



2014-2017

Graduate Student Handbook



NEW MEXICO HIGHLANDS UNIVERSITY®

Table of Contents

Foreword	3	Appendix G-5: Graduate Programs of Study	16
Introduction	5	COLLEGE OF ARTS AND SCIENCES	16
LOCATION OF THE UNIVERSITY	5	DEPARTMENT OF BEHAVIORAL SCIENCES	16
THE GRADUATE FACULTY	5	DEPARTMENT OF VISUAL AND PERFORMING ARTS	16
EXTERNAL PROGRAMS/DISTANCE EDUCATION	5	DEPARTMENT OF COMPUTER AND MATHEMATICAL SCIENCES	16
A. Categories of Admission	5	DEPARTMENT OF ENGLISH	16
FIRST-TIME GRADUATE APPLICANTS FROM OTHER INSTITUTIONS	6	DEPARTMENT OF HISTORY, POLITICAL SCIENCE, LANGUAGES, AND CULTURES	16
FIRST-TIME GRADUATE APPLICANTS FROM NMHU	6	DEPARTMENTS OF BIOLOGY AND CHEMISTRY; NATURAL RESOURCES MANAGEMENT	16
COURSE DEFICIENCIES	6	DEPARTMENT OF EXERCISE AND SPORT SCIENCE	16
ADVANCED STANDING	6	SCHOOL OF BUSINESS ACBSP accredited	16
GRADUATE TRANSFER OF CREDIT	6	SCHOOL OF EDUCATION	17
B. Performance, Enrollment, and Program of Study	6	SCHOOL OF SOCIAL WORK	17
1. PERFORMANCE OF GRADUATE STUDENTS	6	TUITION COST	17
2. GRADUATE GRADING POLICY	6	Appendix G-6: Minority Loan Doctoral Assistance Loan-for-Service Program	18
3. ENROLLMENT	7	Appendix G-7: Guidelines for Master's Thesis	18
4. PROGRAM OF STUDY (POS)	7	THESIS AND PROFESSIONAL PAPERS	22
C. Forms Required	7	FIELD PROJECT	22
D. Grievance and Appeal Procedures	8	CHECKLIST FOR THE EXIT DOCUMENT	22
STUDENT GRADE APPEAL PROCESS.	8	Appendices to Part II	23
DISMISSAL OF GRADUATE STUDENTS	9	Appendix T-1	23
E. Oral Examinations	9	Appendix T-2	23
F. Time Limitations and Testing Out	10	Appendix T-3	23
G. Graduate Assistantships	10	EXIT DOCUMENT SUBMISSION PROCEDURES	23
H. Graduation Requirements	10	Appendix T-4	25
Appendices to Part 1	12	THESIS/FIELD PROJECT/ PROFESSIONAL PAPER INTENT FORM	25
Appendix G-1	12	Appendix T-5	26
ATTAINING A MASTER'S DEGREE	12	Sample Exit Document Page Formats	26
Appendix G-2	13	Appendix T-6	37
CHECKLIST FOR ATTAINING A MASTER'S DEGREE	13	COMPUTER-GENERATED EXIT DOCUMENT	37
Appendix G-3	14	PAGINATION	37
SUGGESTED TIMELINE FOR COMPLETING A MASTER'S IN TWO YEARS	14		
Appendix G-4	14		
DETAILS AND RULES ON GRADUATE ASSISTANTSHIPS	14		

Foreword

This guide provides a summary of the graduate policies and procedures necessary as a student charts his or her progress through graduate study at New Mexico Highlands University. Although students are encouraged to follow the procedures outlined in this handbook, it is not intended to be a document of final authority. In the event of omissions or unclear entries, please consult the Graduate Catalog. Also, many programs have discipline-specific graduate student handbooks that include information not covered in this handbook. It is the responsibility of each graduate student to read and be familiar with graduate policy!

The graduate faculty members in the respective programs are available to assist you. Additional information or clarification may be obtained from the Office of Graduate Studies.

The Office of Graduate Studies
New Mexico Highlands University
Rodgers Hall, Room 108
Box 9000
Las Vegas, NM 87701
Phone: 505.454.3266
Fax: 505.426.2117
E-mail: graduate@nmhu.edu

NMHU website: www.nmhu.edu

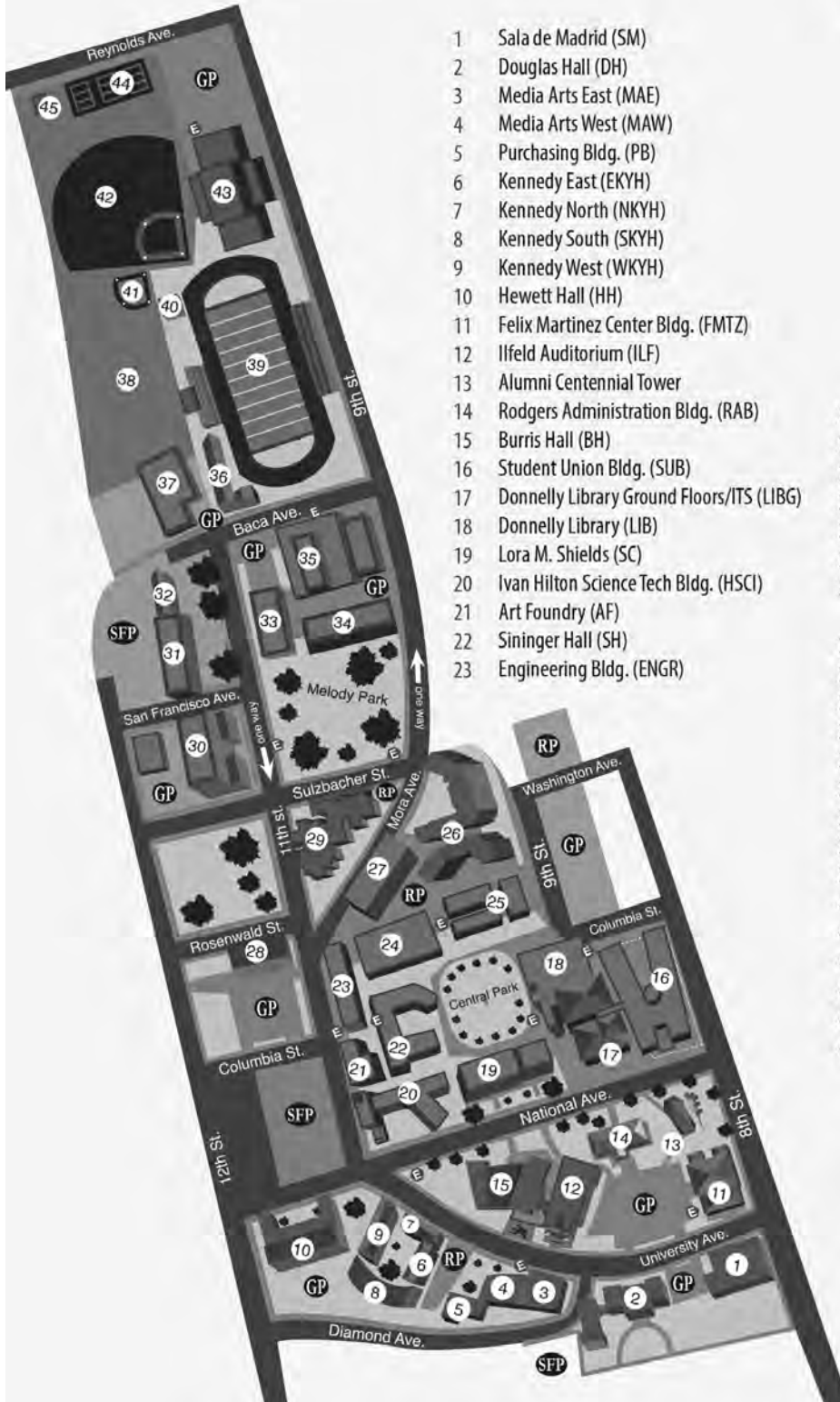
International Students: The Office of International Education is available to provide additional assistance:

Office of International Education
New Mexico Highlands University
Box 9000
Las Vegas, NM 87701
Phone: 505.454.3058
Fax: 505.454.3511
E-mail: Inter_ed@nmhu.edu
NMHU website: www.nmhu.edu



NEW MEXICO HIGHLANDS UNIVERSITY®

CAMPUS MAP



- | | | | |
|----|---|----|--|
| 1 | Sala de Madrid (SM) | 24 | Archuleta Hall (ARCH) |
| 2 | Douglas Hall (DH) | 25 | Connor Hall (CONH) |
| 3 | Media Arts East (MAE) | 26 | Viles & Crimmin Hall (VCH) |
| 4 | Media Arts West (MAW) | 27 | Arrott House (ARRH) |
| 5 | Purchasing Bldg. (PB) | 28 | Industrial Arts Bldg. (IA) |
| 6 | Kennedy East (EKYH) | 29 | Melody Hall (MELH) |
| 7 | Kennedy North (NKYH) | 30 | Victoria D. de Sanchez Teacher Education Center (STEC) |
| 8 | Kennedy South (SKYH) | 31 | Facilities Services (FS) |
| 9 | Kennedy West (WKYH) | 32 | Campus Police Bldg. (POL) |
| 10 | Hewett Hall (HH) | 33 | Champ Tyrone Music Bldg. (MU) |
| 11 | Felix Martinez Center Bldg. (FMTZ) | 34 | Gregg House (GREH) |
| 12 | Ifeld Auditorium (ILF) | 35 | Stu Clark Bldg. (STU) |
| 13 | Alumni Centennial Tower | 36 | Field House (FLDH) |
| 14 | Rodgers Administration Bldg. (RAB) | 37 | Natatorium (SWMPL) |
| 15 | Burriss Hall (BH) | 38 | Football Practice Field |
| 16 | Student Union Bldg. (SUB) | 39 | Perkins Stadium |
| 17 | Donnelly Library Ground Floors/ITS (LIBG) | 40 | Concession Stand |
| 18 | Donnelly Library (LIB) | 41 | Softball Field |
| 19 | Lora M. Shields (SC) | 42 | Harold K. Brandt Baseball Field |
| 20 | Ivan Hilton Science Tech Bldg. (HSCL) | 43 | John A. Wilson Physical Education Complex (PE) |
| 21 | Art Foundry (AF) | 44 | Tennis Courts |
| 22 | Sininger Hall (SH) | 45 | Recycling Center |
| 23 | Engineering Bldg. (ENGR) | | |

- Emergency Station
- General Parking
- Resident Parking
- Staff/Faculty Parking

Introduction

LOCATION OF THE UNIVERSITY

New Mexico Highlands University is located in Las Vegas in Northern New Mexico on the eastern slopes of the Sangre de Cristo mountain range (a subrange of the Rocky Mountains) at an elevation of 6,500 feet. Las Vegas has a mild climate with cool summers and moderate winters. The annual rainfall is about 13 inches, so the area is classified as a high desert.

Opportunities for many outdoor activities, such as hunting, fishing, downhill and cross-country skiing, and backpacking, are available and are popular among the university's students, faculty, and staff. People from all walks contribute to the area's rich cultural heritage. Las Vegas, a community of about 16,000, is located on Interstate 25 about 65 miles east of Santa Fe and 125 miles northeast of Albuquerque.

THE GRADUATE FACULTY

At New Mexico Highlands University, there is a select group of individuals who are responsible for the education of our graduate students: the graduate faculty. These faculty members are selected on the basis of their training and attainment of a terminal degree (doctoral or professional) in their area of expertise. These degrees must have been conferred by an accredited institution. Individuals who are deemed competent to direct work at the graduate level have also received recommendations from discipline peers for this status.

Specifically, the criteria are:

- An earned terminal degree,
- The instruction of at least one graduate-level class per year, and
- Active involvement in graduate-level curricular issues.

All members of the graduate faculty are approved and recommended for this status by their department chair and college/school dean. The dean of graduate studies grants final approval.

EXTERNAL PROGRAMS/DISTANCE EDUCATION

New Mexico Highlands University has expanded its graduate instruction by offering classes in the following areas: NMHU Center at Rio Rancho; NMHU Social Work Program in Albuquerque; NMHU Site in Raton; NMHU in partnership with Northern New Mexico Community College in Espanola; San Juan College, Farmington; Santa Fe Community College, Santa Fe; and Eastern New Mexico University, Roswell. The sites in Rio Rancho, Farmington, Santa Fe/Espanola, and Raton each have an individual site director. Students taking classes at these sites must adhere to the same policies required of graduate students at the main campus. The Office of Educational Outreach Services oversees the distance education programs, which were created to bring the teacher and student together through electronic communications technology. Distance Education programs are offered by Highlands University via videoconferencing (two-way video and audio); stand-alone web-based instruction as well as web-based support to regular distance education courses.

