

**Educational Leadership Doctoral  
Program (ELDP)**

**Student Handbook**

Doctor of Philosophy (Ph.D.)  
Educational Leadership and  
Administration Program

School of Teacher Preparation,  
Administration and Leadership (TPAL)

College of Health, Education, and Social  
Transformation  
New Mexico State University

# Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>FACULTY</b> .....	<b>4</b>
<b>SCHOOL OF TEACHER PREPARATION, ADMINISTRATION, AND LEADERSHIP</b> .....	<b>4</b>
<b>DOCTORAL STUDIES IN EDUCATIONAL LEADERSHIP AND ADMINISTRATION</b> .....	<b>4</b>
<b>THE EDUCATIONAL LEADERSHIP DOCTORAL PROGRAM</b> .....	<b>5</b>
<b>DOCTORAL ADMISSIONS POLICY</b> .....	<b>6</b>
<b>DISTANCE EDUCATION</b> .....	<b>7</b>
<b>PH.D. DEGREE</b> .....	<b>7</b>
<b>MANDATORY 15 HOURS OF COGNATE COURSEWORK</b> .....	<b>7</b>
<b>MANDATORY JOURNAL ARTICLE SUBMISSION</b> .....	<b>8</b>
<b>CHANGING BETWEEN THE ED.D. DEGREE AND PH.D. DEGREE</b> .....	<b>8</b>
<b>MANDATORY STUDENT ORIENTATION</b> .....	<b>8</b>
<b>STANDARDS FOR STUDENT SOCIAL CONDUCT:</b> .....	<b>8</b>
<b>CORE VALUES AND BEHAVIORAL EXPECTATIONS</b> .....	<b>8</b>
<b>GENERAL ADVISOR(S) AND DISSERTATION CHAIR(S)</b> .....	<b>8</b>
<b>CHANGE OF DISSERTATION CHAIR</b> .....	<b>9</b>
<b>COGNATE COURSES FOR PH.D.</b> .....	<b>9</b>
<b>SEMESTER STRUCTURE OF CLASS MEETINGS</b> .....	<b>10</b>
<b>COURSE OFFERINGS</b> .....	<b>10</b>
<b>INCOMPLETE GRADES</b> .....	<b>10</b>

**SCHEDULE OF COURSE OFFERINGS.....11**

**COURSE REGISTRATION.....12**

**REQUIRED PROGRAM OF STUDY SUBMISSION .....12**

**TEXTBOOKS AND COURSE MATERIALS .....12**

**REQUIRED RESEARCH CONFERENCES .....12**

**INTERSHIPS .....13**

**ACADEMIC STANDING.....13**

**STEPPING OUT .....14**

**CODE OF ETHICS & DISMISSAL FROM ELDP .....16**

**ACADEMIC CONDUCT OF GRADUATE STUDENTS .....16**

**DISSERTATION HOURS .....16**

**DISSERTATION COMMITTEE .....17**

**COMPREHENSIVE EXAM/PRE-PROPOSAL HEARING (EXAM HEARING #1) .....18**

**DISSERTATION PROPOSAL HEARING/IRB SUBMISSION (EXAM HEARING #2) .....18**

**DISSERTATION FINAL DEFENSE (EXAM HEARING #3) .....19**

**REVIEW PANEL.....19**

**NMSU GRADUATE STUDENT RESOURCES .....20**

**APPENDIX A: LIST OF APPROVED CONFERENCES .....28**

**APPENDIX B: CHECKLIST FOR PRE-PROPOSAL/COMPREHENSIVE EXAM.....29**

**APPENDIX C: MATRIX OF REVISIONS .....30**

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## School of Teacher Preparation, Administration, and Leadership

### Vision

We serve the State of New Mexico, borderlands and global communities with socially responsive scholarship, innovative programs, and collaborative initiatives in education that foster and enhance the capacity of educators and communities to advance equity, democracy, and social justice in education and society.

### Mission

As a School within a land-grant and Hispanic Serving Institution, we support and advocate for equitable education for all, especially historically marginalized and multicultural/multilingual communities and students with exceptionalities. We accomplish this through teaching, scholarship, public service, the preparation of teachers and leaders, and collaborations across the disciplines and with our constituents.

## Doctoral Studies in Educational Leadership and Administration

The mission of the Educational Leadership and Administration (ELA) Program at New Mexico State University (NMSU) is to prepare and graduate capable, skillful, and dynamic educational leaders for a diverse society. Through the use of theory and practice we aim to develop change agents and role models for socially just educational systems.

### Social Justice Focus

The ELA Program has a long-standing and long-term commitment to educational programs that embrace all students and promote within leaders an understanding of the necessity of upholding social justice. There are numerous definitions of social justice. Generally speaking, social justice is about assuring the protection of equitable access to liberties, rights, and opportunities, as well as taking care of the least

advantaged members of society. Thus, whether something is just or unjust depends on whether it promotes or hinders equality of access to civil liberties, human rights, opportunities for healthy and fulfilling lives, as well as whether it allocates a fair share of benefits to the least advantaged members of society. Please remember that throughout the duration of your doctoral program, your studies will be anchored in the ideas and tenets of social justice. This is a program rooted in social justice and educational equity.

Brief reading list of social justice and educational leadership:

- Bishundat, D., Phillip, D. V., & Gore, W. (2018). Cultivating critical hope: The too often forgotten dimension of critical leadership development. *New Directions for Student Leadership*, 2018(159), 91-102.
- Lopez, A. E. (2020). *Decolonizing educational leadership: Exploring alternative approaches to leading schools*. Palgrave Macmillan.
- Theoharis, G. (2007). Social justice educational leaders and resistance: Toward a theory of social justice leadership. *Educational Administration Quarterly*, 43(2), 221-258.

The ELA Program adheres to the standards and guidelines defined by the Council for the Accreditation of Educator Preparation (CAEP), the University Council for Educational Administration (UCEA), and the New Mexico Public Education Department (NMPED).

ELA doctoral students should anticipate advanced academic challenges and expectations beyond the nominal acquisition of graduate credit. The doctoral program should expand students' horizons, provide a platform for students to meet new challenges in their professions, and transform them into scholars and leaders. In pursuing a doctoral degree, students are engaged in a new relationship to the acquisition of knowledge so they may:

- Appreciate research as a critical analytical skill
- Share an aspiration to cumulative collective knowledge
- Connect educational beliefs to a variety of theoretical foundations
- Understand practical implications of educational beliefs
- Facilitate learning within diverse communities

### The Educational Leadership Doctoral Program

The ELA Program mission is upheld and practiced in the Educational Leadership Doctoral Program (ELDP). ELDP represents the unique opportunity and responsibility ELA has to prepare educational leaders for socially just leadership, to foster educational programs, and to meet the needs of students across the state and along the U.S./Mexico border. Students in ELDP should anticipate the academic rigor ELA embraces as its mission and NMSU maintains as a "High Research Activity" University.

- Concentrations include *PK-12 Educational Administration; Community College Administration; University Administration*.

