



2021-2022

# Graduate Student Handbook

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UNIVERSITY®



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## Foreword

This handbook provides a summary of the policies and procedures for graduate study at New Mexico Highlands University. Students and faculty should follow the procedures outlined in this handbook and the Graduate Catalog. Also, many programs have discipline-specific graduate handbooks that include information not covered here. It is the responsibility of each graduate student and graduate faculty member to read and be familiar with graduate policies and procedures at the program and university levels.

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

The Office of Graduate Studies  
New Mexico Highlands University  
Room 239S Douglas Hall  
Box 9000  
Las Vegas, NM 87701  
Phone: 1-800-338-NMHU  
Local: (505) 454-3266  
Fax: (505) 426-2117

E-mail: [graduate@nmhu.edu](mailto:graduate@nmhu.edu)  
NMHU website: [www.nmhu.edu](http://www.nmhu.edu)

International Students: The International Education Center will provide additional assistance.

International Education Center  
New Mexico Highlands University  
Box 9000  
Las Vegas, NM 87701  
Phone: (505) 454-3372  
Fax: (505) 454-3511

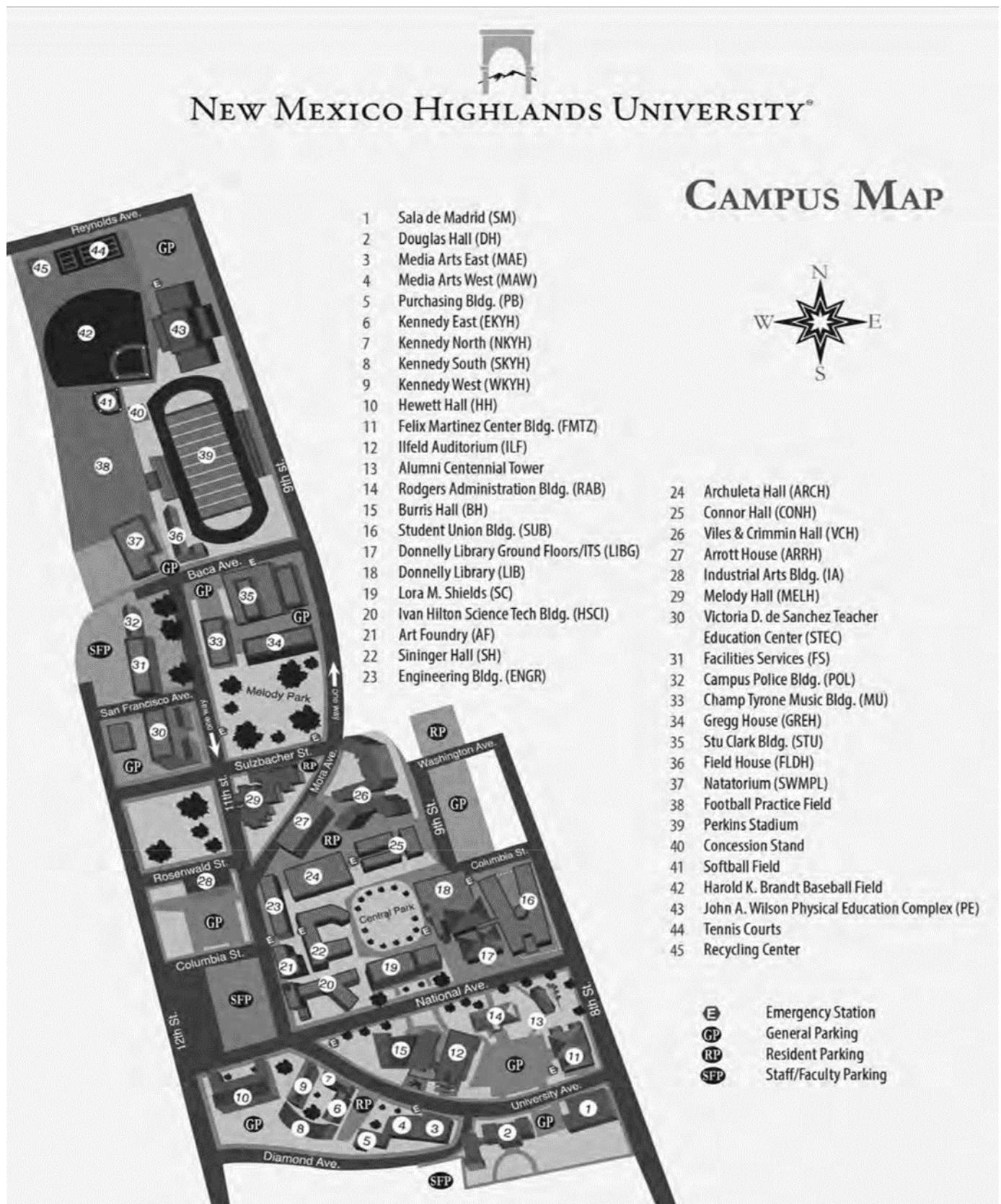
Email: [international\\_ed@nmhu.edu](mailto:international_ed@nmhu.edu)  
NMHU website: [www.nmhu.edu](http://www.nmhu.edu)

The Office of Admissions  
New Mexico Highlands University  
Box 9000  
Las Vegas, NM 87701  
Phone: (505) 454-3394  
Fax: (505) 454-3511

Email: [admissions@nmhu.edu](mailto:admissions@nmhu.edu)  
NMHU website: [www.nmhu.edu](http://www.nmhu.edu)



## NMHU Campus Map



## 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 sub-range of the Rocky Mountains) at an elevation of 6,500 feet. 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 city 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 including hunting, fishing, downhill and cross-country skiing, and backpacking are available and popular among students, faculty, and staff. People from widely varied backgrounds contribute to the area's rich cultural heritage.

### THE GRADUATE FACULTY

At New Mexico Highlands University, the Graduate Faculty are responsible for the education of graduate students. Graduate faculty members are selected based on 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.

Specifically, the criteria are:

- An earned terminal degree,
- The instruction of at least one graduate-level class every other year, and,
- Active involvement in graduate-level curricular issues, and,
- Must be a tenured, tenure-track, or retained term, adjunct, or visiting professor.

Graduate faculty members are approved and recommended for this status by their Department Chair and the Dean of the College or School. The Dean of Graduate Studies grants final approval.

## A. GRADUATE DEGREES, CONCENTRATIONS, AND CERTIFICATES

### College of Arts and Sciences

#### DEPARTMENT OF PSYCHOLOGY

Psychology (MS)

Concentrations in:

- General Psychology
- Clinical/Counseling Psychology

#### DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY, AND CRIMINAL JUSTICE

- Criminology (MA)
- Cultural Resource Management (MA)
- Public Affairs (MA)

\*Concentration in:

- Applied Sociology
  - Southwest Studies (MA)\*
- \*Concentration in:
- Anthropology

#### DEPARTMENT OF VISUAL AND PERFORMING ARTS

Certificate in:

- Fine Arts

#### DEPARTMENT OF COMPUTER AND MATHEMATICAL SCIENCES

Computer Science (MA or MS)

Concentration in:

- Computer Science

#### DEPARTMENT OF ENGLISH

English (MA)

Concentrations in:

- Literature
- Linguistics, Literacy, and Composition
- Creative Writing

#### DEPARTMENT OF HISTORY, POLITICAL SCIENCE, LANGUAGES, AND CULTURES

- Public Affairs (MA)
- Concentrations in:
- Applied Sociology
  - History
  - Political and Governmental Processes

Southwest Studies (MA)\*

Concentration in:

- History/Political Science

\*Public Affairs and Southwest Studies are interdisciplinary degrees granted through the College of Arts and Sciences (Departments of Sociology, Anthropology, and Criminal Justice, and Department of History, Political Science, Languages, and Cultures).

#### DEPARTMENTS OF BIOLOGY, AND NATURAL RESOURCES MANAGEMENT

Natural Sciences (MS)

Concentrations in:

- Biology
- Environmental Science and Management
- Natural Resource Management
- Environmental Geology

Certificate in:

- Geographic Information Systems (GIS)

#### DEPARTMENT OF EXERCISE AND SPORT SCIENCES

Human Performance and Sport General Program (MA)

Human Performance and Sport (MA)

Concentrations in:

- Sports Administration
- Teacher Education

### SCHOOL OF BUSINESS, MEDIA ARTS, AND TECHNOLOGY

(ACBSP accredited)

BUSINESS ADMINISTRATION (MBA)

Concentrations in:

- Accounting
- Finance
- Human Resources Management
- International Business
- Management
- Marketing

Certificates in:

- Accounting
- Finance
- Marketing
- Human Resources Management

Dual Degree MSW/MBA

#### DEPARTMENT OF MEDIA ARTS AND TECHNOLOGY

- Cultural Technology (MFA)
- Software Systems Design (MSSD)

### SCHOOL OF EDUCATION

#### DEPARTMENT OF COUNSELING

Counseling and Guidance (MA)

Concentrations in:

- Clinical Mental Health Counseling
- Clinical Rehabilitation Counseling
- Rehabilitation Counseling
- School Counseling

Certificates in:

- School Counseling
- Professional Counseling
- Rehabilitation Counseling

#### DEPARTMENT OF EDUCATIONAL LEADERSHIP

Educational Leadership (MA)

Certificate in:

- Educational Leadership

#### DEPARTMENT OF SPECIAL EDUCATION

Special Education (MA)

Certificate in:

- Special Education

#### DEPARTMENT OF TEACHER EDUCATION

Teacher Education (MA)

Curriculum and Instruction

Concentration in:

- Secondary Education Program Leading to Licensure

Certificate in:

- Advanced Program

Concentrations in:

- Reading
- Math
- Bilingual Education

Certificates in

- Reading
- Math
- Bilingual Education
- TESOL



## SCHOOL OF SOCIAL WORK (CSWE accredited)

Social Work (MSW)

Concentrations in:

- Bilingual/Bicultural Clinical Practice
  - Clinical Practice
- Leadership and Administration
- Dual Degree MSW/MBA

## B. CATEGORIES OF ADMISSION

### GRADUATE ADMISSIONS

Felix Martinez Building Room 110

Box 9000 Las Vegas, New Mexico 87701

Admissions 505-454-3394 [admissions@nmhu.edu](mailto:admissions@nmhu.edu)

Recruitment 505-454-3394 [recruitment@nmhu.edu](mailto:recruitment@nmhu.edu)

Campus tours 505-454-3472 [campustours@nmhu.edu](mailto:campustours@nmhu.edu)

Application for Admission: <https://apply.nmhu.edu/apply/>

To enroll in graduate courses, a student must be eligible for admission as a degree- or certificate- seeking student, or a no degree seeking student (see details below). When admitted, an applicant will be assigned to the appropriate graduate status as defined in the Graduate Catalog.