A. Categories of Admission

To be eligible to enroll in graduate courses, a student must be eligible for admission in one of the graduate categories listed below. When admitted, an applicant will be assigned to the appropriate graduate

status as defined in the Graduate Catalog.

Non-Degree

A student must have a bachelor's degree to take graduate courses in this status. Students in this status usually enroll for one of the following reasons:

- Personal interest or professional development (licensure, employment pay increases, entertainment),
- Background enhancement/course deficiency in the area of desired master's degree, or
- Demonstration of ability to pursue graduate-level work, prior to admission as a degree candidate. This is often at the program faculty members' request.

A maximum of 12 credits taken in this status may be used toward an eventual graduate degree program at Highlands.

Students in this status should contact the Office of Financial Aid for information concerning the limitations set for non-degree students who have applied or wish to apply for financial aid. Only those non-degree graduates pursuing licensure qualify for financial assistance, provided that the dean of the School of Education submits a letter to the Office of Financial Aid certifying that the student is enrolled in a licensure program.

Degree-Seeking

Students wishing to receive a master's degree must apply for, and be admitted in, degree-seeking status. Admission may be granted in one of the following categories:

Regular Status

This status is assigned to an applicant who meets all the requirements for admission to graduate study:

- A 3.0 grade point average;
- A bachelor's degree;
- The required background in the area of proposed study;
- The required transcripts;
- The required test scores; and
- All other requirements identified by the discipline.

Provisional Status

Students who lack one or more of the above criteria may be admitted in this status. An attachment to the letter of admission will show which conditions must be satisfied before the applicant may be assigned to regular status.

Note: Students may be in provisional status for a maximum of two (2) semesters. A registration hold will be placed on a student's record if he or she has not satisfied the provisional requirements by the end of the second semester of enrollment. As per Federal Code of Regulations - 34 CFR 668.32 - Student Eligibility - students must be enrolled in regular admission status to qualify for FSA (Title IV) programs. A maximum of one year in provisional graduate status is allowed.

Typical conditions to be satisfied include the following:

GPA – When a student’s grade point average in his or her undergraduate studies is below 3.0, he or she must complete the first 12 graduate credits and earn a GPA of 3.0 or better. Certain programs may require that the student earn at least a B in each class of the first 12 credits.

Bachelor’s Degree – A student who is in his or her last semester of undergraduate work at another accredited institution may be admitted in provisional status pending receipt of the bachelor’s degree.

FIRST-TIME GRADUATE APPLICANTS FROM OTHER INSTITUTIONS

Students from other institutions who are in their last semester of undergraduate study may apply and receive provisional admission. However, the transcript showing conferral of the undergraduate degree must be received by midterm of the first semester of enrollment in graduate study.

FIRST-TIME GRADUATE APPLICANTS FROM NMHU

Students who are in their last semesters of undergraduate study, but who are not within 12 semester credits of receiving their bachelor’s degree, may apply for admission and be assigned to this status. While students in this status may not enroll for graduate courses, they may apply and compete for scholarships or other opportunities requiring admission to a graduate program. See the section on advanced standing status.

COURSE DEFICIENCIES

On occasion, the program faculty members may feel a student does not have the required background to begin the master’s program. Courses are assigned to fulfill this requirement. Sometimes these courses, if taken at the graduate level, may be part of the graduate program of study. They will be identified as such in the recommendation for admission. Some departments opt to identify and require completion of deficiencies before the student is allowed to enroll for graduate work, and some will allow them to take them concurrently with their graduate program. If an applicant does not have the appropriate academic background, the department may deny admission.

ADVANCED STANDING

Students who are within 12 semester credits of receiving their bachelor’s degree may apply for, and be admitted to, a graduate program. This status limits enrollment at the graduate level to nine credits. If the undergraduate requirements are not met, the student must reapply for advanced standing status each semester.

If, upon attainment of the undergraduate degree, other stipulations for regular admission must be satisfied, then the status will change to “provisional” until all conditions have been met. If no other conditions have been assigned to the student’s admission, then the status will be changed to “regular.”

Note: In cases where requirements are disputed, the Academic Affairs Committee will render a final decision, upon the recommendation of the adviser, graduate program coordinator/department chair, and the college/school dean.

GRADUATE TRANSFER OF CREDIT

A graduate student may transfer up to six credits from other accredited

institutions with approval from the department/college/school. In certain exceptional situations, with the approval of the program chair/school dean, the number of transfer hours may exceed six credits. A graduate transfer of credit form must be submitted with appropriate signatures. The class(es)

- must have been completed with a grade of B or better,
- must not exceed the five-year limitation,
- may not have been used for another degree,
- must have been acceptable for a graduate degree at the institution where it was completed, and
- must have been taken in residence.

Note, however, that:

- A course description, from the institution at which the class was completed or will be taken, must be attached to the graduate transfer of credit form. This is needed to determine if the class is a suitable replacement for the specific class to be substituted in the plan of study.
- If it is not clear that the course(s) is acceptable for the graduate program, an official statement may be required from the institution where the class was completed which verifies that the class(es) is indeed a class suitable for a graduate program there.
- An official transcript, which verifies successful completion of the class, as specified above, must be on file in the student’s permanent record in the Registrar’s Office.
- A course substitution/addition form must be filed to show the substitution or addition to the program of study.
- The same process must be followed if the student wishes to obtain approval prior to enrolling in a course to transfer as a substitution or an addition to his or her program.
- If the class(es) to be transferred is intended to fulfill the last six credits of a student’s program of study, special approval must be sought. An academic petition must be submitted to the Academic Affairs Committee for action. General policy is that the last eight credits of a student’s program of study must be completed in residence.

B. Performance, Enrollment, and Program of Study

PERFORMANCE OF GRADUATE STUDENTS

To receive a master’s degree, a student must have a grade point average of at least a 3.0 on a 4-point scale in his or her graduate program of study. Any student whose cumulative grade point average falls below a 2.4 may be suspended. Students who do not make satisfactory progress will be placed on academic probation. Other conditions for probation may be established. A student on academic probation for two consecutive semesters may be suspended. Other conditions for suspension may be established. Students who receive a course grade that is less than a C will not receive credit for that course.

GRADUATE GRADING POLICY

- A = Excellent
- B = Average
- C = Poor, but passing
- D – F = Failure

ENROLLMENT

Full-time enrollment at the graduate level requires a minimum of nine graduate semester credits in both the fall and spring semesters. Six hours is considered full-time during the summer session. Prospective graduate assistants should refer to the section on graduate assistantships in this handbook for enrollment requirements. Students on financial aid must consult with the Office of Financial Aid for enrollment requirements mandated by their award programs.

Graduate students desiring graduate credit must enroll for the graduate-level component of a course that is offered at both the graduate and undergraduate levels (i.e., 400-500 classes). After-the-fact requests to change from undergraduate to graduate credit must be submitted in the form of an academic petition. Undergraduates who wish to enroll for the graduate segment of such a class must apply and be granted admission to the appropriate graduate program.

Students must register for a least one hour of thesis (699) or field project (697) during any semester that they are working on their exit document and using university facilities or faculty time and expertise. This must be done until the paper is submitted to the Office of Graduate Studies for final approval. Students who are not on campus or live out of town must contact the Registrar's Office for assistance with the registration process.

PROGRAM OF STUDY (POS)

The graduate program of study is the listing of courses agreed upon between the student and the graduate faculty of that program. The courses listed must satisfy the course requirements prescribed in the Graduate Catalog. The student's adviser will provide guidance in completing this requirement. To be official and binding, this document must receive final approval of the dean of graduate studies. Then, with appropriate program signatures, the program of study is submitted to the Office of Graduate Studies. Only students admitted in regular graduate status may file this form. **The POS must be filed midway through the first semester in regular status.**

Once approved, the document is forwarded to the Registrar's Office for posting. A copy of the approved plan is sent to the student and to the graduate program. Admission to candidacy for the master's degree is declared upon completion of this requirement. Please refer to the section, Suggested Timeline for Completing a Master's Program for details.

Students admitted in provisional status may initiate the completion of this requirement with the department/college/school in keeping with the approved programs. However, it is up to the student to ensure that the conditions for admission to the program are cleared before the program of study may be processed beyond the departmental level.

Reminder: Students in provisional status may not enroll for more than 24 graduate credits.

- A program of study includes a minimum of 32 credits at the 500 and 600 level. Of these, 15 credits must be at the 600 level.
- Credits earned in thesis/field project, independent study, independent research, directed study, or any combination of these may not exceed one quarter of the student's program of study.
- No undergraduate course, including upper-division courses, may be used toward the completion of or be listed in a plan of study.

- No course in a graduate program of study may have been used for another degree, except in cases of dual-degree programs.
- Credit will not be given for a graduate course if the 400-level component was used toward attainment of the bachelor's degree.
- No course may be taken for credit because the course number, title, level, instructor, textbook, or offering has been changed.
- A course may not be retaken for credit unless it is specified as such in the program course listing in the Graduate Catalog.
- A course that has already been completed may not be retaken as independent study.
- Independent study courses may not be taken to replace courses that are regularly offered.
- An independent study/research/directed study proposal must be filed with the Office of Graduate Studies no later than two weeks after registration in such a course.
- No institute or workshop will be accepted toward completion of a graduate program.
- Up to six semester credits may be accepted in transfer from another accredited institution. Please refer to the Graduate Transfer of Credit section for details and exceptions.
- The last eight semester credits, except independent study or research, must be taken in residence.
- To receive a master's degree, the student must have at least a 3.0 GPA in his or her graduate program of study.

C. Forms Required

Although students have five years to finish their graduate program of study, they are expected to progress satisfactorily and, ideally, complete the master's degree requirements in two years. The "Attaining a Master's Degree," "Checklist," and "Suggested Timeline" are reproduced in Appendices, G-1, G-2, and G-3.

As the student progresses through graduate study, situations might occur that necessitate the request for approval of changes in his or her program of study. Listed below are the documents available in the department/college/school, online documents, and the Office of Graduate Studies, which, if approved, will execute the necessary changes. These changes must be discussed with, and approved by, the student's adviser. Signatures by the graduate program coordinator and the college/school dean must be affixed to all documents. All graduate documentation is submitted to the Office of Graduate Studies for final approval to be given by the dean of graduate studies. The most common forms are listed below:

Program of Study. Please refer to the Program of Study section for details.

Course Substitution/Addition/Deletion. Any time a change to the agreed-upon program of study is proposed, this form must be submitted.

Change of Major/Concentration/Emphasis. This form must be submitted to change a concentration or emphasis area within a given graduate program. A separate application for admission is required for admission to an entirely different program.

Graduate Transfer of Credit. Please refer to the section titled Graduate Transfer of Credit for details.

Independent Study/Directed Study/Research Proposal. This document is submitted to the Office of Graduate Studies within the first two weeks of the semester during which the study is to be conducted. Approval must be obtained from a faculty member to engage in this research/coursework under that faculty member's supervision. Final approval to conduct this research/coursework must be obtained from the dean of graduate studies, with approval from the human subjects and animal subjects committees, if needed.

Academic Petition. Submission of this document may be initiated if a student feels that he or she needs relief from an unfair academic hardship brought about by any regulation of the university. The Academic Affairs Committee takes action on these requests. A student may, with or without a recommendation from the department/college/school, appeal any decision of this committee. This is done by arranging with the Office of Graduate Studies to be placed on the agenda of a given Academic Affairs Committee meeting, at which time the student may present his or her case to the committee in person.

Student Grade Appeal Form. Refer to the section titled "Student Grade Appeal Process" for details.

Graduate Assistantship Application. This document is available in the academic unit, online documents and in the Office of Graduate Studies. Submission of a completed application must be made to the graduate program/academic unit. Full details of current GA expectations should be attached every application form, but for convenience a listing of general expectations are contained in Appendix G-H.

Graduate Scholarship Application. The Graduate Scholarship Program is administered by the dean of graduate studies and a committee appointed by the president. It is made available to degree-seeking students who have demonstrated outstanding scholastic achievement and financial need.

- Eligibility is limited to new students who have been admitted to, but are not yet attending Highlands University as graduate students. Applicants must be U.S. citizens or permanent residents. Priority is given to students majoring in business administration, life science, applied chemistry, media arts and computer science, but consideration will be given to students from other academic areas. Applications are available at the Office of Graduate Studies or the academic units that offer master's degrees.
- Evaluation of applicants takes place within the academic unit, and nominations are sent to the Office of Graduate Studies.

