

# Appendices

## Appendix A: Definitions

**ACCREDITED** — certified as filling academic standards or requirements; courses recognized and accepted by certain other collegiate institutions.

**ADMINISTRATION** — officers, such as the director, the associate directors or the registrar, who direct branch operations.

**ADVISOR** — a faculty or staff member appointed to assist students in the areas of academics, financial aid or career planning.

**AFFIRMATIVE ACTION** — a program ensuring fair and equal recruitment, employment and advancement for all members of the campus community.

**ASSOCIATE DEGREE** — a degree awarded for completion of a prescribed program of study for a two-year duration (full-time enrollment) and a minimum of 60 credit hours.

**AUDITING CLASSES** — a student's option to pay for and attend classes without being obliged to do the required work and without credit.

**BRANCH COLLEGE** — division of a college or university located away from the main campus, generally offering occupational and transfer programs.

**CAREER/TECHNICAL COURSE** — a course offered within a specific occupational area, formerly designated with a "T" (e.g., OBT 155T).

**CATALOG** — an official publication detailing university policies.

**CERTIFICATE** — an official document awarded to indicate the completion of the requirements of a particular one-year education program (full-time enrollment) with a minimum of 30 credit hours.

**CLASS LOAD** — the number of hours attempted by a student per semester; 12 hours is the minimum full-time load, and over 18 hours must be approved by the associate director for Student Services.

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**CO-REQUISITE** — a course which must be taken at the same time as another designated course, usually in the same or a similar field.

**CREDIT HOUR** — a course work measurement term based on actual classroom hours involved; one semester hour is normally equal to 50 minutes of class per week for a 16-week semester.

**DEGREE** — an academic status awarded by a college or a university signifying successful completion of a program of study.

**DEGREE PLAN** — a program of courses leading to completion of requirements specified for a degree (i.e., associate's, bachelor's, master's), diploma or certificate.

**ELECTIVE** — a course not required for graduation or for the fulfillment of requirements for a major. To assist in choosing electives, students should consult an advisor and either this catalog or, if students plan to transfer, the catalog of the college they expect to attend.

**FEES** — monetary charges for the use of labs and other special materials required for a course.

**GOOD STANDING** — a student whose cumulative grade point average is equal to or greater than 2.0 is in “good standing.”

**GRADE POINT AVERAGE (GPA)** — total number of grade points earned divided by total semester hours attempted.

**LOWER DIVISION COURSES** — freshman and sophomore level classes.

**MAJOR** — a student's chosen, concentrated field of study.

**PART-TIME STUDENT** — a student who is enrolled for fewer than 12 semester hours during the regular semester or fewer than five semester hours during a summer session.

**PLAGIARIZING** — to knowingly copy or steal the work of another individual or a written source and present it as your own; may result in a student receiving a failing grade in a course.

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**PREREQUISITE** — a course or courses that must be taken, or other requirements which must be met, before advanced courses may be taken.

**PROBATION** — the status imposed upon a student due to low grades or improper conduct, usually defined by a specific time limit.

**REGISTRAR** — the college administrative officer in charge of student academic records.

**REGISTRATION** — the official process of enrollment.

**SEMESTER** — an academic term for a period of time, usually 16 weeks long, established for the purpose of offering a course of study.

**SUMMER SESSION** — usually an 8-week term of study offered during the summer months.

**SUSPENSION** — action taken by university officials when a student fails to maintain a designated grade point average in an academic program or for disciplinary reasons. The action results in a student being unable to enroll in coursework for a period of one semester.

**TRANSCRIPT** — an official document of a student's record indicating courses taken, grades received, GPA earned and certificates or degrees completed.

**TUITION** — a fixed amount of money charged a student for each academic credit of instruction.

**WITHDRAWAL** — a release from enrollment in one or more courses. The student initiates the withdrawal by notifying the Admissions Office and completing the proper forms. A student who ceases to attend classes but does not officially withdraw will nevertheless receive a letter grade for each course in which he/she is enrolled.

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## Student Code of Conduct

It is important for all students to be aware of conduct that will lead to disciplinary action by the University. In order to clarify the types of conduct which shall be considered to affect adversely the University's educational function, to disrupt community living on campus, or to interfere with the rights of others to pursue their education, to conduct their University duties and responsibilities or to participate in University activities, the Board of Regents hereby adopts the following Code of Conduct for students:

### 1. Scope

The University may take disciplinary action for an offense against the Code of Conduct when the offense occurs on University premises or at a University-sponsored event, or when an offense, which occurs off campus, is such that in the judgment of the Associate Director for Student Services, failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of the University, or endanger the health, safety or welfare of the University community.

