



Student Handbook

A Guide to University Citizenship

Offices of Academic Affairs, Graduate Studies & Student University Relations
Last modified August 1, 2019

The purpose of this document is to publish current policies and procedures for students at New Mexico Institute of Mining and Technology (New Mexico Tech) and to provide general information about student services on campus. This document provides students with the University's expectations and regulations governing academic integrity and student conduct at New Mexico Tech, but the contents within are not exhaustive. Academic Affairs and most academic departments and programs as well as Student Affairs and the various student support service (e.g. Residential Life) and administrative units at Tech, have supplementary policies and procedures. All of [New Mexico Tech's Policies](http://www.nmt.edu/nmt-policies-and-procedures) can also be found on line at <http://www.nmt.edu/nmt-policies-and-procedures>.

This document is generally updated at least once annually. Questions and suggestions are welcomed and may be emailed to studenthandbook@nmt.edu.

Dear Students,

I'm Melissa Jaramillo-Fleming, the Vice President for Student and University Relations. I welcome this opportunity to introduce myself and my office staff, Administrative Assistant, Myrna Bustamante, Assistant Vice President for SUR, Dean of Students & Title IX Coordinator, Peter Phaiah, and Student Conduct Coordinator & Title IX Investigator, Mikell Coleman.

Our office is committed to helping all students at New Mexico Tech reach their fullest potential. Our office provides a variety of student support services along with opportunities for leadership experience, diverse student work environments, engaging programming, and specialized resources. We serve as student advocates and are a central point of contact for students who need to resolve potential issues, need further explanation of New Mexico Tech's policies and procedures, or are trying to identify campus resources.

Sincerely,

***Melissa Jaramillo-Fleming**, Vice President
for Student and University Relations*



TABLE OF CONTENT

New Mexico Tech Mission Statement.....	9
New Mexico Tech Vision Statement	9
Institutional Values	9
Research	9
Integrity.....	9
Creativity	9
Lifelong Learning.....	9
Excellence.....	9
Economic Prosperity and Technological Development	9
Integrated Planning and Decision Making	10
Collegiality and Collaboration.....	10
Equal Opportunity Policy.....	10
Proviso.....	10
Grievance Policy	10
NEW MEXICO TECH’S ACADEMIC HONESTY POLICY AND GUIDE TO CONDUCT AND CITIZENSHIP FOR STUDENTS.....	11
1.0	Academic Honesty Policy for Students 11
2.0	Academic Dishonesty and Academic Research Misconduct 12
3.0	Fostering Academic Honesty and Research Integrity 13
4.0	Dealing with Incidents of Academic Dishonesty or Academic Research Misconduct 14
5.0	Students’ Right to Appeal a Penalty Action..... 17
6.0	Academic Discipline Policy and Procedures 18
7.0	Students’ Right to Appeal an Academic Disciplinary Action 19
8.0	Records of Penalty Actions, Academic Disciplinary Actions and Hearings 21
Responsible Non-Academic Conduct Policies and Procedures.....	22
9.0	New Mexico Tech’s Guide to Conduct and Citizenship 22
10.0	Citizenship Misconduct/Causes for Disciplinary Measures 24
11.0	Non-Academic Discipline Policy & Procedures 25
12.0	Non-Academic Disciplinary Action 25
13.0	Student’s Right to Appeal a Non-Academic Disciplinary Action 26
14.0	Records of Disciplinary Actions and Hearings 28
Additional NMT Policies & Information for Students.....	30

Alcohol & Drug Policies 30

 Introduction..... 30

 Tech’s Policies and Procedures on the Consumption of Alcohol 30

 Student Activities..... 31

 Off-Campus Events 31

 Alcohol in University Housing..... 31

Drugs and Controlled Substances 32

 Institutional Sanctions Regarding Alcohol and Controlled Substances 32

 Resources for Students..... 32

Missing Student Notification & Response 32

New Mexico Tech Digital Media Policy 33

 Background for Students Regarding the HEOA and the DMCA:..... 33

 Copyright Enforcement Activities..... 34

 DMCA Takedown Notices 34

 Preservation Requests 34

 Pre-Litigation Settlement Letters..... 35

 Lawsuits and Subpoenas 35

 Obtaining Legal Advice 36

NMT Information Technology & Communications Department (ITC) Academic Policies and Procedures 36

NMT Residential Campus Network and Wireless Acceptable Use Policy 41

Pet Policy..... 42

Privacy of Information 42

Vehicles (Motorized & Non-Motorized) Policy Statement..... 44

CAMPUS SERVICES..... 45

 Advancement & Alumni Relations, Fidel Center 45

 Auxiliary Services, Fidel Center 45

 Bookstore, Fidel Center..... 45

 Career Services, Student Affairs, Fidel Center 46

 Children’s Center..... 46

 Communications & Marketing, Brown Hall..... 47

 Cooperative Education Program, Student Affairs, Fidel Center 47

 Counseling & Disability Services, Fidel Center..... 47

 Dean of Students Office..... 47

 Employment (Student)..... 47

 Financial Aid, Fidel Center..... 48

 NMIMT Academic Affairs, Graduate Studies & Student University Relations|| Student Handbook

Golf Course (575.835.5335) 48

Graduate Student Association, Fidel Center 48

Gym 48

Health Center, Fidel Center..... 49

Health Insurance, Fidel Center 49

International & Exchange Programs, Student Affairs, Fidel Center 49

Lost and Found, Campus Police..... 50

Macey Center..... 50

Miner Weekly Blast.....50

Multicultural Programs, Student Affairs, Fidel Center..... 50

Performing Arts Series, Macey Center 50

RAVE – Emergency Notification System 50

Residential Life, Fidel Center 51

Student Emails.....51

Student Government Association, Fidel Center..... 51

Student Services@Tech.....52

Swim Center (575.835.5221)..... 52

GRADUATE STUDENT GUIDE 53

First Year in the NMT Graduate Program 53

 Preliminary, Qualifying and Entrance Examinations..... 53

 Choosing an Advisor and Advisory Committee..... 53

 Advisory Committee Report Form 55

 Professional Master's Degrees..... 55

 Choosing a Thesis, Dissertation or Independent Study Topic..... 55

Academic Procedures..... 56

 Continuous Registration..... 56

 Course Loads for Full-time Graduate Students..... 56

 Reduced Registration for Full-time Graduate Students..... 56

 Course Loads for Part-time Graduate Students 57

 Summer Registration Requirements and Employment 57

 Lower Level Courses..... 58

 Registration Checked 58

 Leave of Absence 58

Satisfactory Academic Progress..... 59

 Thesis, Dissertation and Independent Study Grades..... 60

Warning Letters 60

Student Classification..... 60

 Distance Graduate Students..... 60

 Regular Graduate Students 60

 Provisional Students..... 60

 Pre-Degree Students..... 61

 Special Students 61

 Dual Registration..... 61

 Transfer Student..... 62

 Readmission 62

Changing Student Classification 62

 From Part-time to Full-time..... 62

 From Full-time to Part-time..... 63

 From Provisional to Regular 63

 From Regular to Special..... 63

 From Special to Regular 63

 Changing Departments/Majors 64

 Readmission 64

Studies Leading to a Professional Master Degree.....64

 Choosing Courses 64

Studies Leading to the Master of Science Degree 64

 Choosing Courses 64

Studies Leading to the Doctorate 65

 Degree Requirements..... 65

 Dissertation Proposal 65

 Candidacy Examination..... 66

 Doctoral Candidacy..... 66

Time Limits..... 67

 Master's Degree..... 67

 Doctorate..... 67

 Extension of Degree Time Limits 67

 Fellowship and Assistantship Support..... 67

Completing the Graduate Degree 67

 Final Semester 68

 What If You Don't Quite Finish? 68

Leaving Tech Before You are Finished 68

Defense Fee Option68

Thesis and Dissertation..... 69

Independent Study Paper..... 70

Completing the Ph.D..... 70

 Research Seminar..... 70

 Submission of Journal Article 70

 Dissertation Defense..... 71

Special Exams by Department 71

 Chemistry..... 71

 Computer Science and Engineering..... 71

 Earth and Environmental Science 72

 Petroleum and Natural Gas Engineering..... 72

 Physics..... 72

Financial Aid 72

 Assistantships..... 72

 Work Limits..... 73

 Work Authorization 73

 Taxes..... 74

 Tuition 74

 Research Assistantships..... 74

 Teaching Assistantships..... 74

 Fellowships..... 74

 Minority Scholarships 75

 Loans..... 75

 Work-Study 75

Designation of Responsibilities..... 75

 Student 76

 Academic Advisor 76

 Research Advisor..... 77

 Advisory Committee..... 77

 Department Chair..... 77

 Dean of Graduate Studies..... 77

 Center for Graduate Studies..... 77

 Appeals 78

Ethics and Plagiarism..... 78

 Why a Code of Ethics is Important 78

 Research Integrity Policy 79

International Student Information.....80

 The International Programs Office..... 80

 Tech’s Responsibilities: Recordkeeping and Reporting 80

 Taxes, Treaties, Social Security Numbers and I-9s..... 81

 Replacing Lost Forms..... 81

 Visa vs Status..... 82

 Maintaining Status..... 82

 Re-Entry to the United States after a Temporary Absence 83

 On Campus Employment..... 83

 Off Campus Employment..... 84

 Practical Training (CPT and OPT) for F-1 Students..... 84

 Extending Legal Time in the United States..... 85

 Changing Majors or Academic Levels at NMT 85

 Transferring From NMT 86

 Academic, Cultural and Social..... 86

 Who is Responsible for the Student’s Education? The Student is! 86

 Consent and Respect on Campus: Understanding Sexual Discrimination and Violence 87

 Student Families and the NMT Family..... 87

Helpful Hints..... 88

New Mexico Tech Mission Statement

New Mexico Tech serves the state and beyond through education, research, and service, focused in science, technology, engineering, and mathematics. Involved faculty educate a diverse student body in rigorous and collaborative programs, preparing scientists and engineers for the future. Our innovative and interdisciplinary research expands the reach of humanity's knowledge and capabilities. Researchers, faculty, and students work together to solve real world problems. Our economic development and technology transfer benefit the economy of the state and create opportunities for success. We serve the public through applied research, professional development, and teacher education, benefitting the people of New Mexico.

New Mexico Tech Vision Statement

New Mexico Tech aspires to be a preeminent community of scholars dedicated to research, education, and innovation – advancing science, technology, engineering, and mathematics – to meet the challenges of tomorrow. We will drive innovation and education through transdisciplinary collaborations.

Institutional Values

New Mexico Tech has defined the following enduring, guiding principles for its continued growth and development as a quality STEM institution of higher education.

Research

Groundbreaking transdisciplinary research that generates knowledge and innovative design for science and engineering and solves challenging and complex problems, driven by a relentless commitment and focus by faculty, students, and research staff.

Integrity

Maintaining the highest standards of academic and professional ethics, fairness, and honesty in all endeavors, and being responsible members of the NMT community.

Creativity

Creativity is integral to all our teaching, research, and business processes and is driven by curiosity, adaptability, and resourcefulness, requiring imagination, vision, risk-taking, and diligence.

Lifelong Learning

Lifelong learning skills are developed through a rigorous curriculum, a challenging educational experience with a foundation of critical thinking and problem solving, invigorating research and significant professional development that prepares students, faculty, and staff for continuing individual and career growth.

Excellence

Excellence High-quality education and research drives excellence in all aspects of our mission.

Economic Prosperity and Technological Development

STEM education, research, technical assistance, and technology transfer are drivers of economic prosperity and technological development in the state, nation, and the world; continuous faculty, researcher, and staff

professional development programs and outreach initiatives for underrepresented communities to pursue STEM careers are hallmarks for the future.

Integrated Planning and Decision Making

Openness, fairness, collaboration, and stakeholder input in university operations are driven by accurate and reliable data made available to the campus community.

Collegiality and Collaboration

Positive energy, performance, and support from a collegial and collaborative environment, contributes to the advancement of our students, our colleagues, and our institution.

Equal Opportunity Policy

New Mexico Institute of Mining and Technology is committed to the policy that all persons shall have access to its programs, facilities, and employment without regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, physical or mental handicap or serious medical condition, spousal affiliation, or gender identity, as required by the New Mexico Human Rights Act, Title VI and Title VII of the 1964 Civil Rights Act as amended, Civil Rights Act of 1866, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, The Age in Employment Discrimination Act of 1990, Vietnam Era Veterans Readjustment Assistance Act of 1974, Title IX of the Education Amendments Act of 1975, Immigration Reform and Control Act, or by other applicable laws and regulations.

Inquiries regarding compliance may be directed to: Randy Saavedra, Director, Affirmative Action, Room 213 Fitch Hall, New Mexico Institute of Mining and Technology, 801 Leroy Place, Socorro, New Mexico 87801; telephone 505.835.5005. e-mail: Randy.Saavedra@nmt.edu.

Proviso

The provisions of this Student Handbook are not to be regarded as an irrevocable contract between the student and New Mexico Institute of Mining and Technology. New Mexico Tech reserves the right to change any provisions or requirements of this Student Handbook at any time. When any changes of substance are made to this handbook (i.e. changes that are beyond correcting typographical errors or minor updates that do not change policies), enrolled students will be electronically notified at the time or before any changes take effect. The notification will be sent via email to each student's current University email address.

Grievance Policy

Occasionally, students may have a legitimate grievance against another student, employee or department at Tech. Students should try to resolve the grievance, complaint or concern with the individual or unit with whom they have an issues if at all possible. New Mexico Tech understands that some serious or unresolved issues need to be dealt with at a higher level with administrators if the issues are not initially resolved. Students are encouraged to first follow the established grievance policy of the unit involved, then contact the individual's or unit's supervisor, and if needed, contact the Dean of Students or Dean of Graduate Studies. The Dean of Students and Dean of Graduate Studies are available to all students to discuss and advise on any troublesome matter of concern and frequently help to expedite resolution of such matters.

NEW MEXICO TECH'S ACADEMIC HONESTY POLICY AND GUIDE TO CONDUCT AND CITIZENSHIP FOR STUDENTS

Responsible Academic Conduct Policies and Procedures

1.0 Academic Honesty Policy for Students

1.1 Introduction

New Mexico Tech has an outstanding academic reputation and excels as a teaching and research university specializing in areas of science, engineering, and related fields. This reputation is contingent on an environment of academic honesty and integrity.

Indeed, New Mexico Tech's Institutional Values statement recognizes integrity as a core value along with creativity, excellence, collegiality and citizenship, service, leadership, and commitment to economic prosperity and technological development. "Integrity is honored as a fundamental value at New Mexico Tech. Dishonesty, cheating, and plagiarism have no place in a respected institution of higher education. But real integrity goes further than these negatives. Integrity means having the courage to defend the truth, to act fairly and honestly in all our endeavors, and to be responsible members of the community."

Academic dishonesty and research misconduct is therefore unacceptable and will not be tolerated at this Institute.