Exit Document Intent Form. This is the proposal form for the thesis, field project, professional papers, or other program-approved exit documents. It is available in the academic unit where the student's graduate program resides. Ordinarily, an abstract, along with this form, is submitted by midterm of the first semester in which the student enrolls for and commences this work. Please consult with the appropriate academic unit for specific requirements. Also, please review the section, "Suggested Timeline for Completing a Master's Program in Two Years" in this guide.

Advisory/Orals Committee. When submitting the Exit Document Intent form, the student must also identify the advisory committee. To be acceptable, a comprehensive examination must be conducted by a

committee of at least three members, two of whom must represent the field of the student's program or concentration area. The committee must be chaired by a member of the graduate faculty, and a third member may be a person with expertise in the student's field. Any thesis/orals committee member who is not a Highlands faculty member must submit a curriculum vitae for approval by the discipline faculty. A fourth (optional) faculty member may also be a voting member.

Statement of Currency. This form is required to verify that a student has established currency in the subject area of classwork that exceeds the five-year limit. Testing in coursework more than five years old is not automatic. Approval must be obtained from the dean of graduate studies before this type of examination may take place.

Each graduate program proposes its own standards of currency, but students should be aware that, in general, coursework more than five years old is not considered current. Students will be required to retake course work that is more than six years old, or may test out of these classes through the test-out process outlined in the Graduate Catalog.

Request for Oral Examination. The graduate program coordinator/department chair, the college/school dean, the Office of Graduate Studies, and the Registrar's Office must approve this document before an oral examination can take place. Please refer to the Oral Examination section for more information.

Thesis, Field Project, Professional Papers, Clearance Forms. Please refer to the Thesis, Field Project, Professional Papers section for more details. Each exit document requires the submission of a clearance form to execute the posting of a master's degree on a student's transcript. The documents are listed below:

- If a student is writing a thesis, the library submits a letter of transmittal.
- If a student is writing a field project, the academic unit submits a Graduate Clearance Form.
- If a student is writing professional papers (2), the library submits a Professional Papers Clearance Form.

D. Grievance and Appeal Procedures

Academic grievances are handled through an established process. Students are encouraged to consult with their instructor to resolve the grievance. If this does not resolve the problem, students may contact the graduate program coordinator and/or the department chair. If the problems continue, students may request assistance from the college/school dean and the dean of graduate studies.

STUDENT GRADE APPEAL PROCESS.

Appealing for a change of grade is an issue of a profound nature, because it deals with the academic rights of both the professor, who has assigned the grade, and the student, who has been assigned the grade. To ensure consideration of the request, the guidelines listed below must be followed.

- All grade appeals must be made within one year of the assignment of the initial grade.
- A student must have made an honest effort with the professor involved to bring a resolution to this matter.
- If this does not resolve the matter, a student may complete the Student Grade Appeal Form available in the Office of Academic

Affairs. It must be submitted to the department/college/school for review and discussion with the student.

- The college/school dean will ask the professor involved to respond to the appeal. This is done through the completion and submission of the Faculty Response to Student Grade Appeal Form, also available in the Office of Academic Affairs.
- The dean will then review the documentation and will attempt to resolve the matter.
- If the dean cannot achieve resolution, then the Office of Graduate Studies will present both documents to the Academic Affairs Committee for action.

DISMISSAL OF GRADUATE STUDENTS

Disciplinary Action.

Graduate students must adhere to the rules and regulations governing disciplinary behavior as described in the New Mexico Highlands University Student Handbook, as well as those pertaining to academic conduct. In addition, each student should be aware of discipline-specific policies and procedures. Cell phones and other electronic communication devices must be turned off in classrooms during instructional time. Details on academic integrity are delineated below.

Resolution Procedures.

Instructors who suspect students of violating this policy should meet with the students privately to further investigate the matter and notify their respective department chairs and deans with a recommendation. Students who feel they have been unjustly accused of cheating or feel they have been punished too severely should meet with their professors to discuss the matter. If the matter cannot be resolved, the student and instructor should meet with the dean or department chair. If the matter is still unresolved, it may be brought before the Academic Affairs Committee for review. In order to prevent confusion concerning what constitutes academic dishonesty, instructors are encouraged to include their individual policies in their syllabi.

Definitions.

An **academic exercise** includes all forms of work submitted for academic credit or academic honors as well as materials submitted to other institutions for evaluation or publication.

Collusion involves two parties: 1) the one who produces the work, and 2) the one who, with the first person's cooperation, attempts to pass off that work as his or her own. If, for example, a student willingly provides another student with a term paper knowing that it will be turned in under a different name, both students are guilty of collusion. Similarly, if one student allows another to copy from his or her paper during an in-class test, both students are guilty of collusion. Cheating is using unauthorized materials, information, or study aids in an academic exercise.

Fabrication is the intentional and unauthorized falsification of any information in an academic exercise.

Plagiarism is using another person's intellectual work as if it were one's own. This includes quoting or paraphrasing without proper attribution. Please refer to Page 6 of this handbook for details on grievance procedures.

E. Oral Examinations

The graduate program coordinator/department chair, the college/school dean, dean of graduate studies, and the registrar must grant clearance to take the oral examination. Examinations conducted without these approvals are null and void, and arrangements to retake this test must be made.

To be acceptable, a comprehensive examination must be conducted by a committee of at least three members, two of whom must represent the field of the student's program or concentration area. The committee must be chaired by a member of the graduate faculty, and a third member may be a person with expertise in the student's field but does not need to be a member of the faculty. A fourth (optional) member may also be a voting member. The comprehensive exam should consist of the following: 1) test the candidate's ability to integrate and present knowledge from a broad field of study, 2) include a defense of the thesis, field project, or professional papers, and 3) be of sufficient duration to permit coverage of the field in substantial depth.

- The completed Request for Oral Examination Form is due in the Registrar's Office two weeks prior to the scheduled date.
- The committee members must be listed as specified in the Exit Document Intent Form. The committee must consist of at least three members, two of whom must represent the field of the student's program or concentration area.
- All coursework must be completed or be in the process of completion during the semester when the oral examination is given.
- For students who have not completed the required coursework, the oral exam may not take place before midterm or when school is not in session unless formal approval is given.
- All exams must be conducted on campus unless special approval has been obtained.
- Changes to a committee must receive approval by the dean of graduate studies before the exam may be conducted. If a member of the committee is not present at the oral examination, as required, the oral examination may not proceed. However, if the absence is because of unavoidable circumstances, another faculty member from the student's discipline may substitute for the absent committee member. It is the student's responsibility to get a commitment from faculty members who will serve on the graduate advisory committee. It is the faculty member's responsibility to be present at the oral examination as agreed upon.

Other things you should know about taking the oral examination:

- If the student is still in provisional status, he or she may not take this examination.
- If the student's transcript shows any incomplete (I) grade designations, the examination cannot take place until these are cleared.
- If a student has been granted an extension to continue the graduate program and must establish currency in a course(s), proof of currency must be submitted before the oral examination may be conducted.
- The orals packet, which includes approval to proceed, the student's completed plan of study, and the exam rating sheets, will

be forwarded to the student's adviser before the scheduled test date. Notice to proceed will also be received by all the committee members, the graduate program coordinator/department chair, and the student. Please verify that the committee chairperson has received this packet to ensure that approval has been granted and that the examination may go on as scheduled.

- While the oral examination is open to the public, it is intended to be a test of the student's knowledge in his or her field of study and of the research conducted.
- Based on the committee members' ratings, a recommendation of "passed," "not passed," or "passed with provisions" will be rendered. The oral examination packet will be returned to the Registrar's Office in a sealed envelope by the chair of the committee.
- When a student is "passed with provisions," any additional time taken to complete this process will be considered for purposes of assessing time limitations to complete the program.
- Students who have not completed all requirements for the master's degree will not be allowed to participate in graduation ceremonies unless they can demonstrate that they can meet the requirements before the end of the summer semester.

F. Time Limitations and Testing Out

- A student has five years to complete his or her graduate program of study.
- A student who is unable to complete his or her program in the prescribed time may petition the Academic Affairs Committee for an extension of one year. The student must submit an academic petition and demonstrate legitimate reasons for failure to complete the program in the specified time.
- If the extension is granted, the student must arrange with the appropriate discipline faculty to test for currency in all classes that are over five years old at the time of graduation. A statement of currency must be submitted to satisfy this requirement. Additional extensions, if requested, may or may not be granted. Students are encouraged to complete all degree requirements during the five-year period to avoid additional work or expense.
- A student who has not followed the above process may not register for classes with the expectation that degree-seeking credit will be assigned. Classes completed without the appropriate approval will be given non-degree credit.
- A student who does not complete the program within the additional year must retake all courses older than five years or test out of courses using the test-out procedures outlined under the section, Testing Out of Classes by Special Examination.

Testing Out of Class by Special Examination

The following regulations apply to the testing-out procedure at Highlands University. Permission to undertake the special examination is requested on a form that is available in the Registrar's Office. The request must be approved before the special examination can be given.

Applicants for special examination must meet both the conditions stated in 1 and 2 below.

1. A student is eligible to apply for special examination to test out of a class offered at the university if he or she meets one of the following conditions:

- A course has been taken with similar content, but credit has not been received for reasons other than failure.
- There has been private tutoring, such as private instruction in music.
- The student has had successful work experience involving extensive preparation in the field.
- The student has produced a work of recognized merit or presents other evidence of mastery in the field.

2. A student eligible under the above requirement must also meet all of the following conditions:

- Has been a resident student at Highlands University for at least one semester,
- Has at least a 3.0 grade point average in the field and at least a 2.0 grade point average in all previous university work,
- Limits requests for special examination to a total of 6 credits. The dean of graduate studies must approve any exceptions to this limit,
- Obtains the approval of the course instructor, the dean of the college or school in which the course is offered, and the dean of graduate studies,

Examination questions and the completed examination paper are to be filed in the Registrar's Office.

G. Graduate Assistantships

A graduate assistantship (GA) is an assignment of employment offered to a graduate student to assist a professor and the academic unit in the delivery of classroom and laboratory instruction, research, and other departmental needs. These positions help facilitate the student's growth, both professionally and developmentally, through work experience in a supervised setting. Graduate assistantships are available in the graduate programs across campus. Assistantships are normally offered to graduate students who possess exceptional academic skills.

The graduate adviser will be able to provide program-specific information. The GA Application should have the latest information attached to it. Please refer to Appendix G-4 for details.

H. Graduation Requirements

Coursework. All coursework must be completed or in progress during the semester when the student plans to graduate.

Oral Exam. The Request for Graduate Oral Examination must be received in the Registrar's Office **two weeks** prior to the scheduled exam.

Exit Document. The orals/supervisory committee must verify that the exit document is approved as written or approved with revisions.

A degree check will reveal if the student is in a position to graduate in a given semester. Course deficiencies or other provisions not yet cleared will be identified, including submission of required official transcripts.

- Any coursework that is more than five years old will not be accepted unless the student has filed an academic petition for an extension, the petition has been approved, and the student has established

currency in all over-age coursework.

- A statement of currency must be submitted to affirm that currency has been established.
- Required documentation, such as course substitutions or deletions, graduate transfer of credit forms and transcripts must be on file.

Deadlines for Graduating in a Given Semester

- Students wishing to be hooded at the graduation ceremony and be listed in the commencement program must submit a request for graduate oral exam to be received in the Registrar's Office through the Office of Graduate Studies. The following deadlines apply:
 - April 1, spring semester or
 - November 1, fall semester
- To participate in commencement ceremonies, but not have their names listed in the commencement program, students must complete all the requirements by the last day of classes for a given semester.

To approve the posting of a degree, the dean of graduate studies will accept clearance forms no later than the last Friday before the start of the next semester.

Appendices to Part 1

Appendix G-1

ATTAINING A MASTER'S DEGREE

This summary should familiarize students with the appropriate process for submitting paperwork required of all degree-seeking graduate students. This outline is intended as a guide and does not replace the policy in the Graduate Catalog. It is the responsibility of all graduate students to familiarize themselves with graduate policy.

A program of study must be filed during the first semester in regular graduate degree-seeking status. Students in provisional status must clear all conditions for the admission before they may submit this application for candidacy for a master's degree. Students may consult the college/school dean where the graduate program resides to identify an adviser.

Students in the two-year social work program are encouraged to submit first- and second-year programs of study at the same time.

Programs of study that have been approved and signed by the graduate coordinator/department chair and the dean must be submitted for review and approval by the dean of graduate studies. Final posting of the degree plan will take place in the Office of the Registrar. A copy will be sent to the student and to the department chair and/or dean.

Other documentation related to the completion of the graduate plan of study includes the following and requires final approval by the dean of graduate studies.

