

**Northern New Mexico College  
STUDENT POLICY**

<b>Subject:</b>	Student Handbook
<b>File Reference:</b>	6.3
<b>Date Approved By Board of Regents:</b>	
<b>Replaces Policy Approved On:</b>	

**Purpose:**

**Policy:**

Dear Student,

Welcome to Northern! We are part of the higher education system of New Mexico, but as a small college we offer personal attention to your education and career needs.

As a college student, you assume a great amount of freedom regarding your educational and social choices, but with those freedoms come personal responsibility. This handbook has been prepared by our Student Services personnel to assist you with the transition to college life and its responsibilities.

Planning your time is an important aspect of college life. Trying to juggle classes, study time, family obligations, employment, and friends can be a hassle. To assist you in managing your time and activities, this handbook contains a calendar so that you can keep track of the many activities that will occupy your time.

In addition to the calendar, this handbook contains valuable information and policies that can make your college experience more successful.

We encourage you to become familiar with the contents of your Student Handbook and wish you the greatest success in your education and career.

Sincerely,

Jose Griego, Ph.D.  
President  
Northern New Mexico College

**Academic Schedule 2005-2006  
Fall 2005 -- Summer 2006**

**Academic Schedule 2005-2006 Fall 2005 - Summer 2006**

**FALL 2005**

**August**

Registration .....	Sat., Aug. 13
	Wed.-Thurs Aug. 17-18
Faculty/Staff Convocation .....	Mon., Aug. 15
Drop/Withdraw ONLY .....	Fri., Aug. 19
Classes Begin .....	Mon., Aug. 22
Late Registration/Change Schedule .....	Mon.-Fri., Aug. 22-26

**September**

Last day to Switch from Cr-Au/Au-Cr .....	Fri., Sept. 2
Last day to Withdraw with a Refund .....	Fri., Sept. 2
HOLIDAY (Labor Day) .....	Mon., Sept. 5
Last day to Withdraw Without a Grade .....	Fri., Sept. 9

**October**

MID-TERM EXAMS .....	Sat.-Thurs., Oct. 8-13
Mid-terms Grades Due .....	Fri., Oct. 14
FALL BREAK .....	Mon.-Tues., Oct. 17-18

**November**

Last Day to Withdraw from a Full-term Course .....	Thurs., Nov. 10
HOLIDAY (Veterans Day) .....	Thurs., Nov. 11
Pre-registration for Spring 2006 Begins .....	Mon., Nov. 14
HOLIDAY (Thanksgiving) .....	Thurs.-Sat., Nov 24-26

**December**

FINAL EXAMS .....	Sat.-Thurs., Dec. 10-15
Final Grades Due .....	Fri., Dec. 16
End of Term .....	Fri., Dec. 17
Last Day to Pre-register for Spring 2006 .....	Wed., Dec. 21

**SPRING 2006****January**

Deadline receive financial aid clearance .....	Fri., Jan. 6
Registration .....	Sat., Jan. 7
Faculty/Staff Convocation .....	Mon., Jan. 9
Registration .....	Tues.-Thurs. Jan. 10-12
Drop/Withdraw ONLY .....	Fri., Jan. 13
HOLIDAY (Martin Luther King, Jr.) .....	Mon., Jan. 16
Classes Begin .....	Tues., Jan. 17
Late Registration/Change Schedule .....	Tues.-Fri., Jan. 17-20

**Academic Schedule 2005-2006****Fall 2005 - Summer 2006****SPRING 2006 (Continued)****January**

Deadline Switch from Cr-Au/Au-Cr .....	Fri., Jan. 27
Last Day to Withdraw With a Refund .....	Fri., Jan. 27

**February**

Last Day to Withdraw Without a Grade .....	Fri., Feb. 3
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**March**

MID-TERM EXAMS .....	Sat. -Thurs., Mar. 4-9
Mid-term Grades Due .....	Mar. 10
SPRING BREAK .....	Sat.-Fri., 11-17

**April**

Last Day to Withdraw from a Full-term Course .....	Fri., Apr. 7
Pre-registration for Summer/Fall 2004 Begins .....	Mon., Apr. 10
HOLIDAY (Good Friday) .....	Fri., Apr. 28

**May**

FINAL EXAMS .....	Sat.-Thurs., May 7-11
Final Grades Due .....	Fri .. May 12
End of Term .....	Fri., May 12
GRADUATION CEREMONY .....	Sat., May 13
Pre-registration for Summer 2007 ends .....	Fri .. May 19
Registration for Summer .....	Wed., May 31

**SUMMER 2006**

**June**

Registration .....	Thurs. Jun. 1
Drop/Withdraw ONLY .....	Fri., Jun. 2
Classes Begin .....	Mon., Jun. 5
Deadline to Change Schedule (Add/Drop) .....	Wed., Jun. 7
Deadline Switch from Cr-Au/Au-Cr .....	Fri., Jun. 9
Last Day to Withdraw With a Refund .....	Fri., Jun. 9
Last Day to Withdraw Without a Grade .....	Fri., Jun. 16

**July**

HOLIDAY (Independence Day) .....	Tues., Jul. 4
Last Day to Withdraw from a Full-term Course .....	Fri., Jul. 14
FINAL EXAMS .....	Sat. – Thurs. Jul. 22-27
Final Grades Due .....	Fri., Jul. 28
END OF TERM .....	Fri., Jul. 28

## Important Campus Phone Numbers

	<b>Espanola</b>	<b>El Rito</b>
Main Number .....	<b>747-2100</b>	<b>581-4100</b>
Security .....	<b>747-2158</b>	<b>581-4112</b>
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Admissions, Registrar Student Records .....	747-2111	
Adult Basic Education .....	747-2195/8	
Advisement .....	747-2150	581-4120
American Indian Affairs .....	747-2141	
Bookstore .....	747-2171	581-4147
College Assistance Migrant Program (CAMP) .....	581-4157	
Cashier .....	747-2131	
Child Development Center .....	747-2123	
Dean of Instruction .....	747-2210	
Dean of Student Services .....	747-2193	
Dormitory, El Rito .....	581-4120	
Educational Opportunity Center (EOC) .....	747-2200	581-4125
Financial Aid .....	747-2128	
Work Study Program		
Scholarships		
Loans		
Grants		
Gymnasium .....	747-2285	
High School Equivalency Program (HEP).....		581-4139
ID Cards and Photos .....	747-2160	581-4120
Job Placement .....	747-2160	
Library .....	747-2243	
Placement Testing .....	747-2199	
Recruitment .....	747-2161	
Special Needs .....	747-2163	
Success Opportunity Learning (SOL) .....	747-5406	581-4125
Students Activities .....	747-2160	581-4120
Student Identification Cards .....	747-2160	581-4120
Student Advisement Center. ....	747-2150	
Transportation (van) .....	747-2131	581-4147
Tutoring .....	747-2199	
Veterans Benefits .....	747-2151	

