



Student Handbook

2007-2008

Eastern New Mexico University

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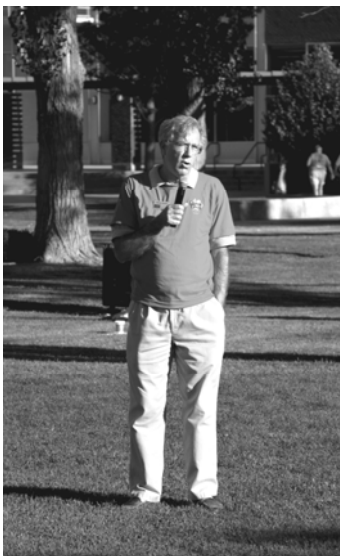
Portales, NM 88130

www.enmu.edu

WELCOME TO EASTERN NEW MEXICO UNIVERSITY

Here's a friendly tip for you!

Our president, Dr. Steven G. Gamble, loves to talk to students and listen to their comments and concerns. One of his favorite ways to meet students is to eat lunch in the Campus Crossroads, ENMU's dining hall. He may walk up to your table unannounced and say, "Hi, I'm Steve Gamble. May I sit here with you?"



Dr. Steven G. Gamble
President

So, remember the man in this photograph. You might be the next person to have lunch with the president.

Having lunch with students gives Dr. Gamble an opportunity to talk with them on a personal and individual basis. It also is directly related to our university's theme:

"Student Success — that's what it's all about."

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ABOUT EASTERN NEW MEXICO UNIVERSITY

HISTORY

Although it is the youngest state university in New Mexico, ENMU looks with pride upon the accomplishments since the dream of having a university in eastern New Mexico first arose many decades ago. The Legislature of 1927 located the University in Portales, and the Legislature of 1929 approved the first appropriation for buildings. Although the first building was constructed in 1931, Eastern's doors opened to students in 1934. The institution operated as a two-year college from 1934 to 1940 when the third and fourth years of college were first offered. ENMU was accredited by the North Central Association of Colleges and Secondary Schools as a four-year liberal arts college in 1946–47. Graduate work leading to the master's degree was added in 1949, and ENMU is also accredited by the National Council for Accreditation of Teacher Education.

UNIVERSITY COLORS AND MASCOT

The official colors of ENMU are green and silver. These colors were selected by student vote shortly before the inauguration of Eastern's first president. Legend has it that the origin of Eastern's mascot, the Greyhound, came about in 1934 when football center Carrol McCasland got the idea from a passing Greyhound bus making its daily run through Portales. Students and faculty engaged in a heated discussion five days before the inauguration of Eastern's first president Donald McKay, and finally agreed on Greyhounds as the nickname. The first logo resembled the dog on the side of the Greyhound bus. The name "Zias" was chosen for women's athletics through a contest to rename the teams in 1981. The Zia, the ancient sun symbol of the Zia Pueblo Indians in its adapted form, is the central feature of the New Mexico state flag. The Zia people believe there are four sacred obligations one must develop: a strong body, a clear mind, a pure spirit and devotion to the welfare of the people.

ALMA MATER

Circa 1938, by A. Bruce Gaarder

There's a song in my heart and a feeling I would share
for the school of the Silver and Green
For the mem-ries I cherish and friends that I know
there in those days of fellowship keen.
There are thoughts that can't be spoken in my memories of you.
So I'm singing the praises of Eastern University Alma Mater true.

O HAIL, ENMU (FIGHT SONG)

Circa 1946–47, by Lloyd Call

O Hail, E-N-M-U to you,
May we ever be loyal and true.
Loudly your praises we sing,

Through the ages, may they ring,
And all through our lives we'll recall
The school that we love best of all.
Hail, E-N-M-U to you
The Green and Silver, Green and Silver reign forever.

MISSION STATEMENT

Eastern New Mexico University combines a traditional learning environment with 21st century technology to provide a rich educational experience. Eastern emphasizes liberal learning, freedom of inquiry, cultural diversity and whole student life. Excellent teaching and active learning define campus relationships. Scholarship, both primary and applied, cultural enrichment, and professional service are also important contributions of the university community.

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

Eastern's Focus

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

Vision Statement

Eastern New Mexico University has been a respected center of learning for its region and the state since 1934 and continues to build on its rich heritage. The following Vision Statement conveys what Eastern New Mexico University desires to become:

The University mission is based on the concept of student success, and the people of the University provide student-centered academic and extracurricular programs to fulfill this mission. The institution recognizes the global nature of society and is committed to educating students on both the undergraduate and graduate level to be productive citizens with successful careers and fulfilling lives.

ENMU students pursue challenging academic goals and engage in stimulating classroom experiences, and the University emphasizes individual academic advising and career counseling. Students, faculty, and staff engage in intellectual dialog and debate in a collegial environment. In addition, faculty and students are engaged in meaningful research activities to further the academic priorities. The University continues to produce alumni who are good citizens and contributors to society and who can compete with graduates of other institutions.

The Eastern community envisions a university where each faculty and staff member instills in one another and in the students a sense of social and cultural

awareness and responsibility. The University accomplishes this by embracing ethnic, racial, and cultural diversity as a core value and by actively building greater diversity among students, faculty, and staff. This environment facilitates personal and social growth for all members of the University community. The students are mentored by well-qualified and caring faculty and staff who treat one another with respect and work together to accomplish institutional goals. The faculty and staff pursue professional development opportunities to enhance their skills and knowledge to improve the campus-learning environment and to create greater efficiencies and productivity within the University.

PHILOSOPHY OF GENERAL EDUCATION

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;
- pursue the opportunity to explore or further develop interests outside major or minor.

STUDENT OUTCOMES ASSESSMENT

As part of the continuing effort to maintain the quality of academic programs, the University has implemented student outcomes assessment. This program is designed to determine the level of student achievement in general education and in the student's academic major. Changes in student attitudes and values are also addressed. Student participation in the assessment program is mandatory. While these assessment activities are required, the scores are not part of a student's official transcript. Reporting of student outcomes assessment for the general public will be in aggregate form only.

In their first month at Eastern, freshmen should learn what general education outcomes are expected of them and how those objectives will be assessed. Sophomores should expect assessment of general education objectives in the classroom and should be looking forward to the Academic Profile test of general education once they have completed 55 credit hours. Juniors should expect continued classroom-based assessment of general education objectives, particularly communication and critical thinking skills, as well as assessment of knowledge and skills related to their declared major. Seniors should expect continued assessment of communication and thinking skills, and should be prepared for a “capstone” assessment in their major discipline.

Students who have accumulated 55 credit hours or more are required to take tests which measure general education achievement. Individual profile scores can be used for student advising. For information about assessments required in their majors, students should consult with their academic advisors.

EASTERN’S PLAN FOR DIVERSITY

ENMU, first and foremost an institution of learning, is committed to affirming and fostering the study of ideas and values in an environment that supports each person’s full development. To that end, we endeavor to conduct the University’s affairs in an atmosphere that respects each individual, that enhances human dignity and that model that conviction in behaviors, policies, teaching, curriculum and dialogue inside and outside the classroom.

ENMU strives to create a campus climate which values diversity in students, faculty, staff, administration and the extended community. Diversity is here defined to include but not limited to differences that may shape our learning and working environment. These differences include age, creed, culture, disability, ethnicity, gender, race, sexuality and socioeconomic status. These terms represent a current understanding of diversity—an understanding that will evolve as we discover and come to value our differences. Recognizing that each of us has an obligation to the community of which we have chosen to be a part, we are committed to building a campus culture based on understanding and mutual respect.

STUDENT INVOLVEMENT

ENMU and the Office of Student Affairs are committed to providing the complete college experience for Eastern students. Extracurricular activities, balanced with academic performance, are proven to increase retention and graduation success rates. Students are encouraged to choose from involvement opportunities that can be found campus-wide.