ELA has structured this program to meet the needs of full-time educators and administrators. The ELDP is a hybrid model involving face-to-face instruction and the use of distance education media (please note the University charges an additional fee per credit hour for all courses using distance education components). ELDP utilizes a cohort model in which students in each admitted cohort take all their ELA classes together, separating only when students enter the semester of their comprehensive exam. We have chosen this model because it has been shown to be related to higher student completion rates (Lei, Gorelick, Short, Smallwood, & Wright-Porter, 2011). Efforts for retaining educational leaders in a doctoral program are based on professional standards, educational trajectory, and relatively high institutional expectations (Suleiman & Whetton, 2014). The cohort model provides support systems not intended to be rigid, however helpful insuring support, pace, evolution, and direction for students in respective programs (Suleiman & Whetton, 2014).

All ELDP students should be prepared, each semester, to participate in five weekends of classes (approximately one per month). Four of these weekends will be face-to-face classes at the Las Cruces campus in O'Donnell Hall. the College of Health, Education, and Social Transformation. Additionally, there will be one weekend of classes that will be asynchronously facilitated through distance education modalities. Students should be prepared to work concurrently through spring, summer, and fall semesters with limited breaks in study/coursework.

### Doctoral Admissions Policy

Each October, ELA will post-doctoral application materials on the program website (<https://ela.nmsu.edu/academic-programs/doctorial-ed-leader/doctorial-ed-leader.html>). Step-by-step instructions will guide applicants in compiling the required materials. Completed applications must be received in our office by 5 pm MST on January 31<sup>st</sup> (or the first business day after this date if January 31<sup>st</sup> falls on a weekend or holiday). **There are no exceptions to this deadline.**

Additionally, to be considered for selection, NMSU requires students to apply to the NMSU Graduate School. This is entirely separate from the ELA application. The Graduate School application requires students submit all required documents directly to the Graduate School as indicated on their website (<https://gradschool.nmsu.edu>). ELA will **not** forward documents sent by mistake. The Graduate School application must also be completed by January 31<sup>st</sup> at 5 pm MST. Again, there are no exceptions to this deadline.

Students will be notified of their acceptance by mid-spring of the application year. Accepted students will be asked to complete a form verifying their desire to join the next cohort of doctoral students. Failure to return the signed copy (via mail, fax, or e-mail) by the deadline indicated on the form will result in forfeiture of acceptance. Once accepted, students must also attend a mandatory orientation

## Distance Education

ELDP is a hybrid-distance education program. This means all distance education courses from NMSU are delivered using the most innovative technology and methods available, including web-based technologies, Interactive Television, faculty exchanges, and off-site classes. Students are responsible for paying the NMSU distance education fees throughout the duration of the program.

**NOTE:** NMSU and ELA offices send emails **only to NMSU student email accounts.**

- Please check this account regularly to avoid missing important information regarding grades, course billing, deadlines, etc.

## Ph.D. Degree

The Ph.D. was designed to prepare graduates for scholarship, research, and/or teaching at a university or college level. Students must complete the entire ELDP course of study, pass the comprehensive exam, and successfully defend their dissertation in front of the dissertation committee as well as attend two research-focused conferences at their own expense. More information about the dissertation and the research conferences is provided in an upcoming section of this handbook. In addition to the course requirements outlined in the Schedule of Course Offerings, to earn a Ph.D. in the ELDP program students must fulfill two additional requirements: 15 hours of cognate work and a journal article.

### Mandatory 15 hours of Cognate Coursework

Students wishing to earn the Ph.D. degree must take an additional 15 credit hours (five courses) in a concentrated area related to their research focus. In our program, we call these additional courses "cognates." Courses previously taken will not be accepted toward ELA program completion. Two courses (6 credits) must be from NMSU but outside of the ELA department. The remaining three courses (9 credits) may be taken in ELA, outside of ELA, or from another accredited university. For courses taken at another university, it is the student's responsibility to complete NMSU's required paperwork to transfer these courses into NMSU.

For those who desire to take cognate courses in ELA, the Program will typically offer one non-cohort doctoral class at least once per year. This course is open to any doctoral student at the University. It is not reserved for ELDP cohort students alone, and thus the course may fill quickly with students from other departments. This non-cohort ELA class may either be face-to-face, distance-delivered, or a hybrid of the two.

Any cognate class taken must be doctorate level or must be at the highest level of offerings in a particular program (i.e., courses in programs that do not offer doctoral degrees, but only offer master's degrees would be allowed as possible cognate courses). All courses must be approved by the student's advisor prior to course enrollment. Students may take the first cognate class during the second semester of the ELDP program. Only students who financially depend on a graduate assistantship may take a cognate class during their first semester.

## Mandatory Journal Article Submission

In addition to the 15 hours of cognate classes, Ph.D. students are required to prepare a manuscript for publication to a peer-reviewed academic research journal. At minimum, it must be in manuscript draft format to be presented to the dissertation committee at the Final Defense. The manuscript must be on the student's dissertation research. It can be sole authored or co-authored with your dissertation chair (with the chair as second author). For specific information, please speak to your dissertation advisor once these assignments have been made.

## Changing Between the Ed.D. Degree and Ph.D. Degree

If you wish to change your degree mid-program you must complete the following steps: (1) provide a formal letter with your written rationale to your advisor for the change, (2) obtain ELA advisor approval, (3) obtain ELA department head approval, and (4) agree to any additional requirements and potential delay of completion, if applicable. You have until August 1st of the next calendar year from start of the program to make this change (approximately 1 year). You can only change your degree **ONE** time.

## Mandatory Student Orientation

In the summer before the new ELDP cohort begins taking classes, ELA hosts a required student orientation. This orientation is scheduled on a Saturday, typically in July, and lasts the full day. Students will receive information about the ELDP program and about NMSU, as well as training on the use of CANVAS, which is the course platform that hosts the online portion of each course. Additionally, students will receive training on using the NMSU library and requesting items remotely, receive information about how to register for fall courses, and meet with the instructors of the courses. Students who do not attend this orientation will be dropped from the cohort.

## Standards for Student Social Conduct: Core Values and Behavioral Expectations

Students and faculty each have responsibility for maintaining an appropriate learning environment. Students who fail to adhere to such behavioral standards may be subject to discipline. Faculty have the professional responsibility to treat all students with understanding, dignity, and respect, to guide classroom discussion and to set reasonable limits on the manner in which they and their students express opinions. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, language, sexual orientation, gender variance, and nationalities. For further information, please see the link below to the Student Conduct and Community Standards policies. The Program adheres to these codes of conduct <https://studentlife.nmsu.edu/conduct/index.html>

## General Advisor(s) and Dissertation Chair(s)

In the first semester of the program, students will be assigned a "general" faculty advisor. This advisor is the first "go-to" contact when students have a question or a concern. The general advisor is the person who approves conference requests for the ELDP requirement (see Required Research Conferences, page 13) and approves



cognate courses for Ph.D. students (see Cognate Courses for Ph.D., page 10-11). The general advisor is not necessarily meant to guide the student through the dissertation process.

