

TABLE OF CONTENTS

<i>Message from the President</i>	2
<i>Important Campus Numbers</i>	4
<i>Academic Calendar</i>	6
<i>Financial Aid</i>	8
<i>First Day of Class</i>	20
<i>College Life</i>	21
<i>Student Organizations</i>	22
<i>Here to Help</i>	30
<i>Inclement Weather</i>	39
<i>Code of Conduct</i>	41
<i>Equal Educational Opportunities</i>	51
<i>Resolution to Student Concerns</i>	52
<i>College Policies</i>	54
<i>Student Grievance Procedure</i>	60
<i>Student Educational Records</i>	66
<i>Planner</i>	67

Message from the President



Institutions do not make things happen, people do; and here at Highlands that includes you. Thank you for deciding to be a part of New Mexico Highlands University, northern New Mexico's oldest and most distinguished public institution of higher education. Working together, we can make this a very special, exciting, and productive year for all of us.

Our primary goal is to provide you with the challenges and support necessary to assure that our mutual investment of time and money in your education is successful. I suspect that your college years will be an opportunity for more personal freedom, more socializing, more questioning of everything around you, and more exposure to ideas, concepts, theories, facts, and people of all backgrounds than you may experience at any other time in your life. It will likely be an experience that will nurture you for the rest of your life. We want it to be so.

Clearly, your first priority must be to attend class and pursue your studies to achieve the intellectual growth and the bachelor's or master's degree that brought you

to Highlands in the first place. But I also encourage you to get involved beyond the classroom and the laboratory. Be a leader, join a student organization, participate on one of our intramural or intercollegiate athletic teams, be part of a fine arts production or group, write for La Mecha, help run KEDP 91.1, or form your own interest group, if the right one doesn't exist. This is your campus, and getting involved will likely enhance your classroom experience as well as introduce you to new friends.

Please take the time to read this handbook; it is your guide to the programs and services that are available for you. And remember, our faculty and staff are dedicated to helping you develop to your fullest potential; contact them if needed.

On behalf of the Highlands family, I offer you our sincere wishes for a productive and safe year.

Sincerely,



James Fries, Ph.D.
President

Message from the President

NMHU

Campus Numbers

Student Services	Facility	Phone
Academic Advising	Academic Support	454-3188
Academic Grievances	VP for Academic Affairs	454-3311
Campus/ Conferences Scheduling	Campus Life	454-3590
Campus Events	Campus Life	454-3590
Career Decision Making	Academic Support	454-3188
Highlands Checkup To Go	Sininger Hall	454-3052
Commuter Student Concerns	VP of Student Affairs	454-3020
Cooperative Education	Academic Support	454-3188
Dual Credit	Educational Outreach Services	454-3281
Facilities Scheduling	Campus Life	454-3590
Financial Concerns	Financial Assistance	454-3318
Health-Related Concerns	Health Centers	454-3218
Help Desk	Educational Outreach Services	426-2074
Housing Concerns	Housing/Student Conduct	454-3193
Theater Performances	Ilfeld Auditorium	454-3385
Identification Cards	Academic Support	454-3188
Intercollegiate Athletics	Athletics	454-3368
Intramurals	Exercise & Sports Science	454-3287
Job Search Information	Academic Support	454-3188
KEDP 91.1 FM	Media Arts West	454-3238
Leadership/ Involvement Opportunities	Campus Life	454-3590
Disability Services	Academic Support	454-3252
Non-Academic Grievances	VP of Student Affairs	454-3020
Off Campus Support	Educational Outreach Services	426-2275
Post Office	Campus Life	454-3358
Proficiency Testing	Academic Testing	454-3188

Publicity	University Relations	454-3387
Purple Pub Computer Lab	Campus Life	426-2005
Student Services/ Student Life/Clubs/ Organizations/Honoraries	Campus Life	454-3590
Study Groups	Student Support Services	454-3236
Study Skills	Student Support Services	454-3236
Title V Student Support	Educational Outreach Services	426-2270
Transcripts	Registrar's Office	454-3233
Tutoring	Student Support Services	454-3236
Veteran's Concerns	Registrar's Office	454-3233

Campus Switchboard

1-877-850-9064

Campus Numbers



Academic Calendar

ACADEMIC CALENDAR

Academic Year **2007-2008**

Fall Semester **2007**

Early Registration	April 9 – August 20
Classes Begin	August 20
Last Day to Register	August 27
Labor Day Holiday	September 3
Census	September 7
Mid-Term Exams	October 10 - 12
Fall Recess	October 15 - 16
Last day to Withdraw	October 26
Fall Break	November 21 - 23
Final Exams	December 10 - 14
Semester Ends	December 17

Spring Semester **2008**

Early Registration	November 12 – January 16
MKL Holiday	January 21
Classes Begin	January 14
Last Day to Register	January 22
Census	February 1
Mid-Term Exams	March 12 - 15
Spring Break	March 17 - 21
Last day to Withdraw	March 28
Spring Recess	March 21
Final Exams	May 5 - 9
Commencement	May 10
Semester Ends	May 12

Summer Session **2008**

Early Registration	March 3 – June 2
Classes Begin	June 2
Last Day to Register	June 6
Last day to Withdraw	June 27
Independence Day Holiday	July 4
Final Exams	July 23 - 24
Semester Ends	July 28



New Mexico Highlands University is committed to helping all students attain an affordable education. The philosophy of the Financial Aid Office is to award funding to as many qualified students as possible. We try to distribute our resources equitably and to make sure every student in need has the necessary resources to go to school. Using a combination of family support, grants, loans, work programs, and scholarships, we work so that each student has a personalized Financial Aid Package. Students apply for federal and state student aid programs, including Pell Grants, Federal and State supplemental grants, Perkins Loans, and Stafford Loans by completing a Free Application for Federal Student Aid, commonly referred to as the FAFSA. The Financial Aid Office also awards the New Mexico Legislative Lottery Scholarship for all recent graduates of New Mexico high schools and GED recipients as applicable, as well as other state, HU Foundation and university scholarships.

A Financial Aid Package is prepared for you after all components of your application are reviewed by a Financial Aid Advisor. Your package may be different from another's as the Financial Aid process is individualized based on your particular living and financial circumstances; our office will insure you have a Financial Aid Package that best fits your situation. Once the semester is underway and you are registered for all your classes; the awards in your financial aid package will be credited to your Student Account in the Business Office to offset the charges of tuition, fees, on-campus housing, and other charges (i.e. Bookstore charges). Amounts that exceed your charges will be reimbursed to you. Use these funds wisely, as they are intended to help you for the duration of the semester. Plan a budget ahead of time.

Applying for Financial Aid is simply a matter of accurately completing forms and getting paperwork submitted. You can get help with this process, so do not let the application forms scare you away. Remember also the process is largely created through paperwork. Therefore, you should keep copies of everything you send or deliver and records of the relevant dates. Do not give the Financial Aid Office the originals of income tax forms or other important documents. Make copies and have the copies dated by the Financial Aid Office for additional assurances that materials have been received.

Survival Tips

An education is a privilege and your responsibility. Therefore, you are expected to contribute toward your education to the best of your abilities and with the help of your family. Financial aid is only a *supplement* to help meet some of the costs associated with your education.

- Financial aid representatives are here to help, utilize this great resource!
- Read and be aware of financial aid programs and processes.
- Understand your rights, responsibilities, and the implications of all forms you sign.

Financial Aid

- Keep copies of all documents submitted to the Financial Aid Office and note the dates submitted.
- Take responsibility for your part in the financial aid process, and ensure yourself of the most aid possible by being prompt, organized, and alert.
- Read the university catalog and course schedule thoroughly. Know and understand policies regarding registration, tuition and fee charges, refunds, course changes and financial aid disbursements.

Your Rights

You have the right to know. . .

- what financial aid programs are available at NMHU.
- the deadlines for submitting applications for each of the programs.
- how financial aid is distributed, how decisions on distributions are made, and the bases for these decisions.
- how your financial need was determined (costs for tuition and fees, room and board, books and supplies, transportation, personal, and miscellaneous expenses are considered in your budget).
- what resources (current assets, family contribution, other financial aid, etc.) are considered in the calculation of your need.
- how much of your financial need, as determined by NMHU, has been met.
- the details of the various programs in your student aid package.
- NMHU's refund policy.
- what portion of the financial aid you receive must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
- how NMHU determines if you are making satisfactory academic progress and what happens if you are not

Your Responsibilities

In accepting your responsibilities, you must. . .

- complete all application forms accurately and submit them on time to the proper place.
- provide correct information. In most instances, misreporting information on financial aid applications could result in indictment under the U.S. Criminal Code.
- return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.

- be responsible for reading and understanding all forms you sign. Keep copies
- live up to all agreements you sign.
- perform the work agreed upon when accepting work study awards.
- be aware of and comply with deadlines.
- be aware of NMHU's refund procedures.
- report all changes in name, address, telephone number, and enrollment status to the Financial Aid Office and the Registrars Office.

GRANTS

FEDERAL PELL GRANT

Qualifications: Undergraduate students only. Annual Amount: Up to \$4,310 (increase effective July 1, 2007)

Deadlines & Application: Free Application for Federal Student Aid (FAFSA)

Description: Pell Grants are given to both in-state and out-of-state undergraduates with financial need. To qualify, you must also have a high school diploma or GED certificate and be enrolled as a student at the university in a degree-seeking program. Check for other specific qualifications in The Student Guide, Financial Aid, from the U.S. Department of Education. The Financial Aid Office has copies, and you can find it also on-line.

To be eligible for Pell Grants as well as other federal financial aid, submit the FAFSA. Your eligibility is determined by your Expected Family Contribution (EFC). Early registration and enrollment will help Financial Aid determine what your expected Pell Grant will be. You will be notified when you receive your Financial Aid Package, usually in beginning in June.

Federal Pell Grants do not have to be paid back. Students with the greatest need receive Pell Grants. The maximum amount depends on what the Department of Education authorizes for the year, the cost of tuition and fees and other expenses at Highlands, the number of hours you take, and whether you attend one or two semesters. Recently (2007-08 AY), the annual maximum amount has been increased to \$4,310 for full-time students (12 or more hours) with a zero EFC enrolled for both semesters. To continue to receive Pell Grants, recipients must demonstrate Satisfactory Academic Performance (SAP), with a minimum grade point average (GPA) of 1.75 for freshmen and 2.0 for sophomores, juniors, and seniors.

Your Pell Grant is part of your Financial Aid Package. At the beginning of the semester, the grant amount is applied to what you owe in your student account in the Business Office (SAR).

ACADEMIC COMPETITIVENESS GRANT (ACG)

An Academic Competitiveness Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and who had successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education (see below). Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0. The program is available for the first time for the

Financial Aid

2006-07 school year for first year students who graduated from high school after January 1, 2006 and for second year students who graduated from high school after January 1, 2005. The Academic Competitiveness Grant award is in addition to the student's Pell Grant award.

If a student can answer YES to all of the following questions, they may potentially be eligible to receive an Academic Competitiveness Grant.

1. Are you a U.S. citizen?
2. Did you graduate from high school after January 1, 2005?
3. Are you eligible to receive a Pell Grant?
4. Will you be enrolled as a full-time first or second year student in a two-year or four-year degree program?

If you answered YES to all of the above questions, you meet the initial requirements for the grant. The FAO will review the rest of the requirements to determine eligibility (High School Academic Rigor; and for second year students a cumulative GPA equal to 3.0 and Academic Year Progression).

NATIONAL SMART (SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT) GRANT

A National SMART Grant will provide up to \$4,000 for each of the third and fourth years of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a language determined critical to national security. The student must also have maintained a cumulative grade point average (GPA) of at least 3.0 in coursework required for the major. The National SMART Grant award is in addition to the student's Pell Grant award.

To be eligible to receive a National SMART Grant, you must be able to answer YES to all of the following questions:

1. Are you a US citizen?
2. Are you eligible to receive a Pell Grant?
3. Are you enrolled as a full-time third or fourth year student in a baccalaureate degree program?
4. Do you have a 3.0 cumulative grade point average?
5. Are you currently enrolled in an eligible major in one of the following categories: Computer Science, Engineering, Critical Foreign Languages, Life Sciences, Mathematics, Physical Sciences, Technology, or Multidisciplinary Studies?

If you could not answer YES to all of the above questions, you do not qualify to receive a National SMART Grant. However, you may still qualify to receive other types of federal student financial aid (see below).

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Qualification: Undergraduate students only (must be Pell Grant recipient) Annual Amount: Up to \$2,000

Deadlines & Application: March 1st Free Application for Federal student Aid (FAFSA); April 15th complete file

Description: Similar to Pell Grants, FSEOG Grants are given to students with high financial need who qualify for Pell Grants. No

application is necessary other than the early completion of the FAFSA, and they do not have to be repaid.

Unlike Pell Grants, the university is given a set amount for FSEOG Grants, and all qualified applicants are not guaranteed funding. They are given on a first-come, first-serve basis to those who have qualified for Pell Grants and, by preference, to out-of-state students. This preference is because the State Student Incentive Grants (SSIG), funded by both federal and state sources, are identical to the FSEOG Grants in amount, but are reserved for New Mexico residents. FSEOG Grant maximum is \$2000 for single parents with zero EFC and pro-rated thereafter based on your EFC and availability of funding.

STATE STUDENT INCENTIVE GRANT (SSIG)

Qualifications: Undergraduate students only (must be Pell Grant recipient); NM resident. Annual Amount: Up to \$2,000.

