

**WESTERN
NEW MEXICO
UNIVERSITY**



**STUDENT
HANDBOOK**

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Welcome to Western New Mexico University!

Dear Students,

It is my pleasure to welcome you to Western New Mexico University. Whether you are just beginning your WNMU education, or are a returning student, the coming academic year promises many exciting challenges and opportunities.

As the only university to be awarded New Mexico's highest recognition for quality, the coveted Zia Award, you will find WNMU is an extraordinary institution. Our programs, faculty, and staff, are here to provide an excellent learning experience. I am delighted that you have chosen to attend WNMU and am confident that you will find faculty and staff eager to help you achieve your potential in the classroom. In particular, you will find our faculty is committed to outstanding teaching, scholarship, and most importantly—you, the student. At WNMU, we have one of the best-qualified faculties in the nation. Our classes boast a 13:1 student to professor ratio lending itself to more hands-on learning and personal attention. Our helpful staff is also here for you, to answer any question 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). At WNMU the Student Government is actually the "Student's Government." It is a learning laboratory for students and they are empowered to make critical decisions for their peers. 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. We hope you will make it a priority this year to attend as many school-sponsored events as possible offered through the Multicultural Affairs/Student Activities Office. 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.

Once again, welcome to Western. You have my sincere wishes for a rewarding and successful educational experience.

Sincerely,



John E. Counts, Ph.D.
WNMU President

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A quick reminder:

Students enrolled at Western New Mexico University are responsible for their knowledge of the rules and regulations printed in this Student Handbook.

The provisions in this handbook are not to be regarded as a contract. The University reserves the right to change any provisions or requirements when such action will serve the interest of the University or its students.



## CAMPUS DIRECTORY

A limited directory to various campus services is located here. For the full campus directory, visit [www.wnmu.edu](http://www.wnmu.edu), and select "Faculty & Staff", "Campus Directory."

|                                          |                 |
|------------------------------------------|-----------------|
| Academic Affairs                         | 538-6317        |
| Academic Support Center/Testing          | 538-6400        |
| Admissions                               | 538-6000        |
| Adult Educational Services               | 574-5101        |
| Athletics                                | 538-6218        |
| Bookstore                                | 538-6123        |
| Business Affairs                         | 538-6150        |
| Campus Police                            | 538-6231        |
| <b>•Emergency Call Line</b>              | <b>538-6999</b> |
| Career Services                          | 538-6109        |
| Early Childhood Programs                 | 538-6344        |
| Financial Aid                            | 538-6173        |
| Housing/Residence Life                   | 538-6629        |
| Information Technology/Help Desk         | 574-4357        |
| Maintenance                              | 538-6470        |
| Miller Library                           | 538-6350        |
| Multicultural Affairs/Student Activities | 538-6611        |
| Mustang/Student News                     | 538-6392        |
| President's Office                       | 538-6238        |
| Registrar                                | 538-6118        |
| Special Needs Office                     | 538-6498        |
| Student Affairs                          | 538-6339        |
| Student Government                       | 538-6113        |
| Student Health Services                  | 538-6014        |
| Veteran's Services                       | 538-6116        |
| Writing Center                           | 538-6051        |

### PROFESSIONAL SUPPORT & EMERGENCY PHONE NUMBERS

Students residing on campus must dial "9" for all outgoing calls.

|                                           |                |
|-------------------------------------------|----------------|
| AIDS Hotline                              | 1-800-545-2437 |
| Gila Regional Medical Center              | 538-4000       |
| Mental Health (open 24 hours)             | 538-4045       |
| El Refugio Support Groups (open 24 hours) | 538-2125       |
| Border Area Mental Health (open 24 hours) | 538-3488       |
| United Campus Ministry                    | 538-6570       |
| Suicide Prevention Hotline                | 538-3488       |
| Rape Crisis Center                        | 388-4412       |
| Alcohol/Drug Abuse Helpline               | 1-800-996-DRUG |
| Fire/Police                               | 911            |

## FINANCIAL AID

**Applying for Financial Aid:** Step-by-step instructions for applying for financial aid are available by selecting the Financial Aid link at [www.wnmu.edu](http://www.wnmu.edu).

**Satisfactory Academic Progress:** Satisfactory Academic Progress (SAP) must be maintained by meeting two component standards; “qualitative” and “quantitative”. Qualitative is defined as maintaining a 2.0 cumulative Grade Point Average (GPA). Quantitative is defined as earning a required number of hours in a maximum amount of attempts. A student would be suspended from further financial aid if he or she earned:

1. Less than 24 hours and has attempted 24-47 hours
2. Less than 48 hours and has attempted 48-71 hours
3. Less than 72 hours and has attempted 72-95 hours
4. Less than 96 hours and has attempted 96-128 hours
5. Has not earned a degree and has attempted 128-192 hours

The maximum allowable number of hours attempted is 192. This is the federally mandated 150% limitation and can be exceeded only under extreme documented circumstances.

**Non-Credit Course:** Students will not receive Financial Aid for credit hours earned for courses that are audits, incompletes, and repetitions of already earned hours. Withdrawals will negatively affect a student’s Satisfactory Academic Progress (SAP).

### **Probation & Appeal Process:**

Probation: Students will be placed on probation if their attempts are less than 24 hours and they have earned less than 12 hours and less than 2.0 cumulative G.P.A. Continued probation will occur if a student maintains a semester G.P.A. of 2.0 or better and at least 12 hours earned during subsequent enrollments.

Any student who is admitted on provisional or probationary status and is limited as to the number of hours they may enroll for is not by definition a regularly admitted student and is, therefore, not eligible to receive Title IV financial aid. Graduate academic progress is determined by Graduate Admissions status.

Only regularly admitted or continuing regular status students are eligible to receive federal aid.

Appeal Process: Students may appeal their suspension of financial aid to the Student Financial Aid Appeals Committee. A student may re-establish the non-probationary satisfactory academic progress by completing all attempted courses with at least a 2.0 semester G.P.A.

**Renewal of Aid:** No financial aid award is automatically renewed. Applications for continuation of aid must be made each year. Minimum requirements for continuation of financial aid include maintaining satisfactory progress toward a degree.

**Financial Aid Checklist:** The following is checklist of documents that will be required to complete your financial Aid. Submit the following documentation:

1. Complete the Free Application for Federal Student Aid (FAFSA). Information will be received at the WNMU Financial Aid office 2-14 days, depending on how you

submitted the FAFSA. To complete the FAFSA on-line go to [www.nmeaf.org](http://www.nmeaf.org) and click on FAFSA.

- a. For assistance in completing the FAFSA contact the Financial Aid office to schedule an appointment.
  - b. WNMU school code is 00266.
  - c. Tax information should match amounts entered on the FAFSA.
2. Submit signed copy of your most-recent federal income tax return along with the applicable W-2 forms.
  3. Submit your parent's most-recent federal income tax return along with the applicable W-2 forms. This is required if you are determined to be a dependent for tax purposes.
  4. Submit signed WNMU Financial Aid Institutional Application Form. It is recommended that you submit this form no later than March 31<sup>st</sup> every year in order to be considered for scholarships.
  5. Submit WNMU's Verification Form.
    - a. You are considered dependent if you answer NO to questions 52-58.
    - b. You are considered independent if you answer YES to any question in section 52-58.
  6. If amounts stated on FAFSA worksheets A, B, and C are not on federal tax returns, additional supporting documentation must be submitted to Financial Aid.
  7. Upon receipt of all required documents your file will be submitted for review and verification. Allow 2-3 weeks processing time.
  8. You must be a Final Admit through the Admissions Office before aid can be credited to your student account.
  9. Additional information may be required. Corrections to the FAFSA require an additional 3 to 5 days to process.

