

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 solely 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 any ENMU campus or for a subsequent year of enrollment according to the following provisions: (1) the degree is conferred within six years of the date of the catalog, (2) all curricular requirements are governed by one catalog and (3) the university can reasonably continue to offer the course of study. (Transfer students should refer to the statement regarding catalog of record on Page 8.)

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reserve the right to require students to repeat or prove their competence in the content of course work considered outdated by passing a challenge examination.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 outlined in the "Course Challenging" section located on Page 27 of this catalog.

Colleges have the authority to extend the six years for part-time students who are continuously enrolled.

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 their advisors for administrative approval of exceptions to the curricular requirements of their degree programs and to the academic regulations established by this catalog.

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 consideration to petition individually for exceptions.

Degree Plans

The degree plan 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 official degree plan must be filed in the Office of Student Records at or by the completion of 45 hours (earlier in some complex degree programs). Each student should confer with his/her advisor to prepare a degree plan. The degree plan is official after it has been approved by the advisor, department chair and college dean and has been filed in the Office of the Student Records clerk.

It is the student's responsibility:

1. to read and follow degree requirements established in this catalog;
2. to declare a major and initiate the filing of an official degree plan at or before completing 45 hours;
3. to initiate changes and substitutions regarding his or her advisor assignment, major, minor and other degree requirements; and
4. to apply for graduation.

The Office of Student Records maintains the working records of all students who have declared a major field of study. Students should contact this office for their records' processing and for assistance and information regarding university requirements and policies.

Undergraduate degree programs include general requirements for degrees which 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 which are made in the recording of degree plan requirements which are 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. 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. Freshman Seminar is coordinated by the Office of Freshman Studies, Quay Hall Room 113, (505) 562-2200.

Clemency Policy

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

Philosophy — Students who have attempted college work previously at ENMU and were not successful in their effort and now wish to resume their college careers but are held back by poor academic records may, through the application granting of academic clemency, exclude the poor academic record from current work.

Criteria — To be considered for the program, a student must:

1. At the time of readmission have not attended ENMU or any of its branches or learning centers for five or more years.
2. Complete the first 12 credit hours after returning with a minimum grade of “C” or better in each class taken. If more than 12 hours are attempted prior to seeking clemency, the student must earn a grade of “C” or better 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 better 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. Courses with a grade of “D” or better will be carried forward as earned credit only and can be used to meet degree requirements. A grade of “D,” however, does not count in the student’s major or minor.

Note —

1. This policy pertains to the calculation of the GPA for progress toward degree completion and does not pertain to GPA calculated for graduation honors, professional certification and/or licensing (such as teacher education).
2. 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 an * beside the grade.
3. The student who has already graduated may not apply for clemency.

Graduation and Commencement

Students completing their degrees must apply for graduation in the Office of Student Records during the semester in which they intend to graduate. Deadlines for applying for graduation are printed in the University Calendar; graduation fees are published in the Tuition and Fees section of this catalog.

Students who wish to participate in commencement exercises **must complete an application to march** in the Office of the Registrar by **the fourth Friday of the fall or spring term** to insure that a cap/gown will be available. For more information go to www.enmu.edu/graduation.

Earning a Second Associate or Bachelor's Degree

It is possible for a student at ENMU to earn more than one degree. **If a student wishes to pursue two degrees concurrently, approval must be secured one year in advance** of the anticipated date of graduation. If a student wishes to pursue a second degree after having already completed one degree, a new degree plan meeting university policies must be established. A policy statement outlining all of the requirements for any second degree may be obtained at the Office of the Registrar or the college dean. It is the obligation of the student to obtain a copy of the statement and to follow stated policies. Graduation fees will be required for each degree awarded.

Post-Baccalaureate Admission

Any student who holds a baccalaureate degree and who wishes to take only undergraduate courses at ENMU may request admission as a post-baccalaureate student. This request must be made and approved prior to the beginning of the first semester of enrollment. Students who are admitted as post-baccalaureate students will pay undergraduate tuition rates for undergraduate classes; they will not be allowed to enroll in any graduate courses. Students seeking to enroll as post-baccalaureate students need to apply directly to the Graduate School and will be required to provide an official transcript documenting the attainment of the baccalaureate degree.