A new application for admission is required if a currently-admitted student wishes to enter a different graduate program at Highlands.

### Degree-Seeking Students

Students wishing to earn a master's degree must apply for, and be admitted in, degree-seeking status.

### Certificate-Seeking Students

Students wishing to earn a certificate must apply for, and be admitted in, certificate-seeking status. The NMHU post baccalaureate and post-masters certificate programs are designed for individuals who already hold a bachelor's or master's degree and wish to earn a certificate of advanced training. Completion of the program helps individuals enhance their professional development in a specific area and/or qualifies them to take required state certification examinations.

Admission to a degree or certificate program may be granted in one of the following categories:

### Regular Status

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

- 3.0 grade point average,
- Bachelor's degree,
- The required background in the area of proposed study (as required by the academic program),
- Official transcripts,
- Statement of educational goals and objectives;
- Test scores when applicable, and,
- All other requirements identified by the program.

### Provisional Status

Students who lack one or more of the above criteria may be admitted in provisional status. An attachment to the letter of admission will show which conditions must be satisfied before the applicant can be assigned regular status. It is the student's responsibility to initiate the change from provisional to regular status.

No more than 12 credits may be earned in provisional status. A registration hold will be placed on a student's record if the provisional requirements are not satisfied by the end of the second semester of enrollment. Students may not submit a graduate program of study while in this status.

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:

Typical conditions to be satisfied for a change from provisional to regular status include the following:

**GPA:** When a student's grade point average in undergraduate studies is below 3.0, s/he must complete the first 12 graduate credits earning 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. See the discipline-specific graduate handbook for more information or contact the Graduate Coordinator or Department Chair.

**Bachelor's Degree:** A student in the final semester of undergraduate study at Highlands or at another accredited institution may be admitted in provisional status pending receipt of the bachelor's degree. The official transcript

showing conferral of the undergraduate degree must be received by midterm of the first semester of graduate study.

**Course Deficiencies:** If an applicant does not have the appropriate academic background, the graduate program may deny admission or admit the student provisionally. If the program admits the student, it may assign courses to fulfill this requirement. Such courses will be identified in the recommendation for admission. Some graduate programs identify and require completion of deficiencies before the student can enroll in graduate courses, while others allow students to take them concurrently with other graduate courses. If taken at the graduate level, such courses may become part of the student's graduate Program of Study. Once the student has fulfilled the requirement, their status will be changed from provisional to regular.

### Advanced-Standing Status

Students 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.

On attainment of the undergraduate degree, if other stipulations for regular admission are 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 "regular."

In cases where requirements are disputed, the Academic Affairs Committee will render a final decision, upon the recommendation of the Graduate Coordinator or Department Chair and the Dean of Graduate Studies.

### Advanced Credit for Undergraduate Students

New Mexico Highlands University provides an opportunity for highly qualified undergraduate students to use graduate level course work to complete both the undergraduate and graduate degree program. This policy is approved in accordance with the institutions Faculty, Board of Regents and the Higher Learning Commission CRRT.B.10.020.B.1.c an institution may allow well-prepared advanced students to substitute its graduate courses for required or elective courses in an undergraduate degree program and then subsequently count those same courses as fulfilling graduate

requirements in a related graduate program that the institution offers.

Academic departments will determine the criteria allowing students to qualify for Advanced Credit. Highly qualified undergraduate students can request such substitution at the discretion of the program. Students must complete at least 50% of their program at the appropriate level before applying for Advanced Credit. Submission of the approved Advanced Credit form to the Office of the Registrar will be required on or before the established census date for the term. Additional program requirements can be found with the departments.

### Non-Degree- and Non-Certificate- Seeking Students

Any person who has an earned bachelor's degree from an accredited institution and is in good standing at the last university attended may be admitted as a non-degree-seeking graduate student. The application for non-degree status may be made at the time of registration. Applicants must submit an official copy of their final transcript of the undergraduate degree to the Office of the Registrar before the end of the first semester of registration.

Students in non-degree status do not expect to work towards an advanced degree or certificate at Highlands University and usually enroll for one of the following reasons:

- 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 member's request.
- A maximum of 12 credits taken in non-degree-seeking status may be used toward an eventual graduate degree at Highlands upon review and approval by the graduate program and the Dean of Graduate Studies.
- Credits earned as a non-degree graduate student will require the same quality and amount of work as similar credits earned in degree- or certificate-seeking status.



- Non-degree-seeking students should contact the Office of Financial Aid for information concerning the limitations for applying for financial aid.

## Transfer of Graduate Credits

- A. Graduate student may transfer from other accredited institutions up to 25% of their NMHU graduate program courses provided they meet the guidelines for transferring credits and approval is obtained from the graduate program and the Dean of Graduate Studies.

Admission to a NMHU certificate program does not guarantee admission to a related degree program, but if a certificate student is admitted to a degree program, all credits from the certificate may be counted toward the graduate degree, subject to the approval of graduate program faculty in that field of study. The terminal date associated with the degree will be determined using the date of the first certificate class as the initial date of enrollment for the degree. Students should contact the Graduate Coordinator or Department Chair to determine whether credits earned as part of a certificate program satisfy degree requirements of any particular degree.

The Graduate Transfer of Credit form is accessible in NMHU Online Documents, and must be submitted to the Office of the Registrar with appropriate signatures.

The transferred course:

- Must have been completed with the equivalent of a grade of B or better,
- Must not exceed the individual graduate program's time limit for currency (See Section D on Time Limitations),
- May not have been used for another degree,
- Must have been acceptable for a graduate degree or certificate at the institution where it was completed.

Note, however, that:

- A course description (and possibly a syllabus) 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 substitution for a course listed in the student's Program of Study (See Section D on the Program of Study).

- If it is not clear that the course is acceptable, an official statement may be required from the institution where the class was completed, verifying that the course was suitable for a graduate program there.
- An official transcript, which verifies the successful completion of the class, as specified above, must be on file in the student's permanent record in the Office of the Registrar.
- The Course Substitution/Addition form must be submitted to the Office of the Registrar to show the substitution or addition to the Program of Study. The Course Substitution/Addition form is accessible in NMHU Online Documents.
- The same process must be followed if the student wishes to obtain approval to transfer a course prior to enrolling in it.
- If the courses to be transferred fulfill the last eight credits of a student's Program of Study, special approval must be sought from the Office of Graduate Studies. General policy is that the last eight credits of a student's program of study must be completed in residence at New Mexico Highlands University.

## Testing Out by Special Examination

The following regulations apply to the testing-out procedure at New Mexico Highlands University. Students must submit a request for permission to test out of a course to the course instructor, the Graduate Coordinator or Department Chair, and the Dean of Graduate Studies. The request must be approved before the special examination can be given.

The Petition to Test Out form is available at the Office of the Registrar. There is a fee of \$40 per credit hour for each special examination. Payment must be made to the Business Office prior to administration of the test.

Applicants for the 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 the following conditions are met:

- 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 has presented other evidence of mastery in the field.

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

- Has been a matriculated student at NMHU 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.

The approved Petition to Test-out form must be attached to the examination questions and the completed examination, which then must be sent to the Office of the Registrar (See also Section D for information on Time Limitations and Currency of Coursework).

## C. SUGGESTED TIMELINE FOR 2-YEAR MASTER'S DEGREE

Students should contact the Graduate Coordinator or Department Chair for more detailed information.

### Year one – first semester

- Meet with the Graduate Coordinator, Department Chair, or Faculty Adviser to discuss pathway to the degree, and commence the Program of Study,
- Register for 9+ credit hours of core and/or elective courses.

### Year one – second semester

- Register for 9+ credit hours of core and/or elective courses,
- Submit completed Program of Study form to the Dean of Graduate Studies,
- Decide on program-specific Exit Requirements (Thesis, Field Project, etc.), and begin research,
- Choose or be assigned Graduate Committee or Faculty Adviser for the Exit Requirements,
- If required by program, submit the graduate program's Exit Requirement Intent form to the graduate program. Contact the Graduate Coordinator or Department Chair for details.

### Year two – first semester

- Register for 9+ credit hours of core and/or elective courses,
- Continue research and work closely with the Graduate Committee Chair or Faculty Adviser,
- Provide progress report to the Graduate Committee or Faculty Adviser,
- Change from Provisional to Regular status, if needed,
- Undertake Degree Check with the Graduate Coordinator, Department Chair, or Office of the Registrar,
- Begin exit document, and undertake qualifying exams and/or proposal presentation, if required.

### Year two – second semester

- Complete remaining courses,
- Complete research, and complete drafts of exit document for circulation to the Graduate Committee, or other program specific exit requirements (see Sections H-I),
- Schedule Final Degree Check with the Office of the Registrar, and submit the Application for Degree form.
- If required by the program, and upon approval of the Graduate Committee Chair, submit the Request for Oral Defense form, or the Request for the

Comprehensive Exit Examination form to the Office of Graduate Studies at least two weeks in advance of the exam,

- If required, take the Comprehensive Exit Examination or National Examination,
- Submit the final exit document to the Graduate Committee, take the Oral Defense, and gain approval signatures from the Graduate Committee,
- Submit the exit document for signature approval to the Graduate Coordinator or Department Chair, and, if required, to the Dean of Graduate Studies,
- Present the exit document to the graduate program or to the Thomas C. Donnelly Library. See Sections H-J and Appendix A for more information.