Visit our Web Site @ [www.nmcc.edu](http://www.nmcc.edu)

### Full-time Faculty Listing

Name	e-mail
Amador, Albert .....	Amador
Bentley, Pam .....	pbentley
Brooks, Karen .....	karenbrooks@supernet.com
Castaneda, Candie .....	candie
Click, Tom .....	tclick
Crone, Tim .....	tcrone
Duran, Drucilla .....	dru
Esquibel, Christina .....	christina
Frain, Michael .....	frainm
Gallegos, Leonel .....	alg
Gerstein, Jackie .....	jgerstlll@aol.com
Gonzales-Aller, Alejandro .....	alejandro
Gonzales, Lori .....	lorig
Gonzales, Richard .....	rikgonzales
Hausmann, Cappie .....	cappieh
Hira, Ajit .....	hira
Khalsa, Sat (Doc) .....	doc@cybermesa.com
Leherissey, Scott .....	scott
Martinez, Karen .....	kmartinez
Martinez, Lynda .....	lyndam
Niemeyer, Ulrich .....	uniemeyer
O'Brien, Susan .....	susan
Roybal, Orlando .....	orlando
Sanchez, Liz .....	liz
Schlapper, Nancy .....	nschlapper
Schmidt, Mellis .....	mschmidt
Sena, Anthony .....	asena
Sena, Gilbert .....	grsena
Simpson, Karen .....	ksimpson
Smith, Bruce .....	bsmith
Tafoya, Daniel .....	dtafoya
Tafoya, Larry .....	larryt
Tate, Patrick .....	ptate
Toomey, Jeff .....	jtoomey
Trabka, Ellen .....	etrabka
Triana, Rosalia .....	rtriana
Vigil, Jose (Eppie) .....	jevigil
Vogel, Carrie .....	cvogel
Wilson, Quentin .....	qwilson
Winchell, Donna .....	ddwinchell

The above e-mail address have the following extension: [@nsmcc.edu](mailto:@nsmcc.edu)  
 Example: [jtoomey@nsmcc.edu](mailto:jtoomey@nsmcc.edu)

### Part-time Faculty Listing

Name	e-mail
Archuleta, Antoinette .....	anto@lanl.gov
Badash, Roger.....	mrbadash@hotmail.com
Brown, Ed.....	ebrown@lanl.gov
Buechley, Nancy.....	buechley@cybermesa.com
Cartland, Jonathan .....	jcartland@comcast.net
Charley, Winfred.....	Winfred@nambe.com
Cimabue, Tony .....	cimabue@lanl.gov




**General Student Information**  
**College Closing**

Based upon the severity of winter conditions, Northern may announce a specially adjusted schedule or even complete campus closure due to snow.

The President or his designee will make the decision for an adjusted schedule or closure by 6:00 a.m. for the day classes and 3:00 p.m. for the evening classes. On an adjusted schedule, classes scheduled prior to 10:00 a.m. will be cancelled, with the first class being that scheduled for 10:00 a.m. on a Monday, Wednesday, or Friday, or that scheduled for 11:00 a.m. on a Tuesday or Thursday. All other classes will begin at their regularly scheduled time periods. The decision to adjust the schedule will be provided to the following radio and television stations:

AM Radio, 950, KDCE  
AM Radio, 1260, KVSF  
AM Radio, 770,  
KOB Channel 7, KOAT-TV  
Channel 13, KRQE-TV

Unlike the public schools, Northern does not provide for make-up days in its calendar. When cancellation or closures have occurred, instructors will plan ways to make certain that instructional content is not abbreviated.

**Change of Address or Name**

If you change your local or permanent address, or your phone number(s), it is your responsibility to report these changes to the Admissions Office. If you don't, you may not receive important mail or phone calls from instructors.

If you change your name, you must provide appropriate documentation of the name change to the Admissions Office. Appropriate documents would include copies of a certificate of marriage or a court order establishing a new name.

Visit our Website @ [www.nnmcc.edu](http://www.nnmcc.edu)

**Children in Classrooms/On Campus**

Students may bring children to campus, but may not take them into a classroom or leave them unattended at any time. If you miss class because you have no one to stay with your children, remember that your obligation is first to your children. In such a case, call your instructor(s) to make arrangements about your missed class(es).

**Distribution/Posting of Materials, Flyers, Etc.**

All posting or distribution of materials, such as flyers, etc., must be approved in advance and can remain posted for no more than two weeks. Approval at the El Rito campus is granted by the Campus Administrator; at the Espanola campus, by the Director of Student Support Services. Any unauthorized materials will be removed immediately.

### **Drug-Free College**

Northern is a Drug-Free College. The Board of Regents has determined that alcohol and drug abuse on campus poses a serious threat to students, faculty, and staff. It also impairs academic performance and jeopardizes the learning environment.

In order to foster a healthy environment for the pursuit of education, the safety and well-being of students and the general public, it is against College policy to use, distribute, or possess a controlled substance or alcohol on College premises, including but not limited to the College grounds, facilities, vehicles, or at any Student Support Services.

Sanctions imposed for violation of this policy will be in accordance with local ordinances and state law. In addition, if you engage in the unlawful use, distribution, or possession of drugs or alcohol, you will be subject to College/Residence Hall expulsion.

### **Internet Access/E-mail Accounts**

As an enrolled student, you have access to the Internet and e-mail from on-campus facilities. To access this service from off-campus, take proof of enrollment along with a formatted 3-1/2" HD diskette (1.44 MB) to the Management Information Systems office located in the Student Success Center area. You will be given a password and information about any current limitations on access from off-campus. Access brings with it responsibilities and certain risks.

### **E-mail**

Every e-mail message sent from the College contains a return address which identifies the College as the point of origin. Therefore, it is possible for messages to be misreported as containing information which the College has approved. Any email messages which contain political statements or otherwise questionable subject matter should contain a disclaimer such as "this is my personal opinion." In addition, be aware that numerous lawsuits have been filed over the use of e-mail for slanderous or libelous statement, and for sexual harassment. Common sense should prevail. E-mail is traceable to its point of origin.

### **Internet Content**

There are many sites on the Internet which contain sexually explicit language and photographs. In addition, there are "chat groups" where pedophiles and exploitive users can obtain the names, social security numbers, addresses, and phone numbers of unsuspecting naive users. It is not appropriate to access any of these sites from campus computers. If you do not comply with these guidelines, you run the risk of having your Internet privileges revoked and may, in extreme cases, be subject to disciplinary action.