- 1.1.1 In the following, the role of the Associate Vice President for Academic Affairs primarily pertains to cases involving incidents of academic dishonesty by undergraduate students and the Dean of Graduate Studies pertains to cases involving incidents of academic dishonesty by graduate students.
- 1.1.2 The term day/days/number of days shall mean the number of academic days within an academic semester or summer session. If the procedure of the incident occurs or continues when the final grades are due or after the end of the academic semester or academic session, the Associate Vice President for Academic Affairs or the Dean of Graduate Studies will determine whether to proceed on non-academic session business days of the Institute or to continue the procedure when the next semester or session begins. Concerning this, the Associate Vice President for Academic Affairs or the Dean of Graduate Studies will take into consideration requests by the student charged.
- 1.1.3 Research Misconduct can occur as a result of academic research or Sponsored Research (Externally Funded Research). Academic Research Misconduct will be handled following the same policies as the handling of academic dishonesty, with the research supervisor reporting acts of research misconduct as described for instructors reporting academic dishonesty. Sponsored research misconduct is governed by the Policy to Assure the Integrity of Research, which can be found on the following webpage: <http://www.nmt.edu/research-policies-a-forms>.
- 1.1.4 The use of the term Academic Dishonesty serves to include the term Academic Research Misconduct.
- 1.1.5 The use of the term Academic Honesty serves to include the term Research Integrity.
- 1.1.6 The use of the term instructor serves to include the term research supervisor.
- 1.1.7 The use of the term Sponsored Research or Externally Funded Research refers to research and development activities of the institute that are separately budgeted and accounted for on a specific project basis and research cost sharing.

2.0 Academic Dishonesty and Academic Research Misconduct

2.1 Academic dishonesty is defined as an act of academic fraud. It could be any of the following:

- 2.1.1 Cheating:** the use of unauthorized material during a test, or the act of copying from another student;
- 2.1.2 Plagiarism:** the unauthorized use or use without proper citation of either someone's published work, unpublished material in someone else's computer files or material derived from the Internet;
- 2.1.3 Theft:** any form of unauthorized procurement of academic documents, e.g., exams, student reports;
- 2.1.4 Falsification:** any form of illegal alteration of academic documents for any purpose including improper alteration of experimental data obtained in the laboratory;
- 2.1.5 Impersonation:** the act of permitting another person to substitute for oneself at an examination;
- 2.1.6 Obstruction:** interference with or sabotage of the work of any other person including through vandalism or theft;
- 2.1.7 Assistance:** the act of helping another to commit fraud in any of the above-mentioned ways.

2.2 Academic Research Misconduct is defined as a violation of scholarly conduct codes or of unethical behavior in research. In addition to forms of academic fraud, Academic Research Misconduct could be any of the following:

- 2.2.1 Inaccurate listing of authorship:** the act of listing as an author or co-author those who have not made substantial contributions to the research or listing an author or co-author without their consent or the act of not naming as an author or co-author someone who is a major contributor;
- 2.2.2 Failure to disclose a conflict of interest:** such as failing to disclose being paid by an organization that will benefit from a research project;
- 2.2.3 Violation of ethical standards related to human and animal testing:** e.g., experimentation on human subjects without informed consent (All human/animal experiments must be reviewed and preapproved by NMT's Institutional Review Board);
- 2.2.4 Fabrication of data:** improper alteration of experimental data obtained in the laboratory or any scientific or research experiment;
- 2.2.5 Failure to report:** failure to report incidents of research or scientific misconduct;
- 2.2.6 Providing inaccurate assessment of research:** such as exaggerating or denigrating contributions by those involved in peer review.

2.3 Sponsored Research (Externally Funded Research)

Research Misconduct in Externally Funded Research is governed by the "Policy to Assure the Integrity of Research" which can be found at <http://www.nmt.edu/research-policies-a-forms>. In the case of Research Misconduct in Externally Funded Research, the procedures of the above policy, the "Policy to Assure the Integrity of Research" must be followed.

The following is taken directly from page 6 of the "Policy to Assure the Integrity of Research": All employees or individuals associated with New Mexico Tech should report observed, suspected, or apparent misconduct in science to the Vice President for Research & Economic Development. If an individual is unsure whether a suspected incident falls within the definition of scientific misconduct, he or she may call the Vice President for Research & Economic Development to discuss the suspected misconduct informally. If the circumstances described by the individual do not meet the definition of misconduct, the Vice President will refer the individual or allegation to other offices or officials with responsibility for resolving the problem.

At any time, an employee may have confidential discussions and consultations about concerns of possible research misconduct with the Vice President for Research & Economic Development and

will be counseled about appropriate procedures for reporting allegations, which may be made orally and anonymously.

The following is considered “research misconduct” under the policy that governs externally funded research, and is taken directly from pages 1 and 2 of the “Policy to Assure the Integrity of Research”:

1. Violation of any criminal or civil law in obtaining, analyzing or reporting data.
2. Plagiarism: The act of taking the written or oral research ideas or results from another and presenting them as one's own.
3. Intentional falsification or fabrication of data or results:
 - a. Forging Data: Inventing some or all of the reported research data, or reporting experiment never performed.
 - b. “Cooking” Data: Retaining only those results that fit the hypothesis.
 - c. “Trimming” Data: The unreasonable smoothing of irregularities to make the data look extremely accurate and precise.
4. Applying for federal funding while under federal suspension or debarment, or knowingly utilizing as a co-principal investigator, investigator, technician, or consultant a person suspended or debarred.
5. Failure to maintain a record of primary data with the intent to deceive, e.g. destroying laboratory notebooks, survey forms, microscope reference slides, computer or other machine printouts with the intent to deceive.
6. Failure to report known or suspected acts of misconduct on the part of others, including the act of knowingly withholding or destroying evidence crucial in an investigation of misconduct.
7. Abuse of confidentiality when gathering or reporting data, e.g., releasing data gathered during privileged communication.
8. Use of honorary authorships, without the person's consent, and/or with the intent to deceive.
9. Without being involved with the research in question, making a demand to be listed as an author on a researcher's publication, solely because the person making the demand is in a position of authority over the researcher.

3.0 Fostering Academic Honesty and Research Integrity

3.1 The need to foster academic honesty and research integrity imposes a nexus of responsibilities on the Institute, its students and faculty.

The Institute: The Institute’s responsibility is to publish relevant policies, ensure that all such publications are consistent with each other, and implement the policies in a consistent manner.

Students: Each student’s responsibility is to understand for every academic assignment what is expected from him/her and what would indicate academic dishonesty.

Faculty: It is the responsibility of the instructor of a course to clearly articulate any special case of academic dishonesty that is relevant to that course but not covered in Section 2 of this policy.

3.2 The following recommendations are intended to help in discharging those responsibilities:

3.2.1 Recommendations for the Institute

- Compile useful articles on academic honesty and plagiarism and publish them on the Web.
- Ensure that any student who is engaged in learning, in teaching, and in research receive guidance about relevant ethical issues.

3.2.2 Recommendations for students

- Attend all classes; in case a class is missed, talk to the instructor and find out about assignments given and topics covered.
- Time management is crucial. When study time is planned, the possibility of last-minute panic is minimized along with the consequent temptation to take unethical shortcuts.
- Unless explicitly prohibited in a course, sharing and discussing ideas with other students is encouraged as it can facilitate learning. But make sure that you do not share what you turn in for individual assignments.
- Do not keep open books or course material in close proximity to you while you take a test unless it is explicitly allowed.
- If you are experiencing undue stress, you have many resources available on campus for help and support: your academic advisor, your department chair, the Associate Dean of Student Success (located in the Office of the Registrar), the Center for Student Success, the Counseling and Disabilities Office, the Dean of Students, the Center for Graduate Studies, and the Office of Academic Affairs. Seek help and support rather than resorting to unethical behavior.
- The Center for Graduate Studies will provide education and training in the responsible conduct of research to all students supported on research grants. Relevant websites on this subject include: NMT's research policy and forms at <http://www.nmt.edu/research-policies-a-forms-research-and-econ-dev>; NSF's policy at <http://www.nsf.gov/bfa/dias/policy/si/sipolicy.pdf>; and NIH's policy at http://grants.nih.gov/grants/research_integrity/.
- Students should be aware that the Dean of Graduate Students is available for graduate students and the Associate Vice President for Academic Affairs is available for all students to discuss and advise on any troublesome matter of academic concern and helps to expedite resolution of such matters.

3.2.3 Recommendations for faculty

- Mention this section of the handbook in your syllabus and in your introductory lecture.
- In the syllabus you hand out in the beginning of the course, list any special policies relevant to your course. For example, you could clarify what you mean by a restricted use of a resource like the Internet; you could set guidelines for non-standard assignments like group work, field trips, and ungraded papers. Furthermore, if you could include this syllabus in a Webpage for the course, it could benefit students as well as other faculty.

4.0 ***Dealing with Incidents of Academic Dishonesty or Academic Research Misconduct***

4.1 **The Role of the Instructor in the Bringing of Charges**

If a dishonest action is discovered by, or brought to the attention of, a teaching assistant assigned to a course, he/she shall play the role of instructor as described below only if explicitly authorized by the faculty supervisor of that course; otherwise, the teaching assistant shall immediately convey the specific details to the faculty supervisor who will fill that role. The department chair or his/her designated representative shall substitute for an absent faculty supervisor.

4.2 **Determination of the Act of Academic Dishonesty by the Instructor**

- 4.2.1 When a case of academic dishonesty is detected, it is the instructor's responsibility to:
- (a) distinguish between a minor infraction and a major one, and

(b) to take action appropriate to this judgment of severity.

For example, a missed reference in an otherwise well-cited paper should be treated as carelessness; one unattributed remark in an ungraded paper should be considered minor. On the other hand, copying a substantial part of a term paper off a document available on the Internet should be considered a major violation; falsification of laboratory work by a student engaged in research should also be considered major.

Minor infractions repeated in spite of warnings may be treated as major.

4.3 Classes of Action Available to Instructor

Four classes of actions are available to the instructor, one without a penalty, two that are Grade Penalty Actions, and one Research Penalty Action.

Throughout this policy, Penalty Action will refer to either a Grade Penalty Action or a Research Penalty Action as appropriate.

The instructor may:

4.3.1 only warn, i.e., issue a warning to the student(s) without any penalty in grades or research.

Or the instructor may impose one of the following Grade Penalty Actions:

4.3.2 only penalize the assignment in question, e.g., decrease the student's grades for that academic work (perhaps a zero for the entire assignment or part thereof) and/or ask the student to re-do the assignment;

4.3.3 penalize the course, i.e., directly change the course grade, e.g., drop a letter grade or assign an 'F' for the course.

Or in the case of academic research, the research supervisor may impose a Research Penalty Action:

4.3.4 terminate research involvement, i.e., remove the student from the research project, which may include termination of employment.

4.4 Bringing of Charges – Procedure by Instructor when Academic Dishonesty is Detected:

4.4.1 **The instructor must make every effort to discuss with the student(s) the violation detected and any Penalty Action being imposed.**

4.4.2 Bringing of Charges Statement

- If a Penalty Action is imposed, the instructor must write in a memo – the Bringing of Charges Statement – to the Associate Vice President for Academic Affairs or, for graduate students, to the Dean of Graduate Studies.
- If the dishonesty does not involve any course, e.g., when a student employed under an externally-funded research grant falsifies laboratory data, the faculty research supervisor must comply with the "Policy to Assure the Integrity of Research."
- If more than one student is involved in the act of dishonesty, the instructor must submit a separate Bringing of Charges statement (memo) for each student.
- Notifications from the Instructor to the Associate Vice President for Academic Affairs or Dean of Graduate Studies must be sent within ten days of the discovery of the dishonesty.

The Bringing of Charges Statement must include the following information:

- the grade for the course has been affected partly or wholly by an act of academic dishonesty,
- the nature of the violation and its severity,
- details as to time, place, and persons involved,
- any available supporting evidence,
- the specific Penalty Action imposed.

Evidence of Act of Dishonesty Provided with Bringing of Charges Statement

The instructor should provide with the memo evidence of the violation, e.g., copies of assignments

exhibiting plagiarism, a witness in case of cheating during an in-class exam, a hard copy of plagiarized Web page.

Further Recommendations in the Bringing of Charges Statement

Further, the instructor may recommend in the Bringing of Charges Statement that the Associate Vice President for Academic Affairs or Dean of Graduate Studies should impose an appropriate disciplinary action on the student. The term disciplinary action refers to a penalty listed in section 6.5 “Academic Disciplinary Action.”

4.5 Response Procedure by Associate Vice President for Academic Affairs or Dean of Graduate Studies:

- The Associate Vice President for Academic Affairs’ or Dean of Graduate Studies’ responsibility is to respond to the bringing of charges, to review the evidence provided by the instructor and evidence the student might provide, and to make a determination on the charges.
- In addition, the Associate Vice President for Academic Affairs’ or Dean of Graduate Studies’ responsibility is to decide on the imposition of disciplinary action, i.e., whether or not disciplinary action should be imposed and, if so, which specific disciplinary action penalty (listed in section 6.5) is appropriate.
- The Associate Vice President for Academic Affairs or Dean of Graduate Studies will follow the procedures described under the investigation section (6.4) with the following additions and clarifications:

4.5.1 On receiving a notification of dishonesty, the Associate Vice President for Academic Affairs or Dean of Graduate Studies shall look up the student’s record of past incidents of dishonesty.

4.5.2 The Associate Vice President for Academic Affairs or Dean of Graduate Studies shall convey in writing to the student involved within ten days after the Bringing of Charges (see 6.3) both the specific charge made by the instructor and the Penalty Action imposed, inform the student about the provisions of this policy, and give him/her an opportunity to discuss the incident with the Associate Vice President for Academic Affairs or Dean of Graduate Studies.

4.5.3 The Associate Vice President for Academic Affairs or Dean of Graduate Studies shall consider requests from the student for additional time to gather evidence.

4.5.4 If the current incident has been judged minor by the instructor, but the student has a past record of dishonesty, the Associate Vice President for Academic Affairs or Dean of Graduate Studies shall determine whether or not this time the infraction shall be treated as major. Based on this determination, the Associate Vice President for Academic Affairs or Dean of Graduate Studies may elect to impose disciplinary action.

4.5.5 If the current incident has been judged major by the instructor, the Associate Vice President for Academic Affairs or Dean of Graduate Studies shall decide on the imposition of the disciplinary action after considering the instructor’s recommendation, the evidence presented, the student’s account of the case, and any other fact the Associate Vice President for Academic Affairs or Dean of Graduate Studies finds pertinent. The absence of past incidents shall not be construed as a dilution of the seriousness of a major violation. For example, a student who has falsified research results should not be treated leniently solely because it is his/her first incident of academic dishonesty.

4.5.6 The Associate Vice President for Academic Affairs or Dean of Graduate Studies shall notify the student and the instructor in writing of the Associate Vice President’s or Dean of Graduate Studies’ determination of the academic dishonesty incident, the concurrence or non-concurrence with the Penalty Action and whether or not disciplinary action is being imposed within twenty days of the

receipt of the Bringing of Charges statement or ten days from the end of any additional time period granted to the student.

- If the Associate Vice President for Academic Affairs or Dean of Graduate Studies concurs that the charges brought are substantiated, the Associate Vice President for Academic Affairs or Dean of Graduate Studies will also notify the student's academic advisor.
- Notifications of incidents of academic dishonesty from instructors, the correspondence from the Associate Vice President for Academic Affairs or Dean of Graduate Studies, and the outcomes of the incidents shall remain in the students' files in the Office of Academic Affairs or Center for Graduate Studies in accordance with section 8.0 "Records of Penalty Actions, Academic Disciplinary Actions and Hearings."
- Annually, early in the Fall semester, the Associate Vice President for Academic Affairs and Dean of Graduate Studies shall present to the Faculty Senate the number of instances of academic dishonesty reported along with their breakdown by cases (4.3.2, 4.3.3, 4.4.4) of instructor notifications (Bringing of Charges), Penalty Action imposed, instructor recommendations of disciplinary action, categories of infractions, disciplinary actions imposed, appeals, and their outcomes. In addition, the Associate Vice President for Academic Affairs and Dean of Graduate Studies shall communicate any observations from the President regarding conflicts of this policy with any other so that conflicts may be rectified.

