

ENMU[®] STUDENT HANDBOOK



EASTERN NEW MEXICO UNIVERSITY
Office of Student Affairs

TABLE OF CONTENTS

- ABOUT EASTERN NEW MEXICO UNIVERSITY 7**
- MISSION 7**
- VISION 7**
- TRADITIONS 8**
 - Greyhound Mascot 8
 - Ralph the Greyhound..... 8
 - Hound Hands 8
 - University Colors 9
 - Green Friday 9
 - Legacy Mark 9
 - Alma Mater 9
 - O Hail, ENMU (Fight Song) 9
- PHILOSOPHY OF GENERAL EDUCATION 10**
 - Student Outcomes Assessment 10
- EASTERN’S COMMITMENT TO DIVERSITY AND INCLUSION 10**
- STUDENT INVOLVEMENT 11**
 - Arts and Culture 11
 - Intercollegiate Athletics 11
 - Intramural and Recreational Sports 11
 - Multicultural Affairs 11
 - Student Activities 11
 - Student Government 12
 - Student Organizations 12
 - Student Publications 12
- STUDENT SUPPORT SERVICES 13**
 - Accessibility Resources and Testing Center 13
 - Advising Center 13
 - Campus Union (CUB) 14

Counseling and Career Services	14
Dining Services	14
Online and Web-enhanced Classes	14
Parents' Guide	15
Student Accounts	15
Student Health Services.....	15
Tutoring and Supplemental Instruction	15
University Computer Center	15
STUDENT IDENTIFICATION CARD (ID).....	16
Identification Card Terms and Conditions.....	16
GOLDEN STUDENT SUCCESS CENTER (GOLDEN LIBRARY).....	18
Regular Session Hours.....	18
Golden Library Online Catalog	18
Online Research.....	18
Library Services	18
FINANCIAL AID	20
How to Apply for Federal Student Aid.....	20
Availability of Funds.....	20
Other Financial Assistance (Resources).....	20
Required Enrollment	20
Student Loans	21
Scholarship Continuation.....	21
Aid Disbursement.....	21
Returning Title IV Federal Student Aid (R2T4).....	21
Satisfactory Academic Progress (SAP) Requirements	22
Cumulative Completion Rate	22
Scholarships.....	22
Student Employment.....	23

CAMPUS HOUSING AND RESIDENCE LIFE24

- Campus Residence Policy24
- Residence Hall Security24
- Campus Safety25

IMPORTANT UNIVERSITY POLICIES 26

- Computer Use26
- Copyright.....26
- Name Changes.....26

ACADEMIC REGULATIONS AND POLICIES.....27

- Classification of Students.....27
- Attendance Policy.....27
- Course Repeat27
- Clemency Policy.....27
- Administrative Drop28
- Course Drop/Add/Withdrawal28
- Complete Withdrawal.....28
- Degree Plan and Declaration of Major28
- Student Athletes29
- Review of Grade (Grade Appeal)29
- Grade Review Process When the Grade is not Based Upon
Cheating or Academic Dishonesty29
- Grade Review Policy When the Instructor is Unavailable to Participate in the Process29
- Grade Review Process When the Grade is Based Upon Cheating,
Academic Dishonesty or Other Academic Misconduct30

STUDENT RECORDS POLICY 31

- Privacy of Student Records 31
- Right to Review Records..... 31
- Allowable Disclosure of Education Records 31
- Directory Information32

STUDENT CODE OF CONDUCT33

- Drug Free Campus Policy: No Possession, Use, Sale and Distribution of Alcoholic Beverages33
- Title IX..... 33

**STUDENT
SUCCESS
THAT'S
WHAT
WE'RE
ABOUT**

Dear Greyhound,

Welcome to the ENMU Family! We are honored to be a part of your journey. You will find that the ENMU faculty and staff are a world-class family committed to helping you achieve your goals and fulfill your dreams. I look forward to seeing you on campus and sharing a wonderful University experience with you.

Again, welcome to ENMU, and we look forward to being a part of your success story.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Johnston', with a stylized flourish at the end.

James Johnston, Ph.D.



ABOUT EASTERN NEW MEXICO UNIVERSITY

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 Administration Building was finished in 1931, students had to wait until 1934 to enroll. 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.

MISSION

Eastern New Mexico University combines an engaging learning environment with current technology to provide a rich educational experience. ENMU focuses on:

- Preparing students for careers and advanced study.
- Promoting citizenship and leadership skills and values.
- Supporting excellence in teaching and research.
- Empowering students to respond to a rapidly changing world.

VISION

Eastern New Mexico University emphasizes liberal arts education, 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.

The Eastern community envisions a university where every faculty and staff member instill in one another and in students a sense of social and cultural awareness and responsibility. The University accomplishes this by embracing and fostering diversity and inclusion among students, faculty and staff. The University engages well-qualified and caring faculty and staff who treat one another with respect and work together to accomplish institutional goals and mentor students.

TRADITIONS

ENMU has many traditions, including the campus fondness for wearing the color green on Fridays and our mascots, Ralph and Roxie. Some traditions, such as freshman beanies, have not continued, but you'll find the academic year filled with traditions such as the homecoming parade and SongFest, the football team's singing the fight song after every game with the student cheering section, ENMU's band the Greyhound Sound, Spring Fling, and "Dawg Days."

