2015-2016

Student Handbook

Your guide to being a student at Western New Mexico University.
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EMERGENCY RESPONSE GUIDE

PRIOR TO AN EMERGENCY

- Make sure you know how to reach Campus Police (575) 538-6231; or 911 will put you in contact with the Silver City Police Dept.
- Study the Emergency Response Guide at least once a semester.
- Plan at least two emergency evacuation routes.
- If you live in a residence hall, know your emergency evacuation staging area.
- Talk with your RA or HD about the evacuation plans for your residence hall.
- If you have a disability, please make special note of the “Instructions for Individuals with Physical Disabilities” below.
- Know where you will seek shelter in the event you are notified of an approaching tornado.

TORNADO WATCH
- Conditions are favorable for tornado formation. Avoid travel — stay close to home.

TORNADO WARNING
- When an immediate hazard exists move to interior of building.
- Close all doors & windows.
- Close shades & blinds (protection from debris).
- Shelter in most interior space available without doors/windows.
- Remain sheltered until notified that danger is over.

HAZARDOUS MATERIALS
- If a hazardous materials incident occurs on or near campus everyone is advised to remain indoors. Examples: Overturned tank truck. Major natural gas leak.
- Get inside immediately.
- Close all doors & windows.
- Turn AC/Heat systems to “off”. Remain sheltered until notified that situation is “all clear”.

EMERGENCY NOTIFICATION / MASS COMMUNICATION MESSAGING:
- The University uses the Rave text alert system and Mustang Express to disseminate emergency information. Please sign up to the Mustang Alert System.

FIRE

Fire Alarm
When a fire alarm sounds; all persons are required by law to evacuate the building. You should be familiar with the location of the nearest exit. Fire alarms, hoses, emergency showers (academic buildings), and extinguishers are for emergency use only. Tampering with such equipment is considered a serious offense and will result in disciplinary action and/or fines.

IF THE FIRE ALARM SOUNDS:
- Evacuate immediately and go to your assigned meeting area. Do not delay to locate personal items.

IF THE FIRE ALARM HAS NOT SOUNDED, but a burning odor or smoke is present
- Activate the nearest fire alarm pull station on your way out of the building.
- Use the stairs not the elevators
• Do not attempt to diagnose or fight the fire.
• Leave the area.
• Never allow the fire to come between you and an exit. DO NOT assume that when the audible alarm ceases it is safe to enter the building.

Accidental 911
If you accidentally call 911 stay on the line and explain the mistake to the operator. You may be fined if you simply hang up and fail to indicate a mistake.

BOMB THREATS
• Bomb threats are an ominous reality in the world in which we live today. Don’t assume that you will never receive a threat. Threats can be received by various means, including: mail, note, e-mail, & telephone.

RESPONSE:
• Record phone number on caller I.D. Obtain as much info as possible: Voice description, background noises, location of bomb, time set to detonate

IF AN EVACUATION ORDER IS ISSUED FOR YOUR BUILDING, FULLY COOPERATE WITH THE CAMPUS POLICE AND:
• Take keys, briefcases, purses, wallets, coats and other personal items.
• Do not use elevators.
• Close, but do not lock doors.
• Turn off all electronics.
• Evacuate in groups to ensure that all are able to get out.
• Provide assistance for those with physical disabilities.
• Evacuate in a safe, orderly manner.

INSTRUCTIONS FOR INDIVIDUALS WITH PHYSICAL DISABILITIES
BEFORE AN EMERGENCY:
• Inform Campus Security and Residence Life Staff of your situation. Request a brief meeting to discuss any special emergency-response accommodations needed.

REPORTING AGENCIES- ALL EMERGENCY EVENTS:
• In an actual emergency (on campus or off) dial 911

PROVIDE:
• Your name, nature of incident,
• Location of incident, severity of injuries.
• Administer first aid only if trained. If not trained, stabilize the injured person until trained assistance arrives on scene.
• If an AED — Automatic External Defibrillator is needed call Campus Police or 911.

SECURITY EMERGENCY
• DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH A CRIMINAL EXCEPT IN SELF-DEFENSE
• If it is safe to do so, try to get a detailed description of the criminal. Noting: height, clothing, weight, weapon (if any), sex, method of travel, race, direction of travel, & age.
• If the criminal enters a vehicle, note: license number, make, model, color, & any other identifiers.
• Call Campus Police (575) 538-6231.
• Remain where you are until contacted by a Police Officer. If you are notified of a security emergency:
  o Cooperate fully with Security.
  o See “Evacuation”.

Residence Life Emergency Procedures
In case of a life-threatening emergency immediately call 911 or Campus Security at (830) 739-1111. In other emergencies contact the Resident Assistant (RA) or Area Coordinator (AC) on duty. The AC on call and the RA on duty are posted in the common areas of the residence halls and apartments. The AC on call should always be notified in emergency situations.
Our history

The community of Silver City realized a long-time dream on February 11, 1893, when the Thirtieth Session of the Territorial Legislature of New Mexico passed "An Act to Establish and Provide for the Maintenance and Government of the Normal Schools of New Mexico." Silver City and Las Vegas were chosen to be the locations of these teacher-training institutions. This successfully culminated the efforts of many in Silver City, who had attempted for years to convince the Territorial Legislature to approve an institution of higher learning in Silver City.

A Board of Regents, appointed by Governor L. Bradford Prince, was given the task of selecting a site for the school. On June 2, 1893, the Board accepted Regent John W. Fleming’s offer of 20 acres situated on a high hill west of the community. This site allowed the institution to be visible to all who came into town. On September 7, 1894, an impressive dedication ceremony was held. A copper box containing coins, magazines, and other items of the period was within the cornerstone laid by the officials and townspeople. The military band of Fort Bayard provided appropriate music.

The first director was George Selby, an educator from Deming, who was given the title of principal. He is remembered as the man who was given the difficult task of developing curricula and providing instruction for the first forty students.

With the departure of Selby, Charles M. Light became the principal. He later became the first to be given the title of President. Professor Light, a Doctor of Pedagogy, provided a needed air of stability for the young institution and presided over substantial growth of the physical plant, faculty, and student body. His tenure lasted until 1914.

It was during 1917 that Fleming Hall was completed to house a gymnasium and Science Department. Today this building is the home of the WNMU Museum which was established in 1974. In the early 1920’s the New Mexico Normal School became New Mexico State Teachers’ College. Following World War I, Dotson Field was constructed and named after an alumnus who died in the war.

Near the end of the 1920’s, Light Hall was completed to serve as an auditorium, library and classroom facility. Although Graham Gymnasium was started years earlier, it was not completed until 1936. During the Depression of the 1930’s numerous W.P.A. projects brought improvements to the campus. At the end of the 1930’s, a secondary school associated with the college began operation in a new building on the east side of the campus. Western High School was turned over to the Silver Consolidated School District on July 1, 1960. Although there was a delay in campus expansion during World War II, the influx of many veterans following the war made it necessary to bring temporary housing to the campus. The new housing was immediately dubbed Veterans’ Dormitory. In 1948 a College Cafeteria replaced the cafeteria located in the basement of Ritch Hall.

In 1949 the Mustang Field House and swimming pool were completed. In 1979 the wish for an enclosed pool was fulfilled. In 1954 the President’s home was completed. Miller Library was built in 1957 following the razing of “Old Main”. In 1966, the Fine Arts Center Theatre, the McCray Art Building, and the Parotti Music building were finished. These buildings provide cultural opportunities for the University and local community. Western New Mexico University received its current name in 1963. Phelps Dodge-Felix Martinez Buildings (1970), Glaser Hall (1981), Juan Chacon Building (1983), Thomas B. McDonald Student Memorial (1997), and the Besse-Forward Global Resource Center (2002) reflect the fulfillment of more recent needs of the University.

WNMU celebrated its 100th Anniversary in 1993. Exemplary teaching, quality programs, and enhanced regional service characterize the University mission, as WNMU moves into its second hundred years.
Mission

WNMU engages and empowers learners in a multicultural, inclusive, and caring community of teaching, scholarship/research, and service.

Vision

WNMU aspires to be the premier teaching university excelling in student-centeredness, the liberal arts and sciences, professional programs, and career and technical preparation. We educate with rigor and compassion, diverse learners who achieve career goals, gain civic literacy, practice social responsibility, and engage in lifelong learning. Valuing the traditional academy and taking pride in our history and regional cultural heritages, we embrace innovation and transformation for a sustainable future in an ever-changing world of local and global connections.

Values

Innovation/Creativity: In every obstacle we see opportunities to provide practical solutions to problems, addressing and redefining them to match our institutional strengths. We embrace continuous improvement, encourage invention, and continually seek better, more efficient ways to achieve our goals. We reward creativity and support actions toward positive changes for society.

Integrity: We operate ethically, and hold ourselves accountable to our students, the community, and all who serve WNMU’s mission. We uphold standards of honesty, confidentiality, trust, respect, and transparency. We recognize that we are individually accountable and collectively responsible for living and encouraging the highest of ethical standards.

Intellectual Curiosity: We seek the advancement of knowledge, critical thinking, inquiry, and discovery through our teaching, service, and research. We continuously learn from our achievements and our challenges. We encourage our students and colleagues to challenge each other in the support of academic freedom: inquiry, pursuit of ideas, and creative activity.

Personal Responsibility: We recognize our responsibilities to the students, to each other, and to the community. Individually and collectively we strive to exceed our students’ and our colleagues’ expectations achieving teaching and service excellence and creating a welcoming positive learning environment.

Service to University and Community: We are good neighbors and a positive force for change. We foster communities of caring, respect, and civility. We engage with our communities, serve society, and build capacity for relating to one another.

Student Success: We provide our students with the tools essential to build their futures and succeed in life as productive, educated citizens.
Accreditation

WNMU is accredited by the North Central Association of Colleges and Schools, (30 N. La Salle, Suite 2400, Chicago, IL 60602 312-263-0456) and by the New Mexico State Board of Education for offering undergraduate and graduate work. Western New Mexico University, through its College of Business is nationally accredited by the Association of Collegiate Business Schools and Programs to offer the following business degrees:

- Bachelor of Business Administration degree with emphasis in Accounting and Business Management.
- Master of Business Administration degree.

WNMU is accredited by the National Council for Accreditation of Teacher Education (NCATE). The university has received national accreditation for its nursing, social work, and occupational therapy assistant programs, and the economic development course/institute. The Child Development Center is also nationally accredited.

WNMU is a member of the American Association of Colleges for Teacher Education, the American Association of University Women, the Renaissance Group, the American Association of State Colleges and Universities, the Hispanic Association of Colleges and Universities, the Association of Collegiate Business Schools and Programs, and The American Library Association.

Dear Students,

Welcome to Western New Mexico University! We are thrilled to have you as a member of the Mustang family. Whether you are just beginning your WNMU education, or are a returning student, the upcoming academic year promises many exciting challenges and opportunities. I am proud that you chose WNMU. You are part of an extraordinary and special student body that is known for its achievements and contributions in the classroom and in the community.

The Student Handbook features descriptions of the services and activities available to students, as well as rules, rights and regulations. Please make yourself familiar with the handbook to maximize your experience at Western.

You will find WNMU is an extraordinary institution. Our programs, faculty, and staff, are here to provide you with an excellent learning experience and to help you achieve your potential in and out of the classroom. Our faculty is committed to outstanding teaching, research/scholarship, and most importantly—you, the student. At WNMU, we have among the best-qualified faculty in the nation. Our helpful staff is also here for you, to answer any questions you may have, or to simply offer encouragement should you need it.

I urge you to take advantage of the many opportunities our campus has to offer. Join a club or get involved with the Associated Students of WNMU (student government). This is an ideal opportunity to explore new ideas and thought processes, meet new people, and develop your leadership skills.

During your time at Western and in the community, I encourage you to find time for the simple pleasures that make life rich and balanced. Make new friendships, cheer-on our outstanding student-athletes who compete in the Rocky Mountain Athletic Conference (RMAC), take in an exhibit at our WNMU Museum, McCray Gallery or Miller Library, enjoy a concert, hike in the Gila, or stroll historic downtown Silver City. Enjoy the time you are here and absorb all that we have to offer, but most of all, value and take pleasure in the educational experiences you acquire here at Western. Your years at Western will be some of the most exciting, challenging and rewarding of your life - make the most of them.

You have my sincere wishes for a bright and successful educational experience. If you see me around campus or out in the community, please say hello and let me know how you are doing. Best of luck!

Go Mustangs,

Joseph (Joe) Shepard, Ph.D.
President
Hello Mustangs,

As your Student Body President I would like to give you a warm welcome to Western New Mexico University, your new home! As the Student President I have concentrated on three areas of concern, Student Government transparency, professionalism, and community involvement, which encompass various duties from your student leaders. It is an honor and pleasure to serve such a diverse population at this university. As we move on and look towards the future of the university, we are confronted with numerous important issues in which ASWNMU (Associated Students of Western New Mexico University) has been a part of and we have voiced our concerns and opinions, passionately and professionally, through various committees across the campus.

The role of the ASWNMU is to voice our opinions and advocate for ideas, issues, and concerns, you as a students might have. We also work together with faculty and staff to provide you with the best options, opportunities and experiences, whether academically or student life orientated. As a student, you should expect and demand the best quality representation from your student leaders in all three-government branches, Executive, Legislative and Judicial branch. That is why I encourage each and one of you to challenge Student Government members with any ideas, concern or questions you might have. This will allow us to connect more directly with the student body and it will also allow us to improve the quality of representation.

I would also like to encourage all students to be part of ASWNMU and learn about these leadership positions and to participate in any ASWNMU and around campus events. Student Government Offices are located on the third floor of the Student Memorial Center Drop by anytime and meet your student leaders. If you ever need assistance, have any questions or concerns please feel free to contact me at student.president@wnmu.edu (575)-694-1645.

As always, it is an honor and pleasure to serve you!

Go Mustangs!
Lawrence Garcia
ASWNMU President
ASSOCIATED STUDENTS OF WNMU

Student Government

Advisor: Abraham Villarreal, news@wnmu.edu
President: Lawrence Garcia, student.president@wnmu.edu
Vice President: Arlean Murillo, arlean.murillo@yahoo.com
Treasurer: Omar Lopez, lopezbustamanteo@wnmu.edu
Secretary: Ashley Newell, ashleycolleen01@gmail.com
Govt Affairs Director: AsiaMarie Garcia, garciaa46@wnmu.edu
Attorney General:
Chief Justice: Miguel Narvaez,
Justice: Kayla Gonzalez,
Justice: Avery Crump, averycrump55@gmail.com
Senate Secretary: Kaity Ellis, ellisk1@wnmu.edu
Senate Pro Tempore: Dylan Contreras, contrerasd1@wnmu.edu
Senator: Anna Tiurina, tiurinag@wnmu.edu
Senator: Dylan Kester, kesterd1@wnmu.edu
Senator: Claudia Osuna, osunaachoac@wnmu.edu
Senator: Don Tyler, tylerd@wnmu.edu
Senator: Brandon Woods, brandonjwoods34@yahoo.com
Senator: Calum Hill, hillc1@wnmu.edu

Senator: Samantha Munoz, munozs6@wnmu.edu
Senator: Sarita Reyes, reyess2@wnmu.edu

ASWNMU offices are located in the Student Memorial Center 3rd floor. Main office contact is 575.538.6377.
Admissions

1. Apply to WNMU online: www.wnmu.edu/applytoday
2. Click Admissions Application.
3. Fill out
4. Report ACT/SAT scores from the associated company. The school code for WNMU is _____________.
5. Have your high school send WNMU an official transcript. This will be sealed and come directly from your high school. If you have less than 24 credit hours transferring from a 2/4 year college/university, the high school transcript is waived.
6. If you are transferring less than 24 credit hours from a 2/4 year college/university, request that official transcripts be sent directly from the college/university to WNMU.

Financial Aid

1. Fill out the Free Application for Federal Student Assistance (FAFSA). Have report sent to WNMU. The School Code for WNMU is _____________.
2. Check your Mustang Express account. All communication with the Financial Aid Office is done through here.
3. If you are asked for verification, please provide the required documents. You need to furnish a tax transcript. These can be received from the IRS by ________________.

First Year Experience

1. You will be contacted by an advisor. The advisor will discuss with you whether you need to take the COMPASS Placement Test (this is placement for Math and English classes), orientation requirements, and eventually class schedules. Under normal circumstances a subscore of 21 in the ACT Math, Reading and English will qualify you to take college level Math and English classes. If you score less than 21 on the Math, Reading or English subscore, you will need to take the COMPASS Placement Test.
2. If necessary, take COMPASS. You may take COMPASS at WNMU or at another testing facility. If you take COMPASS at another testing facility, you are responsible for any costs.
3. After you have been placed in Math and English classes, your advisor will call you to schedule a time to make your class schedule.
4. Make your class schedule.
5. Sign up for a summer orientation time.

Housing/Meal Plan

While you are at WNMU, you will need a roof over your head and food to eat. Students with less than 60 credit hours are required to live in campus housing and to purchase a meal plan for Mustang Dining Services. Your choices on where to live are Mustang Village (a coed residence hall), Centennial Hall (coed), and Ritch Hall (a female only residence hall). If you are over 21 years of age, you can request housing in Muir Heights. To apply for on campus housing and a meal plan:

1. Go to wnmu.edu/applytoday
2. Click the Housing Application, fill out and submit.
3. Click the Meal Plan Application, fill out and submit.

Check Financial Aid status

1. Check your Mustang Express for any requirements you may need to provide, status reports, updates and notifications of aid to accept/decline aid.
2. Contact your advisor for any inquiries.

Finalize

What does this word mean? It means you have applied at WNMU, been accepted, and registered for classes. Now you need to take care of your financial obligations.

1. Once your financial aid has been applied to your account, you can pay your bill in person or online. If you qualify, you can sign up for a payment plan. This will allow you to pay your bill a little at a time. A payment plan may also be necessary if your financial aid has not been applied to your account. You can sign up for a payment plan through the Business Office website. You have any questions, contact your advisor.
Academic Affairs

This office is responsible for the academic policies and regulations of Western New Mexico University, graduate programs and assistantships, graduation activities, and general troubleshooting related to problems of an academic nature. The Office of Academic Affairs also oversees the J. Cloyd Miller Library and the WNMU Museum.

Location: Castorena Hall, Room 128
Phone: 575-538-6317

Admissions

The Office of Admissions and Recruitment is your “welcome mat” to WNMU. We provide many services to the first-time and continuing student at Western, including admissions to WNMU, in-state tuition waivers, Early Freshman and Competitive Scholarships, international student processing, residency appeals, academic suspension appeals, and transcript evaluations.