STUDENT ACTIVITIES AND ORGANIZATIONS 562-2631

The Office of Student Activities and Organizations produces a wide variety of activities throughout the year, including talent shows, comedians, performing artists, recreational activities, spirit events, leadership programs, community service opportunities and multicultural events. The **Associated Students**

Activities Board (ASAB) takes an active role in organizing and publicizing many of these events. Students are encouraged to join ASAB to enhance leadership skills, build peer networks and fully settle into their new campus community. The Office of Student Activities and Organizations also serves as the focal point for more than 50 registered student organizations on campus. Students involved in co-curricular activities can obtain a Campus and Community Involvement Record (CCIR). The CCIR is a co-curricular transcript that will allow students to track their out-of-classroom involvement while attending ENMU. For more information about student activities, ASAB, registered student organizations or the CCIR, please contact the Office of Student Activities and Organizations, located in the Campus Union, room 104, (505) 562-2631.

STUDENT GOVERNMENT

562-2473

ASENMU is the student governing body of ENMU. It consists of three branches. The president, the Executive Board and 23 University committees represent the Executive Branch. The Legislative Branch consists of the vice president and the Student Senate. The third branch is the Judicial Branch, which is comprised of the student public defender, the attorney general and six members of the ASENMU Supreme Court. Most student elections are held in the spring semester, and appointments to standing committees are made in the fall semester. There are many opportunities to get involved in all areas of ASENMU. Stop by the ASENMU office in the Campus Union or call (505) 562-2473 for more information.

STUDENT MEDIA

562-2756

Students of all colleges benefit from major student publications produced at ENMU: *The Chase* and the *Silver Pack*. Students can earn college credit for working on the publications, and *The Chase* and *The Silver Pack* will pay you for your efforts. The student newspaper, *The Chase*, is published weekly for people on campus and in the Portales area. It is produced and managed by ENMU students. The *Silver Pack* yearbook is also staffed and produced entirely by students. For more information about *The Chase* or *Silver Pack*, visit the Office of Student Publications in the Campus Union basement, or call (505) 562-2756. An online publication, *HoundBytes*, is student-run and addresses the latest issues facing college students today. To be part of the *HoundBytes* team, call Communicative Arts and Sciences, (505) 562-2130.

STUDENT SUCCESS CENTER: THE ALLEY

Housed in the former ENMU bowling alley, the Student Success Center is located on the lower level of the Campus Union. Programs offered in the Alley include the College Success Program, Multi-Cultural Affairs, Tutoring, and Non-traditional Student Educational Services. Professionals in The Alley work closely with faculty, other professionals, and campus organizations, providing workshops, seminars, and outreach to promote academic success, diversity, and

cultural awareness. A computer lab offers students access to computer-assisted tutoring, WebCT and the Internet. The main phone number is (505) 562-2286.

COLLEGE SUCCESS PROGRAM

562-2455

The goal of CSP is to motivate students toward the successful completion of their post-secondary education. Students accepted into the program will be served by TRiO's Student Support Services (known at ENMU as the College Success Program, or CSP). The College Success Program provides qualified students with mentors to guide them in navigating the collegiate environment. CSP hosts a laptop checkout program, sponsored by the Title V initiative. Opportunities are also available for academic and technological development, cultural enhancement and social awareness through experiential exposure.

MULTICULTURAL AFFAIRS

562-4914

Multicultural Affairs is the home of the offices of African-American Affairs, Hispanic Affairs, International Affairs and Native American Affairs. The Office of Multicultural Affairs facilitates full participation of ethnic minorities through programs that promote the pursuit of academic success, retention and graduation. These offices promote cultural diversity and awareness throughout the campus community.

NON-TRADITIONAL STUDENT EDUCATIONAL SERVICES 562-2434

This office serves a variety of students: students above the age of 23, single and married parents of all ages, adults re-entering school after many years' absence, or others who have not made an immediate transition from high school to college. The primary goal of the program is to reacquaint non-traditional students with the college atmosphere and to provide information to aid their educational experience.

TUTORING SERVICES

562-2286

Tutoring is provided in a wide variety of disciplines including English, mathematics, science and business and is led by peer tutors. Both individual tutoring and study groups are available. Tutors are recommended by faculty members and are certified by the College Reading and Learning Association. Tutoring services are free to all ENMU students.

OTHER STUDENT SERVICES

ADVISING CENTER/ LEARNING COMMUNITIES 562-2338

The Advising Center (SAS 232) offers academic advising for students until the declaration of the major (by the 45th hour of coursework). The Center practices developmental advising programs for all students that emphasize personal responsibility and decision-making. Faculty advisors from all colleges help

students create schedules based on the students' academic and personal goals. The Center also supports academic "early alert", "Freshman Seminar" (UNIV 101) and Eastern Learning Communities.

CAMPUS TELEPHONE SERVICES

562-2287

The University does not furnish telephones for the residence halls; however, each room includes an active telephone line with free local calling. Long distance calls may be made using pre-paid phone cards, telephone credit cards or cellular phone service. As an added-value service, the University also offers a voice mail option for a nominal fee per semester. The University does not allow anyone to receive collect calls or to bill calls made from an off-campus location to a campus phone number. This feature has been blocked. If a call should get through the block, the student will be billed 1½ times the rate the long distance company charges for the call. Please contact the Department of Telecommunications at (505) 562-2287 for information and prices.

COMPUTER CENTER

562-4352

ENMU offers a variety of computing facilities on campus. Information Technology Services (ITS) operates three open computer labs equipped with new Gateway systems at the University Computer Center (the UCC). All the systems have CD-ROM writers providing the ability to create or copy CDs. Some of the computers have scanning capabilities as well. The center is open seven days per week with posted hours of operation. Classroom computer labs are located in the following buildings: College of Business (COB 132); Jack Williamson Liberal Arts (JWLA 111); Education (ED 115); and Technology (Tech 102). All lab computers (including those in the residence halls for student use) have Microsoft Office, e-mail and Internet access. For more information, please call (505) 562-4352..

POLICY ON COMPUTER USE

A complete statement of the Computer Policy is available in the University Computer Center and available online at <http://www.enmu.edu/computer-use>.

COUNSELING AND CAREER SERVICES

562-2211

The Office of Counseling and Career Services (CCS), in SAS 214, provides free personal and career counseling and placement services to all enrolled students. Licensed professional counselors help students address personal problems on a short-term basis and refer students who may require long-term counseling or treatment to local agencies. Career counseling services include career evaluation and placement assistance. Find job openings from the Career Employment Opportunities link on the CCS web page. Absence reports are processed through CCS. Contact CCS so that instructors can be notified of an emergency absence. An absence report does not mean the absence will be excused. Please discuss any absences and assignments with your instructors.

STUDENT EMPLOYMENT CENTER

562-2211

The Student Employment Center is located in the Office of Counseling and Career Services (SAS 214). Students seeking employment on campus must file a FAFSA with the Office of Financial Aid and must obtain a SPAN (student personnel action notice) from the Student Employment Center. Find job openings from the Student Job Board link on the Counseling and Career Services web page. All students working on campus are required to take a “Partners” employee training program.

DINING SERVICES

562-2190

ENMU offers a “Carte Blanche” meal plan that offers students unlimited meals at the Ultimate Dining Hall from 7:30 a.m. to 7:30 p.m. during the week and limited hours on weekends. Three other venues, located in the Jack Williamson Liberal Arts Building, the Golden Library and Ground Zero in the CUB basement offer a variety of beverages and snacks for students on the go. In addition, a Commuter meal plan is also offered.

DISABILITY SERVICES

562-2280

The Office of Disability Services (DSO) in SAS 186 helps students make a smooth and successful transition to collegiate life. The office offers a variety of accommodations based on the individual’s documentation of a disability. These may include taped textbooks, examination accommodations, typing and other services. Orientation for services, programs and mobility are available in addition to adaptive equipment such as a text enlarger, Kurzweil Reader, reading software and dictation software. Disability Services coordinates with the Commission for the Blind, Vocational Rehabilitation and other agencies.