Deadlines & Application: March 1st Free Application for Federal student Aid (FAFSA); April 15th complete file

Description: Similar to Pell Grants, SSIG Grants are given to students with high financial need who qualify for Pell Grants. They do not have to be repaid.

Unlike the Pell Grant, the university is given a set amount by the state for SSIG Grants, and all qualified applicants are not guaranteed them. They are given on a first-come, first-serve basis to those who have qualified for Pell Grants and, by law, to state residents. They are identical to the FSEOG Grants in amount, with a \$2000 maximum for single parents with zero EFC and pro-rated thereafter based on your EFC and availability of funding.

COLLEGE AFFORDABILITY GRANT

The purpose of the College Affordability Grant is to encourage New Mexico students with financial need, who do not qualify for other state grants or scholarships, to attend and complete educational programs at a public New Mexico college or university.

Amount: Maximum of \$1,000 per semester (pro-rated for those enrolled less than full-time). Renewable if student maintains satisfactory progress.

What are the eligibility requirements? New Mexico residents; Undergraduate; Must demonstrate financial need as determined by the **Free Application for Federal Student Aid (FAFSA)**. May not be receiving any other state or federal grants (other than Federal Pell Grant) and scholarships. Enroll at least half-time (6 credit hours).

Deadlines & Application: March 1st Free Application for Federal Student Aid (FAFSA) and April 15th complete file.

LOANS

FEDERAL PERKINS LOAN

Qualifications: Undergraduate and graduate students; need based. Annual Amount: Up to \$3,000 undergraduates; Up to \$5,000 graduates.

Financial Aid

Deadlines & Application: March 1st Free Application for Federal Student Aid (FAFSA) and April 15th Complete file.

Description: Perkins Loans are given to undergraduates and graduates, in-state and out-of-state students, with financial need as determined by the FAFSA as the Expected Family Contribution (EFC). Be sure to indicate your interest in receiving loans on the FAFSA form.

Students pursuing a second bachelor's degree or educational/professional licensure are also eligible for Perkins Loans.

To be considered for Perkins Loans, fill out the FAFSA. Funds for the Perkins Loans come from previous borrowers in repayment and are limited. Make sure your FAFSA is submitted by March 1, and your file complete by April 15 for award consideration.

Perkins Loans are repaid to the university through a 3rd party loan servicer, New Mexico Student Loan. Interest of 5 percent and payments are deferred until nine months after graduation, after you leave school, or drop below six credit hours (called a grace period). The repayments of previous loan recipients create the money for current ones. The university, thus, has a revolving account of loan repayments that are then re-disbursed to current students.

In certain circumstances, your Perkins Loan repayments may be deferred, postponed, or cancelled. Some of these circumstances include becoming a teacher, nurse or health care professional, law enforcement officer, Peace Corps volunteer, or member of the Armed Forces. For more information on these options, go on-line to www.ed.gov/offices/OSFAP/Students/repayment/teachers/.

A Perkins Loan is part of your Financial Aid Package. Each academic year, you will sign a promissory note. At the beginning of the semester, the loan amount is applied to what you owe in your student account.

First-time borrowers must complete an on-line loan counseling session before their funds will be disbursed. Go to www.mapping-your-future.org select Perkins Loan.

STAFFORD LOANS

Student loans, unlike grants and work-study, are borrowed money that must be repaid, with interest. Loans are legal obligations, so before you take out a student loan, think about the amount you'll have to repay over the years as well as the kind of job you will be pursuing to be able to afford this repayment of student loans.

New Mexico Highlands participates in the FFELP Stafford Loan Program that is offered through various lenders. We also participate in Direct lending with the Department of Education (limited to active borrowers).

We have several lenders we do business with on a daily basis but you may choose to borrow from a bank that you know. The loan form includes several choices. Expect that loans will take up to eight weeks to fully process and the process largely depends on you and once the loan is certified in our office, then you must sign your master promissory note before loan money is sent to NMHU. It is best to turn in your Loan Data Form when you submit your FAFSA. Otherwise, you can choose to wait for your award letter in late May or early June to determine how much

more in addition to what your current awards are, that you may require.

The maximum amount of what you may borrow using a Stafford Loan depends on other aid you may have in your Financial Aid package. It also depends on your student classification, expected family contribution and the cost of attendance established for the academic year or term requested. Loans based on financial need and dependency status are Subsidized which means that interest will not be charged until you graduate or leave school and begin repayment.

Interest on Stafford loans will not exceed 8.25% and will vary according to economic conditions.

It is important to understand that you determine the maximum amount you wish to borrow. You do not want to borrow anymore than you need. So that although you may have, for instance, \$3,500 available to you, you may choose to borrow only \$200. Remember also that the loan annual maximum amount is the total available to you in a year: summer through the spring semester. You will need to budget yourself a certain amount from this total to cover each semester.

A Financial Aid Advisor can help you understand the details of a Stafford Loan.

First-time borrowers at NMHU must complete an on-line loan entrance counseling session before their funds will be disbursed. Go to www.mapping-your-future.org. After your loan is certified by the university; approved by the lender and guaranteed, you will sign a master promissory note. One MPN will allow you to continue to borrow with the same lender through your undergraduate or graduate education, if you attend continuously for a maximum of 10 years (after a period of 10 years the note will expire).

You will receive Stafford loans in two disbursements. For a two-semester loan, you will receive the first credit to your Student Account Receivables (SAR) at the beginning of the fall semester and the second at the beginning of the spring semester. Loan amounts that exceed your charges will be reimbursed to you on the Friday before classes begin each semester. For a one-semester loan, you will be credited with the first payment at the beginning of the term, and the second around mid-term. Freshmen and first-time borrowers will not receive their first disbursement until 30 days after classes have begun.

FEDERAL SUBSIDIZED STAFFORD LOAN

Qualifications: Undergraduate and graduate students; need based. Annual Amount: Up to \$3,500 to \$20,500, depending on grade level.

Deadlines & Application: Free Application for Federal Student Aid (FAFSA) & Loan Data Form. Deadline: No later than 3 weeks prior to the end of semester.

Description: To be eligible for Stafford Loans as well as other federal financial aid, fill out the FAFSA application or Renewal FAFSA. Also complete a **Loan Data Form at the Office of Financial Aid or on-line (download & print).**

You may only apply for summer loans if you are also enrolled to attend the fall semester and must be enrolled for a minimum of 6 credit hours in each.

FEDERAL UNSUBSIDIZED STAFFORD LOAN

Qualifications: Undergraduate and graduate students. Annual Amount: Up to \$3,500 to \$20,500, depending on grade level. Deadlines & Application: Free Application for Federal Student Aid (FAFSA); Loan Data Form. Deadline: No later than 3 weeks prior to the end of semester.

Description: To be eligible for Stafford Loans as well as other federal financial aid, fill out the FAFSA application or Renewal FAFSA. Also complete a **Loan Data Form at the Office of Financial Aid or on-line (download & print)**.

You may only apply for summer loans if you are enrolled to attend the fall semester and must be enrolled a minimum of 6 credit hours in each.

FEDERAL PLUS LOAN

Qualifications: Available to parents of dependent undergraduate and graduate students. Annual Amount: Cost of attendance minus any other financial aid received.

Deadlines & Application: Free Application for Federal Student Aid (FAFSA); PLUS Loan Application pre-screening form. Deadline - No later than 3 weeks prior to the end of semester.

Description: This is a Parent Loan; eligibility is based on credit worthiness and approval from a lending agency. Repayment is required.

SCHOLARSHIPS

Undergraduate students with grade point averages of 2.5 and above should apply for state, university, and NMHU Foundation scholarships by filling out the NMHU Scholarship application by application priority consideration timelines (March 1st for freshmen; May 1st for continuing and transfer students).

Graduate students with a grade point average of 3.0 and above are encouraged to apply for the Graduate Presidential Scholarship. Complete the NMHU Scholarship application by May 1st.

Graduate assistantships are processed through the Office of Graduate Studies and in the academic units that offer graduate degrees.

Regardless of funding variables, if you are an academic high achiever, it is always worth your while to apply for scholarships at the university. The Financial Aid Office also keeps information regarding scholarship listings that are available outside of the university and which require a separate application and have different (earlier and later) deadlines than the university. Be sure to examine these listings and also to investigate other resources.

To apply for external scholarships, we recommend using the scholarship search engine at www.fastweb.com to help facilitate the scholarship search process. Note: these scholarships are external to NMHU's scholarships and NMHU has no jurisdiction over the awarding of these scholarships. If you do receive outside scholarship support, this must be reported to NMHU's Financial Aid Office to be included as part of your financial aid package.

Scholarship Guidance: More Information on Scholarships at NMHU

Scholarships are awarded first in the completion of a Financial Aid Package. If you receive financial aid, your scholarship aid will be awarded before you are considered for grants, loans, or a Work-Study program. If you receive scholarships from other sources than the university or state, those awards will also be considered in your total Financial Aid Package. You may not receive more aid than the total Cost of Attendance at NMHU during a year. This amount is calculated by adding tuition and fees to an estimated average for room and board, books, personal items, and transportation.

Many state scholarships awards are based on academic achievement and on state residency. Private scholarships awards are given by the contributions of individuals, donors may designate awards for students from certain schools or areas in New Mexico, with certain majors, or with financial need. In addition, there may be particular specifications for the personal essays and letters of recommendation submitted. If you are interested in a specific scholarship, be sure to check the scholarship's qualifications for application.

Students who earn relatively high GED scores are eligible for scholarships as are nontraditional students returning to school. Recent ACT or SAT test scores will help establish a comparable status to other students. In these cases, personal statements and references will be especially important.

The number of scholarships available varies with changes in state and private funding and the economy. Endowed scholarships are funded through the interest paid by investments, and that amount is always changing. The amount of individual scholarship awards may also vary given increases in tuition and fees and other variables.

WORKSTUDY*Process*

NMHU participates in the federal and state Work-Study programs. Federal Work-Study is dependent upon your need as determined by the FAFSA and your request to be considered for Work-Study on the FAFSA form. The state Work-Study program allows students with and without need to be hired by NMHU employers, but you must still have a completed FAFSA form on file in the Financial Aid Office. Students with need cannot earn more than their calculated cost of attendance (including tuition, fees, books, room and board, etc.), and all students cannot earn more than the maximum limits set under the Federal and State Work-Study program.

March 1st is the deadline for submitting the FAFSA that determines Work-Study and other available financial aid. The amount that you are eligible to earn for either state or federal Work-Study programs is determined after March 1st for the earliest applicants. Work-Study awards will continue to be allotted to students if funds are available, but Work-Study funds are generally completely allotted for the next academic year in the spring. Funds only become available again as students drop out of the program and funds are returned to the Work-Study Budget.

Financial Aid

Work-Study positions are only available if funds still exist in the federal or state programs. Even if funds are allotted to qualified students, jobs may not be available. In this case, if Work-Study positions are not available, you may request that your Financial Aid Package be reevaluated, and loan monies may be available to you.

The Work-Study hiring process is one in which the employer usually posts a job opening with the Human Resource Office. Students must pursue the jobs and be hired by employers to receive Work-Study award. Students can check for postings or may hear of a potential job and can call or visit the individual who is the Work-Study hiring contact. The student interviews for the job, and the employer chooses the best applicant. The student picks up a Student Hire Form from the hiring supervisor or off the NMHU website or from the Human Resource Office.

Students then arrange their working hours with their employers, considering the number of hours they are allowed to work in order to earn the maximum wages available through their financial aid package and the Work-Study Program. Students complete timesheets every two weeks and are evaluated by their employer at the end of each semester. Remember, the department has the authority not to rehire you based on poor performance, this may be one of your first opportunities to develop good work ethics, so take your work-study position seriously. This employment can also be used in building your resume for future professional employment.

For detail regarding Pay schedules, see the Human Resource Office.

FEDERAL WORK-STUDY

Qualifications: Undergraduate and graduate students; need based. Annual Amount: Wage and grade scales apply. 20 hour per week maximum allowed to work during regular semesters.

Deadlines & Application: March 1st Free Application for Federal Student Aid (FAFSA); April 15th complete file.

Description: Work-Study programs allow students with need to pay for some of their college expenses by working. The obvious advantage is that students finish their education owing less in loans. There is also a financial advantage for the University in that these earnings are federally or state subsidized, with the University paying a percentage of the total earnings of students under this program.

STATE WORK-STUDY

Qualifications: Undergraduate and graduate students; both need and non-need based. Annual Amount: Wage and grade scales apply. 20 hour per week maximum allowed to work during regular semesters.

Deadlines & Application: March 1st Free Application for Federal Student Aid (FAFSA); April 15th complete file.

Description: Work-Study programs allow students with need to pay for some of their college expenses by working. The obvious advantage is that students finish their education owing less in loans. There is also a financial advantage for the University in that these earnings are federally or state subsidized, with the University paying a percentage of the total earnings of students under this program.

The Work-Study hiring process is one in which the employer usually posts a job opening with the Human Resources Department. Students must pursue jobs and be hired by employers to receive Work-Study. The student checks for postings, or hears of a potential job and calls the individual who is the Work-Study contact. The student interviews for the job, and the employer chooses the best applicant. The employer will submit a student employment form to Human Resources.

Work-Study paychecks are on a once-week lag period. This means your first paycheck is ready one week after your timesheet is submitted. Pick up a pay schedule at the Human Resources Department. Your checks will be available at the Cashier's Office. Be sure to bring your I.D.!

