



## EASTERN ESSENTIALS PLANNER

2010-2011

Eastern New Mexico University  
1500 S Ave K  
Portales, NM 88130  
[www.enmu.edu](http://www.enmu.edu)

*This planner belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!



Printed on recyclable paper

## **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."**

## TABLE OF CONTENTS

About Eastern New Mexico University.....	5
History.....	5
University Colors and Mascot.....	5
Alma Mater.....	5
O Hail, ENMU (Fight Song).....	6
Mission Statement.....	6
Eastern’s Focus.....	6
Vision Statement.....	6
Philosophy of General Education.....	7
Student Outcomes Assessment.....	8
Eastern’s Plan for Diversity.....	8
Student Involvement.....	9
Intercollegiate Athletics 562-2153.....	9
Intramural And Recreational Sports 562-2297.....	9
Student Activities and Organizations 562-2108.....	9
Student Government 562-2473.....	10
Student Newspaper 562-2757.....	10
Student Success Center: The Alley.....	10
College Success Program (CSP) 562-2455.....	10
Multicultural Affairs 562-4914.....	11
Veterans and Non-trad student Org 562-2434.....	11
Tutoring Services 562-2286.....	11
Other Student Services.....	11
Advising Center/ Learning Communities 562-2338.....	11
Campus Telephone Services 562-2287.....	11
Campus Union Building (The CUB) 562 2632.....	12
Computer Center 562-4352.....	12
Policy on Computer Use.....	12
Counseling and Career Services 562-2211.....	12
Dining Services 562-2190.....	12
Disability Services 562-2280.....	13
Testing Center 562-2280.....	13
Parents’ Web Page 562-2221.....	13
Student Accounts 562-2615.....	13
Student Health Services 562-2321.....	14
Student Identification Card (ID) 562-2178.....	14
Golden Library.....	14
Library Services.....	15

Financial Aid 562-2194.....	15
Types of Financial Aid.....	16
How to Apply.....	16
When to Apply.....	17
How to Get Your Money.....	17
Information Regarding the Letter of Estimated Aid Notification.....	17
WIA/Project Success/DVR/Veterans Benefits Recipients.....	18
Maintaining Your Financial Aid.....	18
Refunding Title IV Aid.....	19
Work/Study and Student Hire.....	19
Campus Housing and Residence Life 562-2632.....	19
Campus Residence Policy.....	20
Guide To Campus Living.....	21
Residence Hall Security.....	21
Campus Safety.....	22
University Police 562-2392.....	22
Campus Crime Statistics.....	22
Parking Regulations:.....	22
Academic Regulations And Policies.....	23
Student Records Policy.....	26
Student Code of Conduct.....	29
Deadly Weapons, Concealed Weapons, Explosives, Incendiary Materials and Devices Policy.....	46
Solicitation, Advertisements and Printed materials.....	47
Services and Information Numbers.....	47
Emergency Numbers.....	47
Important Off-Campus Numbers.....	47

*The 2010-11 Student Handbook is printed here for your reference. Please note that the official version of the Handbook, with any updates, additions, or corrections, will always appear on the ENMU website at [http://www.enmu.edu/services/student-affairs/student\\_handbook\\_10-11.pdf](http://www.enmu.edu/services/student-affairs/student_handbook_10-11.pdf) or go to “Quick Links” on ENMU’s homepage and click on “Student Handbook.”*

---

## **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 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 after 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 memories 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.

---

### INTERCOLLEGIATE ATHLETICS

562-2153

Intercollegiate Athletics is active and strong at ENMU. Eastern New Mexico University is a member of the NCAA, Division II and the Lone Star Conference. Intercollegiate teams include women's basketball, volleyball, track and field, cross country, and soccer. Men's sports include basketball, football, track and field, cross country, baseball, and soccer. Men's and women's rodeo are also sponsored ENMU events. Intercollegiate athletic contests are announced in advance on the athletic home page, accessible from the university home page. Student athletes appreciate the support of the entire university.

---

### INTRAMURAL AND RECREATIONAL SPORTS

562-2297

Intramural and Recreational sports programs are provided for all ENMU students, faculty and staff. Intramural and Recreational Sports programs at ENMU seek to provide broad opportunities for participation in wholesome physical activities for fun, to promote optimum physical and mental health and to provide a change-of-pace program for the busy university student. Intramural sports are a great way to stay active and meet other students, faculty and staff. We encourage everyone to stop by our office in Greyhound Arena, Room 14, or visit our website at [www.enmu.edu/intramurals](http://www.enmu.edu/intramurals). A long-standing recreational sports motto at ENMU is "Fitness for Life!!"

---

### 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 60 registered student organizations on campus. For more information about student activities, ASAB, or registered student organizations, please contact the Office of Student Activities and Organizations, located in the Campus Union Building, room 108.

---

---

**STUDENT GOVERNMENT****562-2473**

The Associated Students of ENMU (ASENMU) provides students a voice in university governance and helps provide services for students. The executive branch is comprised of a president and a vice president, elected by the student body and chairpersons of executive boards who are appointed by the president and approved by the Senate. The legislative branch is headed by the vice president and consists of representatives from the colleges. The elected Senate distributes allocated student funds and makes recommendations to the administration on university policy. The judicial branch consists of an attorney general and a 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 CUB, room 11.

---

**STUDENT NEWSPAPER****562-2757**

*The Chase* is a student-run newspaper that offers hands-on experience to blossoming journalists, graphic designers and photographers. Each week, *The Chase* staff designs and produces the full-size broadsheet publication. *The Chase* fills approximately 30 staff positions each semester, allowing students to publish work they can clip and add to their portfolios for future employers.