Contact Person: Director of Admissions
Location: Juan Chacon Room 203
Phone: 575-538-6000

Athletics

Western New Mexico University provides opportunities for participation in NCAA Division II athletic programs for both men and women. Students may participate in golf, basketball, softball football, tennis, and cross country. Schedules for each team are posted throughout the season(s) and Western New Mexico University students, faculty and staff are encouraged to attend.

Contact Person: Mark Coleman
Location: PE Complex Department of Athletics
Phone: 575-538-6218
Email: Mark.Coleman@wnmu.edu
Alumni Affairs
Western New Mexico University Alumni Affairs is comprised of current and former students, graduates, staff, and faculty. We are dedicated to developing relationships between current students, alumni, and the communities in which they live and believe the impact will directly strengthen connections and the infrastructure of WNMU. The primary goal of the Alumni Affairs office is to substantiate connections between students, graduates, staff, and friends of WNMU and provide them with opportunities to continually improve and contribute to their professions and the society around them. We organize and host events to connect alumni with old friends and create new memories while reliving happy times. Upon graduation, students will receive a package of services that will enhance their career development, expand their professional expertise, and provide a variety of networking opportunities with other alumni locally, regionally, nationally, and globally.

Contact Person: Director of Alumni Affairs
Location: Hunter Hall 2nd Floor
Phone: 575-538-6675

Bookstore
The University Bookstore provides as much one-stop shopping on campus as possible. Student can purchase textbooks, school supplies, clothing, snacks, and electronics. Some items are available only on www.wnmushop.com. The University Bookstore sells Used, Digital and Rental titles:
USED: pre-owned books that are still in good shape and may contain some highlighting and note-taking.
DIGITAL: Ebooks are textbooks that you can access on a computing device.
RENTAL: the rental program brings you the greatest value for your dollar. On average, a Used Rental will run about half the price of a new book. And you’re welcome to write and highlight all you want in your Rental, it’s cool with us! Just return it at the end of the semester and make sure it’s not falling apart.

More information as well as an expanded selection of items are available on www.wnmushop.com.
Contact Person: Zack Serowik
Location: Student Memorial Building
Phone: 575-538-6123
Email: 0341mgr@follett.com

Business Office
Assists students with guidance and information regarding student accounts.
Location: Castorena Hall Room 101
Phone: 575-538-6150
Email: busaf@wnmu.edu

Card Services
Mustang Card Services is a student’s one location for their identification card that utilizes the one card system. The card has a compatible magstripe, as well as a proximity chip, that allows a student to use the card at multiple locations around campus without having to keep multiple cards for different things. Students can load money into their Mustang Wallet account and use it in such places as the WNMU Bookstore, WNMU Cafeteria, and the Mustang Deli. For students who live on campus it is also used to get into their dorm rooms.

Contact Person: Roderick Rolfe
Location: Office of Business Affairs, Castorena Hall
Phone: 575-538-6156
Email: merchantadministrator@wnmu.edu

Campus Police
The Campus Police Department is available to assist the WNMU community 24 hours a day, 365 day a year in emergency situations. Our major concern is your safety. The Department also oversees parking, the issuance of parking permits, and certain other regulatory matters.
Contact Person: Eddie Flores, Chief
Location: Police Station
Phone: 575-538-6231 911 (EMERGENCY)
Email: Eddie.Flores@wnmu.edu
Campus Recreation

Services provided are a broad spectrum of sports, recreation, and leisure activities for students, staff, and faculty, as well as members of the local community. It serves as a vital and integral part of student life on campus.

Contact: Matt Baxter  
Location: PE Complex 150  
Phone: 575-538-6139  
Email: Matt.Baxter@wnmu.edu

Career Services

Career Services provides guidance to groups and individuals in resume writing, interview skills, career assessment, graduate and professional school application, internships, and off campus part- and full-time employment. These services are offered to the entire student population beginning their first year and continuing after graduation.

Contact: Career Services Office  
Location: Juan Chacon 229  
Phone: 575-538-6109

Child Development Center

The Preschool/Child Development Center (CDC) is a nationally accredited, 5-star rated early care and education program, serving WNMU students and 25 members of the community. Operating on the university calendar, it provides quality care for children 6 weeks to 5 years of age within a developmentally appropriate environment. Services are available 5 days a week from 7:45 a.m. to 4:30 p.m. Children receive two nutritious meals and a snack daily. Student discounts are available, and childcare subsidies are accepted. A full array of counseling and parenting-support services is available at no additional charge. Students receive priority placement, although a waiting list may be in effect. For more information, please call

Contact: Shannon Rivera  
Location: Glaser Hall  
Phone: 575-538-6344  
Email: ecp@wnmu.edu

Computing Services/Computer Lab

WNMU is host to open and specialized computer labs and computer classrooms on campus. These labs are available to students, faculty and staff of WNMU. Each lab on campus contains the same software to encourage students to work at their most convenient location. Faculty members can reserve computer classrooms for use and students can reserve workstations. Projection systems are available in all computer classrooms and assistance is always provided. Windows and Macintosh computers are available in each room. All labs have full Internet access. Hours and specific information for the labs can be found at http://www.wnmu.edu/itdept/labs/labsindex.shtml.

Contact: April Matthews  
Location: Global Resource Center 104  
Phone: 575-538-6700  
Email: computerlabs@wnmu.edu
Students will find a wide range of menu choices including full hot meals, grill items, soup of the day, salad bar, deli sandwiches, desserts and drinks offered in the dining hall. The Mustang Deli is the campus snack bar located in the (SMB) Student Memorial Building. All resident students with a meal plan also have flex dollars that can be used in either the Mustang Deli or the dining hall. Students on the Meal Plan must show their Mustang Card upon entrance; all others pay at the door. Meals and flex dollars are valid only during the contract board period. Commuter students may purchase meal plans or flex dollars plans through the Office of Housing and Residence Life. Regular operating hours of the board plan during the academic year are listed below but are subject to change.

**Mustang Dining Hall** is open seven days a week.

**Monday through Friday:**
- Breakfast: 7:30 a.m. - 9:30 a.m.
- Lunch: 10:30 a.m. - 1:30 p.m.
- Dinner: 4:30 p.m. - 7:00 p.m.

**Saturday and Sunday:**
- Brunch: 10:30 a.m. - 1:00 p.m.
- Dinner: 4:30 p.m. - 6:00 p.m.

**Mustang Deli**
- Monday - Friday: 7:30 a.m. - 7:00 p.m.
- Friday: 7:30 a.m. - 2:30 p.m.
- Saturday - Sunday: Closed

Sodexo Campus Services manages all food service operations on campus. Their office is located in the Dining Hall.

**Dining Services**

**Disability Services**

Services for students with disabilities are provided through Student Health Services in the Juan Chacon Building lower level Suite 147. Some examples of the assistance provided are audio materials for the blind or dyslexic, readers, extended time for written assignments and testing, audio recorders, and a quiet testing area. In order to qualify for these services, documentation must be provided by qualified professionals on an annual basis. Disability Services forms are available in the Student Health Services, online, and on our website. Disability Services is Western New Mexico University’s liaison for students with disabilities. There is no fee for services. Hours are 10am to 7 p.m. Monday through Friday. Appointments are recommended.

**Contact:** JoBeth Erling  
**Location:** Juan Chacon 147  
**Phone:** 575-538-6014  
**Email:** JoBeth.Erling@wnmu.edu

**Financial Aid**

Provides assistance to students based on financial need and academic performance and may consist of grants, loans, student employment, or scholarships.

**Contact:** Onorina Franco  
**Location:** Juan Chacon 239  
**Phone:** 575-538-6173  
**Email:** finaid@wnmu.edu
First Year Experience (FYE)

Advises all new undergraduate students at WNMU and all undeclared sophomores, administers all standardized testing on campus (i.e. COMPASS, CLEP, GED), and implements New Student Orientation.

Contact:        Mary Billings
Location:                Juan Chacon 219
Phone:         575-538-6400
Email:        academics@wnmu.edu

Fitness Center

The Fitness Center provides the Western New Mexico University community with a safe, comfortable environment, in which to pursue healthier lifestyle choices through health and wellness, fitness, and recreation. The Fitness Center is home to multiple facilities including racquetball courts, aerobics room, cardio equipment, weights, and locker rooms. The offices for Campus Recreation; Athletic Training; and athletic coaches are also located in the building.

Contact:          Matt Baxter
Location:          PE Complex 150
Phone:                      575-538-6735
Email:                     Jessica.Morales@wnmu.edu

Help Desk

The Help Desk provides assistance in logging into Mustang Express and Canvas, setting up WiFi, and general assistance with campus computing.

Contact:      HELP Desk
Location:      Castorena Hall
Phone:      575-538-HELP (4357)
Email:       helpdesk@wnmu.edu

Honors Program

The WNMU Millennium III Honors Program serves students in all majors and minors with enriched cross-disciplinary courses and activities for bright, highly-motivated students. The program focuses on active rather than passive learning thereby offering its students a richer return on their investment of time, money and effort as well as extended opportunities for intellectual and academic growth. Honors courses are intended to be more stimulating, challenging and exciting. Occasional social and cultural events are offered, as well. Please visit our website for information on admission criteria at http://www.wnmu.edu/academic/honors/, or contact:

Contact:               Scott Fritz
Location:      GRC 200
Phone:       575-538-6823
Email:       Scott.Fritz@wnmu.edu

President’s List

Students who qualify for the President’s List must have been enrolled in at least 12 credits, passed all courses, and earned a minimum semester GPA of 3.70.

Contact:         Office of the Registrar
Location:         Juan Chacon
Phone:          575-538-6629
Email:                     Betsy.Miller@wnmu.edu
Housing and Residence Life

Housing and Residence Life provides student's access to 4 Residence Halls. Centennial Hall is a dry, coeducational residence hall. Ritch Hall is a dry, female only residence hall. Mustang Village is dry, coeducational residence hall. Muir Heights is coeducational and reserved for students 21 and over. Please contact the housing office for more information.

Contact: Paulo Veltri
Location: Juan Chacon 248A
Phone: 575-538-6629

Library

The J. Cloyd Miller Library is located on the third floor of the Student Memorial Building. The primary purpose of the Miller Library is to provide the WNMI community with the resources, services, and facilities/equipment that are required for research and instruction. The library offers access to on-line catalogs, periodicals, state, federal and local documents, eBooks, special collections, free fax service, photocopies, group and individual study rooms. For more information visit the library webpage at http://voyager.wnmu.edu/, or contact us at

Contact: Gilda Ortego
Location: Miller Library
Phone: 575-538-6350
Email: library@wnmu.edu

Lost and Found

Individual buildings may have a lost and found service. Please check in the buildings you visited for lost and found. Also, check with Campus Police to determine if anything was turned into them.

Contact Person: Eddie Flores, Chief
Location: Police Station
Phone: 575-538-6231
Email: Eddie.Flores@wnmu.edu

Mail Room

The mailroom has mailboxes for student use. The mailroom offers most of the conveniences of a post office on campus. For more information contact

Contact: Jennifer Morales
Location: PE Complex 138
Phone: 575-538-6477
Email: Michael.Pena@wnmu.edu

Maintenance

Maintenance is who you contact when something needs to be replaced or is broken in your room. They can be contacted at http://www.wnmu.edu/residencelife/maintenanceReq.shtml.

Contact: Stan Pena
Location: Maintenance Building
Phone: 575-538-6470
Web page: http://www.wnmu.edu/residencelife/maintenanceReq.shtml
Media Technology

Video Communications is located at the back of Miller Library, on WNMU’s Silver City main campus. We provide the following services and support: course videoconferencing, videoconference capture, studio session capture, webcasting, podcasting, desktop/mobile video conferencing, desktop videoconferencing virtual rooms, customized catalogs, facilities, and AV rooms. For more information on equipment and services offered please visit www.wnmu.edu/itvc.

Contact: April Hanson
Location: Miller Library
Phone: 575-538-6360
Email: http://show.wnmu.edu/mts/

Mustang Express

Mustang Express: Mustang Express is WNMU’s web portal that allows easy access to a variety of campus services for the staff, faculty and students of WNMU. The Mustang Express can be accessed at http://my.wnmu.edu. Mustang Express provides students with many useful tools. Targeted announcements provide each student with information based on major, classes and other information unique to each student. A WNMU email account for each student is created to provide communication between students, faculty and staff. The Mustang Express also provides access to the WNMU Information & Registration System. The system allows students to register for classes, view grades, access financial aid information and much more. Stay connected—log on to the Mustang Express!

Contact: HELP Desk
Location: Castorena Hall
Phone: 575-538-HELP (4357)
Email: helpdesk@wnmu.edu

New Student Orientation

The New Student Orientation program is administered by the Office of the First Year Experience. It is intended to help new and potential students become acquainted with the faculty, staff, campus, and culture at WNMU.

Contact: Mary Billings
Location: Juan Chacon 219
Phone: 575-538-6400
Email: fye@wnmu.edu

Outreach Programs

The WNMU Outreach Programs are designed to give students a college experience while they are still in high school at little or no cost to them or their parents. Dual Enrollment and Concurrent classes give these students both high school and college credit simultaneously. HERO (Higher Education Reaching Out) offers high school students in selected schools the opportunity to make campus visits, develop leadership skills, participate in service learning projects, etc. We and Hidalgo Medical Services are also planning to offer a summer residential program to high school students from the surrounding counties in New Mexico.

Contact: Carey Walker
Location: Juan Chacon Suite 139
Phone: 575-538-6185
Email: Carey.Walker@wnmu.edu

Parking

Each student that chooses to have a vehicle on campus must register said vehicle with Campus Police. A parking permit will be provided to each student when they register their vehicle. Campus Police monitor parking lots. Campus Police will ticket all violators.

Contact Person: Eddie Flores, Chief
Location: Police Station
Phone: 575-538-6231 911 (EMERGENCY)
Email: Eddie.Flores@wnmu.edu
Placement Testing

The Office of the First Year Experience administers all standardized testing on campus. These tests include national testing such as the Student Aptitude Test (SAT), American College Test (ACT), Computer Adaptive Placement and Support System (COMPASS), and National Counselors Exam (NCE). Other exams offered in our testing center are General Education Development (GED®), College Level Examination Program (CLEP), and proctoring of exams for other institutions, either entrance exams such as ACCUPLACER, or paper-based and computer-based class exams for an administrative fee paid to our Office of Business Affairs prior to taking the exam.

Contact: Mary Billings
Location: Juan Chacon 219
Phone: 575-538-6400
Email: academics@wnmu.edu

Posting Flyers / Campus Advertising

Students, faculty, staff and community members are welcome to advertise programs and events on our campuses. These advertisements may only be posted in university buildings on already established bulletin boards. No advertisements of any kinds may be posted on walls, windows, doors, or stairway landings. Postings that may be considered offensive to others in any way or that violate state, federal, or local laws or policies may be removed by the offended party. Posting on the doors of the residential areas may only occur with the permission of the Director of Housing and Residence Life.

Contact: Office of Student Affairs and Enrollment Management
Location: Juan Chacon
Phone: 575-538-6639
Email: Rhonda.McCall@wnmu.edu

Student Clubs and Organizations

WNMU counts with more than 25 recognized organizations including religious clubs, honors societies, service organizations, academically-oriented groups, sports clubs, and social clubs. Membership is restricted only by the by-laws of each of organization. These organizations help students get involved in social life on campus, do community services and achieve good academic standing through the organization or participation of the many events offered at the university. Every organization is recognized each year by the Associated Students of Western New Mexico University, which is also in charge of overseeing the organizations and provide appropriate funding. Any student looking for the opportunity to increase their academic, social and community involvement can create an organization by contacting the Associated Students of Western New Mexico University, or sending an email to clubs@wnmu.edu for further information about how to be recognized as an organization at WNMU.

Here is an example of some of the clubs currently recognized by your ASWNMU. Adventures in Science; Alpha Phi Sigma; Art Club; Black Student Union; Bilingual Education Student Organization (BESO Club); Cheer Club; College Kiwanis International (CKI); Criminal Justice Club; Delta Mu Delta; Eco-Sustainability Club; GSA; Honors Club; Kappa Delta Pi; Kinesiology Club; Latter Day Saints Student Association; M.E.Ch.A.; National Student Nurses Associated; Native American Club; Outdoor Club; Paintball Club; Polynesian Lander Club; Social Work Association; Society of Human Resources Management; Sociology Club; SOTA Club; Student Athlete Advisory Committee (SAAC); Veterans Club

Contact: Associated Students of Western New Mexico University (ASWNMU)
Location: Student Memorial Building 3rd Floor
Phone: 575-538-6377
Email: clubs@wnmu.edu

Registrar

The Office of the Registrar at Western New Mexico University is the keeper of all student academic records. The Office is responsible for the oversight of all registrations and enrollments; including end-of-term grade processing, grade changes, class schedules, classroom scheduling, enrollment and degree verification, transcript processing, ad hoc reporting, university catalog, degree audits, commencement ceremonies, and fulfilling many types of request from faculty, staff, and students.

Contact: Betsy Miller
Location: Juan Chacon Suite 244
Phone: 575-538-6118
Email: registraro@wnmu.edu
Student Affairs

The division of Student Services is responsible for the oversight of residence halls, student activities, campus ministry, student organizations, job placement and career planning, student activity center, new student Orientation, judicial affairs, Greek life. Office hours are, 8:00 a.m. through 5:00 p.m., Monday - Friday.

Contact: Rhonda McCall
Location: Juan Chacon Building 2nd Floor
Phone: 575-538-6339
Email: Rhonda.McCall@wnmu.edu

Student Complaints (non-academic)

To submit a non-academic student complaint please complete the Student NON-Academic Complaint Form at the following URL. http://www.wnmu.edu/comp/. If have questions about the process or need assistance please contact the Dean of Students Office.

Contact: Office of Student Affairs and Enrollment Management
Location: Juan Chacon 258A
Phone: 575-538-6629
Email: Student.President@wnmu.edu

Student Government (ASWNMU)

In conjunction with the WNMU administration, student government is involved in the development of campus policies and programs. Student government organizations enable students to discuss and act upon matters of student concern. These organizations include: the Associated Students, the Executive Council, the Student Supreme Court, and the Student Senate. In addition, students are represented on standing faculty committees that include: Athletics, Cultural Events, Curriculum and Instruction, Evaluation, Instructional Resource, Teacher Education, Graduate Council, and other committees. For more information about ASWNMU please contact

Contact: Lawrence Garcia
Location: Student Memorial Building 3rd Floor
Phone: 575-538-6377
Email: Student.President@wnmu.edu

Student Health Services

WNMU Student Health Services are now open year round, to provide continuous medical counseling and disability services. Student Health Services does not preclude students from making appointments at any time with other health-care providers of their choice. Such appointments are not covered by Student Health Services or by student fees. Any financial liabilities resulting from such appointments are the sole responsibility of the individual student. Contact 575-538-6014 for further information.

