

# Academic Regulations

## Catalog of Record

This catalog is a guide to the academic regulations and the curricula of Eastern New Mexico University. **Each student is responsible for complying with all regulations of the University and of the curricular program he/she selects.**

Students may graduate under the curricular requirements established in the catalog either for the year in which they were first enrolled at ENMU-Portales or for a subsequent year of enrollment according to the following provisions: (1) the degree is conferred within six years from the end date of the catalog from which the student was enrolled. If a student is readmitted to the University, the catalog of record will be changed to the readmit year, (2) all curricular requirements are governed by one catalog and (3) the University can reasonably continue to offer the course of study.

Colleges reserve the right to require students to repeat or prove their competence in the content of course work considered outdated by passing a challenge examination. Specific information on this process is outline in the “Course Challenging” section located on page 33 of this catalog.

Colleges have the authority to extend the six years for part-time students who are continuously enrolled. A memorandum must be submitted to the Office of the Registrar with the college dean’s approval.

Curricular requirements are established by the University and include general education courses as well as specific discipline requirements. Each student’s degree program is individually planned following catalog guidelines and advisor recommendations.

Students may petition the Admission and Standards committee for approval of exceptions to the University requirements and to his/her academic advisor for curricular requirements of their degree programs.

New catalogs are effective the fall term of the year in which they are published. Students may continue to use the courses (or appropriate course substitutions) and program requirements of the catalogs used at matriculation. Academic standards and regulations, however, introduced in new catalogs apply to all students. Thus, probation and suspension regulations, specific GPA requirements, etc., 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 opportunity to petition for exceptions.

## Catalog of Record for Transfer Students

Any ENMU undergraduate student transferring from any New Mexico two-year institution or cooperating two-year institution accredited by a C.H.E.A. recognized agency has the option to select the ENMU catalog in effect during the student’s initial college enrollment, provided the ENMU enrollment is within six years of his/her initial college enrollment. However, transfer students are strongly encouraged to use the most recent catalog as this represents the most current intent of the degree program.

## Degree Plan Checklist and Official Degree Plan

**The degree plan checklist is a specific statement of the curricular program planned for the student and, as such, it defines more specifically than the catalog guidelines the course of study the student should pursue. The Degree Plan Checklist is prepared for the student at the time that the Declaration of Major form is submitted by the student to the Advising Center. Each student**

**should confer with a faculty member in his/her desired major prior to requesting preparation of a degree plan checklist. The degree plan checklist is official after review by the Office of the Registrar in the semester that the student will complete 100 credit hours and it has been approved by the advisor.**

It is the student’s responsibility:

1. to read and follow degree requirements established in this catalog;
2. to declare a major in the Advising Center at or before completing 45 hours;
3. initiate changes and substitutions regarding his or her advisor assignment, major, minor and other degree requirements;
4. upon receipt of the official degree plan from the Office of the Registrar, to review with his/her faculty advisor the course work required for graduation; and
5. to apply for graduation in the Office of the Registrar.

Undergraduate degree programs include general requirements for degrees that must be fulfilled by all baccalaureate recipients, as well as specific requirements defined within the college, school and department curricular offerings. The general requirements include the “General Education Requirements,” which are curricular plans that the faculty believe will lead each student to a broad and general level of knowledge and understanding. The typical student will complete most or all of his/her General Education Requirements within the first two years of full-time enrollment.

Students may petition their advisors, the discipline faculty and the academic administration for substitutions and exceptions to curricular requirements. Exceptions to University-wide academic requirements must be approved by the vice president for Academic Affairs.

The University will not necessarily honor errors that are made in the recording of degree plan requirements in conflict with catalog requirements and for which advance approval has not been obtained. However, the University will attempt to resolve the conflict.

## Freshman Seminar

Freshman Seminar (UNIV 101) is a three-credit-hour, graded orientation course for all first-year students at Eastern New Mexico University who have successfully completed fewer than 30 credit hours. College course work taken during high school will not count toward the 30 hours.

Taken during the first semester of enrollment, it helps students transition successfully to college as they discover the resources available to them at ENMU. It supports academic success by actively involving students in their learning process while strengthening skills, broadening horizons and developing academic and social independence. Students learn new skills, practice time management, discover their preferred learning styles, participate in campus activities and are welcomed into communities of engaged learners. ENMU’s Freshman Seminar has been developed based upon national models for successful practices and is taught by faculty and professional staff. The Freshman Seminar office is located in Student Academic Services 214, 575-562-2338.

## Clemency Policy

The Eastern New Mexico University academic clemency policy allows qualified students to redeem their academic record.

**Philosophy** — Students who have previously attempted course work at ENMU and were not successful but who wish to resume their college careers may, through the granting of academic clemency, exclude the poor academic record from current work.

**Criteria** — To be considered for clemency, a student:

1. Has not attended ENMU or any of its branches for five or more years.
2. Has completed the first 12 credit hours after returning with a minimum grade of “C” or higher in each class taken. If more than 12 hours are attempted prior to seeking clemency, the student must earn a grade of “C” or higher in each class attempted.

**Procedure** — Students who meet these criteria may apply for clemency in the Office of the Registrar after having successfully completed the first 12 or more credit hours with a grade of “C” or higher in each class taken. No courses taken prior to the student’s return will be counted in his/her Eastern New Mexico University institutional GPA or toward degree requirements.

**Note** —

1. Students can avail themselves of this policy only once and it is not reversible. Grades earned before clemency will continue to show on the student’s record with a \* beside the grade.
2. Students who have already graduated may not apply for clemency.

## Graduation and Commencement

A student completing his/her degree must apply for graduation early in the semester in which he/she intends to graduate. The deadline for applying is available online in the University Calendar at [www.enmu.edu](http://www.enmu.edu). The student may apply or obtain information about graduation and commencement in the Office of the Registrar or online at [www.enmu.edu/graduation](http://www.enmu.edu/graduation).

A student who wishes to pursue another associate’s or bachelor’s degree or who wishes to take classes as a non-degree undergraduate student must reapply for admission at [www.enmu.edu/applyNow](http://www.enmu.edu/applyNow). Those who wish to pursue a master’s degree or take courses as a non-degree graduate student must apply for admission to the graduate school. For more information see the ENMU graduate catalog or apply online at [www.enmu.edu](http://www.enmu.edu).

## Earning a Second Associate’s or Bachelor’s Degree

The following policies apply for earning an additional associate’s or bachelor’s degree. It is the obligation of the student to follow stated policies. Graduation fees will be required for each degree awarded.

The student must apply for admission to the University as a student seeking a second degree (associate’s or bachelor’s), and must complete a declaration of major request to secure a degree plan checklist.

Student must comply with the following:

1. The student must satisfactorily complete specified associate’s or bachelor’s requirements for the second degree, along with any leveling course work in the particular related area.
2. A cumulative grade point average of 2.0 on a 4.0 scale is required.
3. The curriculum for the second associate’s degree must include a minimum of 20 required resident credit hours not counted toward the first degree, or 15 hours if the first degree is from ENMU. Courses taken prior to completing the associate’s degree are included in the first degree even if the hours are not needed for that specific degree and may not be applied to the second associate’s degree. If a course is required by both degrees, a substitution must be approved by the college.
4. The curriculum for the second bachelor’s degree must include a minimum of 32 required ENMU credit hours not counted toward the first degree, 30 hours if the first degree is from ENMU. Courses taken prior to completing the bachelor’s degree are included in the first degree even if the hours are

not needed for that specific degree and may not be applied to the second bachelor’s degree. If a course is required by both degrees, a substitution must be approved by the college.

