

Admission Standards

Graduates of a regionally accredited college or university or an institution accredited by an agency recognized by the Council for Higher Education Accreditation (C.H.E.A.) may apply for admission to the Graduate School.

Admission Procedures

Admission to the Eastern New Mexico University Graduate School involves two separate steps:

- One: Admission to the Graduate School**
(This step must be completed by all students: degree and non-degree seeking.)
- Two: Admission into a specific graduate program**
(This step must be completed only by students seeking a master's degree.)

Step One: Application to the Graduate School

In order to receive full consideration for admission to the Graduate School, students are encouraged to study the admission policies and procedures and supply everything required for the application in a timely manner. The submission of a complete application not only expedites the admission process, it helps place the student properly and ensures that graduate study will begin without delay.

1. Application

All persons (including graduates of Eastern New Mexico University) seeking admission to the Graduate School are required to submit a formal application for admission. Applications are available from the Graduate School.

2. Application Fee

Unless previously paid, all applications must be accompanied by a \$10 application fee.

3. Transcripts

All applicants, except those applicants seeking to be admitted as Visiting Scholars or for Post-Graduate Professional Development (see non-degree classifications section of the catalog) must request an official transcript from each institution previously attended be forwarded directly to the Graduate School. Transcripts in a student's possession will not be accepted. Those students applying as Visiting Scholars are required to provide a

letter from their home institution indicating that they are degree seeking students in good academic standing in lieu of transcripts. Those students applying for Post-Graduate Professional Development status are required to provide an official copy of a transcript indicating that a graduate degree has been previously awarded.

All application materials should be forwarded to: Graduate School, ENMU Station 24, Administration Building, Room 216, 1500 S. Ave. K Portales, NM 88130, (505) 562-2147.

Timely Completion of the Admission Process

Normally, admission to the Graduate School is achieved by completing the application process at least 30 days prior to the semester of first enrollment. International students must complete the application process 60 days prior to the first semester of enrollment. Students who apply less than 30 days in advance or whose application materials are incomplete at the time of initial registration will be given an "incomplete" admission standing and allowed to enroll temporarily for one semester.

Applicants with "incomplete" admission standing must complete the application process before the end of the first semester of enrollment. The original admission letter noting an "incomplete" admission standing and its limitations will serve as the only notification the student will receive. If the admission process has not been completed within the first semester of enrollment, further enrollment in the Graduate School will be denied.

Any coursework completed while the student is classified as having an "incomplete" admission standing is subject to review and acceptance at the discretion of the program and the graduate dean.

Applicants will be notified by letter of the success of their applications. This letter will make note of a student's standing and any conditions, limitations or restrictions the program and/or Graduate School may see fit to impose. This letter serves as the only notification the student will receive. If the student does not complete the application process within the first semester of enrollment or if the undergraduate degree is from an unaccredited institution, further enrollment will be denied.

Step Two: Admission to a Graduate Program

If the applicant has qualified for admission to the Graduate School, the Graduate School will forward the student's file to the graduate coordinator in the program for evaluation. Because admission into a particular program depends on special program requirements, additional information about the student and his or her academic background may be required by the program's graduate coordinator. Such information may include, but is not limited to: Graduate Record Examination (GRE) scores, Graduate Management Admissions Test (GMAT) scores, a writing proficiency exam, qualifying or field exams or letters of recommendation.

The different graduate programs have particular admission standards and program requirements more rigorous than those of the Graduate School. Therefore, admission to the Graduate School does not entitle the applicant admission to a graduate program; it only insures consideration by the program. (Refer to individual program descriptions for specific requirements.) Further, the University reserves the right to select individuals for admission on the basis of merit in such a way as to promote the best interests of the University and the society as a whole and to maximize the potential for individual achievement.

Conditions for Readmission

Renewal of Application

Application materials for students who were admitted but did not register for the expected semester of enrollment will be retained in the Graduate School for one year (international students' files are kept for two years). To update an application within the one-year period, students may contact the Graduate School. If more than one year has passed, a new application, transcripts, etc., must be submitted.