5.0 Students' Right to Appeal a Penalty Action

5.1 Requesting a Hearing to Appeal a Penalty Action

Upon request by the student charged and subjected to a Penalty Action, the procedures of the Academic Discipline Policy described in Section 7.0 and modified in 5.2 below must be followed.

The student may request a hearing before the Student Discipline Committee:

- The request must be made in writing to the Associate Vice President for Academic Affairs or Dean of Graduate Studies.
- An undergraduate student must send a copy of the request to the President of the Student Government Association. A graduate student must send a copy of the request to the President of the Graduate Student Association.
- The request must be made within ten days of the receipt of the notification from the Associate Vice President for Academic Affairs or Dean of Graduate Studies.

5.2 Hearing Procedure

The procedures listed under Hearing (Section 7.3) shall apply with the following additions and exclusions.

Additions

- The Associate Vice President for Academic Affairs or Dean of Graduate Studies shall submit the instructor notification (Bringing of Charges memo) plus any previous records of academic dishonesty of the student as evidence before the Student Discipline Committee.
- The instructor who brought charges of dishonesty will act as a witness.
- If the committee decides that a grade penalty should be reversed, the instructor shall be required to submit a fresh grade computed by removing the penalty.

Exclusions

- If no disciplinary action is involved, i.e., only a Penalty Action is being appealed, legal counsel will not be permitted and no recording will be made of the hearing.

5.3 Instructor Appeal of the Student Discipline Committee Decision on Penalty Action

The decision of the Student Discipline Committee may be appealed as described in section 7.4 "Appeal

of the Student Discipline Committee Decision” with the following additions and exclusions.

Additions

- The instructor who brought charges of academic dishonesty that resulted in only a Grade Penalty Action may appeal the decision of the Student Discipline Committee only if the decision was based on a tie.
- The Vice President for Academic Affairs shall communicate the final outcome of the appeal to the student, the Associate Vice President for Academic Affairs or Dean of Graduate Studies, and the instructor who brought charges of academic dishonesty.

5.4 Composition of the Student Discipline Committee

The composition of the Student Discipline Committee for cases of academic dishonesty by undergraduate students shall be as described in section 7.2 “Student Discipline Committee.”

6.0 Academic Discipline Policy and Procedures

6.1 New Mexico Tech’s Academic Discipline Policy has two primary purposes:

First, it is intended to ensure that the student charged with academic honesty infractions is granted due process of law consistent with the principles of the United States Constitution. Due process means a fundamentally fair procedure based upon reasonable principles impartially applied.

Second, the policy is intended to educate the student in question regarding the standards of conduct expected at New Mexico Tech and throughout society as a whole. The process is not intended to mimic a genuine adversarial court proceeding but is based upon sound judicial practices.

Students violating Academic Honesty Policy are subject, in addition to a Penalty Action, to academic disciplinary action in accordance with the procedures listed below.

6.2 Bringing of Charges

Charges of academic dishonesty or research misconduct must be in writing, must specify the nature of the violation, and must give details as to time, place, and persons involved (see 4.4). This statement must be given to the Associate Vice President for Academic Affairs or Dean of Graduate Studies within ten days of the discovery of the incident(s) in question.

If more than one student is involved in the violation, the instructor must submit a separate memo for each student.

6.3 Notification of Charges

Students charged with violations of Academic Honesty Policy must be notified in writing by email and/or campus mail by the Associate Vice President for Academic Affairs or Dean of Graduate Studies of the charge within ten days of the bringing of charges. This notice must contain the particulars specified in the written Bringing of Charges statement, as outlined in 4.4, and notification of where to find the Academic Honesty Policy in the New Mexico Tech Student Handbook.

6.4 The Associate Vice President for Academic Affairs’ or Dean of Graduate Studies’ Investigation

The Associate Vice President for Academic Affairs or Dean of Graduate Studies will investigate the charges and may impose disciplinary penalties as stated in the section 6.5 “Academic Disciplinary Action.” The action taken shall constitute the Associate Vice President for Academic Affairs’ or Dean of Graduate Studies’ decision. Regardless of the action taken by the Associate Vice President for Academic Affairs or Dean of Graduate Studies, the student has the right of hearing and appeal.

6.5 Academic Disciplinary Action

6.5.1 A student who is found to have violated the Academic Honesty Policy may be subject to one or more of the following disciplinary action penalties in addition to a Penalty Action:

- Academic disciplinary probation, not to exceed one calendar year (recorded in the student's file in the Office of Academic Affairs)
- Interim suspension (see "6.6 Interim Suspension")
- Academic disciplinary suspension, not to exceed one calendar year (recorded in the student's permanent file in the Office of the Registrar and noted on the student's transcript)
- Permanent dismissal (recorded in the student's permanent file in the Office of the Registrar and noted on the student's transcript).
- Other disciplinary actions deemed appropriate to the specific case

6.5.2 If none of the above penalties is deemed appropriate, a student may be given an oral or written warning or statement that no disciplinary action is warranted.

6.5.3 The decision whether or not to take action shall belong to the Associate Vice President for Academic Affairs or Dean of Graduate Studies.

6.6 Interim Suspension

At times, on the basis of his/her investigation into charges of violations of the Academic Honesty Policy, the Associate Vice President for Academic Affairs or Dean of Graduate Studies may conclude that it is necessary to suspend a student immediately, prior to a hearing on the matter. This may be the case when the student in question is believed to be dangerous to himself or herself, to others, or to property. Under such circumstances, the Associate Vice President for Academic Affairs or Dean of Graduate Studies or, in their absence, the Vice President for Academic Affairs or other person designated by the Institute President, may impose an interim suspension pending written notice with a hearing to be set at a later date.

An interim suspension may not be imposed unless it is based upon facts that show that the student's continued presence on campus may constitute a danger to the student, to others, or to property.

An interim suspension may not be based upon mere suspicion of guilt. Any student suspended on an interim basis has the right to a hearing before the Student Discipline Committee. The student suspended on an interim basis must present a written request for a hearing to the Associate Vice President for Academic Affairs or Dean of Graduate Studies, within five days of the effective date of the interim suspension. The hearing must be held within five days of the suspended student's request for a hearing unless the student charged requests a delay, in which case the times specified in the following section shall apply.

The interim suspension shall terminate when the hearing is held. The Associate Vice President for Academic Affairs or Dean of Graduate Studies may impose regular disciplinary penalties at this point in the proceedings.

7.0 Students' Right to Appeal an Academic Disciplinary Action

7.1 Upon request by the student charged and subjected to disciplinary action, the case will be heard by the Student Discipline Committee:

- The request must be made in writing to the Associate Vice President for Academic Affairs or Dean of Graduate Studies.
- An undergraduate student must send a copy of the request to the President of the Student Government Association. A graduate student must send a copy of the request to the President of the Graduate Student Association.
- The request must be made within ten days of the receipt of the notification from the Associate Vice President for Academic Affairs or Dean of Graduate Studies.

7.2 Student Discipline Committee

7.2.1 The Student Discipline Committee shall hear cases of students charged with violations of the Academic Honesty Policy and subject to academic disciplinary penalties if requested by the student charged as outlined in section 7.1. The committee will then make its decision following a hearing on the matter.

7.2.2 The Student Discipline Committee when an undergraduate student is charged shall be composed of:

- Two members and one alternate of the Supreme Court of the Student Government Association (or other members of the Student Government Association if Supreme Court members are not available) as designated by the President of the Student Government Association
- One member of the Graduate Student Association and one alternate as designated by the President of the Graduate Student Association
- Three members of the Faculty Senate and two alternates (not members of the administration other than chairpersons of academic departments) elected by the Faculty Senate Student Discipline Committee

The Student Discipline Committee when a graduate student is charged shall be composed of:

- One member and one alternate of the Supreme Court of the Student Government Association (or other members of the Student Government Association if Supreme Court members are unavailable) as designated by the President of the Student Government Association
- Two members of the Graduate Student Association and one alternate as designated by the President of the Graduate Student Association
- Three members of the Faculty Senate and two alternates (not members of the administration other than chairpersons of academic departments) elected by the Faculty Senate Student Discipline Committee

7.2.3 Either party to the dispute may disqualify one member of the Student Discipline Committee. Members may also disqualify themselves and should do so if they are aware of any reason they would not be able to render a fair and impartial decision.

7.2.4 The Student Discipline Committee shall establish its own procedures and shall select its own Chairperson, except that a quorum shall consist of all six members of the committee. (In the event that one or more committee members are unable to meet at times consistent with the provisions of previous sections titled Interim Suspension and Hearings, an alternate member shall serve.)

7.2.5 The Chairperson must vote on each and every issue. In case of a tie vote on the charges, the student shall be found innocent, and in case of a tie vote on the discipline imposed, the less serious disciplinary action shall be recommended to the Associate Vice President for Academic Affairs or Dean of Graduate Studies.

7.3 Hearing

The hearing is not intended to be a full-fledged adversarial proceeding; it is intended to be a fair hearing with ample opportunity for both parties (the student and the Institute) to present the facts. The Institute will be represented by the Associate Vice President for Academic Affairs or Dean of Graduate Studies, or their designated representative.

The following procedures shall apply:

7.3.1 Both parties will be notified of the date of the hearing by the President of the Student Government Association or President of the Graduate Student Association at least ten days prior to the hearing (except in the case of interim suspension). In exceptional cases the Student Discipline Committee may choose to hold the hearing at an earlier time, but only with the express agreement of both parties.

- 7.3.2 Both parties shall be permitted to inspect, at least 24 hours in advance of the hearing, any documentary evidence that the other party intends to submit at the hearing. Both parties shall submit the documentary evidence with a list of witnesses who will testify at the hearing to the President of the Student Government Association or President of the Graduate Student Association after receiving notification of the hearing date.
- 7.3.3 The party who is charged with violating Academic Honesty Policy is responsible for presenting his or her case; advisors or support persons (including attorneys) of either party can be present but are not permitted to present arguments or evidence in the hearing.
- 7.3.4 Both parties may question any witness who testifies at the hearing.
- 7.3.5 A recording will be made of the hearing. A more formal record by a court reporter may be arranged by either party at their own expense.
- 7.3.6 The hearing shall be private if so requested by the student charged.
- 7.3.7 The student charged is not required to testify in his/her own defense and failure to testify shall not be held against the student.
- 7.3.8 The Student Discipline Committee will base its findings and decision solely on the evidence presented at the hearing.
- 7.3.9 The Student Discipline Committee shall give a written copy of its findings and decision to the parties within a reasonable amount of time. A copy of the findings and decision will also be kept on file in the Office of Academic Affairs.
- 7.3.10 The Student Discipline Committee may affirm, reverse or modify the decision of the Associate Vice President for Academic Affairs or Dean of Graduate Studies. The decision of the Student Discipline Committee shall be final unless appealed and reversed or modified.

7.4 **Appeal of Student Discipline Committee Decision**

Either the student charged or the Associate Vice President for Academic Affairs or Dean of Graduate Studies may appeal the decision of the Student Discipline Committee. This appeal, which must be in writing, will be sent to the Vice President for Academic Affairs of the Institute within ten days of the date of the Student Discipline Committees written decision.

The Vice President for Academic Affairs' review shall typically be limited to a review of the record made before the Student Discipline Committee, including all documentary evidence, if any, admitted. However, the Vice President for Academic Affairs may allow such additional testimony and/or documentary evidence to be presented to him/her as he/she may, at his/her sole discretion, determine necessary in order to clarify the facts and/or the respective position of the parties. The Vice President for Academic Affairs may recommend to the President of the Institute affirmation, reversal, or modification of the Student Discipline Committee's decision. The President may affirm, reverse, or modify the Student Discipline Committee's decision.

Following this, the decision of the President shall be binding. Should the President be a party to the dispute, a person selected by the Regents shall perform the duties assigned to the President. The decision on the appeal shall be returned in a timely manner.

8.0 **Records of Penalty Actions, Academic Disciplinary Actions and Hearings**

8.1 **Record of Penalty Actions, Academic Disciplinary Actions and Hearings will be kept as follows:**

- 8.1.1 Records of violations of Academic Honesty Policy that result in a Penalty Action or academic disciplinary action taken shall be kept by the Office of Academic Affairs for undergraduate students or in the Center for Graduate Studies for graduate students for 10 years after the date of action taken.

- 8.1.2** A record of academic disciplinary suspension will remain in the student's permanent file in the Office of the Registrar and will be noted on the student's academic transcript.
- 8.1.3** A record of permanent dismissal will remain in the student's permanent file in the Office of the Registrar and will be noted on the student's transcript.
- 8.1.4** Any student may examine his or her own file and may request that records of academic dishonesty or research misconduct including any disciplinary action be removed and destroyed. Such requests will be reviewed by the Associate Vice President for Academic Affairs or Dean of Graduate Studies and must be honored if the relevant period specified in paragraph 8.1.1 above has expired.
- 8.1.5** If a New Mexico Tech undergraduate student applies to a graduate program at New Mexico Tech, the student's application and graduate record will include only records of violations that are included on the student's academic transcript. This is the same access that any graduate program, undergraduate program or place of employment will have when transcripts are required.

Responsible Non-Academic Conduct Policies and Procedures

9.0 New Mexico Tech's Guide to Conduct and Citizenship

9.1 Statement of Policy

New Mexico Tech's primary purpose is education, which includes teaching, research, discussion, learning, and service. An atmosphere of free and open inquiry is essential to the pursuit of education. Tech seeks to protect academic freedom and build on individual responsibility to create and maintain an academic atmosphere that is a purposeful, just, open, disciplined, and caring community.

9.2 Terms

The following selected terms are defined in an effort to facilitate a more thorough understanding of New Mexico Tech's Guide to Conduct and Citizenship. This list is not intended to be a complete list of all the terms referenced in the guide that might require interpretation or clarification. The Dean of Students or Dean of Graduate Studies shall make the final determination on the definition of any term found in the New Mexico Tech's Guide to Conduct and Citizenship.

9.2.1 Accused student – any student accused of violating The Student Code.

9.2.2 Administrative hearing officer – a University staff member who is authorized to determine the appropriate resolution of an alleged violation of The Student Code, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provision in this code, and administrative hearing officer is vested with the authority to, among other duties such as:

- Investigate a complaint or an alleged violation of The Student Code
- Decline to pursue a complaint
- Refer identified disputants to mediation and other appropriate resources
- Establish charges against a student
- Approve an administrative agreement developed with an accused student
- Conduct an administrative hearing
- Impose sanctions
- Approve sanctions recommended by another Disciplinary Committee
- Chair and/or advise a hearing or peer board
- Conduct and appellate review

9.2.3 Appeal – a request for review of a case or concern to New Mexico Tech personnel; person to appeal to and procedures are specified in this handbook.