5. The degree plan and graduation approval form will serve as guidelines in determining satisfactory completion of the second degree requirement.
6. Applicable graduation fees will be assessed for each additional degree.

## Student Learning Assessment

Eastern New Mexico University is an institution centered on student learning and student development. To assess and improve its academic programs the University must obtain periodic measurements of student perceptions and intellectual growth. The University routinely conducts campus-based studies of student attitudes, student academic achievement, student satisfaction, and personal, professional and career development. As a requirement for graduation, students must participate in academic assessment. Students will be notified of their required participation. Questions about the Student Learning Assessment Program can be directed to the Assessment Resource Office at 575-562-2732 or [Assessment.Committee@enmu.edu](mailto:Assessment.Committee@enmu.edu).

## Academic Integrity

Students are responsible for achieving academic and course goals and objectives as required by their instructors and for honestly demonstrating attainment. Failure to do so may result in two different outcomes. Cheating, plagiarism or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. An act of academic dishonesty, at the will of the University, may result both in grade changes and/or disciplinary action.

Cheating behavior includes but is not limited to (a) dishonesty of any kind on examinations, quizzes, written assignments and projects; (b) unauthorized possession of examinations, quizzes or instructor records; (c) use of unauthorized notes or information during an examination or quiz exercise; (d) the obtaining of information during an examination or assignment from another individual and/or assisting another to cheat; (e) alteration of grades on an examination or assignment or in instructor or University records and (f) illegal entry or unauthorized presence in an office of the University or residence of an instructor or unauthorized access to grade records or examination and assignment requirements.

Plagiarism includes but is not limited to offering the work of another as one’s own, offering the work of another without proper acknowledgment and/or failing to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, other reference works, term papers, reports, Internet sites and other electronic media.

## Academic Credits

An academic credit, called a “credit hour,” is the equivalent of one 50-minute “contact hour” (instructor to students) per week. Other classes such as laboratories, physical education, music ensembles and workshops require more “contact hours” than the “credit hours” indicate.

## Classification of Students

Student classification is based upon the following standard of credit hours earned:

Freshman	0–29
Sophomore	30–59
Junior	60–89
Senior	90+

## Numbering of Courses

Courses are numbered according to level. Courses numbered from 090 through 099 are remedial courses; 100 through 199 are primarily for freshmen; 200 through 299, for sophomores; 300 through 399, for juniors; 400 through 499, for seniors; and 500 through 599, for graduate students. Students should select courses according to their classifications but may take courses at a lower level or one level above (i.e., freshmen may take 100- and 200-level courses, sophomores 200- and 300-level, etc.). Courses that are offered at two or more levels with identical titles may not be repeated for credit with the exception of courses specifically structured for repetition.

## Graduate Study by Undergraduate Students

Undergraduates who are nearing completion of their baccalaureate degree may register for appropriate courses for graduate credit (500-level) if they are (a) enrolled in the final semester of their undergraduate work, (b) taking sufficient work to complete the requirements for the baccalaureate degree, (c) eligible for admission to the Graduate School and (d) have a cumulative overall GPA of 3.00. Students wishing to earn graduate credit on this basis must obtain in advance the approval of the dean of the Graduate School. The total combined enrollment in undergraduate and graduate work must not exceed 16 hours for the regular semester and 10 hours for the eight-week summer session. Graduate work taken under these provisions may not be used to meet undergraduate degree requirements.

## Student Class Load

A full-time course load is 12–18 credit hours during a regular semester, 6–10 during an eight-week summer session and 4–6 during a four-week summer session. A student may take no more than 10 credit hours over the two four-week summer sessions. Overloads must be approved by the student's advisor and dean. In the summer, anything over 10 hours is an overload. Full-time status for academic purposes is not the same as full-time for Financial Aid purposes during the summer.

## Developmental Studies

Developmental Studies (DS) courses — such as English 097, MATH 094, MATH 097 and Reading 097 — are designed to improve the abilities of entering students and better prepare them for college-level course work. Placement in these courses is based on ACT/SAT sub-scores in writing, math and reading; additional diagnostic and placement testing is offered. If a student's sub-scores fall below prescribed levels she/he must take these DS courses. Students wishing to test out of a developmental course placement should check first with the Advising Center. Students who are returning to the classroom after several years absence and who have not completed math and English requirements may need to take placement tests through the Advising Center to determine their placement.

Credit for DS classes is used to satisfy financial aid requirements and grades earned in these classes are figured into the student's institutional grade average. However, credits for these classes do not count toward the hours needed to graduate. To complete these classes satisfactorily, the student must earn a letter grade of "C" or higher. If a student earns a grade of "D" or "F," she/he must retake the course. **Note:** A student will be able to receive federal financial aid for a maximum of 30 semester credit hours of DS course work.

Students must take English 097 and Reading 097 their first semester. Developmental math classes may be postponed one or two semesters. All Developmental Studies courses should be completed by the end of the third semester. Students must successfully complete any English 097 or Developmental Math class in which they are placed before enrolling in other English or Math classes. For additional information, contact the Advising Center, Student Academic Services building, Room 214, 575-562-2338.

## Enrollment for Non-Credit (Audit)

Any student may enroll for a particular course or courses for no credit while concurrently enrolled for other courses for credit. Class attendance and participation requirements for a non-credit student are to be individually determined by the instructor of the course. Students may change their enrollment from credit to non-credit or from non-credit to credit only during the drop/add period as established in the University Calendar. Courses taken for non-credit will appear on the student's transcript as "AU" with no credits recorded and no grades assigned. Tuition and fees are the same for students enrolled for non-credit as for students enrolled for credit.

## Attendance Policy

Attendance is expected at all sessions of each course for which the student is enrolled; the responsibility of attendance is placed on the student. Faculty members will establish and state in the syllabus the attendance, grading and make-up policies for their courses. Faculty members are not responsible for withdrawing students who do not attend. Non-attendance does not imply withdrawal from a course.

Absences due to participation in sanctioned University activities are considered to be authorized absences. Sanctioned activities are those which have been approved in advance by the dean of the college or the director of the unit sponsoring the activity. The sponsor of sanctioned activities will submit to the Office of Student Affairs the names of student participants and the dates of their absences. This information will be published in the *Monday Memo*.

Participation in sanctioned activities does not relieve the student of the obligation to meet the stated requirements of the course. It is the responsibility of the student to make arrangements with the instructor for any make-up work. Arrangements for make-up work must be made in advance of the absence.