---

**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 the Veterans and Non-traditional Student Organization. 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, training for the software used in online classes, and the Internet. The main phone number is (575) 562-2286.

---

**COLLEGE SUCCESS PROGRAM****562- 2455**

Student Support Services assists ENMU students who are first generation college students, students with disabilities, or students from low income families. This program helps remedy academic deficiencies, provide career guidance and placement and encourage students to continue higher education. Student Support Services works closely with other student services to give student members the best chance at academic and personal success.

---

**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 address academic success, retention and graduation. These offices promote cultural diversity and awareness throughout the campus community. Information is also available online at [www.enmu.edu/current-students/orgs/multicultural/](http://www.enmu.edu/current-students/orgs/multicultural/).

---

**VETERANS AND NON-TRAD STUDENT ORG****562-2434**

This organization serves a variety of students: veterans, 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 is to reacquaint non-traditional students with the college atmosphere and to provide support and information.

---

**TUTORING SERVICES****562-2286**

Tutoring is available in many disciplines such as math, sciences, English, and business, free of charge. Students have access to one-on-one tutoring sessions on a drop-in basis or by appointment. Tutoring is also available in the evenings, on weekends and on-line.

---

**OTHER STUDENT SERVICES****ADVISING CENTER/ LEARNING COMMUNITIES****562-2338**

The Advising Center (SAS 214) offers academic advising for students until the declaration of the major (by the 45<sup>th</sup> 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 1.5 times the rate the

long distance company charges for the call. Please contact the Department of Telecommunications for information and prices.

---

**CAMPUS UNION BUILDING (THE CUB)**

**562- 2108**

The Campus Union Building is the living room of the campus. You will find a place to check your email, read or study in the lounge, find your student organization leaders, and eat your meals. The Campus Union Building is your home away from home. Students treat the building with respect and enjoy what it has to offer. The Campus Union Building meeting rooms can be reserved free of charge for university approved student clubs and organizations.

---

**COMPUTER CENTER**

**562-4352**

ENMU Information Technology Services (ITS) offers a variety of computing facilities on campus for students and faculty. Computer labs on campus are updated and configured with current software to encourage students to work at their most convenient location. All labs have high speed LaserJet printers and full internet access. Open computers labs are located in UCC 109, COB 126, Golden Library, Campus Union Building, Bernalillo, Eddie, Curry, and San Juan Village.

**POLICY ON COMPUTER USE**

A complete statement of the Computer Policy is available in the University Computer Center and available online at [www.enmu.edu/services/its/policies/](http://www.enmu.edu/services/its/policies/).

---

**COUNSELING AND CAREER SERVICES**

**562-2211**

The Office of Counseling and Career Services (CCS) in SAS 232 provides free personal counseling, career choice assistance, 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 part time on and off campus job openings at 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.

---

**DINING SERVICES**

**562-2190**

ENMU offers a Carte Blanche meal plan that offers students unlimited meals at the CUB Dining Room 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 the CUB offer a variety of beverages and snacks for students on the go. In addition, a commuter meal plan

is also offered. The director of Sodexo at ENMU will meet with any student who has special dietary needs and accommodate those needs. Flex dollars purchased with the Carte Blanche plan and the Commuter Plan give the flexibility to eat at locations other than the CUB Dining Room. The goal of dining at ENMU is to provide healthy, balanced, and tasty choices for every meal.

---

**DISABILITY SERVICES** **562-2280**

The Office of Disability Services (ODS) 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 electronic textbooks, examination accommodations, typing and other services. Orientation for services, programs and mobility are available in addition to adaptive equipment. Disability Services coordinates with other offices on campus, is part of the staffing of the College Success Program, and works closely 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.

---

**PARENTS' WEB PAGE** **562-2221**

Every month the Office of Student Affairs updates a web page for parents of ENMU students. Updates on what is happening on campus, a calendar of events, and issues pertinent to the time of year are included. Go to [www.enmu.edu/services/student-affairs/parents-update](http://www.enmu.edu/services/student-affairs/parents-update) for the latest issue and share the link with your parents.

---

**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).

---

## **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. SHS is located in Curry Hall. Office hours are Monday–Friday, 8 a.m.–5 p.m. Unless it is an emergency, please make an appointment. It reduces your wait. Walk-in hours are also listed at SHS.

**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. International students are required to document proof of insurance each semester. ENMU does not endorse a particular student health insurance company; however, the Student Health Services webpage has a link to a page listing several companies. You may choose from these groups or bring your own insurance.

---

## **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 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 are 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 28,000 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 (575) 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 25,000 journals are available in electronic format both on campus and off campus. To access the journals from off campus, a current, ENMU ID number 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 CD, DVD duplicating, laminating, a fax machine, Internet, word processing and image scanning. Two large format, self-help scanners are located in the reference area.

### **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**

Every student has a unique financial aid package of gift aid and loans. You are encouraged to visit or contact our office for one-on-one help with questions and

concerns. Blanket answers are not usually helpful and we prefer to assist each individual student, so please call ( 562-2194) or stop by at SAS 107.

### **TYPES OF FINANCIAL AID**

Students at Eastern New Mexico University may apply for two basic types of financial aid: 1) Gift Aid or 2) Loan/Work aid. Gift aid does not have to be repaid and includes Federal Pell Grants, Supplemental Educational Opportunity Grants, and scholarships. Loans have to be repaid and include Stafford Loans (subsidized or unsubsidized), Federal PLUS Programs, and Leveraging Educational Assistance Partnership (LEAP). Student Work aid is earned income from the Federal Work-Study Program and the New Mexico Work-Study Program.