To review WNMU's Student Emergency Loan Policy, please see information on-line at <http://www.wnmu.edu/plans/policies/VPBA/STUDENTEMERGENCYLOAN.htm>.

## **REGISTRATION**

### **Registration Procedure:**

1. Obtain a Registration Form on-line or from the Registrar's Office. The schedule can be found on our web page, [www.wnmu.edu](http://www.wnmu.edu). Overloads, Independent Studies and a Change of Schedule each require an additional form. The required forms are available in the Registrar's Office.
2. Resolve any "holds" on your account that will prevent registration. Holds are listed on line under Registration Status.
3. Obtain the instructor's signature for all approval (Aprvl) courses. These courses are identified by a "Y" in the approval field in the course section of the class schedule. The signature of the instructor is also required for a course that is closed (filled to capacity) or to audit (take for no credit) the course.
4. Academic Advising: Review your proposed schedule with your advisor:
  - a. Students who have not declared a major and those with a General Studies major must meet with an advisor in the Academic Support Center.
  - b. Undergraduate students who have declared major and all graduate students must meet with their assigned department advisor.
5. Once your schedule is approved, your advisor will give you your Alternate PIN (APIN) that will enable you to register on the web. This is not the same Alternate PIN you used in previous semesters. If your advisor is not available, check with

the department chair. Obtain your advisor's signature and APIN on the Registration Form if you do not plan to register on the web.

- a. On-Line Course Enrollment: Access Mustang Express at <http://my.wnmu.edu> with your user name and password. (WNMU's Information Technology Department recommends using Internet Explorer 6.0 or Internet Explorer for the Mac 5.1.) Log on to Web Registration. Select the Student Services link to access the Registration screens. Complete instructions for registering online are available at [www.wnmu.edu](http://www.wnmu.edu). Questions can also be answered by contacting the Registrar's Office at 575-538-6118.
  - b. Regular Course Enrollment: Students advised by the Academic Support Center will have their schedules entered directly into the computer. Students who meet with department advisors may have their schedule entered at the Registrar's Office provided the registration form has the signature of the advisor and APIN.
6. All students receiving financial aid should log onto Mustang Express via their user name and password to determine if the financial aid awards have been credited to the Business Office.
  7. All students residing on campus must visit the Housing/Residence Life Department located in the Juan Chacon Building before proceeding to the Business Office.
  8. All students must follow the steps listed below in order to finalize enrollment. Failure to do so will result in disenrollment from all courses.
    - a. Business Office – Students will make payment arrangements and will receive a "Statement of Account" reflecting all charges based on their class schedule. This statement will reflect tuition for all courses and any lab fees plus on campus housing charges minus any financial aid granted and/or scholarships awarded.
    - b. Campus Police – Students will obtain a student identification card and a parking permit.
    - c. Housing/Residence Life Department – Students living in the residence halls will take their "Statement of Account" to housing for final housing admission.

**Securing Your Schedule (Fall Semester Only):** A student who pre-registers for fall semester will have two options to secure his/her schedule:

1. A student can pay his/her full balance at the Business Office or make arrangements to be put on a payment plan by July 31<sup>st</sup>. If a student has financial aid that covers at least one-fourth of his/her charges, it may be used to finalize his/her registration.
2. A student can pay a \$100 non-refundable deposit at the business office prior to the close of business on July 31<sup>st</sup>. A student who is on third-party billing (such as WIA or faculty/staff tuition waiver) or who accepts their financial aid award that is less than one-fourth of his/her total charges will have his/her schedule secured. This does not finalize the student's registration for fall semester, but it will secure the student's class schedule until he/she finalizes his/her registration at the business office. When the student finalizes his/her registration, the \$100 deposit will be applied to the fall charges.
3. If a student does not complete one of the two above options by the specified date, he/she will be dropped from all classes on August 1<sup>st</sup>. The student will then

need to re-enroll. A student runs the risk of encountering closed classes when re-enrolling at a later date.

**Policy for Finalizing:** Returning students whose G.P.A. is 2.0 or higher, have registered for classes, and have applied for financial aid will be finalized in the business office provided they sign a deferred payment contract accepting full responsibility for their financial obligation. These students will not be un-enrolled on the census date.

All other students who have registered for classes must pay charges either by completing a deferred payment contract and making a down payment, applying guaranteed financial aid to semester charges, or by paying all charges in full to avoid being un-enrolled on the census date.

All students, with the exception of those who are paying charges with awarded work study, who sign a deferred payment contract and fail to meet the terms of the agreement will have to pay off charges for the current semester before they can enroll in any subsequent semesters, pay charges in full for subsequent semesters, and will no longer be able to utilize the deferred payment option.

**Classification of Students:** A student's undergraduate classification depends upon the number of credit hours earned:

|           |                                    |
|-----------|------------------------------------|
| Freshman  | 0 – 31 credit hours earned         |
| Sophomore | 32 – 63 credit hours earned        |
| Junior    | 64 – 95 credit hours earned        |
| Senior    | 96 – and above credit hours earned |

## STUDENT SERVICES

**Academic Support Center:** The Academic Support Center is located in the Juan Chacon Building, Room 220. Services provided at the center are academic advising, counseling, career guidance, testing and tutoring.

Academic Advising: The Academic Support Center provides academic advising and academic counseling. All freshmen, new transfers, students with undeclared majors and students pursuing a General Studies degree are required to see an advisor before registering for classes.

Counseling: Short-term counseling is provided by professional staff members in the Academic Support Center. This counseling is designed to assist students in resolving personal problems that are interfering with their academic progress and success. Such problems might include difficulty in adjusting to college, family concerns, drug abuse, and/or low self-esteem. Staff members are available for consultation and crisis intervention. They also conduct workshops pertaining to topics such as suicide prevention, self-concept enhancement and more effective communication.

Career Guidance: The DISCOVER program, a computer career guidance and information system that helps people make important career and educational decisions, is available in the Academic Support Center. Based upon an individual's interests, abilities and values, DISCOVER helps people explore career options that are a good match for them. The system also offers comprehensive, current databases of information about occupations, majors, schools, scholarships, military options and more.

DISCOVER also helps develop good job-seeking skills through effective resumes, cover letters, job applications and interviewing skills. DISCOVER is available at no cost; visit the Academic Support Center and take advantage of this powerful tool.

Testing: The Academic Support Center administers national standardized testing on campus. This includes the General Educational Development (GED) test for individuals wishing to earn a high school equivalency degree; the American College Test (ACT); and the College Level Examination Program (CLEP) for students wishing to receive college-level credit for prior life experience and learning. The Center also administers other tests such as the National Counselors Exam. Other tests may be administered by special arrangement. Vocational interest inventories and personality testing are also available.