Counseling Services: Counseling Services are provided through Student Health Services in the Juan Chacon Building. lower level Suite 147. Counseling services help students get through tough times, whether it is a crisis, mental health issues, stress, difficulty with public speaking, relationship problems, or anytime a WNMU Student needs to talk to someone. It is recommended to call to schedule a counseling appointment. Up to fifteen visits per semester for current students are covered by student fees. After the initial fifteen visits, $15.00 per visit is due at the time of the appointment. A current Student ID must be presented at the time of each visit. Hours are 9:00 a.m. to 5:00 p.m. Monday thru Friday.

Disability Services: Services for students with disabilities are provided through Student Health Services in the Juan Chacon Building lower level Suite 147. Some examples of the assistance provided are: audio materials for the blind or dyslexic, readers, extended time for written assignments and testing, audio recorders, and a quiet testing area. In order to qualify for these services, documentation must be provided by qualified professionals on an annual basis. Disability Services forms are available in the Student Health Services and online and on our website. Disability Services is Western New Mexico University’s liaison for students with disabilities. There is no fee for services. Hours are 10am to 7 p.m. Monday thru Friday. Appointments are recommended.

Health Care Services: Health care is offered to current WNMU Students at the Student Health Services, in the lower level of Juan Chacon Building Suite 147. Services include family planning, urine pregnancy testing, STD testing, birth control choices, Pap smears, physical exams for athletics and employment. Student Health Services have available TDAP and Hepatitis B
immunizations, and Tb testing (please call 575-538-6014 for more information and cost). Up to five medical visits per semester are covered by student fees. After the maximum visits have been used, there is a fee for service of $15.00, which is due at the time of the appointment. All medications, lab work, x-rays, referrals, etc., that are not covered by Title X are the responsibility of the student. A current Student ID must be presented at the time of each visit. Hours are tentatively set for 8:30am to 3:30pm, one day with flex hours for early evening appointments, and one Saturday a month for appointments.

Contact: Laura Gillespie  
Location: Juan Chacon 147  
Phone: 575-538-6014

Student Life

The Office of Student Life, in conjunction with the entire WNMU community, supports and encourages all students in achieving their educational goals.

Contact: Jessica Morales  
Location: Student Memorial Building 1st Floor  
Phone: 575-538-6611

Student Organizations

WNMU counts with more than 25 recognized organizations including religious clubs, honors societies, service organizations, academically-oriented groups, sports clubs, and social clubs. Membership is restricted only by the by-laws of each organization. These organizations help students get involved in social life on campus, do community services and achieve good academic standing through the organization or participation of the many events offered at the university. Any student looking for the opportunity to increase their academic, social, and community involvement can create an organization by contacting the Associated Students of Western New Mexico University.

Contact: Lawrence Garcia  
Location: Student Memorial Building 3rd Floor  
Phone: 575-538-6377  
Email: clubs@wnmu.edu

Transcript Information

The forms to request a transcript are in the Registrar’s office and are to be filled out, paid for, and returned to Registrar’s office. Processing of transcripts takes 48 hours. Transcripts may also be requested online at https://www.studentclearinghouse.org/secure_area/Transcript/to_home.asp?t=133744&LoginHome=to_home.asp. To order transcripts online you will need a credit card or a debit card.

Contact: Betsy Miller  
Location: Juan Chacon Suite 244  
Phone: 575-538-6118  
Email: registraro@wnmu.edu

Veterans Benefits

Veteran students and their dependents who receive VA Educational Benefits may find assistance within the Office of the Registrar. This sub-component of the Office of the Registrar is responsibility for the administration of veteran’s educational benefits programs and the necessary enrollment certification. We encourage veterans attending WNMU who receive benefits to contact us in person, by phone, or e-mail us at Veteran.Benefits@wnmu.edu.

Contact: Betsy Miller  
Location: Juan Chacon Suite 244  
Phone: 575-538-6118  
Email: registraro@wnmu.edu
QUICK REFERENCE

Emergencies - 911
Campus Police - 575.538.6231
Centennial and Ritch RA-on-Duty - 575.654.2867
Mustang Village (MV) and Muir Heights (MH) RA-on-Duty - 575.654.2756

Report all accidents requiring first aid to the Office of Student Health Services (575) 538-6014 or Campus Police at (575) 538-6231.

Notification of University Closure Policy

In the event that severe weather conditions are forecast, there will be an alert placed on the WNMU website. Notification of closure or delayed opening will be posted on the Western New Mexico University website, Mustang Express, local radio stations (Silver City – KNFT 102.9 FM, Deming – KDEM 94.3 FM, Gallup – not normally on radio stations, Lordsburg – KPSA 97.7 FM, T or C – CHS 1400 AM), TV Stations (KOAT, KOB, KRQE), WNMC Facebook and Twitter. If no notification is posted by 6:30 a.m., the University will be open.

The university regularly establishes regulations designed to promote the health and safety of individual students, to further the development of responsible and mature social interaction in a setting of higher education, and to facilitate the educational purposes of the institution. The purpose of the Student Judicial System is to maintain an environment that promotes the broad educational mission of the university through a duly formed disciplinary process.

Judicial proceedings in the university are administrative in nature and should be distinguished from public law enforcement both in terms of procedures and sanctions. The standard of proof used in all judicial proceedings is “preponderance of the evidence.” If alleged acts are violations of both university regulations and public law, the university is not precluded from taking disciplinary action on its own regardless of action by public authorities. If a student is found responsible for violating a Code of Conduct regulation, a description of the violation will be placed in the student’s file in the Dean of Students Office. Violations resulting in suspension or expulsion are forwarded to the university through a duly formed disciplinary process.

The Dean of Students, or their designee, serves as Judicial Advisor.

The Dean of Students shall approve the Student Conduct Board Chair. The Dean of Students shall approve members.

B. Administrative Hearing Officer. A staff or faculty member appointed by the Dean of Students

C. The Dean of Students. The Dean of Students serves as the appellate hearing officer in most cases but can serve as the initial hearing officer as necessary and appropriate. The decision to serve as the initial hearing officer is determined at the discretion of the Dean of Students.

D. Administrative Hearing Board. The Administrative Hearing Board hears cases that are of a serious and/or sensitive nature. Serious and/or sensitive is defined as cases that could result in suspension or expulsion from the university or cases dealing with sexual assault / misconduct.

ADMINISTRATION OF DISCIPLINE

Complaint: Any member of the university community may file a complaint of alleged misconduct against any student. A Campus Police citation or report constitutes a complaint, as does a report from a Housing and Residence Life staff member. Complaints shall be directed to the Judicial Advisor or his/her designee.

Notice: After reviewing a complaint or concern, the Judicial Advisor or his/her designee, may initiate the disciplinary process by giving the accused student written notice of the alleged violation(s). The notice will be sent to the student’s Western New Mexico email address and their campus mailbox and/or their permanent mailing address as appropriate. Notice may also be delivered in person by Campus Police or Housing and Residence Life personnel or by other university staff. The written notice shall state the date, time and place of both conduct conference and the judicial hearing.

Conduct Conference: The Conduct Conference will be conducted by a staff or faculty member appointed by the Dean of Students. During the Conduct Conference the student will be informed of the university judicial process. The staff member will answer any question about the judicial process and will inform the students of their rights and responsibilities during the judicial process. Students will be asked to sign a form indicating that they understand the judicial process and their rights and responsibilities during the judicial process. During this conference the student will also have the right to read any documentation that has been submitted against them such as incident reports, emails, videos, voice recordings, etc. If the student does not appear at the scheduled Conduct Confer-
ence, then it will be assumed that the student fully understands the university judicial process and his or her rights and responsibilities during said process. The Conduct Conference is not the appropriate time to plead one's case as the conduct conference will have no bearing on the outcome of the judicial hearing.

Judicial Hearings: The Student Conduct Board will hear most student cases, but the student can choose to have their individual case heard by an Administrative Hearing Officer. By default a Hearing Body may hear cases when the Student Conduct Board is not in session or in cases involving sexual misconduct or other highly sensitive issues. The Hearing Body will conduct the hearing and will determine from the weight and credibility of the statements and evidence presented whether the student has violated the Code of Conduct.

1. The hearing shall commence not sooner than three University working days after the date posted on the notification of hearing. This timeline may be adjusted if extenuating circumstances warrant.

2. The hearing shall be closed to the public.

3. The accused shall have the right to file with the Hearing Body a written response to the charges.

4. The accused shall have the right to plead Responsible or Not Responsible. It should be understood, however, that even with a plea of Not Responsible the Hearing Body will continue with the hearing.

5. The accused shall have the right to subpoena a reasonable number of witnesses on his/her behalf. This request must be in writing and not less than two days before his/her hearing.

6. The accused have the right to read statements made against them.

7. Each accused student and each complainant student has the right to an advisor. When a student is required to appear before a Hearing Body, a member of the campus community may accompany her or him. The advisor cannot be separately compensated for her or his role in the proceedings. The advisor may not speak for the accused nor argue the case.

8. The hearing shall be recorded on equipment supplied by the university and the recording will remain in the possession of the university, stored in a secure file on the University server as property of the university.

9. The chair of the Student Conduct Board, or a member of the Hearing Body, shall have the right to determine the acceptability of testimony and other evidence during the hearing and may place time limitations on testimony and on closing statements.

10. Should a student not attend the hearing, a decision will be made in abstentia.

11. At the close of the hearing, the Hearing Body shall deliberate privately as to whether the accused violated the Code of Conduct. The Judicial Hearing Body will seek to reach consensus in adjudicating cases. In the event there is not consensus, a majority vote, the chair voting will determine the outcome. In the event of tie votes, the report of the Board will be that no judgment was rendered. If a tie vote does occur, an administrative hearing will occur. Within ten (10) calendar days after the close of the hearing, the Administrative Hearing Officer will report her/his findings. If the Administrative Hearing Officer determines that the accused violated the regulations, the Officer will provide the student written notification of the sanction to be imposed.

Notification: The Hearing Body will notify the student in writing of the outcome of the hearing and will also notify the student, if found responsible, of the sanction(s) imposed. Victims of crimes of violence, sexual misconduct or sexual assault will be notified of the outcome of the hearing involving their respective case.

APPEALS

Any student found to be responsible for a violation of the Code of Conduct might appeal, in writing, within five university working days of the written notification of the disposition of the matter. Such an appeal must specify the following:

1. Student’s name, W#, current address and best contact number;

2. Description, date and place of the alleged misconduct;

3. Date of the sanction(s), and who levied it (i.e. the Student Conduct Board, Administrative Hearing Officer [please include their name], Dean of Students, or Administrative Hearing Board)

4. All sanctions levied and their due date(s)

5. Reason why the student believes there is merit for an appeal. Appeals may be filed for the following reason(s);

a. There is new evidence that could have affected the decision and was not reasonably known at the time of the hearing; [include the new evidence in the letter of appeal]

b. The university’s stated procedures were not followed; [state what breach of the procedure occurred]

Submitted appeals that do not meet these criteria will not be considered
and the original determination will stand. Appeals will not be heard or granted based solely on the student disagreement with the original judicial determination.

The accused student shall be notified in writing of the decision on appeal within (10) ten working days from the date of the official appeal hearing.

Appeals from decisions made by the Student Conduct Board or Administrative Hearing Officer shall be directed to the Dean of Students or the Vice President for Student Affairs and Enrollment Management when appropriate.

Recommendations for suspension or expulsion by any Hearing Body will be ruled on by the Dean of Students in consultation with the Vice President for Student Affairs and Enrollment Management.

In most cases the Dean of Students is the final appeal.

In special circumstances where the Dean of Students is directly involved with the initial incident the Vice President for Student Affairs and Enrollment Management will be the final appeal.
Western New Mexico University is an academic community. Students have the obligation to conduct themselves as mature and responsible participants in this community. Towards this end, the University has established policies, standards, and guidelines that collectively define the Student Code of Conduct. The Student Code of Conduct includes all policies, standards, and guidelines included in, but not limited to the Western New Mexico University Catalog, the Student Handbook, the Housing Agreement and other housing documents. Students are subject to the Code of Conduct during academic terms for which they are enrolled, during breaks between terms, during university holidays and vacations, and during periods of suspension.

Every student has the right to conditions favorable to learning. Western New Mexico University expects all students to obey the law, to show respect for other members of the university community, to maintain integrity and high standards of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars. Students have the right to pursue an education in an environment that respects differences and is free from discrimination.

Students have the responsibility to conduct themselves, as individuals and in groups, in a manner that promotes an atmosphere conducive to teaching, studying, and learning. Students are expected to uphold academic and personal integrity, to respect the rights of others, to refrain from disruptive, threatening, intimidating, or harassing behavior, or behavior that is harmful to themselves, other persons, or property.

Students will be held accountable for their actions by Western New Mexico University, notwithstanding any action taken by civil authorities or agencies charged with the enforcement of criminal laws on account of the violation, and whether or not the violation occurs on university property or in connection with any university-oriented activity. The Student Code of Conduct primarily prohibits misconduct on university premises (buildings or grounds owned, leased, operated, controlled, or supervised by the university), but may address off-campus conduct when the behavior or the presence of the individual, in the university’s sole judgment, impairs, obstructs, or interferes with the mission, processes or functions of Western New Mexico University. The university may, at its sole discretion, elect to pursue disciplinary action against the students at the same time that criminal proceedings occur, even if criminal charges involving the same incident are not complete or have been dismissed or reduced.
Standards for Community Behavior

Any student found to have committed the following misconduct or to have violated any other university policy outlined in the Student Handbook or other official university publications (such as the Catalog or Housing Agreement) is subject to disciplinary sanctions. More than one sanction may be imposed for a single violation. A single act may constitute a violation of more than one Standard. Being under the influence of alcohol or other drugs will not diminish or excuse a violation of Community Standards. Campus living guidelines can be found specifically in that section of the Student Handbook.

CS 1. Violation of law. Conduct that violates any federal, state, or local law is prohibited. The university will review any conduct reported as being in violation of the law by members of the university community, law enforcement personnel, or citizens. If in review the university determines, in its sole judgment, that the alleged conduct interferes with the university’s exercise of its mission, processes, or functions, appropriate disciplinary action will be taken.

CS 2. Dishonesty. Intentionally furnishing false information or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited. Using or possessing false or altered identification (including drivers’ licenses and university identification cards) is prohibited. Students may not use another person’s university identification card for any purpose. Other examples of prohibited behavior include forgery, alteration, or falsification of any university documents or records, or misrepresentation of university credentials.

CS 3. Alcohol. Western New Mexico University, in compliance with the Drug-Free Schools and Communities Act of 1989, prohibits the unlawful manufacture, distribution, dispensing, possession, or the unlawful use of alcohol on the campus or any other property under the control of Western New Mexico University and at university sponsored events. The following provide guidelines and expectations regarding the use of alcohol by Western New Mexico University students:

a. Students and guests must be of legal age to possess and consume alcohol as dictated by local, state and federal law. The acceptable age is currently 21 years of age and older.

b. Alcohol may be consumed only in authorized locations (inside of Muir Heights Apartments) and only by those of legal drinking age. “Inside a Muir Heights apartment” is defined as a student’s assigned apartment and does not include the front or back yards, stairs, parking lot and/or other public areas. Alcohol is not permitted in any building designated “a dry hall” by persons of any age.

c. Devices that are used for the manufacturing of alcoholic beverages, as well as kegs, garbage cans, beer bongs, or other large vessels that contain alcohol are not allowed in the residence halls or apartments.

d. Any use of alcohol must be in moderation to ensure residents’ rights to privacy, sleep, and study within their room or apartment. Drinking habits that are harmful to the health or educational endeavors of an individual or those around him/her (as determined by university officials) are reasons for disciplinary action. A student of legal age may possess only the amount of alcohol for his/her own healthy consumption. Health consumption is determined by university officials. The amounts permitted are as follows; At any one time a student of legal drinking age in an authorized university location (Muir Heights Apartments only) may have no more than (5) five bottles of liquor and a single (30) thirty pack of beer.

e. Drinking games that promote the unhealthy consumption of alcohol are not permitted. Drinking games in this definition are defined as actual drinking game setups (materials in place) or drinking game paraphernalia.

f. Underage possession of alcoholic beverage is determined by actual contact or by reasonable evidence of possession of alcohol by a person under the legal drinking age.

g. Underage consumption is defined as the act of a person under the legal drinking age having been witnessed consuming an alcoholic beverage or determined to have been drinking as demonstrated by their actions, demeanor or other evidence.

h. Furnishing alcoholic beverages to any person under the legal age to drink such beverages is prohibited.

i. Alcohol use, misuse, or abuse does not excuse any type of harassment, disruption, noise, or other behavior unacceptable to the Western New Mexico University community. Any student who, after consuming alcohol, exhibits behavior associated with intoxication, becomes argumentative or verbally abusive, refuses to cooperate with any University staff member, police officer, resident assistant, or person of authority who is performing her or his duties, destroys property, becomes physically violent, or becomes aggressive, is in violation of this policy.

k. Alcoholic paraphernalia may not be present in a bedroom area where there is a resident under the age of 21 or any hall designated as a dry hall. Alcoholic paraphernalia is defined as anything that alcohol could have been purchased in. (ex: empty bottles, bottle caps, empty can, etc.)

CS 4. Drug Use or Possession. The use, offer for actual sale, distribution, possession, or manufacture of any controlled substance or drug except as expressly permitted by law is prohibited. This includes the use of prescription drugs not as intended or obtained illegally or their use in a fraudulent manner. The use, offer for sale, distribution, possession, or manufacture of chemicals, products, or materials for the purpose of use as an intoxicant except as expressly permitted by law is also prohibited. This policy includes legally purchased substances such as K2/ Spice also known as “synthetic marijuana” or concentrated bath salts also known as the “legal cocaine”. This list is not all inclusive and may be altered as new substances are identified.
CS 5. Possession of drug paraphernalia. Drug related paraphernalia that facilitates the use, consumption, and abuse of a drug, narcotic, or any other controlled substance is prohibited. This includes bongs, pipes, hookah pipes, grinders, marijuana vaporizers, etc. This list is not all inclusive and may be altered as new devices or products are identified.

