

## The Graduate Advisory Committee

The graduate dean refers each new student with regular or conditional status to an appropriate graduate coordinator. The graduate coordinator acts as the student's initial advisor and directs the selection of the student's graduate advisory committee, consisting of three to five graduate faculty members in the student's area of concentration and allied fields. When the committee has been selected, the graduate faculty member chosen as chair acts as the student's graduate advisor.

The responsibilities of the graduate advisory committee include the following: advisement, approval of the degree plan and the approval of a thesis or project topic (including the proposal and the final document).

The graduate advisory committee and other faculty committees of the graduate process (such as examination committees, thesis committees, program graduate faculties, etc.) operate under Sturgis Rules of Order: the chair of the committee convenes and presides at meetings, a simple majority vote prevails and the chair must vote or must resolve tie votes. In the event a committee dispute arises, the graduate dean will define the process for resolution of the issue.

The student may request a change in the advisory committee membership by petitioning the graduate dean through the graduate coordinator. Final disposition of such petitions is at the discretion of the graduate dean.

## Graduate Degree Planning Degree Plan

In accordance with departmental program requirements and with the advice of assigned graduate advisors, the student must complete a degree plan, signed by the student, all advisory committee members and the graduate coordinator before the end of the first semester of enrollment. This degree plan is to be filed in the Office of the Graduate School.

Any graduate course taken prior to filing a degree plan must be approved by the graduate advisory committee and the graduate coordinator before it can be accepted as a part of the student's degree plan.

The student may be required by the advisory committee or by the program graduate faculty to take qualifying or field examinations before preparing a degree plan. If the graduate coordinator or advisory committee finds that the student's undergraduate background is deficient for advanced work in the graduate program, the student may be required to take specific leveling courses. Undergraduate deficiencies and recommendations for removing them must be included in the degree plan. The student and the chair of the graduate advisory committee have a joint responsibility to ensure that the deficiencies are remedied as soon as possible.

## Advancement to Candidacy

A student's advancement to candidacy requires the filing of a degree plan approved and signed by all members of the graduate advisory committee, the graduate coordinator and the graduate dean, and completion of 12 hours of graduate coursework.

At the time of advancement to candidacy, the student must have a cumulative graduate GPA of 3.00. The student's degree program must: (1) meet all of the requirements of the chosen catalog, (2) include any undergraduate deficiencies and required courses specified on the student's evaluation for admission, (3) include all examinations and information requirements and (4) be recommended by the student's advisory committee and the graduate coordinator. If, in the judgment of the graduate dean, the degree program is not satisfactory, it may be returned to the student's graduate advisor for revision or remedy.

When the degree plan has been approved by the graduate dean and 12 graduate hours have been successfully completed, the student will be advanced to candidacy for the master's degree. Advancement to candidacy is required before a student may take comprehensive examinations, submit a thesis for review or apply for graduation.

All requests for modification in the final degree plan must be recommended by the majority of the graduate advisory committee and the graduate coordinator, and then presented for final approval to the graduate dean.

### **Time Limits**

A master's degree cannot be completed in less than two semesters. All work for the degree, including the final examination(s), must be completed within six years from the semester of first enrollment.

### **Leave of Absence**

If a situation arises where a student must stop pursuing a graduate degree due to personal reasons, he or she may apply for a leave of absence. The application for such must be in writing and supported by the student's advisory committee and program graduate coordinator. Such requests must specify the reason for the leave and the specific length of leave of absence requested. This request, along with supporting documentation from the advisory committee and the graduate coordinator must be submitted to and discussed with the graduate dean, who has final authority in granting or denying such requests. If a leave of absence is granted, the time limit on degree completion will be adjusted accordingly. Only one leave of absence may be granted and the leave cannot exceed two consecutive years. Upon return, a student who has been on leave must complete a readmission form in order to be reactivated in the administrative system.

### **Language Requirements**

All students must demonstrate an adequate command of written and spoken English. Some degree programs require the student to demonstrate proficiency in a second language or in statistics.

### **Thesis and Non-Thesis Plan of Study**

Two plans of study for a master's degree are offered: the thesis plan and the non-thesis plan. Both plans are available in all areas offering graduate work except as otherwise stipulated by a given program. The non-thesis plan requires a minimum of 32 hours of graduate coursework. The thesis plan requires a minimum of 24 hours of graduate coursework plus a six-hour thesis. The thesis topic must be approved by the graduate advisory committee, the graduate coordinator and the graduate dean.