- 9.2.4 Complainant or Complaining Party** – any person who submits a charge alleging that a student violated The Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under The Student Code as are provided to the complainant, even if another member of the University community submitted the charge itself.
- 9.2.5 Controlled Property** – locations not owned by New Mexico Tech but which the Institute has been given authority to manage.
- 9.2.6 Day/Days/Number of Days** – The term day/days/number of days shall mean the number of academic days within an academic semester or summer session. If the procedure of the incident occurs or continues when the final grades are due or after the end of the academic semester or academic session, the Dean of Students or Dean of Graduate Studies will determine whether to proceed on non-academic session business days of the Institute or to continue the procedure when the next semester or session begins. Concerning this, the Dean of Students or Dean of Graduate Studies will take into consideration requests by the student charged.
- 9.2.7 Designee** – refers to a staff or faculty member who has responsibility for implementing the student conduct process or administering the student conduct system, in part or in whole.
- 9.2.8.1 Dean of Students or Dean** – the person, designated by the President to be responsible for the overall coordination of the University undergraduate student conduct system, including the development of policies, procedures, and education and training programs. The Dean of Students may serve as an administrative hearing officer.
- 9.2.8.2 Dean of Graduate Studies or Dean** – the person, designated by the President to be responsible for the overall coordination of the University graduate student conduct system, including the development of policies, procedures, and education and training programs. The Dean of Graduate Studies may serve as an administrative hearing officer.
- 9.2.9 Disciplinary Action** – reprimanding students who fail to abide by the New Mexico Tech's performance standards, policies or rules.
- 9.2.10 Disciplinary Committee** – one or more members of the University community authorized by the Dean of Students or Dean of Graduate Studies to determine whether a student has violated The Student Code and to impose sanctions as warranted.
- 9.2.11 Due process** – a fundamentally fair procedure based upon reasonable principles impartially applied.
- 9.2.12 Hearing** – is a formal meeting where a student who has been reported to violate a University policy presents testimony and arguments to the Dean of Students or Dean of Graduate Studies or designee.
- 9.2.13 Function** – activities and events that are sponsored by one or many departments at New Mexico Tech.
- 9.2.14 Institute** – means New Mexico Tech.
- 9.2.15 May** – is used in the permissive sense.
- 9.2.16 Policy** – the written regulations, standards, and student conduct expectations adopted by the University and found in, but not limited to, The Student Code; Residential Life Community Standards; all policies found within this Student Handbook; the most recent Program and Course Catalog; and other published University notices.
- 9.2.17 Shall and Will** – are used in the imperative sense.
- 9.2.18 Student** – any person admitted, registered, enrolled, or attending any University course; any person admitted to the University who is on University premises or University-related premises for any purpose pertaining to his or her registration or enrollment.
- 9.2.19 Student Conduct File** – the printed/written file which may include but is not limited to incident report(s), correspondence, academic transcript, witness statements, and student conduct history.

- 9.2.20 **Student organization** – any association or group of persons that has complied with the formal requirements for University recognition.
- 9.2.21 **Support person** – any person who accompanies an accused student, a complainant, or a victim to an administrative hearing for the limited purpose of providing support and guidance. A support person may not directly address the Disciplinary Committee, question witnesses, or otherwise actively participate in the hearing process.
- 9.2.22 **Unauthorized entry** – gaining entry to a controlled property without proper permission from the University.
- 9.2.23 **University** – New Mexico Tech.
- 9.2.24 **University property** – includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, either solely or in conjunction with another entity.

9.3 **Student Code of Conduct (The Student Code)**

The **Student Code of Conduct** (also called The Student Code) attempts to clarify the types of conduct that shall be considered to affect adversely New Mexico Tech's educational function.

The Student Code of Conduct is as follows:

New Mexico Tech will not allow any conduct to disrupt community living on campus or to interfere with the rights of others to pursue their education, perform their duties and responsibilities, or participate in New Mexico Tech activities. Any conduct that does interfere with, or disrupts, the general campus educational purpose is subject to disciplinary action.

10.0 **Citizenship Misconduct/Causes for Disciplinary Measures**

- 10.1 Dishonesty or knowingly furnishing false information to the Institute.
- 10.2 Forgery, alteration, or misuse of Institute documents, records, or identification.
- 10.3 Use, possession, or distribution of narcotics, drugs, or alcoholic beverages, except as expressly permitted by law.
- 10.4 Possession of weapons, fireworks, or other explosives on Institute property, including student housing, except as expressly permitted by law or policy and in designated areas.
- 10.5 Theft of, or damage to, Institute property, or causing injury to a member of the Institute community or a campus visitor.
- 10.6 Physical assault, mental abuse, intimidation or coercion of any person on Institute-owned or controlled property, or at Institute-sponsored or -supervised functions
- 10.7 Any conduct which threatens or endangers the health, safety, personal rights, or dignity of any person.
- 10.8 Unauthorized entry to Institute facilities or use of Institute equipment.
- 10.9 Violations of rules governing residence in Institute-owned or -controlled property.
- 10.10 Violations of Institute policies or of campus regulations, including those concerning the registration of student organizations, use of Institute facilities or time, place, and manner of public expression.
- 10.11 Obstruction or disruption of teaching, research, administration, disciplinary procedures or Institute functions, including public service functions, or of other authorized activities on Institute premises.
- 10.12 Violation of the laws of the State of New Mexico or of any other governmental body with jurisdiction.
- 10.13 Harassment of individuals (physically, sexually or emotionally) via direct contact or electronically. For more on sexual misconduct and Title IX policies at New Mexico Tech, please refer to the interim Sexual Misconduct & Title IX Offenses Policy available online at: http://www.nmt.edu/images/stories/hr/New_Mexico_Tech_Interim_Sexual_Misconduct_Title_IX_Offenses_Policy.pdf and visit the University's Title IX webpage at: <http://www.nmt.edu/affirmative-action-title-ix>.

11.0 Non-Academic Discipline Policy & Procedures

- 11.1** The New Mexico Tech Non-Academic Discipline Policy has two primary purposes: First, it is intended to ensure that the student charged with disciplinary infractions is granted due process of law consistent with the principles of the United States Constitution. Due process means a fundamentally fair procedure based upon reasonable principles impartially applied.
- Second, the policy is intended to educate the accused student in question regarding the standards of conduct expected at Tech and throughout society as a whole. The campus judicial process is not intended to mimic a genuine adversarial court proceeding but is based upon sound judicial practices.
- Students violating The Student Code of Conduct are subject to disciplinary action in accordance with the procedures listed below.
- 11.2 Bringing of Charges**
- Charges of violations of The Student Code may be brought by any member of the student body or staff, including, but not limited to, members of the faculty and the administration. Charges must be in writing, must specify the nature of the violation, and must give details as to time, place, and persons involved. This statement must be given to the Dean of Students or Dean of Graduate Studies by the complainant within ten days of the incident(s) in question or the report of a violation.
- 11.3 Notification of Charges**
- Accused students charged with violations of The Student Code must be notified in writing via email and/or campus mail of the charge by the Dean of Students or Dean of Graduate Studies within ten days of the bringing of charges. This notice must contain the particulars specified in the written statement of charges, give the student an opportunity to discuss the incident with the Dean of Students or Dean of Graduate Studies, and provide a notification of where to find New Mexico Tech's Guide to Conduct and Citizenship and the Non-Academic Discipline Policy.
- 11.4 The Dean of Students' or Dean of Graduate Studies' Investigation**
- The Dean of Students, or Dean of Graduate Studies, or their designated representatives will investigate the charges. He/she may claim a student is responsible for said charges and impose disciplinary penalties as stated in the "Non-Academic Disciplinary Action" section. The action taken shall constitute the Dean of Students' or Dean of Graduate Studies' decision. The Dean of Students or Dean of Graduate Studies will notify the student in writing of his/her determination within twenty days of the receipt of the Bringing of Charges statement or ten days from the end of any additional time period granted to the student.
- Regardless of the action taken by the Dean of Students or Dean of Graduate Studies, the student has the right to request an appeal.

12.0 Non-Academic Disciplinary Action

- 12.1** A student who is found responsible of violating Institute policy may be subject to one or more of the following penalties:
- Costs for damage to school property
 - Requirement to complete community service projects
 - Suspension of the right to use Institute facilities (including wireless, computational, or other electronic services) for a period of time
 - Removal and/or banishment from University housing

- Disciplinary probation, not to exceed one calendar year (recorded in the student's file in the Dean of Students' or Dean of Graduate Studies' Office)
- Interim suspension (see 12.2 "Interim Suspension")
- Disciplinary suspension, not to exceed one calendar year (recorded in the student's permanent file in the Office of the Registrar and noted on the student's transcript)
- Permanent dismissal (recorded in the student's permanent file in the Office of the Registrar and noted on the student's transcript)

12.1.1 If none of the above penalties is deemed appropriate, other disciplinary action may be imposed by the Dean of Students or Dean of Graduate Studies based on the violation(s). A student may be given an oral or written warning or statement that no disciplinary action is warranted.

12.1.2 Disciplinary action may be taken in cases where students are convicted of breaking criminal or civil law off campus.

12.1.3 The Dean may also proceed with disciplinary action against a student or students without waiting for the results of criminal proceedings.

12.1.4 The decision whether or not to take action shall belong to the Dean.

12.2 Interim Suspension

At times, on the basis of his/her investigation, the Dean of Students or Dean of Graduate Studies may conclude that it is necessary to suspend a student immediately prior to a hearing on the matter. This may be the case when the student in question is believed to be dangerous to himself or herself, to others, or to property. Under such circumstances, the Dean of Students or Dean of Graduate Studies, or, in their absence, the Vice President for Academic Affairs, the Associate Vice President for Academic Affairs or another person designated by the Institute President, may impose an interim suspension with a hearing to be set at a later date.

An interim suspension may not be imposed unless it is based upon facts that show that the student's continued presence on campus may constitute a danger to the student, to others, or to property.

An interim suspension may not be based upon mere suspicion of guilt.

Any student suspended on an interim basis has the right to a hearing before the Student Discipline Committee (see Section 13). The student suspended on an interim basis must present a written request for a hearing to the Dean of Students or Dean of Graduate Studies and to the President of the Student Government Association or President of the Graduate Student Association within five days of the notification of the interim suspension. The hearing must be held within five days of the suspended student's request for a hearing unless the student charged requests a delay, in which case the times specified in the following section shall apply.

The interim suspension shall terminate when the hearing is held. The Dean of Students or Dean of Graduate Studies may impose regular disciplinary penalties at this point in the proceedings.

13.0 Student's Right to Appeal a Non-Academic Disciplinary Action

13.1 Upon request by the student charged and subjected to disciplinary action, the case will be appealed to the Student Discipline Committee:

- the request must be made in writing to the Dean of Students or Dean of Graduate Studies;
- an undergraduate student must send a copy of the request to the President of the Student Government Association; a graduate student must send a copy of the request to the President of the Graduate Student Association;

- the request must be made within ten days of the receipt of the notification from the Dean of Students or Dean of Graduate Studies.

13.2 Student Discipline Committee

13.2.1 The Student Discipline Committee shall hear appeals to cases of students charged with violations of The Student Code and subject to disciplinary penalties if requested by the student charged as outlined in section 13.0. The Committee will then make its decision following a hearing.

13.2.2 The Student Discipline Committee when an undergraduate student is charged shall be composed of:

- Two members and one alternate of the Supreme Court of the Student Government Association (or other members of the Student Government Association if Supreme Court members are not available) as designated by the President of the Student Government Association
- One member of the Graduate Student Association and one alternate as designated by the President of the Graduate Student Association
- Three members of the Faculty Senate and two alternates (not members of the administration other than chairpersons of academic departments) elected by the Faculty Senate Student Discipline Committee

The Student Discipline Committee when a graduate student is charged shall be composed of:

- One member and one alternate of the Supreme Court of the Student Government Association (or other members of the Student Government Association if Supreme Court members are unavailable) as designated by the President of the Student Government Association
- Two members and one alternate of the Graduate Student Association as designated by the President of the Graduate Student Association
- Three members of the Faculty Senate and two alternates (not members of the administration other than chairpersons of academic departments) elected by the Faculty Senate Student Discipline Committee

13.2.3 Either party to the dispute may disqualify one member of the Student Discipline Committee. Members may also disqualify themselves and should do so if they are aware of any reason they would not be able to render a fair and impartial decision.

13.2.4 The Student Discipline Committee shall establish its own procedures and shall select its own Chairperson. A quorum shall consist of all six members of the committee. (In the event that one or more committee members are unable to meet at times consistent with the provisions of Interim Suspension and Hearings, an alternate member shall serve.)

13.2.5 The Chairperson must vote on each and every issue. In case of a tie vote on the charges, the student shall be found innocent, and in case of a tie vote on the discipline imposed, the less serious disciplinary action shall be recommended to the Dean of Students or Dean of Graduate Studies.

13.3 Hearing

The hearing is not intended to be a full-fledged adversarial proceeding; it is intended to be a fair hearing with ample opportunity for both parties (the student and the Institute) to present the facts. The Institute will be represented by the Dean of Students or Dean of Graduate Studies, or their designated representative.

The following procedures shall apply:

13.3.1 Both parties will be notified of the date of the hearing by the President of the Student Government Association or the President of the Graduate Student Association at least ten days prior to the hearing

(except in the case of interim suspension). In exceptional cases, the Student Discipline Committee may choose to hold the hearing at an earlier time, but only with the express agreement of both parties.

- 13.3.2** Both parties shall be permitted to inspect, at least 24 hours in advance of the hearing, any documentary evidence that the other party intends to submit at the hearing. Both parties shall submit the documentary evidence with a list of witnesses who will testify at the hearing to the President of the Student Government Association or the President of the Graduate Student Association after receiving notification of the hearing date.
- 13.3.3** The person or party who is charged with violating The Student Code is responsible for presenting his or her case; advisors or support persons (including attorneys) of either party can be present but are not permitted to present arguments or evidence in the hearing.
- 13.3.4** Both parties may question any witness who testifies at the hearing.
- 13.3.5** A recording will be made of the hearing. A more formal record by a court reporter may be arranged by either party at their own expense.
- 13.3.6** The hearing shall be private if so requested by the student charged.
- 13.3.7** The student charged is not required to testify in his/her own defense and failure to testify shall not be held against the student.
- 13.3.8** The Student Discipline Committee will base its findings and decision solely on the evidence presented at the hearing.
- 13.3.9** The Student Discipline Committee shall give a written copy of its findings and decision to the parties within a reasonable amount of time. A copy of the findings and decision will also be kept on file in the Dean of Students' or Dean of Graduate Studies' Office.
- 13.3.10** The Student Discipline Committee may affirm, reverse or modify the decision of the Dean of Students or Dean of Graduate Studies. The decision of the Student Discipline Committee shall be final unless appealed and reversed or modified.

13.4 Appeal of Student Discipline Committee Decision

Either the student charged or the Dean of Students or the Dean of Graduate Studies may appeal the decision of the Student Discipline Committee. This appeal, which must be in writing, will be sent to the President of the Institute, for undergraduate students, of the Vice President for Academic Affairs, for graduate students, within ten days of the date of the Student Discipline Committees written decision.

The President of the Institute's review shall typically be limited to a review of the record made before the Student Discipline Committee, including all documentary evidence, if any, admitted. However, the President of the Institute may allow such additional testimony and/or documentary evidence to be presented to him/her as he/she may, at his/her sole discretion, determine necessary in order to clarify the facts and/or the respective position of the parties. The President may affirm, reverse, or modify the Student Discipline Committee's decision.