### **Littering**

Students and employees should be conscious of the need to maintain a healthy atmosphere and a clean, litter-free campus. Please dispose of all trash, including cigarette butts, paper, cans, and food items in proper waste receptacles. In short, you are expected to clean up after yourself.

### **Lost and Found**

Northern is not responsible for lost, stolen, or found property. However, if you should lose something, check with the switchboard at either campus in case someone has turned in a found item. The same is true should you come across stray item. Turn it into the switchboard at either campus.

### **Parking Handicapped Parking**

There are few restrictions on parking at either campus. With the exception of spaces at each campus reserved for the College president, the only reserved spaces are those marked with special blue and white handicapped signs. To use one of the handicapped parking spaces, your vehicle must display within easy view, the special handicapped placard issued by the New Mexico Department of Motor Vehicles. Any vehicle not displaying the proper placard will be subject to towing.

**Payment Policy**

All charges incurred in connection with college attendance must be paid before the start of classes. Tuition, fees, and other charges are subject to change at any time by the College Board of Regents.

You are responsible for payment of all financial obligations when due. If you fail to do so, there will be sufficient cause to: 1) prevent further registration; 2) withhold academic records, including transcripts and diplomas; and 3) take disciplinary action including suspension or dismissal.

Personal checks submitted for any fees must have; your student ID number written on them. The cashier will write your student ID number on checks if you have not already done so. If you prefer to not have your student ID number on your check, you may submit payment by cashier's check, money order or cash or credit card (Visa or MasterCard only).

**Pets**

The presence of dogs, cats, and other pets is prohibited on all College property and in all campus buildings except when necessary for instructional purposes.

Dogs especially trained for assisting the handicapped are exempt from these provisions if they are in harness and under control of their owners.

**Photocopying**

At the Espanola campus a photocopy machine is available in the library for your use at a minimal charge; at the El Rito campus, contact the Business Office representative in order to make copies. Northern adheres to the federal copyright law (17 USC), which governs the making of photocopies or other reproductions of copyrighted material.

**Refunds: Tuition and Fees**

Tuition and fees are refundable only upon receipt by the Business Office of an official withdrawal or course drop form or, in lieu of the above, a written declaration of intent. You are responsible for submitting this form or letter, through the Registrar's Office, except when classes are canceled. Refunds are computed from the date of drop or withdrawal according to the following schedule:

<b>Length of Course (Wks)</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
16-or longer .....	100%	100%	None
12-15 .....	100%	100%	None
9-11 .....	100%	75%	None
8 .....	100%	50%	None
6-7 .....	100%	25%	None
3-5 .....	100%	None	None
1-2 .....	None	None	None

**Security**

The Campus Security office at the Espanola campus is located in the Facilities area in the Metal Trades Building. It is located in the South Dorm at the El Rito campus.



During the day, regular campus security personnel are augmented by our facilities staff, while security personnel provide evening and weekend coverage at both campuses, monitoring all buildings and parking areas. At the El Rito campus dormitory, monitoring is accomplished by the Student Life Coordinator, supplemented by campus security and dorm proctors.

Report any crime, emergency or suspicious situation immediately to campus security. [See the section in this Handbook on Telephone numbers.] If you cannot reach campus security, call whichever of the following is appropriate:

Emergencies .....	911
Espanola City Police .....	753-5555
NM State Police .....	753-2277
Rio Arriba County Sheriff .....	753-3320

If the emergency is of a medical nature, call one of these:

Espanola Fire Department.....	753-2244
Ambulance.....	753-3114
El Rito Volunteer Fire Dept. ....	581-4567
El Rito, Las Clinicas del Norte .....	581-4728

Although Northern has no organized security escort program, if at any time you would like an escort on campus, for any reason, ask any staff or faculty member for assistance. They will be pleased to provide this service.

### **Sexual Harassment**

Sexual Harassment is defined as unwelcome conduct of a sexual nature which may include, but is not limited to, verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against, comments regarding physical or personal characteristics of a sexual nature; sexually-oriented "kidding," "teasing," "double entendres," and jokes, and any harassing conduct to which a student would not be subjected but for the individual's sex.

Unwelcome conduct may constitute sexual harassment when the allegedly harassed students have indicated, by their conduct, that it is unwelcome. A student who has initially welcomed such conduct by active participation or by not letting the other person know it's not acceptable, must give specific notice to the alleged harasser that such conduct is no longer welcome in order for such subsequent conduct to be deemed unwelcome.

If, as a student, you believe that you have been sexually harassed, you should report the incident to the Dean of Student Services.

### **Smoking Restrictions**

Smoking is prohibited in all buildings belonging to Northern. You may smoke outside the building and, if you do so, please use the receptacles provided for disposal of cigarette butts.

### **Sound Amplification**

Personal sound amplification equipment, including radios, cassette records, CD players, and "boom boxes" which are used outside the College buildings may be played at an audible level which does not acoustically interfere with classes and/or campus activities. Any personal sound equipment played inside College facilities, requires earphones.

### **Student ID Cards**

All credit-students will be issued an unrestricted photo ID immediately upon payment for their first semester. Validation will take place at registration during each subsequent term.

Students who are officially enrolled in the Adult Basic Education or High School Equivalency Programs will be issued a photo ID, without charge, restricted only in terms of specific beginning and ending dates (as established by the programs, but not to exceed the normal ending date of a term).

Photo ID's will be issued to those enrolled in CE/CS courses which have a minimum length of seven weeks. Beginning and ending dates of the course will be put into the cards.

Students may use gymnasium facilities only if their validated photo ID is in their possession at all times while in the gymnasium.

Students who withdraw from the college prior to the end of the term must turn in their photo ID's to the Admissions Office prior to their withdrawal being accepted.

For additional information, please contact Student Support Services (747-2160) .

### **Student Records and Confidentiality**

The Office of the Registrar is responsible for the maintenance of your educational records at Northern. Such records include but are not limited to student transcripts, admission documentation, and faculty grade reports. Annual notice concerning our policy is made available in each semester's published Schedule of Classes, in the Student Handbook, and in each bi-annual Catalog. In general, Northern's policy provides that personally identifiable information about you as a student will not be released to a third party without your written authority to do so. Please refer to the most recently published catalog for details about this policy.

### **Weapons and Explosives**

Weapons or explosives of any sort are not to be brought on campus. This is state law and violators of this policy will be subject to immediate expulsion and will face police investigation.

### **Effective Study Techniques**

Get rid of distractions: telephone, TV, loud music, people talking, etc.

Use the same place every-time. Set it up with everything you need, such as pencils, calculator, computer, highlighters and your books and notebooks. Be sure it's well lit. You're brain and body will know that this is the study spot.

Plan your study time. Start with the most difficult subjects first so that you have the energy and brainpower needed to work on them.