- **Course Substitution Form.** Any time a change to a plan of study is proposed, a course substitution form must be submitted to the Office of Graduate Studies for approval by the dean of graduate studies.
- **Graduate Transfer of Credit.** A student wishing to transfer a course from an accredited institution may submit this form provided the class meets the guidelines for transferring credits and program approval is obtained.
- **Change of Major/Concentration/Emphasis.** If a student wishes to change his or her major, the following apply:
 - If the change requires review and evaluation by faculty within the same program to which the student was admitted, then this form must be submitted.
 - If different program faculty members have to review the student's academic credentials, then a new application for admission is necessary.
- **Independent Study/Research.** This option is intended to allow the student to do original study/research and may not replace a regularly offered course. If this class is to substitute for a course already in the student's program of study, the course substitution form is required as well. The independent study/research proposal must be submitted during the first two weeks of the semester. No more than one fourth of the program may be in thesis/field project, independent study/research, or any combination thereof.
 - **Directed Study.** This option can be used to deliver a regularly offered course. It is intended for use by students whose required course is not being offered when needed by the student.

- **Academic Petition.** This option is available to a student who feels he or she needs relief from an unfair academic hardship brought about by any regulation of the university.
- **Request for Oral Examination.** During the last semester of graduate study, a student must file with the Office of Graduate Studies a request to take the comprehensive oral examination that, together with the field project, thesis, or professional papers, culminates the master's program of study.

Below are listed steps that will assist a student as he or she progresses through the program of study, which includes the completion of a thesis or field project. The professional papers option is available only in the public affairs and Southwest studies programs. Students may consult with their adviser or the Graduate Catalog for options available in their respective programs.

- Students should arrange to meet regularly with their advisers. Expected changes to a program of study should be discussed with the adviser, and the necessary documentation must be submitted for approval. It is a good idea to submit a memorandum of understanding to the adviser each time a change to the program of study is negotiated. The student should keep a copy.

It is recommended that a student begin to identify his or her thesis, field project, or professional papers committee during the second semester of graduate study. The student's academic adviser usually serves as the committee chair. A comprehensive examination must be conducted by a committee of at least three members, two of whom must represent the field of the student's program or concentration area. The committee must be chaired by a member of the graduate faculty, and a third member may be a person with expertise in the student's field. A fourth (optional) member may also be a voting member.

- Students are encouraged to schedule a degree check with the Registrar's Office to ensure that all the coursework required for the master's degree has been completed or will be completed as expected. The final degree check should be scheduled by midterm of the last semester of graduate study. This is necessary to ensure that all program requirements have been fulfilled, including removal of incomplete grades, submission of official transcripts, completion of currency exams, etc.
- Once clearance has been granted through a degree check, and the time, date, and the place for the oral examination has been determined, a student must file a request for oral examination with the Office of Graduate Studies. This must be completed at least **two weeks** prior to the scheduled exam date.
- If all is in order, an oral exam packet will be prepared by the Registrar's Office for each member of the committee once the request for oral examination is received by that office.
- Upon completion of the examination, each voting member of the committee casts a vote to pass or fail the examinee. A majority vote is required for successful completion of the exam. Oral exam ratings are: passed, not passed, or passed with provisions.

The thesis, field project or professional papers will be rated with the following:

S – Satisfactory

F – Unsatisfactory and totally unacceptable

No grade – Unacceptable, but will be reconsidered after further revision.

- The chair of the committee is responsible for ensuring that the oral examination packet, which verifies the results of the examination, is returned to the Registrar's Office in a sealed envelope.
- Completion of the final paper(s) (thesis, field project, professional papers, comprehensive examination) is verified as follows:
- Thesis. After approval and signature of the thesis is obtained from all committee members, it must be forwarded to the department chair or graduate program coordinator and college/school dean for review and signature. A thesis packet is available at the library. The student must pay the binding fee at the cashier's office prior to submitting the thesis to the library. The student must then arrange to have the thesis sent to the Office of Graduate Studies for approval by the dean of graduate studies. The student will be informed of any necessary changes. Once the document is acceptable to the dean of graduate studies and approval is granted, the student must deliver his or her thesis to the library for binding. Two original documents are required by the library. A letter of transmittal will be forwarded to the Office of Graduate Studies for final approval by the dean of graduate studies. Posting of the degree will follow submission of this letter to the Registrar's Office.
- Field Project. While the same degree of excellence is required of a field project as is expected for a thesis, the final processing is handled at the department/school level. A Graduate Clearance Form is then submitted to the Office of Graduate Studies for the dean of graduate studies' approval.
- Professional Papers. After approval and signature of the professional paper is obtained from all committee members, it must be forwarded to the department chair or graduate program coordinator and college/school dean for review and signature. A professional paper packet is available at the library. It is recommended that the student obtain paper and format clearance from the appropriate library official. The student must then arrange to have the professional paper sent to the Office of Graduate Studies for approval by the dean of graduate studies. The student will be informed of any necessary changes. Once the document is acceptable to the dean of graduate studies and approval is granted, the student must deliver his or her professional paper to the library for binding. Two sets of each original document are required by the library. A Professional Papers Clearance Form will be forwarded to the Office of Graduate Studies for final approval by the dean of graduate studies. Posting of the degree will follow submission of this form to the Registrar's Office.
- Comprehensive Examinations. These examinations are offered by the following programs:
 - Curriculum and Instruction
 - Special Education
 - Educational Leadership
 - Exercise and Sports Science

Steps for the Comprehensive Examination Process:

- Students must complete the program of study for their graduate degree. The program of study should include six additional hours

of coursework (three additional hours for educational leadership students).

- Students must select the comprehensive examination chairperson and committee. The chairperson should be someone knowledgeable about the student's area of interest. Three graduate faculty members should be chosen to serve on the committee. Only graduate faculty members within the student's discipline can serve as chairperson or the second committee member.
- Once the committee has been selected, students must complete the Comprehensive Examination Committee Member Identification Form and have the form approved by the dean of the School of Education, and in the case of exercise and sport science, the dean of the College of Arts and Sciences.
- During the semester in which students wish to take the comprehensive examination, the Comprehensive Examination Application Form must be completed and returned to the committee chair within three weeks from the beginning of the semester. Students may not take the examination before the last semester of coursework.
- At least two weeks prior to the written examination, the committee chair and student must submit the Request for Graduate Comprehensive Written Examination Form. This document may only be submitted after the program of study has been approved and a final degree check has been performed by the Registrar's Office. Students must pass the written examination prior to being approved to take the oral examination.
- At least two weeks prior to the oral examination, the committee chair and student must submit the Request for Graduate Oral Examination Form. This document may only be submitted upon successful completion of the written examination.

The degree will be posted for a given semester provided that all clearance approvals are in the Registrar's Office by the last Friday before the beginning of the next semester. The conferral date of the master's degree is the first Monday after commencement.

Appendix G-2

CHECKLIST FOR ATTAINING A MASTER'S DEGREE

- **Identify an adviser.** The department chair, or college/school dean, will refer students to the appropriate faculty member(s) in the student's discipline.
- **Complete the program of study.** The program of study is a listing of the graduate coursework that a student will take to complete the requirements for the master's degree. The adviser and/or college/school dean will provide assistance in completing this document. This must be done the first semester in regular status.
- **Identify exit document(s) topic or topics.** Students must contact their adviser for guidance. Other faculty with expertise in the subject area will also be available to provide assistance. Students must file the appropriate intent form with the department/college/school.
- **Identify the committee members.** A committee must consist of at least three members, two of whom must represent the field of the student's program or concentration area. The committee must be chaired by a member of the graduate faculty, and the third member may be a person with expertise in the student's field but does not

need to be a member of the faculty. A fourth member (optional) may also be a voting member. The student's academic adviser is usually the chair of the committee. Students should consult the graduate faculty list available in the department/college/school and the Office of Graduate Studies.

- **Schedule the oral examination.** The committee that assists a student with the exit document doubles as the oral exam committee. The request for graduate oral examination must be filed two weeks prior to the scheduled exam.

Note: All documentation is submitted to the Office of Graduate Studies, with signatures from the adviser, department chair/graduate program coordinator, and the college/school dean.

Appendix G-3

SUGGESTED TIMELINE FOR COMPLETING A MASTER'S PROGRAM IN TWO YEARS
Students should consult with the academic unit to which the graduate program belongs to compare this timeline with that suggested for the program.

Year one – first semester

A student should complete the following:

- Consult with an adviser to discuss steps needed complete the master's degree and
- File a plan of study.

Year one – second semester

A student should complete the following:

- Decide upon a thesis topic,
- Begin a review of the literature,
- Identify the faculty members who will serve on the oral defense committee,
- Present the research plan to the committee (See Exit Document Intent Form), and
- Begin initial/pilot test or research projects if needed before commencing the central research project, OR begin the main research project.

Year two – first semester

A student should complete the following:

- Provide a progress report to the committee,
- Proceed with the research,
- Arrange for a degree check with the Registrar's Office. This should be done to ensure that all coursework required in the degree plan has been taken. At this time, students who remain classified as provisional graduate students will be urged to clear that status by fulfilling the conditions of admission to the program,
- Begin writing the exit document. Refer to the "Exit Document" (See Part II of this handbook for comprehensive details.),
- Students preparing a thesis: Packets are also available from the Periodicals Office of the Donnelly Library.

- Students writing a field project or professional papers: Thesis guidelines may be used as a guide in preparing these documents.

Students should consult with their adviser in the academic unit for exit document guidelines. The academic unit faculty will identify the style manual required for that program.

Year two – second semester

A student should complete the following:

- Complete the research.
- Finish the exit document.
- Provide a draft of the research paper(s) to the adviser for approval.
- Arrange a date, time, and place for the oral examination with the committee.
- Submit the Request for Oral Examination form through the Graduate Office to the Registrar's Office at least two weeks before the exam is scheduled.
- Distribute a copy of the paper to the committee at least two weeks before the scheduled oral examination

Appendix G-4

DETAILS AND RULES ON GRADUATE ASSISTANTSHIPS

Application Process. Positions in a given discipline are designated for graduate students admitted to that discipline. Students may contact the appropriate program representative to apply for a GA. In addition to the application form, available at the academic unit, online documents or in the Office of Graduate Studies, interested students must submit the following to the department:

- A statement of educational goals and objectives,
- Transcripts, and
- Three letters of recommendation.

While it may be acceptable to use this documentation for both the graduate application for admission and the application for a GA, students are advised to make duplicate copies for each packet. It is the student's responsibility to provide these materials to the respective offices handling the administration of these programs.

The department/college/school will review a student's credentials. The selection committee may wish to conduct an interview to determine the suitability of applicants for their GA positions. It will then make a recommendation to the dean of graduate studies. Applications must be submitted every year. Renewal of an appointment is not automatic. Students wishing to continue as a GA must compete with all other applicants.

Other cost centers, in addition to the academic units, may offer GA positions. These positions should be advertised on campus. Students should check bulletin boards, campus newspapers and the New Mexico Highlands website (www.nmhu.edu) for such information.

The academic unit will submit a Request for Graduate Service Appointment to the Office of Graduate Studies for the preparation of a

contract. The Office of Graduate Studies will inform the academic unit when the contract is ready for signature. The student is then contacted by the department and asked to report to the Office of Human Resources to review and sign the contract. The Office of Graduate Studies will notify prospective GAs residing out of state at the time the contract is offered.

1. Eligibility.

- A graduate student wishing to be considered for a GA must possess a bachelor's degree and must be admitted to a graduate program.
- An undergraduate student may not be awarded a GA, even if he or she has attained advanced standing admission to a graduate program, except in special circumstances with the approval of the dean of graduate studies.
- A university employee may not serve as a graduate assistant.
- Social Security Number. All graduate students, domestic or international, approved to receive a GA must have valid Social Security Number or a number assigned by the Social Security Administration Office. If the dean of graduate studies grants approval, a graduate student may work until a number has been granted by the Social Security. Payment will be held until proof of number assignment is provided to the Payroll Office.
- Period of Contract. At the discretion of the department/college/school, a contract may be for one semester or for the academic year. The contract commitment covers the period when school is in session (first day of classes through finals week). Students on contract are not required to work during the spring break as part of their contract for the spring semester.
- Contract. The contract contains information, such as the period of appointment, stipend and tuition award and duties and conditions of the award. Additional documentation required for employment purposes must be completed (W-4 Form and Form I-9 Employment Eligibility Verification).
- Enrollment Requirements. The following enrollment regulations apply to a graduate assistant on a semester basis. Ordinarily, GAs are tenable for two years, since it is expected that a student will make satisfactory progress toward the completion of his or her master's degree. This should be considered in planning the progress and completion of the graduate program. The following are the enrollment requirements:
 - o The student should be enrolled full-time – nine hours – in his or her graduate program. An enrollment of six graduate credits is sufficient if recommended by the department/school/college graduate coordinator.
 - o A student may not enroll for more than 12 graduate program credits without approval from the adviser, department chair/dean, and the dean of graduate studies. Overloads may be granted with the approval of the college/school dean and the dean of graduate studies.
 - o If it is the student's last semester of graduate study, he or she may take as few as one hour of thesis/field project. However, the department will be assessed fringe benefits for FICA (Social Security) and Medicare.* Undergraduate courses will

not be considered part of the required graduate enrollment requirements.