Following this, the decision of the President shall be binding. Should the President be a party to the dispute, a person selected by the Regents shall perform the duties assigned to the President. The decision on the appeal shall be returned in a timely manner.

14.0 Records of Disciplinary Actions and Hearings

14.1 Record of Non-Academic Disciplinary Actions and Hearings will be kept as follows:

- 14.1.1** Records of violations of the Conduct and Citizenship Policy and The Student Code that result in a disciplinary action taken shall be kept by the Dean of Students' Office or Center for Graduate Studies for 10 years after the date of action taken.

- 14.1.2** A record of non-academic disciplinary suspension will remain in the student's permanent file in the Office of the Registrar and will be noted on the student's academic transcript.
- 14.1.3** A record of permanent dismissal will remain in the student's permanent file in the Office of the Registrar and will be noted on the student's transcript.
- 14.1.4** Any student may examine his or her own file and may request that records of non-academic disciplinary action be removed and destroyed. Such requests will be reviewed by the Dean of Students or Dean of Graduate Studies and must be honored if the relevant period specified in paragraph 14.1.1 above has expired.
- 14.1.5** If a New Mexico Tech undergraduate student applies to a graduate program at New Mexico Tech, the student's application and graduate record will include only records of violations that are included on the student's academic transcript. This is the same access that any graduate program, undergraduate program or place of employment will have when transcripts are required.

ADDITIONAL NMT POLICIES & INFORMATION FOR STUDENTS

This section contains other important, but not exhaustive, policies and information for New Mexico Tech students. Most individual academic programs and various student services departments at Tech, such as Residential Life, have supplementary policies and procedures, which also pertain to students. Additional Board of Regents and University policies can also be found on line at <http://www.nmt.edu/nmt-policies-and-procedures>.

Alcohol & Drug Policies

Introduction

The [NMT Drug and Alcohol Free Campus Policy](#) is intended to comply with local, state and federal regulations and the letter and the spirit of the provisions of the 1998 Congressional amendments to the Higher Education Act titled, "Collegiate Initiative to Reduce Binge Drinking and Illegal Alcohol Consumption" on college campuses and Part 86 of the 1989 amendments to the Drug-Free Schools and Communities Act (DFSCA).

All Tech students should read this policy to become familiar with these provisions and the possible consequences of violating University rules, and New Mexico State laws.

Tech is concerned with both the welfare of the Institute community as a whole, and with the academic and personal development of each student. The Institute strives to create a healthy environment, one in which alcohol use will not interfere with learning, performance, or development. Alcohol abuse disrupts this environment and places at risk the lives and wellbeing of the members of the Institute community, as well as the potential of students for contributing to society. All members of the Institute community are responsible for preventing the illegal or high-risk use of alcohol or other drugs.

As members of the University community, students are expected to comply with and abide by the policies and guidelines as stated, as well as the laws of the State of New Mexico.

No college campus is immune to alcohol abuse and students need to understand the health risks of alcohol consumption.

Tech's Policies and Procedures on the Consumption of Alcohol

Students who have attained the legal drinking age (21 years) do have a right to consume alcohol under certain circumstances. Tech acknowledges this right by allowing alcohol consumption when the use is within New Mexico's law, as well as within University rules. However, the Tech strongly discourages the abuse of alcoholic beverages. Tech has established this policy governing the possession, sale, and consumption of alcoholic beverages on the campus to encourage responsible behavior. This policy is subject to change in order to comply with new local, state, or federal laws, or changes in Institute operating procedures pertaining to the possession and consumption of alcoholic beverages.

The following policy shall apply to all student functions held on the Tech campus, or functions officially sanctioned by the University:

- No alcoholic beverages will be dispensed or served at University-sanctioned student functions. Exceptions may occasionally be made, but only with the recommendation of the Dean of Students or Dean of Graduate Studies and with an **Alcohol Permit** approved by the Office of the President of the University.
- Tech students who are 21 years of age or older may only consume alcohol in some student residences when permitted in accordance with Residential Life Community Standards, or in licensed facilities. New Mexico law specifically prohibits open containers in public, which includes all common areas on

campus. Kegs (party kegs, pony kegs, party balls, etc.) are expressly prohibited.

- All students attending an activity where alcoholic beverages are served, consumed, or present must maintain on their person a clear means of picture identification as appropriate proof of age. Students and other individuals who alter their ID cards to falsify their age are in violation of University regulations and are subject to its disciplinary proceedings and sanctions. Students or other individuals who alter government agency documents (driver's license, birth certificate, etc.) may also be in violation of the laws of the state of New Mexico and subject to its proceedings and sanctions.
- Non-alcoholic beverages must be available during approved campus functions at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages. Food (preferably not high salt content snacks) must also be available in appropriate quantities.
- A means of readily identifying students who have attained the legal drinking age must be provided by the sponsoring group(s) involved. The sponsoring group(s) are responsible for establishing an effective method and appropriately implementing this method throughout the event.
- The consumption of alcoholic beverages must not result in a disturbance to a social event or to the educational environment. Intoxication may result in disciplinary action as defined in the Student Discipline Policy (Student Code of Conduct).

Student Activities

All Tech-sponsored activities for students are alcohol-free. The Student Activities Board (SAB) is a Student Government Association programming committee that sponsors events and activities such as concerts, ski trips, comedy shows, movies, and dances. The Graduate Student Association also sponsors events and activities such as picnics, Thanksgiving dinner, and conferences/workshops. Consistent with its educational mission, Tech also assists its members in finding alternatives to alcoholic beverages for promoting social interaction and stress reduction.

Off-Campus Events

Tech has a responsibility to ensure that an environment exists in which students can pursue their academic and personal development. However, in general, the University cannot monitor the environment external to the university campus. Student organizations are registered or recognized to function only on the Tech campus unless otherwise contracted or agreed to by standard written Institute procedures. Tech is not responsible for the activities of individual students or student organizations when those off-campus activities occur, unless this activity is formally recognized and approved by the Institute.

Alcohol in University Housing

All students living in or visiting Tech residence halls and apartments are expected to be familiar with the Residential Life Community Standards. In situations where alcohol is present or may be available in University Housing, students and guests must be at least 21 years of age and they must understand and adhere to the Alcohol Policy within the Community Standards. Residential Life's alcohol policy can be viewed in its entirety online within the [Community Standards](#) link of the <http://residentiallife.nmt.edu/> webpage.

Drugs and Controlled Substances

Institutional Sanctions Regarding Alcohol and Controlled Substances

Note: New Mexico State law supersedes any policy developed and/or in place by Tech with regards to drug use or possession. This means students are subject to the State Law as well as those of Tech. The [NMT Drug and Alcohol Free Campus Policy](#) and the University do not condone the possession, use, or distribution of marijuana, LSD, or other hallucinogens and illegal narcotics by anyone in any University facility or on the campus grounds. Any individual known to be possessing, using, or distributing such drugs or drug paraphernalia is subject to criminal and/or disciplinary action and possible arrest, imprisonment, or fine according to state law. The rules strictly prohibit:

- Manufacture, distribution, dispensation, possession, sale, purchase, or use of illegal drugs on Tech premises or in Tech vehicles;
- Storing any illegal drug anywhere on Tech premises;
- Misuse of prescription drugs or over-the-counter substances; and
- Being under the influence of an illegal drug on Tech premises or businesses or in Tech vehicles.

Student organizations or individual students who violate Tech's controlled substance policies, [NMT Drug and Alcohol Free Campus Policy](#), and state or federal laws may be subject to civil, criminal, and University proceedings and sanctions. The Tech campus is not a sanctuary that relieves students of their responsibilities as citizens to abide by local, state, and federal laws, or Institute regulations, policies, and procedures. Violations of this University drug policy will be referred to appropriate Institute officers, including Campus Police.

Students and student organizations may be subject to sanctions by more than one appropriate agency. Sanctions for the violation of Institute policies are based upon the severity and frequency of the violation. Sanctions may include, but are not limited to:

- Notification of the parents of students under the age of 21 years;
- Suspension of student organization status;
- Appropriate probationary conditions imposed upon student organizations;
- A requirement to complete community service projects;
- A requirement to complete an educational module;
- Removal from University housing;
- Suspension of individual students or some other penalty as designated by the Student Discipline Policy (Student Code of Conduct), including permanent dismissal from the Institute.

Resources for Students

Students who are concerned about the use or abuse of alcohol or other drugs may receive assistance from the Office of the Counseling and Disability Services (OCDS). OCDS (575.835.6619) is located in northwest corner of the Fidel Building. Such requests for assistance will be subject to the same confidentiality guidelines that govern all counseling procedures. In the Socorro community, resources are also available at Socorro Mental Health (575.835.2444). Additional resources can be found in the [NMT Drug and Alcohol Free Campus Policy](#).

Missing Student Notification & Response

New Mexico Tech defines a "missing student" as any registered student currently living in University housing who has not been seen by friends, family, staff, faculty or associates for a reasonable length of time, and whose absence has been brought to the attention of Campus Police.

Missing student reports on campus often result from a resident changing his or her routine without informing roommates and/or friends and family of the change. The primary objective of New Mexico Tech when responding to a report of a missing student is to establish contact with the individual, to ensure their well-being, and to offer appropriate support and assistance. If an absence has occurred under circumstances that are suspicious or cause concern for safety, efforts will be made immediately to contact the student to determine their state of health and well-being.

The University's "[Missing Student Notification & Response Policy](#)" can be viewed in its entirety online within the Policies and Procedures section of the www.nmt.edu website.

New Mexico Tech Digital Media Policy

Students at New Mexico Tech are prohibited from downloading, uploading, sharing and otherwise infringing upon the rights of any and all copyrighted material. Copyright infringement is a crime and the University has the responsibility to monitor digital traffic on its networks and ensure that network users are not violating federal laws related to file-sharing.

The policy below outlines federal laws and New Mexico Tech's policy. Students are advised to read this thoroughly.

Background for Students Regarding the HEOA and the DMCA:

In the summer of 2008, Congress passed and the President signed H.R. 4137, the Higher Education Opportunity Act (HEOA), <http://www2.ed.gov/policy/highered/leg/hea08/index.html>, a massive piece of legislation that added dozens of new federal requirements for colleges and universities. Several of those requirements are intended to reduce unauthorized duplication and distribution of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. New Mexico Tech is providing you this notice in compliance with sections 485 and 487 of that legislation and you are STRONGLY ADVISED to read it thoroughly and give it careful consideration.

Tech provides wired and wireless networking as well as other information technology resources to help you accomplish your educational goals. By using the Tech network, you agree to abide by the University's Computing and Communications Policy. More specifically, you agree not to use University resources for unauthorized duplication, use, or distribution of copyrighted materials, including music and video files. Such activity is illegal under the Digital Millennium Copyright Act (DMCA) <http://www.copyright.gov/legislation/dmca.pdf> and exposes you to serious civil and criminal penalties. The DMCA is a federal law that criminalizes production and dissemination of technology, devices, and services intended to circumvent copyright protections. In addition, the DMCA heightens the penalties for copyright infringement on the Internet.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to

NMIMT Academic Affairs, Graduate Studies & Student University Relations|| Student Handbook

five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at <http://www.copyright.gov/help/faq>.

In December 2008, the Recording Industry Association of America ("RIAA") announced that it was abandoning its longstanding practice of filing lawsuits against students for infringing copyrights via illegal sharing. The RIAA had reportedly filed over 17,500 lawsuits through early 2008. Despite the new moratorium on lawsuits, the RIAA's aggressive enforcement campaign continues on other fronts and the University urges all students to refrain from copyright infringing behavior. That this does not mean that the RIAA and/or other groups won't resume filing lawsuits at some point in the future.

New Mexico Tech does not routinely monitor the content of network transmissions except as necessary to identify and repel network attacks, viruses, worms, and other malware. However, many P2P networks are used almost exclusively for illegal file sharing and are also favorite channels for spreading malware due to their popularity and pervasiveness. To mitigate these threats, the University employs various methods to block illegitimate P2P network traffic at the perimeter of its network. Note, however, that these methods are not 100% effective and all P2P traffic is not blocked at all times. Students should assume that P2P file sharing activity on the campus network is visible to the RIAA and other content owners that monitor the Internet for copyright infringement activity.

Copyright Enforcement Activities

The Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), and other content owners are aggressively trying to stop unauthorized downloading, copying, and sharing of music and video by college students. They monitor the Internet continually to identify Internet Protocol (IP) addresses involved in these activities, but they require assistance from the Internet Service Provider (ISP) to communicate with an alleged infringer. They generally seek the ISP's help in communicating one or more of the following:

DMCA Takedown Notices, Preservation Requests, Pre-Litigation Settlement Letters, and Subpoenas (in connection with lawsuits): Note that these four communications operate independently and do not necessarily progress from one to another. For example, nothing prevents the initial communication from being a subpoena that seeks the identity of a user connected at a specific IP address at a specific day and time.

DMCA Takedown Notices

When a content owner determines that an IP address has been used to violate its copyright, it sends a Takedown Notice to the applicable Internet Service Provider (ISP) describing the IP address, date, time, and material involved in the alleged infringement. The notice requests that the ISP remove or disable access to the listed material under the terms of the DMCA.

When Tech receives such a Takedown Notice, it reviews its network activity records to independently validate the legitimacy of the complaint. If the complaint appears valid, the University suspends the offending user's or computer's network access until the infringing material is removed. First offenders regain network access once proof of removal is provided and an acknowledgement is signed. Repeat offenders are referred to the Dean of Students or Dean of Graduate Studies for additional sanctions, up to and including expulsion from the University.

The University also notifies the sender of the Notice either that a) appropriate removal actions have been taken, or b) the allegation could not be validated through network activity records.

Preservation Requests

Preservation Requests are used to notify the ISP that a subpoena may be served on it seeking identifying

information about a network user who has allegedly infringed a content owner's copyrighted material. Like the Takedown Notice, the Preservation Request identifies an alleged infringer's IP address at the time of the alleged infringement. The Preservation Request asks the ISP to preserve the identifying information for the user connected via that IP address at that time.

Tech's practice is to first determine if the information provided in the Request may be sufficient to implicate a specific user. If not, the University notifies the requesting party of its inability to comply. If a specific user is implicated, the University preserves the information as requested and forwards the Request to that user via email. The cover email explains the nature of the Request, encourages the user to preserve evidence relating to the claims in the Request, and informs them that they may wish to obtain legal advice before taking any other action. Tech will not release a user's identifying information in response to a Preservation Request unless and until the Request is accompanied or followed by a lawfully issued subpoena.

Pre-Litigation Settlement Letters

Prior to abandoning the "sue the customer" strategy, the RIAA's outside legal counsel sent what were known as "Pre-Litigation Settlement Letters" to many universities and other ISP's. The Settlement Letter was generally sent to the ISP with a request that it be forwarded to the user of a particular IP address. The Letter alleged that the user of that particular IP address had violated copyright laws and presented an opportunity to settle the claim as early as possible at a "significantly reduced amount" compared to the judgment that a court might impose at the end of a lawsuit. The Letter also informed the user to preserve evidence relating to the claims and instructed the user to retain, and not delete, any peer-to-peer programs.