### **Thesis Plan**

The Graduate School has published a general statement titled "General Thesis Guidelines" for the preparation and submission of the thesis. In addition, each program has certain expectations

for the thesis process and has prepared special regulations for use by students. Students should secure a copy of the appropriate regulations from the graduate coordinator as well as the "General Thesis Guidelines" from the Graduate School and follow them.

Each candidate choosing the thesis plan must submit a thesis which provides evidence of sound scholarly method and demonstrates the student's capacity for research, professional application or creative production.

The student must submit for approval by the graduate dean a prospectus defining a thesis topic and research design signed by the student and all members of the graduate advisory committee, and the graduate coordinator, before beginning the project. The prospectus must include a statement defining the nature and purpose of the project, the resources needed for completion of the project, the approximate project schedule and a discussion of those other matters appropriate to the research definition.

If a student's proposed research involves collecting data from or on human subjects, the proposal must be submitted to and approved by ENMU's Human Subjects Committee before it can be approved by the graduate dean. If the proposed research involves collecting data from or on vertebrates (other than humans), the proposal must be submitted to and approved by ENMU's Animal Care and Use Committee before it can be approved by the graduate dean. Please contact the Graduate School for directions on how to submit proposals to either of these two committees.

Students must complete a minimum of six hours of Master's Thesis (599) credit. Having once registered for Master's Thesis, the student must continue to register for a minimum of one hour during each regular semester (exclusive of summer) until the final copy of the thesis is approved by the graduate dean. A student who fails to register for at least one graduate hour in every semester after beginning thesis work must pay the missing tuition and fees before graduating.

Students who have registered for thesis (599) hours to prepare their prospectus must submit an acceptable prospectus to the Graduate School before the beginning of the following semester or they will not be allowed to register for additional thesis hours. Such a situation does not absolve the student of the continuous enrollment requirement

and additional thesis enrollment will be required once the prospectus is submitted in order to cover the non-enrollment period.

### **Responsibility of Graduate Advisory Committee for Thesis**

The advisory committee chair, with the advice and consent of the members of the graduate advisory committee, is responsible for the supervision of the proposed thesis, formal reports of progress, and submission of the completed manuscript. In the event of differences of opinion between thesis committee members, the chair shall resolve the issue.

The graduate advisory committee chair has full responsibility for assuring the Graduate School that the thesis conforms to stylistic, grammatical and substantive requirements of the department before signing and before allowing the thesis to be forwarded for approval. A student should allow members of the graduate advisory committee a reasonable amount of time (a minimum of two weeks) to read and critique the thesis or project report drafts and must assume full responsibility for making corrections and changes as recommended.

Students attempting to complete theses in absentia must recognize that theirs is the responsibility for processing the drafts and other documents. If graduate faculty, students or others are willing to aid a student in absentia, it is at their discretion, and the Graduate School has no obligation to support the process nor to assist the student in resolving possible conflicts that may arise later.

### **Reading Copy**

Each thesis candidate must present a reading copy of the final draft of the thesis approved by the graduate advisory committee to the graduate dean for final approval before an oral defense of thesis is scheduled and the final copy of the thesis is produced.

The reading copy of the thesis is due in the Graduate School no later than six weeks prior to the last day of the fall or spring semester, or no later than four weeks prior to the last day of the summer session. Drafts submitted past these deadlines will be considered for future semester completion.

### **Final Thesis**

Two originals of the approved final thesis, signed by all members of the graduate advisory committee and the graduate coordinator, must

be submitted to the Graduate School 10 days prior to the last day of the fall, spring or summer semester. Failure to meet the deadline will delay graduation. Final grades for thesis may not be given until two copies of the final approved thesis are delivered to the Graduate School. A certificate signifying official acceptance by the University will be signed by the graduate dean and must be included in the bound edition of the thesis. One of the thesis copies is for circulation, and the other will be deposited in Special Collections at the Eastern New Mexico University Golden Library. If the student wishes extra copies, independent arrangements should be made. A bindery fee must be paid to the Business Office cashier and the receipt presented at the time of thesis submission in the Graduate School.