## D: ENROLLMENT, COURSEWORK, AND THE PROGRAM OF STUDY

### Enrollment and Coursework

Full-time enrollment at the graduate level requires a minimum of nine graduate semester credit hours in both the fall and spring semesters. An enrollment of six graduate credit hours may be sufficient if recommended by the Graduate Coordinator or Department Chair. During the summer session, six credit hours are considered full-time study.

See the program-specific graduate handbook or contact the Graduate Coordinator or Department Chair for more information on core and elective courses.

- Prospective graduate assistants should refer to Section F of this handbook for enrollment requirements for students on Graduate Assistantships.
- Students eligible for financial aid should consult with the Office of Financial Aid for enrollment requirements mandated by their awards.
- Students desiring graduate credit must enroll for the graduate-level section of a course offered at both the graduate and undergraduate levels (i.e., 4000-5000 level classes).

- All coursework must be completed or in progress during the semester in which the student plans to graduate.
- Students must be registered for a least one credit hour after they have completed all coursework and are working solely on their Exit Requirements, i.e., the Thesis (6990), Field Project or Exhibit (6970), or Professional/Publishable Papers (6960), or preparing for the Comprehensive Exam, and using university facilities.
- Students must be registered for one credit hour in the semester in which their degree or certificate is posted. See Sections G-H for more information on Exit Requirements and Graduation Deadlines.

Independent Study (5900 & 6900), Independent Research (5920 & 6920), and Directed Study (5930 & 6930)

Independent Study (5900 & 6900) allows a student to undertake original study/research under the supervision of a faculty member without replacing a regularly offered course.

- Independent Research (5920 & 6920) is for students undertaking individual research under the supervision of a faculty member without replacing a regularly offered course.
- Directed Study (5930 & 6930) is used to deliver a regularly offered or required course to students in the event that the course is not offered when they need it.
- A course that has already been completed may not be retaken as an Independent Study (IS), Independent Research (IR), or a Directed Study (DS).
- If the IS, IR, or DS is to substitute for a course in the student's Program of Study, the Course Substitution form also must be submitted to the Office of the Registrar. For more information, see below for the Program of Study.
- A proposal for the IS, IR, or DS must be 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 the supervising faculty member. Final approval to conduct this research/coursework must be obtained from the Dean of Graduate Studies.
- If the study concerns human subjects, approval must be sought from the Institutional Review Board; and if

it concerns animal subjects, approval must be sought from the Institutional Animal Care and Use Committee. See Section I for more information. Practicum (5340 & 6340), Internship (5980 & 6980), and Field Project or Exhibit (5970 & 6970)

In Practicum (5340 & 6340), Field Project or Exhibit (5970 & 6970), and Internship (5980 & 6980) courses, students undertake duties with the joint supervision of a work supervisor and a university faculty member, either at an on- or off-campus site. Often such courses are offered with a variable-credit option allowing students a choice in the extent of the work and thus in the amount of academic credit to be earned. Registration in these courses requires permission of the supervising faculty member. See your program-specific handbook for further information, or contact the Graduate Coordinator or Department Chair.

## The Program of Study (POS)

The Program of Study is the listing of courses agreed upon by the student and the faculty of the graduate program. The POS is the binding document to consider for graduation, although changes can be made to it (see below: Changes to the POS).

- If required, the Graduate Coordinator or Department Chair must approve and sign the POS before it is submitted to the Dean of Graduate Studies. The approved POS then is filed in the Office of the Registrar.
- If required, the POS must be filed by the end of the second semester in regular degree- or certificate-seeking status. Students should consult the Graduate Coordinator or Department Chair for their program requirements.
- Students in provisional status must attain regular status before they submit the POS.
- The POS includes a minimum of 32 credits at the 5000 and 6000 levels. Of these, 15 credits must be at the 6000 level.
- No undergraduate course can be used toward the completion of or be listed in a POS.
- No course in a POS may have been used for another degree, except in cases of dual-degree or certificate programs.

Credit will not be given for a 5000-level graduate course if the student previously took the class at the 4000-level to attain the bachelor's degree, unless the course is listed in the catalog as repeatable with a change in content.

- No course may be retaken for credit because the course number, title, level, instructor, textbook, or offering has been changed unless the course by its nature involves different learning experiences.
- A course may not be retaken for credit unless the Graduate Catalog lists it as repeatable with a change in content.
- Up to 25% of the courses listed on the Program of Study may be accepted in transfer from another accredited institution provided they meet the guidelines for transferring credits and approval is obtained from the graduate program and the Dean of Graduate Studies. See Section B: Categories of Admission for more information on transferring credits.
- No institute or workshop will be accepted toward the completion of a graduate program.
- The last eight semester credits, with the exception of independent study or research, must be taken in residence at New Mexico Highlands University.
- No more than 25% of the total credits listed on the Program of Study may consist of the following types of courses: thesis, professional/publishable paper, field project or exhibit, comprehensive exam, independent study/research), directed study, or any combination thereof.
- For graduation, the completed POS must indicate a grade point average of at least a 3.0 on a 4-point scale.

## Changes to the Program of Study

As students progress through their studies, situations might occur that necessitate the request for approval of changes to the Program of Study. A revised POS can be submitted to the Office of the Registrar. Alternatively, the student can submit the following revision forms:

## Course Substitutions

If a student takes a course not listed on the POS, the Course Substitution form must be signed by the Graduate Coordinator or Department Chair before being submitted to the Office of Graduate Studies for approval by the



Dean of Graduate Studies, who sends it to the Office of the Registrar.

#### Change of Concentration

If a student changes their concentration within a graduate program, the Change of Concentration form must be approved by the Graduate Coordinator or Department Chair before being submitted to the Office of Graduate Studies, which sends it to the Office of the Registrar.

#### Change of Degree Program

If a student changes degree or certificate programs, a new Program of Study must be submitted.

### Leave of Absence and Time Limitations

NMHU generally offers two-year full-time graduate degree programs. From admission through to graduate degree completion, the university requires students to maintain continuous enrollment for all semesters of the academic year (excluding summers). However, the university also recognizes that circumstances arise where this may not be possible.

#### One-Semester Grace Period

NMHU offers a one-semester grace period for students who do not register for classes. Students must notify the program's Graduate Coordinator and/or Department Chair of their departure and return to their studies.

#### Reactivation of Status

Students who do not register for classes for two or more consecutive semesters must submit the Reactivation of Status form for approval first to the Graduate Coordinator and/or Department Chair of their graduate program, and then to the Office of Graduate Studies. Approval of the reactivation of status is the prerogative of the graduate program. The Reactivation of Status form is accessible in NMHU Online Documents.

#### Readmission

A student who has not enrolled in classes for more than seven years is required to re-apply for admission to the graduate program through the Office of Graduate Studies. Students should submit the application at least 30 days prior to the start of the semester. As with regular admissions, the Graduate Coordinator and/or the Department Chair will review and approve or deny the application. The approval of readmission is the prerogative of the graduate program. Admission may be determined also by previous academic performance at NMHU and/or at other institutions during the absence.

#### Denial of Reactivation or Readmission

A graduate program may deny the request for the reactivation of status or readmission. Students denied a reactivation of status or readmission to a graduate program, and who wish to enter another graduate program, must complete a new application for admission.

### Currency

Individual graduate programs at NMHU have different standards of currency; but at the time of graduation, all coursework must be current (i.e., not out-of-date).

- If a request for a reactivation of status or readmission is approved, and the program has a currency requirement, students should contact the Graduate Coordinator and/or the Department Chair concerning coursework that exceeds the time limit for currency (usually over seven years) at the time of graduation.
- Graduate programs with a currency requirement may request students to retake course work that exceeds the currency limit or to test out of these classes.
- For any course that exceeds a currency requirement, the student must complete and submit the Statement of Currency form to the Office of the Registrar. The Statement of Currency form is accessible in Online Documents.
- The Office of the Registrar has a list of the currency requirements of all graduate programs.

## E: ACADEMIC POLICIES AND PROCEDURES

### Academic Performance

Graduate students must adhere to the rules and regulations governing disciplinary behavior listed in the NMHU Student Handbook, as well as those pertaining to academic conduct. In addition, students should be aware of discipline-specific policies and procedures listed in the discipline-specific handbook.

#### GPA

To earn a master's degree, a student must have a grade-point average of at least a 3.0 on a 4-point scale in the Program of Study. Any student whose cumulative grade-point average drops below a 3.0 will fall into probation. Any student whose cumulative grade-point average falls below a 2.4 may be suspended. Students who earn a course grade that is less than a C will not receive credit for

that course, but it will be counted in determining the grade-point average.

### Academic Probation

Students who do not make satisfactory progress will be placed on academic probation. A student on probation needs to obtain a GPA of 3.0 or higher in the following 12 credits they take to clear the probationary status. 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.

### Grade Appeals

Appealing for a change of grade is an issue of a profound nature, because it deals with the academic rights of both the instructor 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.
- The student must have made an honest effort to resolve this matter with the instructor who assigned the grade.
- If the effort does not resolve the matter, the student completes the Student Grade Appeal form available in the Office of Academic Affairs. It must be submitted to the department/college or school for review and discussion with the student.
- The Dean of the College or School will ask the instructor involved to respond to the appeal. This is done through the completion and submission of the Faculty Response to Student Grade Appeal form, which is available in the Office of Academic Affairs.
- The Dean of the College or School then reviews the documentation and attempts to resolve the matter.

If the Dean of the College or School cannot achieve resolution, the Office of Graduate Studies will present both documents to the Academic Affairs Committee for action. The Provost and Vice-President of Academic Affairs is the final authority in unresolved disputes.

### Academic Grievances

Academic grievances are handled through an established process. Students are encouraged to consult first with their instructor to resolve the grievance. If the problem still is not solved, students should contact the Graduate

Coordinator and/or Department Chair. If the problems continue, students can request assistance from the Dean of the College or School, and the Dean of Graduate Studies. See the Student Handbook for more information on Grievance Procedures.

