



# **Executive MBA Program**

## **Student Policy Handbook**

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***Please read the following policies and procedures carefully, and retain them for future reference.***

### **ACADEMIC HONESTY**

Each student is expected to maintain the highest standards of honesty and integrity in all academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal from the program, against any student who is found guilty of academic dishonesty or otherwise fails to meet standards. Any student judged to have engaged in academic dishonesty in his/her coursework may receive a reduced or failing grade for the work in question and/or for the entire course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or outside the University; plagiarism; and nondisclosure or misrepresentation in filling out applications or other University documents and/or records.

### **ADDRESS AND OTHER CHANGES**

Please notify the Executive MBA (EMBA) Program office immediately of any changes to your name, address, telephone number, employer, email, etc. Inaccurate, incomplete, or out-of-date information may result in delays in administrative processing as well as in external mailings (e.g. exams and papers).

**UNM E-Mail address:** Once you are registered, you will have an UNM email address that is usually your Net [ID@unm.edu](mailto:ID@unm.edu). The University of New Mexico will send information that may be of importance or of interest to EMBA students to your UNM email address. For that reason, it is critical that you check it on a regular basis. Please use your UNM email when communicating with faculty or EPEC staff, especially if it has to do with grades, schedules, finances or registration issues such as a drop of a class, etc.

### **ATTENDANCE AND ABSENTEEISM**

You are expected to attend all classes as scheduled. Significant absenteeism can impact your grades and jeopardize your continued participation in the EMBA program. If you must miss class, it is your responsibility to notify the professor *in advance* and to ask your team members or classmates to provide copies of class notes and/or to record the class on your behalf.

### **BREAKS, REFRESHMENTS AND SMOKING**

Class sessions typically include two breaks; that practice can vary when there are exams and guest speakers.

Lunch is available in the Executive and Professional Education Center (EPEC) Lounge on Fridays at 11:45 a.m. Snacks and beverages are available until 6:00 p.m. On Saturday mornings, coffee, juice, bagels and pastries are available before class. Snacks and beverages are available until 1:00 p.m.

The EPEC Lounge is located on the third floor, room 320, of the Graduate School of Management (GSM) building.

In addition, vending machines are located on the second floor of GSM and on the first floor of the west wing of the main Anderson (ASM) building.

UNM is a smoke-free campus. *Smoking is not permitted inside or outside any University building.* There are designated outdoor smoking areas. The closest approved area is at the southeast corner of Zimmerman Library.

### **COMPLETION OF EXAMS AND ASSIGNMENTS**

In the event you are unable to take an exam or complete an assignment on the scheduled day and time, it is your responsibility to contact the professor *well in advance* to make alternate arrangements. Please be advised that scheduling of make-up exams is particularly difficult, and may not be possible, depending on the circumstances and the individual faculty member. The decision to make alternate arrangements is entirely at the discretion of the professor.

### **COMPUTER FACILITIES**

The Anderson School offers wireless capabilities in both Anderson buildings (ASM and GSM) for those who wish to use a laptop in the classroom. Laptops are also available for checkout. Contact the EPEC administrative staff for more information.

Computer (lab) facilities are available in the Student Technology Support Center (STSC). The Student Technology Support Center also has several walk-up printing stations available for your use. The STSC is on the first floor of the west wing of the main Anderson building, in ASM 1001. Before using the STSC, please confirm the hours of operation, especially between regular UNM semesters when the EMBA program is in session, but the rest of the University is not. For further information, please call 505-277-2525.

The EMBA Program office has a standalone workstation for last minute computing and printing needs at the reception area

### COURSE EVALUATIONS

At the end of each course, you will be asked to complete a comprehensive course evaluation. We strongly encourage you to participate and to provide us with constructive feedback on course content, the professor's performance, textbooks, etc.

### COURSE REGISTRATION

EMBA staff will register you for your courses each semester. ***Please do not register yourself for any EMBA Program courses.***

You will be enrolled in your courses per the EMBA Program Schedule. Course substitutions are not permitted.

Any questions about registration, financial aid or billing information received from the university should be directed to Trish Ransom, EPEC Accountant, at either [transom@unm.edu](mailto:transom@unm.edu) or 505-277-2525.

### DISABILITY ASSISTANCE

The University of New Mexico and the Anderson School of Management are committed to making reasonable adjustments necessary to eliminate discrimination on the basis of disability. If you have any special requests related to disability or any special circumstances, please inform the EMBA Program office as soon as possible so that we may handle your request in a timely and appropriate manner.

### ELECTRONIC DEVICES AND LAPTOPS

As a courtesy to your fellow students and your professors, please ensure that the audible features of all electronic devices are turned OFF during class. If you must take a call during class, please step outside quickly to minimize class disruption. Please avoid using your portable computer and/or smartphone for other than academic reasons while in class.

