



STUDENT HANDBOOK

“Student Success — that’s what it’s all about.”



WELCOME to Eastern New Mexico University

Dear Students,

I am pleased to welcome you to Eastern New Mexico University this academic year, and I hope that I will have an opportunity to talk with you sometime during the year. I visit the residential areas and attend student events, so I have opportunities to hear about your experiences at ENMU. Don’t be surprised if I walk up to your table in the dining hall and say, “Hi, I’m Steve Gamble. May I sit here with you?” - because having lunch with students gives me an opportunity to talk with you on a personal and individual basis.

Again, welcome to ENMU, and I hope you have a great year.

Sincerely,

Dr. Steven G. Gamble

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About Eastern New Mexico University

HISTORY

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

TRADITIONS

ENMU has many traditions, including our “human” mascots, Ralf and Roxie, and our “greyhound” mascots, Vic and Tory. Some traditions, such as freshman beanies, have not continued, but you'll find the academic year filled with traditions such as the Homecoming Parade and Song Fest, the football team's singing the fight song after every game with the student cheering section, ENMU's band the Greyhound Sound, Spring Fling, “Dawg Days,” and the campus fondness for the color green.

UNIVERSITY COLORS AND MASCOT

The official colors of ENMU are green and silver, selected by student vote shortly before the inauguration of Eastern's first president. Legend has it that the origin of Eastern's mascot, the Greyhound, came about in 1934 when football center Carrol McCasland got the idea from a passing Greyhound bus making its daily run through Portales. Students and faculty engaged in a heated discussion and finally agreed on Greyhounds as the institution's mascot. At the same meeting, a vote was taken to name the student newspaper “The Chase.”

ALMA MATER

Circa 1938, by A. Bruce Gaarder

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

O HAIL, ENMU (FIGHT SONG)

Circa 1946–47, by Lloyd Call

O Hail, E-N-M-U to you,
May we ever be loyal and true.
Loudly your praises we sing,
Through the ages, may they ring,
And all through our lives we'll recall
The school that we love best of all.
O Hail, E-N-M-U to you
The Green and Silver, Green and Silver reign forever.

MISSION STATEMENT

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

ENMU, a state institution offering associate, bachelor's and master's degrees, serves students from New Mexico,

other states and other nations. Educational programs are offered at the Portales campus and also by interactive distance education, public broadcast television, and branch/community colleges in Roswell, New Mexico, and Ruidoso, New Mexico.

Eastern's Focus

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

VISION STATEMENT

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

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

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

The Eastern community envisions a university where each faculty and staff member instills in one another and in the students a sense of social and cultural awareness and responsibility. The University accomplishes this by embracing ethnic, racial, and cultural diversity as a core value and by actively building greater diversity among students, faculty, and staff. This environment facilitates personal and social growth for all members of the University community.

The students are mentored by well-qualified and caring faculty and staff who treat one another with respect and work together to accomplish institutional goals. The faculty and staff pursue professional development opportunities to enhance their skills and knowledge to improve the campus-learning environment and to create greater efficiencies and productivity within the University.

Members of the Eastern New Mexico University community understand that education is a dynamic process and requires strategic planning, meaningful assessment, and thoughtful strategic decision-making. This process has the input of all of the University members in order to facilitate continuous improvement.

The ENMU Foundation provides exceptional funding for scholarships and program enhancements, and the Alumni Association actively supports the institutional goals. Additionally, the University has a supportive and collaborative relationship with the communities it serves.

By realizing this vision of excellence, Eastern New Mexico University continues to serve the region as a center of higher education and life-long learning, providing educational opportunities for an expanding spectrum of learners.

PHILOSOPHY OF GENERAL EDUCATION

The General Education curriculum at Eastern New Mexico University is designed to prepare graduates for a lifetime of learning and responsible citizenship; provide for the study of a broad spectrum of subjects beyond the student's chosen field and help students develop substantial analytical and communicative skills; gain a sense of social, ethical, and cultural values and appreciate the application of these values in societies. For more information about learning outcomes for general education, see the ENMU undergraduate catalog.

STUDENT OUTCOMES ASSESSMENT

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

Students who have accumulated 55 credit hours or more are required to take tests which measure general education achievement. Individual profile scores can be used for student advising. For information about assessments required in their majors, students should consult with their academic advisors. For more information go to <http://www.enmu.edu/public-docs/assessment>

EASTERN'S COMMITMENT to DIVERSITY and INCLUSION

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

ENMU strives to create a campus climate which values diversity in students, faculty, staff, administration and the extended community. Our differences--including age, creed, culture, disability, ethnicity, gender, race, sexuality and socioeconomic status--shape our learning and working environment. Our understanding of our differences will evolve as we discover and come to value these differences. Recognizing that each of us has an obligation to the community of which we have chosen to be a part, we are committed to building a campus culture based on understanding and mutual respect.

Student Involvement

ENMU and the Office of Student Affairs are committed to providing the complete college experience for Eastern students. Extracurricular activities and campus involvement will enhance students' educational experience and provide new opportunities of leadership, social interaction, and service.

INTERCOLLEGIATE ATHLETICS

562.2153

Intercollegiate Athletics is active and strong at ENMU. Eastern New Mexico University is a member of the NCAA, Division II and the Lone Star Conference. For more information go to <http://www.goeasternathletics.com/index.aspx>

INTRAMURAL AND RECREATIONAL SPORTS

562.2297

Intramural and Recreational sports programs are provided for all ENMU students, faculty and staff. Intramural and Recreational Sports programs at ENMU seek to provide broad opportunities for participation in wholesome physical activities for fun, to promote optimum physical and mental health and to provide a change-of-pace program for the busy university student. For more information go to <http://www.enmu.edu/greyhound-life/sports-recreation-intramurals>

STUDENT ACTIVITIES AND ORGANIZATIONS

562.2108

The Office of Student Activities and Organizations produces a wide variety of activities throughout the year,

including talent shows, comedians, performing artists, recreational activities, spirit events, leadership programs, community service opportunities and multicultural events. For more information go to <http://www.enmu.edu/life-on-campus/student-organizations> For the Associated Students Activities Board go to <http://www.enmu.edu/greyhound-life/student-involvement/associated-students-activities-board-asab>

STUDENT GOVERNMENT

562.2473

The Associated Students of ENMU (ASENMU) provides students a voice in university governance and helps provide services for students. For more information go to <http://www.enmu.edu/greyhound-life/student-involvement/student-government-asenmu>

STUDENT PUBLICATIONS

562.2757

The Chase is a student-run newspaper that offers hands-on experience to potential journalists, graphic designers and photographers. *HoundBytes* is an online magazine that showcases original work created by ENMU students, faculty and staff. The Department of Communication also produces *All Things Eastern*, periodic video podcasts of issues of interest to the ENMU community.

ASSISTANCE with ONLINE and Web-Enhanced CLASSES

For assistance with Blackboard, the campus web-based learning management system, or Mediasite, the campus lecture-capture system that allows students to view their classes live online or on demand, go to <http://www.enmu.edu/academics/academic-resources/>

STUDENT SUCCESS CENTER: THE ALLEY

562.2286

Housed in the former ENMU bowling alley, the Student Success Center is located on the lower level of the Campus Union. Programs offered in The Alley include the College Success Program (a federally funded grant program for first-generation, low income college students or those with disabilities); the Multicultural Affairs Office (including African-American, Hispanic, and Native American Affairs and International Student groups), and Tutoring Services. For more information, contact the College Success Program at 562.2455 <http://www.enmu.edu/academics/college-success-program>

Multicultural Affairs at 562.4914, or <http://www.enmu.edu/greyhound-life/student-involvement>

Tutoring Services at 562.2286. <http://www.enmu.edu/academic-resources/academic-resources>

Other Student Services

ADVISING CENTER

562.2338

The Advising Center (SAS 214) offers academic advising for students until the declaration of the major (by the 45th hour of coursework). The Center practices developmental advising programs for all students that emphasize personal responsibility and decision-making. Faculty advisors from all colleges help students create schedules based on the students' academic and personal goals. The Center also supports academic "early alert", "Freshman Seminar" (UNIV 101), and Learning Communities.