### Petition for Hardship

A student who feels that he or she needs relief from an unfair academic hardship brought about by any regulation of the university may submit an Academic Petition.

Petition for Hardship procedures are as follows:

1. The student submits the academic petition to the Faculty Adviser, and/or the Graduate Coordinator, and/or the Department Chair along with any supporting documentation for consideration. The student must include a copy of their Degree Audit.
2. The student is responsible for obtaining signatures of approval or disapproval from the Faculty Adviser, and/or the Graduate Coordinator, and/or the Department Chair. The adviser or student routes the form through the Graduate Coordinator/Department Chair and the Dean of the College/School, who each indicates approval or disapproval, and then the petition is forwarded to the Office of Graduate Studies. If the hardship petition involves financial issues, input will be obtained from the comptroller or designee in the Business Office and the Director of Financial Aid or designee.
3. After the Office of Graduate Studies receives the petition, the Dean of Graduate Studies should send complicated or disputed petitions to the Academic Affairs Graduate Appeals Subcommittee. The Subcommittee will further review and provide a recommendation to the Dean of Graduate Studies before the final university decision is made.
4. At the discretion of the Academic Affairs Graduate Appeals Subcommittee, a hearing may be held before a recommendation is made to the Dean of Graduate Studies. The Subcommittee will establish any rules regarding fair procedure for the hearing, and let the student know at least one week in advance of the hearing through university email.
5. After the hearing, members of the AAC Subcommittee shall vote to support or not support the petition. Their recommendation, along with the individual members' votes, will be sent to the Dean of Graduate Studies.

6. The Dean of Graduate Studies makes the final decision to approve or deny the Petition for Hardship. The Dean then notifies the student, the Registrar, the Dean of the College or School, and the Chair of the AAC Subcommittee (if applicable) of the decision. If financial changes result from an approval, the Office of Financial Aid and the Business Office are also notified

7. The suggested timeline for action under normal circumstances after receipt by each office is:

- a. Eleven (11) working days for the complete set of recommendations from the Faculty Adviser, Graduate Coordinator or Department Chair, and the Dean of the College or School.
- b. Six (6) working days for a final decision by the Dean of Graduate Studies after a petition is received from the Graduate Coordinator or Department Chair, or from the Subcommittee of the Academic Affairs Committee.
- c. Eleven (11) working days for the recommendation by the Subcommittee or sixteen (16) working days if a hearing is required.

### Academic Integrity Policy

All forms of academic dishonesty defeat the mission of the university to develop the skills and knowledge of students; it disadvantages the work and grades of students who perform with integrity; it is considered unethical by society at large; and it thwarts the purpose of academic inquiry and scholarship, including the pursuit, preservation, and communication of knowledge. Instructors who suspect a student of violating the Academic Integrity Policy listed here and in the NMHU Student Handbook should meet with the student privately to further investigate the matter and notify their Graduate Coordinator and/or Chair and/or Dean with a recommendation. Students who feel that they have been unjustly accused of cheating or punished too severely should meet with their instructor to discuss the matter. If the matter cannot be resolved, the student and instructor should meet with the Graduate Coordinator or Department Chair, and eventually the Dean of the College or School and the Dean of Graduate Studies if the matter is not solved at the program level. If the matter remains unresolved, it may be brought for review before the Academic Affairs Committee.

### Definitions

- Academic dishonesty: Any behavior by a student that misrepresents or falsifies the student's knowledge, skills, or ability.
- Plagiarism: The process of copying another person's idea or written work and claiming it as original without acknowledgment of the original author or creator.
- Cheating: Student's use or attempted use of unauthorized notes, texts, visuals, electronic devices, or copies of tests to misrepresent their knowledge, skills, or abilities.
- Collusion: Secret cooperation between students in order to cheat or plagiarize.
- Facilitation: One student assists another student in cheating, plagiarism, or collusion.
- Falsification of records: A student alters academic records without authorization.

### Documentation of Academic Dishonesty

Faculty who discover academic dishonesty must document the infraction. Documentation needs to state the student's name, the date that the academic dishonesty was discovered, and the type of academic dishonesty. Supporting documents or copies of academic dishonesty need to be retained by the instructor. Documentation should be retained by faculty for at least four years.

- Situations and suitable documentation include the following but are not limited to:
- Several students complain that other student(s) cheated on a test or assignment. Appropriate documentation is a signed letter by the students describing the incident and a copy of the accused student's assignment.
- Several students give identical written answers, after sitting next to each other during an examination. Copies of the exams and a note that they sat in proximity to one another constitute documentation.
- Plagiarism is documented through a copy of the student's work, along with a copy or citation of the source of the copied text.

## Penalties for Academic Dishonesty

Instructors and supervisors must collect and maintain evidence records to apply penalties. Grade rosters contain a flag that is checked next to the names of students who cheat.

Courses: An F for academic dishonesty cannot be expunged from the record and GPA calculations by retaking the course. Instructors who have (1) informed classes about the nature of academic dishonesty and that there will be penalties if caught, and (2) documented incidents of academic dishonesty, can impose penalties on students. Penalties must be imposed impartially; all students involved in an incident must be penalized at the same level. The penalty for an incident of academic dishonesty is up to the individual faculty member who detects it in a class. Penalties may range from a reduced grade on an individual assignment to a failing grade for the course. The amount of grade reduction is up to the individual faculty member.

Before assessing a penalty, faculty members must inform the student suspected of the infraction, and the student should be given the opportunity to respond. If more than one student is involved, each student should be interviewed separately and his or her responses compared.

Work-study Students, graduate Assistants, and research assistants may also be dismissed from employment.

Instructors have the option to notify the registrar, requesting that the student is flagged for academic dishonesty.

### Flagged Students:

The registrar shall maintain a list of students who have been academically dishonest. When a student is flagged twice, the name of the student is forwarded by the registrar to the Office of Academic Affairs. The Academic Affairs Committee shall then convene a hearing to determine a university-level penalty for the student. Students who are found to be persistently academically dishonest may be suspended from the university for several semesters at the discretion of the Academic Affairs Committee. When a student is flagged a third time, the university shall expel the student. The student's transcript shall show the statement: "Expelled for academic dishonesty."

## Appeals

A student has the right to an academic appeal of a finding of academic dishonesty by an instructor of a course, a supervisor, or the Academic Affairs Committee.

Procedures: When a student who appeals the finding of academic dishonesty by an instructor of a course, a Subcommittee of the Academic Affairs Committee will review information provided by the student and instructor and determine:

- 1) Whether to uphold the instructor's finding,
- 2) Whether the penalty was appropriate and,
- 3) Whether to adjust the penalty.

The burden of proof rests on the instructor of a course. If the Academic Affairs Graduate Appeals Subcommittee does not uphold the instructor's finding, then the flag is cleared by the registrar. When a student appeals the finding of academic dishonesty by a supervisor, the Academic Affairs Graduate Appeals Subcommittee will review information provided by the student and supervisor and determine whether to uphold the supervisor's finding of academic dishonesty. The burden of proof rests on the supervisor. If the subcommittee does not uphold the supervisor's finding, then the flag is cleared by the registrar.

When a student who appeals the finding of the Academic Affairs Committee, or as the result of a second flagging, the Office of Academic Affairs will initiate an administrative review to determine whether to uphold the decision of the Academic Affairs Committee's finding of academic dishonesty. The burden of proof rests on the Academic Affairs Committee. The Office of Academic Affairs will then decide whether to rescind or alter the university level penalties and/or the university expulsion.

## F. GRADUATE ASSISTANTSHIPS AND SCHOLARSHIPS

Students should check with the NMHU Office of Financial Aid and the NMHU Foundation for information on other graduate student scholarships.

### NMHU Graduate Assistantship (GA)

Graduate programs across campus at NMHU offer students full-time and part-time Graduate Assistantships that cover tuition fees and include a stipend.



The Graduate Assistantship is considered an assignment of employment to assist an instructor and the academic program in the delivery of classroom and laboratory instruction, research, and other departmental needs. Graduate Assistantship positions help to facilitate the student's professional growth through work experience in a supervised setting.

Students interested in being awarded a Graduate Assistantship should contact their program's Graduate Coordinator or Department Chair for details.

Graduate Assistantships are awarded to students based on academic merit, program availability, and program needs.

- Students are eligible for Graduate Assistantships for up to two years of full-time study, because it is expected that students on a Graduate Assistantship will complete the degree in two years.
- The Graduate Assistantship may be extended at the discretion of the academic program and with approval from the Dean of Graduate Studies.
- In addition to individual graduate programs, other campus offices may offer Graduate Assistantships. Students should search for such Graduate Assistantships through the online job list at NMHU Career Services.

#### Eligibility for the Graduate Assistantship

Graduate students wishing to be considered for a GA must possess a bachelor's degree and be admitted to a graduate program at NMHU.

- An undergraduate student cannot be awarded a GA, even in Advanced-Standing Status, except in special circumstances with the approval of the Dean of Graduate Studies.
- A university employee may not serve as a Graduate Assistant.
- Additional documentation required for employment purposes must be completed (W-4 Form and Form I-9 Employment Eligibility Verification).
- All employment regulations applicable to U.S. citizens are required for international Graduate Assistant students. International students on F-1 or J-1 visas should contact the International Student Office for information on any visa employment restrictions.

#### Application Process

Graduate Assistantships are designated for graduate students admitted to a specific discipline, so prospective applicants should contact the Graduate Coordinator or Department Chair and consult the program-specific handbook for more detailed information. The Graduate Assistantship Request Form is available from the Office of Graduate Studies.

Applicants also must submit the following documents to their Graduate Coordinator or Department Chair:

1. A statement of educational goals and objectives,
2. Transcripts, and
3. Two or three letters of recommendation.

Applicants may use this documentation for both the graduate application for admission and the application for a GA, but are advised to make duplicate copies for each packet. It is the student's responsibility to submit these materials to the respective offices.