Should the RIAA or another copyright owner resurrect lawsuits and settlement letters, Tech's practice is, and has always been, to forward a Settlement Letter along with an explanation to the alleged infringer if the University's network activity logs can establish the identity of the person at the specified IP address with a reasonable degree of certainty. Because network log data can be unavailable or inconclusive, the University cannot guarantee that all Settlement Letters will be forwarded to alleged infringers. Individuals should not expect to receive such a letter prior to being sued for copyright infringement.

Based on the wording in recent Settlement Letters, recipients must settle within twenty (20) days of the date of the Settlement Letter or face a lawsuit. Recipients are encouraged to seek legal counsel before taking any action.

Lawsuits and Subpoenas

In cases where no settlement is reached, the RIAA and member companies had been filing lawsuits in Federal District Courts. The suits alleged that unnamed students have infringed copyrights by downloading certain information and, for some, distributing the information to others over the Internet. After filing these "John Doe" lawsuits (so named because they name IP addresses rather than people) identifying IP addresses, the companies served subpoenas on universities seeking the identity of the users associated with those IP addresses.

If and when Tech receives such a subpoena, the University first ensures that the subpoena is valid and lawful. If so, and if the information sought in the subpoenas exists, the University is legally required to provide the desired information. While complying with the subpoena, the University notifies the individuals being identified in the subpoena response. The University has heard but cannot confirm that companies first used the subpoenaed information to try to settle the matter with the identified individuals, and if a settlement was not reached, the companies would amend the lawsuits to name the individual students and proceed in court.

Obtaining Legal Advice

Information provided in this notice does NOT constitute legal advice. It is intended for informational and educational purposes only. Every situation is unique and you are encouraged to consult an attorney if you need specific legal advice. Links to websites, such as those provided below, do not constitute an endorsement of any legal services. Neither the downloading of materials nor any communication with respect to this Notice constitutes the formation of an attorney-client relationship. In reading and acting upon this Notice, you acknowledge that nothing in the Notice is intended to or constitutes the practice of law or the giving of legal advice. Find an attorney to explain your rights and options.

NMT Information Technology & Communications Department (ITC) Academic Policies and Procedures

The Tech Computer Center is here to serve the academic computing needs of the campus community.

1.1 Policy on Computer Accounts

Every Student, Faculty and Staff of the University may get a computer account by visiting ITC. Proof of affiliation may be required (registration, paystub, memo from HR/Payroll), etc.

Departmental accounts are also provided as well as course accounts (e.g. CSE121, Math283, etc).

Accounts may be provided to students and faculty at sister institutions (e.g. NMSU, UNM, etc), on a case by case basis, if the need can be shown by a local NMT sponsor to Director of ITC.

1.2 Access and Usage Policy

<http://infohost.nmt.edu/~tcc/policy/access-2003.html>

Approved by the Faculty Council, October 2, 2003; Approved by Board of Regents.

1.3 Introduction

Open access to the academic network and associated academic computer facilities (Academic Computer Network or ACN) of Tech and the world is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. This document has been prepared to help people retain that privilege. The preparation of this document included review and modification by the people using the Tech academic network and computers.

This document contains the official policy on access and use of the academic computing facilities and the academic network at Tech. In addition to this policy, academic departments at Tech may have supplemental computer usage policies. You will need to contact them to find out about their policy.

The policy presented here applies to all academic computer systems at Tech, regardless of their operating system or manufacturer.

The term “academic computer” is meant to include any computer that is used primarily for academic efforts at Tech. It may or may not be connected to the Ethernet network at Tech.

The term “academic computer system” may include network resources as well as the computer.

The phrase “general use academic computer facility” is meant to include facilities, machines, and peripherals that are intended to be used by more than one person in support of Tech’s educational mission. (This would, as an example, include user areas that a department has created for use by students enrolled in its programs. It would not necessarily include computing facilities in a professor’s office.)

The term “Computer Staff” includes any professional staff and part-time student employees

who work in academic computer facilities.

None of the statements in this policy are to be interpreted in a manner that would hinder the educational mission of Tech. If there is conflict, or ambiguity, between statements of this policy and those of other Institute policies, they will be resolved by the Director for Academic Computing and the appropriate Tech representative(s).

This policy will naturally change over the course of time as required to stay abreast of changes in the direction of Tech, in the computer field, and in society. Any such changes will be subject to comment and review by the Tech community and will require approval by such bodies as the President of Tech deems necessary, before going into effect.

1.4 Advisories

All data on any academic computer are considered to be the sole property of the owner of the account that created the data, except in instances where the account owner has previously assigned those rights to another, or the original work is not that of the account owner.

1.5 Access to Academic Computing Facilities

Any member of Tech may apply for an account to use designated general-use academic computing facilities. Accounts may also be created for faculty and staff of other schools by special arrangement. Valid identification must be presented when applying for an account. Students may also be required to present a current class schedule and proof of validation to show that any required fees have been paid.

Each account holder (or applicant) is required to supply the Computer Staff with the information necessary to properly maintain the system's account information database. Persons granted special access means (e.g., means to access facilities outside the normal hours of operation) must restrict this access to themselves. If they wish to have permission to allow others access to their special privilege, they must specifically ask for it. In any case, they must understand that the responsibility for the facilities so accessed still rests with them. In no case should the means of access (keys, access cards, combinations, passwords, etc.) be lent or given to others. If this occurs, access may subsequently be denied to both the user and the borrower.

1.6 Client Privileges and Responsibilities

Prior to receiving the privileges associated with an academic computer account, users must agree to a statement that they also accept the responsibilities that accompany those privileges. People using the academic computer facilities are responsible at all times for using those facilities in a manner that is consistent with this policy and its intent.

They are responsible for obeying all official notices posted in the user areas, attached to equipment, displayed in the message of the day, posted in local policy newsgroups by appropriate staff members, or announced using electronic mail. They are also responsible for knowing and abiding by the policy set forth in this document, along with any changes announced by any of the means noted in this paragraph.

Users are also responsible for any and all activity initiated by their account. For this reason, as well as to protect their own data, they should select a secure password for their account and keep that password secret at all times. Passwords should not be written down, stored online, or given to others. (Passwords should never be given to ANYONE, even to someone claiming to be a Computer Staff member.)

Users are responsible for protecting their own files and data from reading and/or writing by others, with whatever protection provided by the operating system in use. They are also responsible for picking up their printer output in a timely fashion to avoid theft or disposal.

Those using the academic computing facilities must act in a manner that will not cause damage

to the academic computing resources of Tech. Examples of acts that can damage Tech's computing resources include, but are not limited to, electronic distribution of chain-letters, pyramid-schemes, harassing mail, illegal mail and posting material inappropriate for a targeted Usenet news group.

Theft, accidental damage, or damage caused by other parties must be reported to the Computer Staff as soon as possible so that corrective action can be taken.

Anyone observing or suspecting security violations, harassment, or other inappropriate behavior (for example, noise pollution in a user area) is encouraged to report such behavior to the Computer Staff.

1.7 Proper Use

The academic computing facilities exist as a resource of Tech to support its missions. The academic computing facilities are not to be used for any commercial activity not already associated with legitimate research activity. Commercial activities include, but are not limited to, consulting, typing services, and developing software for sale.

Game playing and the development of computer games are permitted on academic systems only when resources and facilities permit. These activities may be limited by time and locations. Work in pursuit of the goals of Tech has priority over game playing and game development (unrelated to course work).

Many resources, such as consoles, disk space, CPU cycles, network bandwidth, printer queues, batch queues, and software licenses, are shared by many people. Use of one or more of these resources in any way that unreasonably restricts its use by others is inappropriate and may require action by the Computer Staff to free the resource. Anyone repeatedly using these limited resources in an unreasonable way, and showing willful disregard for this policy, may be seen as attempting to deny services to others and may lose their access.

Anyone conducting experiments on computer security or self-replicating code must have that activity initially, and then periodically, reviewed to address the risks the work may place upon the rest of the Tech community. The Director of Academic Computing must be notified of the activities of such work well in advance of their occurrence in order to evaluate the risks involved. When possible, special arrangements will be made to provide an adequate environment for these efforts without risking damage to, or impairment of, other's work. Codes that fall into the above categories would include, but not be limited to, virus code, worm code, password cracking code, and password grabbing code.

The state of the systems security at any given time is not to be interpreted as an opportunity for abuse either by attempting to harm the systems or by stealing copyrighted or licensed software. Deliberate alteration of system files can be considered vandalism or malicious destruction of Tech property.

The ability to connect to other systems via the network does not imply the privilege to make use of or even connect to these systems unless properly authorized by the owner(s) of the system(s) in question. Tech facilities and network connections may not be used for the purposes of making unauthorized connections to, breaking into, or adversely affecting the performance of other systems on the network, whether these systems are Tech owned or not.

Other organizations that operate computing and network facilities that are reachable from Tech may have their own policies governing the use of those resources. When accessing remote resources from Tech facilities, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations.

1.8 Computer Staff Authorities and Responsibilities

Tech attempts to acquire and maintain resources that will be beneficial to most people. Tech also makes

every reasonable effort to provide sufficient resources to ensure that reasonable use is possible for all users.

Tech will not, at its own expense, acquire, write, or maintain programs or hardware peculiar to a particular person's application. Tech will maintain a person's resources, at that person's expense, if there is sufficient time and staff available to do so. The Computer Staff has the responsibility to provide, when possible, advance notice of system shutdowns for maintenance, upgrades, or changes so that people may plan around periods of system unavailability. However, under some circumstances, the Computer Staff may shut down a system with little or no advance notification. Every effort will be made to give people a chance to save their work before the system is taken out of service.

From time to time the Computer Staff may be required to adversely affect a person's work (for example, terminate their process) to protect either the computer system (machines and/or network) or other people's work. When such action is required, the Computer Staff will attempt to contact the users in question and inform them what needs to be done. If they cannot be contacted in the time permitted by the situation, then the Computer Staff member responsible for affecting the users' work must deliver notification, to the user, of what happened and if possible what can be done to prevent it from happening again.

In accordance with federal and state law, the Computer Staff will undertake reasonable effort to maintain the privacy of a person's files, electronic mail, and printer listings. The following actions will require prior authorization, by the faculty or staff member responsible for granting accounts on the systems in question, before they can be carried out:

1. Disclosure of these files to Tech officials with a legitimate and necessary interest.
2. Examination of a person's files, electronic mail, or printer listings in the normal course of examining and repairing system problems, and when investigating instances of improper use of academic computing facilities.

Computer Staff are also responsible for reporting any violations of Tech policy, state law, or federal law pertaining to the use of Tech computer facilities to the appropriate authorities whenever such violations come to their attention.

1.9 Copyrights and Licenses

It is against federal or state law and this policy to violate copyrights or patents. This applies to, but is not limited to: software, music, video, and any eligible digital item. It is against this policy and against federal or state law, to violate software license agreements.

Copying of licensed software is illegal except as allowed for by the license. Licensed software is not to be copied by anybody except as allowed by license. Many software packages have a limited number of licenses and so require people to share the licenses. The license agreements for some software found on academic computing systems may specifically restrict the software to instructional use. The System Administrator for the system on which the software resides must be consulted beforehand when planning the use of third party software (found on academic computing systems) for research or administrative tasks in lieu of purchasing research or administrative licenses for this software. To ensure compliance, only the System Administrator for the system may install software.

Source code for licensed software may not be included in any software developed at Tech, in part or in whole, except as specifically permitted by the license pertaining to that source code.

If you have doubts, or questions, about the legality of copying any software, please contact the Director of Academic Computing before you undertake any copying.

1.10 Violations

Students and other users of Tech's Academic Computer Network (ACN) facilities and equipment are

expected to adhere at all times to the rules and guidelines established by state or federal law and by this document and related documents adopted by other academic departments. Individuals who violate these rules are subject to disciplinary action.

The disposition of situations involving a violation of the policies set forth in this document and the penalties that may be imposed upon the person guilty of the violation(s) are described in this section.

Accidental infractions of this policy such as poorly chosen passwords, overloading systems, excessive disk space consumption, poor judgment, and so on, are typically handled internally in an informal manner by electronic mail or in-person discussions.

More serious infractions, such as unauthorized use, denial of service, attempts to steal passwords or data, attempts to steal licensed software, violations of Tech policies, harassment, or repeated minor infractions, may result in the temporary or permanent loss of academic computer system privileges without advance notice or warning.

Offenses that are in violation of state or federal laws can result in immediate loss, without advance notice or warning, of all academic computing privileges. The appropriate authorities will be notified of any such infractions, and penalties may be imposed under Tech regulations, New Mexico law, or the laws of the United States including the New Mexico Statutes 1978, Annotated, Chapter 30, Article 45.

1.11 Bringing of Charges

Charges of violations of these rules may be brought by any member of the student body, staff, and faculty. Charges should be directed to the faculty or staff member responsible for the academic computing system involved with the infraction. That person will determine if further action is required. He or she may require that the charges be made in writing. Normally, charges will be brought within ten days of the alleged violation, but in special cases, the time limitation may be extended.

1.12 Notification of Charges

If further action is required, the faculty or staff member will turn the matter over to the ACN Discipline Committee. This committee is comprised of two members of the faculty, two students, and a Computer Staff member from the system involved (all of whom are users of the ACN and familiar with its operations). Members are selected and appointed by the Vice President for Academic Affairs. The committee will, after meeting with the individual charged and other parties who have information relevant to the case, decide what penalties, if any, are appropriate to the case.

1.13 Discipline Policy

Users of Tech's Academic Computer Network (ACN) facilities and equipment are expected to fully adhere to the general Rules, Regulations, and Guidelines established by the Vice President for Academic Affairs in the Student Handbook. Students who violate the rules will be subject to the disciplinary procedures and penalties as enumerated in this section. Faculty and staff using ACN facilities and equipment are subject to the policies and procedures set forth in the Disciplinary Action section of the Tech Employee Handbook. Some situations involving faculty may be covered by regulations governing academic freedom and tenure. Users are fully subject to the appropriate state and federal laws as well.

All issues on the ACN will be covered by procedures set forth in either the Tech Employee Handbook or the Student Handbook as appropriate.

NMT Residential Campus Network and Wireless Acceptable Use Policy

The most up-to-date Information Technology and Communications (ITC) department's Residential Campus Network (RCN) Acceptable Use Policy may be found at the link below. The following is the current policy.

<http://www.nmt.edu/information-services-department/247-rcn-policy>

Be aware that the use of ANY wireless enabled access devices (such as hotspots, wireless routers, and wireless printers) can adversely affect the campus wireless for you and your neighbors. It is highly recommended that you turn off the wireless access on devices that don't need to have it on.