CS 6. Physical or Mental Abuse or Harm. Intentional or reckless acts that do cause or reasonably could cause physical or mental harm to any person are prohibited. Actions that threaten or reasonably could cause a person to believe that the offender may cause physical or mental harm are also prohibited. Some examples of prohibited behavior include:

a. assault
b. battery
c. stalking
d. murder
e. harassment/electronic harassment (including all electronic media)
f. bullying (includes physical, verbal, all electronic)
g. threats / intimidation
h. verbal abuse
i. other conduct that threatens the health or safety of any person.

CS 7. Discrimination/Hateful Acts. Discrimination and other harmful acts based on an individual’s actual or perceived race, color, disability, religion, national origin or ancestry, gender, or sexual orientation are offensive to the mission of Western New Mexico University and are prohibited.

CS 8. Disorderly Conduct. Conduct which is loud, lewd, obscene, indecent, or which breaches the peace (ex: causing alarm, annoyance, or nuisance) is prohibited. Students who receive three or more noise violations may be adjudicated under this violation.

CS 9. Damage to Property/Vandalism. Intentional or reckless behavior which results in monetary loss, property damages or inconvenience (repair or replacement time) to individuals, organizations, or the university.

CS 10. Theft. The unauthorized or unlawful appropriation of property without permission of the owner.

CS 11. Unlawful entry. Defined as entering a location without the permission of the owner or current occupant or the authority of the University.

CS 12. Unauthorized Use of Property of the University or of any Person or Entity. Conduct that results in the unauthorized use of university property for personal gain is also prohibited. Students may not use university property for any activity prohibited by federal, state, or local law or these regulations.

CS 13. Gambling. Activities that require an individual to win or lose money solely or partially by chance are prohibited.

CS 14. Sexual Misconduct. This policy applies to student-to-student conduct. Sexual misconduct includes but is not limited to:

a. Verbal interactions (including but not limited to telephone, face to face, etc.)
b. Written (including all electronic media)
c. Pictorial (including but not limited to posters, pictures, sexting, etc.)
d. Physical conduct of a sexual nature which a reasonable person would consider intimidating, hostile, offensive, and/or which adversely affects the learning or living environment of any student.
e. Sexual misconduct also includes nonconsensual touching of any sexual or intimate part of the body;
f. Forceful sexual contact is the use of force (ex: body weight, hitting or pushing, use of a weapon, threats) to overcome earnest resistance to engage in sexual acts.

g. Sexual intercourse when the victim is incapable of consent by reason of mental incapacitation or physical helplessness and force is not used.

Under theories of consent, when an individual is intoxicated to the point of physical helplessness, that is, unable to communicate consent or lack thereof, that individual can no longer be responsible for herself/himself, and the other individual must assume the responsibility not to have sexual contact. Therefore, if an individual is severely intoxicated, and unable to consent or to indicate lack of consent, having sexual contact with that individual will be considered sexual misconduct by the university. In most instances, it is the victim’s prerogative whether or not to report sexual misconduct to civil authorities. The university will provide support to a student wishing to file criminal or civil charges. As required by law, the victim has a right to know the outcome of any judicial hearing involving sexual misconduct, and will be so informed by the hearing body. Please report incidents of sexual misconduct to the Dean of Students or any other university official that you feel comfortable with.

CS 15. Failure to Comply.

a. Failure to comply with the directions of law enforcement or university officials (including campus police and residence life staff) including failure to comply with an order of dispersal, or becoming argumentative or verbally abusive to a university official.
b. Failure to meet or complete Judicial Sanctions as prescribed.

CS 16. False Reports. Knowingly filing a false report with university officials against an individual or the initiation of any false report, warning, threat of fire, threat of explosion or other emer-
gencies on university premises or at any university-sponsored activity is prohibited.

CS 17. **Possession, use, or display of firearms and other dangerous weapons** on university property is prohibited. Dangerous weapons include, but are not limited to, paintball guns, BB guns, stunt guns, sling shots, pellet guns, air guns and dart guns, facsimile firearms, ammunition (spent casings or whole), martial arts weapons, knives (other than legal pocket knives as defined by state law), bow and arrow or crossbows, explosives (including fireworks), hazardous chemicals, and any item used or displayed in a threatening manner. Discharge of a firearm on campus may result in immediate suspension or expulsion.

CS 18. **Non-compliance with fire safety.** Non-compliance with any regulations regarding fire safety and the use of fire equipment and fire safety procedures is prohibited. This includes failure to evacuate a building; unauthorized re-entry into a building; tampering with, impairing, disabling, or misusing smoke detectors, fire extinguishers, unauthorized use of fire escapes or any other emergency or safety equipment; and false alarms.

CS 19. **Violation of smoking policies.** According to Silver City Ordinance number 1041 smoking is not permitted within 20 feet of any university building including residence halls and apartments. Used tobacco products are to be disposed of in the appropriate waste containers.

CS 20. **Interfering with, Obstructing, or Disrupting a University Function.** University functions, on or off campus, are defined to include teaching; research; administration; disciplinary proceedings; athletic events; university activities; public service; learning; or other authorized activity related to the university. This also includes authorized non-university functions when the act occurs on university premises.

CS 21. **Hazing,** defined as participation in activities that mentally or physically endanger, harm, or degrade a probationary or permanent member of a group; or which destroys or removes public or private property, for the purpose of initiation, admission, affiliation, or as a condition for continued membership in a group or organization with or without the consent.

CS 22. **Irresponsible computing** includes improper use of the network, security, harassment, and/or copyright.

CS 23. **Host/Responsibility of Guests.** Hosts are responsible for their own behavior and that of his/her guest(s) at all times. This includes in a private room, vehicle, and/or surrounding areas (sidewalks, porches, doorways, hallways, parking lots, etc.). The student is also responsible for any repair or cleaning required in his/her own room or areas immediately outside of the student’s room (sidewalks, porches, doorways, hallways, etc.). Failure to clean up after a reasonable time, as determined by a university official, may necessitate our maintenance department cleaning the room or area. The student will be assessed the cleaning charges.

CS 24. **Violation of University Policies.** Students are expected to follow all university policies, procedures, and regulations. Such policies, procedures, and regulations include but are not limited to those listed in the following:

a. Student Handbook  
b. University Catalog  
c. Housing Agreement  
d. Housing Policies  
e. Motor Vehicle Regulations  
f. Recognized Student Organization policies  
g. Signs, Posters, and Banners; Solicitation, Political Canvassing, Sales  
h. Smoking Regulations  
i. Recreational Sports Rules and Regulations

CS 25. **Misrepresentation of identity to university officials** (as defined in, but not limited to, CS 2). University identification cards are university property and must be shown or surrendered when requested by a university official in performance of her or his duties.

CS 26. **Misuse of keys.** Unauthorized possession, duplication, or use of keys, combinations, or alteration or removal of locks to any university premises is prohibited.

CS 27. **Unauthorized representation of Western New Mexico University and/or unauthorized use of the university logo.**

CS 28. **Unauthorized use of telephones or unauthorized long distance codes.**

CS 29. **Complicity.** Conspiracy to commit, solicitation of another to commit, aiding or abetting the commission of, or attempting to commit any conduct that is prohibited under any university policies, procedures, or regulation.

CS 30. **Violation of Sanctions.** Violations of any term(s) of disciplinary restrictions, probation, or suspension are prohibited.

CS 31. **Intent to commit a violation.** Any violation that may not come to fruition, but intent was evident.
Sanctions for violations of the Student Code of Conduct.

Sanctions may be imposed singly or in combination on individuals. Policy violations are cumulative over the career of a student while at Western New Mexico University, regardless of type. When a student is found responsible for violation of the Code of Conduct, past disciplinary history may be considered in determining subsequent sanctions. It is possible, given the severity and circumstance of the incident that a first-time violation may result in suspension or expulsion. Disciplinary action by the university does not preclude the possibility that a separate criminal prosecution or civil action may also be taken. In addition, unlawful conduct off campus may be grounds for university disciplinary action.

**Written Reprimand.** Written reprimand is an official notification that the behavior of the student has been deemed unacceptable. Authorized university members may issue a written reprimand without a hearing for violations. Written reprimands will be placed in the student’s official disciplinary file.

**Fines.** These may or may not include previously established or published fines.

**Community Restitution.** Required assignment to work a specific number of hours at the university or at a community service agency without pay.

**Required Attendance.** Attendance at educational programs such as anger management, workshops, comprehensive substance abuse assessments, or personal counseling.

**Monetary Payments.** Payments for purpose of restitution or to cover the expense of educational sanctions.

**Disciplinary Restrictions.** Disciplinary restrictions may be imposed with or without suspension or probation. Disciplinary restrictions include but are not limited to:

- Restriction from participating in intercollegiate athletics, extracurricular activities, and housing / residence life activities;
- Restrictions in the right of access to campus facilities, including residence halls;
- No contact/restraining orders;
- Denial of financial assistance from programs funded by the University;
- Removal from or reassignment of university housing;
- Administrative hold on access to specified university documents.
Disciplinary / Final Disciplinary Probation. Disciplinary probation indicates that a subsequent violation(s) may result in suspension or expulsion from the university. It is imposed for a definite period of time and may include disciplinary restrictions. A student on probation may be required to meet periodically with a counselor or other resource person designated by a Judicial Hearing Body.

Suspension. Suspension prohibits the student from attending Western New Mexico University for the duration of the suspension, which shall not exceed a period of more than five calendar years following its effective date. The Dean of Students will determine the effective date of the suspension. If required by the suspension, a student who has been suspended must petition for re-enrollment through the Office of the Dean of Students.

Expulsion. Expulsion prohibits the student from future enrollment at Western New Mexico University. A student will not be readmitted to the university after dismissal.

INTERIM SUSPENSION
In certain circumstances, the Dean of Students or designee may summarily impose an interim university or residence hall suspension under specified conditions prior to the hearing before a judicial body. Interim suspension will be imposed whenever it is determined that the continued presence of the student on the university campus poses a significant risk to the health or safety of the student, to others, to the stability or continuance of normal university functions, and/or to property.

During the interim suspension, student(s) may be denied access to the residence halls and/or to the campus (including classes) and/or all other university activities or privileges for which the student might be otherwise be eligible, as the Dean of Students, or designee, may determine to be appropriate.
Policies and Procedures

ACADEMIC INTEGRITY POLICY AND PROCEDURES

Academic integrity standards are established to provide a systematic process for engagement between faculty, students and administration. Further, consequences are established to remedy violations of academic integrity. Each student shall observe standards of honesty and integrity in academic work completed at WNMU. Adherence to the standards is considered a serious matter. Violations of academic integrity such as cheating and plagiarism, intentional or unintentional, may result in penalties including dismissal from the university.

Violations include any behavior that misrepresents or falsifies a student’s knowledge, skills or abilities. Such violations include two broad categories: (1) cheating and (2) plagiarism.

I. Definitions:

Cheating includes, but is not limited to, using or attempting to use unauthorized materials such as notes, texts, images, electronic devices, and unauthorized copies of test materials. Cheating is also understood to mean unauthorized collaboration with others, copying the work of another, interfering with the work of another, taking an examination for another student or knowingly permitting another person to take an examination for oneself, or any action that presents the work of others to misrepresent the student’s knowledge, skills or ability.

Plagiarism includes, but is not limited to, the intentional or unintentional representation of another’s work as one’s own without proper acknowledgement of the original author or creator of the work, failure to quote and/or cite sources, providing or receiving unauthorized assistance in the preparation of any academic work, the fabrication of sources or information, or submitting the same work for more than one course/instructor without the permission of the current course instructor.

II. Procedures for Addressing Academic Integrity Violations by Faculty and Students

A. Faculty Members

If a faculty member suspects a student has violated academic integrity, the faculty member should handle the matter in the manner specified below.

1. Communicate with the Student

The faculty member must communicate or provide documentation of attempting to communicate with the student who has allegedly violated academic integrity to discuss the
matter within ten (10) working days following discovery of the violation during the semester or if at the end of the semester, ten (10) working days after the start of the new regular semester following the semester in which the alleged violation occurs.

a. If the faculty member finds the student did not violate academic integrity, the matter is closed and the allegations are dismissed.

b. If the faculty member finds the student violated academic integrity, the faculty member must file a report within ten (10) working days after communicating with the student to the dean/chair of his/her department, to the dean/chair of the student’s academic department or the Academic Support Center (ASC) if undeclared, and to the Vice President for Academic Affairs. The report will describe the nature of the violation and the action taken.

c. If the faculty member finds the student guilty of violating academic integrity and chooses to handle the matter directly with the student, the possible sanctions include, but are not limited to, failure/grade penalty on the assignment, rewriting the assignment, failure/grade penalty on the test, and failure/grade penalty in the course.

d. If the faculty member is unable to communicate with the student because the alleged violation occurs at the end of the semester, a grade of NR will be reported on the Academic Integrity Report and page 1 of the report will be forwarded to the Registrar’s Office.

e. If the student fails to respond within 30 days, the faculty member may assign a grade at his/her discretion.

2. Referring the Violation to the Academic Integrity Committee

If after communicating with the student, the faculty member believes the student has violated academic integrity, he/she may choose to refer the matter to the Academic Integrity Committee for a hearing by the Committee. The referral must be made within ten (10) working days after meeting with the student during the semester or if at the end of the semester, ten (10) working days after the start of the new regular semester following the semester in which the alleged violation occurs. The faculty member must report the alleged violation to the dean/chair of his/her respective department, to the dean/chair of the student’s academic department or the ASC if undeclared, and to the chair of the Academic Integrity Committee.

B. Students Accused of a Violation

If a student is accused of violating academic integrity, he/she must communicate with the faculty member making the accusation.

1. Communicate with Faculty Member

The student must communicate with the faculty member who has suspected him/her of violating academic integrity to discuss the matter within ten (10) working days following discovery of the violation during the semester or if at the end of the semester, ten (10) working days after the start of the new semester following the semester in which the alleged violation occurs. If the matter is not resolved with the faculty member to the student’s satisfaction, the student may refer the matter.

2. Referring the Issue to the Dean/Chair of the Department

If after communicating with the faculty member, the student feels the matter is not resolved to his/her satisfaction, he/she may refer the issue to the dean/chair of the department where the alleged offense occurs and to the dean/chair of the student’s academic department or the ASC if undeclared within ten (10) working days of communicating with the faculty member. The dean/chair of the department must convene a meeting of the student and the faculty member within ten (10) working days of the referral.

3. Referring the Issue to the Academic Integrity Committee

If no resolution of the matter is reached, the student may refer the matter to the Academic Integrity Committee. The student must submit a report requesting a hearing within ten (10) working days after the meeting with the dean/chair of the department and the faculty member.

III. Academic Integrity Committee

The Academic Integrity Committee shall be a standing Faculty Senate committee which replaces all previously established committees for the resolution and disposition of violations of academic integrity non-residential issues (Academic Integrity Panel). The Discipline Committee will not hear issues on Academic Integrity.

A. Composition

The Academic Integrity Committee is composed of three faculty members and three alternates on a two-year departmental rotating basis. Committee members will be nominated by academic departments to serve on the Committee. Three student members and three alternates appointed by the ASWNMU and one staff member who has taught a college level course and one staff alternate who has taught a college level course will be appointed by the Staff Senate at the beginning of the academic year. The Committee shall elect a chair, vice-chair and secretary. In the event that a quorum of the regular members cannot be obtained for a pending matter, and the chair determines that a hearing must occur before a quorum can be obtained, alternates identified above may serve.

B. Duties

The duties of the Academic Integrity Committee shall include but not be limited to the following tasks:
1. Hear cases brought before the committee after following the above procedures
2. Make recommendations based on substantial evidence presented
3. Be governed by rules consistent with due process procedures and approved by the legislative branch of the Associated Students, the University Administration, and the University Board of Regents.
4. The chair of the Academic Integrity Committee will be responsible for notifying the faculty member and the student in writing, (by letter or WNMU email) and by phone of the date, time and place at which the Committee will hold a hearing. In addition, the chair is responsible for conducting the hearing or rescheduling a hearing as outlined in III.C. 3.
5. The vice-chair is responsible for notifying the members of the Academic Integrity Committee (faculty, students and staff) of the date, time and place at which the Committee will hold a hearing. The vice-chair may also conduct a hearing in the absence of the chair and will fulfill the duties of the chair in that case. If this occurs, a faculty alternate will serve on the committee as the third faculty member.
6. The secretary is responsible for preparing a written report of the hearing which includes the decision of the Committee. The chair or the vice-chair of the Committee shall sign the report before it is sent to the Vice President for Academic Affairs, the dean/chair of the faculty member’s department, the dean/chair of the student’s academic department or the ASC if undeclared, the student and the Registrar.

IV. Appeal of Decision from Academic Integrity Committee

A. If the student or the faculty member does not accept the decision of the Academic Integrity Committee, he/she may appeal the decision in writing to the Vice President for Academic Affairs within ten (10) working days after receiving the report from the Academic Integrity Committee.
B. The Vice President for Academic Affairs shall review the record of the hearing and the evidence supporting the appeal and shall determine whether the decision of the Academic Integrity Committee was arbitrary or shall affirm the decision.
C. If the Vice President for Academic Affairs finds the decision to be arbitrary, he/she may reverse the decision. In all cases, the decision of the Vice President for Academic Affairs is final.

V. Consequences

A. A first finding of a violation of academic integrity will result in an Academic Integrity Warning.
B. A second finding of a violation of academic integrity will result in an Academic Integrity Probation.
C. A third finding of a violation of academic integrity will result in an Academic Integrity Suspension. Students may reapply for admission after one year.

Policy and Procedures adapted from similar policies and procedures from UNM, NMSU, ENMU, Baylor University and Virginia Tech.
I. Scope. This policy applies to student complaints concerning:
   A. Assignment of Grades; or
   B. Professional conduct of an instructor that does not involve a complaint of discrimination or harassment, such as a complaint of unfair treatment not involving discrimination or decisions about eligibility for program or degree requirements.

II. Definitions.
   A. “Working days” means Monday, Tuesday, Wednesday, Thursday, and Friday, unless the day is a school holiday or vacation period. If the last day of the designated time period is a school holiday or vacation period, the designated time period will run until the end of the next day which is not a school holiday or vacation period. The term “vacation period” does not include the week of final exams.

III. Procedures.
   A. Step I
      1. The student must submit a written complaint to the instructor within 30 working days of receiving grade notification or experiencing the disputed conduct. The student must also provide a copy of the written complaint to the Dean, Vice President for Academic Affairs, and the Vice President for Student Affairs.
      2. Within 10 working days of receiving the written complaint, the instructor will respond to the complaint, stating in writing the instructor’s decision and the basis for the decision. The instructor will also provide a copy of the written decision to the Dean, Vice President for Academic Affairs, and the Vice President for Student Affairs.
      3. If the student is dissatisfied with the instructor’s decision the student may proceed to Step II.