Take breaks to stretch, get water, look away from the computer, etc. Keep the blood flow going through your body and your brain.

If you have young kids, help them to understand the meaning of quiet study time,

and/or find someone to keep them occupied so that you can study without distractions. Older kids might want to do their homework at the same time.

Form study groups! You can help teach and quiz each other and fill in "holes" for any information that you might have missed or misunderstood.

### **Academic Advising New Students in Declared Majors**

Although many entering students are relatively sure about their career goals, a number of others need assistance in developing educational plans, and most need assistance in learning how to get through what seems to be a maze of obstacles on the path to earning a degree. In order to make certain that your experience at Northern is as rewarding as possible, one of the first steps Northern implements after admission is designating a professional staff advisor for each student who is entering college for the first time. This advisor will assist you in choosing classes and understanding the intricacies of the educational process. By the end of your first semester of enrollment you will be assigned a full-time faculty advisor, chosen from your area of study. From that time on, you will be assisted by that faculty member. This does not mean that you can no longer call on other staff advisors for assistance. They will always be available to assist you in whatever way they can. During periods between semesters and during the summer session there are no full-time faculty advisors available, so during these periods our professional advisors will be available.

### **Continuing Students, Transfer Students, and Non-Degree Students**

Starting with your second semester of regular enrollment, you will be guided by a regular full-time faculty advisor. If you are transferring from another college or university or you are admitted under Non-Degree status, you will be assigned an academic advisor from the ranks of the full-time faculty.

Please bear in mind that, although our advisors, faculty, and professional staff, are responsible for assisting you in making enrollment/career decisions, you are ultimately responsible for decisions that you make. We are here to guide you, but we will not coerce you into doing anything-with the exception of honoring course pre-requisites and/or co-requisites.

### **Graduation**

Throughout your time at Northern you will be working with your advisor and department chairperson to complete, in a timely manner, the necessary course work needed for graduation. When you have only one term left to finish the requirements, pick up a Petition to Graduate form from the Office of Admissions and Records. It is your responsibility to verify that you have met all requirements as shown in the catalog under which you plan to graduate.

You must complete the form, pay the required fee, process the form through your department advisor and department chairperson, and turn in the form, after obtaining all required signatures, to the Registrar according to the following schedule:

### **Waiver of Course Pre-requisites**

If you can demonstrate to your advisor or to the department chairperson that you have already met the competencies represented by a course pre-requisite, you may be permitted to a waiver of the pre-requisite course and be permitted to enroll in the more advanced course. You may not be granted a waiver of a pre-requisite course which itself is required for graduation.

### **Repeating a Course**

You may re-register, without special permission, for any course which you have taken at Northern. Each course enrollment and its grade will appear on your transcript, but for most courses only the last grade earned will be used to calculate your cumulative CPA and count against graduation requirements. Some courses, however, are already set up to permit a certain number of repeats (i.e., a HPER course, an ART-studio course, etc.) without affecting your cumulative CPA. For those courses, each enrollment and its grade will be counted, not just the last. Not every repeat of a course will be counted against graduation requirements. See catalog entries specific to each course.

If, because of curricular changes that take place, the repeat of a course has a different credit hour value than that of the repeated course, the latest version of the course taken will be used to calculate your cumulative CPA and to satisfy graduation requirements.

If you do not pass a course which is a pre-requisite to enrolling in another, higher-level course, you must repeat the pre-requisite course. An example of this would be completing ENC 109N with a grade of C or better before being able to enroll in ENC 111.

***Please note: Financial Aid will not provide assistance for repeats of courses which have previously been successfully completed. Compliance with such regulations is your responsibility if you receive Financial aid.***

### **Withdrawing from a Course**

To withdraw from a course, you must obtain a form from the Admissions and Records Office, take the form for signatures to the Student Advisement Center, then to the Financial Aid Office, and then back to the Admissions and Records Office. If you drop all courses for the term, you will be required to turn in your student photo ID at that time. If it is impossible for you to visit the campus to drop, please send a letter to the Admissions and Records Office stating what you want to drop and include your student ID. Your withdrawal will be effective the date it is received, not the date it is mailed. Withdrawal(s) or drops by telephone are not accepted.

### **Re-admission**

If you interrupt one or more regular semesters, when you return to college you will need to complete a new application for admission. When you have been readmitted, you will be subject to the conditions of matriculation contained in the college catalog in effect at the time of your re-admittance.

### **Student Classification**

If you have matriculated for a specific degree or certificate major, you will be classified as a freshman (or first-year student) until you have earned 33 credit hours at Northern. Once the total of your earned credits reaches 33, you will be classified as a sophomore (or second year student). From 65-95 credits classifies you as a junior, and 96-140 credits classifies you as a senior.

### **Substitution of Courses**

Recognizing that special circumstances might prohibit or prevent your enrolling in a course which is required to earn a degree or certificate, Northern permits the substitution of one course for another, but only in rare circumstances and only if your advisor, department chairperson, and the Registrar agree on the substitution. Substitutions must be made from related, relevant courses, and must be documented in writing before you enroll in the substitute course. To insure proper credit and to verify the appropriateness of the substitution, you should consult the Registrar before enrolling.

### **Testing Out of Courses**

Credit for required courses may be earned in ways other than enrolling for a course and sitting in class for an entire term. Some courses in the General Education Common Core (Catalog 2003-2005, page 29) are sufficiently general in nature that credit may be earned by taking and passing a standardized test, one designed to measure the same competencies as does the final exam in the regular course.

Northern recognizes two methods of testing: nationally standardized and locally-developed.

### **Nationally Standardized**

These include tests such as: AP (Advanced Placement) given during high school; ACT/SAT usually taken during the junior/senior year of high school but possible after graduation from high school; CLEP (College Level Examination Program), which consists of both general and subject-specific tests in the field of General Education; and DANES (Defense Activity for Non-Traditional Support), which consists of a limited number of subject-specific examinations, most of which are vocation in nature. Specific information on how to go about the testing process and how credit might transfer to other colleges or universities can be obtained through the Registrar. A list of those CLEP and DANES tests which our chairpersons have approved appears in the 2003-2005 Catalog, page 7.

### **Locally-Developed**

Some department chairpersons have created special end-of-course final examinations to be administered to students who are not enrolled in the courses, but who wish to earn credit by examination. At Northern, there is a limited number of such courses, primarily in the fields of vocational and/or applied arts courses, such as typing, painting, and weaving. If you wish to earn credit by examination in any specific course, contact the Registrar to see if the particular course you want to test out of has been approved for that purpose.