GREYHOUND MASCOT

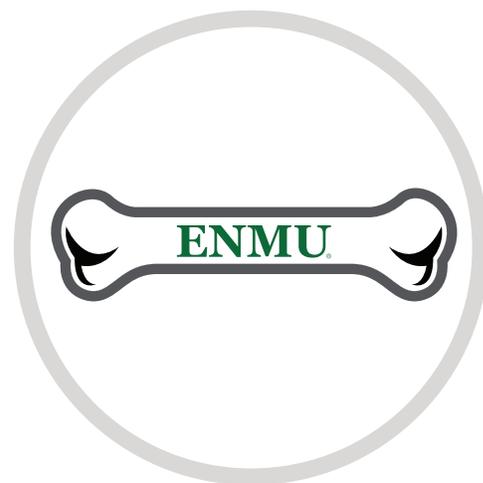
Legend has it that the origin of Eastern's mascot, the Greyhound, came about in 1934 when football center Carrol McCasland got the idea from a passing Greyhound bus making its daily run through Portales. Students and faculty engaged in a heated discussion and finally agreed on Greyhounds as the institution's mascot. At the same meeting, a vote was taken to name the student newspaper "The Chase."

RALPH THE GREYHOUND

Ralph joined the Greyhound tradition in the 1950s. He can be spotted at events across campus posing for pictures, signing autographs and sharing hugs.

HOUND HANDS

Made by touching your thumb, middle and ring fingers together with your pinky and index fingers extended. This symbol shows your Greyhound spirit.





UNIVERSITY COLORS

The official colors of ENMU are green and silver, selected by student vote shortly before the inauguration of Eastern's first president.

GREEN FRIDAY

ENMU has a standing tradition of wearing green on Fridays. Students, faculty and staff all show their Greyhound Pride throughout the week and especially on Friday.



LEGACY MARK

The University Letters adorned the institution's sweater/letterman jackets for many decades until it was discontinued in the 2000s. The iconic letters were brought back in 2022 and given a renewed purpose as an official primary mark of Eastern New Mexico University, known as the Legacy Mark.

ALMA MATER

Circa 1938, by A. Bruce Gaarder

**There's a song in my heart and a feeling I would share
for the school of the Silver and Green.**

**For the mem-ries I cherish and friends that I knew 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.**

**O Hail, E-N-M-U to you
The Green and Silver, Green and Silver reign forever.**



PHILOSOPHY OF GENERAL EDUCATION

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. For more information about learning outcomes for general education, see the ENMU undergraduate catalog.

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.

Students who have accumulated 55 credit hours or more are required to take tests that 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. For more information go to enmu.edu/Assessment.

EASTERN'S COMMITMENT TO DIVERSITY AND INCLUSION

ENMU 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 and enhances human dignity. The University models 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. Our differences--including age, creed, culture, disability, ethnicity, gender, race, sexuality and socioeconomic status--shape our learning and working environment. Our understanding of our differences will evolve as we discover and come to value these 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 and campus involvement will enhance students' educational experience and provide new opportunities of leadership, social interaction, and service.

ARTS AND CULTURE

Eastern is home to several world-class, one-of-a-kind venues, including numerous museums, and art galleries such as the Blackwater Draw Museum, Roosevelt County Historical Museum, and Runnels Gallery. There are also on-campus performance venues that produce film, music and theatre productions throughout the year.

For more information visit enmu.edu/ArtsAndCulture.

INTERCOLLEGIATE ATHLETICS

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.

For more information go to GoEasternAthletics.com or call 575.562.2153.

INTRAMURAL AND RECREATIONAL SPORTS

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 for the busy university student.

For more information go to enmu.edu/Intramurals or call 575.562.2739.

MULTICULTURAL AFFAIRS

At ENMU, we are committed to the belief that a rich multicultural environment enhances University academic and social life. Multicultural Affairs' four student-run departments (African-American Affairs, Hispanic Affairs, International Affairs, and Native American Affairs) have the certainty that all students, faculty and staff can contribute and enrich the institution. Multicultural Affairs is located downstairs in the Campus Union Building. We have an open-door policy and are available to help you work toward finding your success at ENMU. We also encourage you to join us for all Multicultural Affairs activities.

For more information go to enmu.edu/MulticulturalAffairs or call 575.562.2454

STUDENT ACTIVITIES

The Associated Student Activities Board (ASAB) 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.

For more information go to enmu.edu/ASAB or call 575.562.2108.

STUDENT GOVERNMENT

ENMU's Student Government Association (SGA) provides students a voice in university governance and helps provide services for students.

For more information go to enmu.edu/SGA or call 575.562.2477.

STUDENT ORGANIZATIONS

The Office of Campus Life serves as the focal point for more than 50 registered student organizations on campus. This office gives you the opportunity to create clubs and organizations if your interest does not already exist. Student organizations build leadership within the groups and take part in various events throughout the year.

For more information go to enmu.edu/StudentOrganizations or call 575.562.2108.

STUDENT PUBLICATIONS

The Chase is a student-run newspaper that offers hands-on experience to potential journalists, graphic designers and photographers. HoundBytes is an online magazine that showcases original work created by ENMU students, faculty and staff.

For more information go to enmu.edu/StudentPublications information call 575.562.2757.

STUDENT SUPPORT SERVICES

ACCESSIBILITY RESOURCES AND TESTING CENTER

The Office of Accessibility Resources and Testing Center in the Student Academic Services (SAS) building, room 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.