Reapplication Following Two or More Inactive Semesters

Students who have been admitted and have previously attended classes but who have not enrolled for two or more consecutive semesters must complete a readmission form. Transcripts and other information previously submitted do

not have to be resubmitted. Students who have attended other institutions during their absence from the University must provide one official transcript from each institution attended.

Readmission Following Suspension

Any student suspended from the Graduate School must apply for readmission by submitting a written petition for reinstatement.

A graduate student suspended for the first time will not be allowed to apply for readmission until after one regular (fall or spring) semester has elapsed. A second academic suspension will result in permanent dismissal from the Graduate School. Final determination of the re-admission will be made by the Graduate Committee and the graduate dean.

Discovery of failure to reveal a previous suspension may result in immediate and permanent dismissal from the Graduate School.

International Student Admission

All international students must meet the following admission requirements for degree classification:

1. complete a formal application to the Graduate School,
2. provide an independent evaluation of each official transcript from all previously attended universities or colleges,
3. have an educational background equivalent to that required of United States citizens,
4. provide a certified financial statement with proof of ability to meet financial responsibilities while attending the University (current figures available in admission packet),
5. provide official TOEFL scores with a minimum score of 550 or verification of completion of the highest level of an intensive English program and
6. complete admission process 60 days prior to the first semester of enrollment.

An international student must be formally accepted into a graduate program before an I-20 will be issued.

Upon arrival at the University, all international students will be required to attend a special orientation before registering for courses. Tuition and fees must be paid at the time of registration. Health and accident insurance is mandatory.

Degree Classification

Students who have been admitted to the Graduate School and to a graduate program will be classified as either regular status or conditional status. The distinction between regular and conditional status is based on a variety of factors including a student's cumulative grade point average (GPA) and required leveling requirements. A student's cumulative GPA is an arithmetic average of all undergraduate course work attempted at all undergraduate institutions prior to the attainment of the baccalaureate degree:

1. **Regular Status:** This status includes students who have met all the admission requirements of the Graduate School and the graduate program, and:
 - A. have a cumulative undergraduate GPA of at least 3.00 in major and 3.00 cumulative overall;
 - B. if nine graduate hours have been attempted, have a cumulative graduate GPA of at least 3.00.
2. **Conditional Status:** This status includes students who have met all the admission requirements of the Graduate School and:
 - A. have a cumulative undergraduate GPA of less than 3.00 but more than 2.50; or
 - B. have not completed necessary leveling courses or other requirements as determined by the graduate program.

All program recommendations are forwarded to the graduate dean. Applicants are advised of admissibility and admission status in a letter from the graduate dean.

Once conditional admittees have successfully completed nine graduate hours with a cumulative graduate GPA of 3.00, successfully completed necessary leveling courses and satisfied all other requirements for admission they will be notified by the Graduate School of their change in status.

Non-Degree Classification

Non-degree classification is divided into six categories:

1. **Licensure/Certification:** Students who are enrolling in courses for teacher licensure or professional certification purposes, but who do not intend to pursue a master's degree.
2. **Personal/Professional Development:** Students enrolling in courses for personal or professional development, but who do not intend to pursue a master's degree.

3. **Post-Baccalaureate:** Students holding a baccalaureate degree who wish to enroll in undergraduate courses for personal or professional development, but who do not intend to pursue a master's degree.
4. **Academically Deficient:** Students who wish to pursue a master's degree, but whose previous academic record is below the minimum accepted for degree classification (either 2.499 cumulative undergraduate GPA or 2.999 cumulative graduate GPA after the completion of nine graduate hours).
5. **Visiting Scholar:** Students who are currently enrolled in a graduate program at a university other than ENMU, who are in good standing at their home institution and who wish to take course work from ENMU with the intent of transferring such work to their home institution. Please be aware that it is a student's responsibility to make sure that course work taken at ENMU will be accepted by their home institution.
6. **Post-Graduate Professional Development:** Students who hold a graduate degree and who seek to take courses for professional development purposes.