### **Grading of Thesis/599 Hours**

Thesis hours (599s) are assigned S/U grades based on a student's progress. If for reasons beyond a student's control no progress was made, a grade of "I" can be awarded (see guidelines for awarding special grades in this catalog). Both the grade of "U" and "I" will count against a student's completion rate for financial aid award determinations. Thesis hours awarded a grade of "U" or "I" cannot be used to meet degree requirements. Receipt of a grade of "S" does not insure acceptable level of performance, only progress.

### **Change of Thesis or Non-thesis Plan of Study**

After the advancement to candidacy or filing of the formal degree plan, a change between a thesis and non-thesis plan of study may be made only with the approval of the student's graduate advisory committee, the graduate coordinator and the graduate dean via a new degree plan and advancement to candidacy.

### **Graduate Examinations**

The completion of a graduate degree requires several examinations, according to the dictates of the college, the department or the graduate advisory committee. The development of the program's graduate examination process is the responsibility of the program's graduate faculty, while the administration and grading of examinations may be delegated to a subcommittee of the program faculty or to the student's graduate advisory committee.

Final examinations of a comprehensive nature may be required of all students, but are required of those electing the non-thesis plan.

At the discretion of the program graduate faculty and subject to review by the graduate dean, comprehensive examinations may be written and/or oral. Some programs provide the option of an oral examination following a written examination to resolve issues of student knowledge not clarified in the written results. A final oral defense of the thesis is required for the thesis plan.

The comprehensive examinations must be taken within 12 months after completing the last course on the degree plan. At the time of taking the final examination, graduate students must be advanced to candidacy and have an average of at least 3.00 on all coursework required on the degree plan.

All comprehensive written and oral examinations, including the thesis defense, must be publicly announced five University work days in advance. This notice must be published in the *Monday Memo* and posted in the buildings that house the program and the Graduate School. The Graduate School must be notified before a student takes the final written or oral examination to ensure qualification of the student for the exam. It is the responsibility of the student and the chair of the advisory committee to schedule the oral defense of the thesis. Oral examinations are directed by the chair of the student's advisory committee and are open to auditors. Written examinations will be kept on file for a period of one year.

A report concerning the outcome of the final examination signed by the chair of the examining committee and the graduate coordinator must be sent to the graduate dean and to the student 10 days prior to the last day of the semester. This report must contain one overall grade of pass or fail for the final examination. Students who fail the final examination are eligible to retake the examination one time only. This retake may occur only within the student's six-year limit. The second exam may not be taken before the following semester and before remediation of any deficiencies identified by the graduate advisory committee. Candidates who fail the exam the second time are automatically dismissed and are no longer eligible to participate in graduate study in the program as degree-seeking students. The grading of the comprehensive examination may not be appealed.

A student who wishes to appeal her or his dismissal shall address the appeal to the graduate dean. The written request and rationale for the appeal shall be submitted within five working

days from the receipt of the written notification from the graduate dean.

When such an appeal is received, the graduate dean shall appoint a committee consisting of graduate faculty to hear the appeal and make a recommendation to the graduate dean. The graduate dean shall review the process and recommendation to ensure that University policies and procedures were followed and make a final determination about the dismissal or suspension of the student.

If the student does not appeal, the dismissal 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 will be reviewed by the graduate faculty in considering admission into another program.

## Second Master's Degree

It is possible for a student to earn more than one master's degree at the University if admitted to two graduate programs. If a student wishes to pursue two degrees concurrently, separate degree plans must be prepared and approved for each program.

If a student wishes to pursue a second degree after having already completed one degree, she or he must file a new application to the Graduate School and a new degree plan. Duplication of coursework will not be allowed to fulfill degree requirements for two master's degrees. Graduation fees will be required for each degree awarded.

## Standards of Scholarship

Because the graduate faculty continually strive to achieve excellence for the Graduate School, they have set high standards for themselves and their students. The graduate faculty fully expect graduate students to maintain a high level of performance in the program in which they are enrolled. The faculty expect each student to maintain a cumulative graduate Grade Point Average (GPA) of at least 3.00 in all courses taken as a graduate student.

The cumulative 3.00 GPA rule shall apply to the following: (a) the GPA for all graduate coursework taken; (b) the GPA for all graduate coursework taken in the field of study; and (c) all coursework taken to complete the graduate degree, including all leveling coursework on the degree plan.