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, and the California Critical Thinking Skills Test (CCTST) for Nursing. Information about these national standardized tests is available in the Testing Center in SAS 186. The Testing Center administers CLEP, Dantes, MAT, ACT-R, ACCUPLACER and GRE.

ASSISTANCE ANIMALS

Eastern New Mexico University's residence halls, as stated in the **Guide To Campus Living**, are pet-free buildings. Operating within the parameters created by the ADA and the Fair Housing Act, exceptions to the pet policy are permissible. To obtain permission to have an assistance animal in the residence halls, the student must first contact Accessibility Resources and submit a written request to keep an assistance animal in the residence hall. Only a resident with a qualifying disability may keep an assistance animal in his or her residence hall room. If Accessibility Resources approves the request, the office will issue a written permit. The permit will designate the animal as an assistance animal and may specify limitations for that animal. The student must retain the permit and produce it upon request.

Upon approval of an Assistance Animal, the student's roommate(s) or suite-mate(s) will be notified (if applicable) to solicit their acknowledgment of the approval, and notify them that the approved animal will be residing in shared assigned living space.

The University may exclude an assistance animal from University housing if the animal is not housebroken; would cause substantial physical damage to the property of others or University facilities; would pose a direct threat to the health or safety of others. Students whose request for an Assistance Animal through this process is not granted, will have the opportunity to appeal such decisions. All appeals are reviewed by the vice president of Student Affairs. Students will receive information about the appeals process upon notification of decision of request for disability housing accommodations.

For more information go to enmu.edu/Accessibility or call 575.562.2280.

ADVISING CENTER

The Advising Center, located in SAS room 214, offers academic advising for students until their third semester at ENMU. The Center practices developmental advising programs for first-year students that emphasize personal responsibility and decision-making. Professional and faculty advisors from some colleges help students create schedules based on the students' academic and personal goals. The Center also supports "First-Year Experience" (FYEX 1110) and Learning Communities and offers various workshops during the semesters for Undeclared Majors and how to access students' degree evaluation.

The Advising Center will assist students in properly declaring their major. Returning and second bachelor's degree seeking students also are assigned to the advising center for their initial advising session.

Regardless of student status, the Advising Center does not advise the following majors:

- Aviation Science
- Emergency Management
- Fire and Emergency Services Administration
- Nursing Majors

The Advising Center also does not advise non-degree or dual-credit students.

For more information go to enmu.edu/Advising or call 575.562.2388.

CAMPUS UNION (CUB)

The Campus Union is the living room of the campus. You can check your email, have coffee with friends, read or study in the lounge, find your student organization leaders, and eat your meals. The Campus Union meeting rooms can be reserved free of charge for university approved student clubs and organizations.

For more information go to enmu.edu/CUB or call 575.562.2108.

COUNSELING AND CAREER SERVICES

The Office of Counseling and Career Services, located 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.

For more information, visit enmu.edu/Counseling or call 575.562.2211.

DINING SERVICES

ENMU and Sodexo are partners in dining. Sodexo 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. In addition, block meal plans are also offered.

For more information go to enmu.SodexoMyWay.com or call 575.562.2190.

ONLINE AND WEB-ENHANCED CLASSES

Contact the Office of Distance Learning for assistance with Canvas, the campus web-based learning management system, or Mediasite, the campus lecture-capture system that allows students to view their classes live online or on demand.

For more information go to enmu.edu/TakingAnOnlineCourse or call 575.562.2435.

PARENTS' GUIDE

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 the Greyhound Parents' Guide for the latest information and share the guide with your parents.

For more information go to enmu.edu/Parents or call 575.562.2221.

STUDENT ACCOUNTS

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). You can also receive more information from the Office of Student Accounts in the Administration Building room 114.

For more information call 575.562.2615.

STUDENT HEALTH SERVICES

ENMU and La Casa Family Health Services have partnered to provide health care for ENMU students. Student Health Services, located in Curry Hall, provides care and treatment for acute and minor illnesses. La Casa Family Health Services also offers health clinics for 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. Office hours are Monday-Friday, 8 a.m.-5 p.m.

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.

For more information go to enmu.edu/Health or call 575.562.2321.

TUTORING AND SUPPLEMENTAL INSTRUCTION

The Office of Tutoring and Supplemental Instruction coordinates tutoring services for ENMU students. Once you are an ENMU student, our tutoring will help you gain transferable skills like time management, focusing on tasks, and how to find resources. The tutoring office is located in the Golden Student Success Center, rooms 118 and 119.

For more information go to enmu.edu/Tutoring or call 575.562.2286.

UNIVERSITY COMPUTER CENTER

ENMU Information Technology Services (ITS) offers a variety of computing facilities on campus for students, staff 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. If you have problems logging into your ENMU account, contact the Help Desk at 575.562.4357.

For more information go to enmu.edu/ITS or call 575.562.4352.

STUDENT IDENTIFICATION CARD (ID)

Students may obtain an ENMU ID Card from the Office of Enrollment Services, SAS 107, Monday through Friday from 8 a.m. to 5 p.m. or by filling out the ENMU ID Card Agreement Form located within the MyENMU Portal. The initial cost of the ENMU ID Card is \$25 and charged to the student's account. Students should check with Enrollment Services for lost and found cards; replacement cards are \$10. All new students are charged an ENMU ID Card fee.