1. Anything that will disrupt other peoples' use of the resources is prohibited.
2. Use of the network to do anything illegal is prohibited. This includes sharing or distributing copyrighted software, copyrighted MP3 files, and/or distribution of virus material.
3. Providing services of any kind off campus is prohibited. This connection is provided for you to use as a client to obtain services provided by non-RCN subscribers. Certain Tech authorized services can be provided, on campus only, for your personal use. Examples of this include ssh, sftp, and http, so you may access your machine from on campus. Examples of unauthorized services are PC Anywhere and online game servers that are accessible from off campus.
4. Connecting any computer to both an external network and the RCN port is prohibited. This includes voice and data services.
5. Use of excessive bandwidth is prohibited. Using 10 percent of the available bandwidth 5 percent of any given time is considered excessive.
6. Use of the network for commercial purposes is prohibited. Running and/or supporting a business from your computer is prohibited.
7. Port scanning and/or other network scanning is prohibited.
8. Modifying the existing network wiring is prohibited. For problems with a network port, contact ITC at -5700.
9. The user takes full responsibility for any additional networking equipment attached to the network ports (such as hotspots/routers/gateways). A user may not extend access to any third party with your router/gateway and are libel for any misuse and/or problems that may arise from the use of such an intermediary device. Possible repercussions might include disabling of network access, charging for ITC's time and disciplinary action.
10. Abusive behavior such as stalking, spamming, etc. is prohibited.
11. The assigned IP address must be used for the duration of the network connection.
12. The network's primary objective is to provide students with an educational resource. Online games are not considered educational and they will not be given priority as a network issue.
13. Any infraction(s) COULD result in forfeiture of the use of the RCN/Wireless access and/or the denial of future usage.
14. Any inappropriate behavior will be reported to the proper authorities for action.
15. Tampering with/destroying communications equipment installed in a residence may result in a repair fee charged to your student account.
16. Since your New Mexico Tech email is primary means of communication, you must have a NMT email account for the length of your connection. If we find that it has been closed or terminated, your port will be disabled until the account is reactivated.
17. ITC reserves the right to keep a secure infrastructure. This may include port scanning, traffic monitoring and logging, and security/threat analysis.
18. This agreement may be changed at any time by ITC. Check <http://www.nmt.edu/information-services-department> for updates.

Pet Policy

1. Dogs, cats, and other pets must be leashed and under owner control when on the campus grounds.
2. Pets are not allowed in Institute buildings (this does not apply to Service Animals, see [Service Animal Policy](#) and [Emotional Support Animal Policy](#) [ESA] for more details).
3. The owner must abide by current city, county and state ordinances, laws and/or regulations pertaining to licensing, vaccination, noise, restraint, at-large animals, dangerous animals and other requirements for animals. It is the owner's responsibility to know and understand these ordinances, laws and regulations.
4. Owners in violation of 1, 2, and/or 3 could have their pets collected by Animal Control and taken to the Socorro Animal Shelter.

Privacy of Information

In accordance with requirements set forth in the Family Educational Rights and Privacy Act (FERPA), students are hereby notified that Tech maintains the files listed below on students.

No additional information will be released without written permission from the student involved except to authorized University officials. Authorized officials are identified as the President, Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Research and Economic Development, Vice President for Student and University Relations, Dean of Students, Dean of Graduate Studies, department chairs, Registrar, a student's academic advisor, and other officials who might be considered to have a legitimate academic interest. Legitimate academic interest is defined as a need to inspect a student's record to ensure satisfactory academic progress toward a degree objective, check for course prerequisites, or ensure safety of the student. A record of all disclosures to any individual or agency will be kept with the record in question.

Failure of New Mexico Tech to comply with the regulations of the Family Educational Rights and Privacy Act may be reported to the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, 330 Independence Ave., SW, Washington, DC 20201.

- 1.1 **Academic Affairs** maintains files on academic grievances, academic disputes, and cases of academic dishonesty.
- 1.2 **Academic Departments** maintain files containing grades, waivers, reference letters, approved elective sequences, and correspondence. Department chairs and clerical staff are responsible for maintaining these files. Access is limited to department faculty and clerical staff.
- 1.3 **Bureau of Geology and Mineral Resources** maintains records for current and past employees. The Director and their secretary are responsible for maintaining these files. Access is limited to division staff.
- 1.4 **Business Office** maintains employment authorizations, accounts receivable, and payroll information. The Business Manager is responsible for maintaining these files. Access is limited to Business Office staff and authorized auditors.
- 1.5 **Career Services, Student Affairs Office** maintains files containing a placement registration form, release forms, unofficial transcripts, and materials such as resumes, job applications, Co op course registrations, Employer Agreements, Course Schedules and Student Co op Application. Career Services/Student Affairs staff is responsible for maintaining these files. Access is limited to Career Services personnel.
- 1.6 **Center for Graduate Studies** maintains copies of correspondence, transcripts, applications for admission, recommendation letters, letters of acceptance, academic grievances, academic disputes,

cases of academic dishonesty, assistantship appointment forms and contracts, work authorizations, disciplinary action records, documentation for exceptions, I-20 form, progress reports, grade reports, special course request forms, reports of advisory committees, records of degree completion for current and past graduate certificate, M.S.T., M.S. and Ph.D. students. These files are designed to assist in advising and checking degree progress. The Dean of Graduate Studies is responsible for maintaining the files. Access is limited to the Dean, clerical staff, graduate academic advisors, academic department chairs, research supervisors, and graduate supervisors. In cases where disciplinary matters are brought before the Student Discipline Committee, members of the committee may have access to the files. Upon enrollment at Tech, application files are transferred to the Office of the Registrar and become part of the student's permanent record. Upon completion of degree, the remaining documentation are transferred to the Office of the Registrar and become part of the student's permanent record.

- 1.7 **Center for Student Success** maintains files containing name, address, student level, and situation. Access is strictly limited to the Director and appropriate faculty/staff unless a signed release is obtained from the student. Files are reviewed every year.
- 1.8 **Counseling & Disability Services** maintains clinical files containing the students' name, address, student level, and situation. Access is strictly limited to the department clinical and administrative staff on a need to know basis unless a signed release is obtained from the student.
- 1.9 **Dean of Students** maintains files regarding non-academic undergraduate disciplinary matters. Access is limited to the Dean of Students (and other professional staff as designated by the Dean) and clerical staff. In cases where disciplinary matters are brought before the Student Discipline Committee, members of the committee may have access to the files.
- 1.10 **Financial Aid Office** maintains all aid applications, supporting financial documents, loan records, and academic progress records for students who apply for aid. The Financial Aid Office is required by federal law to keep these records five years or until loans are paid in full. Access is limited to authorized educational personnel and auditors as required by federal law. Access for any other individual requires written permission of the student. Other documents maintained include work authorization forms and scholarship information.
- 1.11 **International & Exchange Programs, Student Affairs Office** maintains and is responsible for files on international students. These files include copies of I-20 or IAP-66 and I-94 visas, the annual census form, correspondence, and additional necessary documentation. Access is limited to department staff and other personnel concerned with the legal status of international students. Since this Office is responsible for international undergraduate admission, those application files are stored here until admission is complete. Files generated by student exchange activities (both international and domestic) are also stored here. Upon enrollment at Tech, these files are transferred to the Office of the Registrar and become part of the student's permanent record.
- 1.12 **Multicultural Programs, Student Affairs Office** maintains confidential files of students in special programs only. Access is limited to the administrator.
- 1.13 **Office of Admission** maintains files containing applications, ACT or SAT scores, transcripts, and correspondence. The Director of Admission is responsible for maintaining these files. Access is limited to the Director of Admission and Admission Office staff, as well as the Director of Financial Aid and the Financial Aid staff. Upon enrollment at Tech, these files are transferred to the Office of the Registrar and become part of the student's permanent record.
- 1.14 **Office of the Registrar** maintains official academic records of students, which include all transcripts from other institutions, official records of courses taken at Tech, copies of all official correspondence, test scores, and applications for admission. The Office of the Registrar is responsible for maintenance of

these files. Routine access to these files is limited to the Registrar staff, academic advisors, and authorized University administrators.

- 1.15 Payroll Office** maintains files containing pay determinations and tax information. Access is limited to Human Resources, Payroll staff, and authorized auditors.
- 1.16 Residential Life** maintains documents pertaining to students' room and board applications and license agreements. In addition, Residential Life maintains documents pertaining to residential students' emergency contact and preferred missing student contact information as designated by the student. Residential student files maintained in this office may also include records or other information regarding, but not limited to, students': health and safety inspections/violations; incident reports of student conduct; voluntary statements written by or mentioning residential students; room condition reports; lock out records/charges, damage billing charges; written correspondence between student and Residential Life; Roommate Agreement Forms; and University Housing accommodation forms sent by the Office of Counseling & Disability Services for student accommodations. Residential Life also maintains employment records for Resident Assistants (RAs), Conference Assistants (CAs) and other student employees. Residential Student files are maintained for seven years after the student's last semester of occupancy within University housing at New Mexico Tech. Access to these files is limited to the Residential Life Office staff and authorized University administrators unless the student has provided written consent. Limited housing and meal plan information, as well as contact and emergency contact information for non-students, including conferencing guests and some summer or special-term residents who live in University Housing on a space available basis, is also maintained by Residential Life.
- 1.17 Student Health Center** maintains files containing name, address, student level, and situation. Access is strictly limited to healthcare staff unless a signed release is obtained from the student.

Vehicles (Motorized & Non-Motorized) Policy Statement

1. Respect the property of others! Damaging the property of the Institute is prohibited. Riding on elevated surfaces that are painted, stuccoed, or otherwise fragile will not be tolerated.
2. Education comes first! Riding in a manner that disrupts teaching, research, or other Institute activities is prohibited. Please ride in a way that does not create excessive noise in areas around classrooms, offices, and residence halls.
3. Pedestrians always have the right of way! Interfering with or causing danger to bystanders will not be tolerated.
4. Be careful! Ride at your own risk; this Institute is not responsible for injuries resulting from riding a non-motorized vehicle. Non-motorized vehicle riders must adhere to the same traffic and safety rules as automobile drivers. Bicycle parking is not allowed in interior hallways.
5. Signs prohibiting skating denote areas on campus where skating tends to violate campus rules. Please be especially considerate in these areas.

CAMPUS SERVICES

There are many campus offices and resources available to New Mexico Tech students and visitors. For your convenience, this section contains many (but not all) key campus services. To contact any New Mexico Tech office or employee, please visit the University's online directory available within the www.nmt.edu website.

Fidel Student Services Center

The Joseph A. Fidel Student Services Center (575.835.5415), New Mexico Tech's student Union is home to non-academic student support services.

The first floor has the Post Office, Student Government Association offices, the Bookstore, the Game Room, Fire and Ice Coffee Shop, a TV Lounge and retail seating area, Computer Pod, Quiet Lounge, the Food Court, and Dining Hall.

On the second floor offices are the Registrar's, Admissions, the Cashiers Office, Financial Aid, Student Accounts, Advancement/Alumni, Auxiliary Services, Residential Life, Student Affairs, and the Graduate Dean's offices

The third floor is comprised of 3 ballrooms which are available for student/club functions. The seating capacity of each ballroom is approximately 132 with total capacity for all the ballrooms at 400.

Advancement & Alumni Relations, Fidel Center

The Office for Advancement and Alumni Relations is responsible for fundraising, encouraging, and acknowledging gifts; and developing and maintaining donor relations with Tech's constituents.

To promote, support, and strengthen communication between the university and its alumni, Alumni Relations organizes reunions and gatherings, produces an alumni newsletter and magazine (Gold Pan), promotes alumni chapters, and sponsors activities. The Office encourages alumni participation and recognizes outstanding alumni achievements.

Auxiliary Services, Fidel Center

The Auxiliary Services Office strives to recreate the essential elements of home and community on campus, thus enriching and completing each student's institute experience. The Auxiliary Services Office has financial and management responsibility for the Bookstore, Children's Center, Dining Services, Game Room, Golf Course, Macey Center, Residential Life, the Student Activity Center, Summer Conferences, the Swim Center, and Tech's Albuquerque facility.

Bookstore, Fidel Center

The campus bookstore (575.835.5415) is operated by the Texas Book Company. The bookstore sells new and used textbooks, as well as a wide variety of imprinted clothing, gifts, school supplies, electronics, and assorted convenience items from snacks to health and beauty aids.

The bookstore offers a textbook rental program, which allows almost every textbook to be rented. In addition, a textbook reserve program is also offered. This program provides exclusive access to used textbooks. Contact the bookstore for more details.

The buyback program allows the bookstore to purchase textbooks all year round. Textbooks in good condition, which are adopted for the following semester, are purchased at up to half the purchase price in quantities to fill the bookstore's need for the following semester. If a textbook is not adopted for the next

semester, or if the publisher has announced a new edition, the textbook will be purchased at the current published buying guide price.

Textbooks returned with a receipt during the first five days of the fall and spring semesters will receive a full refund. Thereafter, a full refund is given through the twelfth class day with a receipt and a drop slip. A cash register receipt must accompany all refunds and returns. Returns may be made within five class days of the summer session. Special orders, non-textbook specific study guides, and test preparations are non-refundable.

All other merchandise may be returned within three days of purchase with a receipt. New materials must be returned in original condition. Shrink-wrapped items may be returned for refund if unopened. Refunds are not allowed during the week prior to or during finals.

Career Services, Student Affairs, Fidel Center

Current students and alumni can take advantage of services, including career counseling; résumé, cover letter, interviewing, and networking assistance; on-campus interviews for permanent, intern, summer, and cooperative education jobs; Career and Graduate School Fairs in the fall and spring semesters; and job search assistance. Students can find on-campus, internship, summer, cooperative education, and permanent employment positions via Handshake at: <https://nmt.joinhandshake.com/>. Career Services offers workshops on various job search and graduate school application topics and hosts events such as Etiquette Dinner and employer informational sessions each semester. The office also maintains a "Career Closet," allowing students to borrow professional attire for interviews. Information on upcoming events and other services is available at <http://www.nmt.edu/studentaffairs/careerservices/>.

Although Tech assumes no responsibility for obtaining employment for its students, every effort is made to assist those students who take advantage of Career Services.

Children's Center

Tech's Children's Center offers quality and developmentally appropriate education and care for children of Tech students and employees, as well as community members. The Children's Center equally places a high priority on responsiveness and close working relationships with each child and family in a relaxed and casual setting for children ages 2 through 5. The Center uses the Creative Curriculum and developmentally appropriate practices of the National Association for the Education of Young Children (NAEYC).

The Children's Center mission is to complement the service and educational objectives of Tech by: Providing education, care, and nurturing for the children of students, staff, faculty, and community members; Utilizing culturally and developmentally appropriate practices; and serving as a role model of child care excellence for the community.

The Children's Center seeks to provide the best possible environment for the care, education, and development of children. The curriculum encourages:

- Programs that are designed to be different, flexible, and encourage active hands-on learning because all children are unique with individual skills and interests;
- Freedom and opportunity to develop physical, cognitive, and social skills at a child's own pace;
- A warm relationship with adults that gives children a feeling of support while developing a sense of self-worth and independence; and
- Consistent and understanding adult guidance, which supports needs yet limits actions and promotes a child's gradual growth towards responsibility and self-control.

The goal of the Children's Center is to build and maintain a strong, diverse, and inclusive organization that allows for the achievement of the following objectives:

- Supporting families in achieving their own goals;
- Providing opportunities and resources for children to develop cognitive, motor, communication, and social skills;
- Promoting developmental progress of a child's self-care, self-esteem, and self-control;
- Promoting child engagement, mastery, and independence; and
- Providing and preparing for life experiences.

The Center is open year-round, 7:30 a.m. to 5:30 p.m., Monday through Friday.

Communications & Marketing, Brown Hall

Tech's Communication and Marketing Office is responsible for Tech communications to the public via a multitude of media platforms, as well as the promotion and protection of Tech's brand worldwide.