CAMPUS UNION BUILDING (THE CUB)

562. 2108

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

COMPUTER CENTER

562.4352

ENMU Information Technology Services (ITS) offers a variety of computing facilities on campus for students and faculty. Computer labs on campus are updated and configured with current software to encourage students to work at their most convenient location. All labs have high speed LaserJet printers and full internet access. Open

computers labs are located in UCC 109, Golden Student Success Center (Golden Library), Campus Union Building, and all residence halls. If you have problems logging into your ENMU account, check with the Help Desk in the University Computer Center (“the fishbowl”) or call 575.562.4359..

COUNSELING AND CAREER SERVICES

562.2211

The Office of Counseling and Career Services (CCS) in SAS 232 provides free personal counseling, career choice assistance, and placement services to all enrolled students. Licensed professional counselors help students address personal problems on a short-term basis and refer students who may require long-term counseling or treatment to local agencies. For more information go to <http://www.enmu.edu/greyhound-life/health-and-counseling-services/professional-counseling>

DINING SERVICES

562.2190

ENMU and Sodexo are partners in dining. Sodexo offers a Carte Blanche meal plan that offers students unlimited meals at the CUB Dining Room from 7:30 a.m. to 7:30 p.m. during the week and limited hours on weekends. In addition, block meal plans are also offered. For more information go to <https://enmu.sodexomyway.com/dining-choices/hoursofoperation.html>

DISABILITY SERVICES AND TESTING

562.2280

The Office of Disability Services (ODS) in SAS 186 helps students make a smooth and successful transition to collegiate life. The office offers a variety of accommodations based on the individual's documentation of a disability. For more information go to <http://www.enmu.edu/academics/academic-resources/disability-services>

- Assistance Animals
 - Eastern New Mexico University's residence halls, as stated in *Your Campus Living Guide*, are pet-free buildings. Operating within the parameters created by the ADA and the Fair Housing Act, exceptions to the pet policy are permissible. To obtain permission to have an assistance animal in the residence halls, the student must first contact Disability Services, located in the SAS building, and submit a written request to keep an assistance animal in the residence hall. Only a resident with a qualifying disability may keep an assistance animal in his or her residence hall room. If Disability Services approves the request, Disability Services will issue a written permit. The permit will designate the animal as an assistance animal and may specify limitations for that animal. The student must retain the permit and produce it upon request. Upon approval of an Assistance Animal, the student's roommate(s) or suitemate(s) will be notified (if applicable) to solicit their acknowledgement of the approval, and notify them that the approved animal will be residing in shared assigned living space. The University may exclude an assistance animal from University housing if the animal is not housebroken; would cause substantial physical damage to the property of others or University facilities; would pose a direct threat to the health or safety of others. Students whose request for an Assistance Animal through this process is not granted, will have the opportunity to appeal such decisions. All appeals are reviewed by the vice president of Student Affairs. Students will receive information about the appeals process upon notification of decision of request for disability housing accommodations.
- The Testing Center coordinates computer-based CLEP and paper-based Law School Admission Tests (LSAT), ACT, SAT, Graduate Record Exam (GRE) Subject, Praxis Series, Miller Analogy Tests, and the California Critical Thinking Skills Test (CCTST) for Nursing. Information about these national standardized tests is available in the Testing Center in SAS 186.

PARENTS' WEB PAGE

562.2221

Every month the Office of Student Affairs updates a web page for parents of ENMU students. Updates on what is

happening on campus, a calendar of events, and issues pertinent to the time of year are included. Go to www.enmu.edu/services/student-affairs/parents-update for the latest issue and share the link with your parents.

STUDENT ACCOUNTS

562.2615

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

STUDENT HEALTH SERVICES

562.2321

ENMU and LaCasa Family Health Services have partnered to provide health care for ENMU students. Student Health Services (SHS), located in Curry Hall, provides care and treatment for acute and minor illnesses. SHS also offers health clinics for women and men, as well as nutritional counseling for students who request it. Limited prescription medications are available in the office if necessary. As with any medical clinic, confidentiality is assured. Many services are provided free for most students. A small fee will be charged for prescriptions.. Office hours are Monday-Friday, 8 a.m.-5 p.m. Unless it is an emergency, please make an appointment. It reduces your wait. Walk-in hours are also listed at SHS. For more information go to <http://www.enmu.edu/greyhound-life/health-and-counseling-services>

Student Health Insurance: ENMU is not responsible for costs arising from injury and sickness. Students are encouraged to purchase their own health insurance and to carry their insurance card with them at all times. International students are required to document proof of insurance each semester. ENMU does not endorse a particular student health insurance company; however, the Student Health Services webpage has a link to a page listing several companies. You may choose from these groups or bring your own insurance.

Student Identification Card (ID)

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

Carry your ENMU ID with you at all time. You will need your ID to:

- Pick up payroll checks and financial aid disbursements
- Borrow library materials and equipment or register your motor vehicle,
- Attend athletic, cultural or recreational events
- Access the computer lab
- Use your student meal plan

Identification Card Terms and Conditions:

Your identification Card is the property of Eastern New Mexico University and is not transferable. It will be confiscated if misused. Unauthorized use of your identification card, use by a party other than the person identified on the card, and tampering with or altering the card, warrant confiscation and possible disciplinary action by the university.

Rules & Responsibilities

1. Lost or stolen cards must be reported immediately to the Office of Enrollment Services located in the Student Academic Services (SAS) Building, Room 130. If you don't have your card, someone else might, so do not take a chance.

2. If you find your ID card after a new one has been issued, it is your responsibility to turn the old card in to the Office of Student Affairs, SAS Building, Room 194. The old card is considered inactive and must be turned in if you find it.
3. Meal service and flex dollars are non-transferable to any other person. Only the person pictured on the card will be allowed to use the card for services or spend money from the accounts associated with the cardholder. The cardholder may be required to sign a receipt for goods received. Providing your identification card to other individuals to access goods and services is prohibited.
4. Students providing their identification card, or in possession of another student's identification card, assume shared responsibility for goods and services accessed fraudulently through the misuse of that card. Students involved in the misuse to transfer of cards may face university disciplinary action as well as civil or criminal charges.

Golden Student Success Center (Golden Library)

Golden Library houses more than 300,000 volumes, 750,000 microforms and over 28,000 periodicals in print or online. In 2016-2018, the Library is housed in Bernalillo Hall (south end of campus) during the library's renovation. In their temporary location, staff members will continue to provide the same services to students, including research assistance and training in the use of information technology. For more information, phone **575.562.2624**, or visit the website at <http://www.enmu.edu/library/>.

REGULAR SESSION HOURS:

Mon–Thurs, 7:30 A.M. - 12 A.M.

Friday, 7:30 A.M. - 8 P.M.; Sat, 10 A.M. -7 P.M.; Sun, 12 P.M. - 12 A.M.

For hours during University holidays or between semesters, check online or contact Golden Library at 562.2524.

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

PERIODICAL DATABASES: More than 25,000 journals are available in electronic format both on campus and off campus. To access the journals from off campus, a current, ENMU ID number is necessary. This is how the system identifies eligible students and faculty.

LIBRARY SERVICES

Reference Desk

562.2638

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

Interlibrary Loan

562.2644

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

Reciprocal Borrowing Services

562.2644

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

Federal Depository Library

562.2788

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

Instructional Resource Center (IRC)

562.2640

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

Media Services Center

562.2602

The center checks out DVDs, audio tapes, TV/VCRs, cassette recorders, CD players and overhead projectors. The center's services include black and white or color printing, banners, document binding, video CD, DVD duplicating,

laminating, a fax machine, Internet, word processing and image scanning. Two large format, self-help scanners are located in the reference area.