## Grading System — Grade Points

Grades are based solely upon performance. They are not based upon how difficult the subject is for the student, how much time the student must devote to the course or on the student's academic status. Above all, **grades are not negotiable.**

Grades "A," "B," "C," "D" and "F" are earned and recorded at ENMU; under certain circumstances as described further in this section, grades "CRE," "I," "W," "S" and "U" may be recorded. In computing the GPA the total of credits in 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 work has been outstanding, the quality has been exceedingly high and more than the minimum amount of work has been done. The "A" student will demonstrate both a wider and deeper understanding of the subject than any other student. *Four grade points per credit hour.*
- B — The "B" grade indicates that the quality of the work has been high; that all of the assigned work has been properly and correctly done and that classroom performance on tests, recitations, reports, etc. has been consistently well above average. The "B" student occasionally exceeds the minimum mandates of the course. This grade should identify the student who is ready for and is capable of advanced work in the same subject. *Three grade points per credit hour.*
- C — The "C" grade indicates that the quality of work has been generally good, that most of the assigned work has been acceptably done and that classroom performance is quantitatively average for the class. The "C" student rarely does more than the minimum. *Two grade points per credit hour.*
- D — The "D" grade indicates that the quality of the work has been poor, that the assigned work has been substandard and often incomplete (or late) and that classroom performance

has been well below average. A **“D” grade will not count in the student’s major or minor programs.** *One grade point per credit hour.*

F — The “F” grade indicates failure and is given in cases of exceptionally poor performance. *Zero grade points per credit hour.*

I—Incomplete: 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 “D” or “F” grades for marginal or failing work.
2. The instructor will submit a copy of the signed incomplete “contract form” to the Office of the Registrar showing what must be done to make up the “I.”
3. The work to make up an “I” must be completed by the time specified on the incomplete contract form to which the instructor and student have agreed, but in no case will the time exceed the next regular semester (summer does not constitute a semester for this regulation).
4. Change of an “I” is accomplished by the instructor submitting a change of grade form to the Office of the Registrar when the work has been completed. An “F” grade will be given for inadequate work or work not completed in a timely fashion. In the event the student does complete the work and no change of grade is submitted by the faculty at the end of the next regular semester, the grade will automatically revert to an “F.” A student cannot change 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.

S — Satisfactory: The “S” grade is earned by satisfactory completion of a short-term workshop or other unique courses that have been designated for S–U grading. *Grade points are not given.*

U — Unsatisfactory: The “U” grade is earned by doing unsatisfactory work in a short-term workshop or other unique courses that have been designated for S–U grading. *Grade points are not given.*

W — Withdrawal: The “W” grade is recorded when the student has formally withdrawn from the University during the time between the last day of registration and the first day of final examinations, or from a course between the last day of registration and the date published in the semester schedule of classes. Instructors are not to give “W”s unless the student has officially withdrawn. *Grade points are not given.*

CRE — The “CRE” grade is recorded when the student receives credit by examination. *Grade points are not given.*

NC — The “NC” grade is recorded when the student registers for a class for no credit.

### Correction of Grade

A grade may be changed only if an error has been detected in the calculation or recording of the grade. Such corrections shall be made only after reasons for such change have been submitted in writing by the instructor and approved by the dean of the college with verification of procedure by the Office of the Registrar. No grade change requests will be considered after a period of one calendar year following the recording of the grade on the transcript.

### Grade Review Policy

The principle of academic freedom dictates that a faculty member is responsible for and has authority over grades which he/she assigns and the criteria by which the student is evaluated. However, the University has developed a grade review procedure which allows for an objective view of a disputed grade. The specific Policy for Review of Grades is available in the offices of college deans, in the Office of Academic Affairs and in the Student Handbook at [www.enmu.edu/student-handbook](http://www.enmu.edu/student-handbook). **No grade review request will be considered after a period of one calendar year following the recording of the grade on the transcript.**

### Dean’s List

Eastern New Mexico University publishes an undergraduate honor roll list at the end of each regular semester. To be eligible a student must complete a minimum of 15 hours of courses with a GPA between 3.25 and 4.00. Audit hours are not included toward meeting the minimum 15 hours.

### Graduation Honors

Honors are awarded for baccalaureate degrees only. Graduation honors are awarded from the overall GPA prior to the student’s final enrollment. Students whose final enrollment grades change their graduation honors status will have diplomas reordered to reflect the new honor status, delaying receipt of the diploma. Graduation honors are awarded on the student’s **overall GPA** and are determined by the following scale:

Summa Cum Laude	3.800-4.000 GPA
Magna Cum Laude	3.700-3.799 GPA
Cum Laude	3.600-3.699 GPA
With Distinction	3.500-3.599 GPA

### Repeat of Course

A course may be repeated to replace a grade earned in it. The following regulations will apply:

1. The original and any repeat courses must be from an ENMU campus (Portales or Ruidoso).
2. A course of one type may never be repeated by a course of another type, e.g., a directed study for a regularly scheduled classroom course, etc.
3. All course enrollments and grades will appear on the transcript but only the highest grade earned will be used to calculate the grade point average. Where there is a difference of hours of credit or of course number level, the value of the repeat course with the highest grade will be used for the purpose of calculating the grade point average and in determining the satisfaction of degree requirements.
4. A grade of “I” for a repeat course will not replace a previous grade.
5. Withdrawal from a repeat course shall cause the repeat to be canceled and the previous academic record shall remain valid. The student may choose to repeat the course again after the withdrawal.

Courses that are allowed to be repeated may be viewed in the course description part of the catalog.

## Administrative Drop

A student who preregisters for courses that require successful completion of a prerequisite (which the student is currently taking) and then fails the prerequisite may be administratively dropped from the course that requires successful completion of the prerequisite. The student will receive an e-mail regarding this information so other arrangements can be made (all correspondence are sent to the student's enmu.edu e-mail).

Students found lacking the required prerequisites for a course may be administratively dropped. It is advisable that students be informed of the problem at the first day of the class and allowed to change their schedules accordingly. If the student does not drop, the instructor may initiate the administrative process with the approval of the respective dean; however, if the student is allowed to remain in the class, that student will be assigned the grade earned in the course.

## Drop/Add

A student may change his/her registration by adding and/or dropping courses within the deadlines set in the University class schedule. Students may add and/or drop courses within the deadlines set by logging into MyENMU at [www.enmu.edu/myenmu](http://www.enmu.edu/myenmu). Students with an Advising Center hold will need to make arrangements with the Advising Center to add/drop courses. International students must have approval of their academic advisor and international advising officer before making any changes to their class schedules. A course dropped during the appropriate time period will not appear on the student's transcript. In a variable credit course all hours must be dropped, not just a portion of them. All exceptions to these policies must be approved by the vice president for Academic Affairs.

## Course Withdrawal

A student may change his/her registration by withdrawing from a course within the deadlines set in the University class schedule. A course withdrawn from will appear on the student's transcript with a grade of "W." Refunds will be made for withdrawals according to the refund schedule/dates printed in the class schedule.

## Complete Withdrawal from the University

A student may completely withdraw from the University within the deadlines set in the University class schedule. Students who will be withdrawing from the University must complete a university withdrawal procedure starting at the Tutoring Office, 575-562-2842. Grades will be posted for students who do not go through official withdrawal. A student who is forced by emergency circumstances to leave the University without officially withdrawing should notify the Tutoring Office. In the event the student is unable to make such a call, the parents or guardian may do so on the student's behalf. Refunds will be made according to the tuition and fees refund schedule on page 16.

## Request Course Drop/Add/Withdrawal or a Complete Withdrawal from the University after the Deadline

The University has established deadlines in order to conform to statewide enrollment reporting requirements. Deadlines have also been established to ensure that students make timely and effective decisions regarding their course work and progress toward degree completion and **protect their financial aid eligibility status**. A request to add, drop or withdraw from a course or to completely withdraw from the University after the deadline can only be honored in **extreme circumstances**, and such requests must be accompanied by **appropriate documentation and approval signatures**. Students may locate the Request to Add/Drop/Withdraw after the University Deadline at [www.enmu.edu/services/registrar/forms.html](http://www.enmu.edu/services/registrar/forms.html). The

student must use the form or send an e-mail using his/her enmu.edu e-mail address with the information needed on the form after the deadline will require the following:

1. Statement of the student's extreme circumstances
2. Appropriate documentation
3. Student's signature (on form or by using the student's enmu.edu e-mail address)
4. Instructor's signature (on form or by using the instructor's enmu.edu e-mail address)
5. Academic Advisor's signature (on form or by using the advisor's enmu.edu e-mail address)
6. Dean's signature (on form or by using the dean's enmu.edu e-mail address)
7. Vice President for Academic Affairs signature (VPAA) (on form or by using the enmu.edu e-mail address)  
(VPAA signature required if more than two weeks past the deadline)
8. If a student is requesting a complete withdrawal, he or she must obtain the approvals above and then contact the Tutoring Office at 575-562-2842 to proceed through the complete University withdrawal procedure.

