

Mission

Eastern New Mexico University combines a traditional learning environment with twenty first century technology to provide a rich educational experience. Eastern emphasizes liberal learning, freedom of inquiry, cultural diversity and whole student life. Excellent teaching and active learning define campus relationships. Scholarship, both primary and applied, cultural enrichment, and professional service are also important contributions of the University community.

Eastern, a state institution offering bachelor's and master's degrees, serves students from New Mexico, other states and other nations. Educational programs are offered at the Portales campus and also by interactive distance education, public broadcast television, and branch/community colleges in Roswell, New Mexico, and Ruidoso, New Mexico.

Eastern's Focus:

- Prepare students for careers and advanced study
- Impart citizenship and leadership skills and values
- Support and expand the role of education and excellent teaching at all levels, and
- Enable citizens to respond to a rapidly changing world.

History

Eastern New Mexico University (ENMU) takes pride in its many accomplishments and the reputation for excellence it has established as a comprehensive multi-campus university offering undergraduate and graduate programs in the liberal arts and sciences, education, business, fine arts and selected vocational and technical subjects.

The youngest state-supported institution of higher learning in New Mexico, ENMU opened in the fall of 1934 as a two-year junior college and became a baccalaureate institution in 1940. Graduate programs were developed by the University and accredited by the North Central Association of Colleges and Schools in 1949. The master's degree is the highest degree conferred by the University.

Distance Education

Eastern New Mexico University has been a pioneer in distance education with over 40 years of experience in alternative delivery systems for educational programs. ENMU began a distance education program by offering courses in other communities in 1957; in 1978 the University began offering instruction through educational television. Today, Eastern offers graduate programs in a variety of communities in southeast New Mexico, primarily through video conferencing,

as well as online course delivery. Programs feature a variety of delivery mechanisms, both across programs and within courses, depending on the nature and content of individual courses.

The most extensive outreach effort involves ENMU's online course offerings and videoconferencing. ENMU's videoconference courses have created a network of classes in communities in the southeastern part of the state connected to a classroom on campus where the professor is present. Videoconference courses provide two-way video and two-way audio, allowing students the opportunity to participate in class discussions and activities with students at other sites. Through this system, graduate students can pursue degrees or certificates. ENMU's videoconference system uses a trained facilitator at each receive site to assist the faculty member and the students. ENMU's commitment to distance learning is campus-wide. Golden Library provides extensive electronic and human support to distance learning students; campus services, such as advising, financial aid and other support services, are also available to distance learning students.

ENMU supports the Principles of Good Practice for Electronically Offered Academic Degree and Certificate Programs of the Western Interstate Commission for Higher Education. These efforts are in keeping with a tradition of service to students and communities in New Mexico.

The Mission of the Graduate School

The Graduate School at ENMU exists to provide a quality higher education in selected liberal arts, and pre-professional programs. These diverse programs are offered to help develop the knowledge and competency of the student in her or his field of study; to foster a spirit of inquiry by encouraging independent, original thought; to acquaint the student with the techniques of research and to promote intellectual growth.

In seeking to serve all qualified students, the Graduate School begins with the belief that education is a life-long process that demonstrates the importance of independent inquiry, objectivity and judgment. The programs offered through the Graduate School strive to provide the student with experiences which will help prepare her or him for life and livelihood in a changing world.

The Goals of the Graduate School

The Graduate School at ENMU seeks to extend the frontiers of knowledge by stimulating originality, promoting the benefits of learning, encouraging scholarship and developing a sense of professionalism.

The Graduate School actively searches for students who have the academic background, the intellectual initiative and the necessary zeal to meet the challenge set by the graduate program.

The Graduate School's Programs

The Graduate School at ENMU currently offers 13 majors, as well as five different degrees.

Most schools and departments within the various colleges of the University offer graduate curricula. Post-baccalaureate students, in consultation with the appropriate graduate faculty, should be able to plan for almost any kind of contingency. In particular, those who wish to study for a master's degree, those who wish to pursue graduate work but without intending to apply credits toward an advanced degree, and those who intend to earn credit toward professional certification or licensure should be able to select an appropriate plan of study.

The Graduate School

The Graduate School at ENMU coordinates all of the graduate programs offered by the University through the Office of the Graduate School.

