ENMU-ROSWELL

2017-2018

STUDENT HANDBOOK

NOTICE TO STUDENTS

Since programs, policies, statements, tuition and fees, calendar dates, and/or courses contained in this handbook are subject to continuous review and evaluation, ENMU-Roswell reserves the right to make changes at any time, by way of appropriate administrative procedure, without prior notice. The information contained within this handbook is a description of programs and courses current at the time of publication.

INTERNET ADDRESS

http://www.roswell.enmu.edu

A MESSAGE TO ENMU-ROSWELL STUDENTS

Welcome to Eastern New Mexico University - Roswell!

Whether your goal is to transfer to a four-year institution, train for a technical job, upgrade your professional skills, or add to your list of life-long learning courses for self-fulfillment, ENMU-Roswell is a great choice.

This Student Handbook is designed to assist you with your personal, professional, and academic success during your time at ENMU-Roswell. Specifically, the Student Handbook provides you with general college information; an overview of college resources that are available to you; important college policies for both inside and outside the classroom, including important Financial Aid policies; information on how to connect with other students through student activities, clubs, and organizations; and your responsibilities as a student.

From enrollment to graduation, and everything in-between, Student Affairs will be there to support you in your academic endeavors. Take advantage of all of the support services the college has to offer you. Get involved in co-curricular activities - it will make your experience here much more enjoyable and memorable.

Again, welcome to the college! I'm here to be your advocate and I wish you much success this academic year!

Sincerely,

Michael "Mike" Martinez
Vice President for Student Affairs
ENMU-Roswell

FORWARD

This official Student Handbook is published for the students at Eastern New Mexico University-Roswell. It is intended to serve as an essential guide to many facets of college life, including campus facilities and the services available to students.

Also included are policies, standards and regulations that contribute to the orderly operation of the ENMU-Roswell community.

Students in the college community are encouraged to become familiar with the rules and regulations applying to them. They must judge themselves by these standards and decide if they can adapt and meet the demands of community living. Students must also recognize the opportunities available to make contributions to the college community.

ENMU-Roswell is here for the students and students are encouraged to take advantage of the many services available to them. Active participation in the activities and events at ENMU-Roswell will make college a memorable experience.

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CAMPUS INFORMATION

GOVERNANCE

BOARD OF REGENTS

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Annemarie Oldfield B.A., M.A., Eastern New Mexico University	Assistant Vice President of Arts and Sciences

ACCREDITATION

ENMU-Roswell is accredited as an operationally separate campus by the Higher Learning Commission, a member of the North Central Association of Colleges and Schools.

The Higher Learning Commission
(312) 263-0456; (800) 621-7440
http://www.hlcommission.org

Extended degree courses offered on the Roswell campus are accredited through Eastern New Mexico University and New Mexico Highlands University.

ENMU-Roswell is also a member of the American Association of Community Colleges, and various programs are certified by their own accrediting agencies.

MISSION STATEMENT

Preparing a diverse community with the skills and education for success.

PURPOSES

Provide opportunities for completion of Certificate and Associate awards that lead to advanced degrees and employment.
Prepare individuals for opportunities in higher learning through programs such as Adult Education, secondary enrollment, and outreach services.
Offer personal enrichment and career development opportunities through traditional course work, community education, and customized training.
Foster direct community and economic development through business and workforce development, partnerships for health and social service outreach, in-plant training, and ever increasing business and community partnerships.

CAMPUS HISTORY

Roswell Community College was officially established as a branch of Eastern New Mexico University in the fall of 1958 under the leadership of Donald T. Rippey. From 1958 through the fall semester of 1962, the college conducted classes in the evening at Roswell High School. In January of 1963, with an enrollment of 75 students, eight daytime classes were held at the old post office. This established, for the first time in Roswell, a daytime coeducational college program.

When Walker Air Force Base closed on June 30, 1967, Eastern New Mexico University-Roswell acquired 234.5 acres, including 27 major brick structures and numerous frame construction buildings. Roswell Community College was renamed Eastern New Mexico University-Roswell. The college spent the summer moving into the new buildings, and in September of 1967, began holding classes on its new campus.

For the first time, ENMU-Roswell could offer, in addition to its academic transfer program, a successful career and technical program which included training in various skilled trades and work in the health occupations areas. Enrollment has increased from 157 part-time students in 1958 to close to 4,000 students in the spring of 2015, illustrating the need for educational opportunity in southeastern New Mexico.

Through a series of statewide and local bond issues, a number of new buildings have been constructed. Several other facilities have been renovated and expanded to meet the changing needs of the ENMU-Roswell campus. Between 1996 and 2010 the following projects were completed: Arts & Science Center, Instructional Center renovation, Swimming Pool renovation, Instructional Technology Center, Aviation Maintenance expansion, Auto Tech/Occupational Training Center repair, Health Science Center Phases I and II, Sierra Vista Village, and renovation of the Campus Union Building. The Student Services Center, which centralizes student services functions, was completed in January of 2013.

STUDENTS' RIGHT TO KNOW

In compliance with Department of Education Federal Regulations, the Campus Crime Report and the Graduation Rate Report are available on the ENMU-Roswell website at: www.roswell.enmu.edu. A printed copy is available upon request from either Campus Security or the Vice President for Student Affairs. Students may call 1-800-243-6687 or mail a request to Campus Security at: P.O. Box 6000, Roswell, NM, 88202-6000.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The Disability Services Office at Eastern New Mexico University-Roswell provides services to students with disabilities to ensure accessibility to university programs. For academic purposes, our services may include disability-related and referral information, extended testing time, preferential seating, reader services, books in audio format, large print material, adaptive equipment, taping of lectures, and other auxiliary aids. Academic accommodations are provided to eligible students free of charge.

According to the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, a disability is defined as a mental or physical impairment which substantially limits one or more major life activities: self-care, performing manual tasks, walking, seeing, hearing, speaking, learning, and working. If you have a disability that impacts your academic performance, provide current documentation by a qualified professional and schedule an appointment with the Disability Services Office.

The student is responsible for delivering the academic accommodation information (AAI) form to his/her instructors. This form is generated during the initial meeting/intake interview. Students are required to meet with their instructor(s) to discuss their accommodations for each term they are enrolled at ENMU-Roswell. Eligible students are encouraged to schedule a meeting with the Disability Services Office as soon as possible, understanding that some accommodations cannot take effect immediately.

Students with disabilities have the right to equal access to courses, programs, activities, services, and facilities and are entitled to reasonable accommodations. All student information is kept confidential. The Disability Services Officer reserves the right to request additional information.

For a diagnosis of Learning Disability, ADHD, and other psychological disorders, a neuropsychological examination, psychological, or psycho-educational evaluation is required. Objective evidence of a substantial limitation must be provided. The evaluator's name, professional credential relevant to the diagnosis, and his/her contact information must be documented. Documentation must be on letterhead, typed, dated, and signed.

The Student Success Center provides tutoring for all degree-seeking students on campus. Please contact your academic advisor for additional information.

How to register for Academic Accommodations:

1. Apply to be accepted for admission to ENMU-Roswell through the regular admission process.

2. Provide the Disability Services Office with current and comprehensive documentation of a diagnosed disability.

3. Schedule a meeting with the Disability Services Officer to determine appropriate and reasonable accommodations at the beginning of each semester. Please contact 575-624-7286 for additional information.

What Kind of Services are Available?

The following reasonable accommodations (including auxiliary aids and adaptive equipment) may be provided based on need and availability:

- *Computer software*
- *Calculators*
- *FM system*
- *Recorders/recording of lectures*
- *Print enlargement*
- *Books in audio format*
- *Extended testing time*
- *Readers*
- *Preferential seating*

EQUAL EDUCATIONAL OPPORTUNITY POLICY

Eastern New Mexico University-Roswell is an affirmative action and equal opportunity employer. The University does not discriminate on the basis of race, color, national origin, sex, or handicap in its programs, activities, or employment. Persons seeking additional information about the University's nondiscrimination policy should contact the Director of Affirmative Action, ENMU-Roswell, P.O. Box 6000, Roswell, NM 88202-6000.

In situations where students determine a scheduled class, activity, or facility is not accessible to them because of a disability, they should immediately contact the Affirmative Action Officer on the Roswell Campus and report the situation. Students requesting assistance such as a sign language interpreter or any other special service should contact the Director of Special Services at (575) 624-7286.

STUDENTS' RIGHTS & RESPONSIBILITIES

STUDENTS' RIGHTS & RESPONSIBILITIES

The following section on Student's Rights and Responsibilities serves to define the rights and responsibilities of a student as well as a process for resolving problems that develop between a staff member and a student. Most of the time, a problem is the result of a simple misunderstanding of what is expected from the other person. Direct communication between the student and the staff member will usually resolve these matters. The following regulations incorporate a definition of a student's rights and responsibilities and both formal and informal means of the due process and conflict resolution.

STUDENTS' RIGHTS
1. Right of access to scheduled class meetings and appropriate instructional and support services.
2. Right to a syllabus describing course objectives; evaluation procedures; major course requirements such as term papers, book reviews, field trips and reports; and rules of attendance, grading, and conduct.
3. Right to have instruction that begins promptly; is presented in a clear and concise manner; and provides relevant, structured activities consistent with the contact hour requirement of the course.
4. Right to be treated in a humane, ethical, fair and unbiased manner, both in the classroom and in all communication and contact with the instructor.

STUDENTS' RESPONSIBILITIES
1. Responsible for selecting a program of study that is consistent with his/her interests, skills and abilities.
2. Responsible for selecting courses that are consistent with his/her program objective and readiness levels
3. Responsible for enrolling for a schedule of courses in accordance with the time and effort allocated to academic requirements.
4. Responsible for being punctual and attending classes.
5. Responsible for being attentive and for appropriately participating in class activities.
6. Responsible for completing all class assignments as directed by the instructor.
7. Responsible for consulting with the instructor as soon as possible if problems arise.
8. Responsible for complying with official announcements.
9. Responsible for seeking appropriate support services, to improve his/her level of academic achievement and to enhance the quality of college life.
10. Responsible for behaving in a humane, ethical and unbiased manner both in the classroom and in all communication and contact with the instructor, other staff members and other students.