The term "student" includes both full-time and part-time students pursuing undergraduate, graduate or professional studies.

### 2. Matters subject to disciplinary action

Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct:

2.1 Actions which have great potential for physically harming the person or property of others, including that of the University, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.

2.2. Any type of sexual assault including rape.

2.3. Making false representations to the University, including forgery and unauthorized alteration of documents; unauthorized use of any University document or instrument of identification.

2.4. Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or

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professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

2.5. Substantially interfering with the freedom of expression, movement or activity of others.

2.6. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on University premises.

2.7. Theft of property or of services. Possession of property that is known to be stolen.

2.8. Failure to comply with the lawful directions of University officials, including campus police officers and other law enforcement officials, acting in performance of their duties.

2.9. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, process, procedures or functions of the University.

2.10. Unauthorized presence in or use of University premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.

2.11. Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.

2.12. Use or possession of fireworks on University premises or at University-sponsored activities, unless expressly authorized in writing by the President.

2.13. Use, possession, or storage of any weapon on University premises or at University-sponsored activities, unless expressly authorized in writing by the President. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.

2.14. Misusing University computing resources by intentionally making or receiving, accessing, altering, using, providing or in any way tampering with files, disks, programs, passwords or hardware belonging to other computer users without their permission.

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- 2.15. Violation of published or posted University regulations or policies, including but not limited to regulations prohibiting discriminatory activity.
- 2.16. Aid to others in committing or inciting others to commit any act mentioned above.
- 2.17. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct including failure to appear before any of the University's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate University office.
- 2.18. Any other acts or omissions which affect adversely University functions or University-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the process of the University.
- 2.19. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

### 3. Rights of Students in Disciplinary Matters

Students' rights under the state and federal constitutions are specifically acknowledged and affirmed, including the rights of freedom of speech, freedom of association, freedom of religion, and due process. The provisions of this Code of Conduct shall be construed so as not to infringe upon those rights, as those rights are defined by law.

### 4. Sanctions

- 4.1. Any student who violates any of the rules set forth in Section 3 above, shall be subject to warning (verbal or written), disciplinary probation, suspension, expulsion, dismissal from University employment, or being barred from campus. Student sanctions imposed under this Code of Conduct shall be imposed pursuant to the Student Standards & Grievance Procedure, or its successor.
- 4.2. As used in this subsection:
  - 4.2.1. "Verbal warning" means an oral reprimand.
  - 4.2.2. "Written warning" means a written reprimand.

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4.2.3. "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling or other educational sanctions.

4.2.4. "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.

4.2.5. "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.

4.2.6. "Dismissal" means termination of student employment, either for a stated time period or indefinitely.

4.2.7. "Barred from campus" means being barred from all or designated portions of the University property or activities.

4.3. The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

\* All references to University officers, by title, in this Code shall also include the designee(s) of that officer.

## 5. Implementation

The President of the University may adopt such procedures, rules or regulations as deemed necessary to implement this Code of Conduct.

1. All references to University officers, by title, in this Code shall also include the designee(s) of that officer.

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## Sexual Harassment

Approved by the University of New Mexico Board of Regents 8/9/88, the Faculty Senate 12/8/87.

Questions about sexual harassment and about the Sexual Harassment Grievance Procedure can be answered by the Equal Opportunity Programs Office, 277-5251, 609 Buena Vista NE, or the following Valencia Campus offices: Student Services, Human Resources, and the Executive Director's Office.

The University is committed to creating and maintaining a community in which students, faculty, administrative and academic staff can learn and work together in an atmosphere that enhances productivity and draws on the diversity of its members, an atmosphere free from all forms of disrespectful conduct, harassment, exploitation or intimidation, including sexual. The purpose of this policy is to foster a dialogue on positive and effective intergender communication and interaction but also to take whatever action may be needed to prevent, correct, and, when necessary, to discipline behavior which violates this policy.

In fulfilling its dual tasks of educating and providing public service, the University can, and shall demonstrate leadership in sensitizing and educating all members of its community to what is appropriate behavior between the genders. Sexual harassment is reprehensible in that it subverts the mission of the University and threatens the careers of students, faculty and staff. It is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and will not be tolerated at the University of New Mexico.

Sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

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In determining whether the alleged conduct constitutes sexual harassment, consideration should be given to the record as a whole and to the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred. Retaliation against an employee or student for filing a sexual harassment complaint is grounds for a subsequent harassment complaint.

The University also disapproves of intimidating conduct of a sexual nature which does not rise to the level of the above definition of sexual harassment and which has a detrimental but limited impact on the work environment. Such conduct may include isolated sexual remarks, sexist comments or inappropriate physical behavior of a sexual nature. Such conduct should be strongly and actively discouraged by responsible supervisors.