2007-2008 Tuition Rates

<i>Main Campus Rates Effective Fall 2007 - Spring 2008</i>			
<i>Undergraduate</i>			
<i>Hours</i>	<i>Resident</i>	<i>Non-Resident</i>	<i>International</i>
<i>1</i>	<i>\$104.85</i>	<i>\$104.85</i>	<i>\$104.85</i>
<i>2</i>	<i>\$209.70</i>	<i>\$209.70</i>	<i>\$209.70</i>
<i>3</i>	<i>\$314.55</i>	<i>\$314.55</i>	<i>\$314.55</i>
<i>4</i>	<i>\$419.40</i>	<i>\$419.40</i>	<i>\$419.40</i>
<i>5</i>	<i>\$524.25</i>	<i>\$524.25</i>	<i>\$524.25</i>
<i>6</i>	<i>\$629.10</i>	<i>\$629.10</i>	<i>\$629.10</i>
<i>7</i>	<i>\$733.95</i>	<i>\$1,100.96</i>	<i>\$1,467.90</i>
<i>8</i>	<i>\$838.80</i>	<i>\$1,258.24</i>	<i>\$1,677.60</i>
<i>9</i>	<i>\$943.65</i>	<i>\$1,415.52</i>	<i>\$1,887.30</i>
<i>10</i>	<i>\$1,048.50</i>	<i>\$1,572.80</i>	<i>\$2,097.00</i>
<i>11</i>	<i>\$1,153.35</i>	<i>\$1,730.08</i>	<i>\$2,306.70</i>
<i>12 to 18</i>	<i>\$1,258.20</i>	<i>\$1,887.36</i>	<i>\$2,516.40</i>
<i>19</i>	<i>\$1,339.05</i>	<i>\$2,020.64</i>	<i>\$2,702.10</i>
<i>20</i>	<i>\$1,419.90</i>	<i>\$2,153.92</i>	<i>\$2,887.80</i>

Main Campus Rates <i>Effective Fall 2007 - Spring 2008</i>			
Graduate			
Hours	Resident	Non-Resident	International
1	\$110.10	\$110.10	\$110.10
2	\$220.20	\$220.20	\$220.20
3	\$330.30	\$330.30	\$330.30
4	\$440.40	\$440.40	\$440.40
5	\$550.50	\$550.50	\$550.50
6	\$660.60	\$660.60	\$660.60
7	\$770.70	\$1,156.05	\$1,541.40
8	\$880.80	\$1,321.20	\$1,761.60
9	\$990.90	\$1,486.35	\$1,981.80
10	\$1,101.00	\$1,651.50	\$2,202.00
11	\$1,211.10	\$1,816.65	\$2,422.20
12 to 18	\$1,321.20	\$1,981.80	\$2,642.40
19	\$1,407.30	\$2,122.95	\$2,838.60

Off Campus Rates <i>Effective Fall 2007 - Spring 2008</i>		
Undergraduate		
Hours	Resident	Non-Resident
1	\$110.00	\$110.00
2	\$220.00	\$220.00
3	\$330.00	\$330.00
4	\$440.00	\$440.00
5	\$550.00	\$550.00
6	\$660.00	\$660.00
7	\$770.00	\$1,100.96
8	\$880.00	\$1,258.24
9	\$990.00	\$1,415.52
10	\$1,100.00	\$1,572.80
11	\$1,210.00	\$1,730.08
12 to 18	\$1,320.00	\$1,887.36
19	\$1,400.85	\$2,020.64
20	\$1481.70	\$2,153.92

Off Campus Rates <i>Effective Fall 2007 - Spring 2008</i>		
Graduate		
Hours	Resident	Non-Resident
1	\$120.00	\$120.00
2	\$240.00	\$240.00
3	\$360.00	\$360.00
4	\$480.00	\$480.00
5	\$600.00	\$600.00
6	\$720.00	\$720.00
7	\$840.00	\$1,156.05
8	\$960.00	\$1,321.20
9	\$1,080.00	\$1,486.35
10	\$1,200.00	\$1,651.50
11	\$1,320.00	\$1,816.65
12 to 18	\$1,440.00	\$1,981.80
19	\$1,522.00	\$2,122.95



First Day of Class

On your first day of class, you'll get some introductory information, but then it's down to business. If you have any questions about the structure of the course, the grading system, when papers are due, when tests will be given or anything else, this is the time to ask! Your instructors should cover the following topics on the first day of class. If they don't, ask them about

- required textbooks
- other required class materials
- the syllabus (an outline of the material covered in the course)
- the schedule of tests, papers and/or projects
- supplementary reading lists
- their grading system
- their office hours
- their policy on attendance and class participation

If you get ahead of the game on the first day, chances are you'll stay ahead - and finish ahead!

Think of the student/professor relationship as a partnership with a common goal - your success! Here are a few tips to keep your relationship with your instructor on track

- Introduce yourself to your professor. The first day of class is awkward for teachers as well as students.
- Be on time for your class, and give your professor your full attention. Show that you're serious about your studies.
- Participate in class discussions and volunteer answers to questions. Show that you're interested and willing to work.
- Accept corrections and criticism as part of the learning process. We often learn more from our failures than we do from our successes.
- Ask questions. Instructors aren't mind readers - they need to know if something isn't clear.
- Make an appointment to talk to your professor if you're having trouble with the course work. Don't wait until you're completely lost to ask for help.

Life in college is a little different than it was in high school. College courses nearly always require more reading, more homework and more of your time than your high school courses did.

College Life

It doesn't mean you're an alien from outer space if you:

- can't decide on a major.
- change your major (even several times).
- want to have more than one major.

But if you're having trouble clarifying your goals, see an adviser in Student Academic Success Services or Student Support Services.

Find out what's beyond the classroom. NMHU offers a lot of support services that are yours, free, just for the asking. It's your life. Look to professors, advisers and college staff for support, but not for decisions. Decisions are your responsibility.

Major in what you like, and success will come. Don't study something because your mother, father or friend thinks you should. Put your heart into it!

Here are some hints on asking for help

- Talk to your professor right away if you're having trouble in class.
- Make an appointment with a advisor in the Academic Support Office or Student Support Services if stress starts getting in the way of success.
- Call the Childhood Development Center for advice if you're having trouble finding day care for your child or children.
- Access the Student Assistance Program.

Learning is lifelong. You're never too old, too young, too nervous, or too inexperienced for college.

Student Organizations

ACTIVITIES BOARD

Type: Social

Purpose: To encourage participation in the planning and organizing of activities

Advisor: Margaret Gonzales (454-3495)

Department: Campus Life

ALPFA

Type: Business

Purpose: Student Business Chapter

Advisor: Mary Romero (454-3580)

Department: School of Business

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

Type: Social

Purpose: To promote equity for all women and girls, lifelong education, positive societal change; and to nurture intellectual growth, individual worth and a sense of communication among the members.

Advisor: Helene Boudreau (454-3013)

Department: Political Science Department

ASSOCIATION FOR COMPUTING MACHINERY (ACM)

Type: Academic & Social

To promote an interest in computers and computers technology.

Advisor: Curtis Sollohub (454-3302)

Department: Computer & Math Sciences

ASSOCIATION OF SOCIOLOGY

Type: Academic

Purpose: To promote academic development through conference presentations.

Advisor: Erika Durkas (454-3432)

Department: Behavioral Sciences

ASSOCIATION TO BETTER THE LOCAL ENVIRONMENT

Type: Environmental

Purpose: To improve the local environment by providing monthly service projects.

Advisor: Jack Moy (454-3366)

Department: Natural Sciences

BADMINTON CLUB

Type: Special Interest, recreation

Purpose: Provide recreational sports opportunities through participation in badminton.

Advisor: Jon Schleoser (454-3203)

Department: Science

Student Organizations

BLACK STUDENT ASSOCIATION

Type: Social Activist

Purpose: A group dedicated to promoting a position image of Black Culture @ NMHU

Advisor: Yvette Wilkes and Jill Baskerville (454-3193/3127)

Department: Housing and SASS

CROSSROADS ART CLUB

Type: Academic.

Purpose: To promote art among students

Advisor: David Lobdell (454-3570)

Department: Communication and Fine Arts.

DEAD GAME COMBAT FIGHTING

Type: Athletic

Purpose: Self defense and full contact training.

Advisor: Michael Devince

DELTA MU DELTA/THETA NU CHAPTER

Type: Honorary

Purpose: To recognize and encourage academic excellence in students seeking business Degrees.

Advisor: Dr. Luis Ortiz (454-3584)

Department: School of Business

DELTA SIGMA ZETA

Type: Greek

Purpose: Sorority

Advisor: Yvette D. Wilkes (454-3193)

Department: Housing

EXERCISE & SPORT SCIENCE CLUB

Type: Academic

Purpose: To raise money to send students to conferences and workshops related to the fitness field, to learn new concepts in the area of health and fitness.

Advisor: Dr. Kathy Jenkins (505) 454-3287

Department: Exercise and Sport Science

FIRE ESCAPE

Type: Christian

Purpose: Present Gospel to campus and offer support to students as well as improve campus life.

Advisor: Greg Berry (454-3551)

Department: Athletics

GAY/STRAIGHT ALLIANCE

Type: Social

Purpose: To act as a supportive, social and activist group, seeking and providing understanding, education and equality.

Advisor: Yvette D. Wilkes (454-3193), Erika Derkas (454-3432)

Department: Housing & Student Conduct; Behavioral Sciences

Student Organizations

GEOLOGY CLUB

Type: Science

Purpose: Promote research and interest and enhancement within the Earth Sciences

Advisor: Mike Petronis (426-2046)

Department: Natural Sciences

GRADUATE SOCIAL WORK ASSOCIATION (GSWA)

Type: Social

Purpose: To serve our community by raising awareness and providing resources.

Advisor: Debra Rhoda (454-3456)

Department: School of Social Work

GRADUATES, EDUCATORS, & ENGLISH KENNING SOCIETY

Type: Academic

Purpose: To create an academic community among postgraduates, humanities graduate and prospective graduate students in order to promote teaching and learning.

Advisor: Helen Blythe

Department: English Program/Humanities Department

HU BULLETS

Type: Dance Team

Purpose: Bring School spirit to our Campus.

Department: Office of Recruitment

INSTITUTE OF MANAGEMENT ACCOUNTANTS (IMA)

Rio Rancho

Type: Special Interest Group

Purpose: Technical training opportunities and networking

Advisor: Patricia Bost (994-0219)

Department: School of Business

INTERNATIONAL CLUB

Type: Social/Special Interest

Purpose: To awareness of different cultures of the world.

Advisor: Tina Clayton (454-3058)

Department: International Ed. Center

“JILLEROOS RUGBY” NMHU WOMEN’S RUGBY CLUB

Type: Sport/Fitness

Purpose: Teach and play the sport of Rugby through rigorous competition

Advisor: E.R. Greene (454-3365)

Department: Exercise & Sports Sciences

KEDP 91.1 FM

Type: Student Radio

Located: Media Arts Building, Studio 101

Purpose: KEDP “rescue radio” is a student run radio station and was reactivated in 2005 with a variety of students on the air.

Volunteer students interested in broadcasting are given the

opportunity to showcase their favorite genre of music. The radio station is also a recruitment tool and an important source of information as to events held on campus. Student's seeking a fun and learning experience in the broadcasting field are welcome to join in at the beginning of each semester.

Advisor: Donna Martinez, General Manager (454-3238)

LOS RUMBEROS SALSA CLUB

Type: Social/Dance

Purpose: To spread the skill of dancing salsa and other Latin dances, while creating a fun and friendly environment.

Advisor: Carlos Mora (426-7471)

Department: HPLS

MEDIA ARTS CLUB – MAC

Type: Academic & Social

Purpose: To enhance a professional production environment to explore new methods of multimedia production

Advisor: Winona Sorensen (454-3184)

Department: Media Arts

MICHAEL T. CARROL LECTURES FOUNDATION

Type: Academic

Purpose: To foster a greater intellectual community in the arts by enacting a form for stimulating discussion

Advisor: Helen Blythe (454-3414)

Department: English

MOVIMIENTO ESTUDIANTIL CHICANO/a de AZTLAN

Type: Social

Purpose: To bring awareness to people through consciousness raising activities of the rich history, politics and culture of the chicano/a people of Aztlan.

Advisor: Bazan T. Romero (454-3175)

Department: Native American Hispano Cultural Studies

NATIVE AMERICAN CLUB

Type: Social Club

Purpose: To provide social activities through which club members can meet and connect with others, and plan, present and participate in social activities that celebrate the Native American cultures of NMHU

Advisor: Theresa Billy (454-2049)

Department: Office of Academic Support

NMHU CHEERLEADING SQUAD

Type: Athletic

Purpose: To uphold School Spirit

Advisor: Rosalie Martinez

Department: Science Fair

Student Organizations



Student Organizations

NMHU CHEMISTRY CLUB

Type: Academic/Social

Purpose: To enlighten and expose students and the community about science

Advisor: Merritt Helvenston (454-3167)

Department: Natural Sciences

NMHU COSMIC SYNERGY CLUB

Type: Social Science

Purpose: A fun Science Club

Advisor: Joseph Sabutis (454-3452)

Department: Physics

NMHU MARIACHI

Type: Special Interest

Purpose: To support the Mariachi ensembles of the NMHU Music Department

Advisor: James Leger (426-2176)

Department: Communication and Fine Arts

NMHU NEWMAN CAMPUS MINISTRY CLUB

Type: Religious

Purpose: To help and encourage students walk with God, and their ability to worship Jesus Christ through their individual talents, whatever they may be

Advisor: Joanne Martinez (454-3307)

Department: Social Work

OMEGA CHI SIGMA

Type: Fraternity

Purpose: Bring young men together through brotherhood and fellowship

Advisor: Christopher Lawrence

Department: Education

OUT OF THE ASHES

Type: Community Setting

Purpose: To bring awareness to NMHU and community about sexual violence through community art projects.