To access the ENMU ID Agreement form on the MyENMU Portal:

- Log in to the MyENMU Portal at my.enmu.edu.
- In the top menu bar – select Forms/Downloads.
- In the menu bar that appears in the middle of your screen, select Enrollment Services.
- Select Identification Card Agreement – fill out the form and upload your headshot along with an identification verification document. Make sure to review the headshot requirements located at the top of the form.

After submitting the form, you may contact the Office of Enrollment Services (575.562.2178) to make arrangements to pick up your ENMU ID Card. Please allow 48 hours for card processing. If no arrangements are made, your ENMU ID Card will be mailed to your permanent mailing address that is on file with the ENMU Office of the Registrar. Make sure you have updated your address (if needed) before submitting the form. ENMU ID Cards sent to an incorrect address will result in a replacement charge.

The ENMU ID Card is used to pick up payroll checks and financial aid proceeds, access labs, attend sports events, charge or sell books at the ENMU Campus Bookstore, use selected services of the GSSC/Golden Library, and utilize meal plans and flex dollars.

ENMU Distance Students may be required to show their ENMU ID for the following:

- Online proctored exams
- Online tutoring services

IDENTIFICATION CARD TERMS AND CONDITIONS

ENMU ID Cards and any services coded on the card are not transferable to anyone other than the student to whom the ENMU ID Card is issued by the University. Only the student shown on the ENMU ID Card can use the services specific to their card including, but not limited to, the meal plan at the Crossroads Cafe Dining Hall and flex dollars.

Providing your identification card to other individuals to access goods and services is prohibited. Students providing their ENMU ID Card, or in possession of another student's ENMU ID Card, assume shared responsibility for goods and services accessed fraudulently through the misuse of that card. Students involved in the misuse to transfer of cards may face University disciplinary action as well as civil or criminal charges.

ENMU ID Cards can be confiscated if misused. Unauthorized use of your ENMU ID Card, use by a party other than the person identified on the ENMU ID Card, and/or tampering with or altering the card, warrant confiscation and possible disciplinary action by the University.

Rules:

- If your ENMU ID Card is malfunctioning or is worn out from normal wear and tear, you may return it to us for a free replacement. If you cannot provide your current card, you will be charged the current \$10 replacement fee.
- If you have had a name or status change, you may return your ENMU ID Card to us for a free replacement. If you cannot provide your current card, you will be charged the current \$10 replacement fee.
- Stolen ENMU ID Cards can be replaced free of charge if you provide a police report and can provide the Office of Enrollment Services staff a copy of this report. The report must be submitted within 30 days of the incident and must specifically list your ENMU ID Card as a stolen item. If you did not file a police report, or cannot provide us with a copy, you will be charged the current \$10 replacement fee.
- An up-to-date photo must be submitted each time a new ENMU ID Card is issued.

For more information go to enmu.edu/IDCard or call 575.562.2178.

GOLDEN STUDENT SUCCESS CENTER (GOLDEN LIBRARY)

The Golden Library is located in the Golden Student Success Center (GSSC). The GSSC boasts a wide range of comfortable individual and collaborative study spaces as well as a computer lab, printing, digital scanning, tutoring, a coffee shop, and other services. Golden Library houses more than 400,000 volumes and over 100,000 periodicals in print or online as well as 100+ online research databases accessible 24/7. Librarians and staff provide a variety of services to students both face to face and online, including research assistance and training in the use of information technology.

For more information go to enmu.edu/Library or call 575.562.2634.

REGULAR SESSION HOURS

- Monday–Thursday, 8 a.m. to midnight
- Friday, 8 a.m. to 9 p.m.
- Saturday, noon–5 p.m.
- Sunday, noon–9 p.m.

For hours during University holidays or between semesters, visit enmu.edu/Library.

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.

ONLINE RESEARCH

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 575.562.2638

The reference desk is staffed by friendly librarians available to assist you with your research needs in person, via online chat, email, or over the phone. Librarians can also provide one-on-one consultations with students on how to use online resources and other topics.

Interlibrary Loan 575.562.2650

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

Federal Depository Library 575.562.2258

The library has a selective Federal Depository Library which includes both physical and online publications. These publications are 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 Collection (IRC) 575.562.2629

The IRC contains valuable resources for education students and faculty, homeschoolers, and K-12 teachers in other settings. This collection includes elementary and secondary student texts, teachers' guides, resource materials, big books, puppets, and mathematics manipulatives.

Media Services 575.562.2602

Media Services is located just inside the east entrance of the GSSC. A large format, self-help scanner is located next to the Veteran;s Lounge. The computer lab is staffed by Media Services students who provide technical help. Media services include: standard and large format printing, laminating, large format image scanning, and document binding. Other services include:

- checkout of research lockers
- scantron sheets/reader
- Variquest cutout system.

Special Collections 575.562.2636

Special Collections houses the University Archives, the Jack Williamson Science Fiction Library, and the Southwest Collection. Materials range from print such as books, magazines, and fanzines to archival materials such as oral history recordings, photographs, scrapbooks, and correspondence. Making an appointment ahead of time can help ensure your research needs are met, but patrons are welcome to come interact with our collections Monday through Friday, 8 a.m. to 5 p.m.

FINANCIAL AID

The U.S. Department of Education Federal Student Aid programs and the state of New Mexico provide scholarships, grants, loans and work-study employment assistance to qualifying students. Federal and state aid can help cover expenses such as tuition and fees, room and board, books and supplies, personal expenses, and transportation. Go to studentaid.gov or hed.state.nm.us for more information on these programs.