While sexual harassment most often takes place in a situation of power differential between the persons involved, this policy recognizes also that sexual harassment may occur between persons of the same University status: student-student, faculty-faculty, staff-staff. While the vast majority of victims are female, and the vast majority of offenders are male, the prohibition of sexual harassment applies regardless of the genders of the parties.

Sexual harassment is especially serious when it threatens the relationship between student and teacher, or the relationship between supervisors and their subordinates. Through grades, wage increases, recommendations for graduate study, promotion, and the like, a teacher or supervisor can have a decisive influence on a student's or employee's success and future career at the University and beyond.

For these reasons, a reaffirmation of a firm stand against sexual harassment and the establishment of procedures specifically designed to resolve complaints of sexual harassment are critically important for this institution.

## Procedures for Redress of Sexual Harassment

The Office of Equal Opportunity (OEO) has an established procedure to address reported incidents of sexual harassment in compliance with Title IX of the Educational Amendments of 1972 as well as other claims of discrimination under Title VII of the Civil Rights Act of 1964. Claims of sexual harassment by students against staff, faculty (including Teaching Assistants), or third parties (e.g. someone who is not a student or employee of the University) should be reported directly to the OEO. The OEO is the University's compliance office for Title IX and Title VII and must respond to all reported incidents of sexual harassment. The OEO will evaluate all reports of sexual harassment recognized by

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University policy. If so, the OEO will proceed with processing reported incidents through the application of informal measures, or when warranted, a formal investigation, a final determination will be issued by the OEO at the conclusion of the investigation. This determination is subject to appeal. The staff of OEO are available to respond to questions about the University's sexual harassment policy and procedure. The OEO is located at 609 Buena Vista NE. The telephone number is (505) 277-5251.

## Sexual Assault Policy

Approved by the President 10/7/95

### I. PURPOSE OF POLICY

This policy provides for The University of New Mexico main and branch campuses:

- A. A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.
- B. Procedures students should follow if a sex offense occurs, including procedures concerning who should be contacted, the importance of preserving evidence for the proof of a criminal offense, and to whom the alleged offense should be reported.
- C. Information on a student's option to notify proper law enforcement authorities, including on-campus and local police, and a statement that institutional personnel will assist the student in notifying these authorities, if the student requests the assistance of these personnel.
- D. Notification to students of existing on and off campus counseling, mental health, or other student services for victims of sex offenses.
- E. Notification to students that the institution will change a victim's academic and living situations after an alleged sex offense and of the options for those charges, if requested by the victim and reasonably available.
- F. Procedures for campus disciplinary action in cases of an alleged sex offense, including a clear statement that;
  1. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

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2. Both the accuser and accused shall be informed of the final determination of a disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.

3. Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non forcible sex offenses.

## II. DEFINITION OF SEX OFFENSES

The University of New Mexico main campus and branch campuses adopt, for the purpose of this policy, the following definitions for sex offenses as prescribed by The Student Right to Know and Campus Security Act:

### Sex Offense – Forcible

A. Forcible rape – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual assault with an object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

### Sex Offense – Non-forcible

Unlawful, non-forcible sexual intercourse,

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A. Incest – Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

B. Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## III. EDUCATIONAL PROGRAMS

The University of New Mexico – Valencia Campus recognizes the harm caused by sexual assault and the need to educate the campus community regarding this issue. The Valencia Campus offers the following educational program services:

1. Albuquerque Rape Crisis Center  
1025 Hermosa S.E.  
Albuquerque, New Mexico  
505-266-7711

The Albuquerque Rape Crisis Center maintains a 24 hour a day crisis telephone service and has counselors available to provide immediate assistance to victims of sex offenses. The Center also provides educational programs to campus and community groups.

2. UNM-Valencia Campus Counseling Center  
Student Services building  
505-925-8560

The Counseling Center provides crisis intervention, short term mental health counseling and community referrals. Hours of operation are Monday through Friday 8:30 am to 5:00 pm. After hours appointments can be made by calling 925-8560.

3. Director, Student Affairs  
Student Services building  
505-925-8560

Student Services coordinates New Student Orientation which includes providing information addressing sexual assault and domestic violence issues. Student Services also provides information brochures and flyers throughout the campus community.

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## IV. PROCEDURES STUDENTS SHOULD FOLLOW IF A SEX OFFENSE OCCURS

The University's Student Code of Conduct and Visitor Code of Conduct, which apply to the main and all of the branch campuses and educational centers, expressly forbid the commission of sexual assault including rape. A student who is a victim of such an offense may pursue charges against the perpetrator under these policies.