TESTING CENTER

562-2280

The Testing Center coordinates computer-based CLEP and paper-based Law School Admission Tests (LSAT), ACT, SAT, Graduate Record Exam (GRE) Subject, Praxis Series, Miller Analogy Tests, the California Critical Thinking Skills Test (CCTST) for Nursing and the State Bilingual Certification Test (La Prueba). Information about these national standardized tests is available in the Testing Center in SAS 186.

EDUCATIONAL TALENT SEARCH

562-2447

Educational Talent Search identifies and assists people from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career and financial counseling to its participants and encourages them to graduate from high school and attend the postsecondary school of their choice. Educational Talent Search also serves high school dropouts by encouraging them to re-enter the educational system and complete their education. The goal of Educational Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll

in a postsecondary school.

STUDENT ACCOUNTS

562-2615

Students are responsible for payment in full of their accounts each semester. Payment in full is due on or before the Friday after classes begin. Various payment options, including an interest-free payment plan, are available (\$10 is charged for this service). Information regarding payment of your student account is published in the class schedule. You can also receive more information from the Office of Student Accounts (Ad 114), or by calling 562-2615 or toll free at (800) FOR-ENMU, ext. 5.

STUDENT HEALTH SERVICES

562-2321

Student Health Services (SHS) provides care and treatment for acute and minor illnesses. SHS also offers health clinics for men women and men, as well as nutritional counseling for students who request it. Limited prescription medications are available in the office if necessary. As with any medical clinic, **confidentiality** is assured. Many services are provided free for most students. A small fee will be charged for prescriptions. If you have any questions, please call (505) 562-2321. SHS is located in Curry Hall. Office hours are Monday–Friday, 8 a.m.–5 p.m. **Visits to this office are by appointment only.**

Student Health Insurance: ENMU is not responsible for costs arising from injury and sickness. Students are encouraged to purchase their own health insurance and to carry their insurance card with them at all times. ENMU does not endorse a particular student health insurance company; however, the Student Health Services webpage has a link page to companies providing student health insurance coverage.

STUDENT IDENTIFICATION CARD (ID)

562-2178

You need an ENMU ID card to:

- Pick up payroll checks and financial aid proceeds
- Borrow library materials and equipment
- Access the computer lab
- Use your student meal plan

ID cards are made in the Office of Enrollment Services located in the Student Academic Services (SAS) Building, Room 130. The initial card is \$25 and is charged to your student account. If you lose your card, please call the ID office (562-2178) to see if your card has been turned in. Replacement cards are \$10 and should be paid for at the Cashier's Office in the Administration Building. Bring your receipt to the ID office to get a new ID made. If you're a distance education student, talk to your site facilitator or call the Office of Enrollment Services for information on obtaining an ID.

GOLDEN LIBRARY

Golden Library houses more than 300,000 volumes, 750,000 microforms and over 15,000 periodicals in print or online. Staff members provide a variety of services including research assistance and training in the use of information technology. For more information, phone (505) 562-2624.

Regular Session Hours: Mon–Thurs, 7:30 a.m.. - 12 a.m.

Friday, 7:30 a.m.. - 8 p.m.; Sat, 10 a.m.. -7 p.m.; Sun, 12 p.m.- 12 a.m.

GOLDEN LIBRARY ONLINE CATALOG: The online catalog indexes the library's various collections (books, videos, CDs, DVDs, print journals, etc.) and those of many institutions of higher education in New Mexico. Government information is indexed here with many links to free electronic resources.

PERIODICAL DATABASES: More than 14,000 journals are available in electronic format both on campus and off campus. To access the journals from off campus, a current, activated ENMU e-mail account is necessary. This is how the system identifies eligible students and faculty.

LIBRARY SERVICES

Reference Desk

562-2638

The reference desk is open all hours the library is open. A librarian is always on duty to consult with you on your research needs. Librarians provide instructional seminars on a regularly scheduled basis.

Interlibrary Loan

562-2644

The Interlibrary Loan Department can provide patrons with books and articles not available in the library's collections. This process takes an average of seven days, so planning ahead is necessary.

Reciprocal Borrowing Services

562-2644

The Library's Passport program provides patrons with reciprocal borrowing privileges at many libraries throughout New Mexico and West Texas.

Federal Depository Library

562-2788

The library houses a 40 percent selective Federal Depository Library. The collection includes publications published through the Government Printing Office by all of the agencies of the federal government. This collection of more than 500,000 volumes is indexed in the online catalog.

Instructional Resource Center (IRC)

562-2640

The IRC contains materials useful to education students and teachers. Included are elementary and secondary texts, teachers' guides, media kits and unit plans.

Media Services Center

562-2602

The center checks out DVDs, audio tapes, TV/VCRs, cassette recorders, CD players and overhead projectors. The center's services include black and white or

color printing, banners, document binding, video and cassette duplicating, laminating, a fax machine, Internet, word processing and image scanning.

Special Collections

562-2636

ENMU archives, the New Mexico History Collection, the official papers of Congressman Harold Runnels and the Williamson Library of Science Fiction.

FINANCIAL AID

There may be circumstances beyond your control that would inhibit your ability to pay for your education. See a financial aid counselor in Financial Aid (SAS 107). It may be possible to assist with the identification of alternate funding. Several types of financial aid and the financial aid process are explained below.

TYPES OF FINANCIAL AID

Students at Eastern New Mexico University may apply for various kinds of financial aid or scholarship awards. These include Federal Pell Grants, Supplemental Educational Opportunity Grants, Stafford Loans (subsidized or unsubsidized), Federal PLUS Programs, Federal Work-Study Program, the New Mexico Work-Study Program, and Leveraging Educational Assistance Partnership (LEAP).

Information about each of these types of aid and eligibility criteria can be found in the undergraduate catalog, or contact the Office of Financial Aid, SAS 107 or by calling (505) 562-2194.

The Office of Development's *Guide to Scholarships* and application forms is available online at www.enmu.edu/scholarships.

Lottery Success Scholarships

Eastern is a participant in the New Mexico Lottery Success Scholarship program. Scholarships are funded from the Lottery Tuition Fund established within the New Mexico Lottery Act. The scholarships may pay up to 100% of tuition at the NM public postsecondary institution, depending on funding availability. Students must meet the following requirements in order to be eligible for an award:

- (1) must be a New Mexico Resident and have graduated from a New Mexico public high school, an accredited NM private high school, or have obtained a New Mexico GED,
- (2) must be enrolled full-time and complete 12 graded credit hours at an eligible New Mexico public college or university in the first regular semester immediately following their high school graduation, earning at least a 2.5 GPA.

Eligible students do not begin receiving the award until their second semester of full-time enrollment, provided that all eligibility requirements have been met. Based upon their satisfactory academic progress and other factors, a student may be eligible for up to eight consecutive semesters of support. For more information, contact the Office of Enrollment Services at (505) 562-2178 or the New Mexico Higher Education Department at (800) 279-9777.

HOW TO APPLY

Complete the Free Application for Federal Student Aid (FAFSA). ENMU encourages you to apply online at <http://www.fafsa.ed.gov> or through the Office of Financial Aid at ENMU. ENMU's federal school code is 002651, "ENMU, Highway 70, Portales, NM 88130." **The FAFSA is required to receive financial aid and qualify for scholarships.**

WHEN TO APPLY

Apply for financial aid at ENMU no later than Feb. 14 to meet the March 1 initial packaging deadline. Funds become limited the longer you wait.

HOW TO GET YOUR MONEY

1. You must meet the requirements for student eligibility in *The Student Guide* published by the U.S Department of Education.
2. Your financial aid file must be complete. Approximately 30 percent of financial aid applicants are selected for a process known as **verification**. If your file is chosen, ENMU's Office of Financial Aid will request additional documentation, which might include federal tax returns for you and your parent(s), W-2 forms, proof of child support, proof of untaxed income, etc. These documents must be received in order to complete the awarding process.
3. If receiving loans, you must complete a Loan Entrance Interview. The Loan Entrance Interview is available online at <http://www.mapping-your-future.org>. If you have completed a Loan Entrance Interview at ENMU-Portales, you are not required to do another one. No loan proceeds will be disbursed prior to completing the interview.
4. If your financial aid and scholarship awards are enough to cover your University bill and you have a refund due, a check will be mailed to your local mailing address. Check with the Office of Student Accounts to ensure that your local mailing address is correct. All students are required to verify their address information at www.enmu.edu/currentstudents/index.shtml each semester. Students are not allowed to register for subsequent semesters unless their address information is current.