- Work Hours. A graduate assistant may hold more than one work assignment, but the combined hourly commitment may not exceed 20 hours (full-time) per week, e.g., 10 hours, work-study employment; 10 hours, GA employment. Exceptions may be made with approval from the student's adviser and the dean of graduate studies.
- Duties. The employing academic unit will provide information and answer questions about the duties and expectations. Specific duties should be written in the contract.
- Office Space. Information about this may be obtained from the employing academic unit. A telephone, except for personal use, file space, duplication equipment, computer/typewriter, and a mailbox should be available for each GA.
- Time Sheets. Time sheets are not required, but the hiring department must monitor the student's work schedule and maintain a record of the hours worked.
- Payment. Remuneration for full-time GA assignments is made in the form of a stipend plus full-time tuition. The stipend amount is predetermined according to the program to which the student is admitted.
 - o Part-time commitments are prorated accordingly.
 - o Graduate assistantship salaries are taxable. There are usually eight payrolls in one semester, and disbursements are made biweekly.
 - o Under no circumstances will payment be made for services not rendered. If a check is unknowingly issued after a graduate assistant terminates his or her employment and the student cashes the check, that student will be liable for the amount received. Failure to reimburse the university may result in legal action, and the student may face registration problems if he or she wishes to register for classes in subsequent semesters.
- Out-of-State GA. An out-of-state or international student who receives at least a half-time award is eligible for the in-state tuition rate. If the award is a half-time commitment but the student registers for any number above six credits, the student may pay the remainder due at the in-state rate.
- Performance. Graduate assistants who do not perform their duties as assigned, or who fail to progress satisfactorily in their coursework, may be terminated.
- International GAs. All regulations applicable to U.S. citizens are also required for the international GA. Additionally, an international graduate student may hold a GA only if he or she holds an F-1 (student) visa.
- Tuition Restrictions. Tuition and fees associated with enrollment in a specific number of classes can be paid only once. GA tuition is strictly designated for payment of said tuition. Ancillary fees, such as the health center fee, the deferred payment fee, class/lab fees, etc., are not covered.
- o Partial payment by different sources/accounts may be made to maximize the coverage. If tuition is covered by two different sources, the student must consult with the Business Office to determine how the tuition charge will be covered by the

respective sources.

- o If a graduate student does not maximize the tuition award, reimbursement will not be made for the difference, i.e., if a student is awarded full tuition but registers for only nine hours, the difference will not be paid to the student.
- o If a GA's tuition is paid by another source, e.g., the Highlands University employee dependent tuition waiver or veteran's benefits, and the full-time stipend is covered by the academic unit, then the number of work hours required per week will be prorated.
- Termination of Contract by Student. Graduate assistants who begin the work assignment and then terminate could be liable for reimbursing the funding cost center for all or part of the tuition. A GA who wishes to resign or terminate his or her employment must submit a letter of intent to the department chair/dean. A formal cancellation form must be submitted to the Office of Graduate Studies by the academic unit.
- Benefits. GAs are considered part-time employees. As a result, they are not eligible for employee benefits.
- Grievance. A student is encouraged to consult the Student Handbook, available in the Office of Student Affairs, for information on how to proceed in resolving a grievance. Please refer to the Academic Grievances section for details.

Appendix G-5: Graduate Programs of Study

Graduate applicants may select one of the following as an intended program of study leading to a master's degree. Applicants are evaluated for appropriate undergraduate preparation in the specific field of study. Choices of concentration are available for selection in many areas.

COLLEGE OF ARTS AND SCIENCES

DEPARTMENT OF BEHAVIORAL SCIENCES

Psychology (MS)

With concentrations in:

General Psychology

Clinical/Counseling Psychology

Public Affairs (MA)*

With concentration in:

Applied Sociology

Southwest Studies (MA)*

With concentrations in:

Anthropology

Post Baccalaureate Certificate in Cultural Resource

Management

DEPARTMENT OF VISUAL AND PERFORMING ARTS

Post Baccalaureate Certificate in Fine Arts

DEPARTMENT OF COMPUTER AND MATHEMATICAL SCIENCES

Media Arts and Computer Science (MA or MS)**

With concentration in:

Computer Science

DEPARTMENT OF ENGLISH

English (MA)

With concentrations in:

Literature

Linguistics, Literacy, and Composition

Creative Writing

DEPARTMENT OF HISTORY, POLITICAL SCIENCE, LANGUAGES, AND CULTURES

Public Affairs (MA)*

With concentrations in:

Political and Governmental Processes

Historical and Cross-Cultural Perspectives

History

Southwest Studies (MA)*

With concentrations in:

History/Political Science

DEPARTMENT OF BIOLOGY AND CHEMISTRY

Applied Chemistry (MS)

With concentrations in:

Biology

DEPARTMENT NATURAL RESOURCES MANAGEMENT

Natural Sciences (MS)

With concentrations in:

Environmental Science and Management

Natural Resource Management

Geology

Post Baccalaureate Certificate In Geographic Information

Systems (GIS)

DEPARTMENT OF EXERCISE AND SPORT SCIENCE

Human Performance and Sport (MA)

General Program

Human Performance and Sport (MA)

With concentrations in:

Sports Administration

Teacher Education

SCHOOL OF BUSINESS ACBSP accredited

Business Administration (MBA)

With concentrations in:

Accounting

Finance

Management

Marketing

Human Resource Management

International Business

Oil and Gas Management

Post Baccalaureate Certificate in:

Accounting

Finance

Human Resources Management

Management

Dual Degree MSW/MBA

DEPARTMENT OF MEDIA ARTS AND TECHNOLOGY

Media Arts and Computer Science (MA)

With concentration in: Media Arts

Software Development and Design (MSSD)

SCHOOL OF EDUCATION

Education (MA)

DEPARTMENT OF GUIDANCE & COUNSELING

With concentrations in:

Guidance and Counseling

With emphases in:

- School Counseling
- Professional Counseling
- Rehabilitation Counseling
- Clinical Rehabilitation Counseling

DEPARTMENT OF EDUCATIONAL LEADERSHIP

With concentration in:

Educational Leadership

DEPARTMENT OF CURRICULUM AND INSTRUCTION

With concentrations in:

Curriculum and Instruction

With emphases in: (In a variety of areas, such as)

- Reading
- Math
- Bilingual Education

DEPARTMENT OF SPECIAL EDUCATION

With concentrations in:

Special Education

Post Baccalaureate Certificate Programs:

- School Counseling
- Professional Counseling
- Rehabilitation Counseling
- Special Education
- Secondary Education
- Educational Leadership
- Reading Education
- TESOL
- Bilingual Education
- Advanced Program

Summer, Fall 2014 - Spring 2015 Tuition Cost

Graduate per Semester/Main Campus			
Hours	Resident Cost	Non-Resident Cost	International Cost
1	\$199.	\$302.50	\$369.50
2	\$398.	\$605.	\$739.00
3	\$597.	\$907.50	\$1108.50
4	\$796.50	\$1,210.	\$1,478.
5	\$995.	\$1,512.50	\$1,847.50
6	\$1,194.	\$1,815.	\$2,217.00
7	\$1,393.	\$2,117.50	\$2,586.50
8	\$1,592.	\$2,420.	\$2,956.
9	\$1,791.	\$2,722.50	\$2,956.
10	\$1,990.	\$3,025.	\$3,695.
11	\$2,189.	\$3,327.50	\$4,064.50
12-18	\$2,388.	\$3,630.	\$4,434.
19	\$2,532.50	\$3,878.	\$4,749.
Off campus			
Off campus costs are the same except above 18 hours of graduate classes there is a cost increase.			
19	\$2,567.94	\$3,913.44	\$4,784.44

All rates are subject to change.

SCHOOL OF SOCIAL WORK CSWE accredited

Social Work (MSW)

With concentrations in:

- Bilingual/Bicultural Social Work Practice
- Clinical Practice
- Leadership and Administration
- Dual Degree MSW/MBA
- Post Baccalaureate Certificate in Substance Abuse Counseling

*Public affairs and Southwest studies are interdisciplinary programs. The degree is granted through the College of Arts and Sciences (Department of Behavioral Sciences and Humanities).

**Media arts and computer science is an interdisciplinary program. (The degree is granted through the College of Arts and Sciences, Computer and Mathematical Sciences and the School of Business, Media, and Technology).

Appendix G-6: Minority Loan Doctoral Assistance Loan-for-Service Program

The Minority Doctoral Assistance Loan-for-Service Program is available to New Mexico Highlands University students.

For applications, please contact the Office of Graduate Studies, New Mexico Highlands University, Box 9000, Las Vegas, NM 87701 (505) 454-3266.

The Program: The purpose of the program is to increase the number of ethnic minorities and women available to teach engineering, physical or life sciences, mathematics, and other academic disciplines in which ethnic minorities and women are demonstrably underrepresented on the faculty at New Mexico colleges and universities. Assistance loans are awarded up to \$25,000 per year. An award recipient must be enrolled for at least the regular academic year and for full-time study to receive the full award. Recipients who enroll for less than the regular academic year or for less than full-time may receive a prorated share of the award.

The assistance loan may be annually renewed for up to three years for recipients who enter the program with a relevant master's degree or may be annually renewed for up to four years for recipients who enter the program with a bachelor's degree.

Upon completion of the doctorate, the recipient must return to New Mexico Highlands in a tenure-track faculty position for a minimum of one year for each year an assistance loan was awarded, as repayment on the loan. Repayment of the loan is completed when the years of service to the university equal the years the recipient received the loan.

Eligibility: An assistance loan may be awarded to an individual who meets the following criteria:

- Must be a citizen of the United States or a permanent resident alien and a resident (for tuition purposes) of the State of New Mexico,
- Must have received a degree from a New Mexico state-supported, four-year educational institution,
- Must be admitted to or must have applied for admission to an eligible doctoral field of study at an eligible institution,
- Must not be in default on any education loan, or Secretary of State or state guarantee must have determined that the student has made satisfactory arrangements to repay the loan, and
- Must not owe a refund on a grant received for attendance at any institution under the PELL Grant, Supplemental Educational Opportunity Grant (SEOG), New Mexico Student Incentive Grant (NMSIG), New Mexico Student Choice Grant, New Mexico Scholars or similar federal or state-funded program.

Deadline: Applications must be received in the Office of Graduate Studies, through the respective college/school dean, by February 1 or other specified deadline. Other documentation required includes the following:

- Copies of all college/university transcripts,
- A 150-word essay on the applicant's desire to teach at the university,
- A copy of the letter of admission to a doctoral program, and
- Three letters of reference from an employer, professor, or members of the student's graduate committee.

Office of Graduate Studies
Box 9000
New Mexico Highlands University
Las Vegas, NM 87701-9000

Appendix G-7: Guidelines for Master's Thesis

The following guidelines provide both faculty and graduate students with the minimal expectations for a master's level thesis at the New Mexico Highlands University main campus and off-campus centers. The guidelines are applicable for all academic disciplines that require a master's thesis.

- The graduate master's thesis must meet the following requirements:
 - o Is a systematic investigation in a field of knowledge that results in previously unknown knowledge or sheds light on known facts through the use of critical study,
 - o Is the student's original work,
 - o Is based on analysis and interpretation that is either quantitatively or qualitatively derived, and
 - o Is a contribution to a new perspective, a new application, and/or new implications.
- The thesis is not a report or summary of information on a particular subject.
- The thesis document includes the following major sections:
 - o Introduction
 - A general introduction to the subject of the thesis, not a description of the contents of each subsequent section,
 - A statement of the specific purpose of the thesis,
 - A summary of the research question(s), and
 - The reason the thesis is of significance
 - o Literature Review
 - A comprehensive review of current literature relevant to the thesis subject and methodological approach(s),
 - A critical analysis of each work and its relevance to the thesis, and
 - A review that is organized by idea or topic, not by author or publication.
 - o Methodology
 - A concise but understandable description of how the problems and questions are addressed and answered,
 - A step-by-step outline of how the data were obtained, the instruments used (e.g., survey, questionnaires, microscope, etc.) and how the data were processed (e.g., statistical treatment),
 - A demonstration of approval from the appropriate review boards if data are directly collected on human or nonhuman animal subjects, and
 - An outline of a process that permits replication by another researcher and provides a context for the interpretation of the results.