Each graduate program is responsible for reviewing candidates and assigning their program's Graduate Assistantships. The Dean of Graduate Studies grants final approval for such awards.

The graduate program reviews the GA applicant's credentials and determines their suitability, before making a recommendation to the Dean of Graduate Studies. Applications must be submitted every year. The renewal of an assistantship each semester or each academic year is not guaranteed. Students wishing to continue as a Graduate Assistant must compete with all other applicants.

#### The Graduate Assistantship Contract

Once the Graduate Assistantship is approved by the graduate program, the Graduate Coordinator or Department Chair submits the Request for Graduate Assistant Request form online. The Office of Graduate Studies sends the link to the form to department chairs and graduate program coordinators. The Office of Graduate Studies prepares the Graduate Assistantship contract and sends it to the students for electronic signature. The student then asked to report to the Office of Human Resources to complete the onboarding process.

- At the discretion of the graduate program, a GA contract may be for one semester or one academic year. The contract commitment covers the period when

school is in session (first day of classes through to finals week). Students on contract are not required to work during spring break as part of their contract.

- The contract contains information on the period of appointment, the stipend and tuition waiver, the duties, and the conditions of the award.

### Enrollment Requirements

The following are the enrollment requirements for a full-time Graduate Assistant per semester:

- The student should be enrolled full-time – 9 credit hours per semester – in the graduate program. An enrollment of six graduate credits is sufficient if recommended by the Graduate Coordinator or Department Chair and approved by the Dean of Graduate Studies.
- A Graduate Assistant may not enroll for more than 12 graduate credit hours without approval from the Graduate Coordinator or Department Chair, and the Dean of Graduate Studies.
- Students who take more than 12 credit hours or less than six credit hours with a Graduate Assistantship must fill out the Graduate Assistantship Exemption form and submit it to the Office of Graduate Studies for Graduate Dean review and approval.
- A Graduate Assistant in the last semester of graduate study may register for as little as one credit hour of thesis/field project/professional papers, etc.

### The Graduate Assistantship Tuition Fee Waiver

The Graduate Assistantship tuition fee waiver is strictly designated for payment of up to 9 credit hours of tuition fees per semester.

- Associated with the student's enrollment in a specific number of classes, the tuition fee waiver can be paid only once.
- Ancillary fees, including the Health Center fee, the deferred payment fee, or class/lab fees, etc., are not covered by the Graduate Assistantship.
- If a student has received a Graduate Assistantship, tuition fees will be waived only for graduate-level courses approved by the graduate program.

- The Graduate Assistantship tuition fee waiver does not cover graduate courses over the 9-credit hour limit, so students are responsible for paying the tuition fees for all other courses.

- The Graduate Assistantship tuition fee waiver does not cover any undergraduate courses, so students are responsible for paying the tuition fees for these courses.

- Partial payment by different accounts may be made to maximize the coverage. If tuition fees are covered by two different sources, the student must consult with the Business Office to determine how the tuition fee charge will be covered by the respective sources.

- If a graduate student does not use all of the tuition fee waiver, reimbursement will not be made for the difference, i.e., if a student is covered for full tuition fees but registers for only six credit hours, the difference will not be paid to the student.

- An out-of-state or international student who receives at least a half-time Graduate Assistantship is entitled to the in-state tuition fee rate. If the Graduate Assistantship is a half-time commitment but the student registers for more than six credit hours, the student will pay the remainder of the tuition fees at the in-state rate. (N.M. Code R. §5.7.18.10)

- International students have a physical presence requirement and must be enrolled at the NMHU Main Campus.
- International students must obtain an F-1 or J-1 visa classification and maintain that status.
- International students must have a United States bank account.
- International students are required to update their address changes to the Registrar's Office.
- International students are required to apply for a Social Security Number and take the receipt to the Human Resources Office as evidence of application for the SSN.
- If a telework agreement is approved, a physical address must be reported to Human Resource Office and the International Education Center.

- The Western Regional Graduate Program (WRGP) allows master's degree and graduate certificate students who are residents of WICHE member states to enroll at NMHU and pay resident tuition. See: <https://www.wiche.edu/tuition-savings/wrgp/>

## The Graduate Assistantship Stipend

Remuneration for GA assignments is made in the form of a stipend plus a tuition fee waiver.

- The stipend amount is predetermined according to the program to which the student is admitted.
- Part-time Graduate Assistantships are available. The part-time Graduate Assistantship offers a 75%, 50% and 25% stipend. Contact the Office of Graduate Studies for further information.
- Graduate assistantship stipends are treated as taxable wages.
- There are usually eight payrolls in one semester, and disbursements are made biweekly.
- Under no circumstances will payment be made for services not rendered. If a check is unknowingly issued after a Graduate Assistant terminates the employment and the student cashes the check, the student will be liable for the amount received. Failure to reimburse the university may result in legal action, and the student may not be able to register for classes in subsequent semesters.

## Graduate Assistantship Work Hours and Duties

Students on Graduate Assistantships are required to work a specific number of hours in exchange for receiving the tuition fee waiver and the stipend.

- Graduate Assistants 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 and 10 hours, GA employment. Exceptions may be made with approval from the Graduate Coordinator or Department Chair, and the Dean of Graduate Studies.
- 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 program, then the number of work hours required per week will be prorated.
- The employing graduate program will provide information and answer questions about the duties and expectations.

- Specific duties are written into the GA contract.
- Time sheets are not required, but the hiring department must monitor the student's work schedule and maintain a record of the hours worked.

## Office Space

Information about office space may be obtained from the employing graduate program. If possible, a telephone, except for personal use, file space, access to copying, a computer, and a mailbox should be available for each Graduate Assistant.

## Performance and the Termination of Contract

Graduate Assistants who do not perform their duties as assigned, or who fail to progress satisfactorily in their coursework and Program of Study, may have their Graduate Assistantship terminated.

- Academically dishonest Graduate Assistants may be dismissed from employment. Notice will then be sent to the Office of the Registrar to flag the student for academic dishonesty. See Section E of this handbook, and the NMHU Student Handbook for more information on the Academic Integrity Policy.
- A Graduate Assistant who wishes to terminate the employment must inform the Graduate Coordinator or Department Chair and the Dean of Graduate Studies. A formal cancellation form must be submitted to the Office of Graduate Studies by the graduate program.
- Graduate Assistants who begin their duties but then terminate the employment could be liable for reimbursing the university for all or part of their tuition fees.
- The Cancellation of the Graduate Assistantship form is available from the Graduate Coordinator/Department Chair, NMHU Online Documents, and the Office of Graduate Studies.

## Benefits

Graduate Assistants are considered part-time employees. As a result, they are not eligible for employee benefits.

## Grievances

Graduate Assistants should review the NMHU Student Handbook for information on how to proceed in resolving a grievance. See also Section E of this handbook.

## The New Mexico Graduate Scholarship

**Description:** The Graduate Scholarship was created to increase graduate enrollment at public postsecondary institutions for students from groups underrepresented in graduate education.

**Award:** Up to \$7200.00 per year.

**Duration:** Each scholarship is awarded for a period of one academic year. A recipient in good academic standing in his/her course of study, as determined by the institution, may receive the scholarship for a total of two years.

### Eligibility:

Priority will be given to New Mexico students from groups with the most severe under-representation and students with the greatest financial need.

- A citizen of the United States or permanent resident.
- An agreement to serve in an unpaid internship or assistantship at the eligible institution, government agency, or private industry approved by the graduate program for ten hours per week during the academic year.
- Eligible according to a standard needs analysis or financial aid officer's professional judgment.

**How to Apply:** Student shall contact the Office of Graduate Studies for application instructions.

**When to Apply:** Contact the Office of Graduate Studies for the eligibility period.

## G. GRADUATION DEADLINES

### Degree Checks

In their third semester of study, students should request a degree check from 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. Degree

checks will reveal if the student is in a position to graduate in a given semester, and are necessary to ensure that all program requirements have been fulfilled, including the removal of incomplete grades, submission of official transcripts, meeting of course deficiencies, completion of currency examinations, and other provisions.

Students are encouraged to schedule the degree check in the first semester of their second year of study. The final degree check should be scheduled before midterms of the last semester of graduate study after which the student can file a request for the Comprehensive Exit Examination, National Examination, or the Oral Defense. This must be completed at least two weeks prior to the scheduled examination date.

### The Application for the Master's Degree

The Application for the Master's Degree form must be submitted to the Office of the Registrar before midterms of the semester in which the student expects to complete the degree. The application is valid for only one semester.

Students wishing to be hooded at the graduation ceremony and be listed in the commencement program must submit the Application for the Master's Degree form to the Office of the Registrar through the Office of Graduate Studies.

Contact the Office of the Registrar for the exact date of the semester deadline (usually the week before midterms).

### Exit Requirement Graduate Clearance Form

After a student meets all the exit requirements of the graduate program, the Graduate Coordinator or Department Chair submits the Graduate Clearance form for final approval to the Dean of the College/School, and/or to the Dean of Graduate Studies. See the program-specific graduate handbook for more information.

- Posting of the degree will follow the submission of the signed Graduate Clearance form by the Office of Graduate Studies to the Office of the Registrar.
- The signed Graduate Clearance form must be received in the Office of the Registrar by the last Friday before the beginning of the following semester. (For example, if the student wants the degree posted in the spring semester, the signed clearance form must be in the Office of the Registrar by the last Friday before the beginning of the summer semester). If a student does not meet this deadline for



posting the degree, then the degree will be posted the following semester.

- Each student must be registered for at least one credit hour in the semester in which the degree requirements are fulfilled and the degree is posted.
- If the degree requirements are not satisfied by the deadline for a semester, registration for at least one graduate credit hour will be required for every subsequent semester, including the summer session. Students should contact the Office of Graduate Studies or the Office of the Registrar for the appropriate dates.