INFORMATION REGARDING THE LETTER OF ESTIMATED AID NOTIFICATION

Tuition and fees, estimated room and board, transportation costs, books, supplies and personal expenses determine your Total Budget. The budget is based on full-time tuition costs for residents or non-residents, and average costs for other categories. With supporting documentation, this budget may be increased for childcare expenses for the independent student. See your financial aid officer for further information.

If a student is half-time or three-quarter time, aid offered will be reduced proportionately.

The Expected Family Contribution (EFC) is a figure calculated by a federal need analysis system. It is an estimate of your family's ability to contribute toward post-secondary educational expenses based on the family's current financial

situation. The EFC is determined from the information submitted on your financial aid application.

Your unmet need is your Total Budget minus Total Resources, EFC and outside aid. Your financial aid cannot exceed your budget.

WIA/PROJECT SUCCESS/DVR/VETERANS BENEFITS RECIPIENTS

Monies received through federal or state agencies are considered resources and will decrease the amount of your unmet need. Please be advised to check with your Financial Aid counselor before applying for loans.

Your unmet need is your Total Budget minus Total Resources, EFC and outside aid. Your financial aid cannot exceed your budget.

MAINTAINING YOUR FINANCIAL AID

Keep the Office of the Registrar informed of your current address so that you can receive correspondence in a timely manner. All students are required to verify their address information at www.enmu.edu/currentstudents/index.shtml each semester. Students are not allowed to register for subsequent semesters unless their address information is current.

All awards are subject to change depending on enrollment status, verification and notification of other resources and availability of funds.

Other resources will decrease your unmet need and your eligibility for other financial aid. These resources might include an out-of-state tuition waiver, an academic scholarship, a partial room grant, etc.

To maintain your financial aid, you must maintain satisfactory academic progress (SAP), which is defined by federal regulations in conjunction with the University. A copy of the SAP policy is available in the Office of Financial Aid and on the ENMU Web site at www.enmu.edu.

To be considered eligible for full-time financial aid, undergraduates must:

- (1) Successfully complete 70 percent of all hours attempted each fall, spring or summer semester. (Grades of F, W, I and U are not considered as hours satisfactorily completed and will endanger financial aid continuance.)
- (2) Maintain at least a 2.0 GPA.
- (3) Graduate with a BA or BS within 192 hours attempted.

If the student fails to comply with any of these specifications, the student will be placed on financial aid suspension. A student can appeal his or her suspension. Contact the Office of Financial Aid for information regarding the appeal process.

These requirements are for financial aid only. They are separate and independent of academic standing.

REFUNDING TITLE IV AID

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of

Title IV funds that the student was originally scheduled to receive. For more information, see the current class schedule.

CAMPUS HOUSING

ENMU is committed to the education of the whole student. Beginning the college experience presents challenges to most students. Some challenges may even become barriers that block student success. Eastern is fully committed to removing those barriers, maximizing student involvement in their collegiate experience, and assisting students to achieve success in their college experiences. Considerable research exists that suggests students' living arrangements are one of the key factors in the successful college experience. Compared to those who commute, students living on campus are able to be more involved, have better access to faculty, tend to perform better academically, are more likely to persist to graduation and report a higher degree of satisfaction with their experience. Although living on campus does not guarantee success, ENMU believes it does remove some of the barriers. The residential experience also provides the opportunity to learn the rights and responsibilities that accompany participation in a community of learners.

Therefore: All students who have earned fewer than 30 semester hours accumulated or who have been in attendance fewer than two semesters; who are under 21 years of age on the first day of class fall semester; and who are enrolled in 12 or more semester hours **must** live in the University residence halls and purchase a meal plan.

Exemptions to the residential requirement may be granted to students living with parents, married and/or having dependent children. Meal plan waivers may be granted to students with medical needs. All exemptions to the University residence and meal plan requirements must be documented and be approved by the Housing and Residence Life Office. Students must seek approval each academic year while subject to the requirement. Any changes to the initial request during the year must be reported and approved. For further information, please call (505) 562-2632. Exemption forms are available on-line at:

www.enmu.edu/forms. Review of requests will require at least two working weeks. Failure to provide complete documentation may delay this review further. Students should submit requests as early as possible to avoid time delays due to a large number of last-minute requests. In no case should arrangements be made to live off campus until approval from the Office of Housing and Residence Life has been issued. **All information provided must be accurate. Deliberate falsification of any University document is a violation of the Student Code of Conduct and may result in disciplinary action up to and including suspension from the University.**

Any student who is required to live on campus and is enrolled in 12 or more hours will be held financially responsible for room and board fees unless an approved waiver is on file with the Housing and Residence Hall Life Office.

POLICIES FOR THE RESIDENCE HALL

Each residence hall/apartment has specific floors/buildings designated as “clean air zones.” Smoking will not be permitted anywhere on these floors. Smoking in the restrooms, hallways, lounges or any other public area is not permitted. Students who begin to smoke after moving in will be moved to a smoking designated floor/building. Violations of this policy may result in probation, contract termination or suspension. The residence hall director/manager and/or the director of Housing and Residence Life will handle violations.

RESIDENCE HALL SECURITY

The security of the facility is very important to the staff as well as the University. Staff members make every effort to create a safe and comfortable environment, but they cannot do it alone. Residents are responsible for helping to ensure the security of the hall by abiding by policies and taking an active role in the hall.

Late Access: Main entrances are accessible with an outside key after 10 p.m.

Conduct: Students living in campus housing are expected to conform to standards of conduct which are consistent with the educational objectives and priorities of ENMU. Respect and consideration for the rights of others and their needs for study and rest must receive priority. You are expected to respond appropriately to requests from staff and fellow students concerning behavior that is not conducive to the housing community environment. The maximum penalties for conduct violations may include eviction and/or suspension. Please refer to the "Guide to Living on Campus" for additional policies and information.

CAMPUS SAFETY

The University strives to ensure a safe environment; however, crime is a reality on every campus. Preventing it is a responsibility shared between the University and all campus constituents including students, faculty and staff. One cannot assume someone else has reported criminal activity. Suspicion is the only reason one needs for calling the police. Whether you or someone else is the victim, you should report a crime, suspicious activity or a crisis situation on campus. Do not intervene in the situation. Be prepared to provide detailed information to the Police. This will allow the University Police to investigate the report thoroughly.

UNIVERSITY POLICE

562-2392

Officers commissioned by the state of New Mexico are responsible for upholding the laws of the state as well as University policies and regulations. The department sponsors a number of crime prevention programs.

CAMPUS CRIME STATISTICS

In accordance with the Campus Crime Security Act, a summary of the University's crime statistics are available online at <http://www.enmu.edu/services/additional/security/crime-stats>. This information reflects crimes committed on the ENMU campus and on property controlled by ENMU organizations. Crime statistics for the period between Jan. 1 and Dec. 31,

2006 are shown in the following table. This information reflects crimes committed on the ENMU campus and on property controlled by ENMU.

Type of Crime/ Number:

Sex Offenses/Non-forcible	1
Burglary	9
Motor Vehicle Theft	1
Liquor Law Violations	7
Drug-Related Violations	15

PARKING REGULATIONS: All motor vehicles, including motorcycles, must display a valid University parking permit when parking on campus. Vehicles not displaying valid parking permits may be assessed a fine. Parking permits along with instructions on how to correctly display them and ENMU parking regulations may be obtained from University Police at no charge or on the ENMU web site. Permits are valid from Sept. 1 to Aug. 31 of the following year and must be replaced annually.