Graduate Dean

The dean of the Graduate School, or graduate dean, has the principal responsibility for implementing Graduate School policies and procedures. The graduate dean approves graduate faculty and programs based on the recommendation of the college deans and the Graduate Committee. The graduate dean has other responsibilities and duties that are stated in this catalog or are inherent by the nature of the office.

Graduate Committee

The Graduate Committee, composed of Graduate Coordinators (see Page 7), has the responsibility for recommending policies, programs and plans for the Graduate School. This committee continually reviews the graduate programs, evaluates curricular proposals, acts on petitions and approves candidates for graduation. The Graduate Committee sets graduate faculty policy and annually reviews the list of graduate faculty maintained by the graduate dean.

Graduate Coordinator

While there are variations in emphasis from program to program, generally, the graduate coordinator, chosen from among the graduate faculty within a program, has the responsibility of meeting with all new graduate students to review Graduate School and program policies, and advising students on the choice of a graduate advisory committee and initial curricular planning. This person keeps the Graduate School apprised of changes in the graduate program, coordinates curricular proposals, determines students' admissibility to the program, coordinates the assignment of graduate advisors and acts on petitions related to program policies and procedures. Graduate coordinators serve at the pleasure of the University president.

Graduate Faculty

Designation as regular graduate faculty is determined by academic qualifications and experience, college and Graduate School recommendations, with final approval by the Vice President for Academic Affairs. Associate graduate faculty status may be awarded to those individuals who do not hold a terminal degree but who have professional backgrounds that make them qualified for specific courses. Temporary status may be awarded to individuals who do not have the qualifications for regular or associate status for a limited period of time to address a specific, short-term need of a program. It is expected that individuals with temporary status will receive specific guidance or mentoring by the program.

Members of the graduate faculty participate in all phases of the graduate program including teaching graduate courses, advising graduate students, supervising graduate research, and formulating graduate curriculum in appropriate disciplines, and are eligible for serving on graduate committees. Actively participating on student advisory committees, teaching courses and being involved in professional activities are expectations for continued membership.

General Academic Regulations of the Graduate School

Students are responsible for complying with all regulations of the University, the Graduate School and the program they select for their major, emphasis or non-degree interest. All graduate students at ENMU are to comply with the student Code of Conduct as posted in the Student Handbook on the web at <http://www.enmu.edu/services/student-affairs>.

Specifically, it is the student's responsibility:

1. to read, understand and adhere to all requirements and processes established in this catalog;

2. to formulate and file promptly an official degree plan approved by the graduate advisory committee, graduate coordinator and graduate dean;
3. to initiate in writing necessary changes and substitutions involving the graduate advisory committee, the major, the degree plan or other degree requirements;
4. to make arrangements for the necessary duplication and binding of the thesis, pay all fees; and
5. to apply for graduation.

Student records offices within each program maintain records for all students who have declared a major field of study. During the first semester of enrollment students should verify their records are in the appropriate office and their records are accurate and current. Students should develop the habit of asking the program records office, as well as the Office of the Graduate School, for assistance with University and Graduate School requirements and policies. These offices are also appropriate sources of information regarding changes in policy, calendars of events and other relevant matters.

The graduate dean will approve students for graduation provided:

1. they have fulfilled all degree requirements set forth in the Graduate Catalog;
2. they have completed successfully the courses listed on the approved degree plan, passed the written or oral examinations, successfully defended the thesis and submitted the necessary final copies of the thesis 10 days before the end of the final semester of enrollment.
3. their degree is conferred within six years from the semester of first graduate enrollment;
4. their curricular requirements are governed by one catalog;
5. they have a minimum cumulative graduate GPA of 3.00; and
6. they have met residency requirements applicable to their graduate program.

New catalogs are effective the fall term of the year in which they are published. Students using earlier catalogs may continue to use the courses (or appropriate course substitutions) and program requirements of the catalogs used at matriculation. However, academic standards and regulations introduced in new catalogs apply to all students. Thus, probation and suspension regulations and specific grade-point average requirements, apply to all students.

The University may make changes and exceptions to the curricular and academic policies provided that administrative and governance procedures are followed and that affected students are given reasonable consideration to individually petition for exceptions.