If in the future students desire to take graduate-level courses they will have to apply for admission to the Graduate School and their application will be subject to any admission requirements in effect at the time of application. In addition, students must realize that any undergraduate courses taken while they are identified as post-baccalaureate students will be counted into their undergraduate cumulative GPA if and when they decide to apply to the Graduate School.

Students who are classified as post-baccalaureate will not qualify for financial aid unless they are pursuing a teacher education licensure or certification program of study.

Student Learning Assessment

Eastern New Mexico University is an institution totally centered on student learning and student development and to access 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. The Assessment Program includes systematic testing and surveying of students, junior tests of General Education knowledge base and discipline-based assessment. As a requirement for graduation, students must participate in institutional general education program assessment. Students will be notified of their required participation when they have completed 55 to 75 credit hours. Questions about the Student Learning Assessment Program can be directed to the Assessment Resource Office at (505) 562-4213 or assessment@enmu.edu.

Academic Integrity

Students are responsible for achieving academic and course goals and objectives as prescribed by their instructors and for demonstrating attainment in an honest manner. Failure to do so may result in two different outcomes. Misrepresentation of knowledge can influence a course requirement. 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 or other sources of another individual.

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 100 through 199 are primarily for freshmen; 200 through 299, for sophomores; 300 through 399, for juniors; 400 through 499, for seniors; 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 which 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.

Developmental Studies

Developmental Studies (DS) courses — English 100, Math 101, and Reading 100 — 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 Developmental Studies courses, unless the student is 23 years of age or older or has earned 30 or more hours of college credit. 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 office to determine their level.

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 better. If a student earns a grade of "D" or "F," she/he must retake the course. **Note:** A student receiving a "D" who retakes the class is not eligible to receive financial aid for that class again.

Students must take English 100 and Reading 100 their first semester; Math 101 may be postponed one or two semesters. All Developmental Studies courses must be completed by the end of the third semester. Students must successfully complete any English 100 or Math 101 class in which they are placed before enrolling in other English or math classes. For additional information, contact the Office of Advising and The Freshman Year, Student Academic Services building, Room 232, (505) 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

Each student is expected to attend all class sessions of each course for which he/she enrolls. Faculty members will establish and state in the syllabus the attendance, grading and make-up policies for their courses. It is the responsibility of the student to adhere to the policies of the instructor.

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 which 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 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 beyond 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 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 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 which has 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 which has 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.*

AU — The "AU" 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 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 or in the Office of Academic Affairs. **No grade review request will be considered after a period of one calendar year following the recording of the grade on the transcript.**

College Level Examination Program (CLEP)

ENMU participates in the College Level Examination Program (CLEP) through the College Entrance Examination Board under the following provisions:

1. In the CLEP General Examination areas, a student can earn three credit hours in the English and social studies/history areas and six credit hours in the humanities and math areas for scores at or above the 50th percentile on the examinations. (Credit will be assigned to specific courses.)
2. CLEP subject-area examinations will be considered individually and accepted at the 50th percentile. (See Page 30.)
3. ENMU will accept transfer CLEP subject credit without consideration of the percentile or score accepted by the transferring institution.
4. CLEP credit cannot be used to establish credit for a course in which an "F" grade has been recorded.
5. CLEP credit will not be awarded if a student has received college credit for the same course or its equivalent.
6. The evaluation and recording of CLEP credit will be once each semester. Official test reports must be sent by the testing organization to the Office of the Registrar.
7. Credit will be awarded to students who have earned at least 12 semester hours of credit on an ENMU campus.

Scholastic Honor Roll

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

Honors Opportunities

High-ability students have the option of several special opportunities, including taking honors level classes and participating in several intellectual and social events during the year. For additional details, see Page 37.

Repeat of Course

A course may be repeated once to replace the initial grade earned in a course. Any student who wishes to take advantage of this policy must file an official “First Repeat Course Form” prior to completion of the baccalaureate degree. The following regulations will apply:

1. A repeat course must correspond in number, title and description to the original course taken. For courses with number or title changes, approval must be secured in advance from the department, the college dean and the registrar. 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. A transfer student may repeat a course taken at another institution provided the request is to repeat the course for the first time and the two courses are approved as equivalents by the dean of the college in which the repeat course is to be taken.
2. Both course enrollments and grades will appear on the transcript but only the second 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 will be used for the purpose of calculating the grade point average and in determining the satisfaction of degree requirements.
3. A student must receive approval through the appropriate unit dean to allow a repeat for an equivalent course at a non-ENMU campus. The student must then submit the “First Repeat Course Form” to the Office of the Registrar with the signature of the appropriate unit dean.
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.
6. A student may repeat a course only once to have his/her first grade removed from the grade point calculation. Any additional repeats will be used in computing the GPA.