Advisor: David Lobdell (3570)

Department: Communication and Fine Arts

PEP BAND OF NMHU

Type: Social

Purpose: To provide students a sense of membership; and to provide spirit music at football and basketball games

Advisor: Edward Harrington (3569)

Department: Music

Student Organizations

PHOTOGRAPHY CLUB

Type: Educational
 Purpose: Teach/ practice the technique and art of black and white photography
 Advisor: Mike Plantz
 Department: Print Shop

PHI ETA SIGMA

Type: Honor Society
 Purpose: To honor and promote academic excellence
 Advisor: Margaret Gonzales (454-3495)
 Department: Campus Life

PHI KAPPA PHI

Type: Honor Society
 Purpose: To recognize 10-12% of the graduating class
 Advisor: Carolyn Newman (454-3384)
 Department: Education

POLYNESIAN DANCE CLUB

Type: Social
 Purpose: Support/celebrate/spread the culture of the South Pacific Island Region.
 Advisor: Erika Derkas (454-3432)
 Department: Behavioral Sciences

PRE-MED CLUB

Type: Science Pre-Professional
 Purpose: Enhance a students success in gaining admittance to Medical School
 Advisor: Ben Nelson (454-3305)
 Department: Biology

PSI CHI

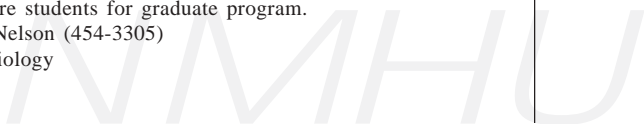
Type: Honorary/Social
 Purpose: To encourage, stimulate and maintain excellence in scholarships and to advance the science of psychology
 Advisor: Jean Hill (454-3562)
 Department: Behavioral Sciences

REGALOS EN ABUDANCIA

Type: Fund raising.
 Purpose: To fund raise for under privileged children in Mexico.
 Advisor: Dolores Ortega (454-3567)
 Department: Social Work

SCIENCE CLUB

Type: Educational
 Purpose: Prepare students for graduate program.
 Advisor: Ben Nelson (454-3305)
 Department: Biology



Student Organizations

SENDERO

Type: Literary

Purpose: To advance the understanding and enjoyment of literature in the community.

Advisor: Daniel Martinez (426-2073)

Department: Humanities/English

SIGMA TAU DELTA

Type: English Honor Society

Purpose: Professional development in the English discipline.

Advisor: Daniel Martinez, Ph.D. (426-2073)

Department: Humanities/English

SOCCER CLUB

Type: Athletics

Purpose: To give NMHU men Soccer players a place to play.

Advisor: Rey Martinez (426-2053)

Department: Social Work

STUDENT AMBASSADORS

Type: Honorary/Social

Purpose: To represent Highlands University and to help in recruiting efforts.

Advisor: Jenny Arguello (454-3593)

Department: Recruitment

STUDENT ATHLETE ADVISORY COMMITTEE

Type: Athletic

Purpose: To enhance the total student athlete experience by promoting opportunity for all student athletes, protecting student athlete welfare and fostering a positive student athlete image

Department: Exercise & Sport Sciences

SOCIETY OF AMERICAN FORESTER/STUDENT SAF CHAPTER

Type: National Scientific Org.

Purpose: Advance the forestry profession

Advisor: David Hacker (454-3176)

Department: Natural Sciences

TAI CHI CLUB

Type: Martial Arts

Purpose: To improve the health, well-being, and martial arts understanding of NMHU students

Advisor: Jill Baker (454-3409)

Department: Social Work

TAU KAPPA EPSILON

Type: Fraternity

Purpose: To bring back Greek life to campus

Advisor: James Mandarino (454-3199)

Department: Alumni Affairs

Student Organizations

UNDERGRADUATE SOCIAL WORK ASSOCIATION

Type: Professional/Academic

Purpose: A group of student social workers working to promote a positive impact on the community

Advisor: Dr. Dolores Ortega (454-3567)

Department: Social Work

VATOS RUGBY FOOTBALL CLUB

Type: Sport

Purpose: Promote lifelong fitness and fellowship through the physically demanding sort of rugby.

Advisor: Dick Greene (454-3365)

Department: Natural Sciences

WALK THE LINE BIBLE STUDY

Type: Religious

Purpose: To lead students to commitment to Jesus Christ the Lord, provide the opportunity for an honest, open look at the claims of Christianity and provide opportunities for Bible Study.

Advisor: Coach Berry

Department: Athletics



Academic Affairs. 454-3311.

The Division of Academic Affairs is responsible for academic matters such as the curriculum, classroom learning, grade grievances, academic dishonesty and faculty matters. This division includes a vice president, academic deans, department heads and faculty members. Students may want to contact one or more of these people for concerns specific to NMHU's instructional programs.

Dr. Gilbert Rivera, VP of Academic and Student Affairs,
108 Rogers Administration Building, 454-3311.

Dr. William Taylor, Dean of the School of Business,
236 Sininger Hall. 454-3344.

Dr. Alfredo Garcia, Dean of the School of Social Work,
102 Mortimer Hall. 454-3448.

Dr. C. G. "Tino" Mendez, Dean of the College of Arts and Sciences, HSC 337. 454-3080.

Dr. Kathy Jenkins, Dean of the School of Education,
114B Teacher Education Center. 454-3357.

Dr. Tom Ward, Department Chair for Behavioral Sciences
101 Hewett Hall. 454-3343/3321.

Ms. Miriam Langer, Department Chair for Communications and Fine Arts. B6 Music Bldg. 454-3390.

Dr. Barbara Risch, Department Chair for Humanities,
Douglas Hall. 454-3414.

Dr. Kathy Jenkins, Department Chair for Dept. of Exercise and Sport Science, 227 Wilson Complex. 454-3479.

Dr. Hossein Tahani, Department Chair for Computer and Mathematical Sciences, HSCI 227. 454-3295

Dr. Merritt Helvenston, Department Chair for Natural Sciences, HSC 331, 454-3167.

Student Academic Success Services.

108 Felix Martinez. 454-3188.

The Student Academic Success Services provides academic advising services to students who have not declared a major. The Academic Support staff members are always available to assist students in understanding university requirements, selecting courses and/or an academic major(s). This office also provides Student Identification Card Services for university students, staff and faculty.

Admissions Office

Rodgers Administration Building. 454-3439.

The Admissions Office serves as a source of information for prospective students about the University's academic programs and support services. It is on the second floor of the Rodgers Administration Building.

Affirmative Action Human Resources

108 Rodgers Hall, Administration Building 454-3242.

Concerns related to possible employee discrimination and sexual harassment should be directed to this office.

Bookstore

454-3598. 113 Student Center. Bookstore@nmhu.edu

Students will make the NMHU Bookstore their first stop each semester as the bookstore stocks the required course textbooks. The bookstore also offers supplies, gifts, NMHU novelty items and access to a fax machine. The NMHU Bookstore is located in the Student Center (Ninth and Baca). Normal business hours are 8 a.m. to 5 p.m., Monday through Friday. Hours of operation are extended during early semester rush periods. Toll free number for off-site centers is 1-877-248-9856.

Business Office

Rodgers Hall Administration Building. 454-3444.

Located on the second floor of Rodgers Hall, this office handles student payroll checks, check cashing (with NMHU identification), and student payments to the university.

Campus Life and Conferences

204 Student Center. 454-3590. Campuslife@nmhu.edu

The Office of Campus Life is located on the second floor of the Student Center (Ninth and Baca). Campus Life members assist in making student life fun, lively and educational. The office provides a number of services including coordination of university events such as the Welcome Week festivities, Club Fairs, Performing Arts Series, the Student Leadership Recognition Dinner, dances, Family Fun Day, Homecoming Events, the Family Holiday Party. Service to student organizations including charters, a handbook, mailboxes and leadership training programs. Scheduling of university facilities.

The coordinator of Campus Life welcomes volunteers to assist with events, or join campus organizations or the Activities Board.

Campus Police

Ninth Street and Baca. Routine Calls, 454-3278/3274.

Emergency Calls, 9-911.

The campus police are responsible for enforcing university regulations, city ordinances and state and federal laws. Police are trained in first aid and other emergency procedures. The department maintains the campus parking system, lost and found, and weapons safekeeping. Police are available 24-hours-a-day, 7-days-a-week, at the Police and Information Center at Eleventh and Baca. During nonbusiness hours and on holidays, Police answer telephone calls made to the university.

Child Development Center

Guadalupita Building. 454-3510 or 3250.

The NMHU Child Development Center provides day care services for the children of NMHU students. This state-licensed center provides supervised play and educational activities. The Child

Development Center is located directly behind the Teacher Education Center on Eleventh Street.

Career Services

108 Felix Martinez. 454-3188. nepadilla@nmhu.edu

The Office of Career & Placement Services offers career and job-related services that meet the needs of current students, alumni, employers, and other University personnel. Examples include job search skills, resume preparation, interview skills, career and educator fairs for students, alumni and employers, full & part-time job listings, internships, and co-ops.

Cooperative Education and Internships

108 Felix Martinez. 454-3188. nepadilla@nmhu.edu

The New Mexico Highlands University Career Services Program for Cooperative Education & Internships Program links employers who wish to recruit university students for cooperative education (co-op) positions, and internships with the students who seek these opportunities. These undergraduate employment programs often give employers early access to top candidates for full time positions.

Counseling - Individual and Group

Teacher Education Building (TEC) 454-3564

NMHU offers free counseling for Children, Adolescents, Adults, Couples, and Families to help with problems related to abuse, addictions, self-esteem, relationships, anger, and other areas of life. The services are confidential and private and are conducted by graduate interns of NMHU's Counseling and Guidance Program supervised by a licensed professional counselor on the faculty.

Dining Services

Archuleta Hall. 454-8799/8803. Dininghalls@nmhu.edu

Dining Services makes meals and snacks available to both commuting and resident students. Commuting students, eating in the Student Center's Cantina, may choose to purchase a la carte meals with cash, or sign up for a meal plan. Resident students are required to purchase a meal plan and may eat in the Cantina or the Archuleta Cafeteria. Meal plans are available in the Office of Housing and Student Conduct, 505 454-3193.

Members of the Dining Services staff may be reached at 505 454-8799. Dining services are generally not available during most breaks.

Disability Services

108 Felix Martinez 454-3188. Disabilities@nmhu.edu

The Office of Disability Services is responsible for coordinating services to students with physical, learning, and psychological disabilities under the auspices of Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act. At the university level, the student bears primary responsibility for registering their disability, following procedures, and following through on the implementation of their accommodations. Students requesting reasonable accommodations must provide written documentation of their specific disability and follow all the policies and procedures outlined in the Disability Services' Handbook, available separately at the above address.

Official accommodations cannot be provided to disabled students without prior approval from the Office of Disability Services. As a consequence, students are strongly encouraged to contact this office as soon as possible about their disability.

Educational Outreach Services (EOS)

FH-1 505 426-2058. Toll Free 1-877-248-9854

EOS is committed to providing regional telecommunications access and educational opportunities to all students and communities through a distance. EOS provides off campus instruction, televised instruction (ITV) and Web-based instruction. Help desk business hours are Monday through Friday from 8 a.m. to 9 p.m. and Saturdays from 9 a.m. to 2 p.m.

Title V (EOS)

NMHU, in collaboration with Northern New Mexico College, is a recipient of a Department of Education title V grant. Funding provides numerous outreach activities including:

- Expanding distance education infrastructure
- Expansion of student services to off site centers and other statewide educational sites
- Professional development for staff and faculty

Financial Aid and Scholarships

201 Felix Martinez. 454-3318. financialaid@nmhu.edu

Toll-free 1-800-379-4038. Calls made on this number cannot be transferred or forwarded. This office offers financial assistance to eligible NMHU students. This financial assistance will come in the form of grants, student loans, scholarships and student employment. It is important that students interested in financial aid maintain an acceptable grade point average and apply for aid early.

Foundation and Alumni Affairs

505-454-3199. jfmandarino@nmhu.edu NMHU Alumni

Association, Box 9000, Las Vegas, NM 87701

Highlands Foundation is responsible for raising private sector funds for student scholarships and assisting the university administration with special projects. The foundation also acts as fiduciary agent for the funds of university departments and student organizations. The Alumni Affairs Office maintains correspondence and contact with Highlands graduates. It maintains the alumni database, publishes the alumni newsletter and sponsors alumni events such as homecoming and regional gatherings. The Alumni Office is charged with promoting goodwill between the university and its alumni.

Golf Course

425-7711.

The NMHU Golf Course is located on the north side of Mills Avenue between Seventh Street and Grand Avenue. The course is open to the public year-round as weather permits. Information on current fees may be obtained by dialing the phone number shown above.

Health Center

Student Center. 454-3218. Healthcenter@nmhu.edu

The Student Health Center provides primary medical care to NMHU students and their dependents. The Health Center is located at the east end of the Student Center (Ninth and Baca). The center posts a regular schedule with reduced hours during the Summer semester. NMHU students will want to take advantage of the many services provided by the Health Center which include prescription discounts and a small per-visit fee for dependents of eligible students. The Health Center accommodates "walk-ins," but scheduled appointments are preferred.