- o Results
 - A report of the results as they pertain to the thesis research questions and hypotheses,
 - Statements that answer the question(s) or solve the problem(s), and
 - Should not report information unrelated to the question(s) or hypothesis(es).
- o Discussion
 - An interpretation of the results in the context of the questions(s) and hypothesis(es);
 - Contains conclusions based on interpretation of the results, and
 - Highlights the implications of the results for the primary field of study or other areas of study.
- o Conclusions
 - Short and concise statements of inferences as related to each question(s) and hypothesis(es),
 - Summary of the contributions of the thesis to a field of study, and
 - Statements about the limitations of the study and recommendations for future research on the subject.
- o List of References Cited
 - A list of all literature cited in the thesis, and
 - A list arranged according to a format acceptable to the primary discipline of study.

Part II: Specific Exit Document-Related Information

Introduction

The requirements described herein have been established so that exit documents are presented in a form suitable for library cataloging and shelving. The thesis and professional paper take their place in the library as products of original thinking and research. They are, therefore, designed to be comparable to a published work. The field project is not catalogued in the library, but it is retained in the department or college/school files.

It is the student's responsibility to read and follow the requirements presented here and to submit documents of the highest quality: correct and consistent format, correct grammar and spelling, and proper English usage. It is the department's responsibility to ensure that the document meets the format requirements specified in this manual or by the discipline.

The final copies will not be accepted with corrections, inappropriate margins, or if they are of such poor quality that reproduced and/or microfilmed copies cannot be made. Because of changes in requirements, students should not use existing library or departmental copies of theses, field projects, or professional papers as examples of proper format.

The word "thesis" refers to the research paper required for the master's degree; "field project" refers exclusively to a case study or business plan;

a "professional paper" is prepared in conformity with publication rules established by a professional journal. For convenience, in this manual these documents will generally be described together, using "exit document" to represent all such papers, except where the requirements are stated to pertain only to the thesis. Generally, requirements that apply to the master's thesis pertain to the field project and professional paper as well.

Exception: A student in the Southwest Studies or Public Affairs Program, who takes the professional paper option, must complete two professional papers or one professional paper and a statistical methods course. For university approval and recording at the library, professional papers must follow the preliminary page format for theses.

SOME SPECIFICS ON EXIT DOCUMENT PREPARATION

Language

The exit document must be written in English. Another language may be used if prior approval has been granted by the department/college/school.

Deadlines

An application for a master's degree must be completed in the Registrar's Office by midterm of the semester in which the student expects to complete degree requirements. These applications are valid for two consecutive semesters, including summer.

Requests for Graduate Oral Examination forms are completed and signed by the supervisory committee chairperson and the committee members and submitted to the department/college/school at least three weeks prior to the scheduled final oral examination date. This form must be received in the Registrar's Office two weeks before the scheduled date. Please refer to the Oral Examination section for details.

Presentation to the Department

Two unbound copies of the completed, approved document must be submitted to the department/college/school. Each copy must be presented in a separate manila envelope. (Committee members' signatures must be affixed on the approval pages.)

Exit Document Approval

Every member of the supervisory committee, the department chair or graduate coordinator, the appropriate college/school dean, and the dean of graduate studies must approve the exit document before final copies are made. The adviser/supervisory committee chairperson will carefully inspect the exit document for accuracy and conformity with the requirements. The appropriate dean will inspect the exit document and determine if its final form is satisfactory. If the stated requirements are not met, the exit document will not be accepted by the department/college/school until the necessary corrections are made.

Completion of Degree Requirements

Completion of degree requirements includes submission to the Office of Graduate Studies of one copy of the exit document on regular paper, with two signature pages on exit document paper. All signatures, except

that of the dean of graduate studies, should appear on the signature pages at the time of submission to the Office of Graduate Studies. Once the dean of graduate studies approves the document, then it may be printed on the appropriate paper (50 percent cotton-fiber content) paper.

All requirements must be completed by the Friday before the beginning of the next semester if the degree is to be awarded that semester. If degree requirements are not satisfied by that day, registration for at least one hour of thesis/field project will be required for every semester thereafter that work is being done on the document, including the summer session. Students may call the Office of Graduate Studies or the Registrar's Office for the appropriate dates.

Registration

Each student must be registered full or part time for the entire semester in which degree requirements will be fulfilled and the degree awarded.

Binding Fee

The library will arrange for the binding of the exit document(s) that have been accepted. After binding, they are placed in the library. A \$20 (per copy) binding fee must be paid in the Business Office and a receipt for payment presented with the exit document.

It is the student's responsibility to determine whether additional copies of the exit document must be filed with the supervisory committee chairperson and/or with the graduate program. All students are advised to retain a copy of the exit document for their own use. Inquiries regarding binding of departmental or personal copies should be directed to the library.

Presentation of the Exit Documents

After the final examination has been completed, the committee chairperson will present the following to the Registrar's Office:

- The Orals Rating Forms must be signed by all voting members of the supervisory committee. A minimum of three members is required. Please refer to the Oral Examination section for details on the makeup of the committee.

After the final examination has been completed, the candidate will present to the department/college/school two copies of the exit document in acceptable form. Two sets of each of two professional papers are required.

Copying the Exit Document

Please consult with the library for information on copying the exit document. Making appointments may be necessary, especially toward the end of the semester when the demand for these services is high.

B. Review and Evaluation of an Exit Document

Conditions for review of the exit document

Ordinarily, an exit document will be reviewed for defense only after the following stipulations have been met:

- The student has completed all but six hours of coursework,

- The supervisory committee has been identified and each member has agreed to serve,
- The chair of the committee and other committee members, along with the graduate coordinator and the dean, have approved a formal proposal and the preliminary draft of the document, and their signatures have been obtained,
- Deadlines for submission of the paper, its review, and feedback have been met, and
- Standard document guidelines as prescribed by NMHU have been followed.

Evaluation of the Exit Document

A formal written document must be submitted to fulfill the requirements for a graduate degree at New Mexico Highlands University. This paper is a formal proposition or treatise advancing an original point of view resulting from original research or other in-depth study. The proposition or claim about the topic or problem is maintained and defended in an argument that is logically developed and reasonably supported by verifiable evidence. This paper represents the degree of knowledge of, and individual research on, a subject that can sustain professional review by the graduate faculty of that graduate program.

Each graduate program will develop its own rating sheets for this process.

C. How to Format the Exit Document

Title and Approval Pages

- Title and approval pages for the exit document should be modeled similarly (please refer to sample pages) and
- The type of exit document (thesis, field project, or professional paper) should be identified. If it is a thesis, the student must type "Thesis"; if it is a field project, the student must type "Field Project"; and if it is a professional paper, the student must type "Professional Paper."
- A thesis requires signature by the following:
 - The three (or four) committee members who served on the oral examination and who guided the student through the research. (Please refer to the Oral Examination section for details as to who may serve on the committee.),
 - The graduate program coordinator or department chair,
 - The dean of the college or school, and
 - The dean of graduate studies.
- A thesis is bound through the Donnelly Library, Periodicals Department. (The dean of graduate studies, through a letter of transmittal, gives final approval.)
- A field project requires signature by the following:
 - The three (or four) committee members who served on the oral examination and who guided the student through the research. (Please refer to the Oral Examination section for details as to who may serve on the committee.);
 - The graduate program coordinator or department chair; and

- The dean of the college or school.
- A field project is to be bound at the department, school, or college. Arrangements must be made with the program secretary. (The dean of graduate studies, through a Graduate Clearance Form, gives final approval.)
- Professional Papers. This option is available only in the Public Affairs and Southwest Studies programs. These require signature by the following:
 - The three (or four) committee members who served on the oral examination and who guided the student through the research. (Please refer to the Oral Examination section for details as to who may serve on the committee.)
 - The graduate program coordinator or department chair,
 - The dean of the college or school, and
 - The dean of graduate studies.

Professional papers are bound through the Donnelly Library, Periodicals Department. (The dean of graduate studies, through a letter of transmittal, gives final approval.)

- Packets are available in the Periodicals Department, Donnelly Library, or the Office of Graduate Studies, which identify the appropriate format for the student's discipline.

Title Page

The data on this page must be centered vertically and horizontally, using the prescribed margins (see sample). Identification of the type of exit document will depend on whether the paper is a thesis, field project or a professional paper.

Title – The title should contain no more than two hundred characters, including spaces. Formulas, symbols, superscripts, subscripts, Greek letters, and chemical names must be expressed in words. If a student encounters a problem with this, he or she must consult with the adviser. The title should appear in uppercase letters.

Author's Name – The author's name must appear as it appears in university records. No honorary titles are permitted with the author's name.

Title of Degree – The precise degree title must be entered (master of arts, master of science, master of business administration, master of social work). Some disciplines offer more than one degree: master of arts, master of science. For correct title, please contact the discipline, the Registrar's Office or the Office of Graduate Studies.

Year – The date may be the month and year, e.g., May 2010, for the semester OR the conferral date of the degree, which is the Monday after commencement for that semester (e.g., May 18, 2006, also the official last day of the semester).

Deadline for Posting of the Degree. The clearance form for the exit document(s) must be received in the Registrar's Office by the last Friday before the beginning of the following semester. (For example, if the student intends to have his or her degree posted as of the fall semester, the clearance form, with appropriate signatures, must be in the Registrar's Office by the last Friday before the beginning of the spring semester.)

If a student does not meet this deadline for posting of the degree, then

the degree will be posted the following semester, and the title page must reflect that date.

Copyright Page

- The copyright page follows the title page. It does not carry a number and is not counted in the page numbering sequence.
- The copyright notice begins four inches from the top of the page and is centered between page margins.
- The copyright notice includes the word "Copyright," followed by the year of publication and the copyright owner's name. These entries are separated only by spaces. "All Rights Reserved" follows two spaces below the copyright entry.
- If international protection for the work is desired, the letter "c" in a circle (©), as specified by the Universal Copyright Convention (UCC), may be used instead of the word copyright. Either mode satisfies United States requirements. While the U.S. is not a signatory to the UCC, most European countries are. With the proper notice, some countries acknowledge U.S. copyrights.
- When a student does not copyright the exit document, a blank page may be inserted after the title page. This will allow the author, under certain circumstances, to obtain copyright protection up to five years after publication.

These notes are intended as information only. An attorney should be consulted if legal advice is required on this subject.

Quote Slip

(permission to quote or reproduce copyrighted material)

Permission to Quote:

I (We,) _____, owner(s) of the copyright _____ to the work known as _____, hereby authorize _____ to use the following material as a part of his or her master's thesis (field project, professional paper) to be submitted to New Mexico Highlands University. Page _____ Inclusive line numbers _____ Beginning and ending words or other identification

I (We) further extend this authorization to University Microfilms International, Ann Arbor, Michigan, for the purposes of reproducing and distributing microfilmed copies of the thesis (field project, professional paper).

Signature

Date

Permission to Reproduce Copyrighted Material

In presenting this thesis (field project, professional paper) in partial fulfillment of the requirements for a master's degree at New Mexico Highlands University, I agree that the Donnelly Library shall make its copies freely available for inspection. I further agree that extensive copying of this thesis (field project, professional paper) is allowable only for scholarly purposes, consistent with fair use as prescribed in the U.S. Copyright Law. Any other reproduction for any purposes or by any means shall not be allowed without my written permission.

Signature

Date

Approval Page

The information on this page should follow the format noted in the sample approval page. Ordinarily, the information on this page remains the same as that on the title page.

THESIS AND PROFESSIONAL PAPERS

Approval and Signature – Signatures of the following individuals must appear on at least two approval pages:

- Advisory committee
- Graduate coordinator or department chair (depending on program)
- College/school dean
- Dean of graduate studies

FIELD PROJECT

Approval-Signature – Signatures of the following individuals must appear on at least two approval pages:

- Advisory committee
- Graduate coordinator or department chair (depending on program)
- College/school dean

About Signatures

- If a student completes his or her final document and a member of the advisory committee has left the university, it is the student's responsibility to obtain that member's signature on the approval pages. A student can consult with the department/college/school to facilitate this process.

Exception: If the student has not taken the oral examination, then a new eligible member may replace the faculty member who is no longer available.

- While the university has a set deadline for posting a degree, the student, too, may have a deadline to meet. Students must keep in mind that theirs is not the only document that those who will be approving the exit document will have to review. Thus, students must allow sufficient time to complete this process and must consult with the department/college/school for their deadlines. Students who submit a thesis or professional papers must allow at least five days for the dean of Graduate Studies to read and approve the exit document(s). Also, keep in mind that the library needs a specified time to process the exit document for binding.