***Please note: Financial Aid will not provide assistance for courses from which you chose to test out. Compliance with such regulations is your responsibility if you receive Financial aid.***

### **Transcripts**

#### **Obtaining a Northern transcript or having a transcript sent on your behalf**

In order to obtain a transcript for yourself or to have one sent to someone else (to a person, agency, or school), you must submit a written request to the Registrar's Office. You may obtain a form at the Registrar's Office or write a letter. If you have any questions, please call 747-2111.

No transcript will be issued unless admission requirements have been satisfied and all institutional obligations are paid (including loans issued through the instrumentality of Northern).

#### **Transcripts from other institutions**

Transcripts from other institutions which are sent to Northern for purposes of admission or transfer of credit are not copied or returned to you, nor are they sent on your behalf to other institutions. Do not expect that these transcripts will remain a part of your official educational record. Once their purpose has been served, we routinely destroy them in accordance with state policies dealing with records retention.

### **Transfer of Credit**

#### **Courses from Other Colleges**

If you wish to have course work at other colleges/universities evaluated to apply against Northern's degree requirements, stop by the Registrar's Office to complete a "Request for Evaluation of College Transcript" form. It is your responsibility to have all

previously attended schools send Northern official transcripts. After all official transcripts are on file, your student file will be given to the Registrar for analysis. The Registrar will respond to your request, in writing, detailing which courses were accepted in transfer and how they will be applied against the requirements for your declared major. Only those courses which are required for graduation in your degree will be considered.

For purposes of accepting previous course work, Northern recognizes the New Mexico Law Enforcement Academy, the New Mexico Corrections Academy, and the various tribal police academies as being equivalent to colleges for the purpose of validating credit towards Northern's associate degrees in Criminal Justice and Police Science. To obtain credit for these various training programs, you must provide the Registrar with a copy of the certificate of completion issued by the appropriate academy.

### **Northern Student Services**

#### **ABE (Adult Basic Education)**

This program, operated by the Developmental Studies department, provides instruction throughout northern New Mexico in the area of GED test preparation; pre-GED; English and math basic skills brush-up; integrated Life Skills; literacy improvement; English for speakers of other languages (ESOL); and U.S. citizenship preparation. For information, call 747-2195 or 747-2198.

#### **American Indian Affairs**

This office provides student support services to American Indian students in the area of admissions information, career counseling, academic advisement, tribal financial aid, scholarships, counseling. In addition, it advocates on behalf of students who may need assistance.

#### **Bookstore**

Northern operates a full-service bookstore at the Espanola campus, with a limited - service operation at the El Rito campus several days per week. Book sales for courses offered off-site are also available. The Bookstore's schedule of operation and dates for buying back books are published in each Schedule of Classes.

#### **College Assistance Migrant Program (CAMP)**

The College Assistance Migrant Program is a first-year college program for students who are high school or GED graduates and who have done 75 days of farm work in the past 24 months. Camp provides the following assistance for one year: tuition, books, supplies, tutoring, academic and career advisement, monthly stipend, transportation allowance, room and board if needed, and follow-up academic services. For more information regarding this program, please contact (505) 581-2139 or 581-4144.

#### **Child Care Center**

Limited childcare services are provided on the Espanola campus for the children of students (first priority) and for those of faculty and staff (second priority). Space is limited and eligible children must be between 3-5 years of age. For further information about available days/times/cost, please contact the Child Care Center at 747-2123.

#### **Computer Labs**

There are five computer labs at the Espanola Campus: three in the Joseph Montoya Administration Building (controlled by the Business/Office Administration department), one in the General Education building, and one in the Vocational Education Building {controlled by the Math/Science and Engineering department). In addition, there is one lab at the El Rito campus.

As long as there is no class going on when you want or need to use a computer, you may access any of these labs on a space available basis. Please note that you may not take food or drink into any computer lab.

### **Counseling**

Although Northern does not provide professional counseling, the Student Advisement Center and other staff and faculty advisors can refer you to an appropriate source of assistance with personal problems.

### **Educational Opportunity Center (EOC)**

This is a federally-funded project, authorized by Public Law 94-482, which provides services in eight north central New Mexico counties to people who are low income, first-generation, college-bound adults. Its primary function is to recruit for any college or university and to assist applicants with the admission and financial aid processes.

The EOC's main office is located on the Espanola campus, with satellite offices in Bernalillo, Santa Fe, and Taos. Its personnel inter-relate with Northern's other departments in providing quality service to students. For assistance, call 747-2200.

### **Financial Assistance**

Northern is committed to ensuring that the opportunity for a post-secondary education not be denied to any student because of that student's limited finances. To fulfill this goal, Northern's Financial Aid office administers a broad spectrum of grants, scholarships, student employment, and loans to meet the financial need of all its students.

Staff personnel stand ready to assist you in meeting your financial needs in person or by phone at (505) 747-2128. We also encourage you to visit our website at [www.nnmcc.edu](http://www.nnmcc.edu).

### **Food Services**

Northern provides food services on both the El Rito and Espanola campuses. Students living in the residence halls at El Rito are required to purchase a meal plan contract (15 meals per week). You may change a meal plan contract only once per semester, with 30 days' notice. Any deviation from this requires a waiver which must be coordinated through the college's Director of Special Needs (747-2152).

### **GED Preparation**

For information please contact (505) 747-2196.

### **GED Testing**

Northern is the designated testing center for Rio Arriba County, and tests are given at the El Rito and Espanola campuses. For further information, contact the CEO examiner at the Espanola campus, (505) 747-2151.

### **Gymnasium**

The Eagle Memorial Sportsplex offers a variety of physical education courses each term. The Sportsplex also contains a multipurpose area with aerobic equipment. To use the facility, you must present a valid identification card. You must sign a waiver of liability form, which details rules and regulations. Primary usage of the facility is for scheduled classes, and then for students, staff, faculty and community users. Community passes can be purchased at the cashier's office for \$50 per semester.

### **High School Equivalency Program (HEP)**

The High School Equivalency Program is a CEO program for students 16 years of age or older who have done 75 days of farm work in the past 24 months. HEP provides

CEO instruction, books and supplies, CEO testing costs, weekly stipend, transportation allowance, meal allowance, room and board if necessary, and academic and career advisement. Classes are held in El Rito, Espanola, and Taos. For more information, call 581-4139 or 581-4434.

### **Housing**

Student housing is available at Northern's El Rito campus. Both single and double rooms are available on a first-come, first served basis; however, single rooms are available only as space permits. The college has limited accommodations for married couples or for students with children; therefore, if you desire such housing, you should consult the classified section of the local newspaper. Dormitory furnishings include single beds, dressers, desks, lamps and chairs.

The dormitories have very limited kitchen facilities, and if you wish to occasionally use these facilities, you will need to bring your own cooking and eating utensils. Dorm residents are required to purchase the 5-day meal plan in the cafeteria.