STUDENT CONDUCT POLICIES & DISCIPLINARY ACTIONS

ACADEMIC CONDUCT

STANDARDS OF BEHAVIOR IN CLASS

In order to provide an environment conducive to learning, the student must feel safe to engage in a free exchange of ideas.

Any behavior, action, or event that interferes with learning, in either an online or face-to-face environment will not be tolerated.

Disruptive behavior includes, but is not limited to: inappropriate dress, verbal or physical abuse, or signs of being under the influence of a chemical substance.

The instructor is the sole judge of what is appropriate in the class. Individuals affecting the learning or teaching process may be removed from the classroom for any length of time deemed appropriate to ensure a positive learning environment for all students. If the infraction is severe or continuing, an administrative withdrawal may be requested by the instructor to the Assistant Vice President of the Instructional Unit, and with approval from the Vice President for Academic Affairs.

ACADEMIC DISHONESTY

The following acts, or any other acts of academic dishonesty, that compromise the integrity of the academic process and community are subject to disciplinary action. For more information, see Disciplinary Actions for Academic Dishonesty below.

Plagiarism
Plagiarism includes, but is not limited to, offering the work of another as one's own; offering the work of another without proper acknowledgement; and/or failing to give credit for quotations or essentially identical expressions of material taken from books, encyclopedias, magazines, reference works, term papers, reports, or other writings of another individual.

Cheating Behavior

Cheating behavior includes, but is not limited to:

a. Dishonesty of any kind on examinations, quizzes, written assignments and projects;

b. Unauthorized possession of examinations, quizzes or instructor records;

c. Use of unauthorized notes or information during an examination, quiz, or exercise;

d. Obtaining information during an examination or assignment from another individual and/or assisting others in cheating;

e. Alteration of grades on an examination, an assignment, or records of an instructor or the college;

f. Illegal entry or unauthorized presence in an office of the college or residence of an instructor, or unauthorized access to grade records or examination and assignment requirements; and

g. Any act of fraud or misrepresentation.

DISCIPLINARY ACTIONS FOR ACADEMIC DISHONESTY

It is the responsibility of instructors to determine what constitutes academic dishonesty and identify its occurrence. ***Although the following procedures represent potential penalties for academic dishonesty, instructors have the responsibility to enforce policies distinct to their classes, programs, and/or academic departments.*** Students should refer to individual course syllabi for instructors' policies regarding Academic Dishonesty.

Any student aiding another student in academic dishonesty will be potentially subject to the following actions. Students who help other students cheat, plagiarize, or perform other acts of academic dishonesty are as responsible as the students who take and use the information. ***Written records documenting academic dishonesty, provided by the instructor, will be added to the student's permanent file in the Office of Admissions and Records.***

For an offense of academic dishonesty, one or all of the following actions may be taken:

1. The student will receive zero credit for the assignment(s).

2. The student, if enrolled in an online course not already requiring monitored testing, will be required to complete assessments in a proctored environment approved by the instructor. It is the student's responsibility to find an eligible proctor.

*3. The student will sign, and thereby agrees to, a written statement listing the consequences for further acts of academic dishonesty either in the current course or any other courses taken at ENMU- Roswell.**

**If a student is involved in a second act of academic dishonesty, determined by review of the student's Admissions and Records file by the Vice President for Academic Affairs, the case will be forwarded to the Academic Standards Committee. This body will review the prior and current acts of academic dishonesty and assign appropriate penalties; student appeals of the Academic Standards Committees ruling should be directed to the Vice President for Academic Affairs and also the Vice President for Student Affairs.*

4. The student will be removed from the course in which the infraction occurred and will receive a semester grade of F. Note: Avoiding a grade of F through a withdrawal will not be allowed.

*5. The student will be administratively withdrawn from all coursework for the remainder of the semester except the course in which the infraction occurred where a grade of F will be assigned.**

**The instructor reserves the right to have a student removed from his or her class; however, the power to remove a student from the University resides with the Vice President for Academic Affairs and the Vice President for Student Affairs therefore, a student must meet with these individuals if a faculty member requests that the student be suspended from the University.*

APPEALING VIOLATIONS OF STUDENTS' RIGHTS

A violation of a student's rights may be academic or non-academic depending upon the situation and the circumstances. The process for appealing violations of students' rights are different and separate and an explanation of the process for each type of violation is provided in corresponding sections of this handbook.

Examples of academic situations are listed below:

Examples of academic problems:

a. Accusations of plagiarism or academic dishonesty
b. Issues related to class attendance
c. Problems with a course instructor or facilitator
d. Disagreements regarding course grades
e. Problems with a course syllabus or course content

<u>If the matter is an academic problem</u> which impacts

grades and/or academic records, and before one year from posting of grade has elapsed, the following process should be followed (Please note the failure to comply with the order stated below may void the appeal process):

1. Student must first speak with the instructor of the course in question to attempt to resolve the issue.

2. Student meets with the Program Chair or the Lead Instructor if the problem remains unresolved.

3. Student then meets with the Assistant Vice President of the appropriate unit if the problem remains unresolved to the satisfaction of the student.

4. Student may submit a formal written complaint regarding the problem via the online complaint form. This form can be accessed within the Self-Service Banner system. The complaint will be forwarded to the appropriate individual(s) for review and resolution.

NON-ACADEMIC CONDUCT

STANDARDS OF BEHAVIOR

Student behavior is expected to adhere to the legal codes of the United States, the State of New Mexico, the City of Roswell and the regulations of Eastern New Mexico University-Roswell. Listed below are some examples of behavior that are **unacceptable** and **not** in keeping with the educational aims, purposes and philosophy of ENMU-Roswell and which subject students to disciplinary action:

- *Forgery, alteration, destruction or misuse of University documents, records, ID cards, meal stickers or tickets, or other University property, including misrepresentation of identification or presentation of such by unauthorized persons.*
- *Obstruction, disruption or unauthorized interruption of teaching, research, administration, disciplinary procedures or other University activities, including its public service functions or other authorized activities on University premises.*
- *Physical or verbal abuse of any person on University-owned or controlled property or at University-approved or supervised functions, or conduct that threatens or endangers the health or safety of any such person.*
- *Theft or damage to property of the University, of a member of the University community or of a campus visitor, including possession, sale or attempted sale of stolen property of the University, of a member of the University community, of a campus visitor, or to the civic community/citizens.*
- *Unauthorized use of, or entry into, University facilities or systems.*
- *Use, possession, distribution or being under the influence of narcotics or drugs, except as permitted by law while on University-owned or controlled property or at University-sponsored, approved or supervised activities. (Refer to Drug-Free Campus Policy and Information for more detail.)*
- *Disorderly conduct or lewd, indecent or obscene conduct or expressions on University-owned or controlled property or at a University-approved or supervised function.*
- *Possession of any weapons while on University-owned or controlled property or at University approved or supervised activities, such as, but not limited to, rifles, shotguns, ammunition, hand guns and air guns, including explosives such as firecrackers, etc.*
- *Failure to pay promptly all University bills, accounts and other University financial obligations when due.*
- *Gambling on University-owned or controlled property.*
- *Any act which interferes with or adversely affects the University's normal functioning or which injures or endangers the welfare of any member of the*

University community.

- *Possession or use of alcoholic beverages on University-owned or controlled property.*
- *Gang related attire, including colored bandanas, will not be allowed on campus.*
- *Violation of properly constituted rules and regulations governing the use of motor vehicles on University-owned or controlled property.*
- *Failure to comply with directions of University officials acting in the performance of their duties.*

DISCIPLINARY ACTIONS FOR VIOLATIONS OF NON-ACADEMIC RULES & REGULATIONS

In the event that a violation is found to have occurred, the Vice President for Student Affairs will determine disciplinary actions or sanctions appropriate to the offense. Disciplinary actions or sanctions may include, but are not necessarily limited to, admonition, warning, probation, suspension of rights and privileges, restitution, eviction from the University residence halls or suspension from the University. ENMU-Roswell handles allegations of academic dishonesty in accordance with the processes found in the previous section, Academic Conduct..

APPEALING VIOLATIONS OF STUDENTS' RIGHTS

A violation of a student's rights may be academic or non-academic depending upon the situation and the circumstances. The process for appealing violations of students' rights are different and separate and an explanation of the process for each type of violation is provided in corresponding sections of this handbook. Examples of non-academic situations are listed below:

Examples of non-academic problems:

a. Failure to comply with campus behavior standards
b. Failure to comply with the Drug-Free Campus Policy
c. Failure to comply with the Smoke-Free Campus Policy
d. Failure to comply with traffic, parking, or campus safety regulations
e. Failure to comply with the campus AIDS/Communicable Disease, Student Sexual Misconduct, Sexual Harassment, or Computer Use policies

A substantial violation of a student's rights may be appealed in accordance with the following procedure:

If the matter is a disciplinary problem:

1. The concerned student should request an individual conference with the staff/faculty member involved to clarify and remedy the specific violation.

2. If the matter is not resolved the student may request a conference with the appropriate supervisor.

3. If the matter is not resolved to the satisfaction of both parties, the student may submit a formal written complaint regarding the problem via the online complaint form. This form can be accessed within the Self-Service Banner system. The complaint will be forwarded to the appropriate individual(s) for review and resolution.

SEXUAL MISCONDUCT, TITLE IX INFORMATION & SEXUAL HARASSMENT

STUDENT SEXUAL MISCONDUCT & TITLE IX PROCESS

In accordance with Title IX of the Education Amendments of 1972, Eastern New Mexico University – Roswell campus administration is committed to providing students with an environment that is as safe as possible, including safety from discrimination based on gender, including sexual harassment and sexual violence. The Office will act as swiftly as circumstances permit when sexual misconduct is reported to protect the safety of the reporting person and the educational environment while respecting the due process rights of the accused student. The ENMU-Roswell Student Handbook explains behavioral expectations for students and the process by which possible violations are addressed. Besides enforcement under the Student Code of Conduct the office can support victims of sexual misconduct in a variety of ways when a report is made.