   B. Step II
      1. Within 10 working days of receiving the instructor’s decision, the student must submit a written complaint to the department chairperson of the instructor, stating why the student is dissatisfied with the instructor’s written decision. The student must also provide a copy of the written complaint to the Vice President for Academic Affairs and the Vice President for Student Affairs.
2. If the instructor is the department chairperson, within 10 working days of receiving the chairperson’s decision, the student must submit a written complaint to the Dean of the department, stating why the student is dissatisfied with the chairperson’s written decision. The student must also provide a copy of the written complaint to the Vice President for Academic Affairs and the Vice President for Student Affairs.

3. The department chairperson, Dean, or a faculty member designated by the Dean (“designee”) will investigate the complaint and, within 10 working days of receiving the written complaint, advise the student and the instructor, in writing, of the department chairperson’s, Dean’s, or designee’s findings and decision. The department chairperson, Dean, or designee will also provide a copy of the written decision to the Vice President for Academic Affairs and the Vice President for Student Affairs. The department chairperson’s, Dean’s, or designee’s investigation may include interviews with the student, the instructor, other students in the course, other instructors who have taught the course, and the review and comparison of pertinent papers and examinations.

4. If the student is dissatisfied with the department chairperson’s, Dean’s, or designee’s decision, the student may proceed to Step III.

C. Step III.

1. The student must submit a written request to the Student Appeals Committee for a hearing. The student must submit the request within 5 working days of receiving the department chairperson’s, Dean’s, or designee’s written decision.

2. The student should refer to the Student Appeals Hearing Guidelines found in the Student Handbook for a further explanation of the Student Appeals Committee hearing guidelines.
Acceptable Use Policy - Computing

Overview
The intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to WNMU’s established culture of openness, trust and integrity. Academic Freedom is a core value for Information Technology. Information Technology is committed to protecting that freedom as well as WNMU’s employees, students, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of WNMU. These systems are to be used for business purposes in serving the interests of the company and the interests of our customers. Our business is education and our customers are the students.

Effective security is a team effort involving the participation and support of every WNMU employee, student and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Purpose
The purpose of this policy is to outline the acceptable use of computer equipment, Internet and technical resources at WNMU. These rules are in place to protect the person and WNMU. Inappropriate use exposes WNMU and individuals alike to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope
This policy applies to employees, students, contractors, consultants, temporaries, and other workers at WNMU including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by WNMU.

Terms
Users: A person who makes use of university technology resources.

Policy
A. General Use and Ownership
1. While WNMU’s network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of WNMU. Because of the need to protect WNMU’s network, management cannot guarantee the confidentiality of information stored on any network device belonging to WNMU.

2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

3. WNMU adheres to a high standard for technical support. To ensure this, any device, software or other technology that is to be supported by Information Technology must first be verified by Information Technology before purchase.

4. For security and network maintenance purposes, authorized individuals within WNMU may monitor equipment, systems and network traffic at any time.

5. WNMU reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

B. Security and Proprietary Information

1. The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential, as defined by corporate confidentiality guidelines, details of which can be found in Human Resources policies. Examples of confidential information include but are not limited to: company private, corporate strategies, competitor sensitive, trade secrets, specifications, customer lists, and research data. Employees should take all necessary steps to prevent unauthorized access to this information.

2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. Department level passwords should be changed quarterly, user level (for employees and students alike) passwords should be changed every six months.

3. Postings by employees from a WNMU email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of WNMU, unless posting is in the course of business duties.

4. All hosts used by employees and students that are connected to the WNMU Internet/Intranet/Extranet, whether owned by the individual or WNMU, shall be kept up to date with operating system patches, security updates and service packs.

5. All hosts used by the employee that are connected to the WNMU Internet/Intranet/Extranet, whether owned by the employee or WNMU, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.

6. Employees must use good sense and caution when confidence scams, “phishing” attempts or other social-engineered attacks are used against WNMU.

7. Employees and students must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is an employee or student of WNMU authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing WNMU-owned resources. The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use. If there is any uncertainty to the legality of an action, employees and student should consult their supervisor or manager.

A. System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by WNMU.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which WNMU or the end user does not have an active license is strictly prohibited.

3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. Copying and/or distributing university software to non-university personnel or systems is also illegal, be it physical media or electronic downloads/shares.

4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

5. Introduction of any network peripheral (e.g., wireless access points, routers, switches, etc) without notification and consultation of Information Technology.
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

7. Using a WNMU computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user’s local jurisdiction.

8. Using a WNMU computing asset to actively engage in transmitting material that is pornographic, hate-mongering, slander or inciting violence of any sort.

9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

10. Port scanning or security scanning is expressly prohibited unless prior notification with Information Technology is made.

11. Executing any form of network monitoring which will intercept data not intended for the employee’s host, unless this activity is a part of the employee’s normal job/duty.

12. Circumventing user authentication or security of any host, network or account.

13. Interfering with or denying service to any user other than the individual’s host (for example, denial of service attack).

14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user’s terminal session, via any means, locally or via the Internet/Intranet/Extranet.

B. Email and Communications Activities

1. Sending unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (email spam).

2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.

3. Unauthorized use, or forging, of email header information.

4. Solicitation of email for any other email address, other than that of the poster’s account, with the intent to harass or to collect replies.

5. Creating or forwarding “chain letters”, “Ponzi” or other “pyramid” schemes of any type.

6. Use of unsolicited email originating from within WNMU’s networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by WNMU or connected via WNMU’s network.

7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Any student found to have violated this policy may be subject to disciplinary action as defined by the student handbook.
As an educational consumer at Western New Mexico University, students have a right to the best possible advising and counseling. The university has an obligation to provide an advisor who will be interested in a student’s welfare throughout their academic career at WNMC. In the event that the advisor is not serving a student’s needs, he/she may request a change of advisor through the Office of the First Year Experience, located in the Juan Chacon Building.

Specifically, this means that the advisor should:

- Establish and adhere to reasonable office hours;
- Be knowledgeable of the different interests of both traditional and non-traditional students and adapt advising accordingly;
- Understand all aspects of the university grading policy;
- Be familiar with the variety of university degree offerings, to assist students in making career choices;
- Know where to refer cases of special need (e.g., Tutoring, Financial Aid Assistance, Career Planning, Counseling Services, etc.);
- Be aware of departmental major requirements;
- Help plan a complete course of study, designed through personal interaction with each student, utilizing academic records and career interests, as well as available information on the frequency of course offerings and possible scheduling conflicts;
- Help rethink the course of study in the event that career interests change;
- Refer to an appropriate place for improvement of study skills when necessary;
- Relay information that he or she may have about available extracurricular activities that may enhance a student’s learning experiences

A STATEMENT OF ADVISOR EXPECTATIONS

Each member of the advising team at Western New Mexico University accepts the responsibility to be an informed and concerned advisor to students assigned to him or her as advisees. Advising involves helping students move through a sequential process toward realistic, flexible academic and professional goals.

In order to provide this involved service, the advisor has a right to expect that students should:
• Consult with the advisor at least once per semester, more often, when necessary;

• Make an appointment for advising during posted office hours whenever possible;

• Openly discuss academic and career-related needs as they develop;

• Be prepared for the appointment and bring appropriate materials;

• Seek assistance with the decisions to be made rather than expect the advisor to make them;

• Follow through with appropriate action after the advising session, or consult with the advisor if critical decisions cannot be accomplished;

• Seek additional counsel from appropriate other sources;

• Participate in an evaluation of the quality of advising sessions so that the Western New Mexico University system for advising can continuously improve;

• Seek reassignment to another advisor when appropriate.
Alcohol and other drugs

The Western New Mexico University Alcohol and Other Drug policy, like other standards of conduct applicable to the university community, is intended to further the educational mission of the university, to foster the development of responsible and mature social interaction in an institution of higher education, and to promote the health and safety of individuals. Each member of the community is responsible for his or her own actions and is expected to respect the rights of others to abstain from the use of alcohol and other drugs. The alcohol and other drug policies, with their emphasis on individual and shared responsibility, healthy and informed decision-making, and maintaining a caring environment, are adopted in this spirit.

General Rules Governing the Use of Alcohol and Other Drugs

New Mexico State Law and Western New Mexico University prohibit the possession and/or consumption of alcoholic beverages by persons under the age of twenty-one (21) on property owned or controlled by the university or as part of any university activity.

The university permits the lawful keeping and consumption, in moderation, of alcoholic beverages on its property or property under its control by persons of legal drinking age (21 years or older). It restricts the consumption of alcoholic beverages to private rooms in Muir Heights apartments, and to other designated areas but only when approved by the President of the university and as subject to the laws of the State of New Mexico.

In compliance with the Drug-Free Schools and Communities Act of 1989, the university is committed to provide and maintain a safe and healthy workplace for learning and work. Alcohol and other drugs abuse will not be tolerated.

All members of the university community are expected to abide by state and federal laws pertaining to controlled substances and illicit drugs. Standards of conduct strictly prohibit the unlawful manufacture, distribution, possession or use of controlled substances or illicit drugs on the university property, and university-sponsored activities.

Health Risks

Alcohol and other drug abuse can cause many health related problems. Approximately 150,000 deaths annually are directly related to alcohol abuse and/or alcoholism. Alcohol abuse can lead to alcoholism, premature death through overdose, and complications involving the brain, liver, heart, and many other body organs. Alcohol abuse is a prime contributor to suicide, homicide, motor vehicle deaths, and other so-called accidental causes of death.
Alcohol abuse interferes with psychological functions, causes interpersonal difficulties, and is involved in most cases of child abuse. Alcohol abuse also disrupts occupational effectiveness, and causes legal and financial problems. Alcohol used in any amount by a pregnant woman can cause birth defects.

The abuse of illicit drugs can result in a wide variety of health problems. In general, illicit drug use can result in drug addiction, death by overdose, and death from withdrawal, seizure, heart problems, infections (HIV/AIDS), liver disease, and chronic brain dysfunction. Other problems associated with illicit drug use include psychological dysfunctions such as memory loss, thought disorders (hallucinations, paranoia, psychosis), and psychological dependency. Additional effects include occupational, social, and family problems as well as a reduction in motivation.

Western New Mexico University offers the campus community a variety of programs and activities that promote healthy lifestyles and substance-free alternatives. Additionally, students who need individual assistance such as personal counseling, alcohol and other drug recovery support can use the services of the University Student Health Services Center. The Director of the Student Health Services Center or their designee can also provide resources in Silver City, Gallup, T or C, Deming, Alamogordo and the surrounding areas.

Alcohol Poisoning

Symptoms of alcohol poisoning
- Person is unconscious or semiconscious and cannot be awakened.
- Cold, clammy, pale or bluish skin.
- Breathing is slow, less than eight times per minute, or irregular, with ten seconds or more between breaths.
- Vomiting while “sleeping” or passed out, and not waking up after vomiting.

If a person has any of these symptoms, he or she is suffering from acute alcohol intoxication.

- Get help. Call someone: a staff member, an ambulance (911), Campus Police, someone who can help.
- Do not leave the person alone. Turn the victim on his/her side to prevent choking in case of vomiting.

Always keep in mind the notion “better safe than sorry” if you are not sure what to do. If you really care about your friends and neighbors, getting help for them may keep them from dying from alcohol poisoning!

To implement an effective alcohol and drug abuse prevention plan, the university will use both formal and informal channels of communication to:
- Make available to the campus population referrals to local treatment centers and counseling programs. The referrals will be made within a supportive and confidential environment by the Student Health Center, University Counselor, Director of Housing and Residence Life, Dean of Students, and/or Director of Human Resources.

Violation of the Western New Mexico University Drug-Free School and Campus policy will necessitate appropriate disciplinary action against such an employee or student up to and including termination or expulsion. Appropriate disciplinary action may also include, but is not limited to: probation, and/or requiring such employee or student, at the individual's expense, to participate satisfactorily in a drug assistance or rehabilitation program approved by the university.

University Disciplinary Sanctions

Any student who engages in conduct that is prohibited by Western New Mexico University rules or by federal, state, or local law maybe subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

Any student who is guilty of the illegal use, possession and/or sale of a drug or narcotic on the campus or a component institution is subject to discipline. If a student is found in violation of any aspect of the drug policy, sanctions may range from fines and community restitution to suspension/expulsion from the university.

A student or employee who receives a period of suspension as a disciplinary penalty is subject to further disciplinary action for prohibited conduct that takes place on campus during the period of suspension.

Legal Sanctions

Students found in violation of any local, state, or federal law regarding the use, possession or distribution of alcohol or other drugs may receive the full legal penalty in addition to any appropriate university disciplinary action.
Save a Life Policy

Effective August, 2014, in the event of possible alcohol poisoning, a person under 21 years of age calling for help for himself or another will not be adjudicated for possessing or consuming alcohol. The immunity for minors is limited to the first person who calls for assistance, only if he or she stays on the scene and cooperates with law enforcement, medical personnel, and university officials. This university policy does not protect a person from being cited for any other violation of the law. Western New Mexico University Student Code of Conduct has been amended to protect the student in the event of a call for help involving alcohol and/or medical emergency.

Recommended Guidelines for Alcohol and other drug violations

The following examples of sanctions are merely offered as guidelines and may be altered by the Judicial Hearing Body.

<table>
<thead>
<tr>
<th>Alcohol and Other Drug</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Label 1 AOD policy violation</td>
<td>On-line education program which includes a Module Program: student can attend either group or individual services (Modules will be completed by student and group and individual time will be spent going over the modules.) / 20 hours of community service monetary fee. 10 hours of community service</td>
</tr>
<tr>
<td>Level 2 AOD policy violation</td>
<td>Mandated drug/alcohol screening and student completing recommendations. 30 hours of community service</td>
</tr>
<tr>
<td>Level 3 AOD policy violation</td>
<td>Mandatory counseling/treatment. Possible expulsion or suspension.</td>
</tr>
<tr>
<td>Level 4 AOD policy violation</td>
<td></td>
</tr>
</tbody>
</table>
Western New Mexico University is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, ancestry, national origin, handicaps, or military involvement (veteran or disabled veteran, including Vietnam era). Equal educational opportunity includes recruitment and admission; access to courses and facilities; access to counseling, testing, and tutoring services; housing; financial assistance and student employment; health and insurance services; extracurricular programs and activities; and participation in athletics.

Questions and comments concerning WNNU’s non-discrimination policies may be addressed to Kelley Riddle, AA/EEO Officer, PO Box 680 Silver City, NM 88062, 575-538-6513.

Questions and comments concerning WNNU’s disability services may be addressed to: JoBeth Erling, Disability Services Coordinator, PO Box 680 Silver City, NM 88062, 575-538-6014.
Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students

Purpose and Scope: Federal regulations mandate that a student receiving financial assistance under Title IV programs must maintain Satisfactory Academic Progress in his or her course of study regardless of whether or not financial aid is awarded each semester. Western New Mexico University’s (WNMU’s) Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students must be applied consistently to all financial aid recipients within identifiable categories of students (such as full-time or part-time).

Students pursuing Certificates, Associate’s, or Bachelor’s degrees are responsible for understanding and adhering to the Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students.

Financial Aid Satisfactory Academic Progress for Undergraduate Students is measured with the following standards as mandated by Federal Regulations:

- Qualitative (Cumulative Grade Point Average)
- Quantitative (Maximum Time Frame for Completion)
- Quantitative Percentage (Attempted Hours/Earned Hours)

Qualitative Standard: Students will be expected to maintain the minimum academic standards as outlined in the Academic Standing section of the WNMU Catalog. WNMU uses a 4-point scale for grade point average (GPA) and requires students to maintain a 2.0 cumulative GPA or better.

Quantitative Standard: The quantitative standard is used to accurately measure a student’s progress in a program. There are two components of the quantitative standard:

1. Quantitative Percentage: 67% Completion Rate Requirement

Students must complete 67% of the course load for which they register each semester. The chart below shows credit hour totals and the number of credits that must be completed to meet this requirement. Developmental /remedial course work will be counted in the 67% calculation.

Undergraduate Students 67% completion Rate Requirement (Attempted Semester Hours X 67%)
<table>
<thead>
<tr>
<th>Attempted Semester Credit Hours</th>
<th>Rate Required</th>
<th>Earned Semester Credit Hours must be more than or</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Credit Hours</td>
<td>67%</td>
<td>12 Credit Hours</td>
</tr>
<tr>
<td>17 Credit Hours</td>
<td>67%</td>
<td>11 Credit Hours</td>
</tr>
<tr>
<td>16 Credit Hours</td>
<td>67%</td>
<td>10 Credit Hours</td>
</tr>
<tr>
<td>15 Credit Hours</td>
<td>67%</td>
<td>9 Credit Hours</td>
</tr>
<tr>
<td>14 Credit Hours</td>
<td>67%</td>
<td>9 Credit Hours</td>
</tr>
<tr>
<td>13 Credit Hours</td>
<td>67%</td>
<td>8 Credit Hours</td>
</tr>
<tr>
<td>12 Credit Hours</td>
<td>67%</td>
<td>7 Credit Hours</td>
</tr>
<tr>
<td>11 Credit Hours</td>
<td>67%</td>
<td>6 Credit Hours</td>
</tr>
<tr>
<td>9 Credit Hours</td>
<td>67%</td>
<td>5 Credit Hours</td>
</tr>
<tr>
<td>8 Credit Hours</td>
<td>67%</td>
<td>4 Credit Hours</td>
</tr>
<tr>
<td>7 Credit Hours</td>
<td>67%</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>6 Credit Hours</td>
<td>67%</td>
<td>2 Credit Hours</td>
</tr>
<tr>
<td>5 Credit Hours</td>
<td>67%</td>
<td>1 Credit Hour</td>
</tr>
<tr>
<td>4 Credit Hours</td>
<td>67%</td>
<td>1 Credit Hour</td>
</tr>
<tr>
<td>3 Credit Hours</td>
<td>67%</td>
<td>1 Credit Hour</td>
</tr>
<tr>
<td>2 Credit Hours</td>
<td>67%</td>
<td>1 Credit Hour</td>
</tr>
<tr>
<td>1 Credit Hour</td>
<td>67%</td>
<td>1 Credit Hour</td>
</tr>
</tbody>
</table>

2. Quantitative: Maximum Time Frame

Maximum Time Frame is measured by dividing the number of credit hours that the student has attempted by the number of credit hours that are required to complete the student’s program of study. If the student reaches 150 percent, then he or she has reached the Maximum Time Frame. Note: Federal regulations mandate that students receiving financial assistance under Title IV will have a total of twelve (12) semesters to complete a program of study regardless of whether they reach their Maximum Time Frame.