Each of the men and women's dormitories have a TV lounge, with over-the-air reception of the major networks such as Fox, PBS, and other stations. A Student Center is also available with games, satellite television and other activities.

A shuttle van is available between the two campuses Monday through Friday at \$2 a round-trip.

Campus activities include intramural basketball, volleyball, weight training, tennis, pool, foosball, table tennis, and horseshoes. Grant Gym is available for most of the indoor sports, a softball field and tennis courts provide outdoor recreation sites, and a small Student Center provides a spot for fun and relaxation.

### **Job Placement**

Our Job Placement Officer works actively with individuals and groups to provide access to a number of resources for those who wish to explore career opportunities, develop job seeking and interviewing skills, resume writing, and competing for available jobs, including internships and cooperative education.

The Job Placement Officer maintains employer data and job postings for your use in job searching and placement prior to and after your graduation. You can receive assistance with application portfolio. For further information contact the Placement Office at 747-2160.

### **Library**

The main library facility is at Northern's Espanola campus; materials appropriate to El Rito vocational programs are available through those programs or through the resource room located in the El Rito Administration Building. All facilities are open to students and faculty. A Northern library card is required to check out materials; you may apply for a card at the Library.

The Library has a variety of materials available. The collections consist mainly of books (approximately 22,000 volumes) for the academic and vocational programs offered at each campus. In addition, the Library provides periodicals, a limited audiovisual collection, and a small amount of recreational material in the form of paperback fiction and magazines.

Other services offered include assistance in locating material, instruction on how to use the library and its resources, study facilities, inter-library loan, typewriters, VCR and monitor, cassette recorders, microcomputers to conduct searches and for personal use, and a copy machine for personal use.



Please refer to Northern's website ([www.nnmcc.edu](http://www.nnmcc.edu)) for further information.

### **Media Center**

The Media Center provides audio-visual equipment to support the curriculum. It also provides videos, slide and audio programs, and arranges for film rentals. As a student, you may perhaps wish to video-tape a speech you will be presenting. For this or any audio-visual need, contact the Media Center at 747-2249.

### **SOL (Success, Opportunity, and Learning) Office**

SOL stands for Success, Opportunity & Learning. This department has its goal of assisting you as a full time student with your academic and personal needs by providing an array of comprehensive support services. The potential benefits of these additional services include better grades; improved chances of graduation; increased potential to transfer to a baccalaureate degree program; more defined educational and career goals; and an enhanced academic experience. SOL is designed for those students who have the academic potential to succeed but whose background and/or extenuating life circumstances place them at additional risk of not fulfilling their educational goals.

For more information about this program contact the SOL office at 747-5406.

### **Special Needs Office**

If you feel that you have a physical or learning disability for which you need some type of accommodation to succeed in a class, contact our Director of Special Needs at 747-2152.

### **Student Advisement Center**

In order to ensure that you have the best chance to meet your individual goals and to be successful at completing the requirements for a degree or certificate, Northern has established a Student Advisement program.

Our Student Advisement Center is staffed by trained professionals who provide a full range of academic and career advisement to any student seeking assistance.

Referrals to local agencies for personal counseling are made when it is indicated as necessary. At the Espanola campus, the Advisement Center is located in the south corridor on the main floor of the Joseph Montoya Administration Building; at the El Rito campus, the Student Services Office is located on the main floor of the Administration Building.

All first-time-at-Northern students must process through the Advisement Center prior to being allowed to register for classes. Continuing students are encouraged to use the center's services, which include referrals for placement evaluations, course placement, and career guidance. In addition, if you wish to drop a course or withdraw completely from Northern; you will do this through the Student Advisement Center. After your first semester, full-time faculty advisors will take over the primary responsibility of providing continuing advisement.

### **Student Success Center**

Please contact (505) 747-2199 for more information about services such as tutoring.

### **Transportation**

Northern provides transportation on a daily basis between the Espanola and El Rito campuses. This service is provided on a self-supporting basis and costs may change as necessary. For any given semester, the costs are published in the *Schedule of Classes*.

### **Veterans Services**

Contact Pam Montrose at (505) 747-2151 if you are eligible for educational assistance from the Veterans Affairs Bureau.

### **Writing Center**

Do you want to improve your writing skills? If you feel challenged by the writing process, from brainstorming and organization to drafting and revising, the tutors at Northern's Writing Center are available for one-on-one sessions throughout the week. Appointments are generally for half-hour working periods, concentrating on a single aspect of your personal writing process.

The Writing Center is located in the Student Success Center. To make an appointment, for hours of operation, or further information, call the Writing Center at (505) 747-2294.

Visit our website @[www.nnmcc.edu](http://www.nnmcc.edu)

### **Testing Taking Tips and Reducing Test Anxiety!**

**BREATHE!** This oxygenates the blood so that your brain can function and you can relax.

Keep up positive self-talk! Tell yourself you will do your best. Congratulate yourself on answers you know.

Be prepared! Make sure you've been keeping up with class work and studying all along—this means the information is in your long term memory and you do not need to "cram" the night before. You DO need to review.

Be sure you've eaten a healthy meal with protein for brain function. Too many carbohydrates and sugar can make you sleepy.

Answer questions you know first. Then use a process of elimination to answer the rest. On most tests, it's better to guess than leave a blank.

Budget your test taking time but DON'T pay attention to what other people are doing.

### **Student Support Services**

Student Government and the Student Support Services Department coordinate all Student Support Services. Activities range from social to athletic and cultural events. For further information contact the Director of Student Support Services at 747-2160.

### **Student Organizations**

**Associate Students of NNMCC (Student Senate)** exists to provide you the opportunity to have a voice in the operation and governance of the College through active participation in institutional standing and Ad-Hoc Committees and to promote Student Support Services.

The **Aikido Club** supports those students who are enrolled in Aikido classes at the college. Club activities are normally geared around skill development leading toward higher levels of recognition.

The **AISES Club (American Indians in Science and Engineering)** nurtures building science and technology with traditional native values, to be a catalyst for the advancement of American Indians as they become self-sufficient and self-determining

members of society.

The **AMP Biology Club (Applied Minorities Program Biology Research)** provides opportunities for students to attend workshops and seminars, and to present biological research.

The **Cosmetology/Barbering Club** supports students in growth, development, and leadership through participation in related Student Support Services.

The **Chicano/Chicana Club** provides social and cultural activities desired by Hispanic students.

The **Dance Club** consists of students who wish to further their creative talents in the field of dance through performances and extracurricular learning experiences.

The **Dorm Club** provides dormitory students opportunities to participate in Student Support Services and to assist with the quality of dormitory life.

The **Drama Club** provides the opportunity for students to gain an appreciation of drama and theatre art forms.