As a student at ENMU-Roswell, if you believe you have been a victim of sexual violence that include sexual assault, sexual harassment, domestic violence, dating violence and stalking, you may contact the following to file a report and/or a complaint:

- *ENMU-Roswell Security Department – 575-624-7180 – especially if you feel an eminent or immediate threat of danger to yourself or the campus community*

- *Title IX Coordinator/Deputy Coordinators*
  - *o Dr. Linda Neel, Title IX Coordinator for Students - 575-624-7142*
  - *o Rutherford Rankin, Deputy Coordinator – 575-624-7012*
  - *o Carolyn Vigil, Deputy Coordinator – 575-624-7379*

- *Any Administrative-Level employee, including the Vice President of Student Affairs, the Vice President of Academic Affairs, Instructional Area Assistant Vice Presidents, or the Executive Director of Human Resources.*

- *Any responsible party that is a member of the campus community who can refer you to one of the above campus representatives.*

Once a report is filed, ENMU-Roswell Security staff can assist you in contacting law enforcement to file a report and, if appropriate and if you wish, in obtaining Temporary Restraining Order, contacting local shelters for victims of sexual or relationship violence and/or contacting other appropriate community resources. Security can also have an Officer report to your location and escort you to class or any campus location as necessary to ensure your safety.

The Title IX Coordinator or Deputy Coordinator assigned to your case will work hard to insure your safety and will assist you in arranging temporary remedies that may be appropriate to your situation such as working with faculty to manage missed classwork, changing class sections or arranging for administrative services to be provided in an alternate way. Note that these are examples and may not be appropriate in your situation. ENMU-Roswell does adhere to FERPA guidelines regarding confidentiality of student information and records; however, the University can release information if necessary in situations of safety to self or others.

Following are steps taken if it is determined that a Title IX investigation is warranted:

1.) The complainant files a report and completes the

Title IX Complaint/Intake Form;

2.) ENMU-R Security is notified immediately if danger is eminent to the alleged victim or the campus community;

3.) The Title IX Complaint/Intake Form is referred to and reviewed by the Title IX Coordinator;

4.) If a Title IX Investigation is warranted, ENMU-R Security will be notified and a Deputy Coordinator will be assigned to the case;

5.) The alleged perpetrator will be notified of the complaint filed against them;

6.) The investigative team, which consists of the Title IX Coordinator, the interviewers, the Vice President of Student Affairs, and the Executive Director of Human Resources (in the involvement of faculty or staff) will meet to review the complaint, and compile a pre-determined list of questions for the interview;

7.) ENMU-R Security staff will contact the complainant and the alleged perpetrator to schedule interviews:

a. During the interview, the interviewee may have one representative present. The advisor may be spoken to by the interviewee; however, the representative may not speak on behalf of the interviewee.

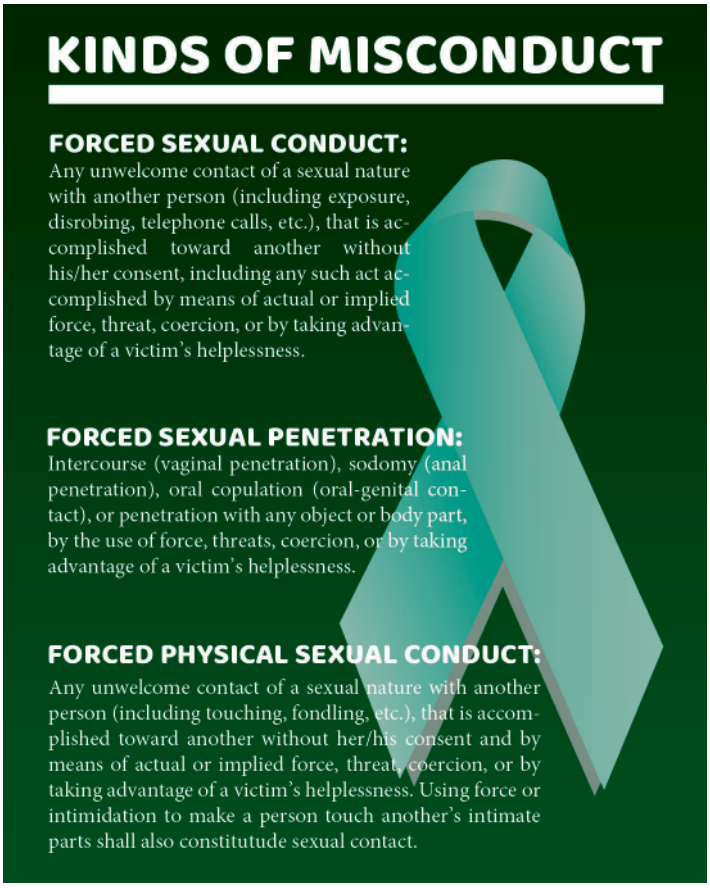
b. A member of ENMU-Security and the Deputy Coordinator assigned to the complaint will be present and may ask questions

c. Members of Security may be posted outside the interview room, as deemed necessary to ensure safety

d. All interviews will be audio and/or video recorded

e. The interviewee may submit any pertinent evidence that was preserved to support the complaint or response. It is important to preserve any and all evidence related to the incident;

f. The Interviewee may submit a list of preferred witnesses during the interview; the list will be reviewed and subsequent witness interviews may be scheduled



8.) Once interviews are completed, an Investigation Report will be submitted by ENMU-R Security to the Title IX Coordinator;

9.) The Title IX Coordinator will review the evidence and a decision will be made, based on evaluation of the evidence, whether or not a Title IX Violation most likely occurred.

10.) The decision will be reviewed by the investigative committee;

11.) The complainant and the respondent will be notified of the findings and any sanctions or disciplinary actions imposed as a result of the investigation, as well as the right to pursue remedies outside of the University process.

12.) ENMU-Roswell provides an appeal pro-

cess for both the complainant and the respondent.

The University will complete the investigation as timely as possible, and optimally within 60 days of the filing of the complaint.

Appeals Process
In accordance with Title IX of the Education Act of 1972, both the complainant and the respondent may appeal decisions and/or remedies of Title IX investigations as provided in this policy.

A complainant or respondent who wishes to appeal a decision or determination arising out of a Title IX investigation should present substantive, tangible evidence to support the appeal. The opportunity to appeal will be equally afforded to the involved parties (complainant and respondent). No other party may appeal a decision or determination arising from a Title IX investigation.

To submit an appeal:

1.) Submit the appeal in written, legible format, preferably typed;

2.) Submit additional evidence for consideration, as may be appropriate;

3.) Submit the complete appeal packet to the University administrative staff member named in the response letter;

4.) Submit the completed appeal packet by the deadline (as stated below).

The appeal will be decided by a senior administrator in the rank of vice president (or equivalent). *The appellate authority may reverse or modify a decision or determination arising from a Title IX investigation on one or more of the following grounds:*

1.) A procedural error may have occurred;

2.) Additional, relevant evidence becomes available that could significantly change the outcome of the case; or

3.) The sanction is substantially disproportionate to the findings.

A decision will be communicated to you within 10 business days of the receipt of the appeal, unless extenuating circumstances arise that delay the response. You will be notified if any such delay should occur.

The deadline to appeal is seven calendar days after you receive the written decision or determination you wish to appeal. Untimely appeals and appeals that otherwise fail to conform to this Policy may be summarily rejected and returned to you without consideration by the appellate authority.

Questions regarding the appeal process may be addressed to the Title IX Coordinator, or to the Vice President assigned to review your appeal.

ENMU-ROSWELL STATEMENT ON SEXUAL HARASSMENT

ENMU-Roswell strives to maintain an academic and working environment free from all forms of harassment and insists that all students be treated with dignity, respect and courtesy.

A comment or conduct of a sexual nature, where such behavior threatens or offends any student is unacceptable.

To help clarify what is unlawful sexual harassment, the Federal Equal Employment Opportunity commission has issued Guidelines on the subject.

Those Guidelines state that unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature will constitute unlawful sexual

harassment when:

Submission to sexual conduct is an explicit or implicit term or condition of an individual's employment or classroom evaluation;
Submission to or rejection of such conduct by an individual is used as basis for academic or employment decisions affecting such individual;
When sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's class performance or an individual's work performance or creates an intimidating, hostile, or offensive working or classroom environment.

ENMU-Roswell recognizes that employees and students of both sexes work together and communicate. Although there is no absolute definition of conduct that constitutes sexual harassment in every case, all ENMU-Roswell employees and students are asked to conduct themselves in accordance with the guidelines set forth above.

The University strongly disapproves of any form of sexual harassment at the workplace or in the classroom, including acts of non-employees. Disciplinary action will be taken promptly against any student, employee, supervisor or other person engaging in unlawful sexual harassment. The University will not tolerate any conduct which fails to comply with the letter and spirit of these guidelines.

ACADEMIC RULES & REGULATIONS

ACADEMIC STANDARDS & INTEGRITY

Academic standards are established to provide an orderly system to the University and to provide a framework of interaction among students, faculty and administration.

Students are responsible for achieving academic and course goals and objectives as prescribed by their instructors and for demonstrating attainment in an honest manner. Failure to do so may result in either grade changes and/or disciplinary action. Misrepresentation of knowledge can influence a course grade or determination of satisfactory fulfillment of an academic requirement.

CLASS ATTENDANCE

When students enroll in the University, it is assumed that the necessary arrangements have been made to attend classes faithfully. Regular class attendance is important. Students are responsible for material presented at each class meeting.

Students in vocational programs are expected to view class attendance in the same way they would view attendance in a job situation. Vocational instructors are expected to be able to speak to a student's job habits as exhibited by job skills just as readily as the technical skills obtained.

Attendance - Academic Programs
Students are expected to attend all course sessions and to complete all course work and arrange to make up work as specified in the course syllabus. When circumstances make attendance impossible, such absences should be reported to the instructor as soon as possible. The attendance policies for all programs will be included in the course syllabi.

Attendance - Career & Technical Programs
Because of the unique and special requirements of the career and technical programs, the attendance policies for the programs will be included in the course syllabi.

Attendance - Web Courses
Students should devote as much time to their web classes as they do to their on-site classes. Assignments are available the first day of class and students may find themselves getting behind if they do not login to their online class the first week of classes.

State & Federal Regulations
Veterans Administration regulations require that all faculty track student attendance. Students who stop attending class without following the proper withdrawal process and students who withdraw before the end of the semester may be required to return a portion of their Veteran's benefits and/or financial aid.