It is important for victims of sex offenses to understand the steps to take in order to preserve evidence as it may be necessary in the proof of sexual assault in the criminal process and the student discipline system. Victims should not bathe, shower, wash, douche, brush one's teeth, comb one's hair or change clothes before seeking medical attention. Important evidence may be on the victim's body and/or clothes. This evidence can be collected during the medical examination.

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1. A student who is the victim of a sex offense on campus or at a University sponsored or sanctioned activity should immediately contact the Sheriff's Department at 866-2460 (or 911) to report the incident. Students may also contact UNM-Valencia Campus Security office, located in the Student Center, or call 925-8570. Security is available from 8:00 am to 10:00 pm Monday through Friday and Saturday from 8:00 am to 5:00 pm. Security officers and Workstudy security aids patrol the Valencia Campus during class hours. They also provide escort service, upon request, to parking areas during the evening hours.

2. The University's Student Code of Conduct and Visitor Code of Conduct expressly forbid the commission of sexual assault including rape. In cases where the UNM-Valencia Campus Security office has been contacted, the office will work with the victim and the Director, Student Affairs regarding the Valencia campus taking disciplinary action against the perpetrator under these policies. Violations of the Student and Visitor Codes of Conduct at UNM-Valencia Campus are administered by the Director, Student Affairs in the Student Services offices (505-925-8560).

A person who is a victim of a sex offense committed by a student, or a student who is a victim of a sex offense committed by a visitor to the Valencia Campus has the option of pursuing charges against the perpetrator of the offense under the relevant Code of Conduct.

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Victims of sex offenses are encouraged to report them to the Valencia County Sheriff's Department at 505-866-2460. Information regarding pursuing charges under the Student or Visitor Code of Conduct may be obtained by contacting the Student Services office at 505-925-8560.

Victims in student disciplinary proceedings and victims of sexual assault have the same rights that have been enumerated for the Main Campus. The specific procedures by which Student and Visitor Code of Conduct are resolved can be found in the University of New Mexico Pathfinder. Sanctions that may be applied are as enumerated under the Student and Visitor Code of Conduct.

A student who is a victim of such offenses may pursue charges against the perpetrator under these policies. The Student Services Office is available to assist victims of sex offenses in making appropriate accommodations in their academic and living arrangements.

## Student Grievance Procedures

### General Rules

A grievance must be initiated within 45 regular semester days of the date of origin of the grievance. The grievance procedure must be completed within 60 regular semester days of the receipt of the written complaint by the Student Affairs Committee.

Complaints are required to proceed through the Grievance Procedure in order beginning with Step 1. Complainants must represent themselves (i. e., be present) at any and all levels of grievance resolution.

All results at any level must be put in writing with a copy to the Director, Student Affairs and the Student Affairs Committee.

All infractions of local, state or federal statutes will be handled by the appropriate government authorities, but may also fall within the University grievance category.

The composition of the Student Affairs Committee may vary from branch to branch but must comprise representatives of the student, faculty and staff population.

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## A. Student vs. Faculty or Staff

Step 1. The student or complainant should first attempt direct resolution of a grievance in person with the party with whom there is a grievance. It is expected that in a university community, both parties should be able to resolve the grievance in a manner satisfactory to each at this level. The complainant shall be given the right to due process with impartiality. If the grievance is not resolved, the procedure detailed below should be followed.

Step 2. The student or complainant must register the complaint in writing with the party against whom he/she has the grievance specifying a time period (at least seven calendar days) within which a reply is expected in writing. The complainant must show proof of a dispute by filing a copy of the correspondence with the Student Affairs Committee. If the involved parties do not resolve the grievance at this level they should proceed to Step 3.

Step 3. If the dispute is not resolved in Step 2, the student shall state the complaint in writing to the appropriate department or division chairperson, with a copy to the Student Affairs Committee, for disposition of the dispute.

Step 4. If the dispute is not resolved in Step 3, the student shall state the complaint in writing to the Dean of Instruction and Student Affairs Committee, if the dispute is against faculty. If the dispute is against staff, the complaint should be forwarded to the Director, Student Affairs and the Student Affairs Committee.

Step 5. If the dispute is not resolved to the student's satisfaction, a formal hearing will be held before the Student Affairs Committee with the instructor/staff and student each presenting his/her case. The hearing shall be conducted as a rudimentary adversarial process in that both parties shall have the right to present their case, present evidence (both written and oral) and/or witnesses, and the opportunity to object to or rebut any evidence presented. The Student Affairs Committee will present its recommendation in writing to the student, the instructor or staff member, the chairperson of the department/division and the Dean of Instruction within seven calendar days following the hearing.