No degree plan may include more than three hours of graduate coursework with a grade of “C” and students must achieve a “B” in all core courses listed on their degree plan. Some programs may have more restrictive standards.

### **Academic Standing Regular Status**

To maintain regular status, a student must maintain a minimum 3.00 GPA in all graduate work, perform adequately in all required examinations and meet all requirements by the time limits set forth in the Graduate School calendar and by the specific degree program.

### **Probation Status**

Whenever a graduate student’s cumulative graduate GPA indicates failure to make satisfactory progress, the student is considered scholastically deficient and may be placed on scholastic probation on such terms as the graduate dean shall designate.

Specifically, a student who has completed 1-11 hours and whose cumulative GPA is below 3.00, but at or above a 2.50, will be placed on probation by the dean of the Graduate School. The probationary students must raise their cumulative graduate GPA to a 3.00 within the next six hours of graduate enrollment. Failing that, the graduate dean will suspend the student.

Students must understand that scholastic probation grants them conditional permission to continue in the Graduate School after they have become scholastically deficient, but that such permission is predicated upon the expectation that students will make every effort to return to regular standing.

### **Suspension**

The graduate dean shall suspend a graduate student who has completed twelve or more graduate hours with a cumulative GPA of less than 3.00 in her or his major or with a cumulative overall GPA of less than 3.00. The Graduate School will deny further enrollment to any student whose GPA is below 2.50.

### **Clemency Policy**

Students who have previously unsuccessfully attempted graduate work at Eastern New Mexico University and who are currently ineligible for readmission due to a poor academic record may exclude from current work their past academic record by applying for clemency under this policy. To be considered for this policy, a student must not have attended Eastern New Mexico

University, any of its branches or learning centers or any other university during the last seven or more years and be readmitted through normal channels. Such students will be readmitted with conditional status.

### **Procedure**

Students who meet the above criteria may apply for clemency in the Graduate School. No courses taken prior to the students' return will be counted as credit towards their degree. Stipulations of granting clemency are:

1. The policy pertains to the calculation of the GPA for progress toward degree completion only.
2. Grades earned before clemency *will continue to show on the students' records* and a statement will be added to their transcripts to explain the action taken.
3. Students can apply for clemency only once, and it is not reversible.

### **Attendance**

Students are expected to attend all sessions of each course for which they are enrolled. Policies for class attendance are determined by each instructor, and it is the students' responsibility to abide by these rules.

### **Numbering of Courses**

Courses numbered 400 are generally senior undergraduate courses. Courses marked 400/500 may be taken for undergraduate or graduate credit; however, graduate credit enrollment requires additional work. Courses offered at the 400/500 level may not be taken to satisfy both undergraduate and graduate degree requirements. Courses numbered 500 are specifically for graduate credit and may not be taken for undergraduate credit. Once a final grade has been assigned for a 400/500 level course which is offered both at the undergraduate and graduate level, the level of credit cannot be changed. Undergraduate courses shall not count toward the graduate degree.

### **Graduate Study by Undergraduate Students**

Courses numbered 500 are not open to undergraduate students unless they are seniors in their last semester of undergraduate work or have been accepted into the five-year chemistry or mathematics programs. Such students may register for appropriate courses for graduate credit (400/500, 500) if they: (1) are enrolled in

the final semester of their undergraduate work, (2) are taking sufficient work to complete all requirements for the baccalaureate degree, (3) have a cumulative GPA of at least 3.00 and (4) are approved by the instructor, graduate coordinator and Graduate School. Students wishing to earn graduate credit on this basis must obtain a signature from a Graduate School representative on their courses request form during registration. The total combined enrollment in undergraduate and graduate work must not exceed 16 hours for the regular semester or nine hours for the summer session. Graduate work taken under this provision may not be used to meet undergraduate degree requirements.

### Maximum Enrollments

A normal maximum amount of credit earned by a graduate student per regular semester is 12 hours and six hours maximum in one four-week summer session with a total of nine for the entire eight-week summer session.

Full-time graduate assistants should enroll for a minimum of nine graduate hours unless the student and the advisor petition and the graduate dean concurs that the student has an appropriate academic load not reflected in the student credit hour load.

Overloads must be approved by the graduate advisor, the graduate coordinator and the graduate dean.