Special Collections

562.2636

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

Financial Aid

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

- The Free Application for Federal Student Aid (FAFSA) should be completed annually at fafsa.ed.gov
- Verification processing must be finished before federal student aid will be awarded
- The FAFSA academic aid year at ENMU is fall, spring and summer

Sources of Financial Aid

Merit Based Aid—Based on academic achievement or performance, usually a scholarship.

Need Based Aid—Awarded to students who can show need according to a formula. The three types of need-based aid are:

1. Grants—aid that does not have to be paid back. Examples of grants available at ENMU are Pell Grants, SEOG and NMSIG.
2. Loans—aid that is borrowed and has to be paid back over a period of time, usually after a student leaves school or is enrolled less than half-time.
3. Work-Study—aid that a student earns by working part-time.

How To Apply

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

Need Calculation

Financial need is the difference between student's estimated cost of attendance and the amount his/her family is expected to contribute:

Estimated Cost of Attendance
(-) Expected Family Contribution
(-) Resources
Need Based Aid Eligibility

Availability of Funds

Some funds are limited so they are awarded to students whose FAFSAs are completed first. New FAFSAs and those which go through the verification process are tracked to ensure they go through the award cycle in order.

Many financial aid awards are based on the financial need resulting from the costs of the academic year. Therefore, awards for the aid year will be split evenly between the fall and spring semesters. Outside scholarships are also applied this way unless the donor stipulates otherwise.

- Summer financial aid is available to students who have eligibility remaining for the academic aid year which was not used in the fall and spring semesters.
- Students who plan to leave ENMU during the academic year should advise the Office of Financial Aid in writing as soon as possible so any future term's aid may be cancelled.
- Students entering ENMU in the spring or summer term should notify the Office of Financial Aid about awards already received at another school within the same academic aid year.
- Fall/spring awards are made to students who are admitted to ENMU. Summer awards are made to students who are admitted and registered for classes.
- Students may view their financial aid awards and eligibility status online: Go to my.enmu.edu and under the "Financial Resources" menu, choose "Financial Aid Status."

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

Other Financial Assistance (Resources)

Other financial assistance refers to any outside scholarships, tuition waivers, stipends, state or federal program awards (including WIA or DVR), participation awards or grants or assistance received by the student other than federal or state financial aid. These amounts are required by law to be included as financial aid resources for the academic aid year even if they are not paid through the ENMU Office of Financial Aid. Failure to notify ENMU about these resources could jeopardize your financial aid awards and lead to adjustments in the amount of aid you receive. To report additional resources please email the Office of Financial Aid at financial.aid@enmu.edu or 575.562.2194 or 800.367.3668.

Required Enrollment

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

Student Loans

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

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

semester's 16-week drop/add period and their second disbursement at the end of the semester's 8-week drop/add period. First-time ENMU borrowers will receive their first disbursement 30 days following the beginning of their first semester.

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

Scholarship Continuation

- Students should review their award letters for scholarship continuation criteria. These criteria should be considered before making any changes to enrollment.
- Continuing ENMU scholarships will be reviewed after grades post at the end of each semester.
- Transfer students should provide any required forms and/or transcripts from their prior school if they have scholarships which will continue at ENMU.

Aid Disbursement

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

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

Returning Title IV Federal Student Aid (R2T4)

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

Satisfactory Academic Progress (SAP) Requirements

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

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

Classification	Overall Completion Rate	Overall GPA	Maximum Time Frame
2-Year Certificate	67%	2.0	56 attempted hours
Associate	67%	2.0	106 attempted hours
Bachelor's	67%	2.0	196 attempted hours
Second Bachelor's	67%	2.5	196 attempted hours

Graduate Certificate	67%	3.0	30 attempted hours
Preparatory Leveling	100%	3.0	1 calendar year
Master's	67%	3.0	70 attempted hours
Second Master's	67%	3.0	70 attempted hours

Cumulative Completion Rate

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

Completion Rate = Cumulative Hours Passed divided by Cumulative Hours Attempted

Example:
$$\frac{60 \text{ Cumulative Hours Passed}}{74 \text{ Cumulative Hours Attempted}} = 81\%$$

SCHOLARSHIPS

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

Legislative Lottery Scholarship

The Legislative Lottery Scholarship helps offset the cost of tuition for New Mexico high school graduates (or GED recipients) who immediately attend a New Mexico public college or university. Eligibility is determined in the student's first regular semester and the scholarship award will begin in the second semester. The Legislative Lottery Scholarship is a renewable award which may be received up to seven consecutive semesters.

Award Amount

The amount of the Legislative Lottery Scholarship is decided annually by the New Mexico Higher Education Department. Students will still be responsible for paying additional educational expenses, such as student fees, books, and room and board. Part of tuition may also be due depending upon funding levels.

Eligibility Requirements

- Be a New Mexico resident.
- Graduate from a New Mexico public high school, an accredited private school or obtained a New Mexico GED (home-schooled students are eligible if they obtain a New Mexico GED).
- Enroll in and complete 15 credit hours at an eligible four-year or 12 credit hours at an eligible two-year New Mexico public college or university, in the first regular semester immediately following high school graduation.
- Obtain at least a 2.5 GPA in the first regular semester and maintain a 2.5 cumulative GPA in subsequent semesters.
- Complete 15 credit hours at an eligible four-year or 12 credit hours at an eligible two-year New Mexico public college or university in subsequent semesters.

Duration

The scholarship begins with the second semester of consecutive enrollment. Thereafter, each scholarship is for a period of one semester, subject to revocation for failure to maintain eligibility. The scholarship

will be renewed on a semester basis until the student has received seven semesters of scholarship awards at a four-year institution or until the student graduates with a bachelor's degree whichever is sooner. Students attending community college are eligible for three semesters of awards. The scholarship is transferable from one eligible New Mexico public college or university to another with a Legislative Lottery Transfer Transcript.

STUDENT EMPLOYMENT

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

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

Full policies and more information is available online at enmu.edu. Please contact the Office of Financial Aid at financial.aid@enmu.edu or 575.562.2194.

Campus Housing and Residence Life

OFFICE OF HOUSING AND RESIDENCE LIFE

562.2632

The Office of Housing and Residence Life provides living accommodations for students in well-equipped, safe and comfortable residence halls. These University living areas are staffed by both professional and student staff whose job it is to see that the living area environment is conducive to student success. For more information go to <http://www.enmu.edu/housing-dining>

CAMPUS RESIDENCE POLICY

Students who are under 21 years of age on the first day of class fall semester and who have earned fewer than 30 semester hours after high school graduation and who are enrolled in 12 or more semester hours must live in the University residence halls and purchase a meal plan.

Exemptions to the residential requirement may be granted to students living with parents, married and/or having dependent children. Meal plan waivers may be granted to students with medical needs. All exemptions to the University residence and meal plan requirements must be documented and be approved by the Housing and Residence Life Office. Any student who is required to live on campus and is enrolled in 12 or more hours will be held financially responsible for room and board fees unless an approved waiver is on file with the Housing and Residence Hall Life Office. **In no case should arrangements be made to live off campus until approval from the Office of Housing and Residence Life has been issued.**

Exemption request forms are available on-line at: www.enmu.edu/forms. Review of requests will require at least two working weeks. Failure to provide complete documentation may delay this review further. All information provided must be accurate. Students should submit requests as early as possible to avoid time delays due to a large number of last-minute requests. **In no case should arrangements be made to live off campus until approval from the Office of Housing and Residence Life has been issued.**

All students residing in the halls are required to have an approved meal plan for residents as part of their room and board contract for an academic year. Preferences of residence hall, room and roommates are honored when possible. Private rooms are not guaranteed to any student, but are assigned on a space available basis with priority given in descending order starting from graduate students. Apartments are available for married students, students with families and students who have achieved sophomore status or more, with priority given to order of application. Room rates and other information may be obtained from the Office of Housing and Residence Life located in the Campus Union, 562.2632, or on-line at www.enmu.edu/housing.

GUIDE TO CAMPUS LIVING GUIDE

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

RESIDENCE HALL SECURITY

The security of the students living on campus is very important to the staff as well as the University. Residents are responsible for helping to ensure the security of the hall by abiding by policies and taking an active role in the hall.