### Letter of Transmittal for Theses and Professional / Publishable Papers for Library Catalog

In addition to the Graduate Clearance form, students who have sent their completed thesis or professional/publishable papers Exit Document to the library for cataloging must have a Letter of Transmittal submitted on their behalf. Upon receipt of two original copies of the exit document (see sections H and J for details), the librarian in the Office of Government Documents and Periodicals will submit the Letter of Transmittal to the Office of Graduate Studies for final approval of the degree by the Dean of Graduate Studies. Posting of the degree will follow the submission of the Letter of Transmittal by the Office of Graduate Studies to the Office of the Registrar.

- The Letter of Transmittal for the Exit Document must be received in the Office of the Registrar by the last Friday before the beginning of the following semester. (For example, if the student wants the degree posted in the spring semester, the signed Letter of Transmittal must be in the Office of the Registrar by the last Friday before the beginning of the summer semester). If a student does not meet this deadline for posting the degree, the degree will be posted the following semester, and the title page must reflect that date.
- A student must be registered for at least one-credit hour in the semester in which the degree requirements are fulfilled and the degree is posted. If the degree requirements are not satisfied by the deadline for the semester, registration for at least one graduate credit hour will be required for every semester thereafter, including the summer session. Students may contact the Office of Graduate Studies or the Office of the

Registrar for the appropriate dates. See Exit Requirements B for more information on Exit Documents.

## Commencement Deadlines

Students who have not completed all requirements for the master's degree will not be allowed to participate in the commencement ceremony unless they can demonstrate that they can meet the requirements before the end of the summer semester.

Students wishing to be hooded at the graduation ceremony and be listed in the commencement program must have submitted the Application for the Degree form to the Registrar's Office through the Office of Graduate Studies by midterms. Contact the Office of the Registrar for the exact date of the semester deadline.

To participate in commencement, 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.

## H. EXIT REQUIREMENTS

### Definitions

To earn a degree at New Mexico Highlands University, graduate students will complete coursework and, depending on the individual graduate program, one or more of the following requirements:

- Capstone course
- Internship
- Practicum
- Comprehensive exit examination based on the core and elective courses the student passes for the degree
- National examination
- Thesis (a longer research paper)
- Field project or exhibit (a case study, business plan, or public display)
- Professional/publishable paper(s) (prepared in conformity with publication rules established by a professional journal)
- Independent study course
- Independent research course

Students producing an Exit Document (thesis, field project or exhibit, professional/publishable paper(s), independent

research, or independent study) must also pass an Oral Defense on the completed document. See below for details.

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

While working on their Exit Document, students must register for

1-3 credit hours of Thesis (6990); Professional/Publishable Papers (6960); Field Project/Exhibit (6970); Independent Research (6920); or Independent Study (6900).

### Graduate Committees and Faculty Advisers

Students completing an Exit Document are required to select a Graduate Committee of at least three faculty members to oversee the research project and the Oral Defense taken upon its completion. Students completing a Comprehensive Exit or National Examination, Capstone Course, Internship, or Practicum are assigned or choose a Faculty Adviser from the graduate program, though in some instances students select a Graduate Committee. For further information, contact the Graduate Coordinator or Department Chair, or consult the program-specific handbook.

- In graduate programs that require students to work with a Graduate Committee, it is the student's responsibility and choice to identify and select faculty as the Graduate Committee Chair and members through mutual agreement. In graduate programs that require students to work with a Faculty Adviser, it may be the student's responsibility and choice to identify and select the adviser, or the student is assigned the adviser. For more information, consult the program-specific handbook or contact the Graduate Coordinator or Department Chair.
- The Graduate Committee should have at least three members and no less than two should be from the student's graduate program. The Graduate Committee must be chaired by a member of the graduate faculty. A third member may be from another discipline. A fourth (optional) member may also be a voting member. Graduate Committee members who are not Highlands faculty members must submit curriculum vitae for approval by the discipline.

- The Graduate Committee Chair serves as the primary adviser to the student in preparing the exit document or fulfilling other exit requirements.
- The Graduate Committee Chair is to have regular contact with the student to ensure that acceptable progress is made towards the completion of the exit requirements.
- The Graduate Committee Chair should provide feedback to the student in a reasonable timeframe.

### Exit Requirements (A)

Comprehensive Exit Examination, National Examination, Capstone Course, Internship, or Practicum

Some graduate programs at New Mexico Highlands University require students to pass a written and/or oral Comprehensive Exit Examination or National Examination, or complete a Capstone Course, Internship, or Practicum. Due to the wide variety of Exit Requirements (A), students should consult their program-specific handbook, or contact the Graduate Coordinator or Department Chair for further information.

### Exit Requirements (B)

Thesis, Field Project or Exhibit, Professional/ Publishable Paper (s), Independent Study, and Independent Research

A formal written Exit Document must be submitted to fulfill Exit Requirements (B) at New Mexico Highlands University. Exit documents are research-based and must meet the following requirements:

- a formal proposition or treatise advancing an original point of view resulting from original research or other in-depth study,
- a proposition or claim about the topic or problem that is maintained and defended in an argument that is logically developed and reasonably supported by verifiable evidence,
- a systematic in-depth investigation of a field of knowledge that results in previously unknown knowledge or sheds light on known facts through the use of critical study,
- the student's original work,

- a contribution to a new perspective or application with new implications,
- analysis and interpretation that is either quantitatively or qualitatively derived and not a report or summary of information on a particular subject, and,
- a representation of 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 program has its system for evaluating these requirements.

### General Guidelines for Exit Documents

- The exit document must be written in English. Another language may be used if prior approval has been granted by the department/college/school.
- It is the department's responsibility to ensure that the document meets the format requirements specified in this manual or by the discipline.
- It is recommended that students begin to identify their intended exit document in the second semester of study.
- Students must allow sufficient time (usually two weeks) for the reviews and approvals of the exit document by all the committee members.
- Students may change the Graduate Committee Chair to work with another member of the graduate faculty, but they need to start a new project with the new chair unless they first obtain the approval of the original Graduate Committee Chair.
- When the exit document is fully completed and of the highest quality, it is evaluated at the Oral Defense, which takes place when the student has completed all the other degree requirements. See below for more information on the Oral Defense.

### Evaluation of Exit Documents

The student's Graduate Committee must verify that the exit document is approved as written or approved with

revisions. The verification takes place at the Oral Defense. Ordinarily, an exit document will be approved formally only after the following stipulations have been met:

- The student has completed all but six hours of coursework,
- Deadlines for submission of drafts, review, and feedback have been met,
- All members of the Graduate Committee have approved the exit document, and,
- Standard document guidelines as prescribed by NMHU have been followed. See Section J and Appendix A for more information. Due to changes in requirements, students should not use existing library or departmental copies of theses, field projects, or publishable/professional papers as examples of the proper format. See below and contact the Office of Government Documents at the Thomas C. Donnelly Library.

### Rating Rubric for the Exit Document

- S – Satisfactory, the document (s) is/are in acceptable form;
- P – Passed with Provisions: The document(s) is/are in acceptable form, but will require revisions. When the exit document is acceptable "but will require revisions," any additional time taken to complete it will be considered when assessing time limitations to complete the program.

If the exit document fails to demonstrate graduate-level writing proficiency, it will earn one of the following ratings:

- No Grade – Unacceptable, but will be reconsidered after further revision.
- F – The document(s) is/are not in acceptable form.

If a student passes the Oral Defense but submits the final copy of the exit document after a member of the Graduate Committee has left the university, it is the student's responsibility to obtain that member's signature on the signature pages. The student should consult with the Graduate Committee Chair, and/or the Graduate Coordinator or Department Chair to facilitate this process.

## 1. Guidelines for Thesis and Professional / Publishable Papers for Library Catalog

(The guidelines for publishable/professional papers not catalogued in the library are listed below).

The thesis and professional/publishable papers are Exit Documents that take their place in the library as products of original thinking and research. They are designed to be comparable to published works, therefore; so requirements have been established in order that they are presented in a form suitable for library cataloging and shelving.

- An abstract must be included in all theses and professional/publishable papers submitted to the library.
- Students preparing a thesis, or professional/publishable papers for library submission should consult their program specific handbook for guidelines. They also should schedule an appointment to meet with the Librarian at the Thomas C. Donnelly Library Office of Government Documents to review the exit document and ensure that it follows the guidelines specified in this handbook and the library's Thesis Information Sheet or the Professional/Publishable Papers Information Sheet. The Graduate Committee Chair is encouraged to attend this meeting.
- It is the student's responsibility to read and follow the requirements presented here and to submit documents of the highest quality to the Graduate Committee for the Oral Defense in terms of correct and consistent formatting, correct grammar and spelling, and proper English usage.
- It is the Graduate Committee Chair's responsibility to ensure that the document follows the style manual of the discipline and the format requirements specified in this handbook. See the Thesis and Professional/Publishable Papers Information Sheets available from the Office of Government Documents and Periodicals at the Thomas C. Donnelly Library. The Graduate Committee Chair will carefully inspect the exit document for accuracy and conformity with these requirements.
- If the stated requirements are not met, the exit document will not be accepted by the department until the changes are made. Final copies will not be accepted with corrections, inappropriate margins, or of poor quality. If students anticipate problems with writing the thesis or professional/publishable papers, they may consult a professional copy editor/ proofreader.
- Each member of the Graduate Committee must approve the exit document. After signatures of approval of the exit document are obtained from all committee members, the completed document must be forwarded to the Graduate Coordinator or Department Chair for review and signature approval.
- The Graduate Coordinator or Department Chair reviews the document for academic merit, and readability (i.e., grammar, formatting, appropriate writing style). Any concerns should be discussed first with the Graduate Committee Chair. The Dean of Graduate Studies resolves disputes between the Graduate Committee Chair and the Graduate Coordinator or Department Chair regarding the readability or merit of the exit document. In scholarly disagreements, the Graduate Committee's expertise should be respected.
- Once the Graduate Coordinator or Department Chair approves the thesis or professional/publishable papers, the student sends one revised copy on regular paper with the two signed approval pages on white, premium bond paper (100 % cotton-fiber content and 20-26 lbs. weight) to the Dean of Graduate Studies. All signatures, except that of the Dean of Graduate Studies should appear on the signature pages at the time of submission. Programs that choose to do so may submit one revised copy of the thesis/paper to the Academic Dean for review before submitting a revised copy to the Dean of Graduate Studies.
- Students should allow at least five days for the Dean of Graduate Studies to review the thesis or professional/ publishable papers for readability (i.e., grammar, formatting, and appropriate writing style), and determine if its final form is satisfactory. In scholarly disagreements, the



Committee's expertise should be respected. The student and Graduate Committee Chair will be informed of any requirements that have not been met, and the exit document will not be accepted without the necessary corrections.