Students have the opportunity to select their own dissertation chair. A dissertation chair may be a student's general advisor, or a different ELA faculty member. The dissertation chair must be a currently employed full-time ELA college or tenured/tenure-track faculty member. Students may reach out to faculty no earlier than Fall of their second year. Please note that not all faculty members are open to serve as chairs for a multitude of reasons, and it is the faculty's choice to accept a student's request. If a faculty member declines, the student is responsible for asking another individual. Once students have a dissertation chair, they will be able to contact that person for all academic and dissertation questions.

### Change of Dissertation Chair

In the event dissertation chair is unable to meet the obligations of chairing the dissertation due to retirement, resignation, illness, or other extenuating circumstances a student may need to change their dissertation chair. These requests are handled and approved by the Department Head on a case-by- case basis.

### Cognate Courses for Ph.D.

Students accepted to the Ph.D. doctoral program must take an additional 15 hours (five courses) of doctoral-level coursework. The goal of the cognate is to deepen the students' knowledge in a specific focus area relating to the dissertation and/or the research that will be conducted as a new faculty member after graduation. Students will meet with their assigned ELA general advisor to initially decide on a cognate focus and select approved courses.

Finding the courses to take for the cognate area is solely the responsibility of the student. Students cannot transfer in credits earned prior to beginning the ELDP program; once they enter the program, they may be allowed to (with prior approval from the student's general advisor) take up to six hours (two courses) at another accredited university. It is the students' responsibility to complete the required steps to request the transfer of courses into the program of study (see the Graduate School Handbook for details). *All coursework, including cognate courses, must be completed before the student is eligible to take the comprehensive exam, which occurs in the first semester of ELA 7000 hours.*

At times, ELA will offer a doctoral level special topics course in addition to required coursework. This course is open to doctoral students in other departments and colleges, and topics will vary based on the particular instructor's area of interest. Students working toward a Ph.D. may take up to six hours (two courses) of doctoral level ELA Special Topics courses in fulfillment of the cognate hours. These courses are available for any student to take; they are not reserved for ELDP students. As always, students must receive approval from their advisors before taking any courses for the cognate. On occasion, and at the discretion of the student's advisor and with approval from the

department head, an Independent Study course may be approved as a cognate course. The student must demonstrate learning outcomes for the course and provide a justification regarding the benefits for the course as it relates to their program trajectory.

### **Examples of Possible Cognates**

Child and Family Development	Program Evaluation/Data Analysis
Communication	Research Methods
Feminist/Gender Studies	Social Justice/Critical Theory
Latino/a Studies	Sociocultural Theory
Native American Studies	Critical Race/LatCrit Theory

### **Semester Structure of Class Meetings**

Courses are offered each fall, spring, and summer semesters of the program. Within a semester, four class meetings are held at the Las Cruces campus and one class is conducted completely online. In between class meetings, coursework will be synchronous, asynchronous, or both. Please note that students are responsible for all the costs associated with travel, meals, lodging, and so forth that accrue from monthly trips to classes in Las Cruces.

### **Course Offerings**

Typically, two of the required courses are offered each semester (to meet the Graduate School's residency requirement, there are two semesters in which three courses will be offered (please see the Schedule of Course Offerings below for details). Both courses are offered during weekends.

Approximately once a month, students will attend one all day face-to-face class on Saturday (8:30-4:30 with an hour for lunch), and the other class all day on Sunday (8:00-3:30 with half an hour for lunch). Students must attend all class sessions. Only previously approved absences will be allowed. Please check with the individual instructor for course policies regarding absences.

### **Incomplete Grades**

Students may request an instructor to assign an Incomplete grade only if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course (see current Graduate Handbook for dates). Examples of appropriate circumstances include documented illness, documented death, or crisis in the student's immediate family, etc. In no case is an Incomplete to be used to avoid the assigning of D, F, or Unsatisfactory grades for marginal or failing work; per the Graduate School, to be considered for an "Incomplete" the student MUST be currently passing the course (see instructor syllabus to define a "passing" grade). To assign an 'I' grade, the instructor will state in writing the steps necessary to complete the remaining coursework. The student will sign this document

and a copy will be provided to the student. The agreed-upon work must be completed in a manner satisfactory to the instructor. The work must be completed within 12 months of the last official day of the class.

\*Please note: Each course is not offered each semester. If a student is granted an "I", completion of the course may add significant time to the duration of the program. Students with "I" grades cannot take ELA 693 Dissertation Seminar until the "I" grade has been changed to a passing grade (A or B) by the instructor.

### Schedule of Course Offerings

<p><b>Fall #1</b> 2 classes, 6 credit hours</p> <p>ELAD 6110 Organizational Theory</p> <p>ELAD 6120 Elements of Research</p>	<p><b>Spring #1</b> 2 classes, 6 credit hours</p> <p>ELAD 6210 Quantitative Research I</p> <p>ELAD 6220 Qualitative Research I</p>	<p><b>Summer #1</b> 2 classes, 6 credit hours</p> <p>ELAD 6310 Concepts of Leadership in Education</p> <p>ELAD 320 Foundations of Educational Administration</p>
<p><b>Fall #2</b> 2 classes, 6 credit hours</p> <p>ELAD 6410 Quantitative Research II</p> <p>ELAD 6998 Advanced Internship I</p>	<p><b>Spring #2</b> 3 classes, 9 credit hours</p> <p>ELAD 6510 Qualitative Research II</p> <p>ELAD 6998 Advanced Internship II</p> <p>ELAD 6525 Higher Education Law (CC/Univ) <b>Or</b> ELAD 6520 Public School Law (PK-12)</p>	<p><b>Summer #2</b> 3 classes, 9 credits</p> <p>ELAD 635 Special Problems: Scholarly Writing &amp; the Southwest Border</p> <p>ELAD 689 Evaluation Design in Education</p> <p>ELAD 6635 Higher Education Finance and Funding (CC/Univ) <b>Or</b> ELAD 6330 Education Financial Management (PK-12)</p>

Continued...

<b>Fall #3</b> 1 class, 3 credits ELAD 6910 Dissertation Seminar	<b>Spring #3</b> 6 credit hours ELAD 7000 Doctoral Dissertation
<b>Fall #4</b> 6 credit hours ELAD 7000 Doctoral Dissertation	<b>Spring #4</b> 6 credit hours ELAD 7000 Doctoral Dissertation

### Course Registration

ELDP uses a cohort model, which means we accept one group of students at a time and, for each semester of that cohort’s program of study. ELDP courses are closed to everyone but the particular cohort. Students will receive a copy of the Schedule of Course Offerings (see above), which lists the specific courses each semester that will be offered to the cohort. Each semester, when the Office of the Registrar releases the courses, students will receive an email from the department regarding course registration.

### Required Program of Study Submission

Students who have completed 12 credits of doctoral work are required to file the “Program of Study” form for the doctorate before registering for additional courses. This form may be obtained from the NMSU graduate school website.