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

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

CAMPUS SAFETY

The University strives to ensure a safe environment; however, crime is a reality on every campus. Preventing crime and assuring campus safety is a responsibility shared between the University and all students, faculty and staff. Whether you are the victim or observe something suspicious, report a crime, suspicious activity or a crisis situation on campus. Do not intervene in the situation. Be prepared to provide detailed information to the Police. This will allow the University Police to investigate the report thoroughly. For more information go to <http://www.enmu.edu/greyhound-life/campus-safety/enmu-police-department>

UNIVERSITY POLICE

Office Phone: 575.562.2393

After Hours/Weekend Cell: 575.760-2945

Emergency number 911

CAMPUS CRIME STATISTICS

In accordance with the Campus Crime Security Act, a summary of the University's crime statistics are available online at <http://www.enmu.edu/images/greyhound-life/campus-safety/annual-security-report/safety-and-security-report.pdf>. This information reflects certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus for the last three years. You may also request a paper copy from the Eastern New Mexico University Police department. For more information go to <http://www.enmu.edu/greyhound-life/campus-safety/annual-campus-security-safety-report/>

PARKING REGULATIONS:

All motor vehicles, including motorcycles, must display a valid University parking permit when parking on campus. Vehicles not displaying valid parking permits may be assessed a fine. Parking permits along with instructions on how to correctly display them and ENMU parking regulations may be obtained from University Police at no charge or on the ENMU web site. <http://www.enmu.edu/greyhound-life/campus-safety/motor-vehicle-parking-regulations>

Important University Policies

Policy on Computer Use

This policy, available in the University Computer Center or online, describes the rights and responsibilities of users of the ENMU system. at www.enmu.edu/services/its/policies/.

Student Email Accounts

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

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

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

The University expects users to be familiar with and abide by the computer use policy. In matters not controlled by law or institutional policy, the University urges members of its community to exhibit ethical conduct in the use of computing resources. While the University encourages the exchange and debate of values and ideas, individuals are expected to exercise good judgment to ensure that their electronic communications reflect the high ethical standards of the academic community and convey mutual respect and civility.

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

University computing resources shall not be used for commercial or for-profit purposes. Student email accounts can be terminated if used in a manner inconsistent with University policy.

Student email accounts are provided at the discretion of the University and can be removed or terminated at the discretion of the University.

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

Academic Regulations and Policies

Classification of Students: Student classification is based upon the following standard of credit hours earned: Freshman 0–29; Sophomore 30–59; Junior 60–89; Senior 90–up

Class Attendance Policy: Each student is expected to attend all class sessions of each course for which he/she enrolls. Faculty members will establish and state in the syllabus attendance policies for the course. It is the responsibility of the

student to adhere to the policies of the instructor. Absences due to participation in sanctioned University activities are considered to be authorized absences. Sanctioned activities are those that have been approved in advance by the dean of the college or the director of the unit sponsoring the activity. The activity sponsor submits to the Office of Student Affairs the names of student participants and the dates of their absences. This information is published in the *Greyhound Gazette*. Participation in sanctioned activities does not relieve the student of the obligation to meet the stated requirements of the course. It is the responsibility of the student to make arrangements in advance with the instructor for any make-up work.

Course Repeat: A course may be repeated once to replace the initial grade earned in a course. Any student who wishes to take advantage of this policy must file an official "First Repeat Course Form" prior to completion of the baccalaureate degree. *Refer to the current undergraduate catalog for more information.*

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

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

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

Complete Withdrawal: A student may completely withdraw from the University by the deadline published in the semester schedule of classes. Full-time enrolled students must complete a university withdrawal procedure starting at the Alley (CUB). Part-time evening students may withdraw at the Office of the Registrar. Students who do not withdraw may receive a failing grade for the course. A student who is forced by emergency circumstances to leave the University without officially withdrawing should notify the Office of the Registrar and request an administrative withdrawal. In the event the student is unable to make such a call, the parents or guardian may do so on the student's behalf. Refunds will be made according to the tuition and fees refund schedule.

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

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

Review of Grade (Grade Appeal)

A student may dispute a grade earned in a class. The intent of the procedures outlined below is to allow an objective review of the disputed grade when an issue of "fairness" or "equity" is raised by a student. No grade review request will be considered after a period of three calendar months from the last day of the semester in which the class was taken or three calendar months after the final grade is posted, whichever is later. Special provisions apply to those situations where a faculty member assigns a particular grade on the basis of the faculty member's determination that

the student cheated or engaged in academic dishonesty or academic misconduct. Such situations are subject to the provisions set forth below at Section C.

Grade Review Process (where grade is not based upon cheating or academic dishonesty).

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

The details of this entire process can be obtained from the office of Academic Affairs, the college deans' offices, and found at the Students-Right-to-Know page <http://www.enmu.edu/public-docs/consumer-info>

Grade Review Policy When the Instructor is Unavailable to Participate in the Process

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

Grade Review Process Where the Grade is Based Upon Cheating, Academic Dishonesty or Other Academic Misconduct.

A student seeking review of a grade when a charge of cheating academic dishonesty or other academic misconduct has been alleged will follow the same process of grade review--meet with the instructor, and receive a decision from the instructor within seven days. If not satisfied with this decision, the student may appeal the decision, following the process outlined in the policy document and found on the Consumer Information/Student-Right-to-Know webpage.

Student Records Policy

Privacy of Student Records ENMU adheres to the Family Educational Rights and Privacy Act of 1974 and the protection of students' educational records, defined as any record (in handwriting, print, tapes, film or other medium) maintained by ENMU or an agent of the University, which is directly related to a student. Some records maintained by the University are exempt from FERPA. These include personal records kept by staff and restricted to the maker of that record, employment records, records maintained by ENMU Police, and alumni records of a general nature.

Right to Review Records. Under FERPA, students have the right to inspect or review their educational records upon request (unless the record has been restricted, such as letters of recommendation to which the student has waived access and financial statements of the student's parents). Students have the right to ask to have records corrected which they believe are inaccurate, misleading or in violation of their privacy rights. Students may challenge inaccuracies contained in their files; however, they may not challenge the fairness of a grade. Grade appeals are addressed under "Grade Review Policy" in this handbook and in the ENMU Portales undergraduate and graduate catalogs.

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

Allowable Disclosure of Education Records. ENMU is allowed to disclose certain information from a student's education records without written student consent in a few, specific instances:

- School officials with legitimate education interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with judicial order of lawfully issued subpoena.

- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.
- The final results of any institutional disciplinary proceedings for a crime of violence or non-forcible sex offense, if the institution determines that the student committed a violation of its rules or policies with respect to the crime.
- Information to the parent or legal guardian regarding a student's violation of any law or institutional rule or policy governing the use or possession of alcohol or a controlled substance if the student is under 21 and the institution determines that the student has committed a disciplinary violation.

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

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

Student Code of Code

The Student Code of Conduct outlines the policy and procedures to maintain the safety of the members of the student body and to assure their educational experience is conducted with academic integrity. The Code states that dishonesty, academic or other, and criminal behavior shall not be condoned or tolerated and that respect for personal and property rights of others shall be required. Civil disorder or disruption of the normal operation of the University shall not be tolerated or considered a means of constitutionally protected freedom of expression. Students are expected to do their part to maintain the University as a safe space for teaching, learning, research, study, other intellectual activities and exchanges, as well as recreational activities. The Student Code also describes the due process that the University shall provide students suspected of violations of the Student Code or other University policies or procedures. Students should be familiar with the Code of Conduct, which can be found on the webpage <http://www.enmu.edu/greyhound-life/student-code-of-conduct> or the ENMU Policy manual (AGP&P), policy 70-2 Student Code of Conduct or see the Appendix to this Handbook for the Code of Conduct.

Drug Free Campus

ENMU, in compliance with the drug Free Schools Act of 1990, does not condone illicit possession, use, or distribution of controlled substances or alcohol. ENMU is committed to drug and alcohol education for students and employees and takes an active approach toward the health and safety of all members of the University community. ENMU recognizes the institution's responsibility, but also holds the student and employee responsible for their own decisions/action.