Housing and Student Conduct

207 Student Center. 454-3193. Housing@nmhu.edu

Life in the residence halls is often an important part of the total college experience. Students interested in making new friends, having fun and enhancing the collegiate experience, are encouraged to live in the residence halls. Depending upon availability, students may choose between halls and a private or double room. Apartments are available to students with families, and on a limited basis to graduate and nontraditional students. Each apartment and hall room is equipped with a phone, and a cable TV outlet, and most residence hall rooms have internet connection. Laundry facilities, lounge space and computer labs are also a part of residential life at NMHU today.

The university also offers a number of meal plans to students living in the residence halls. (A meal plan is required as a part of the residence hall contract.) A schedule of room, apartment, and meal plan rates may be obtained from the Office of Housing and Student Conduct.

Students interested in living on campus must be familiar with the residence hall contract, the residence hall handbook and the NMHU Code of Student Conduct. A signature on the residence hall contract indicates an agreement to live in the halls for the entire academic year unless the student is no longer enrolled at NMHU or is released by the director. Apartment contracts require a 30-day notice. Students interested in living on campus should write the office of Housing and Student Conduct at NMHU, Box 9000, Las Vegas, NM, 87701.

Identification Cards

108 Felix Martinez. 454-3188. acadsupport@nmhu.edu

Photo identification cards are made on the first floor of, the Felix Martinez Bldg. and are required for admittance to university events. There is no charge for the first identification card, but a fee of \$25 is assessed to replace a stolen or lost card. Hours are scheduled at the beginning of the semester.

Intercollegiate Athletics

101 Field House. 454-3368.

NMHU is a member of the NCAA Division II and the Rocky Mountain Athletic Conference. The following programs are available at NMHU:

Men - Football, Cross Country, Basketball,

Women - Volleyball, Cross Country, Basketball, Soccer, Softball,

Women's Outdoor Track & Field

Intramural Sports

454-3287.

Students interested in intramural competition should contact the Exercise and Sports Science office. NMHU intramural competition is available in Softball, Basketball, Volleyball, Football, Golf, Ping-Pong, Pool and Billiards and Racquetball. University resources for both intramural and intercollegiate athletics include an indoor swimming pool, basketball courts, athletic fields, tennis courts, weight-training rooms, a nine-hole golf course, and racquetball courts. The NMHU Rugby team, a club sport, has won the Rio Grande Intercollegiate Rugby Union championship four consecutive years.

Library

Reference Desk, 454-3401. Administrative Office, 454-3332
Circulation Desk, 454-3403. Government Documents, 454-3411.
The Thomas C. Donnelly Library offers the following informational services to NMHU students, staff and faculty
Access to Computers, E-mail and Internet, Ray Drew Gallery,
Loan of Books and other materials, Interlibrary lending and borrowing, Microfilm Copying and Printing, Photocopying/Copy Card Vending, Public Access Catalog, Reference Services, Special Collections, Study Facilities, The library is located on National Avenue, (just off of 8th Street and National Avenue). A valid NMHU ID is required to check out materials.

Native American Services

108 Felix Martinez. 454-3188. Acadsupport@nmhu.edu
Native American Services 108 Felix Martinez, 426-2049.
Provides targeted support services for Native American students, including academic and financial aid advisement, collaboration with tribal educational offices, and sponsorship of the NMHU Native American Club (NAC) and American Indian Science and Engineering Society (AISES).

Newspaper - La Mecha

139 and 140 Student Center. 454-3463.

The NMHU student newspaper is La Mecha. Students interested in submitting information to La Mecha or working on the La Mecha staff should contact the paper.

Office of the Vice President of Student Affairs

217 Felix Martinez. 454-3020. Stuaffairs@nmhu.edu

The Vice President of Student Affairs Office typically answers questions or concerns related to academic advising, athletics, career services, disability services, financial aid, health services, housing, registration, etc. should be addressed first to the office responsible for the particular service. However, if the initial contact fails to bring about a satisfactory response or resolution, a student may want to present the concern to the vice president of student affairs. A written statement of the concern and an indication of the expected outcome is desirable. The student's concern will be addressed by the vice president of student affairs or a designee within thirty days.

In addition to handling student concerns, the vice president of student affairs works to improve campus and community life by (1) serving as a student advocate, (2) assisting in campus emergencies, (3) distributing and enforcing the NMHU Code of Student Conduct; and (4) supervising the student affairs staff. To schedule an appointment with the Vice President of Students Affairs, call 454-3020.

Post Office

116 Student Center. 454-3358. Hupostofce@nmhu.edu
Services offered by the NMHU Post Office include mailbox rental, the purchase of stamps, and a drop-off for all on- and off-campus mail. Residence hall students have mail boxes assigned as part of their contracts. The post office is located in the Student Center (Ninth and Baca).

Purple Pub Computer Lab

Student Center, 2nd floor. 426-2225
The Purple Pub Computer Lab is a student-use-only lab located on the second floor of the Student Center. Fifty-three computers are available and equipped with Windows NT Workstation 4.0. Internet access is also provided. Four computers are designed and equipped for use by individuals with disabilities. The lab is open year-round and offers extended, and evening and weekend hours. Hours may vary from semester to semester. Call the lab or Campus Life for information. Valid NMHU IDs are required.

Registrar's Office

Rodgers Administration Building. 454-3233.
The Registrar's Office assists with the following academic procedures: Catalogs, Checks on academic progress, Degree application, Evaluation of transfer credits, Grade Reports, Graduation audits, Registration for classes – in-person, and on-line, Commencement, VA students, Class schedules, Degree checks, Student waivers, Name/address/social security number changes, Grade Changes and mailers, Class schedules/agendum, Scheduling of classrooms, Sending of transcripts, Student Records, Verification of enrollment in class. The Registrar's Office is located on the second floor of Rodgers Hall Administration Bldg.

Student Senate - ASNMHU

217-218 Student Center 454-3594.
New Mexico Highlands University student senate's formal name is The Associated Students of New Mexico Highlands University (ASNMHU). Twenty Senators and four executives are elected at large in the spring semester for one-year terms. ASNMHU is the organization that truly serves as the "voice of the student body". ASNMHU members serve on a variety of decision-making committees on the NMHU campus. ASNMHU is responsible for managing a budget that funds student-organized activities. If you are interested in becoming part of ASNMHU, we invite you to call us, attend a meeting or stop by our ASNMHU offices.

Student Support Services

117 Felix Martinez. 454-3236. Stusupport@nmhu.edu
Student Support Services offers these services to eligible students Academic and Career Counseling, Assistance with Financial Aid Forms, Computer Access and Computer-Assisted Learning Programs, Study Skills Workshops, Tutorial Services and Supplemental Instruction The Office of Student Support Services is located at 117 Felix Martinez. For an application and further information, call 505 454-3236.

Swimming Pool

Ninth Street and Baca. 454-3073.
The swimming pool hours are posted each semester. However, these hours may be modified for special events, such as swim competitions, and water shows. The swimming pool is located on Baca and Eleventh streets.

Testing Services

108 Felix Martinez. 454-3188. TestingServices@nmhu.edu
The Office of Testing Services is responsible for overseeing the COMPASS placement exam and a few departmental exams. Other tests offered include the ACT, LSAT, and GED. Some other exams may be offered on an ad-hoc basis. Please contact the office for a listing of scheduled exams.

Title V Help Desk

FH-4 505-426-2074. Toll Free 1-877-248-9854
Title V assists students, faculty and staff with Blackboard/WebCT and Elluminate issues. Also we are able to assist student and faculty with Banner access, e-mail access, and Blackboard/WebCT access. Our help desk business hours are Monday through Friday from 8 a.m. to 9 p.m. and Saturdays from 9 a.m. to 2 p.m.

University Relations. 454-3387.

The Office of University Relations serves as the official voice of the University administration and acts as a liaison between NMHU and the public, NMHU and the media, and NMHU and the surrounding community. It also assists in facilitating communications on campus, helps promote university-sponsored and hosted services and events, and coordinates marketing and advertising for the university. University Relations also oversees the NMHU Reprographic Services and NMHU's web site. All university-related materials produced for distribution to the public are reviewed by the Office of University Relations. University Relations produces an employee newsletter, a campus calendar, and other NMHU-related publications and media projects.

Upward Bound for High School Students

128 Felix Martinez. 454-3254. Upwardbound@nmhu.edu
NMHU's Upward Bound Program offers its participants additional college prep including course work, academic and career planning. Its aim is to motivate low-income, first-generation college students to complete high school and to experience success upon entering college. This coeducational program serves 14 area high schools including Clayton, Coronado, Escalante, Las Vegas, Robertson, Mora, Peñasco, Pecos, Questa, Santa Rosa, Springer,

Taos, Tohatchi, Wagon Mound and West Las Vegas. Interested students are recruited in the 9th and 10th grades of the two program components (1) 18 school-year Saturdays; and (2) a six-week on-campus, residential program during the summer.

HU Wellness Program

131 Wilson Complex. 454-3122.

Students interested in assessing and improving their health and fitness, can call the HU Wellness Program or stop by the program office located in the Wilson Physical Education Complex.

Web Site www.nmhu.edu

NMHU has its own web site which contains helpful information to the campus community and the public. NMHU's home page can be accessed on the campus network or at www.nmhu.edu. The university's official web pages are maintained by the web manager at University Relations.

Writing Center

Douglas Hall. 454-3537.

The Writing Center is open to all NMHU students for assistance with all types of academic papers and essays. The staff consists of published and/or well-trained writers with extensive writing experience. Tutors can help students understand assignments, brainstorm for ideas, organize, draft and revise papers. Tutors also help with exam preparation, reading and comprehension, thesis projects, understanding grammar, and other writing tasks. Students from all departments and disciplines are welcome. Call or drop in for an appointment. There are a limited number of computers for use by students who are receiving ongoing tutoring. The Writing Center is open Mondays through Thursdays, 9 a.m. – 5 p.m. and Friday's 9 a.m. – 12 noon. Check the center bulletin board for evening hours. Services are free of charge.

The Weather Hotline and the NMHU website may be used by current students, faculty, and staff to access information regarding weather-related delays and closings for on-site and distance education classes at all locations, and for the NMHU Donnelly Library in Las Vegas all days of the week. Weather-related closings and delays are also broadcast on TV Channels 4, 7, and 13 and some area radio stations.

In the event of inclement weather, a decision on closing of offices and/or cancellation of classes, or postponement of starting times may be made. Decisions to delay or cancel daytime operations should be available by 6 a.m. Decisions to delay or cancel evening operations should be available by 4 p.m.

The university will convey one of the following messages:

1. "The university will be closed" which means that all classes have been canceled and all offices are closed for the designated amount of time. This will not include the previously noted offices.
2. "Classes will be canceled" which means that all classes are canceled, but offices will remain open. All faculty and staff are to report to campus when this announcement is made.
3. "The university will open at ____." The time provided denotes the time that classes will begin and offices are to open.
4. "Classes will begin at ____." The designated time is the time that classes will start for the day, but offices are to open and faculty are to report as normally scheduled.

Any students, faculty or staff members who believe that weather conditions prevent their safe travel to the university even though the university is officially open may choose to remain at home. Students are required to contact their professors for missed lectures, labs, assignments, etc.

In the event of a decision to close offices and cancel classes, the following services will remain operational: the Campus Police Department, the Physical Plant, Dining Services, and other services as deemed necessary by the president or a designee.

NMHU Weather Hotline

Las Vegas area, 426-2297

Outside the Las Vegas area,

toll-free 1-866-231-2366

Web – www.nmhu.edu

Inclement Weather



1. Coverage

The Code of Student Conduct is the university's policy related to nonacademic misconduct by students. Academic misconduct by students is not covered by this code, but rather falls on the responsibility of the vice president of academic and student affairs.

2. Rationale

New Mexico Highlands University has the right and obligation to support its educational function and to guarantee the equal opportunity of all students to pursue an education. Therefore, it is the university's responsibility to establish standards of conduct that uphold appropriate classroom decorum, safety and orderliness in campus life, and the rights and privileges of all members of the university community. The code should be read broadly. It does not define nonacademic misconduct in exhaustive terms. The purposes of the University's Code of Student Conduct are to inform NMHU students of prohibited nonacademic conduct; to protect and preserve a quality educational environment at NMHU; to outline the due process procedures that will be followed in cases of student misconduct.

3. Inherent Authority

The university reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The university is not designed or equipped to rehabilitate students who do not abide by this code. It may be necessary to remove such students from the university and to sever the institutional relationship with them.

4. Violations of the Law and of the Code

Students may be accountable to both civil authorities and to the university for acts that constitute violations of the law and of this code. Those accused of violations are subject to university disciplinary proceedings as outlined in this code despite any pending civil or criminal proceedings or any other university proceedings regarding the same conduct. Accused students may not challenge the university disciplinary proceedings on the grounds that criminal charges, civil actions or other university proceedings regarding the same incident are pending or have been terminated, dismissed, reduced or not yet adjudicated. The university will refer matters to Federal and/or State authorities for prosecution when appropriate.