COURSE/UNIVERSITY WITHDRAWAL

Steps to Withdraw

Students may withdraw from a course and/or completely withdraw from the University between the last day to register (end of add/drop) and the Friday of week 10. Please see the withdrawal policy in the current University Catalog for full details regarding the withdrawal process. Students should speak with their instructors prior to initiating the withdrawal process to determine if the instructor can make arrangements with the student to avoid withdrawal.

Step 1. Obtain a withdrawal form on the ENMU-Roswell website. Go to www.roswell.enmu.edu, click the Records tab at the top of the page. In the middle of the page is a list of forms. Click the link that says "With-

drawal Form". The withdrawal form is a PDF form that must be printed.

Step 2. Print a copy of your course schedule. Go to www.roswell.enmu.edu, click the link on the top right of the page that says "CosmoLink". Log in to the CosmoLink and click the link on the left side of the page for the Banner SSB. Once in the SSB click "Student and Financial Aid," then "Registration," then "Student Detail Schedule (Printable Official)". Select the term you want to print a schedule for and the schedule will show on your screen. To print, right-click on the schedule and choose "Print".

Step 3. Complete the student and course information on the withdrawal form and take it to the appropriate assistant vice president's office as listed on the other side of this page to obtain approval from the assistant vice president's office. If you need assistance with completing the form, someone in the AVP's office will able to assist you.

Step 4. After filling out the form and obtaining the required signatures the form will be turned in to the One Stop Center for processing by the assistant vice president's office. Forms without proper approvals will not be processed.

Step 5. If you receive Financial Aid it is in your best interest to check with the Financial Aid office to determine if your withdrawal will have any effect on your financial aid award or future eligibility.

ADMINISTRATIVE WITHDRAWAL

Administrative withdrawal is for non-academic reasons only, (i.e., non-attendance, accident, illness, behavioral issues; failure to pass a drug screen or successfully meet the requirements of a background check; or failure to meet other requirements of prospective clinical sites).

Administrative withdrawal may be initiated and approved by administrative-level staff, i.e., Vice President of Academic Affairs, Vice President of Student Affairs, Executive Director of Student Services, or the Assistant Vice President of an Instructional Unit. Withdrawal is effective immediately upon approval. The approved withdrawal form will be submitted to the Admission and Records Office for processing.

Students who must exit the University due to extenuating or unforeseen circumstances must initiate the withdrawal from class by contacting the instructor. If this is not possible, the student should contact one of the administrative-level staff listed above to request an administrative withdrawal from the University.

COURSE CHALLENGE EXAMINATION

Regularly enrolled students at ENMU-Roswell have the option of passing a course in their degree plan by challenge examination without class attendance. A challenge examination may take the form of tests, projects, writing assignments, and other measures of course competency.

A student who is already enrolled in a course will not be eligible to challenge the course if the semester is in progress. To arrange a challenge examination for credit, the student must obtain and complete the following:

1. The Challenge Examination for Credit Request form from Admissions and Records confirming that the student has a cumulative GPA of 2.0.
2. Agreement of the course instructor or faculty member to administer the examination or send the examination to the Testing Center to be proctored by one of the staff in that area.
3. Signatures on the form include: (1) student, (2) reg-

istrar (3) faculty member and (4) unit Assistant Vice President.
4. Proof of payment from the Business Office noted on the Request for Challenge Examination form; the $70.00 fee is nonrefundable.

Once the student has obtained the appropriate signatures on the form, and paid the nonrefundable fee, the form must be returned to the Office of Admissions and Records. Once the form is processed, a copy will be sent to the faculty member who has approved the challenge request.

After taking the examination, if the student receives a grade of C or higher, the course will appear on the transcript with the grade that the student has earned and be counted in the student's grade point average for that semester. If the student receives a grade lower than a C, no entry will be made on the transcript, and the student will have the option of registering for the course at the current tuition rate.

Due to programming guidelines, students may not challenge courses in certain career-technical/health programs.

Challenge Examination for Advanced Placement

Regularly enrolled students at ENMU-Roswell are encouraged to take challenge examinations for advancement in foreign language courses. The student must arrange with the instructor to take the challenge examination prior to the regular semester, and the academic program stipulations apply.

NON-ACADEMIC RULES & REGULATIONS

UNIVERSITY STANDARDS

Students at ENMU-Roswell are assumed to have a serious purpose and sincere interest in their social and intellectual development. They are expected to cope with problems with intelligence, reason and consideration for the rights of others, and to utilize mature and peaceable means to support changes they desire. Just as students appreciate their own rights and freedom, they are expected to respect the rights and freedom of others.

Students may be asked to present identification to properly identified University personnel upon request while these persons are in the performance of their duties. If they refuse or are unable to do so, they shall be treated as non-students until they can be proven to be students.

DRUG-FREE CAMPUS POLICY & INFORMATION

ENMU-Roswell is a drug-free campus. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff and students; impairs work and academic performance; jeopardizes the safety and well-being of other students and members of the general public; and conflicts with the responsibility of ENMU-Roswell to foster a healthy atmosphere for the pursuit of education and service.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the premises of ENMU-Roswell, including, but not limited to its campus grounds, facilities, vehicles, or any activity held on campus premises. As a condition of enrollment, any student of ENMU-Roswell shall abide by the terms of the Drug-Free Campus Policy.

Legal Sanctions
Legal sanctions will be in accordance with applicable state laws and local ordinances. Students and employees engaged in unlawful possession, distribution, or use of controlled substances may also be subject to expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

Drug Free Schools Act of 1990
ENMU-Roswell, 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-Roswell 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-Roswell recognizes the institution's responsibility, but also holds the student and employee responsible for their own decisions/actions.

State and Federal Law
The ENMU-Roswell policy is in keeping with the education 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 statutes by both students and employees. Federal regulations prohibit possession and distribution of alcohol and illegal drugs and provide for penalties of imprisonment and fines. Specific language of the regulations can be obtained from the Office of the Vice President for Student Affairs.

Education and Support
Eastern New Mexico University-Roswell's Division of Student Affairs offers confidential assistance to students for drug and/or alcohol prevention. These services include short-term counseling, problem assessment and referrals to outside agencies which include outpatient and self-help groups.

College 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 by ENMU-Roswell policy. This is in addition to the regulations and/or penalties described in the New Mexico 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.

ENMU-Roswell's Drug-Free School policy requires the Division of 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-Roswell'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's Drug-Free School policy and program.

SMOKE-FREE CAMPUS

ENMU-Roswell is a tobacco-free institution; therefore, the use of any form of tobacco is prohibited in ENMU-Roswell buildings and vehicles. Violations by students are to be handled according to the University's policy on discipline.

PROCEDURE FOR REPORTING INCIDENTS

Reports of misconduct or alleged misconduct can be made to any University personnel. Individuals receiving such reports shall keep them confidential and immediately transmit them to Campus Security after ensuring that the affected individual has apparent health and counseling needs met.

TRAFFIC, PARKING & SAFETY REGULATIONS

All vehicles parked on ENMU-Roswell property and its adjoining streets are required to display a current parking sticker. Parking stickers can be obtained from the Campus Security office during regular business hours. Students requesting a parking sticker must have a current student ID card and a copy of their vehicle registration.

In addition, all students are required to carry their student ID card while present on campus or at University-sponsored events. Students unable to produce a student ID card may be asked to leave the premises. Student ID cards may be obtained in the Campus Security office during regular business hours. Students requesting a student ID card will be required to provide their current course schedule and documentation that financial payment arrangements have been made with the Business Office.

The following brief summary of traffic, parking, and safety regulations has been adopted for the benefit of all parties concerned.
For detailed information, reference is made in the **Policies and Procedures Manual** of Eastern New Mexico University-Roswell.

ENMU-Roswell campus security officers have the authority and duty to enforce all applicable traffic laws of the University and the State.

All students are reminded that while on campus they are subject to the New Mexico Motor Vehicle Code and the University traffic regulations. The University utilizes video cameras. If you are involved in a vehicle accident on university property, do not move the vehicle. Call Campus Security at 624-7180 immediately.

ENMU-Roswell assumes no responsibility for damage to motor vehicles or any loss while they are operated or parked on campus. Questions about these regulations need to be referred to the Chief of Security, ENMU-Roswell.

Motor vehicles shall not be left unattended overnight in University parking lots. Any person wishing to leave their motor vehicle overnight must first contact the ENMU-Roswell Campus Security Department and obtain a special overnight parking permit. Any vehicle left unattended without a special permit is subject to being towed at the motor vehicle owner's expense after 72 hours.

The ENMU-Roswell Campus Security Department provides security and law enforcement for the college. The college employs security officers who are responsible for the college's security. The security officer may be contacted through the switchboard, or by calling (575) 624¬7180. Preventing crime is a shared responsibility between the college and its campus members.

Please promptly report crime or suspicious activities that occur on campus to a security officer at (575) 624-7180. For emergencies, first call 9-911 followed by notifying the Campus Security at (575) 624-7180.

COMPUTER USE POLICY

The Computer Services Department and other ENMU-Roswell units provide computer services to a large number of faculty, staff and students, as well as other individuals and groups that represent constituencies that are related to the University.

The University seeks to make access to basic computing available to all students, faculty, staff and campus affiliates who agree to University policies and who use equipment, facilities, and systems responsibly.

All computer users have the responsibility to use the ENMU-Roswell computer systems in an effective, efficient, ethical and lawful manner.

ENMU-Roswell's policy for use of its computing facilities is based on Title 18 of the United States code and on the United States Copyright Law and the laws of the State of New Mexico: Chapter 30, article 45, Computer Crimes.

The University has various specific rules, regulations, and procedures, which govern the use of computing equipment and facilities that are posted in the labs. Users shall cooperate with the operators, consultants and supervisors.

In accordance with established University practices, violations may result in disciplinary action, which could lead to expulsion, and/or legal action.

ENMU-Roswell reserves the right to limit a computer user's session if there are insufficient resources, or if the user is determined by appropriate authorities to be acting in an irresponsible or unlawful manner.

Students are encouraged to utilize Computer Services and other ENMU-Roswell consulting services; however, obtaining assistance in completing computer related academic assignments, when forbidden by an instructor, is prohibited.