The **Eagle Chronicle** informs students about current events, community events, and campus activities.

The **El Rito Farm and Garden Club** supports students who wish to learn gardening skills to provide themselves and the El Rito campus cafeteria with nutritious organic food, and to develop a sustainable process so that the greenhouse and garden become self-sustaining.

The **Environmental Club** supports projects within the disciplines of Drafting, Engineering, and Machining. Its members design and build science projects such as solar cars and robots and enter in state or national competitions.

The **Explorers Club** enlarges and enriches classroom learning by encouraging guided field trips and group evaluations of actual events occurring off-campus.

The **Fiber Arts Club** promotes the continued spread of knowledge of all the fiber arts skills.

The **Literary Club** supports students who wish to further their creative writing talents by setting up a forum for literary readings. They publish the annual journal, El Fogon, which contains poems and short stories written by students.

The **Nursing Club** provides students with experiences in coordinating health fairs, attending conferences, and to unite students in health care.

The **Phi Theta Kappa International Honor Society (PTK)** is an International Honor Society for two-year colleges. Membership in the local chapter (Alpha Iota Sigma) is based on outstanding academic record with a cumulative grade point average of 3.5-4.0. The hallmarks of this society are scholarship, leadership, service, and fellowship.

The **Ski Club** provides students with the opportunity to learn the sport of skiing.

The **Somos Unidos Por La Paz Club** educates students in current civic actions. Students seek to effect change by attempting to bring peace to the world in which they live.

The **Radiography Club** functions to assist students to assume responsibility for contributing to health education in order to provide for the highest quality health care, and to aid the development of the whole person, of the person's professional life, and the responsibility for the health care of people in all walks of life.

If you have any questions, feel free to contact Richard Tafoya at the Student Support Services office, 747-2160.

## **Students Rights and Responsibilities**

### **Preamble**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

### **Academic Freedom and Responsibilities**

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Students who believe they have experienced prejudiced or capricious evaluations should follow the appellate process set out in Northern's catalog. If they have questions, they should consult the Registrar for information on the procedures to be followed.

### **Protection Against Improper Disclosure**

1. Information about student's views, beliefs, and political associations which instructors acquire in the course of their work as instructors and advisors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.
2. Northern has a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of its disclosure (see the current College catalog). To minimize the risk of improper disclosure, academic and disciplinary records are maintained separately, and the conditions of access to each are set forth in an explicit policy statement. Transcripts of academic records contain information about academic status only.

**Information from disciplinary files is not available to unauthorized persons without the express consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved. No records are kept which reflect the political activities or beliefs of students. Administrative staff and faculty members are to respect confidential information**

**about students which they acquire in the course of their work.**

### **Personal Freedoms and Responsibilities**

#### **A. Freedom of Association**

Students bring to the campus a variety of previously acquired interests and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership policies and actions in the College community are determined by vote of only those persons who at the time are bona fide students.
2. Affiliation with an extra-mural organization should not of itself disqualify a student organization from institutional recognition.
3. Each organization should be free to choose its own advisor.
4. Student organizations shall be required annually to submit a statement of purpose, criteria for membership, rules or procedures, and a current list of officers and members.
5. Campus organizations, including those affiliated with an extra-mural organization should be open to all students without respect to race, creed, or national origin, except for academic or religious qualifications which may be required by organizations whose aims are primarily academic or sectarian.

Details about forming an organization are available through the Director of Student Support Services. Please call 747-2160 for information.

#### **B. Freedom of Inquiry and Expression**

1. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that, in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Student organizations should be allowed to invite and to hear any person of their choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the institution.

#### **Freedom to Participate in Institutional Government**

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

#### **The Student Code**

Northern has an obligation to clarify those standards that it considers essential to its educational mission and its community life. These general behavioral expectations and the specific regulations related to them represent a reasonable way to regulate student conduct, keeping in mind that students should be as free as possible from imposed limitations that have no direct relevance to their education.

### **Responsibilities for Administration of the Code**

The disciplinary responsibilities of College members and the disciplinary procedures are as follows:

1. Each faculty and staff member has a responsibility to report infractions of the code to the Dean of Student Services.
2. The Dean of Student Services will meet with the person reporting the infraction and with the student involved and, after considering the evidence, invoke any appropriate sanctions.
3. If the student agrees in writing that the sanction is appropriate, the sanction will be applied and a record made of the action .
4. If a student wishes to appeal a sanction which has been imposed, that student may submit a written appeal to the Judicial Appeals Committee. The review by the Committee will be based on the fairness of the sanctions(s) imposed and that due process was served.
5. Pending action on the charges, the status of a student shall not be altered nor the student's right to be on campus or to attend classes be suspended, except for reasons relating to the student's physical or emotional safety and/or the well being of other persons or property.
6. Records of cases in which disciplinary action has been upheld shall be held for ten (10) years after the date action was taken. (State Records Center Rule 92-07,1-13-93, p. 49.)

### **Sanctions**

1. The following sanctions may be imposed upon any student found to have violated the Student Code.
  - a. **Warning** – a notice verbally or in writing to the student that the student is violating or has violated institutional regulations.
  - b. **Probation** – written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations(s) during the probationary period.
  - c. **Loss of Privilege** – denial of specified privileges for a designated period of time.
  - d. **Restitution** – compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e. **Discretionary Sanction** – work assignments, service to the College, or other discretionary assignments which must be approved by the First Level Administrator.
  - f. **College/Residence Hall Suspension** – separation of the student from the College and/or residence halls for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified. Suspension carries with it the loss of any monies paid to the College.
  - g. **College/Residence Hall Expulsion** – permanent separation of the student from the College and/or residence halls. Expulsion carries with it the loss of any monies paid to the College.
2. More than one of the sanctions listed above may be imposed for any single

- violation.
3. Disciplinary sanctions shall not be made part of the student's permanent academic record.

### **Interpretation and Revision**

1. Any question of interpretation regarding the Student Code shall be referred for final determination to the Dean of Student Services.
2. The Student Code shall be reviewed every five (5) years under the direction of the Dean of Student Services.

### **Students' Rights**

1. Students, the premises occupied by students, and the personal possession of students should not be searched without proper authorization from the Dean of Student Services. The authority to make such a search must be clearly based on sufficient evidence that a violation of the Code has occurred (e.g., the smell of marijuana or alcohol, physical evidence such as empty bottles, etc.) The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed. In all cases, the extent of a search will be limited by the circumstances that justified the authorization to search.

### **Judicial Appeals Committee**

If a penalized student questions the fairness of the disciplinary action imposed by the Dean of Student Services, the student shall be granted, upon request, the right to a formal hearing before the Judicial Appeals Committee.