ACADEMIC REGULATIONS AND POLICIES

COURSES AND CLASSES:

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–up

Class 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 policies for the course. 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 that have been approved in advance by the dean of the college or the director of the unit sponsoring the activity. The activity sponsor submits to the Office of Student Affairs the names of student participants and the dates of their absences. This information is 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 in advance with the instructor for any make-up work.

Course Repeat: 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. *Refer to the current undergraduate catalog for more information.*

Clemency Policy: The clemency policy allows qualified former ENMU students to exclude poor academic work from their ENMU academic record under certain conditions. *Refer to the current undergraduate catalog for more information.*

Administrative Drop: Students who lack the required prerequisites for a course may be administratively dropped from the course. Students should be aware that their attendance is expected at all sessions of each course. Faculty are not responsible for dropping students who do not attend. Non-attendance does not imply withdrawal from a course.

Course Drop/Add/Withdrawal: A student may change his/her registration by adding, dropping or withdrawing from courses within the deadlines set in the University class schedule (usually the first week of classes). A course dropped during the drop/add period will not appear on the student's transcript. After that, a course withdrawn from will appear on the student's transcript with a grade of "W." Refunds will be made according to the refund schedule printed in the class schedule. In a variable credit course (such as an internship or directed study) 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.

Complete Withdrawal: 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 Alley (CUB). Part-time evening students may withdraw at the Office of the Registrar. Students who do not withdraw may receive a failing grade for the course. 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.

Degree Plan and Declaration of Major: Students must declare a major and file an official degree plan with the Office of Student Records at or before completing 45 hours. The degree plan is signed by the student, his or her advisor and department chair and college dean. For help in degree plan preparation, students submit a degree plan request at www.enmu.edu/degreeplanrequest. Call the Office of Student Records at (505) 562-2780 for more information.

Student Athletes: Students participating in a NCAA/LSC sport at ENMU are governed by the above regulations and by the *Eastern New Mexico University Student Athlete Handbook*. Students are encouraged to discuss compliance issues with their coaches and the University's NCAA compliance officer.

STUDENT RECORDS POLICY

Family Educational Rights and Privacy Act (FERPA)

ENMU adheres to the Family Educational Rights and Privacy Act of 1974. Any questions regarding the Family Educational Rights and Privacy Act (FERPA) should be referred to the Registrar.

For the purposes of this policy, ENMU has used the following definitions of terms:

Student—any person who attends or has attended ENMU. At the post-secondary school level, the rights afforded by FERPA belong to the student, not the parent; therefore, any rights listed in this policy are referring to the student's rights.

Educational Records — any record (in handwriting, print, tapes, film or other medium) maintained by ENMU or an agent of the University, which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by University Police if maintained solely for law enforcement purposes is revealed only to law enforcement agencies of the same jurisdiction, and the University Police does not have access to education records maintained by the University.
4. Alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student.

Annual Notification: As per Section 99.7 of the FERPA regulations, ENMU will notify students of their rights in the schedule of classes published for each semester.

Procedure to Inspect Education Records: Students may inspect and review their education records upon request to the appropriate records custodian. Students should submit to the records custodian a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The records custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/ her.

Right of University to Refuse Access: The University reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access or which were placed in file before Jan. 1, 1975.
3. Records connected with an application to attend ENMU or component unit of ENMU if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

Release of Copies of Transcript/Records: ENMU will provide students the opportunity to review their records; however, it reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations.

1. The student has an unpaid financial obligation to the University.
2. The student has received Federal Student Financial Aid and (a) does not complete an exit interview OR (b) has defaulted in loan repayment.

Fees for Copies of Records: No fees will be charged if it is determined that the records are necessary in order to comply with review process requirements.

Locations and Custodians of Education Records: The following is a list of the types of records that ENMU-Portales maintains, their locations and their custodians:

Undergraduate admissions records for the Portales Campus are maintained in the Office of Enrollment Services located in SAS 107. The custodian of these records is the director of Enrollment Services.

Graduate admissions records are maintained in the Office of the Graduate School located in the Administrative Building 207. The custodian of these records is the dean of the Graduate School.

The locations and custodians of records maintained at other ENMU branches can be obtained by contacting those campuses.

Disclosure of Education Records

ENMU will disclose information from a student's education records without written student consent in the following instances:

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

Directory Information: ENMU has established the following as Directory Information: name, mailing addresses, telephone number, e-mail addresses, date and place of birth, most recent previous school attended, major field of study, classification, dates of attendance, honors awarded, degrees and dates conferred, participation in officially recognized activities and sports, and weight and height of members of athletic teams. The information is available to the public and will be released unless a nondisclosure form to withhold this information is completed for each enrollment period (fall, spring, summer). This must be done within the first two weeks of the semester.

Correction of Education Records: Students have the right to ask to have records corrected which they believe are inaccurate, misleading or in violation of their privacy rights. Students may challenge inaccuracies contained in their files; however, they may not challenge the fairness of a grade. “Correction of Grade” and “Grade Review Policy” is addressed under Academic Regulations in the ENMU Portales undergraduate and graduate catalogs. “Grade Review Policy” under Academic Regulations addresses this issue in the ENMU-Ruidoso. “Changing Grades” under Academic Policy and Procedure addresses this issue in the ENMU-Roswell catalog.

Following are the procedures for the correction of educational records:

1. A student must ask an appropriate official at ENMU to amend a record. In so doing, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of his or her privacy or other rights.
2. Individuals in authority at ENMU may comply with the request or they may decide not to comply. If they decide not to comply, authorities will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student’s rights.
3. Upon request, appropriate authorities of ENMU will arrange for a hearing and notify the student, reasonably in advance of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend his/her education records. The student may be assisted by one or more individuals, including an attorney.
5. ENMU personnel will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If ENMU personnel decide that the challenged information is not inaccurate, misleading or in violation of the student’s right of privacy, they will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student’s education records as long as the contested portion is maintained. If ENMU discloses the contested portion of the record, it must also disclose the statement.
8. If personnel at ENMU decide that the information is inaccurate, misleading or in violation of the student’s right of privacy, they will amend the record and notify the student, in writing, that the record has been amended.

STUDENT CODE OF CONDUCT

1. **Purpose.** The purposes of these policies and procedures are to maintain honesty, safety, order and discipline among the members of the student

body at a level and in a manner sufficient to enable Eastern New Mexico University (University) to fulfill its mission.

2. Policy. The general policies of the University regarding the conduct of students are as follows:

- A. Dishonesty shall not be condoned or tolerated.
- B. Respect for the personal and property rights of others shall be required.
- C. Civil disorder or disruption of the normal operation of the University shall not be tolerated or considered a means of constitutionally protected freedom of expression.
- D. Criminal behavior shall not be tolerated. Conviction of a felony by a student shall result in immediate disciplinary sanctions by the University. Suspicion of a felony, especially a violent felony, may result in disciplinary sanctions by the University.
- E. Students shall be expected to do their part to maintain the University as a safe refuge for teaching, learning, research, study, other intellectual activities and exchanges, as well as recreational activities.
- F. A Student Code, adopted by the University, shall set forth standards and expectations for student behavior, as well as procedures for handling student misconduct.
- G. Such Student Code shall not transfer to students or any other person, entity or organization the University administration's responsibility for maintenance of honesty, safety, order and discipline among the members of the student body.
- H. Such Student Code shall also set forth the due process that the University shall provide students suspected of violations of the Student Code or other University policies or procedures. The minimum requirements of that due process shall be:
 - (1) That the student be notified of the violation of which he or she is suspected;
 - (2) That the student have an opportunity to speak to the person or persons charged with determining the disposition of the matter and
 - (3) That all parties to a student disciplinary proceeding, including the accused and the complainant and the University, shall have equal rights to be heard.

I. The University administration may adopt such policies and procedures it deems advisable to ensure enforcement of the above policies.

Student Code

3. Rules of Conduct for Students. Any student found to have committed the following misconduct is subject to the disciplinary sanctions set forth in this Student Code:

A. **Acts of dishonesty**, including but not limited to the following:

(1) **Cheating**, which 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. Alteration of grades on an examination or assignment or in instructor or University records or
- d. 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.

