act of 1990 as amended and/or Section 504 of the Rehabilitation Act of 1973, amended as documented by either the Student Accessibility Office or the Office of Institutional Equity.
 6. The student is subject to an interim measure in accordance with Title IX of the Education Act of 1972, as amended, as documented by the Office of Institutional Equity.
2. Absences based on extenuating circumstances outside the control of the student other than those listed above may be excused at the discretion of the faculty member.
3. The reasonable accommodation process for coursework that cannot be made up as originally assigned (e.g. group projects/presentations) shall be coordinated between the student and the faculty member. The process may be facilitated by Student Accessibility Services, the Office of Institutional Equity, Dean of Students, Graduate School Dean, and/or other relevant entities at the request of either student or faculty member.
4. The student or third party on behalf of the student should provide advance written notice when possible. Documentation supporting the excused absence must be presented to the faculty member for inspection, who will record the excused absence and return the documentation to the student.

5. Students aggrieved by a faculty member's decision relating to this rule may file a grievance in the appropriate forum (e.g. Office of Institutional Equity for discrimination-based complaints and the student grievance process for non-discrimination based complaints).

Related**Cross-Reference:****Revision History:**

02/13/2018 Amendment approved by Chancellor

Recompiled 2017, formerly Rule 6.16

10/21/2015 former Policy 6.16 replicated by Board of Regents as initial Rule 6.16