## Warning, Probation and Suspension

Students are expected to maintain a good academic standing throughout their college careers. An institutional GPA of 2.00 or above is required to graduate, and the University offers special assistance to those failing to maintain good academic standing. Students not in good academic standing may be placed on warning, probation or suspension.

**Academic warning** applies to first-time freshman students who, at the end of their first enrollment at ENMU (summer semester or fall semester), have an earned GPA of less than 2.00. Students placed on academic warning must successfully participate in an academic intervention program to assist them in achieving good academic standing. Students who do not raise their cumulative and semester GPAs above 2.00 in the next term will be placed on academic probation. Academic warning applies only to students with fewer than 17 earned credit hours.

**Academic probation** applies to students with 17-29 earned credit hours with a semester GPA of 2.0 or higher but an ENMU institutional GPA **below 2.00**. Students placed on probation must successfully participate in an academic intervention program to assist them in achieving good academic standing. Students who do not raise their cumulative and semester GPAs above 2.00 in the next spring, fall or summer session will be placed on academic suspension. Students placed on probation will remain on probation until they achieve good academic standing (cumulative and semester GPAs of at least 2.00) or are suspended.

Academic suspension applies to students with 30 or more earned credit hours who have a semester GPA below 2.0 and have been on academic probation for one semester.

Hours	Academic Standing	
0-16	Warning	ENMU GPA is below 2.00 following first enrollment period (summer, fall or spring). Student is placed on academic warning.
	Probation	New student admitted on academic warning who fails to raise the ENMU cumulative GPA to 2.00 and to earn a semester GPA of 2.00 is placed on probation.
17-29	Probation	ENMU cumulative GPA is below 2.00; student's semester GPA is 2.00 or above. Student is on probation.
	Suspension	Admitted on probation, the student's ENMU cumulative and semester GPAs are below 2.00 <b>OR</b> ENMU GPA is below 2.00 after one semester on probation.
30-more	Probation	ENMU cumulative GPA is below 2.00; student's semester GPA is 2.00 or above.
30-more	Suspension	ENMU cumulative GPA is below 2.00; student's semester GPA is below 2.00 following one semester of academic probation.

Academic suspension will always be immediately preceded by at least one semester of academic probation. For transfer students admitted on probation, the first semester of attendance will be the probationary semester. Students admitted on probation will be suspended according to table above.

The first suspension will result in a denial of enrollment for one **regular** semester (fall or spring). A second academic suspension will result in a denial of enrollment for **one calendar year**. Upon a third academic suspension, the student is denied enrollment from the University for five years.

Students suspended may be readmitted after serving the suspension period. Students who have completed the mandated suspension period must follow any conditions set by the University.

Students may petition for a waiver of the mandated suspension period based on extenuating circumstances. Students suspended for a third or subsequent time must serve at least one year of the suspension period without enrollment before petitioning. A student petitioning must submit a written appeal to the Office of the Registrar for review by the Admissions and Standards Committee. Appeal forms are available online at [www.enmu.edu/services/registrar/forms/petition-for-readmission.pdf](http://www.enmu.edu/services/registrar/forms/petition-for-readmission.pdf). Students may be placed on a suspension waiver with specified conditions of enrollment. These conditions may include a required GPA, repeat of certain courses or other appropriate requirements. **Failure to meet the conditions of the suspension may result in disenrollment, further suspension or denial of re-admission to the University.**

## Independent Study Courses

Several courses are offered which provide students with the opportunity to earn credit for independent study. Requirements and topics are established by the instructor in consultation with the student **prior to registration**.

An "Approval for Special Study Courses" form must be completed by the student and signed by the instructor and the college dean prior to registration. To register for an independent study course the paperwork must be signed and approved during the add/drop time period. If an independent study form is approved after the add/drop time period the student must follow the appropriate late add requirements described on page 31. Copies of this agreement become part of the student's permanent record.

Grading for independent study courses is the same as for all other courses of the University unless otherwise specified.

## ACT/SAT Credit Examination Program

1. ENMU will award up to nine hours of credit for ACT/SAT examination scores as follows:

ACT	SAT	Credit Applied To
English 31	Verbal 700	ENG 102 (3 credit hours)
Math 31	Quantitative 690	MATH 107 and 113 (6 credits)

- Credit is given to students who take the ACT/SAT examination before the first registration at ENMU-Portales. Credit is awarded within the first semester of attendance. Transfer students must submit ACT/SAT scores for consideration for this credit.
- Any credit earned through CLEP, AP and ACT/SAT must be mutually exclusive. For example, a student cannot earn three hours of English credit through ACT/SAT and another three hours of credit for English through CLEP or AP. The total number of credits accepted from any combination of CLEP general and ACT/SAT cannot exceed 30 credit hours.
- Contact the Office of the Registrar for further details, phone 575-562-2175 or e-mail [Registrar.Office@enmu.edu](mailto:Registrar.Office@enmu.edu).

## Credit by Examination/Service

Students may earn credit by taking an approved examination or military service. ENMU accepts the following:

Advanced Placement Examinations (AP) – see exams accepted and scores required for credit on page 34

College Level Examination Program (CLEP) - see exams accepted and scores required for credit on page 35

DSST (DANTES) - see exams accepted and scores required for credit on page 36

Course Challenging – see page 33

Military Service Credit – discuss with the student's faculty advisor

To receive credit for AP, CLEP, and/or DSST (DANTES) students must provide the Office of the Registrar with scores. Credit will be accepted for transfer students as recorded on official transcripts from accredited colleges or universities. The maximum number of hours that may be applied to a degree from ACT, AP, CLEP or challenge examinations or military credit is 32 for the associate's degree and 50 for the bachelor's degree. For more information please contact the Office of the Registrar (Administration Building, Room 105) or 575-562-2175 or e-mail [Registrar.Office@enmu.edu](mailto:Registrar.Office@enmu.edu).

## Course Challenging

Course Challenging is an alternative approach to traditional classes for earning credit in a course. This option is available for students enrolled through ENMU-Portales.

A student wishing to challenge a course offered by the department and listed in the catalog begins by consulting with the instructor of that course and the department chair. A student who has already enrolled in the course or who has attended more than four weeks of the course will not be eligible to challenge the course. The faculty member or chair may require the student to produce materials demonstrating the student's preparation in the area challenged or evidence of prior course work. Normally, a student will not be allowed to challenge a course if a higher-level course has already been taken and passed. Course challenges may take the form of exams, projects, writing assignments or several different measures of course competency. Students should discuss these requirements with the instructor and department chair before deciding to challenge a course.

After consultation, the student should secure a memo from the instructor and chair authorizing the challenge. This memo, when signed by the dean, should be taken to the cashier, the challenge fee paid and the receipt plus the memo returned to the instructor administering the challenge.

The challenge exam will be scheduled at a time convenient both to the student and the instructor. If the challenge is successfully completed, the faculty member completes a "Challenge Form" (Change of Grade form amended to read "Challenge") reflecting a "CRE" grade awarded for the challenge if the student has earned a "C" or higher. If the student did not earn a "C," no form is completed and no entry is made on the student's transcript. A student may petition to challenge the course a second time, but another fee must be paid and a different test must be prepared. A maximum of 21 credits may be earned through course challenging.