HOW TO APPLY FOR FEDERAL STUDENT AID

The Free Application for Federal Student Aid (FAFSA) is designed to determine, in accordance with state and federal guidelines, the difference between what students or their families are expected to contribute and the cost of attending ENMU. A current FAFSA must be on file at the Office of Financial Aid for any type of federal or state student aid including work-study and loans. Students should complete the FAFSA online at fafsa.gov.

AVAILABILITY OF FUNDS

All financial aid offers are based on information provided by students, and/or spouses and parents of students, availability of funds and eligibility requirements. Any award may be revised based on changes in enrollment, cost of attendance, family contribution or failure to meet satisfactory academic progress. Withdrawals or reductions in enrollment may affect an award or any future awards. Financial aid will not pay for audited courses or some repeats. Offers are subject to revision due to changes in policy, law, regulations, additional resources, calculation, or funding.

OTHER FINANCIAL ASSISTANCE (RESOURCES)

Other financial assistance refers to any outside scholarships, tuition waivers, stipends, state or federal program awards (including WIA or DVR), participation awards or grants or assistance received by the student other than federal or state financial aid. These amounts are required by law to be included as financial aid resources for the academic aid year even if they are not paid through the ENMU Office of Financial Aid. Failure to notify ENMU about these resources could jeopardize your financial aid awards and lead to adjustments in the amount of aid you receive. To report additional resources please contact the Office of Financial Aid.

REQUIRED ENROLLMENT

- Pell grant awards are awarded with 12 hours as full-time financial aid enrollment standard for all terms, including summer. Disbursement will be prorated for students who are enrolled part-time (less than 12 credit hours).
- Student loans require a minimum half-time enrollment, six credit hours for undergraduates, five credit hours for graduates.
- Students classified as graduates or levelers must be taking at least six hours of coursework toward their program of study.
- Student attendance will be reported by faculty at the end of the drop/add period. If reported enrollment is less than full time, federal financial aid awards will be recalculated.

STUDENT LOANS

Students will be offered federal Direct Loans based on financial need, dependency status and grade classification. Undergraduates may be offered subsidized or unsubsidized Direct Loans while graduates are only eligible to receive unsubsidized Direct Loan offers. ENMU suggests students use subsidized loan funds first as the U.S. Department of Education pays the interest on these loans under certain conditions. More information is available at studentaid.gov.

Federal Direct Loan funds will be paid in two disbursements. Students who borrow for the fall/spring academic aid year will receive their first disbursement at the end of the fall semester's 16-week drop/add period and their second disbursement at the end of the spring semester's 16-week drop/add period. Students who borrow for only one semester, such as fall graduates or students who enter ENMU or begin a new ENMU degree program in the spring term, will receive their first disbursement at the end of the semester's 16-week drop/add period and their second disbursement at the end of the semester's 8-week drop/add period. First-time ENMU borrowers will receive their first disbursement 30 days following the beginning of their first semester.

ENMU encourages frugal borrowing practices when considering a loan of any type. Students and/or parents should borrow only what is necessary to cover actual educational expenses.

SCHOLARSHIP CONTINUATION

- Continuing scholarships will be reviewed after grades post at the end of each semester.
- Review scholarship continuation criteria on your award letter or online at enmu.edu/Scholarships.

AID DISBURSEMENT

At the end of the drop/add period each semester, ENMU will automatically transfer student's financial aid and scholarship awards to pay allowable institutional expenses for courses the student is attending. Allowable institutional costs may include: tuition, student fees, on-campus room and board. Student may also authorize their aid to pay a portion of non-institutional charges for the current or prior year's expenses.

Any aid received in excess of posted, allowable institutional costs will be refunded to students in the form of a check or direct deposit from the Office of Student Accounts approximately 10 days after the beginning of each semester. If financial aid and scholarship awards will not cover the entire semester's expenses, students are liable for the balance.

RETURNING TITLE IV FEDERAL STUDENT AID (R2T4)

Title IV Federal Student Aid funds are awarded under the assumption students will attend classes for the entire period for which the aid is awarded. When students completely withdraw, officially or unofficially, they may no longer be eligible to receive the full amount of Title IV aid originally awarded. Academically related attendance activities are recorded by physically attending classes, taking exams, submitting required assignments, attending school assigned study groups, etc.

SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS

Satisfactory academic progress (SAP) standards are measured at the end of each semester to ensure students receiving Title IV federal student aid funds—Grants, Work-study, Direct and PLUS Loans—are meeting both quantitative (pace of completion) and qualitative (grade) requirements:

- **Completion Rate**—Attempted hours should be completed
- **GPA**—Grades earned should be sufficient to apply to degree or certificate plan
- **Maximum Time Frame**—Degree program must be completed in a timely manner

SAP REQUIREMENTS			
Degree	Pace/ Completion Rate	GPA	Overall Maximum Time Frame
2-Year Certificate	67%	2.0	56 Attempted Hours
Associate	67%	2.0	106 Attempted Hours
Bachelor's	67%	2.0	196 Attempted Hours
Second Bachelor's	67%	2.5	Appeal Required
Teacher Certification	67%	3.0	30 Attempted Hours
Preparatory Leveling	100%	---	1 Calendar Year
Master's	67%	3.0	70 Attempted Hours
Second Master's	67%	3.0	Appeal Required

CUMULATIVE COMPLETION RATE

The percentage of work a student has successfully completed at all post-secondary institutions is the cumulative completion rate. All attendance including remedial coursework, repeated coursework and periods when students did not receive federal student aid are counted in the total hours attempted and other SAP rules.