5. Nonacademic Misconduct

The following actions/behaviors occurring on university property or at university-sponsored events constitute violations of the NMHU Code of Student Conduct. Any student, guest or visitor committing a violation may be subject to disciplinary and/or legal action including separation from the university or any lesser sanction authorized by the code. Students must take action to ensure that University regulations are observed. Individual students are responsible for their own conduct and the conduct of their guests. Failure to do so may result in disciplinary and/or legal action against any student, guest or visitor.

- A. Violation of University Regulations. Violating any university or Board of Regents policies, rules and regulations including, but not limited to the Housing Contract, regulations of university departments and offices, the university Policy on Sexual Assault, smoking regulations, related to entry (opening

and closing hours), traffic and parking regulations, and misuse of identification cards.

- B. Violation of Federal, State or Local Laws.** Violating federal, state or local laws on university premises or while in attendance at any university-sponsored or supervised events or committing off-campus violations of federal, state, or local law that adversely affect the university and/or the pursuit of its objectives.
- C. Alcohol, Drugs and Other Substances.** New Mexico Highlands University prohibits the illegal and irresponsible use of alcohol and other drugs to include consumption, possession or distribution of any form of alcoholic beverages, narcotics, drugs, marijuana or any related drug paraphernalia at any university sanctioned, on or off campus-related business activity or event. Possession is defined as, but is not limited to alcohol, controlled substances or drug paraphernalia found on a person, in his or her clothing, in or around a vehicle on university property or at a university-sanctioned event. Additionally, this includes any individual appearing on university premises or at a university-sponsored activity clearly under the influence of a controlled or intoxicating substance to the degree that there is danger to self, others or property. The University will enforce federal, state, and local laws, as well as its own alcohol and drug policies, and procedures that support these laws.
- D. Damage to Property.** Participating in acts of unauthorized use, removal, defacing, tampering, damage or destruction of student, staff, faculty, visitor or university owned or leased property, equipment, programs, on university premises, at university-sponsored activities, or from university organization(s), group(s) or individual(s).
- E. Disorderly Conduct.** Engaging in loud behavior, physical fights or disruptive behavior. For purposes of this code, disorderly conduct is defined to include, but not limited to, acts that breach the peace, disrupt others or interrupt the university operations.
- F. Disruption of University Operations.** Interrupting, disturbing or interfering with normal university functions, university-sponsored activities, or any function or activity on university premises including, but not limited to, studying, teaching, public speaking, research, university administration, judicial proceedings, or fire, police or emergency services or committing intentional acts that obstruct, disrupt, or physically interfere with the use of university premises, buildings or passages.
- G. Explosives and Weapons.** Possessing, using, storing or distributing dangerous weapons, explosives, firearms, noxious devices or other hazardous objects, materials or substances. These items are strictly forbidden on university premises including, but not limited to, the rooms of resident students,

classrooms, at university-sponsored or supervised events, in or around any vehicle, and in or on any person's clothing.

- H. False Complaints.** Intentionally filing a false complaint under this code.
- I. False Reports.** Initiating, making or causing any false report, threat of fire, explosion or other emergency or dangerous condition on university premises or at a university-sponsored activity; failing to report a fire, or interfering with the response of university or municipal officials to emergency calls.
- J. Hazing.** Planning, directing or committing acts of hazing, defined as any activity which willfully or recklessly endangers the mental or physical health of an individual(s) or subjects a person(s) to forced consumption of alcohol or drugs, ridicule, embarrassment, or unlawful activity for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- K. Indecent Behavior.** Lewd, indecent or obscene behavior or remarks; intentionally exposing buttocks, breasts or genitals in a public place on university premises or at university-sponsored activities.
- L. Failure to Obey.** Refusal or failure to comply with the directions of university officials or representatives, including campus police officers and residence hall staff members, acting in performance of their duties and/or failing to positively identify one's self to a university official when requested to do so. (The preferred form of identification shall be a current, valid university identification card.)
- M. False Information.** Misrepresenting information or furnishing false information to the university.
- N. Forgery.** Forgery, fraudulence, alteration, misrepresentation, counterfeiting, or misuse of any university and/or other documents, instruments of identification or access devices.
- O. Physical Harm or Threatening Remarks.** Taking any action, making threatening remarks or creating any situation on university premises or at university sponsored activities that intentionally or recklessly endangers mental or physical health.
- P. Misuse of University Computer Privileges.** Engaging in acts of theft of computers or abuse of computer privileges, including but not limited to
- improper and/or unauthorized access to university computer files and systems; unauthorized alteration, disclosure or destruction of university computer systems or material; unauthorized entry into a file to use, read or change its contents;

Student Code of Conduct

- unauthorized transfers of a file or files;
- unauthorized use of another person's identification or password;
- use of computing facilities to interfere with the work of another student, staff or faculty member;
- use of computing facilities to view or send threatening or obscene messages;
- intentional disruption of university computer systems;
- violation of copyright or proprietary material restrictions connected with university computer systems, programs or materials.

Q. Misuse of the Judicial System. Engaging or participating in abuse of the university judicial system, including but not limited to

- filing a false complaint or claim under this code.
- falsifying or misrepresenting information before a judicial body;
- disrupting or interfering with the orderly conduct of a judicial proceeding;
- instituting a judicial complaint without cause;
- attempting to discourage an individual's participation in, or use of, the judicial system;
- attempting to influence a member of the judicial body prior to, during, and/or after a judicial proceeding;
- harassing (verbal or physical) and/or intimidating a member of a judicial body, prior to, during and/or after a judicial proceeding;
- failing to comply with the sanction(s) imposed under the Code of Student Conduct;
- influencing or attempting to influence another person to commit an abuse of the judicial system.

R. Non-Compliance with Disciplinary Sanctions. Lack of adherence to the terms of any disciplinary sanction imposed in accordance with this code.

S. Sexual Harassment. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature initiated by a student to another member of the university community when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or participation in a university-sponsored program or activity; (2) submission to or rejection of such conduct by an individual is used as a basis for

employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance, or creating an intimidating, hostile or offensive environment.

- T. Sexual Misconduct.** Sex offenses including both forcible and non-forcible acts. Forcible acts include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sexual offenses include non-forcible sexual intercourse, incest, and statutory rape. Engaging in sexual contact with another person without the consent of that person, or if that person is a minor or incapable of consenting. (Refer to the university policy on sexual assault.)
- U. Stalking, Harassment, or Persistent Torment.** Engaging in conduct directed at specific person(s) on university premises or at university-sponsored activities that seriously alarms or intimidates such person(s), and which serves no legitimate purpose. Such conduct may include, but is not limited to explicit or implicit threats, including gestures that place a person in unreasonable fear of unwelcome physical contact, harm or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person(s) that are in common usage lewd, obscene or expose a person(s) to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person(s) to whom the remark is addressed; or communicating anonymously by voice or graphic means or making a telephone call anonymously whether or not a conversation ensues. Torment or intimidation based on ability, age, ethnic heritage, gender, life-style, race, religion, socioeconomic status, affectional preference, political, social, or other affiliation or disaffiliation is forbidden.
- V. Tampering with Safety Devices.** Committing acts that endanger the university community or university property including but not limited to altering, misusing or damaging any fire-fighting equipment, safety equipment alarms or emergency device.
- W. Theft.** Unauthorized use or removal of property, materials or services from the university, at university-sponsored activities, from university organization(s), group(s), student(s) or any university community member, guest, visitor, vendor or contractor on university premises; or knowing of possession of stolen property or use of stolen services on university premises, at university-sponsored activities, or from university organization(s), group(s) or individual(s).
- X. Unauthorized Entry or Use of Keys.** Possessing, duplicating or using keys to any university building or facility without authorization by appropriate university officials or committing an act of unauthorized entry into or use of university buildings or facilities.

Y. Unauthorized Use of Facilities or Property. Unauthorized presence on or use of university premises, facilities or property including camping, building a fire or use of an unauthorized heating, cooking or electrical device without advanced approval from designated university personnel.

6. Reporting an incident of nonacademic misconduct

Anyone wishing to report an alleged incident of prohibited nonacademic conduct may make a report in writing to the vice president of student affairs (Office of Student Affairs) or the Office of Housing and Student Conduct. (Report forms are available in both offices.) The vice president of student affairs and/or designee will determine whether any action should be taken in response to the report.

7. Procedural guidelines

The essential safeguards for fair treatment will be provided for students charged with violating university regulations. The following shall serve as procedural guidelines

- A. Written Notification.** The student will be informed with a written Notice of and Response to Charge that she or he is accused of a violation of a university regulation(s). Such written notice will be sent to the student's most recent address of record. The Notice will include the alleged violation, the Code of Student Conduct regulation(s) allegedly violated; and the possible consequences of not responding to the Notice. Included with the Notice will be a copy of the NMHU Code of Student Conduct, which includes rights, responsibilities, disciplinary conference and administrative hearing procedures.
- B. Student Response.** Within a specified period, the student must reply using a copy of the Notice of and Response to the Charge. If the student chooses not to complete the form by the given deadline, this failure to respond will be deemed an admission of guilt. A ruling will then be made on available information.
- C. Disciplinary Conference.** A disciplinary conference is a private meeting with the vice president of student affairs and/ or designee at which the violation is discussed and appropriate disciplinary measures (if any) are discussed.
- D. Hearing.**
- 1) When a hearing is held, the accused student(s) and the person(s) reporting the alleged violation shall be given a minimum of 3 calendar day's written notice prior to the hearing.
 - 2) The hearing will be private and will be conducted by a hearing committee.
 - 3) The Hearing Committee retains the right to determine if joint or separate hearings will be held if two or more persons are charged in the same incident.

Student Code of Conduct

- 4) The hearing will be closed to everyone except the accused student and the Hearing Committee, staff or faculty members having knowledge of the alleged violation, witnesses, advisors to the accused student, and the person filing the report.
- 5) The hearing will be private and informal in nature; strict rules of evidence do not apply.
- 6) The accused student(s) and the person filing the report, if any, have the right to the following:
 - Be present at the hearing; however, if either or both the student and person filing the report fail to appear at the hearing, the hearing will be held in either or both of their absences.
 - Present evidence by their own testimony, by witness, or by official written statement from a witness, if that witness is unable to attend the hearing. It is the responsibility of the accused student and the student filing the report to notify their witnesses of the date, time and place of the hearing. If witnesses fail to appear, the hearing will be held their absence. (Witnesses are allowed in the room where the hearing takes place only for the time that they are providing testimony.)
 - Bring one advisor to the hearing. The advisor, however, may only participate in providing advice. The advisor may not participate in the hearing itself, examinations or the presentation of information or materials to the hearing official(s), unless asked to do so by the hearing official(s). It is the responsibility of the accused student and the student filing the report to notify the advisor of the date, time and place of the hearing. If an advisor fails to appear, the hearing shall take place in his or her absence.
 - Question all persons (excepting hearing officials and advisors) present at the hearing by submitting written questions to the hearing official prior to and/ or during the hearing.
- 7) The following procedures shall be followed in administrative hearings:
 - Welcome by the hearing official
 - Recognition of the parties present
 - Reading of allegations
 - Opening statement and presentation of pertinent information by person filing the report (and witnesses)
 - Opening statement and presentation of pertinent information by the accused student (and witnesses)

Student Code of Conduct

- Questions from the person filing the report to the accused student
 - Questions from the accused student to the person filing the report
 - Questions from the hearing official
 - Closing remarks from the person filing the report
 - Closing remarks from the accused student
 - Closing statements by the Hearing Committee Chairperson
 - Adjournment of the hearing
- 8) A verbatim record (either by written transcript or tape recording) shall be made of all evidence introduced at the hearing. This verbatim record shall be maintained for a period of one year after hearing.
- 9) Unless there is reasonable cause for delay, a written copy of the decision and a copy of the Code of Student Conduct will be sent to the student within seven calendar days.
- 10) Information on disciplinary decisions imposing suspension or expulsion shall be forwarded to the registrar.

8. Disciplinary measures or sanctions

When the vice president of student affairs feels that an infraction may result in severe disciplinary action such as suspension or expulsion, he or she will provide the student with a written notice of the charges and refer the matter to a Hearing Committee. Hearing procedures will follow those outlined in Section 8D of this code. Unless there is reasonable cause for delay, the Hearing Committee shall hear such cases within one month of the actual incident. One or more of the following disciplinary measures, also called sanctions, may be imposed for a violation of this code. In recommending or determining a sanction, a hearing officer or board shall consider all relevant factors including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, the student's current demeanor, and the student's past disciplinary record, if any.

Disciplinary Reprimand. A written warning to the student that the cited behavior is not acceptable by university standards. The Student is warned that further misconduct may result in more severe disciplinary action.

Disciplinary Restrictions. Limiting certain privileges or practices of the individual(s) involved in the offense for a specified period of time. The student may be restricted from certain areas, privileges or practices including being prohibited from a university event or extracurricular activity.

Restitution. The student is required to make payment for the loss or damage to the university or to an individual(s), group(s) or organization(s).

Disciplinary Probation. A specified period of time during which the student is expected to comply with university regulations. If the student violates university policy within the given time frame, more severe disciplinary action may occur.

Disciplinary Suspension. Immediate, temporary exclusion from the university for a specified period of time.

Disciplinary Expulsion. Immediate, permanent separation from the university.

Expulsion from University Housing Facilities. Removal from university housing.

Emergency Suspension and/or Restrictions. To protect the safety of the university community, it may be necessary to suspend a student(s) from class, campus facilities, university premises or university-sponsored functions, etc. The vice president of student affairs shall have the authority to immediately suspend and have removed from campus students who present a threat to the safety and security of other students, faculty and employees of New Mexico Highlands University or to university property. After removal and suspension, the vice president of student affairs shall proceed within seven (7) calendar days (unless there is reasonable cause for delay) to file charges against the student and to proceed to hearing.