Tutoring: The Academic Support Center offers free academic assistance to students. Writing a paper? Having difficulty with a course? Do you need tutoring? The Academic Support Center has just what you need to succeed. The Academic Support Center provides educational and support services in a friendly atmosphere. Here you can study on your own or use the computers and printers (instruction is provided) as well as obtain technical and critical advice. Tutoring can be arranged in all subject areas.

**Athletic Facilities:** At Western New Mexico University, each athlete is provided an opportunity to develop himself or herself through the use of the outstanding physical training programs and facilities.

Located on the site of old James Stadium, the previous WNMU football field, Brancheau Complex houses an intramural gym, racquetball courts, indoor swimming pool, classrooms, and offices for the Athletic Department and the Department of Wellness and Movement Sciences. A student ID, semester pass, or activity punch card is required for each visit to the Brancheau Complex. Contact Special Events/Ed Recreation at 575-538-6161 each semester for specific facility hours and racquetball reservations. WNMU provides an extensive intramural program featuring individual sports and team sports for men, women, and co-ed groups. A variety of courts and playing fields are utilized, in addition to the Brancheau Physical Education Center. Intramural awards are provided for participants and winners of each event.

The Ben Altamirano Memorial Stadium is the first on-campus field since the late 70s and is used when the Mustang football team takes the field. All students must present their ID at the game to receive free admission into a game.

The WNMU Field house is now part of the Brancheau Complex. This is where intercollegiate games are played for both men's and women's basketball and women's volleyball. All students must present their ID at the game to receive free admission into a game.

The WNMU Tennis Courts are well maintained for the intercollegiate tennis teams (men's and women's), the student body, and the community.

The WNMU Mustang Softball Field is home to the Mustangs' softball team, the 2004 West Region champions, 2007 RMAC tournament champions, and participant in the Elite Eight tournament.

The Fox Athletic Complex opened in the fall of 2001. It includes a weight room, locker rooms, coaches' offices, restrooms, ticket booth, concession stand, and training facilities. The students at WNMU helped to purchase all the new equipment. For information on using the weight room, please contact 575-538-6767. All students must present their ID upon entry...

**Campus Post Office:** The Campus Post Office is located in the Old Student Memorial Building.

Hours: The Campus Post Office lobby hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. The lobby is closed on Saturday, Sunday, and University Holidays. Limited winter holiday hours will be posted for students that remain on campus.

Assignment of Mailboxes: The Mail Center will assign a box to a student upon his or her completion of the University Housing process. Students living in Ritch Hall, Eckles Hall, and Centennial Hall will be issued a Post Office Key Request Form by Housing. The student must return the form to the Mail Center so that a post office box and corresponding key (one only) may be issued. Returning students will be issued the same box they had the previous semester. Students living in Regents Row and Muir Heights will be given the opportunity to receive a University mailbox also.

Lost Keys: Please notify the Campus Post Office or Purchasing immediately if a key has been lost. As soon as the Mail Center is notified the lock will be changed. A lost-key charge will be assessed, and a new key will be issued.

Incoming Mail: The Campus Post Office personnel pick up the mail twice daily from the Silver City Post Office. The early mail will be available no later than 11:00 a.m. daily; the late mail will be available by 4:00 p.m. daily. If a package arrives that is too large for the mailbox, a package notice will be placed in the student's mailbox. The student must return the notice to the Campus Post Office to retrieve the package.

Outgoing Mail: All outgoing mail delivered to the Campus Post Office before 2:00 p.m. will be sorted and delivered to the Silver City Post Office by 4:00 p.m. Any mail delivered to the Campus Post Office after the 2:00 p.m. deadline will be delivered to the Silver City Post Office the next business day. Stamps are sold at the Purchasing Office. The Campus Post Office personnel will assist you in determining the proper postage to use, and assistance with your packing needs (boxes, tape, and envelopes) is also available.

**Campus Police:** The Campus Police Department is available to assist the WNMU community in emergency situations. The Department also oversees parking and certain other regulatory matters.

Automobile Permits: A permit is required to park on campus. All students, staff, faculty, and frequent visitors who operate a motor vehicle on the WNMU campus must register and display a current parking permit on the vehicle at all times while on campus. Register all vehicles at the Campus Police Department. There is no charge for a parking permit. The vehicle is not considered registered until the parking permit is placed under the rear view mirror. Parking permits expire August 15<sup>th</sup> of each year. Any vehicle not registered is subject to removal from the campus, and fines will be assessed. Students who live in campus housing are required to park at the residence hall from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Handicapped Parking Permits: Handicapped parking permits, issued by New Mexico Motor Vehicle Division, must be displayed on the vehicle along with a current identification sticker from WNMU at all times.

**Penalties:** Failure to obey the parking and traffic regulations and the general provisions of these regulations shall be punishable by citations that must be paid within five days of the date of issue. The assessments vary, depending upon the violation. Failure to comply with the regulations may subject the driver to the loss of driving or parking privileges on campus and/or the impounding of the vehicle. All costs, tow charges, storage, and fines will be charged to the owner. Fines are also charged for the violation of parking in a handicap zone and for the violation of parking in a fire zone.

**Payment of Fines:** All fines must be mailed to or paid in person at Western New Mexico University Business Office within five working days. The receipt must then be presented to the Campus Police Department to have the ticket cleared. After five working days, a late fee will be charged per day for each violation

**Appeal of Citations:** Citations may be appealed in Municipal Court or through a Parking Appeals Committee. The Campus Police Department must be notified that the citation will be appealed within five working days. Additional fees may be added to the citation for the appeal if found guilty.

**Student Identifications:** Full-time students receive a student ID free of charge. If the ID is lost or misplaced, there is a fee for a replacement. Part-time students can obtain a student ID by paying a fee at the Business Office.

**Weapons and Firearms:** Persons with weapons or firearms must enter campus at the closest point to the Campus Police Department and deposit all prohibited materials at that office for the duration of their stay.

**Career Services/Cooperative Education:** Our office provides assistance to students and alumni seeking employment both before and after graduation. Students are assisted in writing resumes and job-application letters, as well as provided help in developing appropriate job-interview skills. Students and alumni are informed of current employment opportunities via campus bulletin boards and our website [www.wnmu.edu/careerservices](http://www.wnmu.edu/careerservices). Career Services partners with Career Builder through cbcampus.com, a career network that job seekers can use to explore careers and find employment. Cooperative Education links the classroom with the workplace by offering students the opportunity to work and receive credit in jobs related to their majors. Career Services is housed in the Juan Chacon Building, Room 210, and can be reached by phone at 575-538-6109 or by e-mail at [careerserv@wnmu.edu](mailto:careerserv@wnmu.edu).

**Computer Labs:** WNMU is host to multiple open computer labs and some specialized labs on campus. These labs are available to students, faculty and staff of WNMU. Each lab on campus contains most of the same software to encourage students to work at their most convenient location. Faculty members can reserve labs for use and students can reserve workstations. Projection systems are available and assistance is always provided. Windows and Macintosh computers are available and include peripherals such as scanners, digital cameras, CD-RW's, DVD players, inkjets, color and black and white laser printers. All labs have full Internet access. Hours and specific information for the labs can be found at <http://www.wnmu.edu/itdept/labs>.

1. The Centennial Computer Lab operates for the benefit of the students who reside in the residence halls. It is run by the Resident Assistants and work-study students that are on duty. Software utilized is updated when necessary to accommodate what is being taught in the University Computer Literacy classes.