Completion Rate = Cumulative Hours Passed divided by Cumulative Hours Attempted

Example: 60 Cumulative Hours Passed **divided by** 74 Cumulative Hours Attempted = 81%

SCHOLARSHIPS

All scholarship information offered to ENMU students can be found online at enmu.edu/Scholarships. The ENMU Foundation awards scholarships annually. Information on how to apply for the ENMU Foundation Scholarships can be found online at enmu.edu/FoundationScholarships.

STUDENT EMPLOYMENT

Students must be registered and have a completed FAFSA for the aid period. Work-study and student hire positions are available. The pay rate is minimum wage and payday is every two weeks. Information and job opportunities are posted online at enmu.edu/StudentJobs. Students who are awarded work-study will have six weeks to accept their award in the MyENMU Portal and obtain a position.

Once hired for a position, supervisors will generate a Student Personnel Action Notice (SPAN). Students will need to present identifying documents to Human Resources and complete paperwork to receive clearance to work. Student Employee Orientation is provided by the Office of Student Affairs 575.562.2221.

For more information about financial aid please go to enmu.edu/FinancialAid, call 575.562.2194 or 800.367.3668, or email financial.aid@enmu.edu.

CAMPUS HOUSING AND RESIDENCE LIFE

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.

For more information go to enmu.edu/Housing or call 575.562.2632.

CAMPUS RESIDENCE POLICY

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 students 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 Office of Housing and Residence Life. 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 Office of Housing and Residence Life. Please only make off-campus living arrangements after receiving approval from the Office of Housing and Residence Life.

Exemption request forms are available online at enmu.edu/Housing. 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. Please only make off-campus living arrangements after receiving approval from the Office of Housing and Residence Life.

All students residing in the halls are required to have an approved meal plan for residents as part of their 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 to order of application.

Apartments are available for married students, students with families and students who have achieved sophomore status or higher, with priority given to order of application.

CAMPUS LIVING GUIDE

The Campus Living Guide contains all of the information, rules, and regulations regarding campus housing. Please read this document carefully. A printed copy will be furnished to all students checking into university residences. A copy is posted online at enmu.edu/CampusLivingGuide.

RESIDENCE HALL SECURITY

The security of the students living on campus is very important to the staff as well as the University. 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 lost cards 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 Campus Living Guide for additional policies and information and the Student Code of Conduct referenced in the Guide.

CAMPUS SAFETY

The University strives to ensure a safe environment; however, crime is a reality on every campus. Preventing crime and assuring campus safety is a responsibility shared between the University and all students, faculty and staff. Whether you are the victim or observe something suspicious, 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 Department of Public Safety (DPS) to investigate the report thoroughly.

After Hours/Weekend Cell: 575.760.2945 | Emergency number 911

For more information go to enmu.edu/Police or call 575.562.2393.

CAMPUS CRIME STATISTICS

In accordance with the Campus Crime Security Act, a summary of the University's crime statistics are available online. This information reflects certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus for the last three years. You may also request a paper copy from the DPS.

To download go to enmu.edu/CleryAct or call 575.562.2392.

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.

To apply for a parking permit go to enmu.edu/Parking or call 575.562.2392.

To view the University Motor Vehicle Regulations go to enmu.edu/MVR.

IMPORTANT UNIVERSITY POLICIES

ENMU maintains all ENMU policies on the Portal and are accessible online at enmu.edu/policy. You can also click each policy listed below to access the full policy. Please read these as they will help you navigate the policies and procedures of the University.

COMPUTER USE

Because important communication from ENMU will be sent to this account, students' email account should be activated immediately after they have been accepted at ENMU. They will be required to use this email address for all official communication that comes from the University.

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. 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.

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.

COPYRIGHT

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.

NAME CHANGES

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 or 575.562.4357. Once approved, the change will occur at the discretion of Information Technology Services.

ACADEMIC REGULATIONS AND POLICIES

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+

ATTENDANCE POLICY

Attendance is expected at all sessions of each course for which the student is enrolled. The responsibility of attendance is placed on the student. Faculty members establish and state in the syllabus attendance, grading, and make-up policies for their courses. Faculty members are not responsible for withdrawing students who do not attend. Non-attendance does not imply withdrawal from a course. Absences due to participation in sanctioned University activities are considered to be authorized absences. Sanctioned activities are those which have been approved in advance. The sponsor of sanctioned activities submits the names of student participants and the dates of their absences. This information is available in the MyENMU Portal. 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 arrange for any make-up work in advance of the absence with the instructor.

COURSE REPEAT

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

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

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

A student who preregisters for courses that require successful completion of a prerequisite which the student is currently taking and then fails the prerequisite may be administratively dropped from the course that requires successful completion of the prerequisite.

The student will receive an email regarding this information so other arrangements can be made. All correspondence is sent to the student's enmu.edu email. Students may be administratively dropped if they are found to be lacking the required prerequisites for a course. It is advisable that students be informed of the problem on the first day of the class and allowed to change their schedules accordingly. If the student does not drop, the instructor may initiate the administrative process with the approval of the respective dean. If the student remains enrolled in the class, that student will be assigned the grade earned in the course.