STUDENT RECORDS

ENMUR
NEW MEXICO MILITARY INSTITUTE
ROSWELL

ACADEMIC STANDINGS

ACADEMIC WARNING

- All students whose GPA falls below a cumulative GPA of 2.0 for the first time will be placed on Academic Warning at the end of that semester.
- Students whose cumulative GPA remains below 2.0 after being placed on academic warning will continue on academic warning status as long as their semester GPA is 2.25 or higher, or until the Cumulative GPA is again above 2.00.
- Students whose cumulative GPA and Semester GPA are below 2.0, and have attempted less than 16 hours will remain on academic warning status. Once 16 hours have been attempted, failure to meet either the semester or cumulative GPA requirement will result in Academic Probation Status.

ACADEMIC PROBATION

- Students whose cumulative GPA remains below 2.0, whose semester GPA is below 2.25, and who have attempted at least 16 hours, will be placed on Academic Probation.
- Students whose cumulative GPA remains below 2.0 after being placed on academic probation will continue on academic probation status as long as their semester GPA is 2.25 or higher, or until the Cumulative GPA is again above 2.0.
- Students whose cumulative GPA remains below a cumulative 2.0 and semester GPA remains below 2.25 after one semester of probation will be placed on Academic Suspension.

ACADEMIC SUSPENSION

- Students suspended for the first time will be allowed to apply for readmission to ENMU-Roswell after one regular academic semester (fall or spring) has elapsed.
- Students suspended for a second time will be allowed to apply for readmission after two regular academic semesters (fall or spring) have elapsed.
- Students suspended for a third time will be allowed to apply for readmission after a period of five years has elapsed.
- Readmission in any of these instances is not automatic.

Students who do not maintain adequate academic standing (Good Standing) will begin to progress from Academic Warning to Academic Probation and finally, to Academic Suspension.

Students whose cumulative GPA is raised to 2.0 or higher after being placed on Academic Warning, Academic Probation, or Academic Suspension, will be placed back into Good Standing status. Subsequent failures to meet the above academic standards will result in Academic probation or suspension statuses, accordingly.

Continuing students on academic warning, probation and suspension waiver may enroll only during regular registration periods and once grades have been posted for the current semester. Failure to meet the conditions of the Suspension Waiver may result in disenrollment, further suspension or denial of readmission to the University.

Students suspended from any ENMU Campus are suspended from the University. Suspended students must apply for readmission to the University, regardless of the campus of enrollment, and must submit an Academic Standing - Appeal for Readmission Form to the Academic Standards Committee. The Academic Standards Committee will review the appeal and determine whether or not the student will be allowed readmission to the university. Students allowed readmission after suspension will be placed on a suspension waiver with specified conditions for enrollment. These conditions may include a required minimum semester GPA, repeat of certain courses, or other requirements deemed appropriate by the Academic Standards Committee.

Transfer Students Probation and Suspension

If students on probation from another university wish to enroll at ENMU-Roswell, their first semester of attendance will be a probationary semester. Students may be suspended at the end of that semester if they fail to obtain a 2.0 semester grade point average.

If students on suspension from another institution wish to enroll in courses at ENMU-Roswell, they may appeal to the Academic Standards Committee for an admission

waiver. They should be warned, however, that credits earned during suspension periods may not be accepted by receiving institutions.

Appeal Process

• Student must fill out and submit the Academic Appeal Form and provide appropriate documentation of support to the Director of Admissions & Records. The Academic Appeal Form may be located online on the Admissions & Records homepage or by visiting the Student Services offices located in the Student Services Center on campus.

• All ENMU-Roswell representatives of interest regarding the course, program or unit in question will be notified by the Director of Admission and Records of the appeal no later than 10 calendar days (excluding holidays) from initial received date of petition. The Academic Appeal will be available for review in the Office of the Director of Admissions & Records. ENMU-Roswell representatives must notify the Director of Admissions & Records within 10 calendar days (excluding holidays) if they wish to review documentation or waive their right to review. If reviewed, ENMU-Roswell representatives who wish to respond to the Academic Appeal must present the proper documentation in writing pertaining to the student's appeal within 10 calendar days (excluding holidays) of the review of the Academic Appeal.

• Documentation will only be reviewed when submitted in writing by student and the ENMU-Roswell representatives contacted regarding the Academic Appeal. On the rare occasion when clarification may be necessary, verbal communication may only be given at the request of the ASC.

• The student may review documentation provided by ENMU-Roswell representatives and add information that identifies the rights allegedly violated, specific circumstances and evidence of violations no more than 10 calendar days (excluding holidays) after the response documentation has been received. No further submissions will be allowed from either party at this time.

• Recommendations will be made by the ASC, and will be sent directly to student, ENMU- Roswell representatives, and Vice President for Academic Affairs.

• The student may request a conference with the Vice President for Academic Affairs if the matter is not resolved to their satisfaction after ASC has made their recommendations within 10 calendar days (excluding holidays) of written notification.

AUDITING

Students may audit classes by indicating NC (noncredit) on the registration form. Students may change the registration to credit during the drop/add period provided that all requirements for regular admission are met. It is also possible for students to register for credit and change to audit during the drop/add period. Courses taken for noncredit will appear on the student's transcript as "NC" with no credits recorded and no grades assigned.

Fees for auditing classes are the same as for taking classes for credit.

CREDIT HOURS & COURSE LOAD

All courses are recorded in terms of academic credit hours. Generally, one credit hour of instruction is equivalent to one 50-minute class period per week for 16 weeks. Courses that include laboratory work specify the number of lab hours that are required weekly. For self-paced courses or those that involve field experiences, credit hour value is not determined by the number of class meetings.

Full-Time Students

Students who register for 12 or more credit hours per semester are considered to be full-time students. The nor-

mal semester load for full-time students is 12 to 18 credit hours; however, some programs require more.

Part-Time Student
Students who register for fewer than 12 credit hours per semester are considered to be part-time students.

Classification of Students
Students who have earned fewer than 29 credit hours of satisfactory academic work are classified as freshman. Those who have accumulated 30 or more credit hours are classified as sophomores.

Student Load
A full-time course load is 12 through 18 credit hours during a regular semester and 6 through 12 during an eight-week summer session. Students exceeding 18 hours in a regular semester or 12 hours in a summer session require approval by the Vice President for Student Affairs and will be assessed additional tuition.

GRADING SYSTEM

The following are letter grades given and their equivalents in grade points:

"A" - 4 grade points per credit hour; "A" grade indicates exceedingly high achievement.

"B" - 3 grade points; "B" grade indicates above average achievement.

"C" - 2 grade points; "C" grade indicates satisfactory achievement.

"D" - 1 grade point; "D" grade indicates marginal achievement.

"F" - 0 grade points; "F" grade indicates unsatisfactory achievement.

Other report abbreviations and their meanings include the following:

"I" – Incomplete - The "I" grade is given for passing work which could not be completed due to circumstances beyond the student's control. The following policies apply to "I" grades:

1. In no case is an "I" to be used by faculty to avoid the assignment of "D" or "F" grades for marginal or failing work.
2. Change of an "I" to a satisfactory grade is accomplished by the instructor submitting a change of grade form to the Office of Admissions and Records when the work has been completed. An "F" grade may be given for inadequate work or work not completed in a timely fashion.
3. A student cannot change an "I" by reenrolling in the course. Repeating a course will give the student a new grade but will not remove the "I" from the previous registration.
4. An "I" grade will not replace an "F" grade for grade point average determination.
5. It is the student's responsibility to remove an "I" by completing his/her course work in a manner acceptable to the instructor before the end of the next regular semester. In the event that an instructor no longer teaches at ENMU-Roswell or the instructor cannot be reached, the student should contact the appropriate assistant vice president for further assistance.
6. Failure of the student to complete required coursework and/or failure of the instructor to submit the appropriate Grade Change Form before the end of the next regular semester will result in the conversion of the "I" to a grade of "F".

"N" – No grade reported by instructor.

"W" – Withdrawal - "W" indicates formal withdrawal from class prior to the withdrawal deadline for each semester.

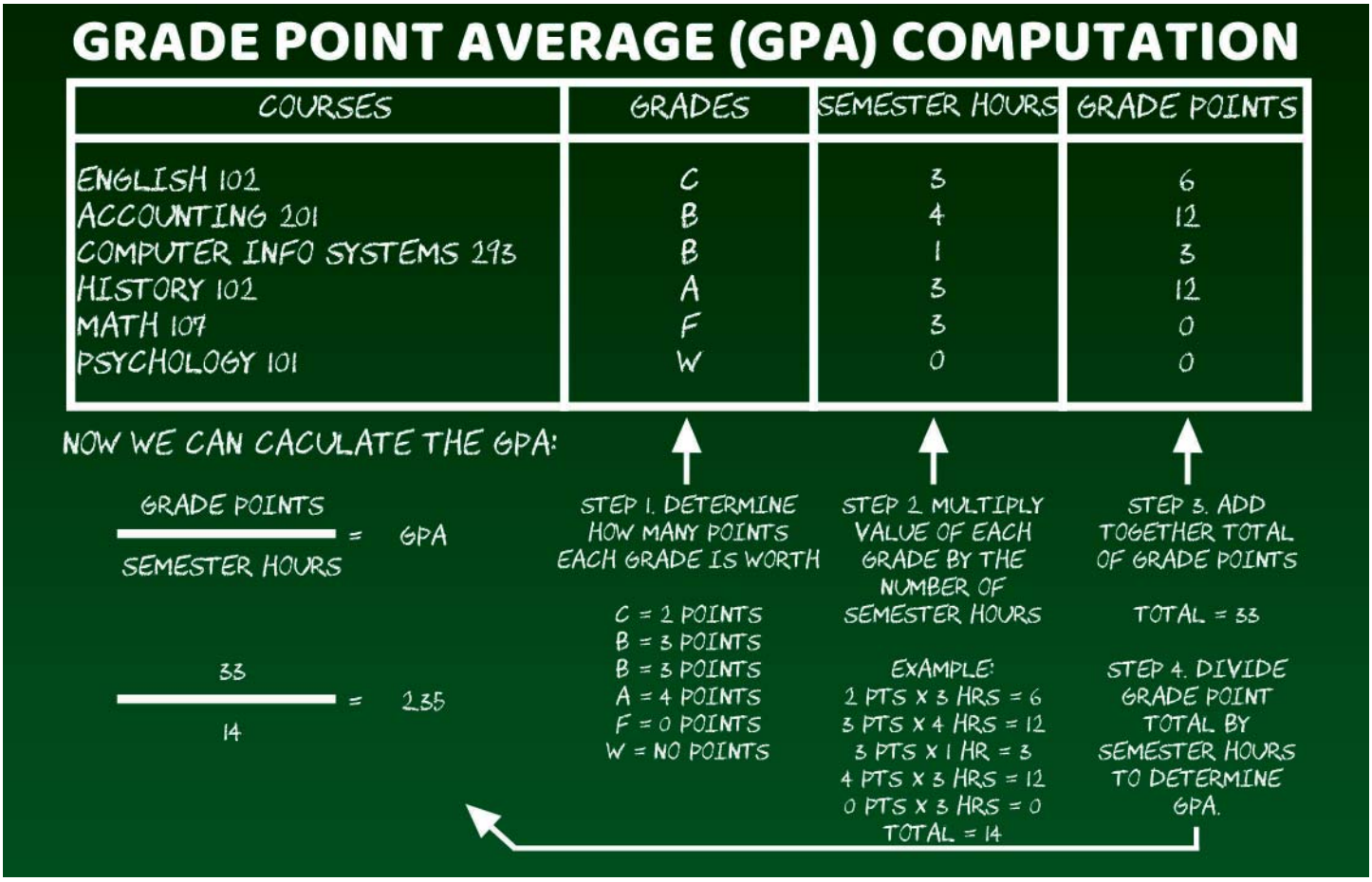
"S" – Satisfactory - "S" indicates satisfactory completion of a short-term workshop or other unique course designated for "S-U" grading.