Course Drop/Add/Withdrawal

A student may change his/her registration by adding and/or dropping courses or by withdrawing from a course within the deadlines set in the university class schedule. A course dropped during the appropriate period will not appear on the student’s transcript. A course withdrawn from during the appropriate period will appear on the student’s transcript with a grade of “W.” Refunds will be made for withdrawals during these time periods according to the refund schedule printed in the class schedule. In a variable credit course all hours must be dropped or withdrawn from, not just a portion of them. All exceptions to these policies must be approved by the vice president for Academic Affairs.

Probation and Suspension

Students will be placed on probation or suspension based on the following table:

Total ENMU hours for which grades were earned	Probation	Suspension
0–16	Institutional ENMU GPA below 2.00*	Admitted on probation and both ENMU institutional and semester GPAs are below 2.00
17 or more	Institutional ENMU GPA below 2.00* AND Semester GPA 2.00 or above	Institutional ENMU GPA below 2.00* AND Semester GPA below 2.00 following one semester on probation**

*Institutional GPA includes all ENMU grades regardless of campus; it excludes course work attempted at non-ENMU colleges and universities.

**A student must have an institutional GPA of 2.00 or above to graduate.

Any student who is placed on probation will remain on probation until:

1. Suspended (*Institutional ENMU and semester GPAs are below 2.00) **OR**
2. Advance to good standing (*Institutional ENMU GPA is 2.00 or higher).

Academic suspension will always be immediately preceded by at least one semester of academic probation. For provisional freshman admits and transfer students not admitted in good standing, the first semester of attendance will be the probationary semester. Students admitted on probation will be suspended following the first semester of enrollment if the semester grade point average is below 2.00 regardless of the total number of hours taken.

The first suspension will result in a suspension for one **regular** semester (fall or spring). A second academic suspension will result in a suspension of **two regular** semesters. Upon a third academic suspension, the student is permanently suspended from the University and is not allowed to re-enroll at ENMU.

Students suspended for the first or second time may be reinstated after serving the suspension period. Students who have completed the mandated suspension period must go to the Office of Advising as the first step in the reinstatement process and are subject to any enrollment restrictions stipulated by that office.

Students may petition for a waiver of the mandated suspension period based on extenuating circumstances. Such students must submit a written appeal to the Admissions and Standards Committee. 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.**

Administrative Drop

Students found lacking the required prerequisites for a course may be administratively dropped after written notification to the student. 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; however, if the student is allowed to remain in the class, that student will be assigned the grade earned in the course.

Attendance is expected at all sessions of each course for which the student is enrolled; the responsibility for attendance is placed upon the student. All instructors should clearly set attendance policies for their courses detailing the consequences for non-attendance. Faculty are not responsible for withdrawing students who do not attend. Non-attendance does not imply withdrawal from a course.

Complete Withdrawal from the University

A student may completely withdraw from the University by the deadline published in the semester schedule of classes. Full-time enrolled students must complete a university withdrawal procedure starting at the Office of the Registrar. Part-time evening college students may withdraw at the Office of the Registrar. 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 Office of the Registrar and request an administrative withdrawal. 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 13.

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. This form includes the topic of study and the number of credit hours to be earned. Copies of this agreement are filed in the student's college file and with the registrar.

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

Credit by Examination

The maximum amount of credit from a combination of special credit or examination(s) (ACT, CLEP, Challenge, Military Service Credit, DANTES, Advanced Placement) which may be applied toward a bachelor's degree is 50 credit hours. The maximum amount of this credit from a combination of examination(s) which may be applied toward an associate's degree is 32 credit hours.

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 full-time student on the Portales campus may receive credit for a course without class attendance. A part-time student on the Portales campus may petition for challenge credit as well.

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 better. 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. For CLEP examination, ACT and AP credit options, please see above and Pages 25 and 28–30.

Advanced Placement (AP) Examinations

Students may earn credit from Advanced Placement (AP) Examinations in all areas except studio art and history. Credit may be awarded to beginning freshmen who complete AP examinations **before** full-time enrollment at Eastern New Mexico University in Portales. Credit is awarded only after successful completion of 12 or more credit hours. AP credit will be accepted for transfer students as recorded on official transcripts from accredited colleges.