COURSE DROP/ADD/WITHDRAWAL

Students may add, drop, or withdraw 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

Students may withdraw from a course within the deadlines set in the University class schedule. A course withdrawal will appear on the student's transcript with a grade of "W." Refunds will be made for withdrawals according to the refund schedule. A student who is forced by emergency circumstances to leave the University without officially withdrawing should notify the retention coordinator at 575.562.4399. 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

A student declares a major, minor, emphasis, and/or concentration area for their program by completing a Declaration of Major Form available online at enmu.edu/Declare and will use a Curriculum, Advising and Program Planning (CAPP) degree evaluation as an unofficial degree plan. Students may move to the current catalog when changing majors.

CAPP is a tool for students and advisers to check progress toward graduation. The Office of the Registrar will confirm eligibility for graduation by using the student's catalog of record along with CAPP. CAPP searches through in-progress courses, transfer credits and courses taken at ENMU-Portales to find courses that match degree requirements into areas that include institutional, General Education Requirements, major and minor area requirements, and elective credits.

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.

REVIEW OF GRADE (GRADE APPEAL)

A student may dispute a grade earned in a class. The intent of the procedures outlined below is to allow an objective review of the disputed grade when an issue of “fairness” or “equity” is raised by a student. No grade review request will be considered after a period of three calendar months from the last day of the semester in which the class was taken or three calendar months after the final grade is posted, whichever is later. Special provisions apply to those situations where a faculty member assigns a particular grade on the basis of the faculty member’s determination that the student cheated or engaged in academic dishonesty or academic misconduct. Such situations are subject to the provisions set forth below at Section C.

GRADE REVIEW PROCESS WHEN THE GRADE IS NOT BASED UPON CHEATING OR ACADEMIC DISHONESTY

The student should inform the instructor of the student’s dispute of the grade within three (3) calendar months from the last day of the semester in which the class was taken or three (3) calendar months after the final grade is posted, whichever is later. This notice must be in writing and must be sent by the student to the instructor and the instructor’s immediate administrative supervisor within the same time period. The students and instructor will meet about the grade, and the instructor will inform the student of his/her decision with seven days. The student may then appeal that decision.

The details of this entire process can be obtained from the Office of Academic Affairs, the college deans’ offices, and found online at enmu.edu/RightToKnow.

GRADE REVIEW POLICY WHEN THE INSTRUCTOR IS UNAVAILABLE TO PARTICIPATE IN THE PROCESS

If an instructor is unable to participate in the grade review, for whatever reason, the university officials in the review process over a disputed grade, the university may proceed with the review process.

GRADE REVIEW PROCESS WHEN THE GRADE IS BASED UPON CHEATING, ACADEMIC DISHONESTY OR OTHER ACADEMIC MISCONDUCT

A student seeking review of a grade when a charge of cheating academic dishonesty or other academic misconduct has been alleged will follow the same process.

The student should inform the instructor of the student's dispute of the grade within:

- three (3) calendar months from the last day of the semester in which the class was taken or
- three (3) calendar months after the final grade is posted, whichever is later.

This notice must be in writing and must be sent by the student to the instructor and the instructor's immediate administrative supervisor within the same time period. The student and instructor will meet about the grade, and the instructor will inform the student of their decision within seven days.

The student may then appeal that decision of the grade review. Meet with the instructor and receive a decision from the instructor within seven days.

If not satisfied with this decision, the student may appeal the decision, following the process outlined in the policy document at enmu.edu/RightToKnow.

STUDENT RECORDS POLICY

PRIVACY OF STUDENT RECORDS

ENMU adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974 and the protection of students' educational records, defined as 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. Some records maintained by the University are exempt from FERPA. These include personal records kept by staff and restricted to the maker of that record, employment records, records maintained by DPS, and alumni records of a general nature.

RIGHT TO REVIEW RECORDS

Under FERPA, students have the right to inspect or review their educational records upon request (unless the record has been restricted, such as letters of recommendation to which the student has waived access and student's parents financial statements). 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.

Grade appeals are addressed under "Grade Review Policy" in this handbook and in the ENMU-Portales undergraduate and graduate catalogs.

Students have the right to secure copies of the records upon request to the appropriate University records custodians. Information can be obtained from the Office of Registrar about requesting these records.

ALLOWABLE DISCLOSURE OF EDUCATION RECORDS

ENMU is allowed to disclose certain information from a student's education records without written student consent in a few, specific instances:

- School officials with legitimate education interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with judicial order of lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.
- 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.
- 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

Under FERPA, ENMU also can be requested to disclose Directory Information about enrolled students. This information includes name, mailing address, telephone number, email addresses, date and place of birth, most recent previous school attended, major field of study, classification, dates of attendance, honors awarded, degrees and dates conferred, participation in officially recognized activities and sports, and weight and height of members of athletic teams only. The information is available to the public and will be released unless a student completed a non-disclosure form asking that his or her information be withheld. This form must be completed for each enrollment period (fall, spring, summer) during the first two weeks of the semester.

For more information about FERPA go to enmu.edu/FERPA or call 575.562.2175.

STUDENT CODE OF CONDUCT

DRUG FREE CAMPUS POLICY: NO POSSESSION, USE, SALE AND DISTRIBUTION OF ALCOHOLIC BEVERAGES

Resources

A partial listing of resources for students seeking information about or assistance with alcohol, drug, or controlled substances use, abuse, or dependency appears below:

Alcoholics Anonymous

For information on local Portales meetings contact Counseling and Career Services at 575.562.2211.