### Change of Catalog

The University may make changes and exceptions to this catalog provided proper administrative and governance procedures are followed and affected persons are given a reasonable opportunity to petition for exceptions.

Students may change to the degree program in a catalog later than the one in effect when they entered the graduate program, provided written statements prepared with the advice and consent of the students' graduate advisory committee are submitted to the Graduate School for approval. In the event the request is approved, the students accept all regulations, requirements and curricula in the new catalog.

Once the graduate dean approves the students' requests to change to the new catalog, students may not return to the earlier catalog.

## Grading System

Grades are based solely upon performance and are not negotiable.

In computing the grade-point average, the total of credits for which the grades of "A," "B," "C," "D" or "F" have been earned is divided into the total number of grade points earned.

- A. The "A" grade indicates that the quality of work has been exceedingly high and more than the minimum amount of work has been done. An "A" grade is worth four grade points per credit hour.
- B. The "B" grade indicates that the quality of the work has been adequate, all the assigned work has been properly and correctly done and classroom performance on tests, recitations, reports, etc. has been consistently average. A "B" grade is worth three grade points per credit hour.
- C. The "C" grade indicates that the quality of work is below graduate standards. No more than three graduate credit hours of "C" will count in a degree plan for a master's degree. A "C" grade is worth two grade points per credit hour.
- D. The "D" grade indicates clearly inferior performance. A "D" grade is worth one grade point per credit hour.
- E. The "F" indicates failure and is given in cases of exceptionally poor performance. An "F" grade is worth no (zero) grade points per credit hour.
- F. Graduate students may not apply the credit for a course in which they received a grade of "D" or "F" to fulfill their degree requirements; however, the grade points will be calculated in the cumulative GPA.

### Special Grades

Special grades are not computed into the student's cumulative GPA. Special grades awarded to graduate students include "S/U"-Satisfactory and Unsatisfactory and "I"-Incomplete. The "S/U" grading system is used for thesis hours and all workshops.

The "I" grade is given for passing work that could not be completed due to circumstances beyond the student's control. The following regulations apply to "I" grades.

1. In no case is an "I" to be used by faculty to avoid the assignment of "C," "D" or "F" grades for marginal or failing work.
2. The instructor will submit a copy of the signed incomplete "contract form" to the Registrar showing what must be done to make up the "I."

3. An “I” not made up by the last day of the next semester shall remain on the transcript.
4. Removal of an “I” is accomplished by the instructor submitting a change of grade form to the Registrar when the work has been completed. An “F” grade may be given for inadequate work or work not completed in a timely fashion. A student cannot remove an “I” by re-enrolling in the course. Repeating a course will give the student a new grade but will not remove the “I” from the previous registration.
5. An “I” grade will not replace an “F” grade for GPA determination.

### **Correction/Review of a Grade**

A grade may be changed only if an error has been detected in the calculation or recording of the grade. No grade change request will be considered after a period of one calendar year following the recording of a grade on the transcript. The principle of academic freedom dictates a faculty member is responsible for and has authority over grades he/she assigns and over the criteria by which the student is evaluated. However, the University has developed a grade review procedure that allows for an objective review of a disputed grade. The specific Policy for Review of Grades is available in the offices of the college deans, the Office of Academic Affairs or in the Graduate School.

### **Repeat of a Course**

A course may be repeated only once to improve the GPA by voiding the previously received grade. Any student who wishes to take advantage of this policy must file an official “Application to Repeat Form” at the time of registration.

A repeat course must correspond in number, title and description to the original course taken, or official approval must be obtained in advance from the instructor, graduate coordinator and graduate dean that the proposed course is an acceptable equivalent. A course of one type may never be repeated by a course of another type, e.g., an individual research course for a regularly scheduled classroom course, etc.

Both course enrollments and grades will appear on the transcript, but only the last grade earned will be used to calculate the cumulative GPA. Where there is a difference of hours of credit or of course number level, the value of the repeat

course will be used for the purpose of calculating the cumulative GPA and in determining the satisfaction of degree requirements.

A grade of “I” for a repeat course will not replace a previous grade.

Withdrawal from a repeat course shall cause the repeat to be canceled and the previous academic record shall remain valid.