State and Federal Law:

ENMU alcohol and drug policy 40-13 and the entries in the Student Code of Conduct are in keeping with the educational mission of the institution and applicable state and federal laws governing controlled substances. The policy applies to the illegal possession, distribution and abuse of alcohol, drugs, and controlled substances as defined in New Mexico statute by any member of the campus community. The entries in the Student Code of Conduct further define the prohibition of possession, use, or distribution of controlled substances on ENMU property or at University affiliated or sponsored events. This prohibition also includes all grounds, buildings, lounges, patios, foyers, arenas, parks, parking lots or other open spaces as well as all campus buildings. Violators of state statutes and or University governing the possession and/or consumption of alcohol or controlled substances shall be subject to sanctions. Students shall be subject to sanctions set forth in the Student Code of Conduct, and residential students shall be subject to the sanctions noted in the *Campus Living Guide* and/or the *Guide to Apartment Living*. Residential students are individually responsible for maintaining an atmosphere within their residential community that is

in concert with the academic mission of ENMU. Drunken and/or disorderly behavior will not be tolerated. The responsibility for administering the disciplinary system at the University is delegated by the president of the University to the vice president for Student Affairs. The vice president of Student Affairs may delegate administrative responsibility to the Judicial Coordinator to review and process student disciplinary matters. Employee discipline will be carried out in cooperation with the unit supervisor and the Office of Human Resources.

Each fall semester, students will be sent an email notice that compliance with the Student Code of Conduct and this Handbook is a condition of their enrollment. A statement of compliance regarding alcohol, drugs, and controlled substances is also included in the award letter of students receiving federal or state financial aid. Acceptance of any part of the Financial Award is a commitment to abide by all policies, procedures, rules, and regulations regarding controlled substances addressed by state statutes, federal law, and university policy and procedures

Legal Sanctions for the Unlawful Possession or Distribution of Illicit Drugs, alcohol, or controlled substances:

The penalties for even the most minor of violations of the Liquor Control Act can include fines of up to \$300, confiscation of property. The minimum blood alcohol levels at which drivers' licenses are revoked in New Mexico are: .02% for those under 21 and .08% for those 21 and over. In drug related cases a court can permanently suspend eligibility for federal benefits including financial aid. A criminal record can seriously hurt educational and career opportunities.

Penalties for illegal drug use can include significant fines and imprisonment. Penalties for the illegal sale of drugs are greater, and may include property confiscation. Alternative penalties for illegal drug or alcohol use may also include mandatory community service. Violation of laws by a foreign national may result in deportation. New Mexico and federal regulations governing penalties for possession and use of controlled substances can be found at these websites:

<http://www.drugpossessionlaws.com/new-mexico/>

<http://www.deadiversion.usdoj.gov/21cfr/21usc/844.htm>

Resources

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

Alcoholics Anonymous - For information on local Portales meetings contact ENMU Counseling & Career Services at 575.562.2211

ENMU Counseling and Career Services

Student Academic Services (SAS) 232 Portales, NM 88130
575.562.2211 Phone 575.562.2215 FAX
24 hour Crisis line 575.607-5689

La Casa Family Health Center

www.lacasahealth.com/

1515 West Fir Street Portales, NM 88130
575.356-6695.

1521 W. 13th Street, Clovis, NM 88101
575.769-0888.

1611 S. Grand Avenue, Roswell, NM 88203
: 575.623-3255

Mental Health Resources

1100 W. 21st Street
Clovis New Mexico 88101 575.769-2345
crisis helpline 1.800.432.2159

300 E. 1st Street Portales, NM 88130
575.359-1221 (available 24/7)

Dating Violence, Domestic Violence and Sexual Assault (Policy 80-12)

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

The term Sexual Misconduct Is a broad term encompassing a range of completed or attempted non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes sexual assault, sexual exploitation, sexual intimidation, sexual harassment, domestic violence offenses, dating violence offenses and stalking. Sexual misconduct can be committed by men or women, strangers or acquaintances, and can occur between individuals of the same or opposite sex.

Other forms of sexual violence defined in New Mexico statute are also prohibited by this policy. These include but are not limited to criminal sexual penetration, criminal sexual contact, battery, assault, battery against a household member, assault against a household member, criminal damage to property of a household member, harassment, stalking, kidnapping, false imprisonment, telephone harassment, interference with communications, violation of a restraining order, or any other related crime defined in NMSA 1978 compilation. See ENMU's *Guide to Preventing Sexual Violence* for additional information.

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

The University will offer anonymous and confidential reporting of assaults, whether by the victim or by another. The University takes reports of Sexual Misconduct very seriously and will not tolerate retaliation against those who make such reports or participate in the investigatory or adjudicatory process.

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

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

What to do if you believe this has happened to you

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

Mr. Benito Gonzales, Director, Human Resources and Title IX Coordinator
575.562.2115

Mr. Steve Estock, Director, Housing and Residence Life
Phone 575.562.2632

Chief Brad Mauldin, University Police
575.562.2392

Dr. Jeff Long, Vice President for Student Affairs
SAS 194, Phone 575.562.2221

Ms. Susan Larsen, Director of Counseling
SAS 232, Phone 575.562.2211

Reporting an Incident

The decision to file a formal report or complaint about sexual violence and sexual assault is a personal choice. We're here to help you understand your options and the resources available, whether you decide to report or not.

For students, your confidential advocate can explain your option in detail and answer questions, so you can make the decision that's right for you. Talking to the advocate doesn't constitute filing an official report about sexual violence. The details of your experience won't be shared with anyone without your permission.

For faculty members, other academic instructors and staff employees, contact the experienced staff on your campus for confidential counseling and help, and information about where to go to file a report. Faculty members may also contact the Human Resources Office regarding their academic rights.

You can find our online reporting form at <http://www.enmu.edu/public-docs/title-ix-to-report>

The policy can be reviewed at https://my.enmu.edu/c/document_library/

Sexual Harassment (Policy 80-13)

Title IX protects students from unlawful sexual harassment in all program, activities, classes, and in all locations. This extends to all university sponsored programs activities and class events off campus and on campus. Title IX protects all people, regardless of the identity of the alleged harasser. The following University policy links may give you more affirmation that ENMU will not tolerate sexual harassment, discrimination, or sexual violence.

Sexual Harassment is usually defined as persistent unwanted contact that makes it difficult to learn, work, and socialize without fear of embarrassment or harm. Sexual harassment can also occur in one instance if the behavior is severe enough to cause you to fear for your wellbeing.

Sexual harassment may take the form of a person in a position of authority over you causes you to believe you must submit to unwelcome sexual conduct or there will be negative consequences imposed on you. For example, if you were threatened with a failing grade if you did not submit to unwelcome sexual contact or you were threatened with exclusion from a university event if you did not comply.

A hostile environment can be another kind of sexual harassment. It is created when you are subject to a persistent intimidating, threatening or abusive learning, working, or social situation. It can be caused by anyone attending, working at, or visiting ENMU or at ENMU sponsored events. Examples are repeated unwanted flirtation or advances, or propositions of a sexual nature. Verbal abuse, physical harassment such as impeding movement, or graphic comments, pictures, texts, email, postings on social media, or other unwanted intrusions into your environment are also considered examples of sexual harassment. Any unwanted touching, intimidation or threat to physical safety, and unwanted physical sexual action against you is considered sexual violence.