- Once the Dean of Graduate Studies approves the exit document, the student must print two copies of the entire document on white, premium bond paper (100 % cotton fiber content and 20-26 lbs. weight), and submit them to the librarian in the Office of Government Documents and Periodicals in the Thomas C. Donnelly Library with the signed approval pages. For archival purposes, a PDF and/or Microsoft Word copy of the exit document must also be submitted to the library along with the paper copies. See Section J and Appendix A for more information on presenting Exit Documents.
- Prior to submitting the two paper copies of the exit document to the library, the student must pay a binding fee of \$25.00 per bound copy to the Business Office and include the receipt with the submission. The library will arrange for the binding of the exit document, which takes 6-8 weeks.

After binding, the exit document is catalogued in the library.

### Presentation to the Department

It is the student's responsibility to determine whether additional copies of the exit document must be filed with the Committee Chair and/or the department. Usually, two unbound copies of the approved exit document are submitted to the graduate program. Each copy must be presented in a separate manila envelope. (Graduate Committee members' signatures must be included on the signature pages).

Students are advised to retain a copy of the exit document for their own use. Inquiries regarding the binding of departmental or personal copies should be directed to the library, and/or the program administrator.

## 2. Guidelines for Non-Library Submission of Professional/ Publishable Papers; Field Project or Exhibit; and Independent Research or Independent Study Exit Documents

Some graduate programs do not require the Exit Document to be catalogued in the library, but they require

the same degree of excellence. Generally, requirements that apply to the master's thesis pertain to the field project, independent study, independent research, and professional/ publishable papers not catalogued in the library. These exit documents are reviewed and approved by the graduate program, and sometimes by the Dean of the College/School, after which they are filed in the department.

- Students writing an exit document not for library submission should consult their program-specific handbook, or contact the Graduate Coordinator or Department Chair for guidelines. They may also prepare their final document using the Information Sheet available at the Donnelly Library's Office of Government Documents and Periodicals.
- It is the student's responsibility to read and follow the requirements and to submit documents of the highest quality to the committee at the Oral Defense in terms of correct and consistent formatting, correct grammar and spelling, and proper English usage.
- It is the Graduate Committee Chair's responsibility to ensure that the document follows the style manual required for the discipline. The Chair will carefully inspect the exit document for accuracy and conformity with these requirements.
- If the stated requirements are not met, the exit document will not be accepted by the department until the changes are made. Final copies will not be accepted with corrections, inappropriate margins, or of poor quality. If students anticipate problems with writing the exit document, they may consult a professional copy editor/proofreader.
- Each member of the Graduate Committee must approve the exit document. After signatures of approval of the exit document are obtained from all Graduate Committee members, the completed document must be forwarded to the Graduate Coordinator or Department Chair for review and signature approval.
- The Graduate Coordinator or Department Chair reviews the document for academic merit, and

readability (i.e., grammar, formatting, appropriate writing style). Any concerns should be discussed first with the Graduate Committee Chair. The Dean of Graduate Studies resolves disputes between the Graduate Committee Chair and the Graduate Coordinator or Department Chair regarding the readability or merit of the exit document. In scholarly disagreements, the Graduate Committee's expertise should be respected.

- Once approved by the Graduate Coordinator or Department Chair, the exit document is filed within the department, or the student submits a final copy with the signature pages to the Dean of the College/School. All signatures, except for those of the Dean of the College/School, should appear on the signature pages at the time of submission. Students must allow at least five working days for the Dean to review the exit document for readability (i.e., grammar, formatting, appropriate writing style), and determine if its final form is satisfactory. In scholarly disagreements the Graduate Committee's expertise should be respected.

### Presentation to the Department

Two unbound copies of the approved Exit Document must be submitted to the graduate program. Each copy must be presented in a separate manila envelope. (Graduate Committee members' signatures must be included on the signature pages). Students are advised to retain a copy for their own use. Inquiries regarding the binding of departmental or personal copies should be directed to the library and/or the program administrator.

## The Oral Defense

Graduate programs at NMHU require students to pass an Oral Defense on the Exit Document before they can earn the graduate degree. The Oral Defense is intended to be a test of the student's knowledge in the field of study and of the research conducted for the thesis, field project or exhibit, professional/publishable papers, independent research, or independent study, and the student's integration and presentation of that knowledge in the form of the Oral Defense.

Graduate programs may choose the modality in which they give the Oral Defense, and whether it is open to the public.

Here are the NMHU guidelines for the Oral Defense; but for more information, check the program-specific handbook and contact the Graduate Coordinator or Department Chair.

### Request for the Oral Defense

During the last semester of graduate study, the student must submit the Request for the Oral Defense form to the Office of Graduate Studies for the Oral Defense that will complete the master's degree program. The Office of Graduate Studies will forward the request to the Office of the Registrar.

- The Request for Oral Defense form is due in the Office of the Registrar at least two weeks prior to the scheduled defense.
- The Oral Defense cannot be scheduled after the end of a semester.
- The graduate faculty committee members who have advised the student on the Exit Document must conduct the Oral Defense.
- See above for more details on faculty graduate committees.
- Before the defense can take place, the Dean of Graduate Studies must approve any changes made to the committee or the scheduled date of the defense after the submission of the Request for Oral Defense form.
- If a member of the committee is not present as required, the Oral Defense 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. The substitute faculty member must be approved, in advance, by the Graduate Committee Chair.
- It is the student's responsibility to gain a commitment to attend from faculty members serving on the graduate committee. It is the faculty member's responsibility to be present at the Oral Defense as agreed.
- The Graduate Coordinator or Department Chair, the Dean of the College or School, and the Dean

of Graduate Studies must sign the Request for the Oral Defense form before the Office of the Registrar grants clearance for the examination to take place. Failure to secure permission beforehand will render the Oral Defense null and void and arrangements to be re-examined will need to be made.

- All coursework must be completed or be in the process of completion during the semester in which the student takes the Oral Defense.
- For students who have not completed the required coursework, the Oral Defense may not take place before mid-terms, or when school is not in session, unless the Office of Graduate Studies provides formal approval.
- Students in provisional status may not take the Oral Defense.
- If the student's transcript shows incomplete (I) grades, the Oral Defense cannot take place until these are cleared.
- If a student has been granted an extension to continue in the graduate program and must establish currency in a course(s), the Statement of Currency must be submitted to the Office of the Registrar before the Oral Defense can take place.

### The Orals Packet

Once the Office of the Registrar receives the signed Request for the Oral Defense form, and the student's paperwork is in order, the Registrar will prepare the Orals Packet for each member of the committee. The Orals Packet contains the approval to proceed with the examination, the student's Program of Study, and the examination rating sheets. Notice to proceed will also be received by all the committee members, the Graduate Coordinator or Department Chair, and the student. However, students should verify that the chair of their committee has received this packet to ensure that approval has been granted and that the defense may proceed as scheduled.

### Evaluation of the Oral Defense

Upon completion of the Oral Defense, each voting member of the committee casts a vote to pass or fail the

examinee (and the corresponding Exit Document). A majority vote is required for the successful completion of the Oral Defense.

Rating Rubric: Passed, or Not Passed.

A student who fails the Oral Defense will have the opportunity to retake it in consultation with the student's graduate committee.

The chair of the committee is responsible for ensuring that the Orals Packet verifying the results of the examination is returned to the Office of the Registrar in a sealed envelope.

## I. Guidelines for Research Involving Human or Animal Subjects

### Request to Conduct Research Using Human Participants

#### Introduction

The Human Participants Committee is the New Mexico 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 regulations for the protection of human subjects. 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 projects, independent research/study courses, and professional/publishable 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 IRB chair.

#### 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.

#### Full Review

If your study might create more than minimal risk, it will require Full Review by the IRB Committee at its next scheduled meeting. You will be notified and informed of the date and time of the next meeting. You may attend, but attendance is not required.

See also the [Human Subject Screening form](#).

### Request to Conduct Research Using Animal Subjects 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.

For information on the IACUC Animal Study Proposals, and IACUC Approval Animal Study Protocols, see: <https://www.nmhu.edu/research-and-sponsored-projects/research-forms/>

## J. FORMAT OF EXIT DOCUMENTS

### 1. Printing the Exit Document

Library Catalog Submission: Two clean copies (no corrections) must be submitted to the Thomas C. Donnelly Library as original hard copies printed on 20-26 lbs. in

weight bond paper, with no less than 100 percent cotton content. Additional copies may be photocopied onto a good grade or résumé or business paper. Students with questions concerning paper quality or copy quality should check with the librarian at the Office of Government Documents and Periodicals.

**Program Submission:** When producing the master copy or duplicate copies to be presented to the graduate program, students may use a smooth, flat-surfaced paper such as photocopied paper. Only white paper is acceptable.

All Exit Documents must be printed on one side of the paper only, using black lettering on white paper. Depending on the graduate discipline, the text should be separated into main divisions of chapters or sections titled, for instance, Introduction; Methods; Results; Discussion; References Cited, Works Cited, or Bibliography; and Appendices. Consult the program-specific handbook for information on the graduate program structure of exit documents, or contact the Graduate Coordinator or Department Chair. Regardless of discipline, each chapter or major section must begin on a new page with the chapter/section heading at the top of the page.

Appropriate printers must be used to produce text acceptable for exit documents. If in doubt, consult with the Office of Graduate Studies.

Separate studies or papers submitted as one exit document should be treated as chapters in the exit document and require one Abstract, one page-numbering system, one Introduction, one References Cited or Works Cited, and/or one Bibliography at the end of the text, followed by all appendices.