Generally, no more than six credit hours completed while classified non-degree will be allowed on an official degree plan if a change of status is requested and approved.

Although non-degree students are not routinely assigned an advisor, they may request that one be appointed. Non-degree students who need an advisor's signature during registration should contact a representative of the Graduate School. Students studying for teacher licensure should contact the College of Education and Technology.

Non-degree classification precludes receiving a graduate assistantship, graduate fellowships or financial aid.

Change of Status from Non-Degree to Degree Classification

Students who wish to change from non-degree to degree classification must:

1. complete a "Change of Status or Major" form, including justification for change, indicating graduate program desired;

2. have completed six graduate hours with a minimum GPA of 3.00 prior to requesting change of status; and
3. fulfill all application requirements as set forth by the graduate program.

At completion of items 1, 2 and 3, the Graduate School will forward the student's records to the appropriate graduate coordinator for evaluation and consideration for acceptance into the graduate program.

A petition for change of status does not constitute an automatic change. The change must be approved by the graduate dean upon recommendation of the graduate program. (See "Admission to a Graduate Program," Page 16.) Generally, no more than six credit hours completed while classified non-degree will be allowed on an official degree plan.

Transfer Between ENMU Graduate Programs

Transfer between graduate program requires submission of a "change of status or major" form at which time step two of the admission process must again be completed for admission into the new program. Students must complete all admission requirements of the new graduate program. (See "Admission to a Graduate Program," Page 16.) Transfer is not automatic and must be requested through the Graduate School.

Transfer of Credits from Other Institutions

A limited number of hours of graduate work completed at another C.H.E.A. graduate school may be considered for acceptance as part of a degree plan at the University, provided that:

1. the student submits a written request to her or his graduate advisory committee identifying relevant courses she or he wishes to transfer,
2. the student has earned at least a grade of "B" in each of the courses she or he wishes to transfer,
3. the student does not transfer more than nine credits toward the master's degree,
4. the transfer credits have been accepted by the graduate advisory committee to fulfill degree plan requirements,

5. the transfer credits have not satisfied a previous degree,
6. the student understands that transferred credits do not reduce the residency requirements for an advanced degree and
7. the transfer credits are within the six-year limitation for the receipt of a master's degree.

The University does not give credit for extension work from other institutions.

Approval of transfer credit is final only after it has been properly approved by a student's graduate advisory committee and graduate dean.

Extension credit may be applied toward an advanced degree if the credit is earned in extension courses taught by graduate faculty approved by the University.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the U.S. Office of Education concerning alleged failures by the institution to comply with the act.

According to FERPA, the institution can release information without written student consent in the following instances:

1. School officials with legitimate educational interest.
2. Other schools to which a student is transferring.
3. Specified officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid to a student.
5. Organizations conducting certain studies for or on behalf of the school.
6. Accrediting organizations.
7. To comply with judicial order or lawfully issued subpoena.
8. Appropriate officials in cases of health and safety emergencies.
9. State and local authorities, within a juvenile justice system, pursuant to specific State Law.
10. The final results of any institutional disciplinary proceedings for a crime of violence or non-forcible sex offense, if the institution determines that the student committed a violation of its rules or policies with respect to the crime.
11. Information to the parent or legal guardian regarding a student's violation of any law or institutional rule or policy governing the use or possession of alcohol or a controlled substance if the student is under 21 and the institution determines that the student has committed a disciplinary violation.

To have directory information withheld, a student must complete the non-disclosure form, which can be obtained and filed at the Office of the Registrar within the first two weeks of the semester. The institution has established the following as Directory Information: name, mailing addresses, telephone numbers, email addresses, date and place of birth, most recent previous school attended, major field of study, classification, dates of attendance, honors awarded, degrees and dates conferred, participation in officially recognized activities and sports and weight and height of members of athletic teams.

ENMU does not release records from other institutions, such as transcripts, ACT, CLEP, DANTES, GRE and GMAT scores.

Other information regarding disclosure of student data is available at the Office of the Registrar.