### Textbooks and Course Materials

The NMSU bookstore requires all faculty members to submit book orders before the beginning of each semester. To find the book(s) for a course, go to the NMSU bookstore website and look up the course with your student ID or “shop by courses.” Students are free to purchase these books from any venue. Please save all receipts for book purchases until receiving confirmation from the instructor that the book listed by the bookstore is the correct book and edition. ALWAYS be flexible and ready to return or exchange textbooks as needed.

### Required Research Conferences

To graduate from ELDP, students must attend two research-focused academic conferences during your program of study. These conferences must be research and education-based. Students will be provided with a list of suggested conferences during their orientation (see page 30) and may attend these conferences (or any other approved research-based conference) at any time before ELA 7000 coursework. One of the required conferences can be virtual.

For any in-person conferences, students must pay for all travel to and from the conference as well as hotel, meals, taxi, tips, and any other accrued expenses. The conferences are held in different cities each year, and thus the full cost to attend each conference will vary by location. It is the students’ responsibility to notify the ELA Programs Coordinator when this requirement is met. Documentation of requirement

completion will be placed in students' folders. Documentation required is: (1) conference form, (2) proof of paid registration, (3) copy of front cover of conference program and (4) copy of name badge. Any other documentation will be considered supplemental.

### Internships

ELDP requires the students to complete two internships. Internships provide students with either experience working in an area of administration that is different from the student's regular job or experience conducting research for a program or project. Each internship placement site and scope of work is determined through consultation with the advisor. Each advisor will determine what assignments and documentation the students must complete to pass the course. In addition, students must complete 120 hours of work with the selected internship site. Although the students' on-site supervisors will provide feedback about the students' work, the advisors will determine the course based on successful completion of all agreed-upon internship activities, completion of 120 hours of work, and submission of all assignments.

### Academic Standing

ELA adheres to all NMSU Graduate School policies. Commonly referred to policies include the maintenance of a minimum cumulative GPA of 3.0 to remain a graduate student in the department. Students who receive a "B-" grade or below will be required to repeat that course and earn, at minimum, a "B" grade in the repeated course. Courses in which a student earns a "B-" grade or below will not be counted toward graduation. Please note that the next offering of any course may be a semester or more away. Courses are scheduled to meet the upcoming cohort's Program of Study.

Additionally, students who have less than a cumulative GPA of 3.0 at the end of any semester will be so informed and placed on probation by the Graduate School. If, during the next enrollment period, a student fails to achieve a cumulative grade point average of 3.0 or to show substantial improvement in the quality of work, the student will be suspended from courses for one semester by the Graduate School. Students must re-apply to the Graduate School and to the ELA department if the student wishes to continue in the ELDP program after the semester suspension. If the GPA remains below 3.0 after readmission, the student will be suspended for one year, and again, must reapply to both the Graduate School and to ELA for readmission. Please see the Graduate School Handbook for complete details.

If a student feels that a grade was incorrect, the student may appeal the grade. Please see the Graduate School Handbook for the seven-step process to appeal a grade. Each step must be followed as described for the grade appeal to be considered by the Appeals Board. Students with one or more grades of "B-" or below cannot take ELA 6910 Dissertation Seminar until the student has retaken the course and received a passing grade (A or B).

## Stepping Out

Students are encouraged to take all courses with their cohort. In rare circumstances, a student may need to withdraw from a course or step out of all courses for a semester. If a student needs to withdraw from courses in the first semester of the degree program and with permission from the ELA Department Head and faculty, the student may be allowed to join the next accepted cohort. To do so, the student must submit a letter of request to return to the program prior to taking leave. In addition, students who need to step out of their current program of study need to be aware of the following policies:

- If the student did not request to be included in the next admitted cohort at the time that they left the first semester, then the student will need to reapply to the program as a new student. There is no guarantee the student who reapplies will be selected again since the number and quality of applications are different each year. The student's new application will be considered in the same way as all new applications.
- If a student needs to withdraw from one or more courses once they have finished their first semester, the student must communicate the details of the withdrawal to the instructor of the course(s) and their advisor. The student may be allowed to continue taking courses with the cohort in subsequent semesters but will need to wait to take the missed courses(es) until offered to the next cohort. In consequence, the student may need to enroll in more courses than other cohort members in order to make up missed courses(es). \*Please note: ELA only schedules courses to provide the program of study for existing cohorts. *Make-up courses beyond these regularly scheduled cohort courses are not offered.* Additionally, and according to Graduate School policy, **students must finish all coursework** before taking the comprehensive exam. Students who have not completed all coursework, (even though their cohort colleagues may have), will not be able to move from coursework to comprehensive exam preparation by taking ELA 7000 classes (see below for more information on these hours).
- If a student needs to withdraw from the University for two regular semesters (fall and spring), they should request a leave of absence from the Graduate School. The student must submit a formal written letter through the TPAL Director, directed to the Dean of the Graduate School. Emails will not be accepted. The letter of request should include the beginning and anticipated ending date for the period of absence.
- A graduate student on leave of absence will be expected not to use university facilities and place no demands upon the university faculty and staff, and therefore will pay no fees. Time spent on leave of absence status will not be counted toward time limits. A graduate student who fails to register for one calendar year without obtaining a leave of absence from the Graduate School will be considered withdrawn from the University and must make a formal application to the Graduate School for readmission at least 30 days prior to the semester

that the student plans to enroll. Please consult the Graduate Catalog for specific details.

- **Students who do not enroll in coursework for two or more regular academic semesters (fall and spring)** without formal leave will be considered to have dropped out of the program. If the student wishes to resume studies, they must complete two steps in seeking readmission. First, the student must formally petition the ELA faculty to return to the program. This petition should be a written letter to the ELA faculty as a whole, explaining the ways in which the student will be able to successfully finish their program if readmitted, along with what changes the student will make to ensure their success. The letter should be sent to the student's advisor, who then requests that the petition is put on the next ELA Faculty Meeting agenda for a discussion and vote. The student will be notified of the decision by the advisor. Second, if the student is accepted back into their program, they must reapply to the Graduate School.
- **Students who have finished their coursework, but not yet passed the comprehensive exam** and are absent without Graduate School leave for two or less regular academic semesters (fall and spring) must complete two steps in seeking readmission. First, students will be required to formally petition the ELA faculty in writing, for readmission to the program. In the written petition, the student must explain why they are now able to complete the degree program. Faculty will make a ruling and the result will be communicated to the student by either the student's previous dissertation chair or the ELA Department Head. If ELA allows the student to return to the program, the student must then reapply to the Graduate School.
- **Students who have finished their coursework, but not yet passed the comprehensive exam** and are absent without Graduate School leave for more than two regular academic semesters (fall and spring) will be required to complete the first two steps above. In addition, students will be required to retake the following courses: ELAD 6210 Quantitative Research I, ELAD 6220 Qualitative Research I, ELAD 6410 Quantitative Research II, and ELAD 6510 Qualitative Research II. The student will need to retake these courses before they are allowed to take their comprehensive exam. To avoid retaking these courses, students should petition the unit for readmission prior to their fourth semester of absence.
- **Students who have finished coursework and passed the comprehensive exam**, but stopped enrolling in ELA 7000 hours for two to more regular academic semesters (fall and spring) without requesting a formal leave of absence from the Graduate School (see Graduate Handbook for the steps) will need to formally petition the ELA faculty, in writing, for readmission to the program. In their petition, the student must explain why they are now able to complete the degree program. Faculty will make a ruling and the result will be communicated to the



student by either the student's previous dissertation chair or the ELA Department Head.