The below contains three examples:

Maximum Time Frame Rule (Required Graduation Hours x Maximum Time Frame %):

<table>
<thead>
<tr>
<th>Graduation Requirement Hours</th>
<th>Maximum Time Frame %</th>
<th>Attempted Hours Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>128 Credit Hours</td>
<td>150%</td>
<td>192</td>
</tr>
<tr>
<td>64 Credit Hours</td>
<td>150%</td>
<td>96 Credit Hours</td>
</tr>
<tr>
<td>32 Credit Hours</td>
<td>150%</td>
<td>48 Credit Hours</td>
</tr>
</tbody>
</table>
In the first example, the program of study requires 128 credit hours to graduate. Therefore, 192 credit hours would be 150%; when the student reaches 192 credit hours attempted in that program, he or she will have reached his or her Maximum Time Frame. In the second example, the program of study requires 64 credit hours to graduate. Therefore, 96 credit hours would be 150%; when the student reaches 96 credit hours attempted in that program, he or she will have reached his or her Maximum Time Frame. In the third example, the program of study requires 32 credit hours to graduate. Therefore, 48 credit hours would be 150%; when the student reaches 48 credit hours attempted in that program, he or she will have reached his or her Maximum Time Frame.

If a student’s program of study exceeds 128 credit hours to complete, the Maximum Time Frame Rule still applies. For example, if a program of study requires 134 hours to graduate, 201 credit hours would be 150%. When the student reaches 201 credit hours attempted in the program, he or she will have reached his or her Maximum Time Frame.

Students who reach the Maximum Time Frame allowed for a program of study will be placed on Financial Aid Suspension for which there is no appeal. However, students may complete their program of study but must pay their own expenses, such as tuition, fees, books, supplies, etc.

**Maximum Time Frame Adjustment for Change of Major:** Students who change their majors will not have credits attempted and grades earned excluded from the Maximum Time Frame calculation.

Students who graduate and return to WNMU for a 2nd degree: If a student graduates from WNMU and re-enrolls at WNMU to pursue another program, all developmental/remedial courses and academic courses where the student earned grades of “F”, “W,” “WF,” or “I” will not be excluded from the Maximum Time Frame calculation.

**How my grades are evaluated under the Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students?**

- The student’s cumulative GPA must be a 2.0 or higher to satisfy the requirements of the qualitative standard of the Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students.
- Grades of “A”, “B”, “C”, “D”, “F”, “WF”, “P”, and transfer credit will be considered credit hours attempted and earned.
- Grades of “W”, “MI,” “MW,” or “I” will not be considered as credit hours earned for the 67% Completion Rate Requirement and Maximum Time Frame Rule but will be considered as credit hours attempted for the semester.
- Students who withdraw from the college must still maintain Financial Aid Satisfactory Academic Progress for Undergraduate Students for the 67% Completion Rate Requirement and Maximum Time Frame Rule.

**What happens if I fail to meet the standards of the Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students?**

1. Following the first semester in which a student does not meet the standards of the Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students, the student will be placed on Financial Aid Warning Status for the next semester of enrollment. Students may be allowed to receive financial aid funds while on Financial Aid Warning Status as long as they are otherwise eligible.

2. A student who is on Financial Aid Warning Status and who improves his or her academic performance as defined by the qualitative and quantitative standards will be placed in good standing and may be eligible to continue to receive financial aid for following semesters.

3. A student who is on Financial Aid Warning Status who fails to meet the standards of the Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students will be placed on Financial Aid Suspension and denied further funding until he or she meets the qualitative and quantitative standards.

4. **Appeals Process:** A student who fails to meet the standards of the Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students because of unusual circumstances beyond the student’s control, such as illness, death in the family, or an accident, has the right to appeal. Throughout the appeal process the student must be prepared to pay his or her own expenses, such as tuition, fees, books, supplies, etc. Please follow the procedure below to appeal a Financial Aid Suspension.

- A Financial Aid Appeal form must be obtained from and submitted to the WNMU Office of Financial Aid.
- Documentation supporting the extenuating circumstances must be available for review.
- It is the student’s responsibility to follow up with the Office of Financial Aid after submitting a complete appeal form with all of the required documentation to determine the status of his or her appeal.
- Appeals will be approved or disapproved by the Financial Aid Appeals Committee.
- If a Financial Aid Appeal is approved, the student will be placed on Financial Aid Probation and will be eligible to receive Title IV aid. The student’s record is reviewed after the first semester of Financial Aid Probation. If the student has brought his or her term GPA up to a 2.0 and has also successfully completed 67% of the total number of credits attempted during the probation semester, he or she will be placed in good standing. If the student has completed 67% of the
total number of credits but did not bring his or her cumulative GPA up to a 2.0 and the term GPA is a 2.0 or better, the student is eligible for one additional semester of probation. If the term GPA is less than a 2.0, the student will be placed on Financial Aid Suspension. A student who is on Financial Aid Probation will be notified by university email of his or her status and what he or she must do to continue to receive financial aid.

- If a Financial Aid Appeal is disapproved, the student will be placed on Financial Aid Suspension and denied further funding until he or she meets the qualitative and quantitative standards. If otherwise eligible, a student may complete his or her program of study but must pay his or her own expenses, such as tuition, fees, books, supplies, etc.

- All decisions made by the Financial Aid Appeals Committee are final.

Additional Information:

Complete Withdrawals and the Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students

Students who completely withdraw must still maintain the standards of the Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students. A complete withdrawal will always have a negative effect on a student’s standing under this policy. If a student completely withdraws during the semester and follows the appropriate procedures and deadlines, his or her grades for the semester will be all “W”s. These grades are not passing; therefore, the student did not meet the 67% Completion Rate Requirement and will be placed either on Financial Aid Warning, Financial Aid Probation, or Financial Aid Suspension depending on what his or her status was before the semester began.

Academic Probation and Suspension: Students on Academic Probation or Academic Suspension will automatically be placed on Financial Aid Warning or Financial Aid Suspension, respectively. If a student successfully appeals his or her Academic Probation or Academic Suspension hat appeal has no effect on his or her standing with the Financial aid Satisfactory Academic Progress for Undergraduates; he or she will be on Financial Aid Warning or Suspension. Please reference Financial Aid Appeals Process section of this document for more information.

Notification of Status under the Financial Aid Satisfactory Academic Progress Policy: Students placed on Financial Aid Warning or Financial Aid Suspension will be notified by the Financial Aid Office by e-mail of their status after grades are available.

The effect of dropping or withdrawing from a course: Students who reduce their course load by dropping or withdrawing from a course after the semester has begun risk non-compliance with the 67% Completion Rate Requirement. For more information, contact the Financial Aid Office.

The effect of repeating courses: There is no specific limitation on the number of times a student may attempt a course under the Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students. All course attempts, even repeated courses, will count when assessing whether a student meets the 67% Completion Rate Requirement.

The effect of Incomplete grades: Courses in which the student receives an incomplete (“I”) at the end of the semester will count as attempted credit hours and as a non-passing grade when assessing if a student meets the 67% Completion Rate Requirement.

Consortium Agreements and the Financial Aid Satisfactory Aid Awards: Then WNMU has a Consortium Agreement with a participating institution, the student must meet the standards of the Financial Aid Satisfactory Academic Progress Policy for Undergraduates of the institution that is awarding aid.

The effect of repeating courses: There is no specific limitation on the number of times a student may attempt a course under the Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students. All course attempts, even repeated courses, will count when assessing whether a student meets the 67% Completion Rate Requirement.

The effect of Incomplete grades: Courses in which the student receives an incomplete (“I”) at the end of the semester will count as attempted credit hours and as a non-passing grade when assessing if a student meets the 67% Completion Rate Requirement.
Privacy Rights Policy (FERPA)

The Educational Rights and Privacy Act of 1974 ensures that students have access to official records directly related to them, and an opportunity for a hearing to challenge such records on the grounds they are inaccurate, misleading, or otherwise in violation of the students privacy. Aside from directory information as defined below, Western New Mexico University will disclose information from a student’s education records only with the written consent of the student, except:

1) To school officials who have a legitimate educational interest. This is defined as any faculty, staff, or university person performing a task specified in their job description or contract which is related to a student’s education or to the discipline of the student;

2) To officials of another school, upon request, in which a student seeks admission or intends to enroll;

3) In connection with a student’s request for, or receipt of, financial aid, as necessary to determine the eligibility, amount, or condition of the financial aid, or to enforce terms and conditions of the aid;

4) To parents of an eligible student who claim the student as a dependent for income tax purposes;

5) To comply with a judicial order or a lawfully issued subpoena;

6) To appropriate parties in a health or safety emergency;

1) To an alleged victim of any crime of violence (as that term is defined in U.S.C. 16), the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

2) The act also provides that “directory information” may be released without prior consent if such information is defined beforehand and the student is given the opportunity to state that he or she does not want such information to be made available. The following information is defined by Western New Mexico University as “directory information”: name, local and home address, local and home telephone number, date and place of birth, photograph, parents’ (and/or spouse’s) name and place of residence, academic classification, fields of study (major, minor, certification, etc.), career goals and plans, participation in recognized activities and sports (including height, weight, and team position of members of athletic teams), dates of attendance, degrees and awards received (including dates), year of projected graduation for current students, and educational institutions previously attended.
The university, at its discretion, may disclose any of these items without prior written consent, unless notified in writing to the contrary by September 1. Requests received after September 1 will be honored as rapidly and in so far as possible after receipt of such notification. The university will honor requests for non-disclosure only until August 31 following; therefore, requests to withhold Directory Information must be filed annually with the Office of the Registrar. Further information on the operation of this act may be obtained in the Office of the Registrar.

The University and its representatives on occasion take photographs for the University’s use in print and electronic publications. This serves as public notice of the University’s intent to do so and as a release to the University of permission to use such images as it deems fit. If there is an objection to use of the photographs, a written notification must be filed in the Office of the Registrar.
Hazing Policy

Western New Mexico University promotes a safe environment where students may reside on campus, participate in University sponsored activities, and other organizations without compromising their health, safety, or wellness. It is therefore the University’s policy that any form of hazing is prohibited.

3) “Hazing” is an act committed by an individual or group of individual(s) on or off campus where the following apply:

a) The act was committed in connection with student status or in connection with an initiation into, an affiliation with, or the maintenance of membership in, any organization. For the purpose of this policy, “Organization” means an intercollegiate or intramural athletic team; chartered student organization; or other association, order, society, corps, cooperative, club, or similar group that is officially affiliated with the University and whose membership consists primarily of students enrolled at the University; and

b) The act creates unreasonable risk of emotional or physical harm, or causes actual physical harm, mental duress or degradation, or interferes with a student’s academic endeavors or progress.

4) It is a violation of this policy even if the hazing victim consented to or acquiesced in the hazing activity.

5) Examples of hazing may include, and are not limited to:

a) Forced consumption of food, liquor, drug or other substances;

b) Physical abuse, such as whipping, beating, branding, pushing, shoving, or tackling, use of physical restraints, etc;

c) Forced physical activity;

d) Sleep deprivation;

e) Theft of property under any circumstance;

f) Conducting activities that interfere with a member’s (prospective or actual) academic responsibilities;

g) Yelling, screaming, or calling members (prospective or actual) demeaning names, or restricting normal routine social interaction;

h) Engaging in behavior that is generally humiliating and or degrading to others;
i) Forcing, requiring or endorsing new members to violate University policies, organization/association bylaws, team rules and/or any local, state, or federal law.

6) This policy is not intended to prohibit the following conduct:

a) Customary public athletic events, contests or competitions as sponsored by the University;

b) Activity or conduct that furthers the goals of an official educational curriculum, a legitimate extracurricular program (ie intercollegiate athletic teams) or a legitimate military training program, or legitimate University function.

7) Prevention of hazing is the responsibility of every member of the University Community. Each organization, association, and athletic team, as well as each individual has the obligation to report incidents that are believed to be associated with hazing to the Dean of Students Office.

8) All alleged violations of this policy prohibiting hazing will be taken seriously and thoroughly investigated. All substantiated violations are subject to various administrative, civil and/or criminal sanctions through the Dean of Students Office, as well as through the appropriate local, state, federal law enforcement agencies, if the misconduct also constitutes a crime.
Western New Mexico University is always concerned for the health and safety of all our students. When a student’s behavior, actions and/or speech, is reported as a threat of self endangerment or the endangerment of others Western New Mexico University reserves the right to intervene. The term “endangerment of self and/or others” refers to destructive or other inappropriate behavior, either passive or active, drug or alcohol abuse, eating disorders, suicidal gestures and/or suicidal speech and/or any other behavior seen as a possible threat or disruption to a student’s well-being or the well-being of another member of the campus community.

If a student’s behavior is perceived to be disruptive or dangerous to self or others the matter will be referred to the Dean of Students. The Dean will consult with Student Health Services to determine an Action Plan for that particular student. This Action Plan will be reviewed and signed by the student. An Action Plan may require an external psychological or psychiatric assessment and parents or guardian will be notified as appropriate.

If a student takes a voluntary leave of absence, the student will need to follow all procedures for re-admittance to the University. This will include reapplication and filling out all Financial Aid documents. The student must provide written documentation that all requested actions listed on the Action Plan have been met before the student will be considered for readmission to Western New Mexico University. Once all documentation has been provided to the Dean of Students and Student Health Services, they will determine if it is in the best interest of the student and Western New Mexico University for the student to return. Returning students will be required to accept a revised Action Plan, which will list expectations of that student for the remainder of the student’s career at Western New Mexico University.
Parking Policy

Each student that chooses to have a vehicle on campus must register said vehicle with Campus Police. A parking permit will be provided to each student when they register their vehicle. The parking permit is provided at no cost. Campus Police will monitor parking lots Monday through Friday from 7:30 a.m. until 9:00 p.m. All Resident parking areas will be monitored 24 hours a day, seven days a week. Campus Police will ticket all violators. To dispute a violation, a written appeal may be addressed to the Campus Police. Final appeals may be submitted to the Parking and Traffic Appeals Committee.

1. A parking permit does not guarantee a designated space.
2. Drivers will refrain from parking in any manner that may obstruct the normal flow of traffic. It is a violation of these regulations to park in the following places:
   a. Any curb or sidewalk;
   b. Beside a red curb or designated fire lane;
   c. In front of a fire hydrant;
   d. In any designated loading zone;
   e. In any place that is marked “NO PARKING”;
   f. In any driveway entrance or exit;
   g. In any area indicated as a crosswalk;
   h. In any area not allowed by your designated permit.
3. Other traffic violations include but not limited to:
   a. No parking permit or unregistered vehicle;
   b. Parking permit improperly displayed;
   c. Not properly parked in marked spaces or not parked between parallel lines;
   d. Double parking;
   e. Reckless driving;
   f. Parking on lawns or fields;
   g. Excessive noise emitted from automobile;
h. Failure to stop when instructed to do so by Western New Mexico University Police or univers-
ity official.

4. All fines will be charged to the student’s account. Official academic transcripts will not be
issued if a student has an unpaid fine.

5. Vehicles in violation of these rules may be towed away at the owner’s expense.

6. Excessive citations may lead to suspension of parking privileges.
Sexual assault includes acts ranging from a stranger rape to emotional coercion for sex by someone the victim knows. Any nonconsensual sexual act is legally defined as sexual assault. Any sexual act with a partner who is asleep, unconscious, intoxicated, or otherwise unable to give consent is sexual assault.

Any student who is the victim of a sexual assault, whether it is on or off campus, is encouraged to seek medical treatment and to report the assault to local authorities, so that evidence necessary to provide proof of criminal sexual assault may be preserved.

Complaints of sexual assault may be reported to the Dean of Students, Campus Police, Director of Student Health Services, or any university official that the victim is comfortable with. Filing a report with a university official will not obligate the victim to prosecute. Students may request assistance in reporting cases of sexual assault to local police by contacting the Dean of Students, Campus Police, Director of Student Health Services, or any university official that the victim is comfortable with.

Western New Mexico University will investigate all reported sexual assaults and attempted sexual assaults and, where appropriate, will hold disciplinary hearings to adjudicate these assaults according to the procedures outlined in this handbook (see Title IX Sexual Assault/ Misconduct Procedures in Policy Section). Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought alleging a sex offense. A range of sanctions up to and including suspension or expulsion from Western New Mexico University are possible depending upon individual circumstances.

Western New Mexico University will change the academic and living arrangements of the victim of an alleged sexual assault, if requested by the victim and if the changes are reasonably available. The Dean of Students Office will assist the victim in making these changes.
Education programs designed to promote awareness of rape, acquaintance rape, and other sex offenses are presented during the year. Victims of sexual assault may seek counseling from the Dean of Students, Director of Student Health Services, Counselor, or an outside Victims Advocate organization of their choosing. Silver Regional Sexual Assault Support Services provides services for victims of sexual assault, and has trained advocates to accompany victims to the emergency room or police station. The Silver Regional Sexual Support Assault Services maintains a 24-hour hotline at (866) 750-6474.
Western New Mexico University is committed to equal employment opportunity for its employees and equal educational opportunity for its students. In furtherance of this commitment and in accordance with federal and state law, Western New Mexico University prohibits discrimination on the basis of sex. Sexual harassment is a form of discrimination on the basis of sex. Sexual harassment is prohibited and will not be tolerated.

I. Definitions.

A. Sexual harassment. Sexual harassment is defined as unwelcome verbal or physical conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal or physical conduct of a sexual nature.

Conduct of a sexual nature is unwelcome when the employee or student toward whom it is directed does not request or invite the conduct and views it as offensive and undesirable.

B. Hostile work environment harassment means unwelcome sexual conduct that is so severe or pervasive that it has the effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive working environment.

With respect to students, hostile environment harassment means unwelcome sexual conduct that 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.

C. Examples of Conduct of a Sexual Nature. Conduct of a sexual nature may include, but is not limited to:

1. Verbal or physical sexual advances;
2. Touching of a sexual nature; and

II. Applicability of This Policy.

A. This policy applies to all faculty, staff, students, administrators and visitors to the WNMU campus. Sexual harassment can involve any member of the WNMU community, including:

- faculty member and student;
• teaching assistant and student;
• supervisor and employee;
• faculty member and faculty member;
• student and student;
• staff member and student;
• student and guest speaker, visiting student or vendor;
• staff member and guest speaker, visiting student or vendor.