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 (575)562-2194. The Office of Development's *Guide to Scholarships* and application forms are available online at [www.enmu.edu/scholarships](http://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 college 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 (575) 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 [www.fafsa.ed.gov](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 as soon as possible. Each year check the Financial Aid Office web site at [www.enmu.edu/services/financialaid](http://www.enmu.edu/services/financialaid) for the exact dates. Typically, but not always, the deadlines are in February for awards for fall. Funds become limited the longer you wait. Grants money goes first, so apply before the deadline. Again, check at [www.enmu.edu/services/financialaid](http://www.enmu.edu/services/financialaid).

## **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 before we can award aid. Approximately 30 percent of financial aid applicants are selected by the federal government for a process known as **verification**. ENMU has no control over who is selected, but will help you if you are chosen. If your file is chosen, ENMU's Office of Financial Aid will request you provide the additional documentation the federal government wants to see. This may 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. Check with us to be sure they are sent to the correct addresses. Our goal is help you complete your file as quickly as possible and files that are selected for verification are not complete until verification is concluded.
3. If receiving loans, you must complete a Loan Entrance Interview. The Loan Entrance Interview is available online at [www.mapping-your-future.org](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, since this is the activity that informs you of your duty to repay the loan. Lenders want to be sure you know the rules before they send the money.
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, or, when electronic deposit is available, deposited in the account you indicate. 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](http://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**

Your award is based on your total budget for financial aid awards is noted below.

**TOTAL BUDGET**

- Minus Expected Family Contribution
  - Minus Total Resources
  - Minus Outside Aid
- 

**Equal UNMET NEED**

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 federal government calculates the Expected Family Contribution from the FAFSA. That is why it is so important to file it promptly. We can't award without that calculation.

Your unmet need is your Total Budget minus Total Resources, EFC and outside aid. **Your financial aid award 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**

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. Basically, the federal loan and grant programs want to help you if you are working toward a degree and making progress toward earning credits toward that degree. If you are not making progress, according to their definition below, then the aid is reassigned to another qualified student. A copy of the

SAP policy is available in the Office of Financial Aid and on the ENMU Web site at [www.enmu.edu](http://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.

#### **WORK/STUDY AND STUDENT HIRE**

Students seeking employment on campus must file a FAFSA and must obtain a SPAN (student personnel action notice) at the Office of Financial Aid. Job openings are available at 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 offered at Counseling and Career Services (SAS 232).

---

#### **CAMPUS HOUSING AND RESIDENCE LIFE** **562-2632**

The Office of Housing and Residence Life provides living accommodations for students in well-equipped, safe and comfortable residence halls. These University living areas are staffed by both professional and student staff whose job it is to see that the living area environment is conducive to student success. Three basic types of student living environments are available to choose from. They are: 1) traditional halls, mostly double occupancy rooms; 2) suites and conjoined suites; or 3) university apartments ranging from one to four bedrooms. San Juan Village Apartments is the most recently constructed residence and features apartment living for upperclassmen and a community hall with all the amenities. If you have questions about the types of facilities or if you are considering becoming a Housing and Residence Life staff member, please contact the housing office at 562-2632.

## CAMPUS RESIDENCE POLICY

ENMU is committed to the education of the whole student. 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 are under 21 years of age on the first day of class fall semester and who have earned fewer than 30 semester hours after high school graduation 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. 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. **In no case should arrangements be made to live off campus until approval from the Office of Housing and Residence Life has been issued.**

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 (575) 562-2632. Exemption forms are available on-line at: [www.enmu.edu/forms](http://www.enmu.edu/forms). Review of requests will require at least two working weeks. Failure to provide complete documentation may delay this review further. All information provided must be accurate. 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 students residing in the halls are required to have an approved meal plan for residents. Students living in residence halls sign a room and board contract for an academic year. Preferences of residence hall, room and roommates are honored when possible. Private rooms are not guaranteed to any student, but are assigned on a space available basis with priority given in descending order starting from graduate students. Apartments are available for married students, students with families and students who have achieved sophomore status or more, with priority given to order of application.

Room rates and other information may be obtained from the Office of Housing and Residence Life located in the Campus Union, 562-2632, or on-line at [www.enmu.edu/housing](http://www.enmu.edu/housing).

## **GUIDE TO CAMPUS LIVING**

The Guide to Campus Living contains all of the information, rules, and regulations regarding university housing. Please read this document carefully. A printed copy will be furnished to all students checking into university residences. A copy is posted on the web at [www.enmu.edu/services/housing/forms/campus-living-guide.pdf](http://www.enmu.edu/services/housing/forms/campus-living-guide.pdf).

Please note that possession of firearms or any item considered to be a dangerous weapons is strictly prohibited. This included possession in the building and in the parking lots. Do not bring these items to campus. Your intent to use them or display them is not considered. If they are in your possession, a violation has occurred. Due to fire safety and cleanliness issues, students are not permitted to cook or prepare meals in residence hall rooms. For similar health reasons pets other than fish in tanks of smaller than 25 gallons are not allowed. Use and possession of alcohol and other illegal drugs are strictly prohibited in the residence halls. The university has a three-strike policy and has the option to exercise suspension on the first offense. Parents are informed of the violation in the majority of cases. Information concerning University-owned apartment policies and facilities may be obtained from the Office of Housing and Residence Life, 562-2632 or on-line at [www.enmu.edu/housing](http://www.enmu.edu/housing). The Guide to Campus Living contains a complete listing of all rules and regulations as well as a copy of the Student Code of Conduct. Please read both documents carefully before checking into the residences.