"U"– Unsatisfactory - "U" indicates unsatisfactory work in a short-term workshop or other unique course designated for "S-U" grading.

"NC" – Audit. "NC" indicates that students are taking the course for no credit.

Students may access their grades and a calculated semester and cumulative GPA through the secure sign-in area of the ENMU-Roswell website at the end of each semester.

Only those courses with grades "A," "B," "C," "D," or "F" are included in the calculation of the GPA. Grades of "AU," "NC", "I," "N," "S," "U," and "W" are excluded from the calculations, but are included on the grade report.



An electronic GPA calculator is also available online at http://gpacalculator.net/college-gpa-calculator/

CREDIT BY EXAMINATION

The maximum amount of credit from a combination of special credit (CLEP, Advanced Placement (AP), Challenge, or Military Service Credit) which may be applied to an associate degree is 32 credit hours. Any credit earned through CLEP and Advanced Placement must be mutually exclusive. For example, students cannot earn three (3) hours of English credit through Advanced Placement and another three (3) hours of credit for English through CLEP.

DEAN'S HONOR LIST

Students enrolled for 12 or more credit hours at ENMU-Roswell, whose end-of-semester GPA is 3.25 or better, will be listed on the Dean's Honor List. Audit courses are not included in the credit hour calculation. This list is prepared for the fall and spring semesters only.

CLEMENCY POLICY

The ENMU-Roswell academic clemency policy allows qualified students to redeem their academic record.

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

Criteria
To be considered for the academic clemency program, a student must have last attended ENMU-Roswell five or more years ago, be readmitted through normal channels and complete at least 12 hours after returning with a GPA of at least 2.0 on those hours.

Procedure
Students who meet these criteria may apply for clemency in the Admissions and Records Office. No courses taken prior to the student's return will be counted in the ENMU-Roswell GPA. Courses with a grade of "D" or better will be carried forward as earned credit only and can be used to meet degree requirements.

Note:

1. This policy pertains to the calculation of the GPA for progress toward degree completion and does not pertain to GPA calculated for professional certification and/or licensing.

2. Students can apply for and benefit from policy only once, and it is not reversible. Grades earned before clemency remain on the student's record, and a statement at the time of clemency will explain the action taken.

3. The student who has already graduated may not apply for clemency.

GRADUATION

All students expecting to complete their programs of study (any certificate or associate degree) must file an application for graduation by the following deadlines:

Fall 2017 Semester – June 9, 2017
Spring 2018 Semester – October 13, 2017
Summer 2018 Session – April 6, 2018

Applications not received by the above deadlines will be accepted on a case-by-case basis as timelines and processes allow. However, students turning in late applications may not be permitted to participate in the commencement ceremony due to space limitations.

Although some instructional units and/or advisors may notify eligible students they are eligible to graduate, it is still the student's responsibility to complete an application to graduate.

Audit
At the end of the semester in which the student is eligible to graduate, diplomas will be ordered for students who completed their degree requirements. Diplomas will be mailed to eligible students approximately 8-10 weeks after the end of the semester. Degrees will be posted at the same time diplomas are ordered.

Students wishing to participate in commencement ceremonies and have their names published in the graduation program or newspaper must state so on their application for graduation.

Students must have an institutional cumulative grade point average of 2.0 and complete all degree requirements in order to be awarded a degree or certificate from ENMU-Roswell.

Note:
Participation in graduation ceremonies does not constitute meeting degree requirements. Completion of degree requirements will be verified once final semester grades have been posted.

FAMILY PRIVACY ACT

The Family Rights and Privacy Act of 1974 (FERPA) gives students certain rights regarding their records:

1. To inspect eligible records in their files;

2. To petition to change their records upon proof of error;

3. To have their records remain private except for the following circumstances:

a. Parents of dependent students will be allowed to see the student's academic records once appropriate documentation has been provided to demonstrate the student's dependent status;

b. Institutional officers may access student records on a "need to know" basis;

c. Students may authorize release of any part of the eligible record;

d. Approved researchers may access student records provided the data secured is not to be released in any identifiable way with specific students; and

e. The following information has been designated as directory information and is subject to release to the public: Students' names, addresses, telephone listings, dates and places of birth, major field of study, classifications, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, various honors and awards received and most recent, previous educational agency or institution attended by students; and

f. Government authorities providing aid or service to the students; and

g. Other educational institutions to which students have applied for admission. Academic disciplinary measures (probation, suspension, dismissal and similar matters) will be released to other institutions;

h. Government authorities operating under the Solomon Act.

i. When the student has completed a release of information form allowing another individual to obtain information concerning his/her records;

4. To withhold any directory information by completing the proper form. Requests for withholding directory information must be obtained and filed at the Office of Admissions and Records for each enrollment period (fall, spring, interim, summer), within the first two weeks of the fall or spring semesters and the first week of an interim or summer session;

5. ENMU does not release records of other institutions: transcripts, test scores, etc.;

6. For the purpose of interpreting FERPA regulations, ENMU-Roswell defines "student" as any person who has been fully accepted to the University, has registered for classes and has made a payment commitment for that registration.

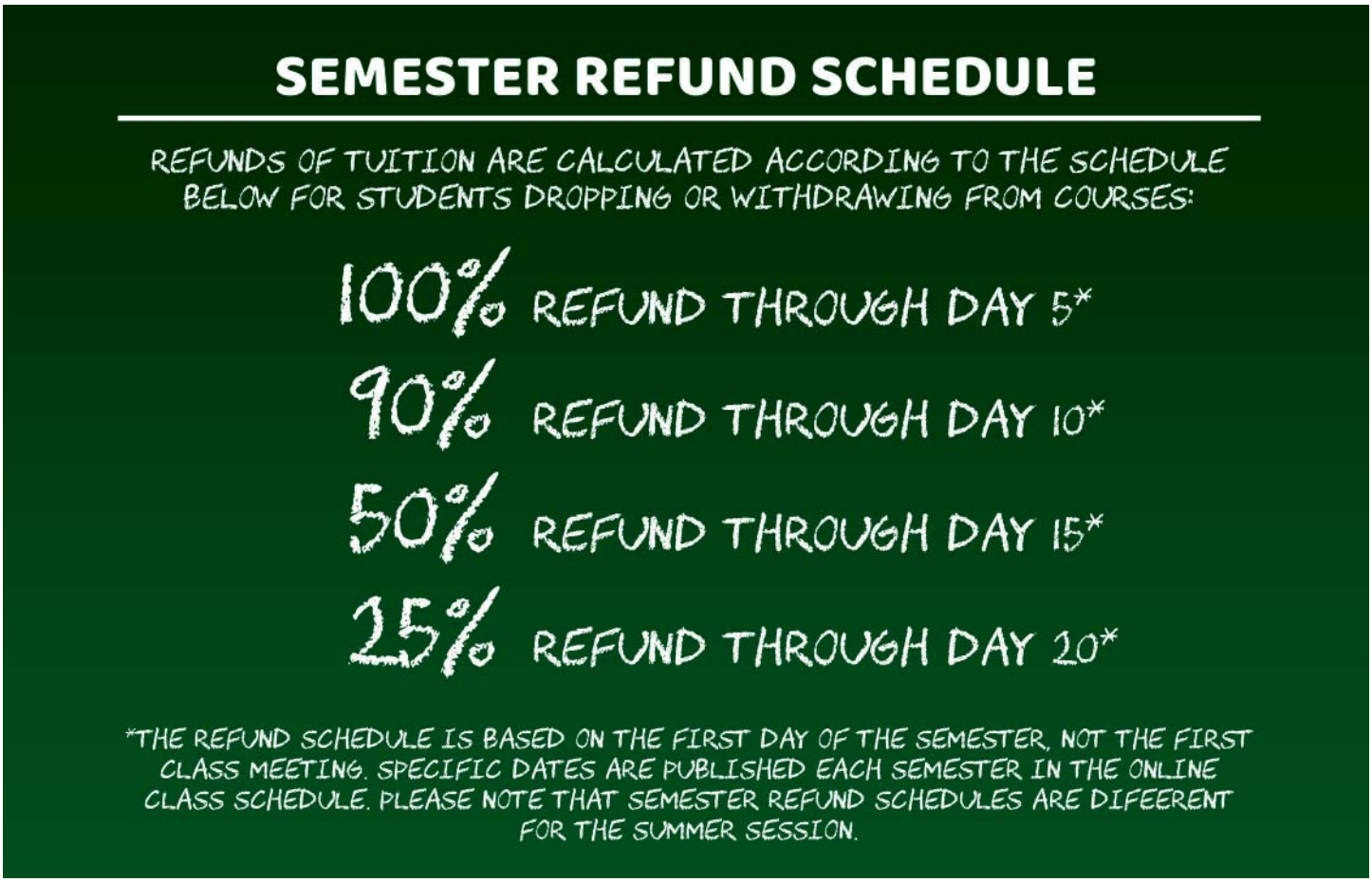
Other information regarding disclosure of student data is posted at the Office of Admissions and Records in compliance with the Act.