B. Off Campus Programs and Activities. Students and employees who feel that they have been sexually harassed while participating in an off-campus program or activity must report the incident as set forth in Section III below, Reporting Incidents of Sexual Harassment.

III. Reporting Incidents of Sexual Harassment

A. A student who feels that she or he is being subjected to sexual harassment or feels that another employee or student is being subjected to sexual harassment should notify the Affirmative Action/Equal Employment Opportunity Officer (“AA/EEO Officer”), a Department Chair, a Student Advisor, a Director, or a Dean.

B. An employee who feels that she or he is being subjected to sexual harassment or feels that another employee or student is being subjected to sexual harassment should notify his or her immediate supervisor, the Affirmative Action/Equal Employment Opportunity Officer (“AA/EEO Officer”), a Director, or a Dean.

C. Any supervisor, Department Chair, Student Advisor, Director or Dean who is notified of a complaint of sexual harassment must notify the AA/EEO Officer of the complaint as soon as is reasonably possible.

D. The AA/EEO Officer has been designated responsibility for coordinating WNMU’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, Title VII of the Civil Rights Act of 1964, Title I and Title II of the Americans With Disabilities Act and Section 504 of the Rehabilitation Act.

The telephone number of the AA/EEO Officer is: 575-538-6513. The mailing address for the AA/EEO Officer is: Western New Mexico University, P.O. Box 680, Silver City, New Mexico 88062.

IV. Time Frame for Reporting Sexual Harassment.

In order to allow for a prompt and timely investigation, the complaint should be made as soon as possible, but no later than 90 days following the latest alleged incident of sexual harassment. This time frame may be waived by the AA/EEO Officer for good cause, such as when the delay in reporting was the result of classes not being in session.

V. Retaliation is Prohibited.

Retaliation against an employee or student who makes a complaint of sexual harassment, reports that another employee or student 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 III above, Reporting Incidents of Sexual Harassment.

VI. Investigating Complaints of Sexual Harassment

WNMU has developed procedures for the prompt and equitable resolution of complaints of discrimination, harassment and retaliation, including complaints of sexual harassment.

Appropriate disciplinary action will be taken against any employee or student who is found to have engaged in sexual harassment.

WNMU will also take appropriate action, to the extent possible, against non-employees, such as vendors, customers and guest lecturers, who are found to have engaged in discrimination or harassment or retaliation against a student or employee.
Smoking Policy

In an effort to provide a healthy environment for students, faculty and staff, the university prohibits smoking in all campus buildings, including residence halls and apartments. Smokers must be at least 30 feet from all university building entrances, air intakes and operable windows.
The mission statement of Western New Mexico University affirms the university’s long-standing commitment to serve a diverse community. In accordance with Section 504 of the Rehabilitation Act of 1973, Western New Mexico University provides academic adjustments/auxiliary aids for students with physical/medical, learning, and psychological disabilities. The Office of Disability Support Services (DSS) provides programs and services designed to support and encourage the integration of students with disabilities into the mainstream of the university community. DSS assists in creating an accessible university community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. We cooperate through partnerships with students, faculty, and staff to promote students’ independence and to ensure recognition of their abilities, not disabilities. Included in this commitment are ongoing efforts to make the learning resources of the university accessible to students with disabilities. Students desiring academic adjustments/auxiliary aids should contact the Coordinator of Disability Support Services and Advisor for students with disabilities, Western New Mexico University, Silver City, New Mexico 88061. (JoBeth Erling, 575-538-6138, erlingj@wnmu.edu). Requests will be considered on a case-by-case basis.

Students requesting academic adjustments/auxiliary aids will be required to submit their requests in writing and to provide current, written documentation of the disability from a qualified professional. Only those requests which are supported by documentation and which do not compromise academic requirements essential to the program of instruction will be approved. Documentation requirements are: Petition for Disability Support Services and Authorization for Release of Information. (both can be found on our website)

**Learning Disabilities**: A psycho-educational or neuropsychological evaluation conducted by a licensed or certified psychologist, educational diagnostician or other appropriate professional which includes complete (including all subtest scores) results of widely accepted individually administered intelligence and achievement tests must be submitted. A clear statement indicating a diagnosis of ‘learning disabled’ must be included. Test results must support the diagnosis consistent with recognized discrepancy models or DSM-IV guidelines. An explanation of appropriate academic accommodations showing a clear relationship with the student’s particular disability should be included.

**Attention Deficit Disorders**: An evaluation conducted by a physician or licensed psychologist who includes the questionnaires, interviews and observations used to identify the ADD or ADHD
must be submitted. A summary should include information regarding the onset, longevity and severity of the symptoms, along with the functional limitations of the student and suggested academic accommodations.

Psychological Disabilities: Recent documentation prepared by a licensed mental health professional detailing the current Axis code diagnosis from the DSM-IV, the impact such condition will have on the student’s academic activities and suggested academic accommodations must be submitted. Information regarding the onset, longevity and severity of the symptoms and a medication history and current medication should be included.

Medical and Physical Disabilities: Current documentation of disabling medical and physical conditions and the resulting functional limitations prepared by an appropriate professional must be submitted. Recommended academic accommodations should be included. In the case of hearing impairments, an audiogram by a licensed audiologist showing evidence of a hearing loss must be submitted.

Other Disabling Conditions: Students who have disabling conditions that do not fall in one of the above categories will be considered on a case-by-case basis. Current documentation from a qualified professional providing a specific diagnosis and detailed support for the diagnosis must be provided. Information regarding functional limitations of the conditions and suggestions for academic accommodations should be included.

The Section 504 Coordinator, in consultation with appropriate professionals as necessary, to determine the appropriateness of the request relative to the documentation, will review documentation. The Section 504 Coordinator will also determine, in consultation with instructors and faculty as necessary, whether approving the request will compromise academic requirements essential to the program of instruction.

Within 14 calendar days after both the written request and the required documentation have been received, the student will be notified in writing whether the request has been granted, modified or denied. If the request for academic accommodations/auxiliary aids is modified or denied, reasons for the modification or denial will be included in the written notification. If the request is denied due to non-supportive documentation, the student will be so informed and will have the opportunity to submit additional information that supports the request. Students whose requests for academic accommodations/auxiliary aids are modified or denied may appeal, within 14 calendar days of receipt of notification, according to the grievance procedures outlined below. Requests received during extended semester breaks will be considered as soon as possible after resumption of the academic term, and students will be notified within 14 calendar days after the beginning of the next term whether the request has been approved.

Once the disability has been documented and eligibility for academic accommodations/auxiliary aids has been determined, the student will be provided with a letter detailing the approved academic accommodations/auxiliary aids, which should be presented to instructors. If academic accommodations/auxiliary aids have been approved, the Section 504 Coordinator will contact the student within 10 business days after the academic accommodations/auxiliary aids have been implemented to determine their acceptability. If the academic adjustments/auxiliary aids are unacceptable, the Section 504 Coordinator will work with the student to modify them.

Grievance Procedures for Denial of Disability Services: The student may submit, in writing, a grievance complaint alleging any action prohibited by Section 504 to the Vice President for Student Affairs and Enrollment Management (VPSAEM) within 14 calendar days after the complainant becomes aware of the alleged violation. The grievance should be in letter form and should include information about the student’s attempts to work with the Section 504 Coordinator and a justification for approving the request.

Within 10 calendar days of receipt of the complaint, the VPSAEM will schedule a hearing to consider the grievance, which will be held within 14 business days of receipt of the grievance. The VPSAEM will inform the student, in writing, of the date and time of the hearing and of the right to have a representative of his/her choosing present at the hearing. The VPSAEM will appoint three faculty members, none of who are current instructors or academic advisors for the student, as the hearing board. One of the members will be appointed by the VPSAEM to serve as chair. Both the student and the Section 504 Coordinator will have the opportunity to present evidence at the hearing. The hearing board may request additional evidence as necessary. Within 10 calendar days after the hearing and receipt of any additional evidence, the Chair of the Hearing board will notify the student of the board’s decision regarding the complaint.

The student will have 10 calendar days after receipt of the decision of the hearing board to appeal the board’s decision to the VPSAEM. This appeal should be in writing and should explain why the requested relief should be granted. The VPSAEM will review the case and make a decision, informing the student of the decision within 10 business days after receipt of the appeal. The decision of the VPSAEM will be final.
First Report

- First report may be to anyone on campus. Employees are required to report to the judicial officer and the Title IX coordinator any incidents of sexual harassment or sexual violence shared with them. Employees are to direct possible victims of sexual misconduct to the judicial officer so they can provide a first person report. Employees should protect victim’s identity and ensure confidentiality. Exceptions to the reporting requirement may include professionals with protected relationships such as counseling and ministerial staff. Victims should be encouraged and advised to file a report.

- The university may review off campus incidents if they are related to a school activity or event, or if the complaint indicates that an off campus incident is creating a hostile learning environment for them as a student.

- Once a report is received the officials involved should immediately consider the appropriateness of a “no contact” order between the complainant and the accused. The concerns of the complainant regarding confidentiality may have a bearing on this decision.

- Information regarding the incident will be shared only on a “need-to-know” basis.

Jurisdiction

1. Personal Jurisdiction. Any person may file a complaint of Sexual Misconduct against a “University student” under this procedure. A “University student” means any student who is registered or enrolled at Western New Mexico University (a) at the time of the alleged incidence of sexual misconduct (including sexual misconduct that is alleged to have occurred during any academic recess, provided that there is an expectation of such student’s continued enrollment at the University), and (b) at the time that the Dean of Students prepares and delivers to the investigators a formal complaint against such student pursuant to the “First Report” section above.

2. Geographic Jurisdiction. This applies to any allegation of sexual misconduct against a University student, regardless of where the alleged sexual misconduct occurred. Although there is no geographical limitation to invoking this policy, sexual misconduct that is alleged to have occurred at a significant distance from the University may be more difficult to investigate. In addition, with respect to any complaint (a) by a person who is not a member of the University community, and (b) relating to non-University conduct, WNMU reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient
Meeting with Complainant

1. Outline options to complainant which includes an informal resolution and/or a formal hearing before a hearing board. In some cases, if the accused agrees to the charges as stated by the complainant sanctions may be determined by the judicial administrator without the involvement of a Hearing Board. The complainant must be reminded of her/his right to file a police report.

2. Explain how the judicial process will proceed, along with possible outcomes.

3. The judicial officer will take a written and preferably recorded statement of the alleged victim's account of the incident. If the complainant has already filed a written and/or recorded statement with University personnel, the judicial administrator may use that as the official statement for judicial purposes.

4. After meeting with judicial administrator, the student should meet with the Chief of Campus Police or designee to file a crime report, if they have not already done so.

5. The Chief of Campus Police or designee will then conduct a full investigation and report the results to both the judicial administrator and the complainant.

6. The complainant should be made aware of interim accommodations that may be available to minimize stress or discomfort such as changing classes and/or campus residences as well as availability of counseling and medical resources.

Meeting with the Accused Student

• The judicial administrator will then call in the accused student so that his/her version of the incident may be documented in writing and recorded form. If the accused student has already filed a written and/or recorded statement with campus police personnel, the judicial administrator may use that as the official statement for judicial purposes. Or, campus police personnel and the judicial administrator may meet jointly with the accused student.

• During this meeting the accused should be informed of the complaint, notified of the full range of possible policy violations, and the possible repercussions. Full disclosure of the identity may depend on confidentiality requests by the complainant.

• The accused student may choose to admit to the violation and accept a sanction without a hearing.

• If the accused does not agree with the statement of the incident as made by the complainant the judicial administrator may forward the incident to the hearing board, if appropriate.

Sexual Misconduct Hearing Board

• A separate Sexual Misconduct Hearing Board will be established to hear student cases of sexual misconduct.

• This Board will be made up of three members, the judicial officer, one faculty and one professional staff member. Two alternate members shall also be designated from both the faculty and the staff. The membership of the Board should be determined with sensitivity to gender balance, whenever possible.

• The complainant and the accused may challenge the participation of any member of the board for conflict of interest or other good cause. Only when there is a belief that a board member will not be able to provide an unbiased and impartial decision should an alternate be utilized. The dean of students will make the determination on the validity of a challenge.

Training of Hearing Board members

Hearing Board members should receive training on:

• Basic rules of evidence regarding relevance, credibility and rape shield rules

• Confidentiality

• Student code of conduct policy violations

• Questioning and deliberation

• Awareness of what a rape or assault victim may experience

Hearing Procedures

Standard of Proof: The standard is preponderance of the evidence. This means that it is more likely than not that a policy violation has occurred.

Right to refuse to testify: Should a student refuse to participate, the Board may determine consequences.

Hearing Venue: The hearing venue will be in a private room and not open to the public.

Access to information: The complainant and the accused must be afforded similar and timely access to any information that will be used at the hearing.

Testimony:

• All testimony should be documented by an audio recording.

• The complainant may not be required to testify in front of the accused but the accused will be allowed to hear/read all testimony if he/she so requests.

• All participants in the hearing will be informed of the hearing procedures and the types of testimony that will be permitted in the hearing.
• The parties involved will not be allowed to personally question or cross-examine each other during the hearing.

**Presentation of the Complaint:** The complainant will state her or his own case against the accused.

**Victim Advocate/Advisor:** Both the complainant and the accused may bring one advisor to the hearing. This advisor must be a member of their immediate families or a member of the university community and must remain silent throughout the hearing.

**Procedures:**

1. Both the complainant and the accused are present. If the complainant is uncomfortable facing the accused, other arrangements may be made. In these situations, the Hearing Board will hold separate meetings with the complainant and the accused.

2. Complainant presents his/her allegations first and calls witnesses.

3. The accused is allowed to question the witnesses.

4. The accused presents his or her defense

5. The complainant may then question the accused’s witnesses

6. Witnesses can be recalled if needed and so should be seated in an adjoining space throughout the hearing.

7. Hearing Board members are allowed to ask questions at any point throughout the hearing.

8. Breaks may be taken as needed.

**Closing statements:** The complainant and the accused are allowed to make closing statements with the complainant presenting first.
Title IX
Sexual Assault / Misconduct Procedures (employee to student)

First report
- First report may be to anyone on campus. Employees are required to report to the Affirmative Action/Equal Employment Opportunity Officer/Title IX Coordinator (AA/EEO Officer) any incidents of sexual harassment or sexual violence shared with them. Employees are to direct possible victims of sexual misconduct to the AA/EEO Officer so they can provide a first person report. Exceptions to the reporting requirement may include professionals with protected relationships such as counseling and ministerial staff. Victims should be encouraged and advised to file a report.
- The university may review off campus incidents if they are related to a school activity or event, or if the complaint indicates that an off campus incident is creating a hostile learning environment for them as a student.
- Once a report is received the officials involved should immediately consider the appropriateness of a “no contact” order between the complainant and the accused employee (Respondent). The concerns of the complainant regarding confidentiality may have a bearing on this decision.
- Information regarding the incident will be shared only on a “need-to-know” basis. The complainant, Respondent, and individuals interviewed will be told they are to keep the matter confidential.
- In order to allow a prompt investigation, the incident complained of should be reported as soon as possible, but no later than 90 days following the latest alleged incident. This time frame may be waived by the AA/EEO Officer for good cause, such as when the delay in reporting was the result of classes not being in session.

Jurisdiction
- Personal Jurisdiction. Any person may file a complaint of sexual misconduct against a university employee under this procedure. A university employee (employee) means any employee who is within the terms of an employment agreement with Western New Mexico University (a) at the time of the alleged incidence of sexual misconduct (including sexual misconduct that is alleged to have occurred during any University holiday break, provided that there is an expectation of such employee’s continued employment at the University), and (b) at the time that the AA/EEO Officer prepares and delivers to the appropriate Vice President (Administrator) a formal complaint against such employee pursuant to the “First Report” section above.
- Geographic Jurisdiction. This applies to any allegation of sexual misconduct against an employee, regardless of where the alleged sexual misconduct occurred. Although there is no
geographical limitation to invoking this policy, sexual misconduct that is alleged to have occurred at a significant distance from the University may be more difficult to investigate. In addition, with respect to any complaint (a) by a person who is not a member of the University community, and (b) relating to non-University conduct, WNMU reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the University community to warrant processing the complaint.

Meeting with Complainant

• The AA/EEO Officer will review options with complainant which include an informal resolution and a formal resolution process as outlined in the Policy for Resolving Student Complaints of Discrimination or Harassment. At any time during an attempt to informally resolve the complaint, the complainant may request that the informal process be terminated and the formal process be initiated. The complainant must be reminded of her/his right to file a police report.

• The AA/EEO Officer will take a written and preferably recorded statement of the alleged victim’s account of the incident. If the complainant has already filed a written and/or recorded statement with University personnel, the AA/EEO Officer may use that as the official statement for investigative purposes.

• After meeting with the AA/EEO Officer, the student should be encouraged to meet with the Chief of Campus Police or designee to file a crime report, if they have not already done so.

• The Chief of Campus Police or designee will then conduct a full investigation and report the results to both the AA/EEO Officer and the complainant.

• The complainant should be made aware of interim accommodations that may be available to minimize stress or discomfort such as changing classes and/or campus residences as well as availability of counseling and medical resources.

Meeting with the Respondent

• The AA/EEO Officer will then call in the Respondent so that his/her version of the incident may be documented in writing and recorded form. If the Respondent has already filed a written and/or recorded statement with campus police personnel, the AA/EEO Officer may use that as the official statement for investigative purposes. Campus police personnel and the AA/EEO Officer may meet jointly with the respondent.

• During this meeting the Respondent should be informed of the complaint, notified of the full range of possible policy violations, and the possible repercussions. Full disclosure of the identity may depend on confidentiality requests by the complainant.

• The Respondent may choose to admit to the violation and accept a sanction determined by the Administrator.

Retaliation Prohibited

• The law prohibits, and it is the policy of the University to prohibit, retaliation against a student who makes a complaint of discrimination or harassment, including sexual misconduct. All parties involved in the investigation will be informed of the University policy on retaliation.

• Complaints of retaliation should be made to the AA/EEO Officer.

• Appropriate disciplinary action will be taken against any person found to have retaliated against an individual for reporting or participating in an investigation.

Training of Investigators

• Investigators should receive training on:
  o Basic rules of evidence regarding relevance, credibility and rape shield rules
  o Confidentiality
  o Employee code of conduct policy violations
  o Questioning
  o Awareness of what a rape or assault victim may experience

Investigation

• An investigation will be conducted by the AA/EEO Officer, his/her designee, or by a committee appointed by the AA/EEO Officer, which committee may include the AA/EEO Officer.