The lab is equipped with 3 Macintosh computers, one of which is capable of running windows applications, and a laser printer.

2. The Special Needs Lab is located in Room 220A in the Juan Chacon Building. The lab is open to all students with disabilities first then to any other student as needed. A graduate assistant and several work-study students supervise the Special Needs Lab. Voyager, a text enlarger, is available for students with visual impairments. Also available for student use are voice calculators, a closed-caption TV-VCR, a Braille printer, and two Braille labelers.
3. The Academic Support Center lab, located in Juan Chacon Building, is open to all students, staff and faculty. Work-study and graduate students supervise this lab. The lab is equipped with 20 computers including Macintosh and Dell. CLEP, COMPASS and Discover testing are available in this lab.
4. The largest open lab on campus is the Global Resource Center Lab, which currently is housed in the Besse Forward Global Resource Center. It is located downstairs in the east wing of the building. The GRC Computer Lab operates for the benefit of the students. It is run by work-study students and the full-time IT Academic Computing staff that is on duty. Software utilized is updated when necessary to accommodate what is being taught on the campus. The lab is equipped with 42 computers including Macintosh and Dell. CD-burners, color laser printers, scanners, digital cameras and other peripherals are also available for student use.
5. The Martinez Computer Lab is located in Martinez 110. The lab is equipped with 20 Dell computers, a scanner and a laser printer. It is run by graduate students.
6. Each student registered for a class who has paid at the business office is given a user name and password on the second day of classes. This user name enables students to print in the computer labs on campus. The user name is in the form of "last name first letter of the first name", and the password is your student ID number. For example, if John R. Doe is a student and has a social security number of W00011111 then his information is:

User Name – doej  
Password: W00011111

The Printing Policy for the computer labs is as follows:

1. Students are expected to know the student lab policies. A copy of the student lab policies is located on the web at:  
<http://www.wnmu.edu/itdept/policies/studentpolicies.htm>.
2. The first \$25.00 (subject to change) of printed material is free. Additional pages need to be paid for at the Business Office in \$5.00 increments. (Please see us if it is near the end of the semester as printing balances do not transfer.)
3. Transparency printing is allowed on lab transparencies (for an additional \$1.00 per page).
4. Color laser printing is available for \$0.50 per page.
5. Photo Ink-jet printing is available on various types of paper from \$1.00 -\$5.25 per linear foot and up to 24" wide.
6. Printed copies can be picked up at the printers in the labs or at the service area in between the two lab rooms.
7. All pages printed will be charged to user accounts except for **technical issues** such as paper jams, low toner, etc. Please be advised that the labs do not guarantee publishing quality printouts.
8. Helpful Hints on Printing:
  - a. Do use print preview before you print and make changes.

- b. Do you really need to print the material or can you just view it?
  - c. Ask your instructor if PowerPoint slides can be printed 6 to a page.
9. Check which printer you are printing to before you print.

**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 WNMU community with the resources, services, and facilities/equipment that are required for research and instruction.

GilaCat (the on-line catalog):

- Circulating books located largely on the second floor of the Library; other circulating books (*i.e.*, New Books, Popular Reading, Government Documents) are located on the first floor
- Popular Reading Collection (magazines, novels, and recreational reading materials) located on first floor
- Periodical titles (journals, magazines, newspapers, newsletters, etc.) in print, electronic, and microform formats
- Federal Government Documents located on first floor or via internet
- New Mexico State Documents located on first floor or via internet
- Reference Collection located on the first floor with some accessible via internet
- Multi-Media Collection (videos, DVD's, software, etc.)
- Reserve and Electronic-reserves as designated by teaching faculty
- Children's Collection, including Land of Enchantment collection, and award-winning books (Caldecott, Newbery, Pura Belpré, and Coretta Scott King awards)
- Local History and Special Collections

Services include:

- Reference and information assistance in identifying, locating, and using appropriate library materials and electronic databases
- Classroom instruction as designated by teaching faculty
- Research Labs designed to help students complete specific assignments
- Interlibrary Loan Service
- Media Services
- Instructional technology services for faculty
- Ask a Librarian Service (ask library questions via E-mail)
- Book Renewals by phone or online
- Placing books on hold by phone or online
- Retrieving books and other items from Special Collections
- Self-service photocopy center

Facilities and equipment include:

- Research terminals
- Group study and meeting rooms
- Quiet Zone for concentrated study
- Popular Reading area for leisure reading
- State-of-the-art microform scanner/printer.

**Multicultural Affairs/Student Activities:** The Office of Multicultural Affairs/Student Activities, in conjunction with the entire WNMU community, seeks to assist, support, and

encourage students in achieving their educational goals. The Director of Multicultural Affairs/Student Activities acts as a liaison between the students and the University to facilitate communication and develop/produce homogeneous programs and activities that enhance student life. Student Life at WNMU is equally important as the educational and diverse issues and/or programs we develop. This office also nourishes social life on campus through a variety of entertainment for the student body, including dances, crafts, movies, tournaments, lectures, intramurals and other special events such as Spirit Week, Painting of the WNMU "W", Homecoming, Great Race, and many others.

**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>. Your user name will be provided on the Statement of Account form available at the business office and your initial password is your social security number. Once you have successfully logged on you will be required to change your password.

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 and faculty. Personal, group and class calendars are created to help students stay organized. 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!

**Preschool/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 5:00 p.m. Children receive two nutritious meals and a snack daily. Student discounts are available, and childcare subsidies are accepted.

The program provides students, staff, and community with an award-winning early childhood program that also serves as a laboratory site for students in various disciplines. The CDC offers a play-based curriculum in which children and families are essential partners. Children learn and develop through play as they touch, manipulate, and interact with objects and people, all of which are relevant to their young lives. Curriculum actively involves children in the learning process, fostering positive self-concept, developing social skills, and encouraging children to think, reason, question, problem-solve, and experiment. A full array of counseling and parenting-support services is available at no additional charge. The Early Childhood Programs also offer a resource center and after-school programs for grades K-5. For more information, please call 575-538-6344. WNMU students receive priority placement, although a waiting list may be in effect.

**Residence Life:** The Residence Life/Housing Office makes every effort to assist in personalizing the student's educational experience by developing a living environment conducive to WNMU's educational mission. Campus living provides opportunities for social growth and development along with a learning experience that may not be available elsewhere in the academic community. For that reason the Residence Life/Housing Department has established the following policies:

**Housing:** All single students whose permanent homes are outside the tri-county (Grant, Luna, Hidalgo) area and who register as full time students with less than 32 credit hours are required to live in WNMU residence halls. Contracts are for the full academic year or the remaining portion of the academic year if entering after the fall semester begins. (Freshman and sophomore students who are living with their parents at their permanent home address in the tri-county area or who are 21 years of age or older are exempt from this requirement.)

**Food Service:** Purchase of a meal plan is required by all residents living in the three traditional style residence halls. Two block meal plans are currently available, 240 meals per semester and unlimited meals per semester. The Mustang Dining Hall is open to accommodate the students for the following meals: Breakfast, lunch and dinner, Monday through Friday, and brunch and dinner on Saturday and Sundays. The Dining Hall is closed for service during Thanksgiving Break, the Winter Break, the Spring Break, and the Summer Sessions. Service begins no later than the first day of the semester and ends on the final day of classes of the semester.