Petitions for Exceptions to Established Requirements and Policies

Students should initiate petitions for substitutions and exceptions to program curricular and degree plan requirements with the advice and consent of their graduate advisory committee. The petitions should be directed to the appropriate graduate coordinator, and then the graduate dean. The graduate dean has final approval for all requests for exceptions to program requirements or changes in approved graduate degree plans.

The graduate dean shall direct student petitions requesting exceptions to established Graduate School policies to the Graduate Committee who shall recommend resolution. The graduate dean has final approval for all requests for exceptions to established graduate policies and procedures.

Academic Integrity

All graduate students are expected to obey the laws of the state and nation and to pursue their academic careers with honesty and integrity. The University community regards academic dishonesty, especially cheating and plagiarism, as unacceptable conduct at any time and has established severe penalties for those found guilty of such acts.

Other Academic Conduct

Continual absenteeism or disruptive behavior in the classroom are also considered inappropriate behavior.

Penalties and Processes

The faculty member of record may determine that academic dishonesty is indicative of misrepresentation of the student's knowledge of the course material, resulting in a lower or even a failing grade in the class in which the offense occurred.

If a faculty member(s) considers the student's academic dishonesty sufficiently grave, he or she (they) may ask that the student be temporarily suspended or permanently dismissed from a graduate program.

The recommendation for suspension or dismissal will be reviewed by the graduate faculty of the program or a subgroup of three or more graduate faculty of the program as designated by the college dean. This group may be an established group such as the student's advisory committee, or a program committee for evaluating student progress; or it may be an ad hoc committee appointed by the college dean for this purpose.

The appointed graduate faculty will review the facts of the case and make a recommendation based on approved policy as established by the program or the college. The college dean's recommendation with

documentation of rationale will then be forwarded to the graduate dean who will notify the student within five working days of receipt of the recommendation. The graduate dean will provide copies of the recommendation and rationale to the student.

Appeal

Students who are recommended for dismissal or suspension for reasons of academic dishonesty may appeal to the Graduate Student Academic Appeals Committee by submitting a written request and rationale for appeal within five working days of receipt of the written notification from the graduate dean.

If the student appeals, the Graduate Student Academic Appeals Committee shall hear the case and make a recommendation to the graduate dean. The graduate dean shall review the process and recommendation to insure that University policies and procedures were followed and make a final determination about the dismissal or suspension of the student. The action of the graduate dean is final.

If the student does not appeal, the recommendation stands and the dismissal or suspension is implemented immediately and recorded on the student's official record.

If the final disposition of the case results in suspension or dismissal from the program, and the student applies for admission to another graduate program at ENMU, the facts and records may be reviewed by the graduate faculty in considering admission into the other program.

Graduate Student Academic Appeals Committee

The Graduate Student Academic Appeals Committee hears appeals by students who are accused of unprofessional behavior or academic dishonesty, as well as graduate assistants accused of inadequate performance. The Committee has no jurisdiction over matters of faculty grading or matters of student behavior covered by other University and Student Government policies and procedures.

At the beginning of each academic year, a standing committee named the Graduate Student Academic Appeals Committee is appointed. The Committee shall consist of three members of the graduate faculty and two graduate students. The Associated Student Government shall appoint one graduate faculty member, one graduate student and one alternate for each position. The Graduate Committee shall appoint one graduate faculty member, one graduate student and one alternate for each position. The graduate dean shall appoint one graduate faculty member and one alternate. The committee shall elect a chairperson from among its graduate faculty

membership with all members voting. In the event a member cannot be present, or there is a possible conflict of interest, the graduate dean at his or her discretion shall appoint an alternate.

The graduate dean will convene the committee within five University working days following receipt of the appeal if the appeal is timely. If the University is at the end of a semester or not in academic session (fall, spring or summer session), the committee will be convened within five University working days of the first day of the next semester following the date of receipt of the appeal. The committee shall review the written appeal and the recommendation of the graduate faculty and hear the appeal of the student and the graduate faculty filing the complaint. The committee can call other persons to testify as necessary. The appealing student may appear with a personally chosen representative. A record will be kept of the proceedings and forwarded to the graduate dean with the recommendation of the committee. The graduate dean will then determine final disposition of the appeal.