The final copy must be free of errors, having been proofread carefully for spelling, punctuation, and consistency of format.

Corrections on the final copy submitted will not be accepted. Check copies for clarity and legibility as poor quality copies will not be accepted.

**Style:** The student must check with the graduate program for the specific style manual preferred in the discipline. The American Psychological Association (APA) guidelines or the Chicago Manual of Style are two possible examples. One of these manuals may be used when a specific style is not identified by the graduate program.

General questions of appearance, arrangement of pages, and binding are answered here, though students also should contact the Graduate Coordinator or Department Chair and consult the program-specific handbook for information on the style followed by the discipline. Thesis and Professional/Publishable Papers Information Sheets are available in the Government Documents Department, Thomas C. Donnelly Library.

However, here are the default university-wide guidelines for exit documents:

## 2. Title Page

The data on this page must be centered vertically and horizontally, using the prescribed margins according to the template below.

The type of exit document (thesis, field project, or professional/publishable papers, independent study, independent research, etc.) 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,” etc.

**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, s/he must consult with the Graduate Committee Chair. The title should appear in uppercase letters.

**Author’s Name:** The author’s name must be written as it appears in the records of the Office of the Registrar at NMHU. No honorary titles are permitted with the author’s name.

**Title of Degree:** The correct 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 the correct title, contact the Graduate Coordinator or the Department Chair, or the Office of the Registrar or Office of Graduate Studies.

**Date:** The date may be the month and year, e.g., May 2020, for the semester or the conferral date of the degree, which is the Monday after commencement for that semester (e.g., May 18, 2020, also the official last day of the semester).



### 3. Signature Page

The signature pages for the exit document should be modeled according to the template in Appendix A.

The title, author's name, and title of the degree must be included on the signature page.

Students should submit at least two copies of the signature page on white, premium bond paper (100 % cotton-fiber content and 20-26 lbs. weight).

Original signatures of the Graduate Committee members must appear on at least two copies of the signature page.

The type of exit document (thesis, field project, or professional/publishable papers, independent study, independent research, etc.) 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," etc.

(A) The Thesis Exit Document requires original signatures from:

- The three (or four) Graduate Committee members who guided the student through the research and served at the Oral Defense,
- The Graduate Coordinator or Department Chair,
- If required, the Dean of the College or School. Contact the Graduate Coordinator or Department Chair for more information.
- The Dean of Graduate Studies.

A thesis is bound through the Thomas C. Donnelly Library. The Dean of Graduate Studies grants final approval after receiving the signed Letter of Transmittal from the library and the Graduate Clearance Form from the Graduate Coordinator or Department Chair. See Section G for more information.

(B) A Field Project, Exhibit, Independent Study, or Independent Research Exit Document requires signatures from the following:

- The three (or four) Graduate Committee members who guided the student through the research and served at the Oral Defense,

- The Graduate Coordinator or Department Chair;
- If required, the Dean of the College or School. Contact the Graduate Coordinator or Department Chair for program specific details.

A field project, exhibit, independent study, or independent research is filed in the graduate program. The Dean of Graduate Studies grants final approval after receiving the signed Graduate Clearance form from the Graduate Coordinator or Department Chair. See Section G for more information.

(C) Professional/Publishable Papers require signatures from the following:

- The three (or four) Graduate Committee members who guided the student through the research and served on the Oral Defense,
- The Graduate Coordinator or Department Chair,
- If required, the Dean of the College or School (contact the Graduate Coordinator or department Chair for program-specific details),

If required, the Dean of Graduate Studies (Contact the Graduate Coordinator or Department Chair for program specific details).

Some professional/publishable papers are bound through the Thomas C. Donnelly Library. In such cases, the Dean of Graduate Studies grants final approval after receiving the signed Letter of Transmittal from the library and the Graduate Clearance Form from the Graduate Coordinator or Department Chair.

In other cases, the professional/publishable papers are filed in the graduate program, and arrangements must be made with the program administrator. In this instance, the Dean of Graduate Studies grants final approval after receiving the signed Graduate Clearance form from the Graduate Coordinator or Department Chair. See also Section G and the program-specific graduate handbook, or contact the Graduate Coordinator or Department Chair for more information.

### 3. Copyright Pages

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. copyright.
- 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 for Permission to Reproduce

Generally in academic writing, references are covered under the Fair Use Act; that is, it is acceptable to use a small amount of copyrighted material for a limited and “transformative” purpose, such as to comment upon, criticize, or parody a copyrighted work. However, it is important to understand the limitations when using sources in academic writing.

See also:

<https://fairuse.stanford.edu/overview/fair-use/what-is-fair-use/>

In cases when a student needs to gain permission from the owner of copyrighted material, the following templates should be completed and included after the Copyright page(s) in the exit document:

Permission to Quote:

I (We,) ..... owner(s) of the copyright  
..... to the work known as  
....., hereby authorize  
..... to use the following material as part of his or  
her master’s exit document (thesis, field project,  
professional /publishable paper, etc.) 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 (or field project,  
professional/publishable paper) in partial fulfillment of the  
requirements for a master’s degree at New Mexico  
Highlands University, I agree that the Thomas C.  
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.

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Signature/Date

### 5. Preliminary Pages

The Abstract; Table of Contents; List of Tables; List of  
Figures or Illustrations; Preface; Acknowledgements; and  
Dedication pages are called “preliminary pages.” Each  
will appear on a separate page after the title, signature  
pages, and copyright page(s) (if applicable), and before  
the body of your document. The preliminary pages are

numbered with lowercase Roman numerals according to the sequence prescribed.

## Abstract

All exit documents catalogued in the Thomas C. Donnelly Library must include an Abstract. For other exit documents, students should consult with the graduate program to determine if an abstract is required. The template in Appendix A may be used as a guide. Students should note that the abstract title should be exactly the same as it appears on the title and signature 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 for preliminary pages.

## 6. General Format Rules

### Font

Use only 10-12 point. Documents using font sizes that are larger or smaller will not be accepted without prior approval. Subscripts and superscripts must not be smaller than 10 point. The same font and size must be used throughout the text. A standard font must be used so that the text is clear and legible. Unusual fonts will not be accepted. Approval may be given for illustration titles to be in a different font. Students may use bold, italics, and underscores, but only if they are in the same character size as the rest of the text. Script type is not acceptable.

### Line Spacing

The text must be double-spaced. Footnotes, tables, and quotations (indented five spaces from the margin) may be single-spaced, and the Bibliography, References Cited, or Works Cited may be single-spaced within entries and double spaced between entries. Documents using spacing other than that prescribed will not be accepted.

### Symbols

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

### Margins

The margin is the blank space around the printed or written area on a page. 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 (1.5") 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 the 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.

The title of the document must be on the left margin.

Exit documents not meeting these requirements will not be accepted.

### Pagination

Pagination must be correct in the preliminary pages, and in the body of the exit document. Documents missing page numbers or with duplicate page numbers will not be accepted.

Pagination in Title pages: The Title page, Signature page, Quote Slip, Copyright page, and the Abstract are not counted or numbered.

Pagination of Preliminary Pages: Small Roman numerals are used for the preliminary pages, which include the Table of Contents, List of Figures, List of Tables, Preface, Dedication, and Acknowledgements, 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 does not appear on this 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, but are paginated consecutively with the rest of the preliminary pages.

Pagination of the Body of the Text: The text is numbered with Arabic numerals without embellishment or punctuation, i.e., initials, hyphens, running headers 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. Page numbers must be full-sized throughout the exit document. Only whole numbers are acceptable and must be in the same

typeface and location throughout. Pages numbered 1a, 1b, etc., will not be accepted. Do not include the author's name in a header.

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 Endnotes, References Cited, Works Cited, Bibliography, each appendix, and any title pages appearing before chapters or major sections. Minor sections within chapters are not considered title pages and must carry a page number. Quotations included 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.

## References

All references must be cited in the exit document.

References Cited, Works Cited, and the Bibliography: Each reference cited in the body of the text must be included in the References Cited, Works Cited, or Bibliography. The References Cited, Works Cited, or Bibliography is a required section included at the end of the exit document, immediately after the text. The style and format recommended by the discipline will be accepted. A Bibliography lists all the references that the author either cited or consulted in writing the exit document. It may be included after either the Works Cited or References Cited, or it may replace them, depending on the style manual followed.

Footnotes and Endnotes: 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,

- Endnotes at the end of the text and placed before the References Cited, Works Cited, or Bibliography.

The page number does not appear on the first page of the Endnotes.

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 or Endnotes do not take the place of the References Cited, Works Cited, or 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. See below for oversized illustrations.

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. Captions must remain full-sized.

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 the caption of 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 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 copies), 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, and Tables:** Tables contain information placed in a columnar arrangement and are the only illustrations that are numbered and captioned above. Charts, graphs, and tables that cannot be typed may be reproduced by hand, photograph, or photocopy. If a photographic reproduction is full-page size (8 ½ x 11), the photographic paper is to be lightweight, flexible, and with a matte finish.

**Maps:** If included, maps 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.

**Appendices:** Appendices consist of material that is related to, but not appropriate for, inclusion in the text. They appear immediately after the References Cited, Works Cited, or Bibliography, and each one must include a title. Appendices 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 as the first page of a chapter

in the text (i.e., counted, but not numbered). Each Appendix 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.

Appendix material need not be retyped unless it does not meet the discipline requirements for margins and readability.

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

**Color:** Color copies are acceptable, including color-coding when necessary.

**Oversized 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.

**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 the librarian at the Office of Government Documents and Periodicals in the Thomas C. Donnelly Library. 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 CD, a model, etc. If the exhibit is an integral part of the exit document, it must be presented in duplicate. 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.

## Appendix A: Templates for Exit Documents

- Title page
- Signature page
- Copyright pages (if applicable)
- Quote Slip
- Abstract
- Table of Contents
- List of Tables, List of Figures, etc.
- Glossary, List of Abbreviations, Preface, etc.