Feel free to contact the Residence Life Department at 575-538-6629 or stop by the Housing Office located in the Juan Chacon Building Room 206 for further assistance.

**Special Needs Office:** The Special Needs Office, located in the Juan Chacon Building, serves as WNMU's liaison for students with disabilities. Available services include: note-takers, interpreters, readers, escorts, lecture recording, and academic tutoring. We also have maps of reserved campus parking for disabled persons. There are a number of policy and procedure forms that special-need students must complete in order to comply with the responsibilities and agreements between the student and the Special Needs Office. Whenever possible, the Special Needs Director will work with individuals or groups to facilitate the needs or special requirements of disabled students. For additional information, please call us at 575-538-6498.

**Student Health Services:** The clinic is conveniently located on the top floor of the Juan Chacon Building in Room 250. The professional staff provides Primary Health Care services, such as evaluation of illnesses, sports and admission physicals, family planning, sexually transmitted infection checks, health education, vaccinations and prescriptions. Services include an on-site pharmacy and screening labs. Family Planning services and sexually transmitted infection testing are available for low-income students under a Title X grant. Student health insurance policies are available. Student Health Services is funded solely through student fees. For information and appointments call 538-6014.

**Teacher Learning Center:** The TLC serves these purposes: state textbook adoption review site, text book adoption review resource site for public school teachers, and resource for faculty and students at WNMU. Public school area teachers can check out the materials for 1 month and students can check out materials for one semester.

**Writing Center:** The Writing Center is available to all students to help them develop and improve their own writing. We assist students in all aspects of writing, including:

- understanding and analyzing assignments
- analyzing their audiences (usually teachers)

- brainstorming
- developing a thesis (when relevant);
- selecting, developing, and supporting content
- organizing
- editing for clarity and power
- proofreading
- using style formats (MLA, APA, and Chicago)

Because our goal is to guide students to become independent, competent writers, we work primarily by asking questions. While we sometimes give specific advice or make corrections, or model ways the students might handle particular writing situations, we focus on helping writers reach their own solutions. This is often done through a series of questions that lead writers to understand what they have written and how they might improve. We do not edit or revise students' writing; rather, we help them learn how to do it for themselves.

## **STUDENT GOVERNMENT**

### **Associated Students of Western New Mexico University (ASWNMU)**

ASWNMU is an association of self-governed students, comprised of elected and appointed students from across the campus. ASWNMU serves as an official forum that develops and implements policies and procedures relating to student issues and concerns.

ASWNMU is comprised of the Associated Students, the Executive Council, the Student Supreme Court and the Student Senate. Students are also represented on various staff and faculty committees. Students have the majority on committees that are financed by student fees.

The ASWNMU senate votes every spring on the student fee structure. Some of the programs funded by student fees are athletics, the Mustang newspaper, student activities, intramurals, childcare, museum, library, band, choir, art, education and recreation, and the annual Great Race. Students are given first priority in all events paid for by student fees and almost all are free. Information about student fees can be obtained from the Student Government Office.

ASWNMU is operated under a written constitution (see appendix), with executive officers and the student senate elected by the student body each spring. Students are encouraged to become involved and take an active role in campus events, activities and government. Information on open positions and events can be obtained from the Student Government Office.

ASWNMU is located on the third floor of the Student Memorial Building and can be reached at 538-6113.

The ASWNMU constitution and its bylaws can be found on the web at:  
<http://www.wnmu.edu/clubs/aswnmu/aswnmuindex.htm>.

## **STUDENT ORGANIZATIONS & CLUBS**

**General Information:** Western New Mexico University encourages special interest organizations and activities that promote social life on the campus. Co-curricular programs and organizations provide opportunities for students to develop friendships, learn new skills, and practice leadership and group development skills. There are organizations on the campus representing many areas of interest, including the

following categories: governmental, honorary professional, honorary service, national professional, religious, social, and those related to a field of study or special interests, and other University-recognized groups.

It is well documented that students who are involved in campus activities of their choice are more likely to complete their educational goals.

“All student organizations are required to have an advisor selected from the University faculty or staff. Advisors are assigned to organizations that derive at least partial funding from an academic unit or from the general University budget. Student organizations using entirely self-generated funds and/or student government funds select advisors of their choice from the University faculty and staff.” (Board of Regents, Chapter VI.8.)

“All organizational events must receive prior approval of the advisor before any event may be held. Organizational advisors are to be present at all events scheduled by the group including, but not restricted to, meetings, work sessions, rehearsals, activities, or performances.” (Board of Regents, Chapter VI.8.)

Clubs and organizations must obtain recognition by ASWNMU within the first four weeks of each semester.

Advisors must approve all expenditures of organizational funds and in general give guidance to the organization.

All monies derived by student organizations are state monies and must be deposited with the University Business Office and expended in compliance with University policies and New Mexico Statutes. Student organization monies are handled in accordance with the Business Office procedures. To protect organizational funds, a yearly audit is made.

“When any student organization in the agency account has been inactive for two consecutive fiscal years, that organization’s account will be closed out and any balance will be transferred into the Grants and Aids account for student scholarships. The Fiscal Services Director will make every effort to locate existing clubs of a corresponding nature before such transfer of funds is made.” (Board of Regents, Chapter VI.8.)

### **General Requirements for Student Organizations:**

1. Individual students and student groups are responsible for conducting their activities in a manner consistent with the regulations, standards and Code of Conduct of the University.
2. No organization shall require of its members any activity incompatible with scholastic attainment of acceptable general development. In particular, hazing in any form is prohibited. Also prohibited is the use of mental, verbal, or physical violence against another person, or action that in any way jeopardizes the health, morals, scholastic standing, or civil liberties of another student or college personnel. The unauthorized entrance into the room of another student is a violation of regulations. Subjecting fellow students to indignities of any character is discouraged and should be replaced by activities with a more positive effect.
3. Each organization has the right to elect and expel its own members, and is accountable for member’s acts committed on behalf of the organization. Each organization which desires to be chartered by the Associated Students of Western New Mexico University should obtain approval by obtaining an application for Campus Organization Status from the Student Government Office. Requests for recognition by the Associated Students of Western New Mexico University for a student organization should state in the constitution of the organization the following information:
  - a. Name of organization

- b. Purpose, goals, and objectives of the organization
  - c. Eligibility requirements of membership
  - d. Selection process and procedures of membership
  - e. Election process of officers
4. Each organization must also participate in the following:
  - a. Homecoming
  - b. Great Race
  - c. One additional campus-wide event per semester.
5. Each organization must document its activities each semester.
6. The University expects each student organization to anticipate, provide for, and promptly meet its financial obligations in a business-like manner. Financial aspects of all events sponsored by recognized student organizations shall be accounted for and have the approval of the faculty advisor.
7. All campus organizations that receive funds for use in their operation will be required to maintain an account at the Business Office and conduct all business transactions there.

## **STUDENT AFFAIRS**

**Mission Statement:** Student Affairs' primary purpose is to emphasize the total educational experience for each WNMU student, one that blends academic activities with extra-curricular experiences into a healthy life-style that promotes personal development.