## **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.

**Access:** Traditional Residence Halls are locked 24/7. Access is by card stripe. If you lose your card, you have lost your key to the building and to your room. This puts all the residents of your building at risk until the electronic key is deactivated. Report it immediately to the front desk or to the Housing Office in the CUB. Your lost card will be deactivated and a new code issued to ensure your safety and that of the building residents. Apartments are key operated. Report lost keys immediately to ensure your safety and that of the other residents.

**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 and the Student Code of Conduct included in the Guide.

## **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 are the victim or someone else, 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**

**Office Phone: (575) 562-2393**

**After Hours/Weekend Cell: (575) 760-2945**

**Emergency number 911**

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 [www.enmu.edu/services/police/criminal-activity.shtml](http://www.enmu.edu/services/police/criminal-activity.shtml). 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, 2008 are shown in the following table. The 2009 statistics are available on the ENMU website at the link above. This information reflects crimes committed on the ENMU campus and on property controlled by ENMU.

#### **Type of Crime/ Number:**

Sex Offenses/Forcible	4
Burglary	8
Motor Vehicle Theft	0
Liquor Law Violations	1
Drug-Related Violations	4

### **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.

---

## **INFORMATION TECHNOLOGY SERVICES PROCEDURES**

### **OFFICIAL E-MAIL COMMUNICATION WITH STUDENTS:**

**Purpose:** Provide guidelines for the creation, maintenance and use of an **official** email address for communication to any student enrolled at Eastern New Mexico University.

**Policy:** Students are assigned an official email address in the Microsoft Live email system, in the format of firstname.lastname@enmu.edu, once they have been admitted and enrolled at ENMU Portales or ENMU Ruidoso. The email address will remain the same throughout the student's academic career at ENMU unless the student's name is changed for legal purposes or other extraordinary/extenuating circumstances.

**Rules:** The student email account should be activated immediately after they have been accepted at ENMU.

- Important communication from ENMU will be sent to this account upon acceptance.
- Students will be required to use this email address for all official communication that comes from the University.
- The student shall have an ENMU email address at the discretion of the University.

**Guidelines:** The student's email address cannot be changed without official approval from Information Technology Services.

- Students must be aware that address changes may affect other courseware systems at ENMU.
- The system will prohibit emails larger than 25 megabytes being sent or received. Student email accounts currently have a quota of 10 gbs. Exceeding the quota will cause the student email account to no longer be able to send or receive mail until the account is brought under the quota.
- The University expects users to be familiar with and abide by the computer use policy.
- In matters not controlled by law or institutional policy, the University urges members of its community to exhibit ethical conduct in the use of computing resources. Electronic communication can be ambiguous and is less personal in nature than other forms of interaction. While the University encourages the exchange and debate of values and ideas, individuals are expected to exercise good judgment to ensure that their electronic communications reflect the high ethical standards of the academic community and convey mutual respect and civility.
- The University expects members of its community to familiarize themselves with copyright laws as they pertain to the educational environment and to understand the nature of the special privileges

(referred to as *fair use*) extended by law to teachers and students in the limited reproduction of copyrighted materials for their personal use. The University expects members of its community to keep within legal limits in their use of copyrighted materials in the electronic environment. Posting any copyrighted material in an electronic form that is accessible by others, even if posted for personal use, is in violation of law and is prohibited. Similar prohibitions apply to the posting of trademarks or other protected symbols and the use and/or distribution of computer software or other electronic information and written materials, or parts thereof, without permission of the copyright holder.

- University computing resources shall not be used for commercial or for-profit purposes.
- Student email accounts can be terminated if used in a manner inconsistent with University policy.
- Student email accounts are provided at the discretion of the University and can be removed or terminated at the discretion of the University.

**Reporting:**

- Requests for name change must be initiated with the Registrar's office in the Administration Building, Room 105. Once this is done you will then need to report your name change request to the helpdesk at [helpdesk@enmu.edu](mailto:helpdesk@enmu.edu) or 575.562.4357. Once approved, the change will occur at the discretion of Information Technology Services.

---

## 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 to the Advising Center at or before completing 45 hours. It must then be submitted to the Office of Student Records. Each student should confer with a faculty member in his or her desired major prior to requesting preparation of a degree plan checklist. The degree plan is signed by the student, his or her advisor and department chair and college dean. The Office of the Registrar then makes the plan official after review in the semester the student will complete 100 credit hours.

The official process can be found on page 23 in the online 2009-2011 undergraduate catalog at [www.enmu.edu/academics/resources/ug-catalog/index.shtml](http://www.enmu.edu/academics/resources/ug-catalog/index.shtml)

For help in degree plan preparation, students submit a degree plan request at [www.enmu.edu/degreeplanrequest](http://www.enmu.edu/degreeplanrequest). Call the Office of Student Records at (575) 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.

**3. Definitions.** The following terms are defined for use in this Student Code of Conduct:

- 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 the Student Discipline Committee or the Adjudication Officer.
- I. "The judicial system" is the adjudicatory system established in the Student Code of Conduct for enforcement of the Student Code of Conduct.
- J. "Adjudication Officer" means either the VPSA or a University official authorized on a case-by-case basis by the VPSA to hold hearings under the Student Code of Conduct, make factual findings and recommend or impose sanctions upon students found to have violated the Student Code of Conduct. The VPSA may authorize an Adjudication Officer to serve simultaneously as an Adjudication Officer and the sole member or one (1) of the members of a Student Discipline Committee. Nothing shall prevent the VPSA from authorizing the same Adjudication Officer to impose sanctions in all cases. If the VPSA does not appoint an Adjudication Officer, then the VPSA shall be the Adjudication Officer.
- K. "Student Discipline Committee" means the person or persons authorized by the VPSA to serve as a judicial body to conduct disciplinary proceedings, and to forward its recommendation regarding responsibility for alleged violations and sanctions regarding same to the VPSA.
- L. "Summons" means a written order, issued by either the Adjudication Officer or the Student Discipline Committee that directs a student to (1) appear at a proceeding held by the Adjudication Officer or the Student Discipline Committee in accordance with the Student Code of Conduct, or to (2) present documents for such proceeding.
- M. "Shall" is used in the imperative sense.
- N. "May" is used in the permissive sense.
- O. "Policy" and "policies and procedures" are defined as the written regulations of the University as found in the Student Code of Conduct, the Undergraduate Catalog, the Graduate Catalog, the statutes and administrative regulations for the State of New Mexico, or in any other regulation approved by the Board of Regents for Eastern New Mexico University.