Preliminary Pages

The abstract, table of contents, table of lists, table of figures, preface, acknowledgements, and dedication pages are called "preliminary pages." Each will appear on a separate page after the title, copyright (if applicable), and approval pages and before the body of your document. They must be numbered with lowercase Roman numerals according to the sequence prescribed.

Abstract

Students should consult with the department/college/school to determine if an abstract is required. If one is required, the sample

provided may be used as a guide. Students should note that the title should be exactly the same as it appears on the title and approval pages. The body of the abstract should follow spacing and margin requirements used for the rest of the document. It should be numbered with lowercase Roman numerals according to the sequence prescribed.

D. A CHECKLIST FOR THE EXIT DOCUMENT

- All pages of the exit document(s) have margins of 1.5 inches on the left-hand side and 1 inch on the other three sides.
- The exit document is printed on the appropriate paper (50 percent cotton fiber content).
- The correct degree title and date of award on the title page. The date may be either
 - The month and year, e.g., May 2010 for that semester, OR
 - The conferral date of the degree, which is the Monday after commencement for that semester, e.g., May 1, 2010, also the official last day of the semester.
- The student's name appears as his or her name is listed in New Mexico Highlands University Registrar's Office records.
- Original signatures of the supervisory committee members appear on at least two copies (on the appropriate paper) of the approval page. Field projects do not require the signature of the dean of graduate studies. (Please refer to section Title and Approval Pages section for details on signatory requirements.)
- Pagination has been checked. Page numbers in the body of the exit document must be consecutive, including reference page, literature cited page, appendices, etc. Documents missing page numbers or have duplicate page numbers will not be accepted. Only whole numbers are acceptable for the body of this document.
- The student's original signature appears on both copies of the quote slip.
- The student's exit document has been proofread carefully for errors in spelling, grammar, and punctuation.
- Each reference cited in the text appears in the references cited (bibliography, works cited) section.
- Every page is clear and legible. Check copies after duplication. Poor copies will not be accepted.
- All tables, figures, etc., printed in landscape format must face the right margin. The title of the document must be on the left margin.
- Thesis/professional papers. The \$20 per-copy binding fee must be paid at the Business Office. (All fees are subject to change.)
- The department chair, college/school dean, and/or dean of graduate studies have signed approving the exit document(s). The exit document, attached to the letter of transmittal or Professional Papers Clearance Form, is submitted to the library.
- Thesis/professional papers. The appropriate library official has approved the exit document for binding and has forwarded the letter of transmittal to the dean of graduate studies for final approval. The dean of graduate studies has signed the letter of transmittal. Professional papers are approved using the Professional Papers Clearance form.
- Field Project. The Graduate Clearance Form has been signed by

the department chair and college/school dean and forwarded to the dean of graduate studies for final approval.

Note: If students have any questions, they should contact their adviser, the department chair or the college/school dean. The Office of Graduate Studies staff is also available to provide assistance.

Appendices to Part II

Appendix T-1

Guidelines for Obtaining Approval for Research Involving Human Participants

Introduction

The Human Participants Committee is the Highlands University Institutional Review Board (IRB) charged with the protection of the rights and welfare of human research subjects in accordance with the rules and regulations of the U.S. Department of Health and Human Services, the National Institutes of Health, and the U.S. Food and Drug Administration.

Is the project subject to IRB review? Federal regulations requiring IRB review apply “to all research involving human participants conducted, supported, or otherwise subject to regulation by any federal department or agency” that has adopted the human participants regulations. This includes New Mexico Highlands University. It must therefore be determined by the IRB whether the activity in which a student proposes to engage constitutes research and whether such activity involves human participants.

Definition of Research. Research is defined by federal regulations as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.”

Definition of Human Participants. Human participants are defined by the regulations as “living individual(s) about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual or (2) identifiable private information.” It should be noted that theses, field/integrative projects, independent research/study courses, and professional papers involving the collection of information about human participants are considered research and thus require review at some level even if such review is to determine eligibility for exempt status.

Exempt Status. Some research involving human participants may be exempt from the regulations requiring IRB review. Primary types of research include survey procedures where no identifying information will be recorded that can link participants to the data, and the disclosure of the data could not reasonably place the participants at risk of civil or criminal liability or be damaging to the participants’ financial standing, employability, or reputation; and research that involves the use of existing data, documents, or specimens, where no identifying information will be recorded that can link participants to the data and an informed consent is used.

If the researcher believes his or her project to be potentially eligible for exempt status, a certification of exemption form must be obtained, completed, and submitted at the department level. Such application for exempt status will be reviewed, and the researcher’s department will make a determination. The approved certification of exemption will be submitted to the chair of the IRB for final approval.

Application Procedure. If a project is determined to constitute research involving human participants and it has been determined that it is not eligible for exempt status, application for approval must be made to the IRB. Application forms are available online at the Highlands University website. While completing the IRB Screening Form, the applicant is strongly advised to pay particular attention to the construction of the consent form, which must contain seven basic elements. Such elements reflect federal regulation regarding the three primary purposes of informed consent: information, comprehension, and voluntariness. Sample consent forms are available upon request from the chair of the IRB.

Upon completion, 10 copies of the application are submitted for review to the chair of the IRB. The IRB meets during the first week of the month and reviews proposals received no later than one week prior to convening. The applicant will receive written notification regarding the outcome. A project cannot begin until the student has received written approval from the chair of the IRB.

Expedited Review. Federal regulations allow for abbreviated review procedures for protocols determined to present minimal or no risk to participants. Expedited review will be used at the discretion of the chair whenever applicable, and applicants may request it. The IRB reserves the right to submit the research to full committee review.

Appendix T-2

Request to Conduct Research Using Animals as Subjects

Animal Use in Research

Faculty and students utilizing animals in research at New Mexico Highlands University require approval from the Institutional Animal Care and Use Committee (IACUC). The process for obtaining approval to use animals in research is available online at the Highlands website.

The IACUC has the responsibility to review and approve animal use in research as well as oversight of housing plans, sanitation, and bedding selection. The Guide for the Care and Use of Laboratory Animals is available from the IACUC chairperson. The purpose of the guide and the IACUC is to assist institutions in caring for and using animals in ways judged to be scientifically, technically, and humanely appropriate. The guide is also intended to assist investigators in fulfilling their obligation to plan and conduct animal experiments in accord with the highest scientific, humane, and ethical principles.

Appendix T-3

EXIT DOCUMENT SUBMISSION PROCEDURES

Two copies of the master’s thesis OR two each of two professional papers must be signed by the committee, the graduate coordinator or department chair, the college/school dean, and the dean of graduate studies. Students must arrange with these individuals well in advance to allow for reading and approval of the document. After all approvals have been obtained on the two required copies, the student will pick up his or her exit document(s) in the Office of Graduate Studies and deliver them to the library. The first copy is kept in the library archives, and the second copy becomes the circulating copy. Following is the order in which each section of the master’s exit document should appear:

Sample order of preliminary pages:

Title page

Approval page

Copyright page (if applicable)

Quote slip (if applicable)

Abstract (if applicable)

Table of contents

List of tables

List of figures

Acknowledgments (if desired)

Vita (if desired)

Dedication (if desired)

Preface (if desired)

- Title Page. The title page must include correct information, i.e., degree title, date the degree is awarded, and the student's name as it appears in university records.
- Approval Page. The information on these pages (minimum of two) must be correct before committee members sign. If errors are identified on signed pages, the student will have to obtain the signatures again.
- Copyright. (If applicable - see sample and instructions.)
- Quote Slip. (See sample.) Permission to quote/ reproduce copyrighted material (and the student's original signature).
- Abstract. If the student includes an abstract with the exit document, the heading must conform to the sample in this guide. The student should check with the discipline to determine if an abstract is required.
- Table of Contents. (See sample) The first page of the table of contents is not numbered. The first preliminary page number is "i."
- List of Tables, List of Figures, etc. If the exit document contains such illustrations, you must have these lists, each on a separate page.
- Glossary, List of Abbreviations, Preface, etc. If the exit document contains these pages, they follow the list of figures.
- Acknowledgments Page. (See sample)
- Vita (Optional – see sample)
- Dedication. (Optional – see sample)
- Body of Exit Document
- References cited, works cited, bibliography (Depending on style used)
- Appendices. (If applicable) Identify each appendix separately by title. Each must be paginated consecutively immediately after the

references cited section, not immediately after it is mentioned. Each should appear in progressive succession according to sequence of mention in the text, e.g., Appendix A, B, C, D, etc. The title page for an appendix will identify the particular attachment and will be numbered.

- Pocket Information. (If applicable) This information is to be placed in the inside back cover. It must be listed immediately after the appendices.

Appendix T-4

THESIS/FIELD PROJECT/PROFESSIONAL PAPER INTENT FORM (for departmental files only)

Students intending to write a thesis/field project or professional paper in fulfillment of the requirements for a master's degree at New Mexico Highlands University must complete this form.

The form should be filed with the graduate coordinator/department chair in the student's area of concentration (depending on the program in which the student is enrolled) for the appropriate approvals. The student must submit the completed form within two weeks of the end of the semester before first enrolling for thesis or field project credit. This form must be accompanied by a 500-word abstract.

Name Student ID No.

Graduate Program

Area of Concentration

Topic(s) of the Thesis/Field Project/Professional Paper (2) (General description - attach copy of your abstract.)

Student's Signature Date

Approvals:

Thesis Adviser Date

Thesis/Orals Committee Members:

Chair Date

Member Date

Outside Member Date

The signatures above indicate approval of the student's thesis topic, as described herein, and agreement to serve for the duration of the student's exit document work.

Graduate Coordinator/Department Chair Date

College or School Dean

Appendix T-5

Sample Exit Document Page Formats (not to scale)

**THE EFFECTS OF ETHANOL AND SILYMARIN TREATMENT DURING
GESTATION ON SPATIAL WORKING MEMORY**

A THESIS

Presented to the Graduate Division

College of Arts & Sciences

New Mexico Highlands University

In Partial Fulfillment

Of the Requirement for the Degree

Master of Science in Psychology

By

Steven L. Neese

May 2003

**THE EFFECTS OF ETHANOL AND SILYMARIN TREATMENT DURING
GESTATION ON SPATIAL WORKING MEMORY**

A Thesis Presented to the Graduate Division
Department of Behavioral Sciences
New Mexico Highlands University

In Partial Fulfillment
Of the Requirement for the Degree
Master of Science in Psychology

By
Steven L. Neese

Approved by Examining Committee:

Dr. Tom Ward
Department Chair

Dr. Linda La Grange
Chair of Committee
Discipline of Psychology

Dr. Celestino Mendez
Dean, College of Arts & Sciences

Dr. Ian Williamson
Discipline of Psychology

Dr. Linda La Grange
Associate Vice President for Academic Affairs

Dr. Jennifer Lindline

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All Rights Reserved

2" from top

ABSTRACT

→ triple space

The purpose of this study was to determine if kava (*Piper methysticum*) is an effective pharmacological agent. Kava is a plant from the South Pacific Islands and has been utilized by the Pacific Islanders for more than 3,000 years. The root is mashed, mixed with water, and drunk in social and religious ceremonies. This special plant has been an integral part of the South Pacific culture and development. Reportedly, kava has a bitter, but not unpleasant taste and gives the drinker a pleasant, relaxed intoxication without impairing cognition. The psychoactive constituents of kava are called kavalactones. The kavalactones may have some use as an alternative to present anxiolytic medication, either in the form of a natural extract or as a synthesized compound. A device that measures the animal model of anxiety, called the elevated plus-maze, was used to test the efficacy of the anxiolytic effect of kava. The elevated plus-maze consists of four elevated arms: two opposing open arms and two opposing enclosed arms. The test began by placing the animal in the center of the maze. Two indices of anxiety were obtained: the number of entries into open arms expressed as a percentage of the total number of arm entries, and the amount of time spent on the open arms expressed as a percentage of the total time on both open and closed arms. Male Balb/c mice were injected with an extract of kava and tested on the plus-maze to determine anxiolytic efficacy. Also tested was a control group injected with saline and a drug group injected with alprazolam. The mean percentages for frequency of entry into the open arms for the three groups are as follows: control ($M=32.92$), kava ($M=41.33$), and alprazolam ($M=48.50$). A second series of independent t-tests was calculated for the percent duration of time spent in the open arms.



1" Top Margin

1 ½" Left Margin

1" Right Margin

These margins are to be adhered to throughout the body of your document. The only exceptions are the introductory chapter pages, tables and figures which should begin two inches from the top margin. If a table or figure is being compromised by beginning two inches from the top of the page, the margins recommended on this drawing may be used.