We seek to promote, through the delivery of various services, the development of "the whole person." We encourage each student to develop intellectually, physically, and socially, to accept the responsibility for his or her own actions, to make wise personal choices, to live in harmony with his or her environment, and to relate positively to the people who share it.

Western's Student Affairs professionals value our multicultural student body and promote opportunities that demonstrate respect for cultural differences. Our programs and services foster a sense of community by protecting individual differences and celebrating cultural tradition, while maintaining the rules and order of a healthy community.

Student Affairs personnel help individual students to identify personal skills, deficiencies, and goals. We further assist students by helping them to learn necessary study and coping skills and to participate in a well-rounded schedule of educational activities. We encourage students to maximize their potential at college by actively participating in intramurals, athletics, student activities, student organizations, tutoring groups, advising and counseling sessions, career fairs, and all other opportunities which will prepare them for their chosen fields of study and as future leaders.

**Rights and Responsibilities:** All students enrolled at the University have the same rights and responsibilities as those of any other persons. It should be made clear, however, that all students are subject to the guidelines and stipulations about conduct found in the University Catalog.

The Associated Students have the right to draft their own Constitution for Student Government which, when approved by the Board of Regents, becomes a part of the Board of Regents policy manual. Amendments to such Constitution will also require final approval by the Board of Regents before becoming effective.

Most matters of misconduct are handled informally by the Vice President of Student Affairs, who has been given authority by the Board of Regents to deal with disciplinary matters. The Vice President of Student Affairs may, after consultation with the student involved, impose the following disciplinary measures as defined in the Code of Conduct: censure, warning, and disciplinary probation. The Vice President of Student Affairs may suspend a student without a hearing for up to five (5) days when he or she is convinced that the student's continued presence on campus endangers persons or property or threatens disruption of the academic process. The Student Supreme Court may take additional action.

There shall not be any restriction whatsoever upon student assemblies or gatherings, impromptu or otherwise, for any legitimate purpose as long as these remain orderly.

**Code of Conduct:** Students attending WNMU are subject to all state, city and WNMU laws, regulations and rules.

WNMU recognizes its responsibility to the individual student, to the state, and to the communities of which its students are members. It maintains, therefore, a policy of disapproving those types of behavior which violate the standards of acceptable conduct. Continued misconduct of any type may cause his/her suspension or permanent dismissal.

WNMU will cooperate with duly constituted legal authorities when a student is involved in violations of the law.

Students who are arrested by law enforcement officers and who are subsequently convicted for law violations may be subject to disciplinary action imposed by the University including warning, censure, restitution, probation, suspension and expulsion as the individual case warrants.

Students who commit or attempt to commit any of the following acts of misconduct shall be subject to appropriate disciplinary procedures and sanctions:

1. Obstruction or disruption, by any means, of teaching, research, administration, disciplinary procedures, or other University or University-authorized functions, events, or activities.
2. Unauthorized or prohibited entry into or onto, or unauthorized or prohibited occupation or use of, any University facility, building, vehicle, or other University property.
3. Physical abuse, the threat of physical abuse, or intimidation of any person on campus or at any University-authorized function or event, or other conduct which threatens or endangers the health, freedom of action, or safety of any such person;
4. Theft of, or damage to, or defacement of property of University or the property of any person on campus.
5. Denial of, or interference with any person's lawful right of access to, use of, or exit from any University facility or with any other lawful right of any person on campus.
6. The destruction of, or damage to, property of the University or of others on campus by setting fire.
7. Use or possession on the campus of firearms, ammunition, or other dangerous weapons, substances, or materials, or of bombs, explosives, or incendiary devices, except as authorized.
8. Forgery or alteration or destruction of University documents or furnishings of an intentionally falsified information document submitted to the University or making intentionally false accusations against any member of the University by filing a complaint or charges under these rules.

9. The repeated use of obscene or abusive language in a classroom or public meeting where such language is beyond the bounds of generally accepted good taste and which, if in a class, is not significantly related to the teaching of the subject; the use of obscene or abusive language against another member of the University, faculty, staff, or students.
10. Disorderly, lewd, or indecent conduct occurring on campus or at a University-recognized or University-sponsored activity off campus.
11. Aid to others in committing or inciting others to commit any act of misconduct set forth above.
12. Any act that demonstrates the probability that the person constitutes a physical danger to himself or herself or others on campus.
13. Willfully refusing or failing to leave the property of, or any building or other facility owned, operated, or controlled by the Board of Regents upon being requested to do so by the President, if the person is committing, threatening to commit, or inciting others to commit, any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures, or functions of the University. As used here, "President" means the President (or acting President) of the University or any person or persons designated by him/her to act on his/her behalf.
14. Consumption of alcoholic beverages on campus except as specifically authorized as outlined in policy.
15. Any other acts or omissions which affect adversely the University's public image, its education function, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or affect adversely the processes of the University.

Many University policies, including but not limited to those listed below, may be found at <http://www.wnmu.edu/plans/Handbooks/BoardOfRegents/regents.pdf>.

- Alcohol and Drug Policy
- Communicable Disease Policy
- Equal Education and Equal Employment Policy
- Language Policy
- Racism Policy
- Sexual Harassment Policy
- Weapons Policy

**Sanctions:** Any student who violates any of the rules set forth above shall be subject to warning, censure, disciplinary probation, suspension, or expulsion, as well as full restitution, if applicable.

1. "Warning" means a notice, oral or written, that continuation or repetition, within a stated reasonable period of time, of conduct found to be wrong doing may be cause for more severe disciplinary action.
2. "Censure" means a written reprimand for violation of a specific regulation, including the possibility of a more severe disciplinary action in the event a conviction for a later violation of a University regulation committed within a stated reasonable period of time.
3. "Disciplinary Probation" means that individuals violating the aforementioned regulations may be placed on probation for a period not exceeding one (1) year. The person placed on probation shall be notified in writing that repetition of the act or other acts prohibited by these regulations will lead to

- more severe sanctions. The official transcript of a student shall be marked "Disciplinary Probation" for the period of probation and any "exclusions" noted. The parents will be notified of the action for students under majority age.
4. "Suspension" means exclusion of a student for a definite period of time from attending classes and participating in other University activities as set forth in a notice to the student. The official transcript of the student shall be marked "Disciplinary Suspension, effective to," and parents of students under majority age will be notified of the action. A student who is not currently enrolled at the University and was not registered during the previous semester or graduated at the end of the previous semester may request that the notation of "Disciplinary Suspension" be removed from a permanent record when two (2) years have elapsed since the expiration of the student's suspension. Such request must be submitted in writing to the President. If the request is not granted, the student may submit another request after one (1) year.
  5. "Expulsion" means a termination of student status for an indefinite period of time. Permission of the President shall be required for readmission. The official transcript of the student shall be marked, "Disciplinary Expulsion effective to" and parents will be notified of the action for students under majority age.
  6. "Restitution" means the requirement to reimburse the legal owner for loss due to defacement, damage, or misappropriation of property. Reimbursement shall be to the full extent of the loss incurred.