- **Students who have finished coursework and passed the comprehensive exam**, and are absent without Graduate School leave for two regular academic semesters (fall and spring) must reapply to the ELA program. If accepted, and, in addition to taking in addition to taking ELAD 6210 Quantitative Research I, ELAD 6220 Qualitative Research I, ELAD 6410 Quantitative Research II, and ELAD 6510 Qualitative Research II the student may be required to retake additional courses or retake the comprehensive exam as specified by the ELA faculty.
- If more than ten regular academic semesters (fall/spring), or five years have elapsed since the date of the comprehensive examination, the doctoral candidate will be required to retake the courses listed earlier and retake their comprehensive examination before allowed to hold their proposal hearing and final defense.

### Code of Ethics & Dismissal from ELDP

The School of TPAL adheres to the NMSU Code of Ethics that promotes excellence in research and teaching at NMSU by identifying the principles, values, and expected behaviors that NMSU considers fundamental to the successful development of faculty and graduate students. The Code of Ethics has as its foundation the expectation that faculty and graduate students will act with integrity and respect, in an environment of shared responsibility for promoting excellence in research, teaching and professional service. The Code of Ethics describes accepted practices for Graduate Students, Faculty, Programs/Departments and the Graduate school. To obtain further information regarding NMSU's Code of Ethics please visit:

<https://gradschool.nmsu.edu/Current%20Students/Graduate%20Ethics%20Standards1.html> For information specific to the student academic code of conduct and dismissal from academic programs, ELA follows Administrative Rules and Procedures (ARP) 5.11 which can be found here: <https://arp.nmsu.edu/5-11/>

### Academic Conduct of Graduate Students

Students should consult the "Student Academic Code of Conduct" (<https://arp.nmsu.edu/5-10/>) for information regarding definitions of misconduct. If the standards of conduct are deemed to have been breached by violations such as plagiarism, fabrication of data, etc., then the policies and procedures detailed in the Student Code of Conduct will be followed. If a student is unclear about the definition of plagiarism, cheating, etc., he or she should speak to their ELA advisor and/or course instructors. The burden of misunderstanding falls upon the student.

### Dissertation Hours

To complete the doctoral degree, students must take a minimum of 18 credits, generally spread over three semesters, of ELAD 7000 Doctoral Dissertation. It is common for students to take more than these in order to complete the dissertation. ELAD 7000 allows students to work with their dissertation chair on a one-on-one basis.



Each dissertation chair will have different guidelines and procedures for their students to follow. What a dissertation chair tells one student does not necessarily apply to other students with different dissertation chairs. Each dissertation chair determines how to assess the progress students are making on their dissertations. Students who are deemed to not be making progress will receive a grade of "U" (unsatisfactory) instead of "PR" (making progress). Students who receive three "U" grades in ELA 6000 and ELA 7000 Doctoral Dissertation may be dismissed from the program at the request of the dissertation chair or Department Head. ELA 6000 and ELA 7000 hours are not available during the summer. Faculty members are on 9-month contract, and therefore, not on contract during the summer.

### Dissertation Committee

Once students have selected a dissertation chair (no earlier than Fall of their second year), the student and dissertation chair will work together to select faculty to be on the dissertation committee. This is the committee that will hear and grade the comprehensive exam, assess the dissertation proposal, and convene for the final dissertation defense. Once the committee is selected and has met for the student's comprehensive exam, a change of committee member will be considered on a case-by-case basis based on extreme reasons (i.e., committee member illness, faculty retirements, and faculty sabbaticals).

The dissertation committee must be made up of four members. In addition to the dissertation chair, there are three other committee members on a dissertation committee. The second committee member must be a currently employed full time ELA college or tenure/tenure track faculty member. The third committee member can be someone in ELA, NMSU, or an external professional who brings needed expertise to the committee. This person must be vetted for conflict of interest, may not serve in a direct supervisory role over the student, and they must hold or be granted "graduate faculty status" by NMSU. The fourth member must be chosen from a department outside of ELA and serves as the Graduate School Dean's representative. This person is responsible for completing paperwork, conducting the vote, and verifying that the exam was fair. All dissertation committee members must hold Graduate Faculty Status as awarded by the Graduate School. The Graduate School lists all current graduate faculty members on its website.

At the end of each committee hearing, each member will vote to pass, fail, or adjourn the examination to a later date. Students will receive a "pass" if three or more committee members so vote. Students will fail if two or more members vote no. A third option is to adjourn the meeting. The meeting will be adjourned (postponed and rescheduled within three weeks of the date of the previous hearing) if there are at least two votes to adjourn. All committee members must "attend" the comprehensive exam hearing, the proposal meeting, and the final dissertation defense. Attendance can be through synchronous connection methods such as Zoom. Each of these three meetings of the committee is scheduled for two hours.

## Comprehensive Exam/Pre-Proposal Hearing (Exam Hearing #1)

In the semester after the student completes their final regular courses, the student is eligible to begin taking ELA 7000 (Doctoral Dissertation) hours and preparing for the comprehensive exam. Students who do not complete the comprehensive exam in the first semester after completion of regular coursework can no longer enroll in ELA 7000 hours; instead, the student will be enrolled in ELA 6000 hours until the comprehensive exam is passed. ELA 6000 hours do not count toward the 18 required hours of dissertation credits (ELAD 7000), thus a delay in completing the comprehensive exam will cause the student to have to enroll and pay for credit hours that do not count toward the degree. For the spring semester, the comprehensive exam must be taken by April 15th (unless it falls on a weekend or holiday, the deadline will be the Friday before April 15th). For the fall semester, the comprehensive exam must be taken by November 15th (unless it falls on a weekend or holiday, the deadline will be the Friday before November 15th).

If more than six regular academic semesters (fall/spring), or three years have elapsed since the date of the comprehensive examination, the doctoral candidate will be required to participate in the Review Panel (see page 21), retake the courses listed earlier, and take another comprehensive examination before admission to the final examination.

All doctoral programs at NMSU are required to have a comprehensive exam. The comprehensive exam in ELA consists of writing a pre-proposal. The pre-proposal is a mini-version of the first three chapters of the dissertation (typically 75-100 pages). Please see Appendix B, Checklist for Pre- Proposal/Comprehensive Exam. Students will work closely with their dissertation chair to flesh out the details of the dissertation's problem statement, background to why the topic is important to education, the study's purpose and significance to the field of educational administration, a summary of key areas of the literature review, and a detailed description of the research method/design, selection of participants, research question(s) and/or research hypothesis(es), and method and description of data analyses procedures.