Please see Page 29 for listings of credits, score levels, and course equivalents for AP examinations.

Please contact the Office of the Registrar for further information about AP credits.

ACT Credit Examination Program

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

Course	Score	Credit	
		Applied	To
English	31	3 hours	ENG 102
Math	31	6 hours	MATH 107 and 113

2. Credit is given to beginning or transfer freshmen who take the ACT examination before the first registration at ENMU-Portales. High school students participating in the early admission program must have taken the examinations before the first full-time registration. Credit is awarded only after successful completion of 12 or more credit hours at ENMU-Portales.
3. Any credit earned through CLEP, AP and ACT must be mutually exclusive. A student cannot earn three hours of English credit through ACT and another three hours of credit for English through CLEP or AP, for example. The total number of credits accepted from any combination of CLEP general and ACT cannot exceed 30 credit hours.
4. Contact the Office of Enrollment Services for further details, (505) 562-2178.

Veterans' Standards of Progress

Courses at ENMU are approved for certification of veterans, active military personnel and eligible dependents for educational assistance under the G.I. Bill.

For certification purposes, the following load requirements are specified:

	Undergraduate Credit Load	Benefits Allowed
Fall/Spring Semesters	12	full pay
	9–11	three-fourths pay
	6–8	one-half pay
	less than 6	tuition and fees
Summer Sessions	4 or 8 weeks	See the VACO in the Office of the Registrar for summer benefits allowed.

After proper certification has been made and approved, persons receiving veteran benefits are required to make "satisfactory progress toward an educational goal" to continue receiving benefits. Generally, students are making "satisfactory progress" when scholastic requirements and attendance policies as published in this catalog have been fulfilled. In addition, students must satisfy program rates as stipulated by law. It is the veteran's responsibility to confirm details of certification in the Office of the Registrar, Administration Building, Room 105. This certification is required for each term of attendance in order to initiate or reactivate veteran benefits.

Application for advance pay must be submitted 45 days in advance. Regular monthly payments are made at the end of each month. Advance pay has certain stipulations. See the VACO in the Office of the Registrar for information.

ENMU Advanced Placement Credit Awards

Examination	Score Level	Sem. Hrs.	ENMU Course Equivalent
Art History			
	3	3	ART 165
	4, 5	6	ART 165 and 166
Biology			
	4, 5	8	BIOL 113/113L and 151/151L
Chemistry			
	4, 5	5	CHEM 151/151L
Computer Science			
A	3	3	CS 123
AB	3	3	CS 123
	4, 5	6	CS 123 and 134
Economics			
Microeconomics	3, 4, 5	3	ECON 222
Macroeconomics	3, 4, 5	3	ECON 221
English			
Language & Composition	3, 4, 5	3	ENG 102
Literature & Composition	3	3	ENG 102
	4, 5	6	ENG 102 and 211
French, Level 3			
Language	3	4	FR 101 or 102
	4, 5	6	FR 201 and 202 (pending department faculty review)
Literature	4, 5	6	FR 420 and either 201 or 202 (pending department faculty review)
German			
	3	4	Language elective
	4, 5	6	Language elective
Government & Politics			
United States	4, 5	3	PSCI 102
Comparative	4, 5	3	PSCI 207
History			
United States	4, 5	6	HIST 101 and 102
European	4, 5	6	HIST 121 and 122
Physics			
B	3	3	PHYS 151 (pending department faculty review)
	4, 5	6	PHYS 151 and 152 (pending department faculty review)
C	3	3	PHYS 151 (pending department faculty review)
(mechanics)	4, 5	6	PHYS 151 and 201 (pending department faculty review)
(mechanics, electricity and magnetism)	4,5	9	PHYS 151, 201 and 202 (pending department faculty review)
Psychology			
	3, 4, 5	3	PSY 101
Latin			
	3	4	Language elective
	4, 5	6	Language elective
Mathematics			
Calculus AB	3	3	MATH 124
	4, 5	6	MATH 124 and 132
Calculus BC	3	6	MATH 124 and 132
	4, 5	9	MATH 124, 132 and 202
Music Theory			
	3	3	MUS 151
	4, 5	6	MUS 151 and MUS 152
Spanish, Level 3			
Language	3	4	SPAN 101 or 102
	4, 5	6	SPAN 201 and 202 (pending department faculty review)
Literature	4, 5	6	3 cr. hrs. of upper-division electives in Spanish and either SPAN 201 or 202 (pending department faculty review)