#### **Judicial Review Board Appeals Hearing Guidelines:**

1. A student may file an appeal within thirty (30) calendar days of the date of the letter of notification of Disciplinary Suspension or Expulsion. There is no appeal of Warning, Censure, or Restitution sanctions.
2. A notice of the hearing date and location will be sent to the appellate within ten (10) working days.
3. If the student does not appear at the hearing, the appeal will be denied.
4. The committee will hear the student, followed by the University representative. Both parties will be present during the hearing.
5. If a student wishes to bring in witnesses, their names are to be included in the written paperwork submitted before the hearing. Only "first-hand" witnesses will be allowed. Witnesses will wait outside of the room to be called when the committee is ready to hear them.
6. An attorney may accompany the student while the student is presenting his or her case, but may observe only. If the attorney attempts to intimidate the committee members in any way, he or she will be asked to leave the hearing. In this event, the hearing will be terminated, to be resumed only with the University attorney present. If the student will be accompanied by an attorney, this information is to be included in the initial paperwork the student submits to the committee.
7. Only committee members will be present during deliberations.
8. The student will be given verbal notification after the committee reaches a decision. Written notification will follow in a timely manner.

**\*\*Prior to the hearing - Check with the Student Appeals Committee Chairperson for any additional guidelines that may have been instituted by the committee.**

## ACADEMIC AFFAIRS

**Academic Regulations:** The University catalog includes the academic regulations and curricula of Western New Mexico University. Each student is responsible for complying with the regulations of Western New Mexico University and of the curricular program he or she selects.

Students pursuing an undergraduate/graduate degree may choose to graduate under the catalog which was in effect when they entered WNMU, or any subsequent catalog, provided the catalog is not more than five years old when the degree requirements are completed. Students may not use more than one catalog to complete degree requirements.

Curricular requirements are established by the University and include both general education courses and specific discipline requirements. Each undergraduate/graduate student's degree plan is individually determined following catalog guidelines and advisor recommendations. Students may request through their advisors an exception or substitution to the curricular requirements of their degree programs and to the academic regulations established in the catalog. Exceptions and substitutions must be approved by the department chair in the student's major and (if appropriate) the Dean of School of Education and Vice President of Academic Affairs.

The University may make changes and exceptions to curricular and academic policies, provided that administrative and governance procedures are followed and that reasonable consideration is given to individual petitions for exceptions.

**Academic Honesty:** Each student is expected to observe standards of honesty and integrity in all academic work completed at Western New Mexico University. Students will be penalized for infractions that include, but are not limited to, the following: representation of the work of others as one's own, failure to cite sources, unauthorized assistance in any academic work, obtaining and/or using tests unless distributed by the instructor, or copying the work of another.

Student dishonesty as related to academic assignments such as thesis papers, or examinations shall not be tolerated and shall result in automatic failure. The student shall have the right to appeal to the Academic Discipline Committee.

**Good Academic Standing:** Students who maintain the minimum academic standards stated in the scale listed under Probation and Suspension will be considered in good standing.

### **Probation and Suspension:**

Academic Probation: Academic standing is only based upon the GPA of courses earned at WNMU and is reviewed at the end of each semester; students who have not made satisfactory progress will be placed on academic probation for the next semester. Satisfactory progress is based on the number of cumulative hours attempted and cumulative GPA according to the following scale.

## Cumulative Hours Attempted

## Cumulative GPA

|            |      |
|------------|------|
| 0-32       | 1.65 |
| 33-48      | 1.75 |
| 49-63      | 1.90 |
| 64 + Hours | 2.00 |

A student on academic probation at another university may be admitted to WNMU but will retain probationary status. Students on academic probation may not participate in WNMU sponsored activities. The Vice President for Academic Affairs will notify by mail any student who is placed on academic probation.

A student on academic probation who maintains a semester GPA of 2.25 or above may continue to enroll at WNMU. The student remains on academic probation until his/her cumulative GPA and cumulative hours attempted meet or exceed acceptable standards (*see scale above*).

**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. Students placed on academic suspension are sent a certified letter by the Registrar. Suspension from WNMU is for one full calendar year from the date of suspension. After a third suspension, a student must sit out two full calendar years from date of this action. Students must petition for reinstatement after suspension. Students serving their first suspension must contact the Registrar's Office for re-admission following the suspension period. Students serving any subsequent suspension must appeal the suspension to the Admissions and Academic Standing Committee prior to enrolling at WNMU. Admissions Office staff will advise students of the procedures required for reinstatement.

Suspended students who are reinstated re-enter WNMU on academic probation.

During the period of suspension, a student may not register for classes, live in student housing or participate in student activities at WNMU.

**NOTE:** Students suspended from another institution are not eligible to enroll at WNMU until they have served the suspension period of that institution.

### Procedures for Appealing Academic Suspension:

1. Complete the Petition for Readmission from Academic Suspension. (You should have received this form in the Suspension Letter from the Registrar's Office. This form is available at the Admissions Office.)
2. Complete a Personal Statement. (See guidelines listed below.) Attach it and any supporting documentation to the Petition for Readmission from Academic Suspension.
3. Request a student copy of your transcript from the Registrar's Office.
4. Submit 5 copies of the above materials to the Admissions Office. Students who do not submit all requested documentation by the date and time specified in the Suspension Letter will not be considered.
5. A decision will be made based on your Personal Statement and the supporting documentation that you have submitted. Please be sure to include copies of all documentation you wish to be considered. (A student may appeal his/her suspension in person to the Admissions Committee; all documents are still required for review.)

6. It is your responsibility to check with the Admissions Office the day after the Admissions Committee meets to find out if your suspension has been overturned or upheld.
7. The decision of the Admissions Committee is final.

**\*\*Prior to the hearing - Check with the Student Appeals Committee Chairperson for any additional guidelines that may have been instituted by the committee.**

Personal Statement Guidelines: Students who are seeking readmission from academic suspension must prepare a personal statement. The personal statement should be a well thought out and neatly presented document. It is to your benefit to include the following topics in your personal statement:

1. What factors/circumstances contributed to your poor academic performance?
2. Have these factors been resolved? If so, how?
3. What are your educational goals?
4. Why do you wish to return to Western New Mexico University?
5. In what ways are you more prepared to return to school at this time?
6. Discuss any activities you have engaged in since your suspension which relate to your preparation and readiness to return to Western New Mexico University. (These might include such things as employment, training/tutorial programs, medical treatment, etc.) All supporting documentation should be submitted with your petition. Anything you wish to disclose to the Admissions and Academic Standing Committees will be kept confidential.

**Student Academic Complaints:** There are three categories of academic complaints:

1. Assignment of Grades (verification of grade with Registrar's Office)
2. Professional Conduct
3. Allegations of Discrimination (race, color, national origin, age, sex, physical handicap)

Student complaints concerning an instructor's assignment of grades, professional conduct, or allegations of discrimination shall be dealt with in the following manner:

1. Student shall state complaint in writing to the instructor within 30 university working days of receiving grade notification or experiencing the disputed conduct. Copies of the complaint shall be sent to the ASWNMU President, the Vice-President for Academic Affairs, and the Affirmative Action Officer, if appropriate (C.) The instructor shall, within 10 days of the complaint receipt, investigate the matter and advise the student in writing as to findings and decision. Copies shall be sent to the ASWNMU President, the Vice-President for Student Affairs, the Vice-President for Academic Affairs, and the Affirmative Action Officer, if appropriate.
2. Should the matter not be resolved in step 1, the same procedure shall be repeated by the student with the department chairperson of the instructor concerned receiving the written complaint. This procedure must be followed by the student within 10 days of receiving the instructor's response. Copies shall be sent to the ASWNMU President, the Vice President for Student Affairs, the Vice President for Academic Affairs, and the Affirmative Action Officer. The department chairperson shall, within 10 days after receiving the complaint, investigate the matter and advise all parties involved in writing as to the findings and decision. The investigation may include interviews of the student, instructor, and other students in the course, other

instructors who have taught the course, and review and comparison of pertinent papers and examinations.