Step 6. The student or faculty/staff member may accept the Student Affairs committee's recommendation or may appeal to the Campus Executive Director in writing within seven calendar days after the receipt of the Committee's recommendation.

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Step 7. The Director will present a final decision in writing within seven calendar days. (However, if the grievance is against the Director, the appeal should be made to the Vice President for Academic Affairs who must review and rule on the appeal within seven calendar days.)

## B. Student vs. Student

Step 1. The complainant should first attempt direct resolution of a grievance in person with the party with whom there is a grievance. It is expected that in a university community, both parties should be able to resolve the grievance in a manner satisfactory to each at this level. If the grievance is not resolved, the complainant shall be given the right due process without prejudice.

Step 2. The complainant must register the complaint in writing with the party against whom he/she has the grievance specifying a time period (at least one calendar week) within which a reply is expected in writing. The complainant must show proof of a dispute by filing a copy of the correspondence with the Student Affairs Committee for impartial evaluation. If the involved parties do not resolve their grievance at this level they should proceed to Step 3.

Step 3. If the dispute is not resolved in Step 2, the student shall state the complaint in writing to the Director, Student Affairs and the Student Affairs Committee who will attempt to mediate a solution.

Step 4. If the dispute is not resolved to the student's satisfaction, a formal hearing will be held before the Student Affairs Committee with each student presenting his/her case. The hearing shall be conducted as a rudimentary adversarial process in that both parties shall have the right to present their case, have evidence presented (both written and oral) and/or witnesses and the opportunity to object to or rebut any evidence presented. The Student Affairs Committee will present its recommendation to the student within seven calendar days.

Step 5. The students may accept the Student Affairs Committee's recommendation or may appeal to the Campus Executive Director in writing within seven calendar days after the receipt of the Committee's recommendation.

Step 6. The Director will present a final decision in writing within seven calendar days.

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## Student Disciplinary Procedures

### General Rules

All results at any level must be put in writing and placed on file with Student Services.

Upon receipt of information of student misconduct, Student Services may temporarily suspend any student until final determination of charges against him/her when the physical or emotional well being of the student , other students, the faculty or the staff might be endangered.

If the final disposition of the Director, Student Affairs is not acceptable to the student, he/she may follow the Student Grievance Procedures.

Step 1. Disciplinary action against a student is first acted upon at the level of the faculty member and department chairperson as outlined in the *UNM Faculty Handbook*:

...the faculty member is authorized to take whatever action is deemed appropriate, but penalty in excess of an “F” in the course and the involuntary withdrawal of the student from the class may be imposed with the consent of the Director, Student Affairs. Whenever this penalty is imposed, the instructor shall immediately report the case in full detail in writing to the Director, Student Affairs.

Prior to the decision to impose any penalty as provided above, the faculty member shall discuss the matter with the student involved and afford the student the opportunity to explain his/her conduct. If the student disputes the action taken by the faculty member, the student may initiate a grievance as outlined in the Student Grievance Procedure.

Step 2. If the faculty member believes the student's action warrants other disciplinary action, he/she should contact the Director, Student Affairs as outlined below.

The party bringing a charge against a student shall file a written complaint with Student Services stating his/her assertion that additional penalty is warranted. Upon receipt of the information regarding the student misconduct, Student Services shall provide the student with a copy of the charge. The Director, Student Affairs may dispose of the case if it does not carry the penalty of probation or suspension in one of the following manners:

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- a. Dismiss the allegation and notify the party bringing the charge.
- b. Assign a counselor to the case if the case requires counseling.
- c. Conduct a private hearing with the student and the party bringing the charge to resolve the matter.
- d. Arrange a hearing before the Student Affairs Committee.

Step 3. If the student's action is serious enough to carry the penalty of probation or suspension, the student shall be notified in writing of the specific charges against him/her which may justify probation, suspension or dismissal from school. Such notification shall include names of witnesses against him/her, a report of facts to which these witnesses will testify, and shall request the student to appeal for a hearing (time and date specified) at which he/she may defend himself/herself and produce oral testimony or written affidavits of witnesses on his/her behalf. The Student Affairs Committee will meet, hear the case and make recommendations to the Director, Student Affairs. The Director, Student Affairs will make a ruling on the case in writing within seven calendar days.

Step 4. The final avenue for appeal and resolution of a grievance, should the recommendation of Student Services be unacceptable, is the Executive Director for UNM-Valencia Campus.

Step 5. The Director will present a final decision in writing within seven calendar days.