What to do if you believe this has happened to you

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

Mr. Benito Gonzales, Director, Human Resources and Title IX Coordinator
Administration 113, Phone 575.562.2115

Mr. Steve Estock, Director, Housing and Residence Life
CUB 108, Phone 575.562.2632

Chief Brad Mauldin, University Police
ENMU Police Department, 1500 S Ave K, Phone 575.562.2392

Dr. Jeff Long, Vice President for Student Affairs
SAS 194, Phone 575.562.2221

Ms. Susan Larsen, Director of Counseling
SAS 232, Phone 575.562.2211

LINKS

Student Code of Conduct <https://my.enmu.edu/group/governance/policy-manual>

Policy 80-13 “Sexual Harassment” found at www.enmu.edu/about/info/sexual-harassment.shtml

Each student and member of the ENMU community is valuable and must have the freedom to pursue their goals without fear of harm, embarrassment, discrimination, or retaliation. The University will pursue any report of sexual harassment, discrimination, or violence and will not wait until such claims have proceeded through civil or criminal actions. Further, if ENMU has a reasonable report from someone else of incidents of sexual harassment, discrimination, or violence, the university will proceed with an investigation. Those making the allegation will receive respect, prompt action, and be kept informed of the process and outcome. Those who are accused will receive due process, a fair and equitable investigation and hearing, and be kept informed of the outcome.

ENMU cannot meet its expectation of providing you with an environment free from sexual harassment, discrimination, or violence without your cooperation. Please tell us and let us help you.

Deadly Weapons, Concealed Weapons, Explosives, Incendiary Materials and Devices Policy

(Policy 80-8)

For your safety and those of other students and the University community, having deadly weapons, explosives or incendiary materials or devices in one's possession/control on University premises or at University events and activities is prohibited, except when the possession is by University Police and/or their delegated campus security personnel, law enforcement officers or armed forces, or other exception requested in writing and approved by the ENMU's Chief of Police. Students may store their weapons with University Police and should make prior arrangements to deliver or pick up weapons during regular University working hours.

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

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

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

violate or allegedly violate this policy are subject to prosecution as prescribed by New Mexico law.

Solicitation, Advertisements and Printed Materials (Policy 70-7)

The term “solicitation” refers to the promotion or solicitation of ideas or points of view, or requests for money or donations. “Advertisements” refer to printed or mass media communications, handbills, posters, leaflets and other printed materials intended for public distribution or display on campus that have, as an integral part of their message, the identification and promotion of a product, service or point of view.

The University has the right to reasonably regulate the place, time and manner of sales, solicitation, advertisements, displays, distribution of publications and the use of ENMU electronic media for such purposes. An application for sales, solicitation or advertising may be denied or regulated if the requested activity will substantially interfere with the University’s need to maintain campus safety, avoid disruption of University functions, maintain personal privacy and prevent commercial exploitation of members of the University community, provided that any such regulation must conform to constitutional standards of free speech, free assembly and free association.

The director of Student Activities and Organizations shall administer all regulations pertaining to on-campus solicitations, advertisements and printed materials from students and registered student organizations. For more information about regulations regarding solicitations, advertisements and distribution of printed materials on campus, forms requesting permission to post solicitations on campus, specifications for allowable postings, and information about sanctions regarding violations of these regulations, please contact the Office of Student Activities and Organizations.

80-5 Smoke-Free and Tobacco-Free Campus (Policy 80-5)

The University is dedicated to providing a safe, healthy and low risk working and learning environment for employees and students. The goal of a safe, healthy and low risk University environment can in part be achieved through elimination of smoking and the use of tobacco products on University property. This policy applies to cigarettes, cigars, pipes, smokeless tobacco, all other tobacco products, and other legal smoking preparations, including but not limited to hookahs, electronic cigarettes, clove cigarettes and other legal smoking preparations. Smoking and use of tobacco products is permitted only in a small number of designated outdoor areas.

All University residential and nonresidential indoor and outdoor facilities, including private offices, property owned, leased, operated or under the control of the University, including University-leased vehicles, shall be smoke-free and tobacco-free, and designated as smoking- and tobacco-prohibited areas. Designated areas on campus are clearly marked for smoking or use of tobacco products. Individuals choosing to smoking or use tobacco in designated areas are responsible for properly disposing of all smoking and tobacco litter in the receptacles provided.

Student Complaints

Eastern New Mexico University is committed to providing a transparent and effective mechanism for communicating and resolving student complaints, in compliance with university policy [70-10], the U.S. Department

of Education, and the Higher Learning Commission of the North Central Association. Feedback about student concerns is a valued source of information that is used to help the University improve the quality of its services.

What is a complaint?

A student complaint is any concern with a person, process, 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 that unit. Such complaints are not tracked unless required by specific policy or 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 appeals 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.

Submitting a complaint

Problems can be solved in two ways:

- Direct, informal discussion
- Participate in ASENMU's Student Concerns meetings
- Using the formal student complaint form at https://ssb.enmu.edu/PROD/stu_complaint.p_menu

IMPORTANT OFF-CAMPUS NUMBERS

Police (non-emergency)	Portales 575.356.4404	Clovis 575.769.1921
Sheriff (non-emergency)	Portales 575.356.4408	Clovis 575.769.2336
Fire Department	575.356.4406	
Crime Stoppers	Portales 575.356.8100	Clovis 575.763.7000
Crisis Center	575.762.5454	
FBI	575.763.9405	
Mental Health Resources	Portales 575.359.1221	Clovis 575.769.2345
Missing Children Hotline	800.THE LOST (843.5678)	
National Runaway Switchboard	800.RUNAWAY (786.2929)	
National Youth Crisis	800. HIT HOME (448.4663)	
New Mexico State Police	Portales 575.356.5139	Clovis 575.763.3426
Rape Crisis	Portales Arise Sexual Assault Services 575.226.7263 24/7 Crisis Hotline	Clovis 575.769.5454
Red Cross	Portales 575.356.4672	Clovis 575.769.4129
Suicide Prevention	Portales 575.359.1221	Clovis 575.769.2345

APPENDIX

Student Code of Conduct (reformatted for this printing)

Purpose. The purpose of Student Code of Conduct is to maintain honesty, safety, order and discipline among the members of the student body at a level and in a manner sufficient to enable Eastern New Mexico University (University) to fulfill its mission.

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

- A. Dishonesty shall not be condoned or tolerated.
- B. Respect for the personal and property rights of others shall be required.
- C. Civil disorder or disruption of the normal operation of the University shall not be tolerated or considered a means of constitutionally protected freedom of expression.
- D. Criminal behavior may not be tolerated. Conviction of a felony by a student shall result in immediate disciplinary sanctions by the University. Suspicion of a felony, especially a violent felony, may result in disciplinary sanctions by the University.
- E. Students shall be expected to do their part to maintain the University as a safe refuge for teaching, learning, research, study, other intellectual activities and exchanges, as well as recreational activities.
- F. This Student Code, adopted by the University, sets forth standards and expectations for student behavior, as well as procedures for handling student misconduct.
- G. This Student Code sets forth the due process that the University shall provide students suspected of violations of the Student Code or other University policies or procedures such as this Student Code of Conduct, the Undergraduate Catalog, the Graduate Catalog, the ENMU Policy manual (AGP&P), the *Campus Living Guide* (for students residing in campus residences on University property), the Athletic Handbook, the Student Organization Handbook, and/or the statutes and administrative regulations for the State of New Mexico, or in any other regulation approved by the Board of Regents for Eastern New Mexico University. The minimum requirements of that due process shall be:
 - (1) That the student be notified of the violation of which he or she is suspected;
 - (2) That the student have an opportunity to speak to the person or persons charged with determining the disposition of the matter;
 - (3) That all parties to a student disciplinary proceeding, including the accused and the complainant and the University, shall have equal rights to be heard.
- H. The University administration may adopt such policies and procedures it deems advisable to ensure enforcement of the above policies.