3. Should the matter not be resolved in steps 1 and 2, the student shall submit a written request to the Student Appeals Committee for a hearing. This request must be made within 5 days of receiving the department chairperson's response. The Student Appeals Committee shall conduct such a hearing as may be necessary to review the records at prior levels and make a recommendation to the Vice President for Academic Affairs. The decision of the Vice President of Academic Affairs will be considered the final action of this Student Complaint Process. Copies of the decision will be sent to all parties involved.

## **UNIVERSITY COMMITTEES ADDRESSING STUDENT CONCERNS**

**Academic Discipline Committee:** The Academic Discipline Committee is responsible for the development of policies in areas which relate to student academic discipline. The committee hears cases referred to it involving academic matters and shall determine discipline consistent with the substantial evidence presented at the discipline hearing. Hearings of this committee are governed by rules developed by the committee consistent with legal due process procedures in student discipline and approved by the legislative branch of the Associated Students, the University Administration, and the University Board of Regents. A meeting of the Academic Discipline Committee may be called by the Chairperson at the request of any student body member or faculty member. The committee will have three faculty members appointed by the Faculty Senate, one of whom serves as chairperson. There are three student members. \*This committee is for non-residential offenses.

**Ad Hoc Committees:** These may be appointed from time to time by the President of the Associated Students, as necessary. These committees will be automatically dissolved at the end of each academic year, unless otherwise specified by the President of the Associated Students.

**Admissions and Academic Standing Committee:** The Admissions and Academic Standing Committee is responsible for hearing and deliberating on irregular requests for admission to the University. The committee makes recommendations on the formulation of policy and regulations concerning admission to the University. Decisions of this committee are final. The Committee will have three faculty members appointed by the Faculty Senate, one of whom serves as chairperson. Three alternative faculty members shall be appointed by the Faculty Senate to serve in the event any of the regular members are unable to serve for any reason. There are two student members. Ex-officio, non-voting members include the Vice President for Student Affairs, the Director of Admissions and the Registrar.

**Athletic Committee:** This committee shall be advisory to WNMU President and/or appropriate Vice President relative to the administration and control of intercollegiate athletics within WNMU. It shall advise the Director of Athletics in the purpose and overall role of athletics, in the implementation and administration of the policies and procedures, in the short-range and long-range planning of the athletic department, and in observing protocols for compliance with standards of athletic governing bodies to which WNMU belongs. The athletic committee has five (5) voting members: three (3) appointed by the Faculty Senate, and two (2) student members (one female and one male). Faculty members will have three year staggered terms. The Director of Athletics and the Faculty Athletics Representative are ex-officio members.

**Curriculum and Instruction Committee:** This committee is responsible for developing policies governing the operation of the undergraduate curriculum and its instructional programs and shall review and make recommendations concerning proposed changes to any undergraduate curriculum. The committee will consist of one elected member from each of the academic departments and one student member. The Vice President for Academic Affairs and the Registrar are ex-officio, non-voting members.

**Evaluation Committee:** It is the responsibility of this committee to set up procedures for student evaluations of faculty and faculty self-evaluations. The committee will have five teaching faculty members appointed by the Faculty Senate, one of whom will serve as chairperson. There are two student members. The Vice President for Academic Affairs is an ex-officio, non-voting member.

**Graduate Council:** The Graduate Council is responsible for developing policies governing the operation of the Graduate Division and the University graduate curriculum. These policies are administered by the Director of the Graduate Division and include admission to degree candidacy. The Council will consist of one elected member from each department participating in graduate programs and one student member. The Graduate Council is chaired by a member elected by the Council. The Director of the Graduate Division is an ex-officio, non-voting member.

**Judicial Review Board:** The Judicial Review Board is responsible for the development of policies in areas which relate to student discipline. The committee hears cases referred to it involving non-academic matters and shall determine discipline consistent with the substantial evidence presented at the Judicial Review Board hearing. Hearings of this committee are governed by rules developed by the committee consistent with legal due process procedures in student discipline and approved by the legislative branch of the Associated Students, the University Administration, and the University Board of Regents. A meeting of the Judicial Review Board may be called by the Chairperson at the request of any student body member or faculty member. The committee will have two staff members, appointed by the Staff Senate, one of whom serves as chairperson, two faculty members appointed by the Faculty Senate, and two student members. \*This committee is for non-residential offenses.

**Instructional Resource Committee:** This committee advises the library and the Outreach Services Department on the development of book, periodical, reference collections, and other instructional resources, on the distribution of library and media services funds among the various academic departments, and advises on such other matters of library policy requested by the Library Director. The committee will have one elected member from each department, one of whom serves as chairperson. There are two student members. The Library Director is an ex-officio, non-voting member.

**Student Financial Aid Committee:** The Student Aid Committee is responsible for hearing and deliberating on irregular requests for student aid. The committee will have two faculty members appointed by the Faculty Senate, one of whom serves as chairperson, two staff members appointed by the Staff Senate, and two student members appointed by the Executive Board of the ASWNMU. Two alternate faculty members shall be appointed by the Faculty Senate to serve in the event any of the regular members are unable to serve for any reason. The Director of Financial Aid is an ex-officio, non-voting member.

**Teacher Education Committee:** The function of the Teacher Education Committee is to promote interdepartmental communication about the teacher education program. The committee will consist of one elected member from each department which offers "methods" courses for teacher education, the Dean of the School of Education, the Director of Clinical Experiences, and two students (education majors) to be appointed by the student body president. The chairperson must be a faculty member and will be elected by the Committee.

**Student Appeals Committee:** The Student Appeals Committee is an appellate committee to which decisions of the Academic Discipline Committee and Student Aid Committee may be appealed. The Student Appeals Committee will have three teaching faculty members appointed by the Faculty Senate, one of whom serves as chairperson. There are three student members. Both faculty and student members of the Student Appeals Committee should not serve on committees over which this committee has appellate jurisdiction.

**\*\*Prior to the hearing - Check with the Student Appeals Committee Chairperson for any additional guidelines that may have been instituted by the committee.**

## **PROCEDURES FOR AMENDMENT OF THE STUDENT HANDBOOK**

A student representative or an individual student may initiate amendments to this handbook through the Student Handbook Committee by forwarding recommendations for changes to the president of the Associated Students. The president will then forward all recommendations for changes to the handbook committee. The committee will consist of three-student representatives, the faculty senate president or assigned designee, and the staff senate president or assigned designee. The committee will review all recommendations for changes and by majority vote, forward approved recommended changes to the Associated Student senate for a majority vote. The president of the Associated Students will forward approved changes to the Board of Regents for approval. The Board may also, as required for effective management of the University, make any amendment at any time.

### **Change History:**

This version adopted 11/12/2008.