FINANCIAL POLICIES

EMPOWERING TEACHERS
SUPPORTING STUDENTS
INSPIRING COMMUNITIES
3 SUBJECT NOTEBOOK
Composition

PAYMENT POLICY

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. Information regarding payment of your student account is published in the online class schedule. You can also receive more information from the Cashier's Office at 575-624-7125.



ENMU-ROSWELL
COUGARS
INTRAMURALS
ENMU•ROSWELL

AUXILIARY SERVICES

Auxiliary Services are offered on the ENMU-Roswell campus by groups or agencies to support student success, health and wellness, independent living, or family issues. Some services are directly supported by ENMU-Roswell while others are provided by private entities.

SIERRA VISTA VILLAGE

http://www.sierravistavillage.com
Sierra Vista Village Clubhouse
(575) 347-7132
Open M-F 8 am - 5 pm

ENMU-Roswell's residence halls offer students more than a place to sleep and study. The facility is an important part of the educational process. Students learn by sharing their thoughts, concerns and interests with other students in an environment outside the classroom. Living in the residence halls allows students to develop a sense of independence and responsibility for themselves and others, as well as an awareness and understanding of different lifestyles.

CAMPUS BOOKSTORE (FOLLETT)

http://enmu-roswellshop.com
College Services Center, First Floor
(575) 624-7194
Open M-R 8 am - 6 pm/F 8 am - 12 pm

The Bookstore offers an extensive selection of new and used textbooks. Students may return or exchange textbooks during the Add/Drop period if the student has a valid receipt and books are in their original purchase condition. Distance Learners can order textbooks online at: www.enmu-roswellshop.com. During finals week, the bookstore offers a buyback service and will purchase some or all of a student's used books, providing the textbook is being used the following semester.

GREAT WESTERN DINING

Campus Union Building
(575) 624-7408
Hours vary by day of the week and semester

A full service cafeteria is available for the convenience of students, faculty, staff, and the general public. Dine in, carryout and catering services are available.

A meal plan is mandatory for students living in residence hall suites, with optional plans available to those residing in campus apartments.

For students not living in residence halls, an alternative to the meal plan is our Cougar Card.

CHILD DEVELOPMENT CENTER

8 Mathis Street (Operated by Family Resource & Referral)
(575) 624-7301
Open 6 am Monday - 6:30 am Saturday

The Child Development Center is operated by Family Resource & Referral. It houses the Child Development program, which provides training, such as teaching, care-giving, nursing, and occupational therapy assisting, for students pursuing careers involving young children (birth through age 8). The Center provides services to a limited number of young children in its role as a laboratory for students and a model for the community.

LA CASA FAMILY HEALTH CARE

http://www.lacasahealth.com
Health Sciences Center, Suite 130
(575) 624-7106
Open M-R 9 am - 4 pm/F 9 am - 12 pm

A Nurse Practitioner is available for limited health and health promotion services. ***Appointments are preferred.*** *Student Assistance Service (counseling) is available only on Thursdays by appointment only.*

INTRAMURAL SPORTS/GYM

Physical Education Center
(575) 624-7338
Hours vary by day of the week and semester

An intramural program and a variety of physical education courses take place throughout the year. Intramural sports competitions include arena football, basketball, flag football, horseshoes, racquetball, tennis, volleyball, wallyball and weight lifting.

The Physical Education Center also houses a basketball court, racquetball court, cardio workout room, and weight room for student use.

$50.00 DEPOSIT
DUE AT THE TIME
OF REGISTRATION-
EVERY SEMESTER.
IF NOT PAID YOU
WILL BE DROPPED

STUDENT SERVICES

Student Services are services offered to enhance student success or student life. These programs are supported directly by the University or grants.

ADVISING SERVICES

One Stop Center
(575) 624-7294
Open M-R 8 am - 6 pm
F 8 am - 12 pm

Advising Services guides students in planning and achieving their education, career, and life goals.

Advising Services advises all first-time degree seeking students and students on probation or suspension.

Students outside of these criteria are welcome to utilize the services provided by Advising Services, but should seek advising assistance from the program director for their field of study.

STUDENT OUTREACH PROGRAM

College Services Center, Suite 202
(575) 624-7201
Open M-R 7:30 am - 5:30 pm
F 8 am - 12 pm

The Student Outreach Program, TRiO, is a composite of three programs designed to improve academic performance, increase student motivation and smooth the transition from one level of education to the next.

These programs include the following:

- *Educational Opportunity Center*
- *Educational Talent Search Program*
- *Upward Bound Program*

STUDENT SUPPORT SERVICES

Learning Resource Center, Room 131
(575) 624-7117
Open M-R 8 am - 6 pm
F 8 am - 12 pm

Student Support Services (SSS) is a systematic student success program that assists and empowers students to graduate from ENMU-Roswell and then transfer to a four-year college or university.

All SSS participants are overcoming obstacles to education, such as limited income, first generation to college, or a disability.

For eligibility and program requirements, please contact the SSS office.

STUDENT FINANCIAL AID

One Stop Center
(575) 624-7400
Open M-R 7:30 am - 6 pm
F 8 am - 12 pm

The Financial Aid Office provides assistance to students in the form of grants, loans, work-study, and scholarships. The amount and type of aid depends on the availability of funds and a student's established financial need.

All students seeking financial aid assistance must complete the FAFSA (Free Application for Federal Student Aid).

Because financial aid resources are limited, completed files are reviewed and awarded on a first-come, first-served basis.

STUDENT SUCCESS CENTER

Learning Resource Center, Room 120
(575) 624-7003
Hours vary by day of the week and semester

The Student Success Center provides free math and science tutoring as well as essay writing assistance for currently enrolled students to increase the student's comprehension of these courses.

Professional and student tutors assist students with a variety of math and science classes, including the integration of advanced computer programs.

Writing tutors are also available to assist any student from any class.

SPECIAL SERVICES

Arts & Sciences Center, Room 100
(575) 624-7286
Open M-R 7:30 am - 5:30 pm

ENMU-Roswell is concerned that all students reach their academic goals.

Special Services, in particular, concerns itself with maximizing the educational experience for all students with disabilities. This department includes the Occupational Training Program, which offers courses that lead to certificates of completion.

The department also coordinates accommodations for students with disabilities who are taking mainstream courses.

TESTING SERVICES

Instructional Center, 2nd Floor, Suite 208
(575) 624-7227/(575) 624-7183
Open M-R 7:30 am - 5:30 pm
F 8 am - 12 pm

Testing Services provides a variety of assessments and exams for students and invidividuals in the community.

Besides the Accuplacer skills test, the office administers CAAP outcomes testing, GED testing, and other tests as requested by departments and individuals.

In addition, the office offers computer-based tests for PRAXIS, MCASE, MSCE, FAA, and A+, as well as housing a Prometric professional licensure center on campus.

CAMPUS SECURITY

Campus Security Building
(575) 624-7180 / (575) 624-7181
On duty 24 hours per day, seven days per week, including holidays

Campus Security provides all security services for the campus.

Security officers can be reached through the switchboard, or by calling 575-624-7180.

Preventing crime is a shared responsibility between the college and its campus members.

Please promptly report crime or suspicious activities that occur on campus to a security officer or the security office at 575-624-7180. For emergencies, always call 911 first.

STUDENT COMPLAINTS

STUDENT COMPLAINTS DEFINED

Complaints are written expression of dissatisfaction or formal allegations against the university, its units, its employees (including faculty and staff), and its students.

A student complaint is any concern with a person, policy, or service for which a student requests clarification, investigation, and resolution.

Informal verbal complaints are resolved at the decision-making level that is closest to the concern expressed, or with the immediate supervisor in the unit. Such complaints are not tracked unless required by specific policy of law.

Formal, written complaints contain information that identifies the student and describes the concern. This type of complaint and its resolution are tracked.

Some processes, such as Grade Review, Financial Aid Appeals, and other formal processes, have their own policies and are not included under the category of formal, written complaints. However, a complaint may be submitted in the event that a student believes that a given policy or process has not been followed.

Eastern New Mexico University – Roswell is committed to providing a transparent and effective mechanism for communicating and resolving student complaints, in accordance with university policy [70.1], the U.S. Department of Education, and the Higher Learning Commission of the North Central Association.

Feedback about student concerns is a valid source of information that is used to help the University improve the quality of its services.

Types of Complaints excluded from this reporting procedure: Student Complaints concerning sexual harassment and sexual misconduct are excluded from this Student complaint reporting procedure. Instead, student complaints concerning sexual harassment and sexual misconduct must be reported to the Title IX officer.

SUBMITTING A COMPLAINT

Problems can be solved in two ways:

- Direct, informal discussion
- Using the formal student complaint form

Start by attempting to-resolve a problem where it began. We always encourage you to start by trying to solve the problem yourself by speaking directly with the person who has the ability to address the problem.

If you do not feel comfortable talking to that specific person, you could take your concerns to their immediate supervisor or request that they be present at your meeting with the party involved.

While you may be tempted to "start at the top," it is almost always more effective to attempt to resolve the matter first with the person concerned through quick, direct, informal communication. This also preserves your right to use the appeal process if you are not satisfied with the initial decision.

If your attempt to resolve a matter directly is unsuccessful and you still wish to make a complaint, the outcome of your initial conversation(s) should be included when you use the student complaint form.

Some problems, particularly if they arise concerning matters that have specific appeals procedures of their own, will not be brought into this complaints system unless your concern is about the institution's failure to follow the outlined process.

Check appropriate handbooks, catalogs, and published policies to determine if there is a specific policy or process for resolving this type of concern.

HOW TO SUBMIT A COMPLAINT

The student complain form is an electronic form in the Self-Service Banner system. You can access the form by logging into the CosmoLink and navigating to the Self-Service Banner system. Within the system, there is a link to the Student Complain Form.