• Interviews:
  o All interviews may be audio recorded at the discretion of the AA/EEO Officer.
  o Both parties to the complaint will have the right to provide written statements regarding the alleged harassment, be interviewed, propose witnesses, and submit any other information or documentation they believe is relevant to the complaint.
  o Both parties to the complaint may have an advisor present during any interviews. The advisor may not participate in the interview, but may advise the complainant or Respondent. The University may have an attorney present to advise the AA/EEO Officer.

• The investigation may also include review of relevant files and records and review of applicable University policies and practices.

• Both parties have the right to refuse to participate in the investigation; however, the AA/EEO Officer will continue with the investigation and report on all evidence gathered.
• The investigation will take place within 5 - 15 business days of the receipt of the complaint unless breaks or other issues make it necessary to extend the timeline.

Final Determination

• A findings report will be prepared by the AA/EEO Officer containing a summary of the information and documents considered during the investigation, findings, and recommended actions, if any. The Administrator may accept, modify, or reject any findings or recommendations in the report.

• The standard of proof is preponderance of the evidence. This means that it is more likely than not that a policy violation has occurred.

• The Administrator will have a maximum of five business days to make a decision on the report and provide written notification of the action taken to the AA/EEO Officer.

• If the Administrator is unable to reach a decision within that time limit, the complainant and Respondent will be notified and witnesses may be re-interviewed for further questioning. Once this notification is made, the Administrator has two business days to come to a final decision.

• Once an outcome is determined, both the Respondent and the complainant will be notified. Written notification must occur within five working days unless there are unforeseen obstacles to this timeline.

Appeals

• Either party has the right to appeal the decision of the Administrator.

• A Respondent may appeal disciplinary action taken against them only as provided for in grievance policies applicable to the Respondent.

Due Process and Employee Rights

• Respondent may receive a written notice detailing the following:

  o The nature of the complaint, possible code of conduct and/or policy violations
  o Who is making the complaint, dependent upon confidentiality requests by the complainant
  o The range of possible sanctions
  o If they are expected to respond to the notice and how
  o The date, time and location of the investigative interview
  o Ability to refer witnesses in their defense

Criminal Prosecution

Investigations will not be delayed if a criminal prosecution is also being conducted, unless the Respondent agrees to voluntarily leave employment pending the outcome of the prosecution.

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Sexual Assault Resources

Report information: To whom can I report incidents of rape/sexual assault or sexual misconduct?

LAW ENFORCEMENT

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<thead>
<tr>
<th>Location</th>
<th>Type</th>
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<td>Non-Emergency</td>
<td>575-388-3977</td>
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<td>State Police - Truth or Consequences</td>
<td>Non-Emergency</td>
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# Sexual Assault

Report information: To whom can I report incidents of rape/sexual assault or sexual misconduct?

## MEDICAL

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<th>Location</th>
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<td>Deming</td>
<td>Mimbres Memorial Hospital</td>
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<td>Navajo Nation</td>
<td>St. Michaels Clinic</td>
<td>928-810-3800</td>
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<td>Navajo Nation</td>
<td>Sanders Clinic</td>
<td>928-688-3903</td>
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<td>Navajo Nation</td>
<td>Chinle Comprehensive Health Care Facility</td>
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<td>Navajo Nation</td>
<td>Crownpoint Health Care Facility</td>
<td>505-786-5291</td>
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<td>Ft. Defiance Hospital</td>
<td>928-729-8000</td>
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<td>Many Farms Clinic</td>
<td>928-781-3813</td>
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<td>Pueblo Pintado Clinic</td>
<td>505-655-3301</td>
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<td>Navajo Nation</td>
<td>Thoreau Clinic</td>
<td>505-862-8250</td>
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<td>Navajo Nation</td>
<td>Tohatchi Health Center</td>
<td>505-733-8100</td>
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<tr>
<td>Navajo Nation</td>
<td>Tsaiie Health Center</td>
<td>928-724-3600</td>
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<tr>
<td>Santa Fe</td>
<td>Santa Fe Rape Crisis and Trauma</td>
<td>800-721-7273</td>
</tr>
<tr>
<td>Silver City</td>
<td>Gila Regional Medical Center (GRMC)</td>
<td>575-538-4000</td>
</tr>
<tr>
<td>Truth or Consequences</td>
<td>Sierra Vista Hospital</td>
<td>575-894-2111</td>
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<tr>
<td>Truth or Consequences</td>
<td>Ben Archer Clinic</td>
<td>575-894-7662</td>
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<tr>
<td>Truth or Consequences</td>
<td>Sierra Vista Community Health Center</td>
<td>575-894-3221</td>
</tr>
<tr>
<td>Zuni</td>
<td>Zuni Indian Hospital</td>
<td>505-782-4431</td>
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## Other reporting options and resources

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<tr>
<th>Location</th>
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<tbody>
<tr>
<td>All campuses</td>
<td>WNMU Dean of Students Office</td>
<td>575-538-6629</td>
</tr>
<tr>
<td>All campuses</td>
<td>Student Health Services</td>
<td>575-538-6014</td>
</tr>
<tr>
<td>Silver City</td>
<td>Silver Regional Sexual Assault Support Services</td>
<td>575-313-6203</td>
</tr>
<tr>
<td>Silver City</td>
<td>La Frontera: After-hours crisis line</td>
<td>1-855-334-2400</td>
</tr>
<tr>
<td>Nationwide</td>
<td>National Sexual Assault Hotline</td>
<td>1-800-656-5673</td>
</tr>
<tr>
<td>Nationwide</td>
<td>Commission on the Status of Women</td>
<td>1-800-649-0181</td>
</tr>
<tr>
<td>Nationwide</td>
<td>AIDS Hotline</td>
<td>1-800-545-2437</td>
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Trademark and Logo Policy

All materials printed or produced in the name of Western New Mexico University regarding programs and activities conducted under the University’s auspices are to be consistent with the Logo Standards Manual. No modifications shall be made to the logo, its wordmark, or colors except as provided by the Public Information Office, which administers Western New Mexico’s graphics policy.

Departments and student organizations may request the logo in paper or electronic format from the Public Information Office (phone 575-538-6336 or e-mail news@wnmu.edu).

There are several variations of the logo for printing in color or black only and the Office of Communications staff will be able to help you choose one suited to your project. If requested and if time allows, the Office of Communications may also provide design help for the logo project. The Western New Mexico University logo shall not appear on any web page that is not an official University web page.
Withdrawals from the university

A student may withdraw from all courses from (6.25%) of the class through (68.75%) with grades of “W”. Example: for a 16 week class, after the first week of the semester through the 11th week. A grade of “W” will be awarded after the drop period, unless grades has already been earned and assigned. When students cease attending classes at WNMU during a semester and do not withdraw according to the standard withdrawal procedures, they become liable for grades of W or F. Grades earned and assigned will not convert to a grade of “W”. A student who is withdrawing from all courses must do so by logging into their Mustang Express Account. The Complete Withdrawal link is under the Student Services tab. (See Complete Withdrawal from WNMU in the “Student Expenses or First-Year Experience Office” sections of the catalog).

A student who is withdrawing from a course and does not have an APIN assigned may do so by logging into their Mustang Express Account. They must click on the Student Tab and then the Registration Add/Drop/Withdrawal link.

A student who is withdrawing from a course and does have an APIN assigned may do so by contacting their advisor.

An instructor may withdraw a student from the class rolls, with a grade of “W” for non-attendance, from 6.25% of the class through 68.75% of the class. Example: for a 16 week class, after the first week of the semester through the 11th week. Non-attendance in class does not necessarily result in an instructor initiated withdrawal.

The Office of Financial Aid is required by the Department of Education to recalculate federal financial aid eligibility for students who withdraw prior to completing 60% of the semester.

Students are responsible for tuition and fees associated with the course(s).
Glossary of commonly used terms

Admissions -- the Office of Admissions and Recruitment is your “welcome mat” to WNMU. The services provided to the first-time and continuing student at Western, include admissions to WNMU, in-state tuition waivers, Early Freshman and Competitive Scholarships, international student processing, residency appeals, academic suspension appeals, and transcript evaluations.

- Admission requirement - requirement necessary for admission to the university
- Application - online application for admission to the University www.wnmu.edu/applynow/
- Complete Admission’s File - All requirements for admission to WNMU has been complete.
- Conditional Admission - Something is lacking from the admission application file. Students admitted conditionally cannot receive financial aid.
- Official Transcript - Certified record of all classes taken in high school (or at another university), that must be submitted to the Admission’s Office in a sealed envelope from the issuing school.
- Transfer Evaluation - Evaluation of a transfer student’s transcripts from other universities to determine the courses that can be transferred to WNMU for credit.
- Waivers - The Office of Admissions also administers the waiver program for the Western Undergraduate Exchange (WUE), Arizona, Colorado, and El Paso waivers. These programs provide reduced tuition for students. See the following link for additional states that participate in the WUE program. http://www.wnmu.edu/NewStudents/tuition/tuitionDiscounts.shtml

ASWNMU is defined as Associated Students of Western New Mexico University. In conjunction with the WNMU administration, student government is involved in the development of campus policies and programs.

Business Office - Assists students with guidance and information regarding student accounts.
- Disbursement - the action of releasing financial aid payments to the student account. The release of funds is a function of the Financial Aid Office.
- Finalize - to accept financial responsibility for charges assessed to the student account. This is achieved by completing payment arrangements -- paying your account in full, setting up on a payment plan, payment in full by a Third Party agency, or having sufficient financial aid to cover your total charges.
- Memo - financial aid, which has been approved by the Financial Aid Office and accepted on
an award letter by the student. The funds, however, have yet to be received by the university.

• Payment Plan - interest-free monthly payment plan

• Refund - The remaining balance from financial aid after tuition and fees are paid. Refunds can be in the form of a check mailed to the student or direct deposit into student’s bank account.

• Third Party Payer - is an agency, which agrees to provide partial or complete payment on the student’s behalf. This would include such agencies as employers and job training organizations.

Campus Recreation (C-Rec) - Services provided are a broad spectrum of sports, recreation, and leisure activities for students, staff, and faculty, as well as members of the local community. It serves as a vital and integral part of student life on campus.

Canvas – WNMU’s Learning Management System

Career Services - Assist students in mapping out an individualized career track. Services include: Professional résumé building, cover letter assistance, Career Fairs, classroom presentations, mock interviews

Catalog Year - Catalog used to determine graduation requirements. Generally, the year a student entered the university.


FERPA - Family Educational Rights Privacy Act --The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student education records.

FERPA Waiver - the student can sign this form to allow others access to his/her information.

Financial Aid – Provides assistance to students based on financial need and academic performance and may consist of grants, loans, student employment, or scholarships.

• Award - Financial aid is awarded to students. No action needed by student

• FAFSA - Free Application for Federal Student Aid used to determine eligibility for grants, scholarships, loans, and student employment. The FAFSA must be completed each year after income taxes are processed.

• Grants - Federal government monies that students do not pay back.

• Loans - Monies borrowed for educational purposes that must be repaid.

• Subsidized loans - Interest and principal payments are deferred as long as a student is enrolled at least half-time.

• Unsubsidized loans - Continues to accrue interest which is added to the principal on a monthly basis.

• Offered - Financial aid (loans or student employment) is offered to students and they must accept or decline.

• Satisfactory Academic Progress - Students must maintain progress toward completion of courses in order to continue to receive financial aid.

• Scholarships - The Western New Mexico University Foundation offers numerous scholarships, funded by the contributions of businesses, non-profit entities, and individuals.

• Student employment or work study - On-Campus employment opportunity for enrolled students; consists of Federal, State, and Institutional employment; a type of financial aid.

• Verification Process - The Federal Department of Education selects students randomly to ensure information provided on FAFSA matches tax information.

Housing & Residence Life - The Housing/Residence Life Department of Western New Mexico University provides living accommodations for University students desiring to live on campus.

• Hall Director (HD) - A fulltime professional staff member who resides in the living area year round. This person is responsible for the entire area including supervision and training of staff, overseeing programming, managing hall facilities, counseling, and promoting respectful conduct.

• Resident Assistant (RA) - A full time student in a leadership position. An RA’s primary responsibility is to help build community and respect, and to maintain university standards. The RA is responsible for providing programs and activities to challenge and enhance the residents’ college experience. She/he is also available to listen when students need a friendly ear, help with facilities needs, or referrals to campus resources.

• Senior Resident Assistant (SRA) - An experienced RA who holds a position of additional responsibility and supervision in campus housing. She/he performs all duties of a Resident Assistant and also serves on the Housing and Residence Life Senior Staff Team.

Mustang Express – Web portal

Office of the First Year Experience (FYE) - advises all new undergraduate students at WNMU and all undeclared sophomores.

• ACT - (American College Test) - College placement test

• Advising Space - an online advising tool utilized by academic advisors that interfaces with the WNMU web portal, Mustang Express

• CAPP - (Curriculum, Advising & Program Planning) - automated degree audit program accessed
through Mustang Express

- **CLEP** - (College Level Examination Program) - a test by which students may bypass a general education course after demonstrating appropriate proficiency to do so

- **COMPASS** - (Computer-Adaptive Placement Assessment & Support System) - Placement test administered to determine aptitude in reading, writing and mathematics. The score, places the student in the appropriate course level for the specific discipline

- **eCOMPASS** - A COMPASS placement test administered outside of the WNMU service area

- **Complete Withdrawal** - the act of withdrawing from ALL courses for a given semester. Student is still responsible for tuition and will receive grades of “W” on their transcript. Does not affect GPA but will affect satisfactory academic progress.

- **GED** - (General Educational Development) - a high school diploma equivalency exam

- **GPA** - Grade Point Average

- **NM Transfer-Ready Certificate** - a certificate awarded to students who complete a specific number of general education courses that will articulate to other NM institutions should the student elect to transfer

- **OL** - (Orientation Leader) Student employees that are hired for one year and are responsible for assisting new freshmen with transitioning to college

- **SAT** - (Scholastic Assessment Test) - a college placement test

- **Smarthinking** - an online tutoring program, available to all WNMU students, that covers most disciplines (except psychology and nursing)

- **Success Coach** - a student position in the FYE Office that is responsible for tutoring

**Outreach Programs** - WNMU offers high school students an opportunity to begin their post-secondary education before graduating from high school.

- **Concurrent Credit** - A university program that allows high school students who attend private schools or who are home schooled to take college courses. WNMU waives its tuition fees, but students and their parents are responsible for other costs including paying for their books. As in Dual Credit, these students receive both high school and college credit for courses they take.

- **Dual Credit** - A state program that allows New Mexico high school students in public high schools, public charter schools, and Bureau of Indian Education schools to take college courses at little or no cost. Textbooks are provided by their high schools for free, and they receive both high school and college credit.

- **HERO** - (Higher Education Reaching Out) - an initiative administered by the Outreach Services department that oversees college-bound programs for regional high schools and communities

- **Health Careers Academy in conjunction with Hidalgo Medical Services** - Center for Health Innovation (FORWARD NM Program), and the University of New Mexico, Office of Diversity. Rising high school sophomores, juniors, and seniors who are interested in pursuing health careers are eligible to apply. Students from Grant, Catron, Luna and Hidalgo counties will be given priority in the selection process.

**Registrar’s Office** - The Office of the Registrar at Western New Mexico University is the keeper of all student academic records.

- **Academic Probation** - when a student’s cumulative GPA falls below acceptable standards

- **Academic Suspension** - A student on academic probation will be suspended at the end of the semester in which the cumulative GPA falls below acceptable standards and the semester GPA falls below 2.25.

- **Acceptable Standards** - based on the number of cumulative hours attempted and minimum acceptable cumulative GPA according to the following scale:

<table>
<thead>
<tr>
<th>Cumulative Hours Attempted</th>
<th>Cumulative GPA</th>
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<tr>
<td>0-32</td>
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<tr>
<td>33-48</td>
<td>1.75</td>
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<tr>
<td>49-63</td>
<td>1.90</td>
</tr>
<tr>
<td>64+ hours</td>
<td>2.00</td>
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</table>

- **Add** - the act of adding a course to an already existing class schedule

- **APIN** - Alternate Personal Identification Number, needed for self-registration

- **Application for Graduation** - Students must apply for graduation, there is not a fee.

  [www.wnmu.edu/admin/studentaff/registrar/Application%20for%20Audit-Graduation.pdf](http://www.wnmu.edu/admin/studentaff/registrar/Application%20for%20Audit-Graduation.pdf)

- **Audit** - enrolled in a course for no credit, still responsible for payment

- **Change of Schedule Form** - form used by the Registrar’s Office to process adds, drops, audits or withdraws from the student’s original schedule

- **Degree** - Academic Achievement

  - **Undergraduate certificates** - credit hours vary, dependant on major, generally completed within a year

  - **Associate degrees** - A minimum of 64 credit hours, not including developmental courses, with
a cumulative GPA of 2.0 or better.

- Bachelor degrees - A minimum of 128 credit hours, not including developmental courses, with a cumulative GPA of 2.0 or better.

- Master certificates - needed for certification through the state, post baccalaureate

- Master degrees - post baccalaureate degree

- Degree Audit - an audit of student's courses to confirm graduation requirements are complete

- Dis-enrolled - A student will be dis-enrolled from ALL courses for the particular term if he/she does not make financial arrangements by the end of the first week of classes or 2 days after the summer term begins

- Drop - the act of dropping a course or courses from an existing class schedule. For full-term courses, must be done the 1st week of the semester, will not appear as an attempted course on the student's academic transcript. 100% refund on tuition & fees for the course.

- Enrollment Verification (deferment) - submitted to lenders to verify student's enrollment status. Most lenders utilize the National Student Clearinghouse

- Graduation - Ceremony at the end of Fall and Spring terms to commemorate the student's academic achievement.

- Hold - is a status placed on your record alerting other offices within the University of any unresolved issues. A hold can be placed on a student account to prevent certain processes such as registering for classes, graduation, or finalization of registration.

- Major - preferred field of study

- Minor - secondary field of study

- National Student Clearing House - source for degree and enrollment verification and student educational outcomes research National Student Clearinghouse

- PIN - Personal Identification Number

- Registration Form - form used for initial registration if processing in person at the Registrar's Office

- Withdraw - Officially ceasing to attend a course or courses. Results in a grade of W and shows as an attempted course, does not affect GPA. Student is responsible for payment.

- WNMU Transcripts - document obtained from the Registrar's Office containing students grades, academic standing, and/or awarded degree(s).

Student Affairs & Enrollment Management (SA&EM) - directly responsible for the coordination and development of the areas of student affairs and student services.