### EMAIL

A group listserv has been established for your class with the following address:

**EMBA1618-L@list.unm.edu**

This global email distribution list includes your classmates as well as EMBA program staff, but it does **not** include EMBA faculty. It serves as a forum to facilitate communication about academic, administrative and other program-related matters. Check your email on a regular basis and keep your email address current on the listserv by notifying Gina Urias-Sandoval, EMBA Program Director, of any changes.

**NOTE:** *When you reply to a message sent via the listserv, by default your message will be sent to everyone on the distribution list (i.e. Reply to All). To respond to only the sender, enter his/her individual email address in your reply.*

### **FINANCIAL AID**

Students applying for financial aid should work closely with Trish Ransom, EPEC Accountant, at 505-277-2525 (email: [transom@unm.edu](mailto:transom@unm.edu)). She can advise you of policies, procedures and paperwork. You can view the status of your financial aid on LoboWeb at <https://my.unm.edu> (you will need your UNM NetID and password to enter the LoboWeb site).

The UNM Financial Aid office communicates primarily through your UNM email address and LoboWeb. If you receive financial aid, it is especially important to check your UNM email on a regular basis.

### **G.I. BILL AND ACTIVE DUTY MILITARY**

The Veterans Affairs Coordinator on campus can be reached at (505) 277-3514. The Veteran Affairs Office is located in the Student Union Building (SUB). Please be diligent about working with this office in order to maintain your G.I. Bill certification. Also, note that if you receive a grade of Incomplete, they cannot certify you to receive G.I. Bill support until the Incomplete is cleared.

### **GRADE REPORTS**

You will be able to view and print your grades quickly and easily through LoboWeb at <http://my.unm.edu>. (To access your grades, you will need your UNM NetID and password.) Grades printed from LoboWeb can be used to request tuition reimbursement from your employer. If you require a formal grade letter from the EMBA program office, please contact Gina Urias-Sandoval. The grade letter will list each course taken during the semester, the name of each professor and the final grade for each course.

**NOTE:** *You will be able to view and print your grades only if your student account is current.* (See Tuition Payments on page 7.)

### **GRADES**

All students are expected to maintain a 3.0 Grade Point Average (GPA) while in graduate school and must earn at least a 3.0 GPA in order to graduate. ***Graduate students may not earn less than a C in any given course. A student who earns less than a C in any course must repeat that course.*** A grade of D in a graduate level course automatically becomes an F.

EMBA students may earn no more than two Cs during the program. Students who earn a third C must repeat the course in which the third C was earned.

UNM operates on a 4.33 grading system. Graduate grade-point averages are computed as follows:

A+	4.33 grade points per credit hour
A	4.00 grade points per credit hour
A-	3.67 grade points per credit hour
B+	3.33 grade points per credit hour
B	3.00 grade points per credit hour
B-	2.67 grade points per credit hour
C+	2.33 grade points per credit hour
C	2.00 grade points per credit hour
C-	1.67 grade points per credit hour

### **GRADES OF INCOMPLETE**

A grade of Incomplete (“I”) *may* be issued by a professor when a student is unable to complete the coursework during the normal semester due to academic or personal circumstances *beyond the student’s control*. UNM policy grants *up to one year* for the work to be completed and the grade changed. However, the EMBA program office strongly recommends completion of the work by the end of the next semester.

A grade of “I” will automatically convert to an “F” at the end of one year. A failing grade cannot be removed from a transcript. The entire course must be repeated for credit, and the student will be required to pay the additional tuition.

**NOTE:** *It is the student’s responsibility to contact the professor regarding the requirements to complete the coursework when a grade of Incomplete has been given.*

### **GRADUATION REQUIREMENTS**

Two primary conditions must be met in order to graduate. First, all coursework must be completed with a cumulative grade point average of 3.0 or higher and no more than two grades of any combination of C+, C or C-. Second, all accounts (including library fines, parking citations, etc.) with the University must be paid in full.

### **GRIEVANCES AND GRADE DISPUTES**

If you have an issue regarding a grade or a concern with a particular course or professor, you should first consult with the faculty member in question and attempt to resolve the matter directly with him/her. Failing a successful resolution of the academic problem, you should next meet with Gina Urias-Sandoval, Program Director.

Complaints or concerns regarding any administrative aspect of the program should be immediately brought to the attention of Gina Urias-Sandoval, Program Director or Audrey Arnold, EPEC Programs Director.

### **IDENTIFICATION CARD**

During EMBA orientation, you will receive your Lobo I.D. card which is necessary for virtually everything you do in connection with the University. University employees will ask to see your I.D. before you check books out of the library, use the Johnson Gym facilities or cash checks. It is a good idea to keep your I.D. with you any time you expect to be on campus. Lost or stolen cards should be reported immediately to the EMBA Program office; there will be a replacement fee of \$10 for the first replacement card. A higher fee will be charged for subsequent replacement cards.