**4. Student Code of Conduct:** Any student found to have committed the following misconduct is subject to the disciplinary sanctions set forth in this Student Code of Conduct:

- A. **Acts of dishonesty** include but are 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 instructor, professor or University records of grades received on an examination or quiz, assignment or class; or
  - d. Illegal entry or unauthorized presence in an office of the University or the residence of an instructor; or
  - e. Illegal or unauthorized access to any University computer files; or
  - f. Illegal or unauthorized access to University records of grades, examinations and assignment requirements.
2. **Plagiarism**, which includes, but is not limited to:
- a. Offering the work of another as one's own; or
  - b. Offering the work of another without acknowledgment; or
  - c. Failing to give credit for quotations or essentially identical expressions taken from any source that is not one's own, including but not limited to books, encyclopedias, magazines, journals, on-line sources, other reference works, papers, research results, reports or sources of any other individual or entity.
  - d. The requirement to provide acknowledgement applies to all University class assignments and projects, both oral and written.
  - e. The requirement to provide acknowledgement demands that a student provide proper credit and citation for any quoted material or expression taken from a source that is not one's own at the time such source is used in completion of an assignment or project.
3. **Any other form of academic dishonesty.**
- B. Misrepresentation**, which includes but is not limited to:
- 1. Furnishing false information to a University official, faculty member or office; or
  - 2. Claiming to be a representative of the University or acting on behalf of the University without the University's advanced authorization; or
  - 3. Forgery, alteration or misuse of any University document, record or instrument of identification; or
  - 4. Tampering with the election of any University-recognized student organization or sponsored activity.
- C. Disruption of University Operation.**
- Substantial disruption or obstruction of the University's educational processes, which include its teaching, research, administration, and disciplinary proceedings; or
  - Substantial disruption or obstruction of any University activity, which includes its on- or off- campus public service functions as well as those activities that are non-University activities

authorized by the University and occurring on University premises; or

Substantial disruption or interference with persons who are studying, sleeping, or otherwise engaging in activities that are consistent with the normal and expected uses of institutional facilities, or of student residential activities; or

Substantial disruption, interference or obstruction of the free flow of pedestrian or vehicular traffic on campus.

"Substantial disruption" is defined as that conduct which unreasonably infringes on the rights of others to freely attend or participate in the University's programs and services. This definition includes any action that willfully denies or recklessly disregards a person's lawful freedom of movement or their lawful use of University facilities.

Nothing in this section shall be construed to impede or prevent an individual's freedoms of speech and expression.

#### **D. Participation in a Disruptive Campus Demonstration.**

1. Disrupting the normal operations of the University and infringing on the rights of other members of the University community; or
2. Leading or inciting others to disrupt scheduled or normal activities within any campus building or area; or
3. Intentional obstruction that unreasonably interferes with the freedom of pedestrian or vehicular movement on campus.
4. Nothing in this section shall be construed to prevent the right to peaceful, lawful assembly or the right to orderly petition for the redress of grievances.

#### **E. Disorderly Conduct/Breach of Peace.**

1. Engaging in conduct on University premises or at University-sanctioned events, which a reasonable person would believe to be violent, abusive, indecent, obscene, profane, unreasonably loud or disorderly, and which has a tendency to disturb the peace; or
2. Engaging in conduct on University premises or at University-sanctioned events which a reasonable person would believe to be maliciously disturbing, threatening or insolent, and which has the tendency to cause a disturbance of the peace; or
3. Engaging in conduct that aids and abets another in a disturbance of the peace to the University or to a University-sanctioned event.
4. Conduct that has the "tendency to disturb the peace" is defined as conduct that is likely to cause violence, or community consternation and alarm. Such conduct is inconsistent with the University's dedication to providing a community that fosters and supports personal and social growth for all members of the University community.

**F. Acts of Aggression.**

1. Physical abuse, verbal abuse, threats, intimidation coercion or other conduct which threatens or endangers the health or safety of any person; or
2. Tampering with fire and life safety equipment including, without limitation, fire alarms, sprinkler systems, first aid equipment, and laboratory safety apparatus; or
3. Calling in, being part of a conspiracy to, or having advanced notice and not reporting an impending bomb threat to the University or its sanctioned activities.
4. Conduct that threatens or endangers a student's own health or safety may also violate this section.
5. "Aggression" means not only intentional infliction of harm, but also conduct that intentionally subjects another to unwelcome, offensive physical contact, or that puts another person in reasonable fear that the actor intends immediately to subject another person to intentional injury or unwelcome offensive touching.

**G. Sexual Misconduct.**

1. Subjecting another person to any sexual act against that person's will, or subjecting another person to any illegal, non-forcible sexual act, as described below:
  - a. 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 when such conduct has the purpose or effect of creating an intimidating, hostile or offensive campus or academic environment.
  - b. Forced Sexual Contact: Any unwelcome contact accomplished by means of actual or implied force, threat, coercion or by taking advantage of a victim's helplessness.
  - c. 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. Sexual contact includes the use of force or intimidation to make or cause another person to touch another's intimate parts.
  - d. 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.