## 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 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, Room 105A.

**ENMU Advanced Placement\* Credit Awards**

Examination	Score Level	Sem. Hrs.	ENMU Course Equivalent
<b>Art History</b>			
	3	3	ART 165
	4, 5	6	ART 165 and 166
<b>Biology</b>			
	4, 5	4	BIOL 113/L and
<b>Chemistry</b>			
	4, 5	4	CHEM 151/L
<b>Computer Science</b>			
A	3	3	CS 123
	4, 5	6	CS 123 and 234
<b>Economics</b>			
Microeconomics	3, 4, 5	3	ECON 222
Macroeconomics	3, 4, 5	3	ECON 221
<b>English</b>			
Language and Composition	3, 4, 5	3	ENG 102
Literature and Composition	3	3	ENG 102
	4, 5	6	ENG 102 and 211
<b>French</b>			
Language and Culture	4	8	FR 101 and 102
	5	7	FR 102 and 201
<b>German</b>			
	3	4	Lower-division language elective
	4, 5	6	Lower-division language elective
<b>Government &amp; Politics</b>			
United States	4, 5	3	PSCI 102
Comparative	4, 5	3	PSCI 207
<b>History</b>			
United States	4, 5	6	HIST 101 and 102
European	4, 5	6	HIST 121 and 122

Examination	Score Level	Sem. Hrs.	ENMU Course Equivalent
<b>Latin: Vergil</b>			
	3	4	Lower-division language elective
	4, 5	6	Lower-division language elective
<b>Mathematics</b>			
Calculus AB	3	4	MATH 124
	4, 5	8	MATH 124 and 132
Calculus BC	3	8	MATH 124 and 132
	4, 5	12	MATH 124, 132 and 202
<b>Music Theory</b>			
	3	3	MUS 241
	4, 5	6	MUS 241, 242
<b>Physics</b>			
B	3	4	PHYS 151/L
	4, 5	8	PHYS 151/L and 152/L
C	3	4	PHYS 151/L
(mechanics)	4, 5	4	PHYS 151/L
(electricity and magnetism)	4, 5	4	PHYS 151/L
<b>Psychology</b>			
	3, 4, 5	3	PSY 101
<b>Spanish</b>			
Language	4	8	SPAN 101 and 102
	5	7	SPAN 102 and 201
Literature	4	8	SPAN 101 and 102
	5	7	SPAN 102 and 201
(For students who take <b>both</b> the language and Literature tests and earn a 4 or higher on both tests, 11 credits will be awarded, SPAN 101, 102 and 201.)			
<b>Statistics</b>			
	3, 4, 5	3	STAT 213

\*AP credit will only be granted for exams on this list.

**ENMU CLEP\* Test Policy**

	<b>Cut-Off Score for Credit</b>	<b>Hours</b>	<b>ENMU Course Equivalent</b>
<b>General Examinations</b>			
College Composition	50	3	ENG 102 English Composition (ENMU requires essay)
Humanities	50	6	HUM 221 Intro to World Humanities ENG 202 Short Story
College Mathematics	50	6	MATH 107 Intermediate Algebra MATH 113 Mathematical Discovery
Social Science and History	50	3	Transcript credit for General Education, Social Studies only
<b>Subject Examinations</b>			
Biology	50	4	BIOL 113/L Biology for General Education
Business Law, Introductory	50	3	BUS 230 Business Law and Ethics I
Calculus	50	4	MATH 124 Calculus I
Pre Calculus	50	3	MATH 119 College Algebra
Chemistry	50	8	CHEM 151/L and 152/L General Chemistry I & II
College Algebra	50	3	MATH 119 College Algebra
College Composition	50	3	ENG 102 English Composition
Educational Psychology, Intro to	50	3	Psychology elective TPS/Intro to Educational Psychology
Financial Accounting	50	3	ACCT 201 Intro to Financial Accounting
French Language	50	8	FR 101 and 102 Beginning French
German Language	50	8	Lower-division elective in modern language credit
History of USA I (Early Colonization in 1877)	50	3	HIST 101 Survey of American History to 1877
History of USA II (1865 to present)	50	3	HIST 102 Survey of American History since 1877
Human Growth and Development	50	3	PSY 201 Child Psychology
Information Systems and Computer Applications	50	3	IS 293 TPS/Information Systems and Computer Applications
Macroeconomics, Principles of	50	3	ECON 221 Principles of Macroeconomics
Management, Principles	50	3	BUS 293 TPS/Principles of Management
Marketing, Principles of	50	3	MKT 201 course credit
Microeconomics, Principles of	50	3	ECON 221 Principles of Macroeconomics
Psychology, Introductory	50	3	PSY 101 Introductory Psychology
Sociology, Introductory	50	3	SOC 101 Introductory Sociology
Spanish Language	50	8	SPAN 101 and 102 Beginning Spanish I and II.
Spanish Language	60	7	SPAN 102 Continuation of Beginning Spanish II SPAN 201 Intermediate Spanish I
Western Civ. I: Ancient Near East to 1648	50	3	HIST 121 Survey of Western Civilization to 1500
Western Civ. II: 1648 to present	50	3	HIST 122 Survey of Western Civilization since 1500

\*Credit will be granted only for CLEP exams on this list.

**ENMU DSST (Dantes)\***

<b>Examination Title</b>	<b>Cut-off Score for Credit</b>	<b>Hours</b>	<b>ENMU Course Equivalent</b>
Business Law II	52	3	BUS 317 Business Law and Ethics II
Business, Introduction to	46	3	BUS 151 Introduction to Business
Civil War and Reconstruction, The	47	3	HIST 293 TPS/The Civil War Era
Computing, Introduction to	45	3	IS 151 Basic Computer Skills
Criminal Justice	49	3	CJ 102 Introduction to Criminal Justice
Financial Accounting, Principles of	49	3	ACCT 201 Introduction to Financial Accounting
Fundamentals of College Algebra	47	3	MATH 107 Intermediate Algebra
History of Vietnam War	44	3	HIST 293 TPS/Vietnam
Human Resource Management	46	3	MGT 293 TPS/Human Resource Management
Law Enforcement, Introduction to	45	3	CJ 293 TPS/ Introduction to Law Enforcement
Management Information Systems	46	3	IS 281 Spreadsheets and Data Analysis
Money and Banking	48	3	FIN 293 TPS/Money and Banking
Organizational Behavior	48	3	MGT 293 TPS/Organizational Behavior
Statistics, Principles of	48	3	STAT 213 Statistical Methods I
Supervision, Principles of	46	3	BUS 293 TPS/Principles of Supervision
World Religions, Introduction to	48	3	REL 293 TPS/Introduction to World Religions

\*Credit will only be granted for DSST or DANTES exams on this list.

# General Degree Requirements

Each student is solely responsible for complying with all academic regulations of the university and with all academic requirements of the curricular program he/she selects.

## Associate's Degree (AA) Requirements

1. 64 hours minimum.
2. 2.00 institutional (ENMU) GPA.
3. 2.00 institutional (ENMU) GPA in major (Colleges may require higher in major).
4. Final 15 hours earned from ENMU-Portales.
5. 35–36 hours minimum of General Education courses. See page 40.

**Note:** ENG 102 and ENG 104 require grades of “C” or higher.

6. Subject matter curricula specified in degree plan.
7. Three hours of UNIV 101 Freshman Seminar are required for all degree-seeking students with fewer than 30 credit hours successfully completed. The course must be taken in the first semester of enrollment at ENMU.
8. Completion of institutional general education assessment (See page 38).