### **LIBRARY ACCESS**

You will primarily use the Parish Memorial Library which is located in GSM. Parish is UNM's business library. Certain management-related journals, however, are kept at the Zimmerman Library. Please note that library hours do vary, especially during exam weeks and between regular UNM semesters when the EMBA program is still in session. You are advised to call 505-277-5912 to confirm Parish Library's hours of operation.

Lost book fees and other library charges will be posted to your UNM Bursar's account. Please pay these fees promptly to avoid any loss of University services, *including registration for your courses.*

### **ON-CAMPUS PARKING**

You will be issued a special EMBA annual parking pass. The pass will be valid in designated areas all day on EMBA Fridays and Saturdays and after 3:45 p.m. on weekdays, should you need to visit campus on a non-class day. For other weekday visits to campus prior to 3:45 p.m., we suggest you park in the Yale structure. (There is a charge to park in the structure at all times.) Parking passes are not valid for metered or specially marked parking spaces (e.g. reserved and handicapped). No permits are required to park on the street or in surface lots on the UNM campus on Saturdays and Sundays. However, restrictions on meters and specially marked spaces apply at all times.

**NOTE:** *You are solely responsible for paying any and all parking tickets issued to you.*

Your EMBA parking permit cannot be used by or loaned to any other person. Report lost or stolen permits to the EMBA Program office at once. You will be responsible for paying the replacement fee of \$100.



### **PROBATION AND SUSPENSION**

An EMBA student is placed on probation when his/her cumulative GPA falls below 3.0. If significant progress is not made toward improving the GPA during the following semester, the student may be suspended from the program. A student is automatically suspended upon receiving two letter grades of "F."

### **SEVEN-YEAR RULE**

EMBA students are expected to complete their studies on time with their classmates. However, if a student takes a leave of absence or must interrupt enrollment in the program, a time limit of seven years to degree completion will apply. At Anderson, all work used to meet MBA degree requirements must be completed within a seven-year period immediately preceding the granting of the degree. Coursework older than seven years cannot be used to meet degree requirements.

### **STUDY GROUPS**

EMBA students are expected to form and maintain small, informal, study groups to provide academic and moral support for one another throughout the program. After the first semester, the selection and retention of group members is at your discretion. Learning to work more effectively in a team is an important outcome of the program.

### **TEXTBOOKS AND READING MATERIALS**

The cost of all textbooks is included in the EMBA program cost. Books and syllabi will be provided to you prior to the start of each semester at which time you will be asked to sign a book receipt acknowledgment.

EMBA faculty often include reading assignments which will be available on "E-Reserve" through Parish Library. Your course syllabus will include the specific details.

### **TUITION PAYMENTS**

*Your payments are due to Trish Ransom, EPEC Accountant, in accordance with your signed Tuition Payment Contract.* Monthly service charges will be added to accounts with past due balances of any kind. These service charges must be paid directly to the UNM Bursar's office.

Any past due charges, including tuition, parking tickets, library fines, unpaid service charges, can result in a Bursar Hold on your account. A Bursar Hold will delay your registration in upcoming EMBA program courses; prohibit access to UNM Learn course information, transcripts and/or grades; result in disenrollment from your current courses and the loss of other UNM services.

**NOTE:** *Students with unpaid balances will not receive the course materials for the next semester.*

**NOTE:** *Students with unpaid balances will not be allowed to attend classes.*

### **TUITION REFUNDS**

If you have not attended any portion of a semester's courses, and wish to withdraw (see Withdrawal or Disenrollment), you can be disenrolled before the first day of the EMBA semester and receive a tuition refund, less the cost of the books for the semester.

Once a semester has started and/or you have attended one or more classes, disenrollment and tuition refunds are no longer possible. However, you may withdraw and receive a grade of either "WP" or "WF" or "WNC" depending on the quality of the academic work completed to date.

### **UNM STUDENT HANDBOOK**

*Pathfinder* is the UNM on-line student handbook. It is an important resource which you should review carefully. *Pathfinder* outlines key University policies and procedures including codes of conduct, academic dishonesty, graduate student grievances, discrimination and sexual harassment. Copies of the Student Code of Conduct, the Policy on Academic Dishonesty, the Sexual Harassment Policy and the Graduate Student Grievance Procedure are included in the Appendix. To access Pathfinder, go to <http://pathfinder.unm.edu>.

### **WITHDRAWAL OR DISENROLLMENT**

Because of the cohort nature of the EMBA program, withdrawal or disenrollment from any course is tantamount to withdrawal from the program for the current year. Students who find they must withdraw from the program may rejoin the program one year later, and continue their studies with another class. **The decision to withdraw is a serious one, and should be made only after careful consideration and a meeting with Gina Urias-Sandoval, Program Director, to discuss possible alternatives.**

***NOTE: A formal, written notification of withdrawal from the student is required before the withdrawal can be processed.***

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