Other Disciplinary Measures. Other sanctions may be imposed instead of or in addition to those outlined above, including but not limited to the following educational assignments or research projects; letter of apology to those involved; mandated counseling or therapy (to be paid for by the student if off-campus services are desired or required); relocation to another university living area; restriction from specified campus facilities; loss of specified university privileges; fines; community service; or the loss of institutional financial aid. Disciplinary sanctions will be related to the nature of the violation.

9. Appeal procedures

A. Students may appeal any of the following decisions made as a result of the hearing.

- restitution for an amount equal to or more than \$2;
- suspension from the university;
- expulsion from the university; or
- removal from university housing.

- B. A letter of appeal must be submitted in writing to the Office of the Vice President of Student Affairs within seven (7) calendar days of the issuance of the hearing decision. Failure to appeal within the allotted time will render the original hearing decision final and conclusive.
- C. Appeals to decisions made by a Hearing Committee or a vice president of student affairs' designee will be forwarded to the vice president of student affairs.
- D. Appeals will be evaluated using appropriate disciplinary records, documents, interviews, and hearing recordings and/or transcripts, etc.
- E. Students will be granted only one appeal. Students filing appeals must understand that the appeal decision and sanction(s) may be more severe than the original hearing decision and sanction(s).
- F. Separation from the University pending appeal In cases where disciplinary measures imposed on the student involve separation from the university (suspension and expulsion), the vice president of student affairs or designee may exclude the student from university campuses pending the appeal, except for the matters relating directly to and including the request for an appeal submitted to the vice president of student affairs.

10. Disciplinary measures for NMHU student organizations

The coordinator of campus life shall be responsible for monitoring the actions of members of NMHU student organizations. Members representing such organizations or groups are accountable for their actions and may be charged with violations to the Code as individuals, as an organization or as a student group.

11. Disciplinary records

The Vice President of Student Affairs (and/or designee) is responsible for the confidentiality of disciplinary records. No information concerning disciplinary action is included on the academic transcript. Student disciplinary records are retained for five years after the most recent university disciplinary action has been completed with the exception of cases of expulsion. Records of students expelled from the university are maintained permanently. Disciplinary records are considered educational records. Educational records are not released to any third parties without the written consent of the student involved except (1) when faculty and staff members demonstrate a need to know, (2) in compliance with judicial order, and (3) in an emergency involving the health or safety of the student or another individual. The university reserves the right, as defined in the Higher Education Reauthorization amendments of 1998 (1) to disclose results of a disciplinary hearing when a student is found to be in violation of the university's regulations related to violence or sexual offense; and (2) to notify parents/guardians of students under 21 years of age determined to have violated campus regulations regarding the use or possession of alcohol or other controlled substances.

EQUAL EDUCATIONAL OPPORTUNITY POLICY STATEMENT

New Mexico Highlands University (NMHU) strives to maintain diversity in its student body and provide equal educational opportunities to all students. This policy is intended to further New Mexico Highlands University’s efforts, as well as comply with its obligations under state and federal law.

Equal Educational Opportunity

It is the policy of NMHU to prohibit unlawful discrimination and harassment against applicants for admission and students on the basis of race, color, religion, national origin, sex, age, ancestry, physical or mental disability, serious medical condition, spousal affiliation, sexual orientation, gender identity, veterans status or any other basis prohibited by applicable law.

This policy applies to all aspects of the educational process, including admissions, recruitment, extracurricular activities, financial assistance, housing, counseling, guidance, course offerings and housing.

Any student who feels that he or she has been discriminated against or harassed should report the incident to the Affirmative Action/Equal Employment Opportunity Officer, a Department Chair, a Student Advisor, a Director, a Dean, or campus police.

The current AA/EEO Officer is:

Donna Castro, Director, Office of Human Resources, 454-3308, PO Box 9000, Las Vegas, NM 87701.

The mailing address for the AA/EEO Officer is: PO Box 9000, Las Vegas, NM 87701

Policies for Reporting and Resolving Complaints of Discrimination and Harassment

NMHU has policies in place for reporting and resolving complaints of unlawful discrimination and harassment.

Students are encouraged to read:

1. Sexual Harassment Policy Statement;
2. Student Grievance Policy.

Students can access these policies from the Office of Student Services or the AA/EEO Officer.



Informal Resolution to Student Concerns

There may be times when there is a misunderstanding, disagreement or conflict among students, or between a student and a staff member or faculty member. When this occurs, the student is encouraged to follow the steps outlined below to seek informal resolution of his or her concern.

However, if the misunderstanding, disagreement or conflict is as a result of a violation of University policy or procedure, the student has the option of pursuing the steps outlined below, or following the Student Grievance Procedure. If a student believes that he or she has been discriminated against or harassed, or if he or she believes that a fellow student has been discriminated against or harassed, he or she should report that discrimination or harassment to the Affirmative Action/EEO Officer, a Department Chair, a Student Advisor, a Director, a Dean, or campus police.

To resolve a concern, students are encouraged to:

1. Write out the problem to help clarify the issue.
2. Check with resource people or materials to help clarify the issue.
3. Approach the person involved and politely describe your concern(s).
4. If the conflict or concern cannot be resolved after talking with the person, take the following steps.

A. For conflicts and concerns related to coursework, the student should:

Step 1. Approach the faculty member involved in the issue and discuss the concern using the necessary documents (i.e. assignments, syllabi, assessments, etc.). If the concern cannot be resolved after discussing the issue with the faculty member, the student may decide to take Step 2.

Step 2. Write a letter to the head of the department. In the letter, carefully describe the concern or conflict. Also, include appropriate documentation and an explanation of the preferred outcome. If the department head does not respond within a week, schedule a meeting with the department head. If the issue cannot be resolved after discussing it with the department head, consider using Step 3.

Step 3. Write a letter to the school or college dean. Carefully explain the conflict or concern. Include documentation with the letter and a description of the preferred outcome. If the school or college dean does not respond within a week, schedule an appointment to discuss concerns with the school or college dean. If the issue cannot be resolved by talking with the school or college dean, the student may choose to pursue Step 4.

Resolution to Student Concerns

Step 4. Write a letter to the vice president of academic affairs. Carefully outline the conflict or concern; include the necessary documentation. If the Vice President of Academic Affairs does not respond within a week, schedule an appointment to see the vice president. The decision of the Vice President of Academic Affairs will be final.

Students who are not satisfied with a grade received should use a Student Grade Appeal Form available in the Office of the Vice President of Academic Affairs and in the school and college dean's offices.

B. *For conflicts or concerns that are not academic in nature, the student should:*

Step 1. Approach the student, staff or faculty member involved and discuss the concern using any needed documents. If the issue cannot be resolved after talking with the person involved, consider taking the next step.

Step 2. Write a letter to the direct supervisor of the person(s) involved in the dispute. In the letter, carefully describe the situation and include appropriate documentation. If the supervisor does not respond within a week, schedule an appointment with the supervisor to discuss the matter. If the conflict or concern cannot be resolved by discussing it with a supervisor, consider taking the next step.

Step 3. Write a letter to the Vice President for Student Affairs. Carefully explain the conflict or concern and include appropriate documentation. The dean may refer the issue to an advisory group. Nonetheless, the decision of the Vice President for Student Affairs will be final.

C. *For concerns related to campus clubs:*

Step 1. Meet with the student group involved with the issue. Discuss the concern and support it with related documentation. If the conflict cannot be resolved by talking it over with the group members, consider Step 2.

Step 2. Write a letter to the coordinator of the Office of Campus Life and carefully describe the conflict or concern. Include appropriate documentation with your letter. The coordinator of the Office of Campus Life may consult with the Campus Life Advisory Board and make recommendations or impose sanctions on the registered student group.

Step 3. If the concern is not resolved using the first two steps, write a letter to the Vice President for Student Affairs. If the Vice President for Student Affairs does not respond within a week, schedule an appointment. The decision of the Vice President for Student Affairs will be final.

New Mexico Highlands University is committed to taking swift and appropriate action against any of its officials, employees, or students who violate any portion of this policy. The information obtained as a result of this policy is confidential and will not be disclosed except to personnel with a legitimate need to know or by order of a court. Students experiencing sexual or other forms of harassment should report incidents to the Office of Student Affairs, 217 Felix Martinez, 505 454-3020.

NMHU Academic Integrity Policy

Because academic dishonesty in any form compromises the university's reputation and thus devalues the NMHU degree, it simply will not be tolerated. Consequently, students caught cheating, plagiarizing, or doing anything which involves trying to pass off someone else's intellectual work as their own, will be subject to disciplinary action. Depending upon the severity of the infraction, repercussions may include, but are not limited to:

- a failing grade on academic exercises;
- dismissal from the class;
- a failing grade in class;
- suspension or expulsion.

Resolution Procedures

Instructors who suspect students of violating this policy should meet with the student privately to further investigate the matter and notify their respective department chairs and deans with a recommendation. A student who feels they have been unjustly accused of cheating or feel they have been punished too severely should meet with their professor to discuss the matter. If a determination cannot be made, the student and instructor should meet with the dean or the department chair. If the matter is still unresolved, it may be brought before the Academic Affairs Committee for review.

In order to prevent confusion concerning what constitutes academic dishonesty, instructors are encouraged to include their individual policies with their syllabi.

Definitions

Plagiarism is using another person's intellectual work as if it were one's own. This includes quoting or paraphrasing without proper attribution.

NMHU Policy on Emergency Contact

If university staff members have reasonable cause to believe a student is a danger to himself or herself or others, contact may be made with the person(s) designated by the student as the emergency contact. This information may be taken from the housing application or any other university document which requires the student to list an emergency contact person.

NMHU Policy on Self-Destructive Behavior

Self-destructive behavior shall be understood to mean and include attempts or threats on the part of an individual to end his/her life, or to inflict serious bodily harm on himself/herself by any means capable of producing such result.

The university, typically, through personal counseling, the Campus Police Department and/or the vice president of student affairs will respond to such incidents quickly and through referral to local care facilities. If the behavior warrants, local law enforcement will be contacted.

NMHU Sexual Harassment Policy**1. Introduction**

It is the policy of New Mexico Highlands University to maintain a community in which students, faculty, staff and administration are free to work, study and reside without being subjected to sexual harassment. Such behavior subverts the mission of all involved.

Sexual harassment is a form of discrimination on the basis of sex and is, therefore, prohibited on campus and in programs and activities sponsored by New Mexico Highlands University. This policy extends not only to students, but also to applicants for admission to New Mexico Highlands University. Sexual harassment constitutes an unacceptable and punishable offense at NMHU.

2. Sexual Harassment Defined

Sexual harassment may take many forms, including unwelcome conduct of a sexual nature and conduct that is not necessarily sexual in nature, but which is unwelcome and directed at a person because of his or her gender.

- A. Sexual harassment involving unwelcome conduct of a sexual nature can include unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of participation in a program or activity at NMHU;

Submission or rejection of such conduct by a student is used as the basis for academic decisions affecting the student; or

Such conduct is so severe or pervasive that it affects a student's ability to participate in or benefit from an education program or activity or creates an intimidating, threatening or abusive educational environment.

Sexual harassment is distinguished from voluntary sexual relationships when the conduct directed towards you is unwelcome.

Conduct of a sexual nature can include, but is not limited to:

Verbal, non-verbal or physical sexual advances;
 Pressure for sexual favors;
 Touching of a sexual nature;
 Sexual assault;
 Sexual gestures;
 Sexual or “dirty” jokes;
 Offensive personal jokes and comments of a sexual nature;
 Displaying or distributing sexually explicit drawings,
 pictures and written materials.

- B. Sexual harassment can also involve acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, but not involving conduct of a sexual nature, when such conduct is so severe or pervasive that it affects a student’s ability to participate in or benefit from an education program or activity or creates an intimidating, threatening or abusive educational environment. Such conduct can include, but is not limited to:

Offensive jokes or comments, not necessarily sexual in nature, but directed at a person because of his or her gender;

Sabotaging the laboratory experiments of certain students based on the students’ gender.

Sexual harassment against a student or applicant for admission can involve any member of the New Mexico Highlands University community, including faculty, staff, another student, or a guest speaker, visiting student or contractor.

3. *Reporting Sexual Harassment*

If you feel that you are being subjected to sexual harassment or feel that another student or applicant for admission is being subjected to sexual harassment, you should notify the Affirmative Action/Equal Employment Opportunity Officer, the Human Resource Director, a Dean, a Department Chair, a Student Advisor or Campus Police. If you are not certain whether sexual harassment is taking place, you should report your concerns.

The Affirmative Action/Equal Employment Opportunity Officer (“AA/EEO Officer”) has been designated responsibility for coordinating New Mexico Highlands University’s efforts to comply with and carry out its responsibilities under applicable laws prohibiting discrimination and harassment, including Title IX of the Educational Amendments of 1972 and Title VII of the Civil Rights Act of 1964.

The current AA/EEO Officer is: Donna Castro, Rogers Bldg 108C, 454-3308.

The mailing address for the AA/EEO Officer is: New Mexico Highlands University, PO Box 9000, Las Vegas, NM 87701

4. *Time Frame for Reporting Sexual Harassment*

In order to allow for a prompt and timely investigation, your report should be made as soon as possible, but no later than 90 days following the latest alleged incident of sexual harassment. Even if this time frame has passed, the University encourages the reporting of sexual harassment. This time frame may be waived by the AA/EEO Officer for good cause.