ENMU CLEP Test Policy

	Cut-Off Score for Credit	Hours	ENMU Course Equivalent
General Examinations			
Freshman English Composition	50	3	ENG 102 English Composition
Humanities	50	6	HUM 221 Intro to World Humanities ENG 201 Types of Literature
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
Subject Examinations			
Accounting, Principles of	50	6	ACCT 211 Intro to Managerial Accounting ACCT 212 Intro to Financial Accounting
American Government	NC		
American Literature	NC		
Analyzing and Interpreting Literature	NC		
Biology, General	50	3	BIOL 113 Biology for General Education
Business Law, Introductory	50	3	BUS 315 course credit; Not upper-division credit
Calculus	50	4	MATH 124 Calculus I
Calculus with Elementary Functions	50	3	MATH 124 Calculus I
Chemistry, General	50	6	CHEM 151 and 152 General Chemistry I & II
College Algebra	50	3	MATH 119 College Algebra
College Algebra/Trigonometry	50	3	MATH 120 Plane Trigonometry
College Composition (with essay)	50	3	ENG 102 English Composition
College French Level 1 & 2	50	8	FR 101 and 102 Beginning French
College German	50	8	Lower-division elective in modern language credit
College Spanish	50	8	SPAN 101 and 102 Beginning Spanish
Educational Psychology, Introduction to	50	3	Lower-division psychology elective credit
English Composition	NC		
English Literature	NC		
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	Lower-division CIS elective credit
Macroeconomics, Principles	50	3	ECON 221 Principles of Macro Economics
Management, Principles	50	3	Lower-division business elective credit
Marketing, Principles of	50	3	MKT 301 course credit; Not upper-division credit
Microeconomics, Principles of	50	3	ECON 222 Principles of Micro Economics
Natural Sciences	NC		
Psychology, Introductory	50	3	PSY 101 Introductory Psychology
Sociology, Introductory	50	3	SOC 101 Introductory Sociology
Trigonometry	50	3	MATH 120 Plane Trigonometry
Western Civ. I: Ancient Near East to 1648	50	3	HIST 121 Survey of Western Civilization
Western Civ. II: 1648 to present	50	3	HIST 122 Survey of Western Civilization

ENMU DANTES

Examination Title	Cut-Off Score for Credit	Hours	ENMU Course Equivalent
Anthropology, General	NC		
Art of the Western World	NC		
Astronomy	NC		
Business Law II	52	3	Upper-division business elective
Business Mathematics	48	3	Lower-division math requirement
Business, Introduction to	46	3	BUS 151 Introduction to Business
Civil War and Reconstruction, The	47	3	HIST 433 The Civil War Era; Not upper-division credit
Computing, Introduction to	45	3	Lower-division business elective
Criminal Justice	70	3	CJ 102 Introduction to Criminal Justice
Drug and Alcohol Abuse	NC		
Environment and Humanity: The Race to ...	NC		
Ethics in America	NC		
Financial Accounting, Principles of	49	3	ACCT 212 Introduction to Financial Accounting
Foundations of Education	NC		
Fundamental of College Algebra	47	3	MATH 107 Intermediate Algebra
Here's to Your Health	NC		
History of Vietnam War	49	3	HIST 493 TPS/Vietnam; Not upper-division credit
Human Resource Management	48	3	Lower-division elective
Human/Cultural Geography	NC		
Law Enforcement, Introduction to	70	3	Lower-division criminal justice electives
Lifespan Developmental Psychology	NC		
Management Information Systems	46	3	Upper-division elective for non-majors
Modern Middle East, Introduction to	NC		
Money and Banking	48	3	Upper division economics elective
Organizational Behavior	48	3	MGT 313 Course credit; Not upper-division credit
Physical Geology	NC		
Physical Science I, Principles of	NC		
Public Speaking, Principles of	NC		
Rise and Fall of Soviet Union	NC		
Statistics, Principles of	48	4	STAT 213 Statistical Methods I
Supervision, Principles of	46	3	Lower-division elective
Technical Writing	NC		
World Religions, Introduction to	59	3	Lower-division credit