(2) **Plagiarism**, which includes, but is not limited to:

- a. Offering the work of another as one's own;
- b. Offering the work of another without acknowledgment or
- c. Failing to give credit for quotations or essentially identical expressions of material taken from books, encyclopedias, magazines, other reference works, term papers, reports or sources of any other individual.

(3) **Any other form of academic dishonesty**

(4) **Furnishing false information** to a University official, faculty member of office;

(5) **Forgery, alteration or misuse of any University document**, record or instrument of identification.

- (6) **Tampering with the election** of any University recognized student organization.
- B. **Disruption or obstruction** of teaching; research; administration; disciplinary proceedings; other University activities, including its public service functions on or off campus or other authorized non-University activities, when the act occurs on University premises.
- C. **Physical abuse, verbal abuse, threats, intimidation, harassment**, coercion or other conduct which threatens or endangers the health or safety of any person.
- D. **Attempted or actual theft of or damage to property** of the University or property of a member of the University community or other personal or public property.
- E. **Hazing**, defined as an act endangering the mental or physical health or safety of a student, or destroying or removing private or public property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- F. **Failure to comply with directions of University officials** or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so.
- G. **Unauthorized possession, duplication or use of keys** to any University premises or unauthorized entry to or use of University premises.
- H. **Use, possession or distribution of narcotic or other controlled substances**, except as expressly permitted by law.
- I. **Use, possession or distribution of alcoholic beverages** on University property.
- J. **Illegal or unauthorized possession of firearms, explosives**, other weapons or dangerous chemicals on University premises.
- K. **Participation in a campus demonstration disrupting** the normal operations of the University and infringing on the rights of other members of the University community; leading or inciting others to disrupt scheduled or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

L. Obstruction of the free flow of pedestrian or vehicular traffic on University premises.

M. Disorderly, lewd or indecent conduct; breach of peace; or aiding, abetting or procuring another person to breach the peace on University premises or a function sponsored by, or participated in by, the University.

N. Violation of the University Computer Use Policies and Procedures.

O. Violation of residence hall policies, if such violation is referred to the judicial system by the director of Housing and Residence Life.

P. Sexual misconduct of any kind, including but not limited to:

(1) **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's academic and campus life or creating an intimidating, hostile or offensive campus or academic environment.

(2) **Forced Sexual Contact:** Any unwelcome contact of a sexual nature with another person (including exposure, disrobing, telephone calls, etc.) that is accomplished toward another without his/her consent including any such act accomplished by means of actual or implied force, threat, coercion or by taking advantage of a victim's helplessness.

(3) **Forced Sexual Physical Contact:** Any unwelcome contact of a sexual nature with another person (including touching, fondling, etc.) that is accomplished toward another without her/his consent and by means of actual or implied force, threat, coercion or by taking advantage of a person's helplessness. Using force or intimidation to make another person touch another's intimate parts shall also constitute sexual contact.

(4) **Forced Sexual Penetration:** Intercourse (vaginal penetration), sodomy (anal penetration), oral copulation (oral-genital contact) or penetration with any object or body part, by the use of force, threats, coercion or by taking advantage of a victim's helplessness.

Q. Abuse of the judicial system, including but not limited to:

(1) Failure to obey the summons of a judicial body or University official.

(2) Falsification, distortion or misrepresentation of information before a judicial body.

- (3) Disruption or interference with the orderly conduct of a judicial proceeding.
- (4) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- (5) Attempting to influence the impartiality of a member of a judicial body prior to, or during the course of, the judicial proceeding.
- (6) Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during or after a judicial proceeding.
- (7) Failure to comply with the sanction(s) imposed under the Student Code.
- (8) Influencing or attempting to influence another person to commit an abuse of the judicial system.

R. Violation of published University policies, rules or regulations.

S. Violation of federal, state or local law on University premises or at University sponsored or supervised activities.

The foregoing Code of Conduct for Students shall be enforced by the following.

Procedures:

4. Administration. The vice president for Student Affairs (the VPSA) is the person designated by the University to be responsible for administration of the Student Code.

5. Definitions. The following terms are defined for use in this Student Code:

- A. "University" means Eastern New Mexico University.
- B. "Student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate or graduate studies. Persons who are not officially enrolled for a particular semester but who have an ongoing academic relationship with the University (other than as a faculty member) are considered "students."
- C. "Faculty member" means any person hired by the University to conduct classroom activities.
- D. "University official" includes any person employed by the University and performing assigned administrative or professional duties.

- E. "Member of the University" includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the VPSA.
 - F. "University premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the University, including adjacent streets.
 - G. "Organization" means any number of persons who have complied with the formal requirements for University recognition.
 - H. "Judicial body" means any person or persons authorized by the VPSA to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
 - I. The "judicial system" is the adjudicatory system established in the Student Code for enforcement of the Student Code of Conduct.
 - J. "University Adjudication Officer" means a University official authorized on a case-by-case basis by the VPSA to impose sanctions upon students found to have violated the Student Code. The VPSA may authorize a University Adjudication Officer to serve simultaneously as a University Adjudication Officer and the sole member or one (1) of the members of a judicial body. Nothing shall prevent the VPSA from authorizing the same University Adjudication Officer to impose sanctions in all cases. If the VPSA does not appoint a University Adjudication Officer, then the VPSA shall be the University Adjudication Officer.
 - K. "Student Discipline Committee" means the person or persons authorized by the VPSA to consider an appeal from the judicial body's determination that a student has violated the Student Code or from the sanctions imposed by the University Adjudication Officer.
 - L. "Shall" is used in the imperative sense.
 - M. "May" is used in the permissive sense.
 - N. "Policy" and "policies and procedures" are defined as the written regulations of the University as found in, but not limited to, the Student Code, the Undergraduate Catalog, the Graduate Catalog and Eastern Essentials.
- 6. Judicial Authority.** Authority for enforcement of student discipline and the Student Code are as follows:

- A. The University Adjudication Officer shall determine the composition of judicial bodies and appellate boards and determine which judicial body, University Adjudication Officer and appellate board shall be authorized to hear each case.
 - B. The University Adjudication Officer shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings consistent with the provisions of this Student Code.
 - C. Decisions made by a judicial body or University Adjudication Officer shall be final, pending the normal appeal process.
 - D. A judicial body may be designated as arbiter of disputes within the student community in cases not involving a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.
- 7. Jurisdiction of the University.** Generally, University jurisdiction and discipline shall be limited to conduct occurring on University premises or adversely affecting the University community or the pursuit of its mission and objectives.

8. Violation of Law and University Discipline.

- A. If a student is charged only with an off-campus violation of federal, state or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct demonstrating flagrant disregard for the University community.
- B. University disciplinary proceedings may be instituted against a student charged with a violation of a law that is also a violation of the Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution.
- C. When a student is charged by federal, state or local authorities with a violation of law, the University shall not request or agree to special consideration for that individual because of his or her status as a student. The University shall cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with government representatives as they deem appropriate.

9. Charges and Hearings Procedure.

- A. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the University Adjudication Officer responsible for the administration of the University judicial system. Any charge should be submitted as soon as possible after the event takes place. If the accused elects to have the Student Discipline Committee hear the matter initially, then the only appeal will be to the president, as outlined in section 12 below.
- B. The University Adjudication Officer may conduct an investigation to determine if the charges have merit and if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the University Adjudication Officer. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the University Adjudication Officer may later serve in the same matter as the judicial body or as a member of the judicial body.
- C. All charges shall be presented to the accused student. A time shall be set for hearing, not fewer than three (3) days after the student has been notified.
- D. The accused shall have the choice of having the matter heard by the Student Discipline Committee, the Adjudication Officer or a judicial body; provided, however, all appeals of sanctions imposed for academic dishonesty [see section 3. A. (1) (2) and (3) above] shall be only to the Student Discipline Committee. *Note: Thus, once a sanction for academic dishonesty is imposed, there shall be no intermediary appeals, e.g. to deans or vice presidents, prior to appeal to the Student Discipline Committee.*
- E. Hearing shall be conducted by a judicial body according to the following guidelines:
- (1) Hearings normally shall be conducted in private. At the request of the accused student, and subject to the discretion of the chairperson, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing.
 - (2) Admission of any person to the hearing shall be at the discretion of the judicial body and/or the University Adjudication Officer.
 - (3) In hearings involving more than one (1) accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - (4) The complainant and the accused have the right to be assisted by any advisor they choose from the faculty, staff or students of the University. The complainant and the accused are responsible for

presenting their own cases and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.