5. *Retaliation is Prohibited*

Retaliation against a student or applicant for admission who makes a complaint of sexual harassment or reports that another student or applicant for admission is being sexually harassed or who cooperates in an investigation of a complaint of sexual harassment is prohibited.

If you believe you have been retaliated against or that someone else has been retaliated against for reporting sexual harassment, you should follow the same reporting requirements for reporting incidents of sexual harassment set forth in Section 4 above, Reporting Sexual Harassment.

6. *Investigation and Resolution of Reports of Sexual Harassment.*

The investigation and resolution of reports of sexual harassment will be handled pursuant to the Student Grievance Procedure. In the event a student does not file a grievance pursuant to the Student Grievance Procedure, the University reserves the right to investigate any reports of sexual harassment, as the University deems appropriate.

Appropriate disciplinary action will be taken against any student or employee, including staff member, faculty member and administrator, who is found to have engaged in sexual harassment or retaliation.

New Mexico Highlands University will also take appropriate action, to the extent possible, against non-employees, such as contractors and guest lecturers, who are found to have engaged in sexual harassment or retaliation.

NMHU Sexual Assault Policy

1. *Introduction*

New Mexico Highlands University's Code of Student Conduct and Sexual Harassment Policy prohibit the commission of sexual assault, including rape.

2. *If You Have Been Sexually Assaulted*

Get to a safe place.

Don't shower, bathe, douche, change clothes or straighten up the area because doing so may destroy evidence.

Call 911, a friend, family member or the police for transportation to the hospital.

Go to a hospital for treatment of any injuries, appropriate testing, evidence collection and support services.

Report the incident to the police.

Call a rape crisis hotline for support and information.

See a counselor with expertise in working with those who have been sexually assaulted

3. *Reporting a Sexual Assault to New Mexico Highlands University*

A sexual assault should be reported to the Campus Police, Affirmative Action/Equal Employment Opportunity Officer, the Human Resource Director, a Dean, a Department Chair or a Student Advisor.

To the extent possible under law, New Mexico Highlands University will not release the name of any student who is reported to have been sexually assaulted without the consent of the student.

The University will assist the student in contacting counseling services, medical services and other available resources.

4. *Investigating Reports of Sexual Assault*

If the sexual assault is alleged to have been committed by a member of the New Mexico Highlands University community, such as a faculty, staff, another student, or a guest speaker, visiting student or contractor, the University will conduct an investigation into the matter and appropriate action will be taken based on the outcome of the investigation.

The student may also file a grievance, utilizing the Student Grievance Procedure.



Student Grievance Procedure

Objective: To provide the timely review of student complaints of a violation of University policy or procedure, including claims of discrimination or harassment on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, serious medical condition, spousal affiliation, sexual orientation, gender identity, veterans status, or any other basis prohibited by applicable law.

1. General Provisions

- 1.1 The University's Office of Student Affairs will advise students using this Grievance Procedure by explaining policies and procedures, providing objectivity to the process, assisting in preventing delays in the process and resolving grievances between the parties, if possible. Where a grievance is based on a claim of discrimination, the Affirmative Action/EEO Officer shall provide such assistance to the grievant.
- 1.2 Except as provided in Paragraph 2 below, a grievance filed pursuant to this Grievance Procedure shall be in writing and contain a precise statement of the conduct giving rise to the grievance, the policy or procedure that the grievant alleges has been violated, and the specific remedy that the grievant is seeking. The Office of Student Affairs shall only permit the amendment of such written grievance if it determines that the amendment will not prejudice the respondent's ability to respond to the grievance.

For purposes of this procedure the following definitions will apply:

- 1.3 The term "grievance" means an allegation that the grievant has been directly affected by a violation of University policy or procedure. If a student has a concern or conflict that does not rise to a violation of University policy or procedure, the student should use the Resolution of Concerns procedure. A grade appeal is not a "grievance" for the purposes of this Grievance Procedure. Grade appeals are covered under _____.
- 1.3.1 The term "grievant" means a person who was a student at the time the conduct giving rise to the grievance took place. A student employee whose complaint arises from conduct taking place during the student's employment, is not a "grievant" for the purposes of this Grievance Procedure.
- 1.3.2 The term "respondent" means another student, a faculty member, a staff member, or the University's administrative unit against whom a grievance is filed.
- 1.3.3 The number of "working days" indicated shall mean those days when that administrative offices of the University are open.

- 1.4 Grievances will be handled with reasonable promptness in both the submission and the processing. If the grievant fails to act within the time limits provided herein, the University shall be deem the grievance withdrawn. Time lines may be waived or otherwise established by mutual agreement of the parties or for other justifiable reasons, in the sole discretion of the Office of Student Affairs.
- 1.5 If a grievance is filed against an employee in the Office of Student Affairs, the President shall designate another employee to fulfill the role of the Office of Student Affairs in Paragraphs 3 and 4 below.

2. Reporting Discrimination or Harassment

University policy prohibits discrimination or harassment on the basis of a person’s sex, race, color, religion, national origin, age, ancestry, physical or mental disability, serious medical condition, spousal affiliation, sexual orientation, gender identity, veterans status or any other basis prohibited by applicable law.

2.1 Persons Who Should Make a Report of Discrimination or Harassment

- 2.1.1 A student who believes that he or she is being subjected to discrimination or harassment should report the discrimination or harassment.
- 2.1.2 A report should also be made by any person, including staff, faculty or another student, if that person believes that a student is being subjected to discrimination or harassment.

2.2 Persons to Whom Discrimination or Harassment Should Be Reported

- 2.2.1 Reports of discrimination or harassment should be reported to the University’s Affirmative Action/ EEO (AA/EEO) Officer, a Department Chair, a Student Advisor, a Director, a Dean, or campus police.
- 2.2.2 Any Department Chair, Student Advisor, Director, Dean, campus police officer or other employee that receives a complaint of discrimination or harassment must report the complaint to the AA/ EEO Officer as soon as possible. The AA/EEO Officer is responsible for coordinating the University’s response to reports of discrimination or harassment.

The current AA/EEO Officer is:
Donna Castro, Director of Human Resources,
 454-3308, PO Box 9000, Las Vegas, NM 87701.

The timeframe for reporting discrimination or harassment shall be ninety (90) calendar days from the date of the discrimination or harassment, not fifteen (15) working days as described in

Student Grievance Procedure

Subparagraph 4.2.1 below. Even if this timeframe has passed, the University encourages reports of discrimination or harassment, even if they are no longer eligible to be processed as grievances under this Grievance Procedure. In addition, the time frames for filing a grievance on the basis of discrimination or harassment may be waived by the AA/EEO Officer for good cause.

The University, in its discretion, reserves the right to conduct an investigation into a report of discrimination or harassment, even when the student being discriminated against or harassed requests that the University take no action or refuses to cooperate in the investigation. However, the University's ability to deal with a report in such circumstances may be limited. In addition, the University may waive the requirements of this Grievance Procedure or portions of the procedure in cases of discrimination and harassment, including by accepting oral grievances based on discrimination or harassment, and to take immediate and appropriate corrective action, as deemed appropriate or necessary. In processing a grievance based on discrimination or harassment, the AA/EEO officer shall fulfill the role of the Office of Student Affairs in the procedures outlined in Paragraph 4 below.

The University will keep its investigation into the report of discrimination or harassment as confidential as possible. The student who may have been discriminated against or harassed, the respondent and individuals interviewed as part of any investigation will be told that they are to keep the matter confidential.

A student who may have been discriminated against or harassed may request that his or her name not be disclosed to the respondent. A request of this type may limit the University's ability to respond to the report. However, the University will do its best to honor the request, to the extent possible.

3. Retaliation prohibited

It is a violation of University policy for any person to retaliate in any way against a student for filing a grievance pursuant to this Grievance Procedure. Any such retaliatory action should be reported to the Office of Student Affairs immediately.

Appropriate disciplinary action will be taken against any person found to have retaliated against a student for filing a grievance pursuant to this Grievance Procedure.

4. Process

4.1 Consultation

Prior to the initiation of the grievance process, a student may wish to discuss the conduct giving rise to the grievance on an informal basis. The student may use the process outlined in the "Resolution of Student Concerns" for this purpose, or consult with the Office of Student Affairs regarding informal conflict resolution.

4.2 Filing a Grievance

- 4.2.1 Time for Filing. A grievance must be filed in writing on a form provided by the Office of Student Affairs. The grievance should be submitted to the Office of Student Affairs within fifteen (15) working days of the date on which the grievant knew or should have known of the conduct giving rise to the grievance.
- 4.2.2 Content of Grievance. The grievance shall be in writing and contain a precise statement of the conduct giving rise to the grievance, the University policy or procedure that the grievant alleges has been violated, and the specific remedy that the grievant is seeking. Documentation, in the form of facts, circumstances, and the names and addresses of witnesses having information pertinent to the grievance must also be a part of the written grievance.
- 4.2.3 Response to Grievance. The respondent will submit a written response to the grievance which addresses each allegation in it and will include any pertinent information supporting his or her response. The respondent's written response will be submitted to the Office of Student Affairs within ten (10) working days of receipt of the grievance. If the respondent does not submit a written response, the matter will proceed to the investigation stage.
- 4.2.4 Investigation. The Office of Student Affairs will conduct an investigation into the grievance, or appoint a committee to do so. The investigation will include a review of the materials submitted by both parties, witness interviews, if appropriate, and review of any additional materials, either gathered by the investigator or requested from the parties. The grievant and respondent may have an advisor present during any interviews. The advisor may be an attorney. The advisor may not participate in the interview, but may advise the grievant or respondent.
- 4.2.5 Findings and Recommendations. Upon completion of the investigation, a report will be prepared by the Office of Student Affairs or the committee, that should contain of a summary of the information and documents considered during the investigation, findings and recommended actions, if any. The report will be prepared as quickly as possible, preferably within thirty (30) working days after notice is given to the respondent that a complaint has been filed.

Student Grievance Procedure

4.2.6 **Final Decision.** The report will be forwarded to the appropriate Vice President or his or her designee for a final decision.

1. When the respondent is a student, the report will be forwarded to the Vice President for Student Affairs or his or her designee;
2. When the respondent is a staff member, the report will be forwarded to the Vice President for Business Affairs or his or her designee; and
3. When the respondent is a faculty member, the report will be forwarded to the Vice President for Academic Affairs or his or her designee.

The Vice President or his or her designee may accept, modify or reject any findings or recommendations in the report.

If the Vice President decides that disciplinary action against the respondent may be appropriate, the disciplinary action shall be imposed pursuant to the discipline procedures applicable to the respondent.

4.2.7 The grievant and the respondent will be advised of the outcome of the investigation into the grievance after the decision is made by the Vice President or his or her designee.

4.2.8 The timelines in this policy may be extended by the Office of Student Affairs in its sole discretion.

4.2.9 The Office of Student Affairs will maintain the records of the investigation. Other than as required by law, no records, documents or other materials gathered or created during the investigatory process will be released to anyone, including the grievant or respondent.

5. Appeal

The decision of the appropriate Vice President is final regarding the merits of the grievance. A respondent may appeal disciplinary action taken against the respondent only as provided for in policies applicable to the respondent.

Student Grievance Procedure

Student Name: _____

Address: _____

Telephone #: _____ Home: _____
 Work: _____

Name of person whose conduct gives rise this grievance?

Address/Building: _____

Telephone #: _____ Home: _____
 Work: _____

University policy or procedure that was violated:

Date violation took place: _____

Earliest: _____

Latest: _____

Describe in detail the conduct giving rise to the grievance, including the facts, circumstances, and any other pertinent information:

Explain why you believe that the conduct violated University policy or procedure:

Identify any witnesses having information pertinent to your grievance, including the name, address and work/home telephone number of each witness, if possible:

State the action requested to resolve complaint:

Signature of Student _____ Date _____

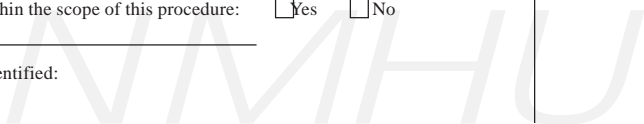
Date Received: _____

Office of Student Affairs Representative: _____

Grievance fits within the scope of this procedure: Yes No

Date: _____

Respondent(s) Identified:



Student Educational Records

Under the Family Rights and Privacy Act of 1974 (FERPA) New Mexico Highlands University Students have the following rights in regards to your educational records:

The right to inspect and review their education records within a reasonable time, not to exceed 45 days, upon making an official request and obtaining an appointment to do so.

The student may challenge inaccuracies or misleading statements contained in their educational records. Challenges must be made in writing and forwarded to the registrar.

The right to consent to disclosure of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes exceptions without consent. Exceptions are a school official with a legitimate educational interest; compliance with a judicial order or a lawfully issued subpoena; official audit or evaluation purposes; an emergency involving the health or safety of a student or other person; and directory information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. Complaints may be forwarded to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

Directory information at New Mexico Highlands is student's name, field of study, class standing, dates of attendance, honors and degrees awarded, full-time or part-time status, date and place of birth, home town, previous school attended, participation in officially recognized activities and sports, and height and weight of athletic team members. Directory information may be published or released unless the student has requested in writing that directory information be withheld. Written requests from student to have directory information withheld must be forwarded to the registrar's office by the last day of registration and will be maintained for the remainder of the academic year.