**Note:** The maximum number of hours that may be applied to the associate's degree from ACT, AP, CLEP or challenge examinations or from military credit is 32.

## Bachelor's Degree Requirements

The requirements apply to the following Bachelor's degrees BA, BBA, BFA, BM, BME, BS, BSN, BSW, BUS. Exceptions or additions to these requirements are specified in the following section for the specific degrees.

1. 128 hours minimum.
2. 41 hours minimum of General Education courses. See page 41.
3. Completion of a major and minor or a composite major. Second major may be taken in lieu of a minor.
4. 40 hours minimum of upper-division work.

**Note:** All BBA degrees require at least 45 hours of upper-division business course work (300-/400-level classes). The BAAS and BOE degrees each require 18 hours of upper-division course work.

5. 2.00 institutional (ENMU) GPA.
6. 2.00 institutional (ENMU) GPA in major and minor (Colleges may require higher in major).
7. 32 hours completed at ENMU. Of the last 33 taken for the degree, 24 must be from ENMU.
8. Three hours of UNIV 101 Freshman Seminar are required for all degree-seeking students with fewer than 30 credit hours successfully completed. The course must be taken in the first semester of enrollment at ENMU.
9. Completion of HPE 142 for one credit hour.
10. IS 151 or successful completion of the ENMU computer technology assessment.
11. Completion of institutional general education assessment. (See page 38).

**Note:** The maximum number of hours that may be applied to the bachelor's degree from ACT, AP, CLEP or challenge examinations, or from military credit is 50.

## Bachelor of Arts (BA) Degree Requirements

In addition to the 11 Bachelor's Degree Requirements stated above students must demonstrate proficiency in a second language (other than English). SPAN 201 and 202; or 205; or the equivalent in a language other than Spanish. See SPAN course descriptions for prerequisites.

## Bachelor of Business Administration (BBA) Degree Requirements

1. The 11 Bachelor's Degree Requirements stated above.
2. 45 hours minimum upper-level business course credits with a grade of “C” or higher, comprised of 24 hours from the Business Core, 3 hours from the International Course and 18 hours from the major/emphasis.
3. Completion of the Basic Skills Requirement (see page 42) with a grade of “C” or higher in each course.
4. Completion of the Foundation Core (see page 43) with a grade of “C” or higher in each course.
5. Completion of the Business Core, including BUS 453, the capstone course, all with a grade of “C” or higher. BUS 453 must be taken at ENMU.
6. Completion of the International Course requirement with a grade of “C” or higher.
7. Completion of all classes necessary to fulfill the major/emphasis requirements with a grade of C or higher in each course.
8. Minimum combined 2.25 cumulative GPA on Foundation Core, Business Core and all courses necessary to complete the major/emphasis requirements.

## Bachelor of Occupational Education (BOE) Degree Requirements

1. 128 hours minimum.
  2. 18 hours minimum of upper-division course work.
  3. 2.00 institutional (ENMU) GPA.
  4. 2.70 institutional (ENMU) GPA the major.
- Note:** A grade of “D” will not count in the major.
5. 32 hours completed at ENMU. Of the last 33 taken for the degree, 24 must be from ENMU.
  6. Completion of institutional general education assessment. (See page 38).

## Bachelor of Applied Arts and Sciences (BAAS) Degree Requirements

1. 128 hours minimum.
  2. 18 hours minimum of upper-division course work.
  3. 2.00 institutional (ENMU) GPA.
  4. 2.00 institutional (ENMU) GPA in secondary concentration area(s).
- Note:** A grade of “D” will not count in the secondary concentration area courses.
5. 33 hours completed at ENMU. Of the last 33 taken for the degree, 24 must be from ENMU.
  6. Completion of institutional general education assessment. (See page 38).

**Note:** This degree is not available as a second bachelor's degree.

## Bachelor of Science in Education (BSE) Degree Requirements

1. 128 hours minimum.
2. 55-56 hours of Teaching Degree General Education.  
**Note:** ENG 102 and ENG 104 require grades of “C” or higher.
3. 40 hours minimum of upper-division work.
4. 2.80 cumulative GPA.
5. 2.80 cumulative GPA in major or minor. All grades in major and minor courses must be “C” or higher.
6. 32 hours completed at ENMU. Of the last 33 taken for the degree, 24 must be from ENMU.
7. Teacher licensure and/or endorsement course work; see advisor.
8. Three hours of UNIV 101 Freshman Seminar are required for all degree-seeking students with fewer than 30 credit hours successfully completed. The course must be taken in the first semester of enrollment at ENMU.
9. Completion of institution general education assessment (See page 38).

**Note:** The maximum number of hours which may be applied to the bachelor’s degree from ACT, AP, CLEP or challenge examinations, or from military credit is 50.

## Bachelor of Arts in Education (BAE) Degree Requirements

1. The nine BSE Degree Requirements as stated on page 38.
2. Proficiency in a second language (other than English) as described in the Bachelor of Arts Degree Requirements. See page 37

## Assessment Degree Requirement

Students who have completed 55 to 75 credit hours must participate in institutional testing of the general education program. Assessment activities are given by the Assessment Resource Office. Students who fail to participate will not be allowed to register for future semesters until the requirement has been satisfied.

## Academic Advising

All first-time college students at Eastern are advised in the Advising Center from admission until the students declare their majors at or before completion of the 45th credit hour (excluding developmental studies courses). These advisors help students plan their courses, explore majors and learn to do their own academic planning. When students declare their major (see below), they are assigned a faculty advisor who teaches in their chosen major. The Advising Center is located in the Student Academic Services building, Room 214, 575-562-2338, 888.ENMU.ADV or [www.enmu.edu/advising](http://www.enmu.edu/advising).

## Declaration of a Major and Degree Plan Checklist

On the ENMU admissions forms, students indicate an area of academic interest. However, all students must formally declare a major. **The student is required to declare a major at or before the completion of 45 hours.** This allows for careful planning with an academic advisor in the major field for meeting the requirements of that major. A student declares a major by completing a Declaration of Major form available online at [enmu.edu/advising](http://enmu.edu/advising) or contacting the Advising Center, Student Academic Services, Room 214, 575-562-2338 or 888.ENMU.ADV.

The Advising Center will complete a Degree Plan Checklist, which will allow the student and his/her faculty advisor to plan the academic program.

## Change of Major/Minor/Emphasis/Endorsement Area

A student may change a major, minor, emphasis, and/or endorsement area at any time by completing a Declaration of Major form available online at [www.enmu.edu/advising](http://www.enmu.edu/advising) or contacting the Advising Center, Student Academic Services, Room 214, 575-562-2338 or 888.ENMU.ADV. Students may be encouraged to move to the current catalog when changing majors.