2. Persons who are under the influence of alcohol or other illegal controlled substances at the time they are subjected to the sexual act shall be presumed incapable of consent.
3. Persons accused of sexual misconduct while under the influence of alcohol or illegal controlled substances at the time they engage in the sexual act are held fully accountable for their actions.

**H. Harassment.** Harassment includes:

1. Conduct toward another person that has the purpose of creating an intimidating, hostile or demeaning environment and that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource; or
2. Conduct toward another person that has the effect of creating an intimidating, hostile or demeaning environment and that adversely interferes with his or her ability to participate in or realize the intended benefits of an institutional activity, employment or resource.
3. Establishing and Defining Harassment. Harassment consists, in most cases, of more than casual or isolated incidents.
  - a. Consideration shall be given to the context, nature, scope, frequency, duration and location of the incident, including whether the incident or utterance is physically threatening or humiliating as opposed to merely offensive, as well as to the identity, number and relationships of the persons involved.
  - b. Harassment shall be found where, in the aggregate, the incidents are sufficiently pervasive or persistent or severe that a reasonable person with the same characteristics of the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.
    - 1) The reasonable person standard includes consideration of the perspective of persons of the alleged victim's race, gender or other circumstances that relate to the purpose for which he or she has become the object of allegedly harassing conduct.
    - 2) If the victim does not subjectively perceive the environment to be hostile, the conduct has not actually altered the conditions of the participation and there shall be no violation of this policy.
    - 3) It is not necessary to show psychological harm to the victim to establish that the conduct would interfere with the person's ability to participate in or to realize the intended benefits of a University activity, employment or resource.

- c. Harassment includes any conduct that is extreme and outrageous, and that exceeds all bounds usually tolerated by polite society, and that has the purpose or the substantial likelihood of interfering with another person's ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.
- d. Sexual harassment may also be established by showing that an individual has been subjected to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
  - 1) Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's participation or use of a University-sponsored or approved activity, employment or resource; or
  - 2) Submission to or rejection of such conduct by an individual is used as the basis for educational, employment or similar decisions affecting an individual's ability to participate in or use a University-sponsored or approved activity, employment or resource.

**I. Invasion of Privacy.**

- 1. No person may use a concealed camera or video recording device of any type to secretly videotape, film, photograph, or record by electronic means, any other person who may be without clothing or through their clothing to view the body of such other person without the person's consent or knowledge of such other person in situations in which there is a reasonable expectation of privacy.
- 2. No person may use an audio recording device for unauthorized eavesdropping upon another person in any situation in which there is a reasonable expectation of privacy.

**J. Theft or Damage to Property.**

- 1. Attempted or actual theft of property of the University or property of a member of the University community or other personal or public property; or
- 2. Attempted or actual damage to the property of the University or property of a member of the University community or other personal or public property; or
- 3. Knowingly possessing stolen property.

**K. Hazing.**

- 1. Hazing is defined as any activity or act that endangers the mental or physical health or safety of a student, or destroys or removes private or public property for the purposes of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

2. Hazing is not permitted even if participation is voluntary or agreed to by the individual subjected to the hazing act or activity.

**L. Failure to Comply.**

1. Failure to comply with the directions of University officials or law enforcement officers acting in performance of their duties; or
2. Failure to identify oneself to University officials or law enforcement officers acting in performance of their duties when requested to do so; or
3. Failure to obey a summons issued by the Student Discipline Committee or the Adjudication Officer.

**M. Unauthorized Possession, Duplication or Use of Keys.**

Unauthorized use of keys, access cards, or any other entry-unlocking device in order to access University premises is prohibited.

**N. Alcohol.**

1. Possession, use, or distribution of alcoholic beverages on University property or at authorized University events; or
2. Possession, use, or distribution of alcoholic beverages or their containers in University owned residential structures.

**O. Narcotics or Controlled Substances.**

1. Possession, use, or distribution of any controlled substance on University property, including parked vehicles, outdoor venues, buildings, or any other area owned by the University; or
2. Possession, use, or distribution of any controlled substance at any University-sponsored event, whether the event occurs on property owned by the University or owned by a private party.

**P. Firearms Violation.**

1. The illegal or unauthorized possession of firearms, projectiles, explosives, dangerous chemicals, or other items or substances on University premises or at University sponsored events; or
2. The presence of firearms, projectiles, explosives, dangerous chemicals or any other item or substance, whether legal or illegal, in residential structures or adjacent outdoor areas.

**Q. Violation of University Computer Use Policies and Procedures.**

1. Please reference policy 60-1 Computer Use [<http://www.enmu.edu/services/its/policies/computer-use.pdf>] and 70-9 Student Computing [<http://inside.enmu.edu/page.php?pid=360>] on the ENMU web site.

**R. Violations of Residence Hall Policies.**

1. Violations of Residence Hall policy, as listed in the University's Guide to Living on Campus, the University's Student Housing Contract. Please reference <http://www.enmu.edu/services/housing/forms/campus-living-guide.pdf> on the ENMU web site.
2. All students are subject to these policies, whether or not a resident of a University Residence Hall.

**S. Abuse of the Judicial System**, including but not limited to:

1. Failure to obey a summons of a judicial body or University official; or
2. Falsification, distortion or misrepresentation of information before a judicial body; or
3. Disruption or interference with the orderly conduct of a judicial body; or
4. Attempting to discourage an individual's proper participation in, or use of, the judicial system; or
5. Attempting to influence the impartiality of a judicial body prior to, or during the course of, the judicial proceeding; or
6. Harassment (verbal or physical) or intimidation of a member of a judicial body prior to, during or after a judicial proceeding; or
7. Failure to comply with the sanction(s) imposed under the Student Code of Conduct; or
8. Influencing or attempting to influence another person to commit an abuse of the judicial system.