Arise Sexual Assault Services | arisenm.org

801 W 18th St, Portales, NM 88130 | 575.226.7263

ENMU Counseling and Career Services | enmu.edu/Counseling

Student Academic Services (SAS), Office 232, Portales, NM 88130 | 575.562.2211
24-hour crisis line 575.607.5689

La Casa Family Health Center | lacasahealth.com

1515 W Fir Street, Portales, NM 88130 | 575.356.6695

1521 W 13th Street, Clovis, NM 88101 | 575.769.0888

1611 S Grand Avenue, Roswell, NM 88203 | 575.623.3255

Mental Health Resources | mhrnewmexico.com

1100 W 21st Street | Clovis, NM 88101 | 575.769.2345 | 800.432.2159 (crisis helpline)

300 E 1st Street Portales, NM 88130 | 575.359.1221 (available 24/7)

TITLE IX

Dating Violence, Domestic Violence and Sexual Assault

Eastern New Mexico University will not tolerate offenses related to dating violence, domestic violence, sexual assault or sexual misconduct and will extend every assistance to victims of these crimes. The University fully complies with Title IX regulations, the Violence against Women Act, all federal and state laws relating to sexual assault against women or men, and applicable University policies.

Other forms of sexual violence defined in New Mexico statute are also prohibited by this policy.

These include but are not limited to criminal sexual penetration, criminal sexual contact, battery, assault, battery against a household member, assault against a household member, criminal damage to property of a household member, harassment, stalking, kidnapping, false imprisonment, telephone harassment, interference with communications, violation of a restraining order, or any other related crime defined in NMSA 1978 compilation.

The University will provide training and information for the campus community to prevent or avoid sexual assault and other risk prevention strategies.

The University will offer anonymous and confidential reporting of assaults, whether by the victim or by another. The University takes reports of sexual misconduct very seriously and will

not tolerate retaliation against those who make such reports or participate in the investigatory or adjudicatory process.

The University's "Victims' Bill of Rights" assures the following rights to victims of sexual assault, domestic violence, dating violence or other violent crime:

- Reasonable changes to academic and living and work situations.
- Referral to counseling, victim's advocacy and other resources.
- Assistance in notifying law enforcement.
- The same opportunity as the accused to have others present at the disciplinary hearing(s)
- Notification of outcomes of hearings, sanctions, and terms of sanctions in place
- Opportunity and assistance to speak or the choice not to speak to anyone about the incident or outcome
- Confidentiality to the extent allowable by law and University policy

What to do if you believe this has happened to you

Tell someone who can help you. All the individuals listed below know how to report, where to find resources you may need, and what to do. Call or talk to any administrator, staff or faculty member.

Mr. Greg Lamm

Title IX Coordinator
575.562.2235

Dr. Jeff Long

Vice President for Student Affairs
575.562.2221

Mr. Steve Estock

Director, Housing and Residence Life
575.562.2632

Ms. Susan Larsen

Director of Counseling
575.562.2211

Chief Brad Mauldin

Department of Public Safety
575.562.2392

Reporting an Incident

The decision to file a formal report or complaint about sexual violence and sexual assault is a personal choice. We're here to help you understand your options and the resources available, whether you decide to report or not. For students, your confidential advocate can explain your option in detail and answer questions, so you can make the decision that's right for you. Talking to the advocate doesn't constitute filing an official report about sexual violence. The details of your experience won't be shared with anyone without your permission. For faculty members, other academic instructors and staff employees, contact the experienced staff on your campus for confidential counseling and help, and information about where to go to file a report. Faculty members may also contact the Human Resources Office regarding their academic rights.

You can find our online reporting form at enmu.edu/TitleIXReport.

The Title IX Policy can be viewed online at enmu.edu/TitleIX.

Each student and member of the ENMU community is valuable and must have the freedom to pursue their goals without fear of harm, embarrassment, discrimination, or retaliation. The University will pursue any report of sexual harassment, discrimination, or violence and will

not wait until such claims have proceeded through civil or criminal actions. Further, if ENMU has a reasonable report from someone else of incidents of sexual harassment, discrimination, or violence, the university will proceed with an investigation. Those making the allegation will receive respect, prompt action, and be kept informed of the process and outcome. Those who are accused will receive due process, a fair and equitable investigation and hearing, and be kept informed of the outcome. ENMU cannot meet its expectation of providing you with an environment free from sexual harassment, discrimination, or violence without your cooperation. Please tell us and let us help you.

- Deadly Weapons, Chemical Agents and Explosives
- Sales and Solicitation
- Smoking, Vaping and Tobacco Use Regulations
- Student Complaints

Eastern New Mexico University is committed to providing a transparent and effective mechanism for communicating and resolving student complaints, in compliance with 70-10 Student Complaint Policy, the U.S. Department of Education, and the Higher Learning Commission of the North Central Association. Feedback about student concerns is a valued source of information that is used to help the University improve the quality of its services.



EASTERN NEW MEXICO UNIVERSITY
Office of Student Affairs

For more information

Dr. Jeff Long

Vice President for Student Affairs

jeff.long@enmu.edu

enmu.edu/CodeOfConduct

enmu.edu/GuideToCampusLiving

enmu.edu/StudentHandbook

575.562.2221