- (5) The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body.
- (6) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
- (7) All procedural questions are subject to the final decision of the chairperson of the judicial body.
- (8) After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one [1] person) whether the student has violated each section of the Student Code that the student is charged with violating.
- (9) The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the code.

F. There shall be a summary record kept of all hearings before a judicial body. The record shall be the property of the University.

G. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

10. Sanctions.

A. The following sanctions may be imposed upon any student found to have violated the Student Code:

- (1) Warning—A notice in writing to the student that the student is violating or has violated University regulations.
- (2) Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating a University regulation(s) during the probationary period.

- (3) Loss of Privileges—Denial of specific privileges for a designated period of time.
- (4) Fines—Previously established and published fines may be imposed.
- (5) Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- (6) Discretionary Sanctions—Work assignments, service to the University or other related discretionary assignments (such assignments must have prior approval of the University Adjudication Officer).
- (7) Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions of readmission may be specified.
- (8) Residence Hall Expulsion—Permanent separation of the student from the residence halls.
- (9) University Suspension—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- (10) University Expulsion—Permanent separation of the student from the University.

B. More than one (1) of the sanctions listed above may be imposed for any single violation.

C. Other than University expulsion, disciplinary sanctions shall not be made a part of the student's permanent academic record, but shall become a part of the student's confidential record. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension or University expulsion shall be expunged from the student's record five (5) years after final disposition of the case.

D. The following sanctions may be imposed upon groups or organizations:

- (1) Those sanctions listed above in section 7.A. (1) through (5).
- (2) Deactivation—Loss of all privileges, including University recognition, for a specified period of time.

E. In each case in which a judicial body determines a student has violated the Student Code, the sanctions(s) shall be determined and imposed by the University Adjudication Officer. In cases in which persons other than or in addition to the University Adjudication Officer have been authorized to serve as the judicial body, the recommendation of all of the members of the judicial body shall be considered by the University Adjudication Officer in determining and imposing sanctions. The University Adjudication Officer is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the University Adjudication Officer shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

11. Interim Suspension. In certain circumstances the VPSA, or a designee, may impose a University or residence hall suspension prior to the hearing before a judicial body.

A. Interim suspension may be imposed only:

- (1) To ensure the safety and well-being of members of the University community or preservation of University property;
- (2) To ensure the student's own physical or emotional safety and well-being or
- (3) If the student poses a definite threat of disruption or interference with the normal operation of the University.

B. During the interim suspension, students shall be denied access to the residence halls and/or the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the VPSA or the University Adjudication Officer may determine to be appropriate.

12. Appeals.

A. A decision reached by the University discipline committee or a sanction imposed by the University Adjudication Officer may be appealed by accused students or complainants to the president within five (5) school days of the decision. The president's determination of the appeal shall be in writing and shall be delivered to the VPSA or his or her executive secretary.

B. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one (1) or more of the following purposes:

- (1) To determine whether the original hearing was conducted fairly.

- (2) To determine whether the decision reached regarding the accused student was based on substantial evidence.
- (3) To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code.
- (4) To consider new evidence or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

C. If an appeal is upheld by the president, the matter shall be remanded to the original hearing authority for re-opening of the hearing to allow reconsideration of the original determination and or sanction(s).

D. In cases involving appeals by students accused of violating the Student Code, review of the sanctions may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the hearing authority may, upon review of the case, reduce, but not increase, the sanctions previously imposed.

13. Interpretation and Revision.

A. Any question of interpretation regarding the Student Code shall be referred to the VPSA or his or her designee for final determination.

B. The Student Code shall be reviewed every four (4) years under the direction of the University Adjudication Officer.

ENMU STATEMENT: DRUG-FREE SCHOOLS ACT, 1990

ENMU, in compliance with the Drug Free Schools Act of 1990, has implemented a program to deter illicit possession, use, or distribution of controlled substances. ENMU is committed to drug and alcohol education for students and staff and takes an active approach toward the health and safety of all members of the University community. ENMU recognizes the institution's responsibility, but also holds the student and employee responsible for their own decisions/actions.

State and Federal Law: The ENMU abuse policy is in keeping with the educational mission of the institution and applicable state laws governing controlled substances. The policy applies to the illegal possession, distribution and abuse of alcohol as defined in New Mexico statute by both students and employees.

University Regulations: No alcoholic beverages are allowed on campus (i.e., public buildings, lounges, patios, foyers, arenas, parks, parking lots and other open spaces on campus). Violators of state statutes and/or University regulations governing the possession and/or consumption of alcohol or controlled substances shall be subject to sanctions as set forth in the ENMU undergraduate catalog. This is in addition to the regulations and/or penalties described in N.M. state statutes.

Residential students are individually responsible for maintaining an atmosphere and community in the residential areas that is in concert with the academic mission of the University. Drunken and/or disorderly behavior will not be tolerated. The responsibility for administering the disciplinary system at the University is delegated by the president of the University to the vice president for Student Affairs. The vice president for Student Affairs delegates administrative responsibility to the campus adjudication officer and the Student Discipline Committee to review and process student disciplinary matters.

ENMU Drug-Free School Policy requires Student Affairs to provide each student with a copy of the policy. The program also requires each student, as a condition of enrollment, to abide by ENMU's Drug and Alcohol policies. Those students who receive federal or state money under Financial Aid benefits must sign a certification of awareness of the University Drug Free School policy and program. When a student is charged with an infraction of University regulations the Student Code of Conduct will be followed.

DEADLY WEAPONS, CONCEALED WEAPONS, EXPLOSIVES, INCENDIARY MATERIALS AND DEVICES POLICY

Having deadly weapons, explosives or incendiary materials or devices in one's possession/control on University premises or at University events and activities is prohibited, except when the possession is by:

1. University Police and/or their delegated campus security personnel;
2. State or federal certified law enforcement officers within the scope of their duties or armed forces under order of the governor of New Mexico or the President of the United States;
3. An academic program, activity or special event which has been approved by the chief of University Police or his or her approved delegate (see below for request for approval process);
4. Students, faculty, staff and visitors of the University who store their deadly weapons, etc., with University Police (or approved delegate); and who must make prior arrangements to deliver or pick up weapons except during regular University working hours and
5. Other exceptions as requested in writing and approved by the chief of University Police or his or her approved delegate.

It is a violation of University policy to aid or abet another person to conceal or transport deadly weapons, explosives or incendiary materials or devices on University premises or at University activities or events.

Petitions and requests for exceptions to the prohibition for possession of deadly weapons, explosives, incendiary materials or devices on campus shall be in writing, shall be submitted in advance of the date of proposed occurrence, must be submitted to the chief of University Police or his or her approved delegate and, if approved, must be approved in advance of the occurrence and shall be effective only for the term of approved possession but, in any case, not longer than one (1) calendar year from the date of approval.

Discipline and Penalties for Violation of Policy: Whoever is determined to have violated this policy shall be governed, prosecuted and punished pursuant to New Mexico law and/or the policies, procedures and regulations of the University.

Students, employees and users of the University must abide by this policy as a condition of enrollment, employment or use. Employees and students are subject to disciplinary action up to termination or expulsion for violations of this policy. Visitors and guests of the University must abide by this policy as a condition of participation in the events and activities of the University and of the use of University facilities and space. Visitors and guests who violate or allegedly violate this policy are subject to prosecution as prescribed by New Mexico law.