## Composite Major

The composite major requires a minimum of 54 hours in two or more related fields. Composite majors do not require a minor. Composite majors are approved as such and identified in the program descriptions in this catalog. **A “D” grade will not count in the composite major.**

## Major

A major is an area of specialization for a student usually consisting of 36 hours in that area. Thirty-six-hour majors require a minor for the Bachelor of Arts (BA) and Bachelor of Science (BS) degrees. **A “D” grade will not count in the major.**

## Minor

A minor is a second field of study in which a student may earn a minimum of 15 hours. **A “D” grade will not count in the minor.**

## Subject Matter Endorsement Area/Minor

A subject matter endorsement area/minor is a component of a teaching degree. It is a second field of study and prepares a student for licensure to teach in that field as well as in his/her major. The subject matter endorsement area is the minor for teaching degrees and generally requires a minimum of 24 hours. **A “D” grade will not count in the endorsement area/minor.**

## Emphasis

An emphasis is an area of specialization within a major. **A “D” grade will not count in the emphasis.**

## Primary Concentration Area

A primary concentration area is that component of the BAAS degree consisting of 35-58 hours of technical or vocational work from a transfer institution. **A “D” grade will not count in the primary concentration.**

## Secondary Concentration Area

A secondary concentration area is a component of the BAAS degree. It requires a minimum of one 24-hour block in a field of study or two 15-hour blocks in different fields. **A “D” grade will not count in the secondary concentration.**

## Degree Abbreviations

AA	Associate of Arts
BA	Bachelor of Arts
BAAS	Bachelor of Applied Arts and Sciences
BAE	Bachelor of Arts in Education
BOE	Bachelor of Occupational Education
BBA	Bachelor of Business Administration
BFA	Bachelor of Fine Arts
BM	Bachelor of Music
BME	Bachelor of Music Education
BS	Bachelor of Science
BSE	Bachelor of Science in Education
BSN	Bachelor of Science in Nursing
BSW	Bachelor of Social Work
BUS	Bachelor of University Studies
CC	Certificate of Completion

## Academic Discipline Abbreviations

The following abbreviations are used to denote courses in a particular discipline and will be used throughout this catalog:

ACCT	Accounting
AG	Agriculture
ANTH	Anthropology
ART	Art
AVS	Aviation Science
BIOL	Biology
BLED	Bilingual Education
BUS	Business Administration
CDIS	Communicative Disorders
CHEM	Chemistry
COMM	Communication
CS	Computer Science
CJ	Criminal Justice
DFM	Digital Filmmaking
DNC	Dance
ECON	Economics
EDF	Education Foundations
EET	Electronics Engineering Technology
ELED	Elementary Education
EMGT	Emergency Management
EMSM	Emergency Medical Services Management
ENG	English
ESL	English as a Second Language
EXCH	Exchange Study
FCS	Family and Consumer Sciences
FIN	Finance
FR	French
GEOG	Geography
GEOL	Geology
GR	Greek
HEB	Hebrew
HIST	History
HPE	Health and Physical Education
HRTM	Hospitality Management
HUM	Humanities
IS	Information Systems
MATH	Mathematics
MGT	Management
MKT	Marketing
MUED	Music Education
MUS	Music
NURS	Nursing
PHIL	Philosophy
PHYS	Physics
PSCI	Political Science

PSY	Psychology
PTE	Professional Technical Education
RED	Reading Education
REL	Religion
RGSC	Range Science
SED	Secondary Education
SOC	Sociology
SPAN	Spanish
SPED	Special Education
STAT	Statistics
SWK	Social Work
THTR	Theatre
UNIV	University (Freshman Seminar)

## College Abbreviations

CET	College of Education and Technology
CFA	College of Fine Arts
CLAS	College of Liberal Arts and Sciences
COB	College of Business

## General Education Philosophy

**Purpose** — The General Education curriculum at Eastern New Mexico University is designed to:

- prepare graduates for a lifetime of learning and responsible citizenship;
- provide for the study of a broad spectrum of subjects beyond the student's chosen field and
- help students develop substantial analytical and communicative skills; gain a sense of social, ethical and cultural values and appreciate the application of these values in societies.

**Learning Requirements** — The General Education curriculum is designed to fulfill the following learning outcomes:

- use written and spoken English effectively, which includes the ability to read and to listen with understanding and critical discernment;
- understand and apply scientific principles and develop an awareness of the role of science and technology in the contemporary world;
- understand and be able to utilize modern technology (including computer literacy);
- understand and apply basic mathematical principles;
- gain a basic understanding of human society and cross-cultural variations, including the ways individuals and groups function, interact and change;
- gain a perspective on the humanities in order to appreciate their value to the individual and society;
- develop an awareness and appreciation of fine arts through cognitive activities and affective experiences;
- develop an awareness and appreciation for culturally diverse value systems and modern realities of global interconnections within a framework of understanding and justice;
- acquire abilities to promote physical and mental well-being; and
- explore or further develop interests outside major or minor.

## Associate's Degree General Education Requirements

Courses in **bold** are not included in the New Mexico 35-hour General Education Core Matrix. Refer to page 14 for New Mexico General Education Core information. Students planning to transfer should consult the new institution regarding the acceptability of these courses for general education.

### Course Requirements

- I. Communicating Effectively .....9 hours  
 ENG\* 102 (NMCCNS 1113) .....3 hours  
 ENG\* 104 (NMCCNS 1123) .....3 hours  
 Selected from COMM courses below: .....3 hours  
 COMM 101 (NMCCNS 1213)  
 COMM 102 (NMCCNS COMM 1113)  
 COMM 202  
**\*Note:** Grade of "C" or higher required for satisfactory completion.
- II. Understanding and Applying Mathematical Principles (selected from courses below) .....3 hours  
 MATH 113, MATH 114  
 MATH 119 (NMCCNS MATH 1113)  
 MATH 120 (NMCCNS MATH 1213)  
 MATH 124 (NMCCNS MATH 1614)  
 STAT 213 (NMCCNS MATH 2114)
- III. Science (with labs).....8 hours  
 Classes cover the scientific method and history of science, focusing on the "discovery" approaches and general themes as opposed to primarily being data-oriented.  
**ANTH 245/L** (NMCCNS ANTH 2213/2211), BIOL, CHEM, GEOL, PHYS
- IV. Social Science (Two classes from different disciplines) ..... 6-9 hours  
 Classes focus on the individual and society and an understanding of social behavior from various modes of inquiry. Classes also relate the student's own experiences to the complex, pluralistic and global societies.  
 ANTH/GEOG 103 (NMCCNS ANTH/GEOG 1113), ANTH 233  
 ANTH 243 (NMCCNS ANTH 2113)  
 BUS 151 (NMCCNS BUSA 1113)  
 ECON 200  
 ECON 221 (NMCCNS ECON 2113)  
 ECON 222 (NMCCNS ECON 2123)  
**FCSE/LED 221**  
 PSCI 101 (NMCCNS POLS 1113)  
 PSCI 102 (NMCCNS POLS 1123)  
 PSY 101 (NMCCNS PSYC 1113)  
**PSY 201, PSY 202**  
 SOC 101 (NMCCNS SOCI 1113)  
 SOC 212 (NMCCNS SOCI 2113)  
 SOC 215 (NMCCNS SOCI 2213)
- V. Humanities and Fine Arts ..... 6-9 hours  
 Courses must come from different disciplines and must include a minimum of 3 hours from category a and three hours from category b. **Note:** Total number of hours from categories IV and V combined must be 15.
- a. Fine Arts. Classes focus on creative thinking, concept of beauty, the process of expressing art and its role in culture, etc.; include appreciation and creative applications classes.  
 ART 101, ART 135  
 ART 131 (NMCCNS ARTS 1113)  
 ART 165 (NMCCNS ARTS 2113)  
 ART 166 (NMCCNS ARTS 2123)

### ART 210, ART 231, ART 271

DNC 101 (NMCCNS DANC 1013)

DNC 210

MUS 101

MUS 113 (NMCCNS MUSI 1113)

MUS 113B (NMCCNS MUSI 1413)

MUS 113E, MUS 163, MUS 241, Music Ensembles

THTR 111 (NMCCNS THTR 1113)

THTR 113, THTR 121

- b. Humanities. Classes explore traditions and thinking which shaped the Western world, various modes of analysis and varied ways people have experienced their culture and the larger world.