Students must provide their committee with a copy of their final document at least 10 working days before the scheduled exam meeting. (Note: the Graduate School suggests seven working days; ELA requires document submission ten working days before the exam). The dissertation committee will hold a two-hour meeting with each student to discuss their pre-proposal, provide feedback on the direction of the dissertation, and formally vote on whether or not the student has passed the comprehensive exam. This vote is then sent to the Graduate School for documentation (please see the Graduate School Handbook for a description of what forms students need to submit to the Graduate School.) Students who pass this exam have now advanced to candidacy and can start work on their dissertation.

## Dissertation Proposal Hearing/IRB Submission (Exam Hearing #2)

Once students pass their comprehensive exam, they will work closely with their dissertation chair to complete a full final version of the first three chapters of the

dissertation. Recommendations made by committee members in the pre-proposal hearing must be addressed both within the document as well as in the Matrix of Revisions form. Please see Appendix C.

The proposal document must conform to the most current APA style rules. Students will not be allowed to schedule the dissertation proposal hearing until the dissertation chair certifies the document is ready to be evaluated by the student's dissertation committee. With the chair's agreement, the student will schedule a meeting with the committee to propose that they conduct the fully developed research study. At the end of the meeting, the committee votes on whether the student is ready to begin their research. Once this committee votes yes, the student may submit the research request to the Institutional Review Board (IRB). This is the research compliance office that must approve any research done by NMSU employees and students. When the IRB gives its approval, the student may then begin to work on the remaining dissertation chapters.

### **Dissertation Final Defense (Exam Hearing #3)**

When all chapters of the dissertation are completed to the satisfaction of the dissertation chair, the student may schedule the final two-hour dissertation defense meeting with their committee members. Again, a copy of the final document must be given to committee members at least 10 working days before the scheduled defense meeting. At the end of the meeting, the committee will vote on whether the student has successfully completed this final exam and can now be called "Doctor." This vote is submitted to the Graduate School for documentation. The student must then incorporate all changes recommended by committee members and finalize the dissertation according to the guidelines and timelines posted on the Graduate School's webpage. It is always the student's responsibility to adhere to Graduate School timelines, forms, and procedures for each required step of the doctoral degree process.

### **Review Panel**

After six regular academic semesters (fall/spring), or three years of taking ELAD 6000/7000 hours and NOT holding your pre-proposal hearing (comprehensive exam), a student must have a face-to-face Review Panel to determine a course of action. If the student continues with the program post-Review Panel, the student at a minimum will need to enroll in Quantitative I, Qualitative I, and Dissertation Seminar at their own expense. Additional courses may be added should the committee deem it is in the student's best interest and for the purpose of their dissertation. A program of study will be created by the Review Panel, with the course retake process culminating with Dissertation Seminar.

## NMSU Graduate Student Resources

### **Graduate School** (575) 646-5746

Educational Services Building

<https://gradschool.nmsu.edu>

Find out important academic information specifically for graduate students, including academic regulations and policies specific to graduate coursework. Here you can also find details on graduate funding opportunities, forms, calendars, and resources specifically about graduation and dissertation requirements and processes.

### **Graduate School Assistantships**

ELA has a limited number of Graduate Assistantships available for our students. The assistantship can be awarded up to 20 hours a week per semester. To qualify, students must be enrolled full-time (9 credit hours), not be otherwise employed, and be in academic good standing. To apply for a Graduate Assistantship in ELA, please contact Alma Meza in the ELA office.

### **Graduate Workers United**

<https://nmsugrads.ueunion.org>

We are an interdepartmental, interdisciplinary group of graduate workers from New Mexico State University, dedicated to fighting for fair working conditions for all graduate workers at NMSU. To that end, we are organizing a union as members of the UE: The United Electrical, Radio and Machine Workers of America. The UE is a democratic, member-led union.

## NMSU General Student Resources

### **American Indian Program** (575) 646-4207

American Indian Student Center 3015 Andrew Wall Place

Las Cruces, NM 88003-8001

<https://aip.nmsu.edu>

The American Indian Program (AIP) offers services that help American Indian students succeed and achieve their post-secondary goals. We are committed to supporting students on both a personal and an academic level. The AIP nurtures student success by connecting students to on-campus resources and support services, which help students acclimate to NMSU's diverse campus. The AIP provides students with guidance and academic advising, scholarship opportunities, employer recruiting visits, computer and social outlets, library resources, and referral to other campus resources designed to promote student success.

### **ASNMSU** (575) 646-4415

Corbett Center Student Union, First Floor, Room 106

<http://asnmsu.nmsu.edu/>

The Associated Students of New Mexico State University (ASNMSU) was established as the student government in 1910 with, the purpose of serving the students of New Mexico State University.

**Barnes and Noble bookstore** (575) 646-4431

1400 East University

<https://www.bkstr.com/nmsustore/home>

The NMSU Bookstore is one source for all course materials, official NMSU apparel and computer products at special discounted student prices.

**Black Programs** (575) 646-4208

Garcia Center, Room 135

<https://blackprograms.nmsu.edu>

The mission of Black Programs, is to unite students of African-American, Caribbean and African descent by increasing the awareness and appreciation of Black history through educational, cultural, social and academic programs. Our mission includes maintaining a vital support network to help students explore their chosen academic fields and succeed in completing their degree program. Black Programs gives the students the support and connections needed to help realize the full potential of each individual. We also deeply encourage students from all backgrounds to participate in our events and student organizations.

**Chicano Programs** (575) 646-4206

Garcia Center, Room 138

<https://chicano.nmsu.edu>

Chicano Programs supports students of ALL ethnic/racial backgrounds. However, for the purposes of our work, the word "Chicano" in the name of our office, is intended to also include students who identify as Hispanic, Mexican-American, Latino, Puerto Rican, U.S. Cuban, etc. The program specializes in supporting first-generation/low income college students in navigating the university environment. Chicano Programs at NMSU is a support service that promotes and empowers all student success through education, advocacy and development of cultural literacy.

**Crimson Connection**

<https://studentlife.nmsu.edu/crimson-connection/index.html>

<https://crimsonconnection.nmsu.edu/organizations>

Crimson Connection is a platform used to assist NMSU students in getting involved on campus through student organizations, events and opportunities.

**Canvas**

Canvas is a web-based, interactive, e-learning management system used by NMSU. It allows for instructors to use the Internet to deliver a course and allows for distance education students to continue in their education without being physically on the NMSU campus. <http://learn.nmsu.edu>

**Course Schedules**

The University's course schedule is posted on the NMSU website every semester and contains important information about classes, registration, tuition, and fees.