Definitions: “University premises” means University-owned or leased properties as administered through each of its campuses, off-campus centers, residence halls, rental properties, athletic fields, arena, stadiums, including all lands and properties, as well as University-owned or leased vehicles, both on and off University premises, and all of its associated activities and events. “Deadly weapons and explosives” include all classes of firearms (loaded or unloaded), incendiary materials and devices as defined in New Mexico law. “University events and activities” include all activities on and off campus sponsored by University departments and organizations including student, employee and volunteer organizations.

Appeals: Any affected person may appeal the decision of the chief of University Police or any decision taken by any appropriate University personnel. The basis of the appeal must be stated in writing and directed to the appropriate executive administrator. The appropriate executive administrator of the University shall have ten (10) working days in which to respond to the appeal and his or her decision shall be final, subject to review by the president of the University.

SOLICITATION, ADVERTISEMENTS AND PRINTED MATERIALS

The director of Student Activities and Organizations shall administer all regulations pertaining to on-campus solicitations, advertisements and printed materials pertaining to solicitations by students and registered student organizations. For more information about regulations regarding solicitations, advertisements and distribution of printed materials on campus as well as sanctions regarding violations of these regulations, contact the Office of Student Activities and Organizations.

Please consult enmu.edu for changes to any or all of these policies.

SERVICES AND INFORMATION NUMBERS

If you cannot find the number you need, please call Guest Services and Information at (505) 562-2106.

EMERGENCY NUMBERS

Campus Police	562-2392 (on-campus: 2392)
Portales Police (Emergencies)	911

IMPORTANT OFF-CAMPUS NUMBERS

City Police (non-emergency)	
Portales: (505) 356-4404	Clovis: (505) 769-1921
County Sheriff (non-emergency)	
Portales: (505) 356-4408	Clovis: (505) 769-2335
Crime Stoppers	
Portales: (505) 356-8100	Clovis: (505) 763-7000
Crisis Center	(505) 762 -5454
FBI	(505) 763-9405
Mental Health Resources	
Portales: (505) 359-1221	Clovis: (505) 769-2345
Missing Children Hotline	(800) THE-LOST (843-5678)
National Runaway Switchboard	(800) RUNAWAY (786-2929)
National Youth Crisis	(800) HIT HOME (448-4663)
New Mexico Environmental Improvement	
Division 24 hr. Emergency Reporting	(505) 762-3728
New Mexico State Police	
Portales: (505) 356-5139	Clovis: (505) 763-3426
Rape Crisis	(505) 762-5454
Red Cross	
Portales: (505) 356-4672	Clovis: (505) 763-4129
Suicide Prevention	
Portales: (505) 359-1221	Clovis: (505) 769-2345

IMPORTANT CAMPUS NUMBERS

(Unless specified, only the four-digit extension listed is needed when dialing on campus. When dialing off campus, the standard prefix is 562 followed by the four-digit extension.) For other campus numbers, call 562-1011.

Associated Students Activities Board	2631
Academic Affairs	2312
Adult Re-Entry	2434
Advising (Academic)/Freshman Studies	2338
Affirmative Action	2905
Book Store	2721
Box Office University Theatre Center	2710
Café Fresca	2899
Campus Police (non-emergency)	2392
Campus Union	2632
Campus Crossroads - The Ultimate Dining Hall	2190
Career Services	2211
Cashier	2619 or 2620
<i>The Chase</i>	2757
Child Development Center (CDC)	2482
College Offices:	
College of Business	2343
College of Education and Technology	2443
College of Fine Arts	2373
College of Liberal Arts and Sciences	2421
Computer Help Desk	(HELP) 4357
Counseling	2211
Disability Services	2280
Enrollment Services:	
Graduate	2147
Undergraduate	2178
Financial Aid	2194
Foreign Student Admissions	4698
Guest Services and Information Desk, Campus Union	2106
Graduate School	2147
Health Services	2321
Housing	2631 or 2632
Information Line	4636
Information and Technology Services	4352
Information Center, Administration Bldg.	1011

Intramural Sports	2739
Inclement Weather	4636
Learning Support	2286
Library	2624
Media Services	2776
Multicultural Affairs	4914
International Affairs	4915
African American Affairs	2437
Hispanic Affairs	2451
Native American Affairs	2740
Natatorium	2713 or 2241
Phone and Computer Repair	4357
Post Office	2633
President	2121
Recreational Sports	2793
Records Clerks	2780
Registrar	2175
Residence Halls:	
Bernalillo Hall	3144
Curry Hall	3040
Eddy Hall	3334
Harding Hall	3004
San Juan Village	
<i>Silver Pack</i>	2756
Silver Pass	2178
Student Accounts	2615
Student Activities and Organizations	2631
Student Employment	2211
Student Government (ASENMU)	2473
Student Senate	2473
Telephone Services	4352
Testing	2280
Time and Temperature	4395
Transcripts	2567
Tutoring	2286
Veteran's Representative (VA)	2563 or 2565
Vice President for Student Affairs	2221

UNIVERSITY CALENDAR

Unforeseen circumstances may necessitate modification of the University Calendar. The Class Schedule for each semester will reflect those modifications. Students should refer to the University Calendar printed in the Class Schedule for each semester.

Fall 2007

Aug 27	Instruction begins
Aug. 27- Aug 31 (M-F)	Drops, adds, and late registration at Office of the Registrar
Sept. 3 (M)	Labor Day- no classes
Sept. 4 (T)	Registration canceled for non-payment
Sept. 14 (F)	Last day to apply for fall graduation and commencement
Sept. 21 (F)	Last day to withdraw from eight-week classes
Oct. 15–19 (M-F)	Midterm exams
Oct. 22 (M)	Second eight-week classes begin
Nov. 2 (F)	Reading copy of thesis due
Nov. 2 (F)	Last day to withdraw from a class or from the University
Nov. 4 (Su)	Spring registration for currently enrolled students begins
Nov. 22–23 (Th-F)	Thanksgiving recess- no classes
Dec. 3 (M)	Final copy of thesis due
Dec. 3 (M)	Report of comprehensive exams due
Dec. 7 (F)	Last day of instruction
Dec. 8–14 (Sa-F)	Final Exams
Dec. 14 (F)	Last day of semester
Dec. 15 (Sa)	Commencement

Spring 2008

Jan. 14 (M)	Instruction begins
Jan. 14–18 (M-F)	Late registration and drop/add
Jan. 21 (M)	Martin Luther King Jr. Day- no classes
Jan. 22 (T)	Registration canceled for non-payment

Feb. 1 (F)	Last day to apply for spring graduation and commencement
Feb. 8 (F)	Last day to withdraw from first eight-week classes
Feb. 18 (M)	Presidents' Day –no classes
Mar. 3–7 (M-F)	Midterm exams
Mar. 10 (M)	Second eight-week classes begin
Mar. 21 (F)	Last day to withdraw from a class or from the University
Mar. 24- Mar 30 (M-Su)	Spring Break
Mar. 28 (F)	Reading copy of thesis due
Apr. 6 (Su)	Fall/Summer registration for currently enrolled students begins
Apr. 28 (M)	Final copy of thesis due
Apr. 28 (M)	Report of comprehensive exams due
May 2 (F)	Last day of instruction
May 3–9 (Sa-F)	Final exams
May 9 (F)	Last day of semester
May 10 (Sa)	Commencement
Summer 2008	
June 2–June 27	First four-week session
June 2–July 25	Eight-week session
June 4 (W)	Last day to withdraw from any first four-week session course
June 13 (F)	Last day to apply for summer graduation
June 26–June 27 (Th-F)	Final exams for first four-week session
June 27 (F)	Reading copy of thesis due
June 27 (F)	Last day to withdraw from any eight-week session course
June 30 (M)	Registration and first day of class for second four-week session
June 30- July 2 (M–R)	Late registration and drop/add for second four-week session
July 4 (F)	Independence Day –no classes
June 30-July 5	Second four-week session

July 11 (F)	Last day to withdraw from any second four-week session course
July 14 (M)	Final copy of thesis due
July 14 (M)	Report of comprehensive exams due
July 19 (Sa)	Independence Day holiday make-up class for second four-week session
July 24–25 (Th-F)	Final exams for second four–week session and eight week session