1" Bottom Margin

2" from top

TABLE OF CONTENTS

→ triple space

List of Tables	iii
List of Figures	iv
Glossary*	v
Preface	vi
Chapter I. Introduction	2
Chapter II. Method	12
Chapter III. Results	40
Chapter IV. Discussion	60
Glossary*	73
Bibliography	75
Appendices	77-80
Appendix A: Questionnaire	77
Appendix B: Consent Form	78
Appendix C: Data Figures	79
Appendix D: Glossary*	80
Pocket Material: Map of Case Study Communities	81

**A glossary, if desired, may appear in either of these sections of your document: the preliminary pages, before the reference cited, or in an appendix. Number accordingly*

2" from top

LIST OF FIGURES

→ triple space

1. Piper methysticum	12
2. Percent of Open Arm Entries	42
3. Percent Time on Open Arms	44

2" from top

ACKNOWLEDGMENTS

→ triple space

This thesis is dedicated to the many people who gave their help and support throughout its completion. I must thank my mother and father for always having faith in me. They are always confident that I will be successful, no matter what I am doing. Special thanks to my thesis committee members: Mr. Bob Mishler for encouraging me to accentuate the cultural aspects of my thesis, and always with a smile; Dr. Carlton Cann for being one of the wittiest and most brilliant professors around, with hoards of great input; and, of course, Dr. Linda LaGrange for being a caring, much too motivated, always around when you need her, a tome of knowledge and experience, whom I would always like to have in my corner.

Taken from the thesis of Peter Vance, a psychology graduate student.

2" from top

VITA
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2" from top

DEDICATION

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To my parents, Jane and John Doe, without whose enduring and unselfish support this study could not have been undertaken.

Appendix T-6

General Default Guidelines (“Style Manual”) for Exit Documents

Note: Generally, each graduate program should give a student a discipline-specific set of guidelines for the thesis or other approved exit document. The American Psychological Association (APA) guidelines or the Chicago Manual of Style are two possible examples. What follows in this appendix is intended for use only in those rare cases in which a program fails to specify a discipline-specific set of guidelines.

Paper: When producing the master for duplicated copies to be presented to the department/college/school, students may use a smooth, flat-surfaced paper such as photocopy paper. Computer-generated theses should be printed on paper that produces clear, precise image that can be easily duplicated. Only white paper is acceptable.

The two clean copies (no corrections) to be submitted to the Library must be on 18-lb bond or 16-lb bond paper, with no less than 50 percent rag content. If a student has a question concerning paper quality or copy quality, he or she may check with the appropriate library official.

Typing or Printing the Exit Document: Theses must be printed on one side of the paper only, using black lettering on white paper. The text should be separated into main divisions of chapters or major sections, such as introduction, methods, results, discussion, references cited, and appendices. Each chapter or major section must begin on a new page with the chapter/section heading at the top of the page. Do not start sections within chapters or their equivalent on a new page; they must follow each other with no page breaks.

Separate studies or papers submitted as one exit document are to be treated as chapters in the exit document and require one abstract, one page-numbering system, one introduction, one comprehensive references cited at the end of the text, and all appendices after the references cited.

The text must be double-spaced. Footnotes, tables, and quotations (indented five spaces from the margin) may be single-spaced, and the bibliography or references cited may be single-spaced within entries and double space between entries.

The same font and size must be used throughout the text. However, approval may be given for illustrations to be in a different font. Students may use bold and italic accents, but script type is not acceptable.

The final copy must be neatly executed and correct in spelling, punctuation, and format. Corrections on the final copy submitted will not be accepted.

COMPUTER-GENERATED EXIT DOCUMENT

Please follow these general rules:

Point or Character Size: Use only 10-12 point.

Documents using sizes that are larger or smaller will not be accepted without prior approval. Subscripts and superscripts must not be smaller than 10 point.

Fonts: A standard font must be used so that the text is clear and legible. Unusual fonts will not be accepted. Boldface, italics, and underscores

will be accepted only if they are in the same character size as the rest of the text.

Line Spacing: Variable line spacing may be used as long as the text is legible. Three lines per vertical inch (double spacing) is recommended. Documents using spacing other than the prescribed will not be accepted.

Printing: Most dot matrix printers can produce a “near-letter-quality” print. A dot matrix printer may be used only if the text produced meets this requirement. Most other printers produce text acceptable for an exit document. If in doubt, consult with the Office of Graduate Studies.

Symbols: Certain symbols that are unavailable may be written NEATLY by hand with black ink. Legibility is the criterion for acceptance.

Duplicating the Exit Document: One document must be an original. The second copy may be photocopied onto the appropriate paper. Only black print copies on white paper are acceptable. Computer-generated copies are also acceptable with the same criteria.

Style Manuals: General questions of appearance, arrangement of pages, and binding are answered in this manual. The student must also check with the department/college/school for the specific style of manual preferred. This manual, however, may be used when a specific style is not identified.

Margins: A margin is blank space around the printed or written area on a page or sheet. The text must be within the area surrounded by the margins. The left margin on all pages must be at least one and one half (1 ½”) inches. All other margins must be one inch (1”).

Inappropriate margins seriously affect the readability and appearance of the exit document and the binder’s ability to bind the document. The margin requirements must be respected on each page of the entire document, including appendices.

Pages presented in landscape format must be facing the right margin of the document, i.e., the top of the page will be at the left margin.

Exit documents that do not meet these requirements will not be accepted.

PAGINATION.

Preliminary Pages: The title page, quote slip, copyright page, and abstracts are not counted or numbered. Small Roman numerals (e.g., iii) are used for preliminary pages, including the table of contents, list of figures, list of tables, etc., and appear centered at the bottom of the page outside the margin—three-fourths inch (3/4” from the bottom of the page. (Note: This is the only pagination located outside the margin.) The first page of the table of contents is considered page “ii,” but the number never appears on the page. There is no page “i.” All following preliminary pages are numbered consecutively (iii, iv, v, etc.). A preface is optional, but if it is included, it must be listed in the table of contents.

Acknowledgements or dedication pages are not listed in the table of contents. However, they are paginated consecutively with the rest of the preliminary pages. A vita is optional, but if included, it may follow the acknowledgements page and /or dedication page.

Text: The text is numbered with Arabic numerals, without

embellishment or punctuation, i.e., initials, hyphens, running heads or footers, lines across the page, etc., placed in the upper right-hand corner so that they are at least one inch from the top and right edges within the margins. Only whole numbers are acceptable and must be in the same typeface and location throughout. Pages number 1a, 1b, etc., will not be accepted.

Although every page is numbered, the number will not appear on the following pages:

1. The first page of text. (The second page is page 2.)
2. The first pages (carrying the title) of each chapter, the references cited and each appendix; any title pages appearing before chapters or major sections. Minor sections within chapters are not considered title pages and must carry a page number. Quotes prior to the text are paginated with the text, not with the preliminary pages.

Introduction: If an introduction to the exit document is included, it is numbered with the text. There is only one introduction to an exit document. Introductions to chapters must be titled as such.

Footnotes, Chapter Notes, or End Notes: Notes contain additional textual material or references to specific citations in the text and may be presented in one of three ways:

- Footnotes at the bottom of each page;
- Notes at the end of each chapter, beginning on a new page and titled “Notes to Chapter_.” A page number appears on every page, including the first page; and
- End notes at the end of the text and placed before the references cited, works cited, bibliography.

The page number does not appear on the first page of end notes.

When citing literature, give as much information on the page where the citation is made as is consistent with publication practice in the field of research. Use only one of the above-noted methods. Footnotes, chapter notes, or end notes do not take the place of the references cited or works cited bibliography.

Illustrations: For the purpose of this handbook, the term “illustrations” refers to informational material that illustrates and enhances the text. Figures, maps, and tables are all examples of illustrations and are either inserted throughout the text, appearing as soon as possible after the references to them have been made, OR grouped at the end of each chapter. Whichever method is selected must be used consistently for all the figures, tables, or other illustrations included.

All illustrations must conform to the margin requirements. If an illustration continues for more than one page, subsequent pages are numbered consecutively with the rest of the text. The illustration number followed by the word “continued” appears placed appropriately. [Example: Table II (continued).]

All illustrations, including those appearing in appendices, must be numbered, titled, and listed in the appropriate preliminary pages. They may be numbered consecutively throughout the text or within each chapter or appendix. If they are numbered within each chapter or section, they must be identified with the chapter or section number. [Example: Figure 1.1-(Title), Table 11.2-(Title), Map A.1-(Title).]

Illustrations from previously published material, which are included in appendices, may retain the original identification and should not be listed in the preliminary pages.

Captions: A caption consists of the illustration number, e.g., Figure 1: Title. Captions may be single spaced and must all be in the same typeface. If illustrations are reduced, the caption and page number must remain the same size as the text. Captions must not appear on mounted material.

If illustrations appear horizontally in the text, the top must be on the left edge, and the caption, whether on the same or facing page, must also appear horizontally. The page number remains vertical, consistent with the rest of the text. Table captions appear above the table, while all other illustrations are captioned below, except when a facing page is used.

Facing Caption Pages: A facing page may be used only for a caption for an illustration. The caption appears on the left (facing) page and the illustration on the right. The facing page is bound on the right; therefore, the right margin must be 2.5 inches. Because both pages are considered as one, only one page number, only one page number is assigned. This number appears on the facing page either centered or in the upper left corner, whichever corresponds to the rest of the text. Please note: The facing page may not be the back of the previous page.

Figures: Figures may include photographs (original or photocopied), charts, diagrams, graphs, and drawings. If original photographs are used, they must be included in both copies. They must all be listed in the preliminary pages in a list of figures. Figure titles in the list of figures may be abbreviated, if necessary. Figure numbers and captions appear BELOW the figure.

Charts, graphs, tables, etc., which cannot be typed, may be reproduced by hand, Photostat, photograph, or photocopy. If a photographic reproduction is full-page size (9 ½ x 11), the photographic paper is to be lightweight, flexible, and with matte finish.

Maps: If maps are included, they may be called figures or maps. If they are figures, they must be numbered consecutively as they appear with the other figures. If they are called maps, they must be numbered consecutively, and there must be a separate list of maps in the preliminary pages. Map numbers and captions appear BELOW the map.

Tables: Tables contain information placed in a columnar arrangement and are the only illustrations that are numbered and captioned ABOVE.

References Cited, or Works Cited, Bibliography: The references cited section is a list of sources used by the author and IS REQUIRED at the end of each exit document, appearing immediately after the text. The style and format recommended by the discipline will be accepted.

Appendices: Appendices may consist of material that is related to, but not appropriate for, inclusion in the text. They appear after the references cited, works cited, and the bibliography, and they must be titled. They may be listed, along with their titles, in the table of contents or on a separate list of appendices. Pagination is continuous with the text, and the first page of each appendix is treated like the first page of a chapter in the text (i.e., counted, but not numbered).

Appendix material need not be retyped unless it does not meet

discipline requirements for margins and readability. Material may be reduced as long as it remains legible. However, appendix titles and page numbers must remain full-size. It is recommended that they be added to the page after reduction.

Any illustrations appearing in the appendices, which are not from previously published material, must be captioned and placed in the appropriate list. (See the section on illustrations.)

Color: Color photocopy is acceptable, including color-coding when necessary.

Oversize Illustrations: All illustrations must conform to margin requirements. If these materials are larger than 8 ½ x 11 inches, one of the following must be selected of three options: reduction, folded document, or a pocket.

Reduction: This is the preferred method of handling oversize materials. However, the reduced material must be clearly legible and suitable for photocopying.

Please note: Page numbers and captions must remain full sized.

Folding: If it is not possible to reduce the material, an oversize page (e.g., 11 x 17) may be bound into the exit document. Please do not fold these pages without consulting an adviser. If it is not done correctly, it may be damaged in the binding process. Correct margins must be maintained on the oversize page, and page numbers are placed on the printed side of the paper to correspond with pagination in the rest of the text.

Pocket: If neither of the above methods is feasible, a request may be made that the bindery provide a pocket in the back binding of the exit document in which to place the oversize materials. Pocket material must be folded to within 7 x 10 inches. Although no page number is required, pocket materials must be listed in the table of contents. This method should be used only in exceptional circumstances, since pocket materials are frequently lost from the bound copies of the exit document.

Presentation of Exhibits: Occasionally, an exit document may include an exhibit such as a motion picture, a group of slides, a model, etc. If the exhibit is an integral part of the exit document, it must be presented in duplicate (e.g., two sets of slides).

However, in certain cases this is not feasible (e.g., a three-dimensional object). In these cases, if prior approval is obtained from the discipline, the two copies of the exit document may be presented with only one exhibit. The exhibit must be clearly and neatly labeled. One or more extra copies of the title page will be required and will be attached to each exhibit for identification purposes.



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