<http://www.nmsu.edu/course/>

**ID Card Services** (575) 646-2306

Second floor of the NMSU Bookstore

<https://idcard.nmsu.edu>

All regularly enrolled students and Faculty/Staff are required to have an NMSU identification (ID) card. Students must present a valid ID card to university units and/or personnel to verify eligibility to access campus facilities, services, and privileges. Student ID cards also works as library cards.

**LGBT + Programs** (575) 646-7031

Corbett Center, Room 208

<https://lgbt.nmsu.edu>

LGBT+ Programs is committed to the wellness and success of all students, faculty, and staff in their expression of gender and sexuality at NMSU. LGBT+ Programs provides advocacy, resources, education, and programming to the college community. We welcome all students to utilize our facility, which includes a computer lab, LGBT+ themed library, and lounge. LGBT+ Programs exists to meet the needs of our LGBT+ students and to welcome and encourage the expression and success of all NMSU students. We strive to help the campus community develop policies and strategies to meet the needs of our diverse students, faculty, and staff. Our mission is to promote inclusion and diversity at NMSU.

**Military and Veterans Programs** (575) 646-4524

Corbett Center, Room 244

<https://mvp.nmsu.edu/index.html>

New Mexico State University (NMSU) is a military and veteran-friendly university that strives to provide the best possible service for our military, veteran, and their dependents as they pursue their educational goals. Military and Veterans Programs (MVP) promotes lifelong learning and professional development

**myNMSU**

<https://my.nmsu.edu>

myNMSU is a one stop site where students check nmsu.edu emails, register for classes, check on student employment, view their grade history and check on the status of their financial aid.

**NMSU Academic Calendar**

<https://records.nmsu.edu/faculty-and-staff/academic-calendar.html>

The calendar provides a list of important dates for all students, faculty, and staff of NMSU.

**NMSU Student Handbook**

<https://studenthandbook.nmsu.edu>

In the Handbook, you can find various student policies concerning academic and non-academic misconduct, discipline guidelines as well as guidelines for the appeal process.

## **Student Involvement & Leadership Programs** (575) 646-3200

Corbett Center, Room 205

<https://studentlife.nmsu.edu/silp/index.html>

The Office of Student Involvement and Leadership Programs offers outside the classroom involvement, an essential complement to the student's academics. Our program/services are non-academic and are provided directly to the student. The goal of Student Involvement and Leadership Programs is to promote involvement, interpersonal and leadership development, service learning, and civic responsibility by providing educational/developmental programs and activities to the students, therefore enhancing outside the classroom learning. Leadership and personal growth opportunities are offered through involvement in Student Organizations, Fraternity & Sorority Life, and more.

## **Student Union** (575) 646-4411

Corbett Center Student Union

<https://ccsu.nmsu.edu>

The student union is home to various food facilities, post office, student government, game room, computer lab, study areas, ATMs, meeting room space and administrative offices.

## **University Student Records** (575) 646-3411

<https://records.nmsu.edu>

Phone, email and Live CHAT options are available

Online services include updating and/or restricting your contact information, applying for graduation, and requesting transcripts. You can also access important forms, catalogs, schedules, and calendars.

## **Writing Center** (575) 646-5297

<https://writingcenter.nmsu.edu>

The Writing Center offers free one-on-one tutoring for all NMSU students and faculty, from undergraduate to PhD. We work with our clients on all types of writing, including writing for classes, presentations, and scholarships, as well as writing for other purposes, such as creative writing or assignment guidelines. If you have general questions about tutoring, workshops, or other Writing Center activities, you're invited to email [consult@nmsu.edu](mailto:consult@nmsu.edu). \*\*As of Fall 2022 all writing center meetings are taking place via Zoom.

## **Financial Support**

### **Financial Aid and Scholarships** (575) 646-4105

Educational Services Building, Suite 600

<http://fa.nmsu.edu/>

The Financial Aid Office provides assistance and information on scholarships, grants, student loans, and work-study employment.



## **University Accounts Receivable (575) 646-4911**

<https://uar.nmsu.edu>

Educational Services Building

University Accounts Receivable handles student tuition and fee billing and receivables.

## **Campus Services**

### **Campus Tutoring Services (575) 646-6050**

Corbett Center Student Union Room 206

<https://campustutoring.nmsu.edu>

Campus Tutoring Services provides afternoon, evening, and weekend tutoring to NMSU students at no charge. Online tutoring is also available. Appointments are not required. For specific information about subjects, hours, & locations, visit the website.

### **Center for Academic Advising and Student Support (575) 646-2941**

Educational Services Center, Suite 200

<https://advising.nmsu.edu>

Career exploration, career advising, and academic advising go hand-in-hand. If you're looking for ways to improve your resume, cover letter, interviewing success, digital profile(s), and networking skills, log in to Handshake to find Workshops or schedule an appointment.

### **Disability Access Services (575) 646-6840**

Corbett Center, Room 204

<https://studentlife.nmsu.edu/disability-access-services1/index.html>

Disability Access Services (DAS) provides accommodations, education, consultation and advocacy for qualified students with disabilities at New Mexico State University. DAS works with students at NMSU & DACC, across New Mexico and around the world.

## **Health & Wellness**

### **Aggie Fit (575) 646-2907**

<https://recsports.nmsu.edu/about-aggiefit/index.html>

This program offers:

- Access to the Activity Center and Aquatic Center
- 10% off NMSU programs: Summer Sports Camp, Outdoor Rentals
- Health Screenings at Aggie Health and Wellness Center
- Access to Group Fitness Classes
- Eligible for Intramural Sports (Full and Part-Time Students Only)

### **Aquatic Center (575) 646-3518**

<https://recsports.nmsu.edu/facilities/aquatic-center.html>

Aquatic Center, on Stewart Street between Locust and Williams Ave. The Aquatic Center houses an indoor 6 lane 25 yard pool and outdoor 50 meter Olympic sized pool.



### **Aggie Health & Wellness Center (575) 646-1512**

The main entrance is located on the northeast corner of the building, at the corner of McFie and Breland Drive, 3080 Breland Dr.

<https://wellness.nmsu.edu>

The Aggie Health and Wellness Center (AHWC) provides integrated comprehensive medical and psychological services to the students of New Mexico State University.

The AHWC is a nationally accredited out-patient ambulatory facility offering services in:

- Employee Assistance Program (EAP)
- Health education, outreach, and programming
- Immunizations (travel and preventative)
- Medical clearance for NMSU research, education, and employment purposes
- Medical illness and prevention
- Mental health and counseling
- Treatment and case management of workers compensation injuries
- Reproductive Health/Sexual Health
- Women's health

Fee Schedule: <https://wellness.nmsu.edu/healthcare%20services/healthcare.html>

### **Counseling Services (575) 646-1512**

Aggie Health & Wellness Center

<https://wellness.nmsu.edu/Counseling%20Services/counseling.html>

The Aggie Health and Wellness Center provides counseling services with a staff of counselors and psychologists that are here to assist students with crisis, mental health, and personal growth and well-being issues. Services are free and confidential to NMSU main campus students. We strive to create a safe and affirming climate where students can feel comfortable exploring the importance of their identity and life experiences regarding diversity and how this might relate to the issues and concerns students may want to address in counseling.