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

- A. "Faculty member" means any person hired by the University to conduct classroom activities.
- B. "Judicial body" means the judicial coordinator or any appellate authority in an appeal arising under this Student Code of Conduct.
- C. "**Judicial Coordinator**" means either the vice president for Student Affairs (VPSA) or a University official authorized by the VPSA to hold hearings under the Student Code of Conduct, make factual findings and recommend or impose sanctions upon students found to have violated the Student Code of Conduct. If the VPSA does not appoint a judicial coordinator, then the VPSA shall act as the judicial coordinator.
- D. "The judicial system" is the adjudicatory system established in the Student Code of Conduct for enforcement of the Student Code of Conduct.
- E. "May" is used in the permissive sense.
- F. "Member of the University" includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the VPSA.
- G. "Organization" means any number of persons who have complied with the formal requirements for University recognition. Student Organizations are subject to the same procedures and policies applicable to students as outlined in the Student Code of Conduct.
- H. "Policy" and "policies and procedures" are defined as the written regulations of the University as found in this Student Code of Conduct, the Undergraduate Catalog, the Graduate Catalog, the ENMU Policy manual (AGP&P), the *Campus Living Guide*, the Athletic Handbook, or the Student Organization

Handbook, or any written agreements signed by the student to receive services and/or the statutes and administrative regulations for the State of New Mexico, or in any other regulation approved by the Board of Regents for Eastern New Mexico University.

- I. "Shall" is used in the imperative sense
- J. "Student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate or graduate studies. Persons who are not officially enrolled for a particular semester but who have an ongoing academic relationship with the University (other than as a faculty member) are considered students.
- K. "Summons" means a written order, issued by the judicial coordinator, that directs a student to (1) appear at a proceeding held by judicial coordinator in accordance with the Student Code of Conduct, or to (2) present documents for such proceedings.
- L. "University" means Eastern New Mexico University.
- M. "University official" includes any person employed by the University and performing assigned administrative or professional duties.
- N. "University premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the University, including adjacent streets.

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

A. **Acts of dishonesty** include but are not limited to the following:

(1) **Cheating**, which includes, but is not limited to:

- a. Dishonesty of any kind on examinations, quizzes, written assignments and projects;
- b. Unauthorized possession of examinations, quizzes or instructor records;
- c. Alteration of instructor, professor or University records of grades received on an examination or quiz, assignment or class; or
- d. Illegal entry or unauthorized presence in an office of the University or the residence of an instructor; or
- e. Illegal or unauthorized access to any University computer files; or
- f. Illegal or unauthorized access to University records of grades, examinations and assignment requirements.

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

- a. Offering the work of another as one's own; or
- b. Offering the work of another without acknowledgment; or
- c. Failing to give credit for quotations or essentially identical expressions taken from any source that is not one's own, including but not limited to books, encyclopedias, magazines, journals, on-line sources, other reference works, papers, research results, reports, audio or video image files or copyrighted materials or sources of any other individual or entity.
- d. The requirement to provide acknowledgement applies to all University class assignments and projects, both oral and written.
- e. The requirement to provide acknowledgement demands that a student provide proper credit and citation for any quoted material or expression taken from a source that is not one's own at the time such source is used in completion of an assignment or project.

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

B. **Misrepresentation**, which includes but is not limited to:

- (1) Furnishing false information to a University official, faculty member or office; or
- (2) Claiming to be a representative of the University or acting on behalf of the University without the University's advanced authorization; or
- (3) Forgery, alteration or misuse of any University document, record or instrument of identification; or
- (4) Tampering with the election of any University-recognized student organization or sponsored activity.

C. **Disruption of University Operation**

- (1) Substantial disruption or obstruction of the University's educational processes, which include its teaching, research, administration and disciplinary proceedings; or

- (2) Substantial disruption or obstruction of any University activity, which includes its on- or off- campus public service functions as well as those activities that are non-University activities authorized by the University and occurring on University premises; or
- (3) Substantial disruption or interference with persons who are studying, sleeping, or otherwise engaging in activities that are consistent with the normal and expected uses of institutional facilities or of student residential activities; or
- (4) Substantial disruption, interference or obstruction of the free flow of pedestrian or vehicular traffic on campus.
- (5) "Substantial disruption" is defined as that conduct which unreasonably infringes on the rights of others to freely attend or participate in the University's programs and services. This definition includes any action that willfully denies or recklessly disregards a person's lawful freedom of movement or their lawful use of University facilities.
- (6) Nothing in this section shall be construed to impede or prevent an individual's freedoms of speech and expression.

D. Participation in a Disruptive Campus Demonstration

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

E. Disorderly Conduct/Breach of Peace

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

F. Acts of Aggression

- (1) Physical abuse, verbal abuse, threats, intimidation, coercion or other conduct which threatens or endangers the health or safety of any person; or
- (2) Tampering with fire and life safety equipment including, without limitation, fire alarms, sprinkler systems, first aid equipment and laboratory safety apparatus; or
- (3) Calling in, being part of a conspiracy to, or having advanced notice and not reporting an impending bomb threat to the University or its sanctioned activities.
- (4) Conduct that threatens or endangers a student's own health or safety may also violate this section.
- (5) Bullying consists of repeated and/or severe aggressive behavior that is likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally, and that may interfere with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resources. (The term "bullying" does not encompass conduct or speech that is protected by the First Amendment.)
- (6) Cyber-bullying consists of repeated and/or severe conduct that targets an individual or group through the use of the internet, interactive and digital technologies or another person physically or mentally and that may interfere with his or her ability to participate in or to realize the intended benefits of an institutional

activity, employment, or resource. (The term “cyber-bullying” does not encompass conduct or speech that is protected by the First Amendment.).

(7) Stalking consists of repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community, or the safety of any of the immediate family of members of the community.

(8) "Aggression" means not only intentional infliction of harm, but also conduct that intentionally subjects another to unwelcome, offensive physical contact, or that puts another person in reasonable fear that the actor intends immediately to subject another person to intentional injury or unwelcome offensive touching.

G. Sexual Misconduct

(1) Subjecting another person to any sexual act against that person's will, or subjecting another person to any illegal, non-forcible sexual act, as described below:

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

b. Forced /Non Consensual Sexual Contact: Any unwelcome contact of a sexual nature with another person (including exposure, disrobing, telephone calls, etc.) that is accomplished toward another, including any such act accomplished by means of actual or implied force, threat, coercion or by taking advantage of a victim's helplessness.

c. Forced /Non Consensual Physical Contact: Any unwelcome contact of a sexual nature with another person (including, fondling) that is accomplished toward another without her/his consent and by means of actual or implied force, threat, coercion, or by taking advantage of a person's helplessness. Sexual contact includes the use of force or intimidation to make or cause another person to touch another's intimate parts.

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

(2) Persons who are under the influence of alcohol or other illegal controlled substances at the time they are subjected to the sexual act shall be presumed incapable of consent.

(3) Persons accused of sexual misconduct while under the influence of alcohol or illegal controlled substances at the time they engage in the sexual act are held fully accountable for their actions.

(4) Sexual Exploitation

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

a. Invasion of sexual privacy

b. Encouraging another person to participate in prostitution

c. Non-consensual video or audio taping of sexual activity

d. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)

e. Engaging in voyeurism

f. Knowingly transmitting an STD or HIV to another student

g. Exposing one's genitals or inducing others to expose their genitals under non-consensual circumstances.

h. Sexually-based stalking and/or bullying may also be forms of sexual exploitation

H. Harassment and Stalking

Harassment consists of knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person and that serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress.

Stalking consists of knowingly pursuing a pattern of conduct without lawful authority directed at a specific individual when the person intends that the pattern of conduct that would place the individual in reasonable apprehension of death, bodily harm, sexual assault, confinement or restraint of the individual or another individual.

I. Invasion of Privacy

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

J. Theft, Neglect or Damage to Property

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

K. Hazing

- (1) Hazing is defined as any activity or act that endangers the mental or physical health or safety of a student, or destroys or removes private or public property for the purposes of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- (2) Hazing is not permitted even if participation is voluntary or agreed to by the individual subjected to the hazing act or activity.

L. Failure to Comply

- (1) Failure to comply with the directions of University officials or law enforcement officers acting in performance of their duties; or
- (2) Failure to identify oneself to University officials or law enforcement officers acting in performance of their duties when requested to do so; or
- (3) Failure to obey a summons issued by the judicial coordinator.