T. **Violation of a Published University Policy, Rule, or Regulation** in the Student Handbook, The University's Athletic Handbook, or any other regulation approved by the University's Board of Regents.

U. **Violation of Federal, State or Local Law on University Premises or at University Sponsored or Supervised Activities.**

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

**Procedures**

5. **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 of Conduct.
6. **Judicial Authority.** Authority for enforcement of student discipline and the Student Code of Conduct are as follows:
  - A. The VPSA shall oversee the administration of the judicial program and procedural rules for the conduct of hearings consistent with the provisions of this Student Code of Conduct.
  - B. The VPSA shall ensure that all persons serving as an Adjudication Officer or on a Student Discipline Committee are fully trained, notified of the meetings, and have all supporting materials needed to act in a fair and just manner. The VPSA will also take into

consideration in the selection of any Adjudication Officer or member of a Student Discipline Committee the ability of all parties to interact freely in the hearing process.

- C. Decisions made by the Adjudication Officer shall be final, subject to the normal appeal process.
  - D. Arbitration: An arbitration committee may be designated to arbitrate disputes within the student community in cases not involving a violation of the Student Code of Conduct. Before proceeding with arbitration, all parties must individually provide informed, written consent (1) to participate in the arbitration process, (2) to be bound by the decision of the arbitrator, and (3) to forfeit their right of appeal. If all parties do not consent to arbitration, their matter will be heard before the Student Discipline Committee or the Adjudication Officer.
  - E. In cases in which there is threat to the safety of students, the accused student(s), or the alleged victim(s), the Adjudication Officer, and not the Student Discipline Committee, shall proceed with and conduct the hearing.
  - F. During the final 3 weeks of each semester and during summer sessions, the Adjudication Officer may proceed with a hearing by the Adjudication Officer instead of the Student Discipline Committee.
7. **Jurisdiction of the University.** University jurisdiction and discipline shall be limited to conduct occurring on University premises or at University sponsored events (either on or off campus). University jurisdiction also extends to conduct that adversely affects 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, the University retains the right to pursue disciplinary action against that student 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 any federal, state or local law if such conduct is also a violation of the Student Code of Conduct. If both violations result from the same factual situation, the University hearing may proceed without regard to the pendency of civil litigation 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 federal, state or local law enforcement and 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 Hearing Procedure.

- A. Any member of the University community may file charges against any student for misconduct. As soon as possible after the event that gives rise to a charge, and no more than 8 weeks after such event has occurred, the accuser shall visit the office of the Adjudication Officer, where the accuser will be instructed to prepare a written complaint and to submit that written complaint to the Adjudication Officer;
- B. The Adjudication Officer will conduct an initial investigation to determine if the charges have merit and will meet with the accused student(s) to determine if the accused student(s) accepts or denies responsibility for the charges.
- C. If charges are deemed to have merit, an informal resolution hearing may be scheduled, at which time, charges may be disposed of administratively by mutual consent of the parties involved, and on a basis that is acceptable to the Adjudication Officer.
- D. If the charges can be disposed of as noted by the conditions of 9:C, above, such disposition shall be final and there shall be no subsequent University proceedings.
- E. If the charges cannot be disposed of by the conditions of 9: C above, the Adjudication Officer may later serve in the same matter as the judicial body or as a member of the judicial body and the process continues to the formal hearing stage..
- F. All charges shall be presented to the accused student in writing prior to the formal hearing, noting the specific section(s) of the Student Code of Conduct that are alleged to have been violated, as well as the factual basis for the charges.
- G. The accused student shall have the choice of having the matter heard by the Student Discipline Committee or the Adjudication Officer. Exceptions to this choice are noted in Section 6:E and F. Judicial Authority, 6:E (threat to safety and well-being) and 6:F (last 3 weeks of semester and summer).
- H. A time shall be set for the formal hearing not fewer than three (3) days after the student has been notified. The accused student may waive this waiting period, if he/she chooses.
- I. Hearings shall be conducted by the Student Discipline Committee or the Adjudication Officer according to the following guidelines:
  - 1. Hearings shall be conducted in private.
  - 2. Admission of any person to the hearing shall be at the discretion of the chairperson of the Student Discipline Committee or the Adjudication Officer.
  - 3. In hearings involving more than one (1) accused student, the chairperson of the Student Discipline Committee or the Adjudication Officer, at 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. Complainants and the accused are responsible for