### **Recreational Sports/Activity Center (575) 646-2907**

<https://recsports.nmsu.edu>

New Mexico State University's Recreational Sports programs and facilities enhance your college experience by promoting healthy lifestyles and building communities that enable student success. We offer a variety of recreation, fitness, and sports opportunities that include:

- Aquatics
- Intramurals
- Group Fitness
- Outdoor Recreation

### **Library Services**

NMSU Libraries (575) 646-1508

<https://library.nmsu.edu>

NMSU Libraries offer over 1 million volumes in 2 locations on campus: Zuhl Library and Branson Hall Library. Graduate students can check out an unlimited number of items for a loan period of 120 days. Some items have up to two renewal periods.

## **Parking & Transportation**

**Crimson Cab** (575) 524-TAXI (8294)

<https://asnmsu.nmsu.edu/our-services/crimson-cab.html>

Crimson Cab is a program offered here at NMSU to ensure the safety of our students by offering a safe ride. With your NMSU Student ID, Crimson Cab will take you and your friends anywhere within the Las Cruces City Limits. Reservations recommended for doctor appointments, going to Greyhound or El Paso/LA Limo bus stations ONLY. Please call to schedule at least 1 day in advance between 10:00 am and 5:30 pm. There will be no on-campus transportation offered between 2:00 AM - 6:00 PM

**Parking Department** (575) 646-2306

1400 E. University Ave. 2nd floor (Corner of Jordan St.) Inside the NMSU Bookstore

<https://park.nmsu.edu>

The NMSU Parking Department is responsible for administering the parking program for NMSU. This includes issuing parking permits, enforcing parking regulations, and maintenance and development of parking lots. The free lots are indicated by a brown color on the official parking map. Permits are not required to park in free lots. Visitors have many options for parking, learn about them here <https://park.nmsu.edu/permits-placards/visitor.html>

**Pete's Pickup** (575) 646-1111

<https://asnmsu.nmsu.edu/our-services/petes-pick-up.html>

Whether you've been studying late at the library, had a late extracurricular meeting, or if you're out late on campus for any other reason, you can always call Pete's Pick Up for a safe escort to your car or dorm. Just call 575-646-1111 and within minutes a driver will be there to safely pick you up.

## **Computer & Technical Services**

**Accounts and Passwords** (575) 646-1840

<https://myaccount.nmsu.edu>

Access to a variety of NMSU online services are based on usernames and passwords. NMSU students can activate the new credential by going to <http://my.nmsu.edu> and clicking on "First Time Users."

**ICT Customer Service and Helpdesk** (575) 646-1840

Hardman Jacobs 105

<https://ict.nmsu.edu>

ICT Customer Service provides assistance for NMSU's voice, video, data, network and Information Technology, software and desktop computer issues at NMSU. Get information on their drop in zoom hours at <https://inside.nmsu.edu/help/> or get assistance by emailing [help@nmsu.edu](mailto:help@nmsu.edu) or for software issues email [software@nmsu.edu](mailto:software@nmsu.edu) for assistance.

## **Student Technology**

The Student Technology site is your one-stop source for information and instruction about technology at NMSU. The site can be used as a reference for computing-related questions. <http://studenttech.nmsu.edu/>

## **Student Information Management (575) 646-PETE (7383)**

Educational Services Building

<http://sim.nmsu.edu/>

Student Information Management (Pete's one-stop-shop) works in partnership with the Division of Student Success and the NMSU community to provide functional, technical, and business intelligence support services for student administrative and reporting systems. Contact by email is available also: [onestop@nmsu.edu](mailto:onestop@nmsu.edu) or

## **Campus Safety**

### **Fire Department (575) 646-2519**

<https://fire.nmsu.edu>

Corner of Wells St. and Research Ave.

The NMSU Dept. of Fire & Emergency Services (DFES) provides emergency response for the NMSU main campus. DFES also provides fire prevention and various forms of public education related to emergency services.

### **NMSU Police (575) 646-3311**

725 College Drive, Las Cruces, NM 88003

<http://www.nmsupolice.com>

The NMSU Police Department is a full service, 24-hour a day police agency, complete with its own enhanced 911 emergency dispatch center, criminal investigations section, and training staff.

## Appendix A: List of Approved Conferences

### Spring

- ACPA Annual Conference <https://myacpa.org/convention/>
- American Association of Community Colleges (AACC) <https://www.aacc.nche.edu>
- American Educational Research Association (AERA) <http://www.aera.net/>
- Conference on Academic Research in Education (CARE) <https://www.care-conference.net>
- Critical Race Studies in Education Association (CRSEA) <http://www.crsea.org>
- NASPA Annual Conference <https://www.naspa.org>
- National Conference on Race and Ethnicity in Higher Education (NCORE) <https://ncore.ou.edu/>

### Fall

- The Council for the Study of Community Colleges (CSCC) <https://www.csc.pitt.edu>
- Association for the Study of Higher Education (ASHE) <http://www.ashe.ws/>
- International Leadership Association (ILA) <https://ilaglobalnetwork.org>
- National Association for Multicultural Education (NAME) <https://www.nameorg.org>
- National Indian Education Association (NIEA) <http://www.niea.org/>
- Research on Women and Education (RWE) <https://www.aera.net/SIG098/Research-on-Women-and-Education-SIG>
- University Council for Educational Administration (UCEA) <http://www.ucea.org/>

## Appendix B: Checklist for Pre-Proposal/Comprehensive Exam

- Completed Pre-Proposal draft of chapters 1-3
- 1-inch margins for entire document
- Entire document adheres to APA 7<sup>th</sup> formatting
- Recommended page allotment for each chapter (Chapter 1: 14-18 pages, Chapter 2: 50 pages minimum, Chapter 3:14-20)
- Consent Form (if applicable)
- Interview Questions (if applicable)
- Participant Recruitment Materials (Call for Participation Messages, Flyers, etc.)
- Completed Table of Contents
- Full list of references checked and cross checked
- Spelling and Grammar Correct
- Copy of PowerPoint Presentation (3-4 slides per page/black and white)
- Light refreshments/beverages (optional)
- Pre-proposal must be completed by April 15<sup>th</sup> of spring semester and November 15<sup>th</sup> of fall semester

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Chair Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Chair Signature: \_\_\_\_\_

## Appendix C: Matrix of Revisions

**Pre-Proposal Hearing Notes (Insert Date) Matrix of Revisions**  
Chapter One - Introduction

Section	Page #	Chair	Committee Members			Comments	Action Taken	Pg #	Additional Comments
			Dr.	Dr.	Dr.				

**Chapter Two - Literature Review**

Section	Page #	Chair	Committee Members			Comments	Action Taken	Pg #	Additional Comments
			Dr.	Dr.	Dr.				

**Chapter Three - Methods**

Section	Page #	Chair	Committee Members			Comments	Action Taken	Pg #	Additional Comments
			Dr.	Dr.	Dr.				