1. The student should be informed by the Dean, in writing, of the reasons for the disciplinary action, with sufficient particularity and in sufficient time to insure an opportunity to prepare for a hearing should the student wish to appeal.
2. The Judicial Appeals Committee will include faculty, staff, and students. No member of the hearing committee who is otherwise interested in the particular case may participate in the proceedings.
3. The student appearing before the Judicial Appeals Committee has the right to be assisted in a defense by an advisor of the student's choice.
4. Formal rule of evidence do not apply, but matters should be heard so that they are fully and fairly presented.
5. The Judicial Appeals Committee shall keep a summary record of all proceedings, turning over all records or other documentation to the Dean of Student Services at the conclusion of the review.
6. The decision of the Judicial Appeals Committee is final. The Dean of Student Services shall review the documents considered by the committee during the appeal and shall uphold the committee's decision unless there is evidence that the decision was based on a misinterpretation of policy.

### **Conduct of Hearings**

Hearing shall be conducted according to the following guidelines:

1. Hearings normally should be conducted in private.
2. Admission of any person to the hearing shall be at the discretion of the chairperson of the Judicial Appeals Committee.
3. In hearings involving more than one accused student, the chairperson of the Judicial Appeals Committee may decide to conduct separately the hearings concerning each student.
4. After the hearing, the Committee shall determine (by majority vote) whether the sanction was appropriate and whether the student received due process.

### **Student Disciplinary Code Definitions**

1. The term "College" means Northern New Mexico College.

2. The term "student" includes all persons taking formalized courses at the College.
3. The term "faculty member" means any person hired by the College to teach a formalized course.
4. The term "College official" means any person employed by the College who performs assigned administrative or professional responsibilities.
5. The term "premises" includes all land, buildings, facilities, vehicles, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
6. The term "organization" means any number of persons who have complied with the formal requirements for recognition by the Dean of Student Services.
7. The term "cheating" includes, but is not limited to: a) use of unauthorized assistance in taking quizzes, tests, or examinations; b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or c) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
8. The term "plagiarism" includes, but is not limited to: a) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.
9. The term "Judicial Appeals Committee" means that body of faculty, staff, and students authorized by the Dean of Students Services to consider an appeal determination.
10. The term "shall" is used in the imperative sense and implies that something must be done.
11. The term "may" is used in the permissive sense and implies that something may be done but need not be done.
12. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the *Student Handbook*, *Dormitory Handbook* and the *College Catalog*.
13. The term "advisor" is defined as a member of the college faculty, staff, or student body, but one who has no active role in the proceedings.
14. The "Dean of Student Services" is that person who fills the position and is responsible for the administration of the Student Code.
15. The term "Sexual Harassment" includes, but is not limited to, verbal or physical advances and any harassing conduct to which a student would not be subjected but for such an individual's sex. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated in any way that it is unwelcome. A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

### **Proscribed Conduct**

1. College jurisdiction and discipline shall be limited to conduct which occurs on College premises or at College sponsored activities, or which adversely affects the College and/or the pursuit of its objectives.
2. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined above, except as listed below.
  - a. Acts of dishonesty, including but not limited to
    - 1) Furnishing false information to any College official, faculty member, or office. For furnishing such false information, which results in improper admission, residency classification, tuition charge or financial aid, the



sanction will be expulsion with forfeit of any moneys paid to the College. In the case of improper admission, loss of any credit which may have been earned.

- 2) Forgery, alteration, or misuse of any College document, record, or instrument of identification, will result in expulsion.
- 3) Tampering with the election of any recognized student organization.
- 4) Representing one's self or organization as an agent of the College without written authorization to do so will result in expulsion.
- b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, as well as other College activities, including its public-service functions on or off campus or the authorized nonCollege activities, when the act occurs on College premises.
- c. Physical abuse, verbal abuse, threats, intimidation, harassment (sexual or otherwise), coercion and/or other conduct, which threatens or endangers the health or safety of any person, may result in immediate expulsion.
- d. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.
- e. Failure to comply with directions of the College officials or law enforcement officers acting in performance of their duties and/or failure to identify one's self to these persons when requested to do so.
- f. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
- g. Violation of published College policies, rules or regulations.
- h. Violation of federal, state, or local law on College premises or at College sponsored or supervised activities.
- i. Use, possession or distribution of controlled substances except as expressly permitted by law will result in immediate expulsion without appeal. (See the College's Substance Abuse Policy, in the *2005-2007 Catalog*.)
- j. Use, possession or distribution of alcoholic beverages or intoxication except as expressly permitted by the law and College regulations will result in disciplinary sanctions which include, but are not limited to; warnings, probation, loss of privilege, college/residence hall suspension or expulsion, and referral to and satisfactory completion of rehabilitation programs. (See the College's Substance Abuse Policy in the *2005-2007 Catalog*.)
- k. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises will result in police referral and expulsion.
- l. Participation in campus demonstrations which disrupt the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- m. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
- n. Conduct which is disorderly, lewd, or indecent; a breach of peace, or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College.
- o. Theft or other abuse of computer and/or computer time, including but not limited to the
  - 1) Unauthorized entry into a file to use, read, or change the

- contents, or for any other purpose;
- 2) Unauthorized transfer of a file;
- 3) Unauthorized use of another individual's identification and password;
- 4) Use of computing facilities to interfere with the work of another student, faculty member or College official;
- 5) Use of computing facilities to send obscene or abusive messages; or
- 6) Use of computing facilities to interfere with the normal operation of the College computing system;
- 7) Use of computing facilities for one's own monetary gain. Facilities are reserved for your use in pursuit of your studies, not to conduct personal business.
- 8) Theft of a computer or the failure to return a borrowed College computer.
- 9) Failure to pay for expenses incurred while a College computer and/or its software (e.g., accessing Internet sites which charge and billing the expense to the College).

### **Violation of Law and College Discipline**

1. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the tendency of civil litigation, time-lines in court, or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for the individual because of that student's status as a student. If, however, the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, staff and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

### **Student Right-to-Know Act Graduation Rates**

Federal law requires that each post-secondary institution track its incoming new students, by term in which they start, to determine the graduation rate of full-time, matriculated (declared major) students. The Registrar is responsible for making this data available to prospective students. In order to make it easier to reach all new students, this information is added to the Application for Admissions and is posted to the College website.

### **Campus Crime Act**

Federal law also requires that the college provide on an annual basis to all faculty, staff and students a report on the number of specific crimes that occurred at or immediately adjacent to the college during the previous twelve (12) months. This information will be available by November each year and will be published each spring in the Schedule of Classes and on the College's website. If you wish to review previous reports, check with the Registrar who is responsible for preparing and

disseminating the report.

**Procedures:**

**Cross Reference:**