- presenting their own cases and, therefore, advisors are not permitted to speak or participate directly in any hearing before the Student Discipline Committee or the Adjudication Officer.
5. The complainant, the accused and the judicial body (either the Student Discipline Committee or the Adjudication Officer) shall have the privilege of presenting witnesses, subject to the right of questioning by opposing parties and the judicial body.
  6. Pertinent records, exhibits and written statements may be accepted as evidence for consideration, at the discretion of the Adjudication Officer or the chairperson of the Student Discipline Committee.
  7. All procedural questions are subject to the final decision of the chairperson of the Student Discipline Committee or the Adjudication Officer.
  8. After the hearing, the Student Discipline Committee or the Adjudication Officer shall determine (by majority vote if the judicial body consists of more than one [1] person) whether the student has violated the specific section(s) of the Student Code of Conduct which the student has been charged with violating.
  9. The Student Discipline Committee's or the Adjudication Officer's determination shall be made on the basis of whether it is more likely than not that the accused student violated the specific section(s) of the Student Code of Conduct which the student has been charged with violating.
  10. The accused student(s) will be notified in writing of the recommendation of decision of the Adjudication Officer. Every attempt will be made to have this notification in the hands of the accused student within 7 working days after the last hearing.
- J. 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 of Conduct solely because the student failed to appear before the Student Discipline Committee or the Adjudication Officer.
  - K. If the accused student fails to appear, the hearing may proceed and all evidence in support of the charges may be presented and considered, at the discretion of the judicial body.
  - L. If the complainant, or witness(es) fail to appear, the hearing may proceed. All evidence in support of the charges shall be presented and considered, and the Student Discipline Committee or Adjudication Officer may issue its final determination, at the discretion of the judicial body.
  - M. There shall be a summary record kept of all hearings before a judicial body. The record shall be the property of the University for a period of five years.
  - N. Transcriptions and photocopying: Any costs incurred for transcriptions or photocopying of the record, when such costs are incurred at the request of the accused student either for that student's

appeal or for another related event, will be borne by the requesting party.

#### **10. Sanctions.**

- A. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
  - 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 any 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 civil fines may be imposed.
  - 5. Restitution: Compensation for loss, damage or injury. Restitution may take the form of appropriate service 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 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. Refunds will follow the University's approved schedule of refunds and will be based on the date that disciplinary action was taken against that student. Deposits are not refundable.
  - 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. The following sanctions may be imposed upon groups or organizations:
  - 1. Those sanctions listed in section A (1) through (5).
  - 2. Deactivation: Loss of privileges, including University recognition, for a specified period of time.

- D. In each case in which a judicial body determines a student has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Adjudication Officer. In cases in which persons other than or in addition to the 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 Adjudication Officer in determining and imposing sanctions. The Adjudication Officer is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the 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; or
  - 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 determined by the VPSA or the Adjudication Officer.

**12. Management of Student Records.**

- A. Other than records of a student's 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. In cases involving the imposition of sanctions other than residence hall expulsion, University suspension or University expulsion shall be expunged from the student record five (5) years after final disposition of the case.
- B. Under the power of a valid subpoena that complies with the exceptions to student record confidentiality under FERPA, the University may be legally compelled to release student records.

**13. Appeals.**

- A. A decision reached by the Adjudication Officer, either through administrative hearing procedures, or through recommendations from hearings conducted by the Student Discipline Committee, may be appealed to the President.

- B. The Student must file a Notice of Appeal in writing. The notice will be submitted to the President or the President's official designee within 7 working days from the date the student receives the letter of disposition.
- C. A Notice of Appeal shall state with specificity the purpose(s) for the appeal. All appeals 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; or
  - 2. To determine whether the decision reached regarding the accused student was based on a preponderance of the evidence, i.e., whether the record supports a finding that it was more likely than not that the student committed the offending conduct(s) with which that student was charged; or
  - 3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct; or
  - 4. To consider new evidence or other relevant facts not brought out in the original hearing, because such evidence or facts were not known to the person appealing at the time of the original hearing.
- D. The President shall, after review of the Notice of Appeal, reach one of the following results:
  - 1. To uphold the decision of the judicial body;
  - 2. To reverse the decision of the judicial body;
  - 3. To remand the case to the judicial body for a re-opening of the hearing, with instructions to consider additional or different evidence; or
  - 4. To accept the judicial body's determination of guilt but change the sanction imposed by the judicial body.
- E. The President's determination of the appeal shall be in writing and shall be delivered to the VPSA or his or her executive secretary.
- F. If the President remands the case back to the judicial body for further proceedings, such proceedings may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the judicial body may, upon review of the case, reduce, or maintain, but not increase, the sanctions previously imposed.
- G. The appeal to the President is considered final.

**14. Interpretation and Revision.**

- A. Any question of interpretation regarding the Student Code of Conduct shall be referred to the VPSA or his or her designee for final determination.
- B. The Student Code of Conduct shall be reviewed every four (4) years under the direction of the VPSA.

Approved by the Board of Regents on June 27, 1992.  
Amended version approved by the University Policy Council on March 20, 2006.  
Approved by the Board of Regents on May 12, 2006.  
Amended version by University Attorneys on January 14, 2008.  
Reviewed and approved by the University Council March, 2008  
Reviewed and approved by the Association of Students at ENMU March, 2008  
Approved by the University Policy Review Council, April, 2008.  
Approved by the Board of Regents on May 9, 2008.

---

**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](http://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 (575) 562-2106.

---

## **EMERGENCY NUMBERS**

<b>Campus Police</b>	<b>562-2392 (on-campus: 2392)</b>
<b>Portales Police (Emergencies)</b>	<b>911</b>

---

## **IMPORTANT OFF-CAMPUS NUMBERS**

Police (non-emergency)	Portales: (575) 356-4404	Clovis: (575) 769-1921
Sheriff (non-emergency)	Portales: (575) 356-4408	Clovis: (575) 769-2335

Fire Department	Portales: (575) 356-4406	
Crime Stoppers		
	Portales: (575) 356-8100	Clovis: (575) 763-7000
Crisis Center		(575) 762 -5454
FBI		(575) 763-9405
Mental Health Resources		
	Portales: (575) 359-1221	Clovis: (575) 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		(575) 762-3728
New Mexico State Police		
	Portales: (575) 356-5139	Clovis: (575) 763-3426
Rape Crisis		(575) 762-5454
Red Cross		
	Portales: (575) 356-4672	Clovis: (575) 763-4129
Suicide Prevention		
	Portales: (575) 359-1221	Clovis: (575) 769-2345