The form is pre-filled with your contact information, but you will be asked to confirm to ensure you can be contacted for more information about your complaint.

Please provide as much information about the situation as possible to ensure all the details are included in the investigation and resolution.

WHAT HAPPENS WHEN YOU SUBMIT A COMPLAINT

When you fill out a student complaint form, it will NOT be anonymous. Therefore, identifying information will be included, but will be protected from improper disclosure as outlined by the Family Educational Rights and Privacy Act (FERPA).

Specific information will be used as necessary to assist in resolving the problem. Receipt of your electronic complaint will be acknowledged, and your concern will be forwarded to the appropriate office for review.

You may be contacted for more details as part of the resolution process. If the issue is not complex, it will be resolved as quickly as possible, but some concerns may require further investigation. The final authority for dealing on a solution is the Vice President for the area in question.

YOUR SAFETY

If anything related to your concern causes you to feel worried about your safety, you should immediately contact Campus Security at 624-7180 or the local police station.

WHAT IF I CHANGE MY MIND?

You can withdraw your complaint at any time by replying to any of the emails you have received from us. Your complaint will be considered withdrawn and no further action will be taken.

WHAT CAN I DO IF I AM STILL NOT SATISFIED?

If, after exhausting all available institutional processes, a student's complaint remains unresolved, a student may seek external recourse.

The following link contains contact information for the appropriate higher education authority in New Mexico or your home state if you are a distance education student:

https://www.ed.gov/about/contacts/state/index.html?src=contact-us

The New Mexico Higher Education Department (NMHED) has a complaint process students may follow after all University appeals have been completed. The link to the NMHED complaint process and forms is:

http://www.hed.state.nm.us/institutions/complaints.aspx

CLUBS & ORGANIZATIONS

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CLUBS & ORGANIZATIONS

Any ENMU-Roswell student group officially recognized by the University is declared to be a student organization and is subject to the Clubs, Organizations, and Advisor Handbook. Initial recognition of a student organization constitutes approval of its proposed program and purposes (constitution). Recognition is a charter to exist and continued recognition may be withdrawn or suspended by the Vice President for Student Affairs. Recognition by ENMU-Roswell gives a student organization/club the right to use the name of ENMU-Roswell and in turn implies the responsibility of the organization to use the name wisely. Recognized organizations may use facilities according to established policies.

Each organization needs to apply for recognition through the College Development Office. The organization will be asked to complete and turn in a copy of its proposed constitution, by-laws and an organizational application form, all provided on the ENMU-Roswell Website. Its purposes shall be compatible with the philosophy and educational objectives of ENMU-Roswell. It shall agree to submit to Student Services an annual organization application form. Any changes in the constitution of a student organization must be reviewed and approved by the Student Organizational Review Committee (an ad hoc committee formed to review student issues) before they become effective.

Student clubs and organizations are encouraged to participate in activities sponsored by Student Services.

The application form and handbook can be accessed via the ENMU-Roswell web site. Please submit forms at the Student Services building. For more information, contact (575)624-7012 or (575)624-7379.

A current list of active student organizations is published on the University website.

ENMU-Roswell encourages students with interests not represented in this list to work with the Student Activity Board in establishing additional associations. For more information on ENMU-Roswell student organizations, you can call (575) 624-7012 or (575) 624-7379.

ORGANIZATIONAL FUNDRAISING

Student fundraising projects must be scheduled through the Club Sponsor/Advisor and then approved by the Vice President for Student Affairs.

The following conditions should be tentatively considered by the organization prior to seeking approval:

- Projects must be scheduled one week prior to the activity and before any financial commitment is made. Provide the following information:
  - o The type of activity;
  - o Purpose of activity;
  - o Location, date and time of activity;
  - o The number of fundraising activities by the requestor during the academic year;
- Approval by the Vice President for Student Affairs for instructional activities;
- Approval by the organization's sponsor and/or advisor;
- Approval by other areas involved - Food Services, Academics, Campus Security, etc.

Note: *"Ticket Sales" relating to solicitations of donations will not be approved as fundraising projects. Projects of a service nature to the University or community are recommended. In all cases, fundraising projects must be legal and the type of event should reflect favorably upon the organization and the University.*

TERMS STUDENTS SHOULD KNOW

TERMS STUDENTS SHOULD KNOW

The following pages contain definitions of common terminology used in this handbook and on campus.

Knowing these terms is beneficial to students in understanding their responsibilities as a student.

ACADEMIC

-pertaining to University courses, faculty work, and organization.

ACADEMIC PROBATION

-an academic status imposed due to low grades. ENMU-Roswell students are given one probationary semester during their student career.

ACADEMIC WARNING

-an academic status imposed due to low grades before a student has attempted 16 credit hours.

ACADEMIC YEAR

-the annual session of courses. It is divided into three semesters: fall, spring, and summer and extends from August through July.

ACCREDITED

-certified as fulfilling standards or requirements; courses recognized and accepted by other collegiate institutions.

ACCOMMODATIONS

-adjustments or modifications to academic assignments or situations made to accommodate a student's documented disability.

ACTIVITIES, EXTRA-CURRICULAR

-activities that are part of student life generally considered to benefit students but which are not part of the curriculum.

ADMINISTRATION

-offices, such as the president or vice president, which direct University affairs.

ADMISSION

-acceptance of a candidate for enrollment in the college.

ADVISOR

-a faculty or staff member appointed to assist students in the academic or career area.

AFFIRMATIVE ACTION

-a program ensuring fair and equal recruitment, employment, and advancement for all member of the campus community.

ASSISTANT VICE PRESIDENT

-a supervisory faculty member who oversees the operations of an academic unit of the University.

ASSOCIATE DEGREE

-a two-year degree awarded upon completion of a prescribed program of study.

AUDIT

-to enroll for a course for information only. Students attend the class meetings without having to participate and don't receive credit.

BRANCH COLLEGE

-division of a college or university located away from the main campus, generally offering occupational and transfer programs.

CATALOG

-an official college publication detailing University policies.

CERTIFICATE

-a document indicating satisfactory fulfillment of the requirements of a particular program of study.

COLLEGE LEVEL EXAM PROGRAM

-a method of gaining credit by examination. Also known as CLEP. Further information may be obtained at the Testing Center.

COURSE

-organized subject matter in which instruction is offered within a semester and for which credit toward graduation or certification is given.

COURSE CREDIT

-the number of semester hours given for a course. One credit hour is equivalent to one hour per week of work for a 16-week semester.

COURSE LOAD

-the amount of credit hours taken by a student. The maximum for fall and spring semesters is 18, and for summer it is 12.

CURRICULUM

-a body of courses required for a degree or constituting a major field of study.

DEAN`S HONOR LIST

-students enrolled for 12 or more credit hours who earn a semester GPA of 3.25 or higher are recognized on the dean's honor list.

DEGREE PLAN

-a guide to the courses students must take to complete their program of study. Following the plan ensures completion of all requirements.

DIVERSITY

-variety in race, gender, ethnicity, national origin, religion, etc. The University recognizes the importance of a diverse student body.

ELECTIVE

-any course that a student is allowed to select that is not required in the curriculum is referred to as an elective.

FACULTY

-the personnel comprising the University teaching staff.

FEES

-charges for costs other than tuition. These can include student fees, technology fees, lab fees, testing fees, etc. Fees vary by course.

FINANCIAL AID

-the University department responsible for administering and supervising student scholarships, loans, grants, and work study programs.

FRESHMAN

-a student with 29 or fewer semester hours of credit at the beginning of the semester.

FULL-TIME STUDENT

-a student enrolled in 12 or more credit hours in fall and spring semester or more than 6 credit hours in the summer semester.

GRADE POINT

-the numerical value assigned to each letter grade in the calculation of GPA. A=4 points, B=3 points, C=2 points, D=1 point, F=0 points.

GRADE POINT AVERAGE

-a grade average calculated by dividing the number of hour attempted into the amount of grade points received.

HOLD

-a restriction on the release of a student's records or registration due to an overdue balance, unpaid parking tickets, academic standing, etc.

HUMANITIES

-cultural subjects, such as art and theater.

ID CARD

-official campus-issued personal identification entitling access to student benefits.

"I" (INCOMPLETE)

-the "I" grade is given for passing work which could not be completed due to special circumstances. For full policy, see the University Catalog.

MAJOR

-the specific subject area to which students devote most of their college studies. Also known as a program of study.

MINOR

-a student's secondary subject choice. It normally consists of 18 or more semester hours in a specific area for a bachelor's degree.

NON-CREDIT COURSE

-a course for which no college credit is given.

NON-RESIDENT STUDENT

-a student who is not a resident of New Mexico according to state law. Simply, a student whose permanent residence is another state.

PART-TIME STUDENT

-a student enrolled in fewer than 12 semester hours in the fall and spring or fewer than 6 in the summer.

PLAGIARISM

-to steal and pass off the ideas or words of another as one's own.

PREREQUISITE

-a registration requirement in a particular course that must be completed successfully prior to registration in a class or program.

PROBATION

-the status imposed upon a student because of low grades or improper conduct, usually defined by a specific time limit.

REGISTRATION

-the official process of enrolling in specific classes each semester.

REQUIRED COURSE

-a course which must be taken in order to fulfill program requirements.

RESIDENT STUDENT

-a student whose permanent state of residence is New Mexico. Generally, a student who has lived in New Mexico for the past 12 months.

SCHEDULE

-a published announcement of course offerings for the semester.

SCHOLARSHIP

-money awarded to students based on specific characteristics or achievements, including high academic performance or need.

SEMESTER

-a 16-week course of study during the fall and spring terms; an 8-week course of study during the summer.

SOCIAL PROBATION

-a status imposed for disciplinary reasons as a warning for violations of student conduct not related to academic performance.

SUSPENSION

-an academic standing that requires the student to leave the University temporarily due to poor academic performance or improper conduct.

TRANSCRIPT

-a record of a student's course work and grades maintained by the Office of Admissions and Records.

TUITION

-a fixed amount charged to each student for academic instruction.

UNIT

-an instructional department within a college.

VICE PRESIDENT

-a supervisory, administrative officer of the college community.