### CDIS 144, CDIS 244, CDIS 245, CDIS 246

ENG 202 (NMCCNS ENGL 2343)

ENG 203 (NMCCNS ENGL 2323)

ENG 204

ENG 211 (NMCCNS ENGL 2213)

ENG 221 (NMCCNS ENGL 2413)

ENG 222 (NMCCNS ENGL 2423)

ENG 251 (NMCCNS ENGL 2513)

ENG 252 (NMCCNS ENGL 2523)

FR 101 (NMCCNS FREN 1114)

FR 102 (NMCCNS FREN 1124)

FR 201 (NMCCNS FREN 2113)

FR 202 (NMCCNS FREN 2123)

### GR 201, GR 202

### HEB 201, HEB 202

HIST 101 (NMCCNS HIST 1113)

HIST 102 (NMCCNS HIST 1123)

HIST 121 (NMCCNS HIST 1053)

HIST 122 (NMCCNS HIST 1063)

HIST 203 (NMCCNS HIST 2113)

HUM 221, HUM 222

PHIL 201 (NMCCNS PHIL 1113)

PHIL 202 (NMCCNS PHIL 1213)

PHIL 211 (NMCCNS PHIL 2113)

REL 101, REL 103, REL 107

SPAN 101 (NMCCNS SPAN 1114)

SPAN 102 (NMCCNS SPAN 1124)

### SPAN 105, SPAN 205

SPAN 201 (NMCCNS SPAN 2113)

SPAN 202 (NMCCNS SPAN 2123)

### Total Associate's Degree General

Education Requirements .....35 hours

## Bachelor's Degree General Education Requirements

**Note:** General Education Requirements for teaching degrees differ from those for other degrees and may be found on page 50.

Courses in **bold** are not included in the New Mexico 35-hour General Education Core Matrix. Refer to page 14 for New Mexico General Education Core information. Students planning to transfer should consult the new institution regarding the acceptability of these courses for general education.

### Course Requirements

- I. Communicating Effectively .....9 hours  
 ENG\* 102 (NMCCNS ENGL 1113) .....3 hours  
 ENG\* 104 (NMCCNS ENGL 1123) .....3 hours  
 Selected from COMM courses below: .....3 hours  
 COMM 101 (NMCCNS COMM 1213)  
 COMM 102 (NMCCNS COMM 1113)  
 COMM 202  
**\*Note:** Grade of “C” or better required for satisfactory completion.
- II. Understanding and Applying Mathematical Principles (selected from courses below) .....3 hours  
 MATH 113, MATH 114  
 MATH 119 (NMCCNS MATH 1113)  
 MATH 120 (NMCCNS MATH 1213)  
 MATH 124 (NMCCNS MATH 1614)  
 STAT 213 (NMCCNS MATH 2114)
- III. Science (with labs) .....8 hours  
 Classes cover the scientific method and history of science, focusing on “discovery” approaches and general themes as opposed to primarily being data-oriented.  
**ANTH 245/L** (NMCCNS ANTH 2213/2211), BIOL, CHEM, GEOL, PHYS
- IV. Social Science  
 (Two classes from different disciplines) ..... 6-9 hours  
 Classes focus on individual and society and an understanding of social behavior from various modes of inquiry. Classes also relate the student’s own experiences to the complex, pluralistic and global societies.  
 ANTH/GEOG 103 (NMCCNS ANTH/GEOG 1113)  
 ANTH 233  
 ANTH 243 (NMCCNS ANTH 2113)  
 BUS 151 (NMCCNS BUSA 1113)  
 ECON 200  
 ECON 221 (NMCCNS ECON 2113)  
 ECON 222 (NMCCNS ECON 2123)  
**FCS/ELED 221**  
 PSCI 101 (NMCCNS POLS 1113)  
 PSCI 102 (NMCCNS POLS 1123)  
 PSY 101 (NMCCNS PSYC 1113)  
**PSY 201, PSY 202**  
 SOC 101 (NMCCNS SOCI 1113)  
 SOC 212 (NMCCNS SOCI 2113)  
 SOC 215 (NMCCNS SOCI 2213)
- V. Humanities and Fine Arts ..... 6-9 hours  
 Courses must come from different disciplines and must include a minimum of 3 hours from category a and three hours from category b. **Note:** Total number of hours from categories IV and V combined must be 15.
  - a. Fine Arts. Classes focus on creative thinking, concept of beauty, the process of expressing art and its role in culture, etc.; include appreciation and creative applications classes.  
 ART 101, ART 135  
 ART 131 (NMCCNS ARTS 1113)

- ART 165 (NMCCNS ARTS 2113)
- ART 166 (NMCCNS ARTS 2123)
- ART 210, ART 231, ART 271**
- DNC 101 (NMCCNS DANC 1013)
- DNC 210
- MUS 101
- MUS 113 (NMCCNS MUSI 1113)
- MUS 113B (NMCCNS MUSI 1413)
- MUS 113E, MUS 163, MUS 241, Music Ensembles
- THTR 111 (NMCCNS THTR 1113)
- THTR 113, THTR 121

- b. Humanities. Classes explore traditions and thinking which shaped the Western world, various modes of analysis and varied ways people have experienced their culture and the larger world.

### CDIS 144, CDIS 244, CDIS 245, CDIS 246

- ENG 202 (NMCCNS ENGL 2343)
- ENG 203 (NMCCNS ENGL 2323)
- ENG 204
- ENG 211 (NMCCNS ENGL 2213)
- ENG 221 (NMCCNS ENGL 2413)
- ENG 222 (NMCCNS ENGL 2423)
- ENG 251 (NMCCNS ENGL 2513)
- ENG 252 (NMCCNS ENGL 2523)
- FR 101 (NMCCNS FREN 1114)
- FR 102 (NMCCNS FREN 1124)
- FR 201 (NMCCNS FREN 2113)
- FR 202 (NMCCNS FREN 2123)

### GR 201, GR 202

### HEB 201, 202

- HIST 101 (NMCCNS HIST 1113)
- HIST 102 (NMCCNS HIST 1123)
- HIST 121 (NMCCNS HIST 1053)
- HIST 122 (NMCCNS HIST 1063)
- HIST 203 (NMCCNS HIST 2113)
- HUM 221, HUM 222
- PHIL 201 (NMCCNS PHIL 1113)
- PHIL 202 (NMCCNS PHIL 1213)
- PHIL 211 (NMCCNS PHIL 2113)
- REL 101, REL 103, REL 107
- SPAN 101 (NMCCNS SPAN 1114)
- SPAN 102 (NMCCNS SPAN 1124)

### SPAN 105, SPAN 205

- SPAN 201 (NMCCNS SPAN 2113)
- SPAN 202 (NMCCNS SPAN 2123)

### Extended Core Requirements (3 hours from each category below)

- VI. Advisory Options .....3 hours  
 HPE activity courses  
 Any courses from Category II above  
 Any courses from Category V above
- VII. Upper-division – Diversity/Global .....3 hours  
 AG 312; ANTH 303, 310, 333, 340; ART 305; BUS 302, 310; CDIS 320; CJ 310; COMM 310, 330, 331; ENG 303, 378, 379; FCS 310, 403; HIST 305; HPE 321, 325; MUS 375; NURS 312; PTE 304; PSCI 312, 330; PSY 312; REL 402; SOC 302, SPAN 303.

### Total General Education

**Requirements.....41 hours**