M Unauthorized Possession, Duplication or Use of Keys

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

N. Alcohol

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

O. Narcotics or Controlled Substances

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

P. Firearms Violation.

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

Q. Violation of University Computer Use Policies and Procedures.

Please refer to policy 60-1 Computer Use and 70-9 Student Computing on the ENMU web site.

R. Violations of Residence Hall Policies

(1) Violations of residence hall policy, as listed in the University's *Campus Living Guide*, the Guide to Apartment Living, the University's Student Housing Contract and/or lease. Please refer to the *Campus Living Guide* <http://www.enmu.edu/services/housing/forms/campus-living-guide.pdf> on the ENMU web site.

(2) All students are subject to these policies, whether or not a resident of a University residence hall.

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

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

T. Violation of a Published University Policy, Rule, or Regulation in the Student Handbook, the University's Athletic Handbook, the *Campus Living Guide*, which applies to all campus residences, or any other regulation approved by the University.

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

V. Violation of the cohabitation regulations as set forth in the *Campus Living Guide* for students living in or visiting campus residences: Cohabitation among unmarried men or unmarried women is not permitted anywhere on the campus of the University including campus residence, either traditional halls or apartments, regardless of where operated or managed by the University or another party. Unless the students can present a valid marriage license to the Office of Housing and Residence Life or to the general manager of other residences anywhere on the campus of the University, males must live with males in the same double, suite, or apartment unit and females must live with females in the same double, suite, or apartment unit. Same gender couples who are not legally married may not live in the same double, suite, or apartment unit anywhere on the campus of the University. This applies to all residence anywhere on the campus of the University including residences operated or managed by the University or another party.

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

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

Judicial Authority. Authority for enforcement of student discipline and the Student Code of Conduct are as follows:

- A. The VPSA shall oversee the administration of the judicial program and procedural rules for the conduct of hearings consistent with the provisions of this Student Code of Conduct. The VPSA may appoint a judicial coordinator to carry out adjudication.
- B. The VPSA shall ensure that all persons serving as the judicial coordinator are fully trained, notified of the meetings and have all supporting materials needed to act in a fair and just manner.
- C. Decisions made by the judicial coordinator shall be final, subject to the normal appeal process.

Jurisdiction of the University. University jurisdiction and discipline shall be limited to conduct occurring on University premises or at University sponsored events (either on or off campus). University jurisdiction also extends to conduct that adversely affects the University community or the pursuit of its mission and objectives.

Violation of Law and University Discipline.

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

Charges and Hearing Procedure.

- A. Any member of the University community may file charges against any student for misconduct. As soon as possible after the event that gives rise to a charge, and no more than 8 weeks after such event has occurred, the accuser shall visit the office of the judicial coordinator, where the accuser will be instructed to prepare a written complaint and to submit that written complaint to the judicial coordinator.
- B. The judicial coordinator will conduct an initial investigation to determine if the charges have merit and will meet with the accused student(s) to determine if the accused student(s) accepts or denies responsibility for the charges.
- C. If charges are deemed to have merit, an informal resolution hearing may be scheduled, at which time, charges may be disposed of administratively by mutual consent of the parties involved, and on a basis that the proposed resolution is acceptable to the judicial coordinator.
- D. If the charges can be disposed of as noted by the conditions of 9.C, above, such disposition shall be final and there shall be no subsequent University proceedings.
- E. If the charges cannot be disposed of by the conditions of 9.C above, the process continues to the formal hearing stage.
- F. All charges shall be presented to the accused student in writing prior to the formal hearing, noting the specific section(s) of the Student Code of Conduct that are alleged to have been violated, as well as the factual basis for the charges.
- G. A time shall be set for the formal hearing not fewer than three (3) days after the student has been notified. The accused student may waive this waiting period, if he/she chooses. In cases of a threat to safety, the judicial coordinator may proceed without 3 days' notice to the accused student.
- H. Hearings shall be conducted by the judicial coordinator according to the following guidelines:
 - (1) Hearings shall be conducted in private.
 - (2) Admission of any person to the hearing shall be at the discretion of the judicial coordinator.
 - (3) In hearings involving more than one (1) accused student, the judicial coordinator, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - (4) The complainant and the accused have the right to be assisted by any advisor they choose from the faculty, staff or students of the University. Complainants and the accused are responsible for presenting their own cases and, therefore, advisors are not permitted to speak or participate directly in any hearing before the judicial coordinator.
 - (5) The complainant and the accused and the judicial officer shall have the privilege of presenting witnesses, subject to the right of questioning by opposing parties and the judicial coordinator.
 - (6) Pertinent records, exhibits and written statements may be accepted as evidence for consideration, at the discretion of the judicial coordinator.
 - (7) All procedural questions are subject to the final decision of the judicial coordinator.
 - (8) After the hearing, the judicial coordinator shall determine whether the student has violated the specific section(s) of the Student Code of Conduct which the student has been charged with violating.
 - (9) The judicial coordinator's determination shall be made on the basis of whether it is more likely than not that the accused student violated the specific section(s) of the Student Code of Conduct which the student has been charged with violating.
 - (10) The accused student(s) will be notified in writing of the recommendation of decision of the judicial coordinator. Every attempt will be made to have this notification in the hands of the accused student within 7 working days after the last hearing.

- I. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before judicial coordinator.
- J. If the accused student fails to appear, the hearing may proceed and all evidence in support of the charges may be presented and considered, at the discretion of the judicial body.
- K. If the complainant or witness (es) fail to appear, the hearing may proceed. All evidence in support of the charges shall be presented and considered, and the judicial coordinator may issue his or her final determination, at his or her discretion.
- L. There shall be a summary record kept of all hearings before a judicial body. The record shall be the property of the University and it shall be retained for a period of at least five years.
- M. Transcriptions and photocopying: Any costs incurred for transcriptions or photocopying of the record, when such costs are incurred at the request of the accused student either for that student's appeal or for another related event, will be borne by the requesting party.

Sanctions.

- A. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
 - (1) Warning: A notice in writing to the student that the student is violating or has violated University regulations.
 - (2) Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any University regulation(s) during the probationary period. Probation may carry loss of privileges including but not limited to the prohibition of holding any University office, representing ENMU at any function, or receiving University awards with the exception of academic scholarships for the period of probation.
 - (3) Loss of Privileges: Denial of specific privileges for a designated period of time.
 - (4) Fines: Fines may be imposed.
 - (5) Restitution: Compensation for loss, damage or injury. Restitution may take the form of appropriate service or monetary or material replacement.
 - (6) Discretionary Sanctions: Work assignments, service to the University or other related discretionary assignments. Such assignments must have prior approval of the Adjudication Officer.
 - (7) Residence Hall Suspension: Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions of readmission may be specified. Refunds will follow the University's approved schedule of refunds and will be based on the date that disciplinary action was taken against that student. Deposits are not refundable.
 - (8) Residence Hall Expulsion: Permanent separation of the student from the residence halls.
 - (9) University Suspension: Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - (10) University Expulsion: Permanent separation of the student from the University.
- B. More than one (1) of the sanctions listed above may be imposed for any single violation.
- C. The following sanctions may be imposed upon groups or organizations:
 - (1) Those sanctions listed in section A (1) through (6).
 - (2) Deactivation: Loss of privileges, including University recognition, for a specified period of time.
- D. In each case in which a judicial body determines a student has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the judicial coordinator. The judicial coordinator shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

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

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

- B. During the interim suspension, students shall be denied access to the residence halls and/or the campus (including classes), and/or all other University activities or privileges for which the student might otherwise be eligible, as determined by the VPSA or the judicial coordinator.

Management of Student Records.

- A. Other than records of a student's University expulsion, disciplinary sanctions shall not be made a part of the student's permanent academic record, but shall become a part of the student's confidential record. In cases involving the imposition of sanctions other than university notations of University discipline shall be expunged from the student record five (5) years after final disposition of the case.
- B. Under the power of a valid subpoena that complies with the exceptions to student record confidentiality under FERPA, the University may be legally compelled to release student records.

Appeals.

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

Interpretation and Revision.

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

Amendments approved by Board of Regents on June 18, 2014.