### **Change of Enrollment- Adding or Dropping Courses**

The registration status of a student may be changed upon the student’s request with the graduate coordinator’s or Advisory Committee Chair’s approval. A student may change the registration by adding and/or dropping courses or by withdrawing from a course. All exceptions to these policies must be approved by the graduate dean.

A student may add or drop courses during the period of time specified in the University Calendar. A course which is dropped during this period will not appear on the student’s transcript. A student may not add courses after the late registration deadline has passed.

### **Withdrawal from the Graduate School**

Graduate students must notify the Graduate School in writing of their intention to withdraw.

A student who is forced by an emergency to leave the University without officially withdrawing should notify the Graduate School requesting an administrative withdrawal. In the event that the student is incapacitated, the parents, guardian or spouse may initiate the request on the student’s behalf.

### **Challenging Graduate Courses**

A graduate student may not challenge a graduate course.

### **Auditing Courses (Enrollment for No Credit)**

Students earn no credit for courses they audit. Students may audit a course or courses while concurrently enrolled in other courses for credit. Courses audited will appear on the student’s transcript as “NC,” with no credits recorded and no grades assigned. Courses enrolled in for “NC” may only be changed to “credit” during the drop/add period and may not be changed at a later date. Tuition and fees are the same for audits as for credit.

## Workshops and Individual Research

Students may apply a maximum of four semester hours toward a degree for courses entitled Individual Research (579). For Workshop (569) courses, a maximum of six semester hours is applicable. Students may apply no more than nine credits earned in courses assigning grades of “S” or “U” not including thesis. The graduate advisory committee and the graduate dean determine which among these courses, if any, are acceptable in a degree plan.

## Off-Campus Courses

A limited number of off-campus courses in the form of instructional television (ITV) and extension courses are offered. All students taking courses off-campus or by ITV for graduate credit must be admitted to the Graduate School prior to enrollment in the class. Students who plan to apply off-campus or ITV courses to a degree plan should get the approval of their graduate advisory committee before taking the course. The instructor and the course must be approved by the graduate dean before any off-campus course can be offered for graduate credit.

## Off-Campus Degree Programs

The Graduate School offers off-campus master’s degree programs in education, English and business in several communities in the region. These programs may require the student to travel to the Portales campus for coursework and other academic activities. Information about each program and its current scheduling and requirements may be obtained by contacting the appropriate college. Continuation of these programs is dependent upon the availability of adequate funding and enrollments and appropriate state policy for off-campus degree programs.

## Applying for Graduation

Graduate students completing their degrees must apply for graduation with their Graduate Coordinator by Friday of the fourth week of classes for a fall or spring semester or Friday of the second week of classes for a summer session in which they intend to complete all requirements for their degree. The application for graduation must be approved by the advisor, graduate coordinator and the graduate dean. Graduate students on the thesis plan must submit

complete approved final copies of the thesis to the Graduate School 10 days prior to the last day of the semester before the graduate dean will approve graduation. Deadlines for submitting final copies of the thesis, reporting outcome of comprehensive exam(s) and/or thesis defense and applying for graduation are printed in the University Calendar in the current class schedule. Graduation fees are published in the Tuition and Fees section of this catalog.

Students must have an overall graduate GPA of 3.00 to graduate. Graduate degrees carry no “honors” designation.

## Commencement

The University offers formal commencements in December and May of each academic year. Students wishing to participate in commencement must make application in the Office of the Registrar by the end of the fourth week of classes in the fall or spring semester. Students completing graduation requirements in a summer session may participate in either the preceding May commencement or the following December commencement. Any other exceptions must be approved by the vice president for Academic Affairs through the dean for the College in which the degree will be awarded.

## Veterans' Standards of Progress

The State Approving Agency in Santa Fe, New Mexico approves courses in the Undergraduate and Graduate catalogs for veterans claiming benefits under the Montgomery GI Bill. Entitlement programs are offered for honorably discharged veterans, active duty personnel and for dependants of medically discharged or disabled veterans. For application and certification, the potential recipient must interview with the Veterans Administration Certifying Official (VACO) and provide required documentation for approval from the Veterans Administration Regional Office (VARO). Once approval has been granted, the student must follow the VARO written guidelines given at the time of the interview which included satisfactory standards of progress. Failure to comply with the VARO guidelines may result in discontinuation of benefits. Eligibility is determined by contacting the VACO at the Office of the Registrar in the Administration Building office 105A.