Cooperative Education Program, Student Affairs, Fidel Center

Included within Career Services is the Cooperative Education Program. Cooperative education ("co-op") allows students to obtain hands-on work experience in their fields while in school. A co-op student is typically off campus for three to eight months, working full time in a position related to his or her major. The student is enrolled in a one-credit course and has the rights and responsibilities of any other student. Information and application materials are available in Career Services and at www.nmt.edu/career-services.

Counseling & Disability Services, Fidel Center

The mission of the Office of Counseling & Disability Services (OCDS) is to support the emotional, intellectual and social development of students at New Mexico Tech. The Office Counseling & Disability Services (575-835-6619) assists individuals resolve existing problems, prevent potential problems, and develop new skills that will enrich their lives. OCDS works with students with disabilities to ensure equal access to the program at New Mexico Tech.

The OCDS is located in the Joseph A. Fidel center, 1st floor. You can enter through the exterior northwest side of the Fidel building. Please contact us by stopping by, calling 575-835-6619 or emailing counseling@nmt.edu or disability@nmt.edu. For current forms and more information go to the OCDS website www.nmt.edu/cds/.

Dean of Students Office

The [Office of the Dean of Students](#) (Brown Hall 20-lower level, 575-835-5187, or deanofstudents@nmt.edu) is one of the primary student support and advocacy offices on campus, especially for undergraduate students. The [Center for Graduate Studies](#) (Fidel Center 275) shares this same role for graduate students. The Dean of Students Office is also a key resource for students needing information or forms for Absentee Notification, Student Funding Requests, and Withdrawal Without Prejudice. Student Conduct and Title IX operate out of the Dean of Students Office.

Employment (Student)

Students are allowed to work on campus through part-time student employment and through federal and state work-study. In general, the students must be classified as regular, degree-seeking students. To work through part-time student employment, the student must be enrolled full time. To work through the federal or state work-study program, the student must have qualified for an award from one of these funds when awarded financial aid. The Career Services/Student Affairs staff can assist the student with finding a position

through [Handshake](#) at: <https://nmt.joinhandshake.com/>. Before beginning work, a student must complete a Student Work Authorization form and I-9. The student can pick up the work authorization form in the Financial Aid Office. More details regarding student employment can be found in the [Student Employment Handbook](#) located at:

<http://www.nmt.edu/finaid/docs/Student%20Employment%20Handbook%20updated%2004182018.pdf>

Financial Aid, Fidel Center

The Financial Aid Office administers the federal and state Title IV financial aid programs, the New Mexico Tech scholarship program, the State of New Mexico scholarships such as the Legislative Lottery Scholarship, and student employment on campus.

Golf Course

Long regarded as one of the premier layouts in the Southwest, Tech's superb 18-hole golf course offers all of the amenities of a full-service golf club. There are extensive practice facilities, a full-length driving range, golf classes offered each semester, as well as individual golf lessons and group clinics available by appointment.

As a full-time student, rental clubs are available free of charge and they are also eligible to join the New Mexico Tech Golf Club (575-835-5335). The New Mexico Tech Golf Course is host to several tournaments throughout the year including the Annual President's Golf Tournament, local tournaments and professional events.

Graduate Student Association, Fidel Center

Each student who has paid the mandatory Graduate Student Activity Fee and is enrolled at Tech is a member of the Graduate Student Association. As a member, students are entitled to attend all activities sponsored by the GSA and to vote in all elections. The Graduate Student Association is co-located with the Center for Graduate Studies.

Gym

Encouraging team sports, physical fitness, and balanced lifestyles is part of the Physical Recreation Department's educational mission. Athletic programs promote healthy bodies and help instill healthy lifelong fitness habits. Athleticism also teaches communication skills, teamwork, ethical conduct, and leadership—all critical professional qualities.

Students, employees, and the Socorro community can use Tech's athletic facilities. The Gym is comprised of two large multipurpose gyms, a martial arts room, a weight and fitness room, a bouldering wall, two racquetball courts, and one squash court. Additional recreational areas include a large, multiuse athletic field and tennis courts.

Students are encouraged to take part in intramurals, which include soccer (indoor and outdoor), basketball, softball, and volleyball. Classes include aerobics, yoga, weight training, rock climbing, and more.

Tech's sports club program provides opportunities for participating at a higher level of competition. Sports clubs serve as avenues for working with people toward mutual goals, while developing leadership skills. These clubs are formed, developed, directed, and controlled by members and are registered with, and operate through, the auspices of the Department of Physical Recreation. Sports clubs include baseball, biking (road and mountain), caving, climbing, golf, martial arts, paintball, men's and women's rugby, shooting, men's and women's soccer, men's and women's volleyball, and ultimate Frisbee. (These clubs will vary from year to year and are dependent on student interest). For more information about joining a club or starting one, e-mail Dave Wheelock, Sports Club Coordinator, at david.wheelock@nmt.edu.

Students with valid Tech identification may check out items including basketballs, volleyballs, soccer balls, and racquetball, squash, and tennis equipment. The Gym also has sleeping bags, backpacks, canoes, and paddles for loan. The Gym sells protective eyewear and athletic supplies.

A valid student identification card is required for entry to the Gym. For a small fee, students may bring one guest, 17 or older, per visit. The host must accompany the guest and be responsible for the guest while in the facility. Full-time students may receive passes for their spouse and dependent children (ages 11 to 21). These are renewable each semester.

Health Center, Fidel Center

The Student Health Center offers general, primary, medical care for students registered for 6 or more credit hours. Coverage includes gynecological services (pelvic exams, pap smears, contraceptive information, and pregnancy testing); diagnosis, treatment, and follow-up examinations for sexually transmitted diseases; and refrigerated storage of allergy medications. A licensed Nurse Practitioner can prescribe medication, administer allergy injections, and suture simple wounds.

The Center is open 40 hours per week during academic sessions. If there is an emergency after hours, students should call 911 or go to the Socorro General Hospital Emergency Room. Medical conditions beyond the scope and capabilities of the Center will be referred to outside providers. Charges by outside providers are the sole responsibility of the student, as are charges incurred for laboratory procedures and medication. Optical, dental, and hospital services are not covered.

While the Center is available for assistance to students with chronic illness or disabilities, it cannot provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature. The Office of Counseling & Disability Services is available for some of those services.

Emergency transportation for the seriously ill or injured may be arranged through Campus Police (x-5434 or 911 from campus phones or 575-835-5555 from a private telephone/cellphone).

Health Insurance, Fidel Center

By the Affordable Care Act, all students are responsible for maintaining health coverage throughout their studies at Tech. International students must notify the International office of any changes to that coverage. International students studying in J1 non-immigrant status must have specific levels of insurance coverage for themselves and all dependents in the U.S. F1 students must have insurance for themselves, insurance for F2 dependents is not mandatory, but is highly recommended

International & Exchange Programs, Student Affairs, Fidel Center

International and Exchange Programs within the Student Affairs Office offers support services designed to aid international students in maintaining legal F-1/J-1 student status while they are living and working in the United States. In addition, the Office provides fall and spring orientation programs to help ease the students' transition to living in the U.S., and frequently coordinates other activities, seminars and workshops, as well as an annual international exhibit. The Office is also responsible for the processing of all international undergraduate admission applications.

In addition, International and Exchange Programs staff coordinate opportunities for Tech students to study overseas, maintaining information about study abroad and international exchange opportunities available in countries throughout the world. Tech is also a member of the New Mexico Global Education Consortium, thus opening the door for Tech students to study abroad through the programs of other member universities.

Lost and Found, Campus Police

Lost and found items discovered on campus should be turned in to Campus Police located in the Student Activities Center or to the Campus Police Key Control office on the first floor of the Fidel Center.

Macey Center

Macey Center, opened in 1982, is Tech's performing arts, special events, and conference venue. The Center contains meeting rooms, a 600-seat theater, and two spacious lobbies. Macey Center has served as a venue for student events including departmental conferences, dances, movie nights, and comedy nights as well as for weddings and anniversaries.

In Macey Center's Art Gallery, artists are featured every four to six weeks, and display works include photographs, paintings, quilts, sculptures, and jewelry. The Gallery is open 8 a.m. to 5 p.m., Monday through Friday and on weekends as events are hosted.

Miner Weekly Blast

Every Monday morning the Dean of Students Office will send out an email communication to the StudentCommunity@nmt.edu distribution list. This weekly email blast will pull campus events from Tech's Master Event Calendar and other student related activities from the Tech community and share them with students in one email so to reduce the number of emails sent to students. The Miner Weekly Blast will also contain other nuggets of information of interest for Techie students.

Multicultural Programs, Student Affairs, Fidel Center

The Multicultural program promotes diversity and cultural awareness at NM Tech. Multicultural programs offer a wide variety of resources to students, including scholarships, internships, grants, career connections, educational events and resource center.

The Office works closely with multicultural-oriented student organizations such as AISES, SHPE, and AME, providing advocacy for these organizations and assistance with conferences and outreach activities.

Performing Arts Series, Macey Center

The Performing Arts Series (PAS) presents a variety of quality multicultural performances in music, theater, dance, and family entertainment. PAS shows are usually free to Tech students and affordable for family and friends. Socorro may be a small town, but the PAS line-up is of equal caliber to many nationwide venues, though with cheaper tickets, a more intimate venue and easier to park! PAS brings the world of arts and entertainment to Socorro. It is an excellent creative and social diversion for students, a perfect setting for socializing with professors and staff, and a great way to spend quality time with visiting relatives. More information is available at <http://www.nmtpas.org/> or visit us on Facebook at <http://www.facebook.com/NMTPAS>.

RAVE – Emergency Notification System

New Mexico Tech utilizes an Emergency Notification System to reach students in the event of an emergency. This system has the ability to contact people via several methods, including text, voice and email.

During orientation new students will be assisted in establishing their contact information in the Emergency Notification System. All students are encouraged to check their contact information regularly to make sure their contact information is accurate.

Emergency notifications are issued for any special situations that concern campus safety, such as severe weather advisories, special instructions due to street closures and emergency instructions that will affect NMIMT Academic Affairs, Graduate Studies & Student University Relations|| Student Handbook

students of what to do and where to proceed to in the event of an emergency situation. This will allow students to stay safe and keep them out of harm's way as a situation is happening, or to stay clear of an incident scene.

Students can log in at <https://www.getrave.com/login/nmt> to update contact information.

Residential Life, Fidel Center

Residential Life is centrally located on the 2nd floor of Joseph A. Fidel Student Services Center (Fidel). During normal University business days, Residential Life is open between 8am and 5pm, Monday-Friday. You can contact us at 575.835.5900 or by email at residential_life@nmt.edu. After-hours, an on-call housing professional can be reached for urgent matters by contacting the Campus Police Dispatcher at 575.835.5434.

Residential Life is one of many operations within Auxiliary Services, a department of the University Student and Relations Division.

New Mexico Tech housing consists of six traditional residence halls and three student apartment complexes. All are within walking distance to classrooms, labs, the computer center, child care, research facilities, food service, and the bookstore. If you are a regular, full-time student, you are eligible to live on campus. Four halls – Driscoll, Presidents, West, and South – sit on Tech's tree-lined Campus Drive, close to the gym, Joseph A. Fidel Student Center, the athletic field, Student Activity Center, swimming pool, and tennis courts. Torres Hall, Baca Hall, and Altamirano Apartments and Desert Willow fall on the south side of campus. Mountain Springs Apartments are on the corner of Bullock Boulevard and El Camino Real, just a few blocks from the Library. For photos and more detailed information on housing options, please visit our webpage: <http://residentiallife.nmt.edu/>

If you live on campus, you are expected to abide by Residential Life rules and procedures, which are found in the [Community Standards](#) link: <http://residentiallife.nmt.edu/>

Student Emails

Email is Tech's official means of communication with its students. The University has an All-Student@nmt.edu which is Tech's Official Student Email Distribution List which students can't opt-out/unsubscribe. There are only a few administrators (e.g. Registrar) who have access to send to this list for **vitaly important campus student email communications dealing directly with official university business, academic issues, as well as immediate health and safety or emergencies.**

Also, Tech has an Unofficial Student Email Distribution List (StudentCommunity@nmt.edu) which permits students to opt-out or unsubscribe. This email will be utilized by various administrators and SGA/GSA representatives for **campus email communications dealing with programming, campus unit and club events, as well as supplemental programs of interest and opportunities for involvement that add to the student experience but are not directly related to academic issues, immediate health and safety, or emergencies.**

In addition, student clubs, departments, resident halls, classes, and other groups can utilize their own distribution list to effectively communicate with their members. All mass emails to students and others should be sent as blind copies (BCCs) to protect members' identity whenever possible. All users of the @nmt.edu must abide by federal laws and Tech's acceptable use policies.

Student Government Association, Fidel Center

Each student who has paid the mandatory Student Activity Fee and is enrolled at Tech is a member of the Student Government Association. As a member, students are entitled to attend all activities sponsored by the SGA and to vote in all elections.

During the spring semester, a President and Vice President are elected to serve for one academic year. The President appoints a cabinet that consists of a Chief Financial Officer, Student Activities Officer, Paydirt Editor-in-Chief, Student Activities Technical Director, KTEK staff, and five Supreme Court Justices. The President and Vice President work directly with the Administration and are the official voice of the SGA. The President is responsible for all activities and expenditures, for representing the student body while dealing with entities outside the SGA, and for upholding the SGA constitution. The President's and Vice President's main duties are to keep the SGA organized and to represent the SGA to the Board of Regents and other administrative bodies.

The SGA senate is the governing authority of the student body. It provides a link between students and the Administration. It also arranges most of the campus student activities and functions. The senate consists of 21 senators, three of which are graduate student representatives and 3 of which are newly registered Freshman. Senators are elected on a staggered basis of 8 senators each fall and 10 senators each spring semester to serve for a full year. The Graduate Student Association (GSA) selects graduate student senators, while the undergraduates are chosen in general elections held in the fall and spring semesters. Students on academic probation are ineligible.

The purpose of the Senate is to bring students together as a legislative body, to take action, to communicate to Tech's Administration matters that directly affect students, and to disburse funds received from the Student Activity Fee. SGA money is used for student clubs and organizations to aid in providing a better social life at Tech. SGA committees play an important role in helping to govern student affairs. These appointments are made by the SGA Vice President and approved by the Senate. Committees include Finance, Legislative Standards, Club Advisory, and Public Relations.

Student clubs and organizations play an important role on campus, and all SGA approved clubs receive an allotted budget. The eligibility of organizations to receive funding from the SGA is determined by the Vice-President and Club Advisory Committee. A club fair, organized by the SGA VP, is held at the beginning of each semester to showcase the various clubs and organizations that are available on campus through the SGA.

It is important to note that Tech's policy of nondiscrimination on the basis of race, religion, ethnic origin, age, sex, or disability applies to student organizations. Nondiscrimination on the basis of sexual preference or political affiliation is also included in the SGA Constitution. Additional information about student organizations may be obtained from the SGA Office on the first floor of the Fidel Center.

Student Services@Tech

[Student Services@Tech](#) and [MyNMT](#) are comprehensive and one-stop student support service sites to help Tech students navigate campus resources. This convenient resources include quick links to all Tech's academic support services and student support services.

Swim Center

The Swim Center (575.835.5221) is available year-round and is free to full-time students. The pool is 25 yards long and has six lap lanes. There are three time periods (morning, noon, and evening) for lap swimming and two lap lanes available during open swim times. Open swim is from 1:30 p.m. to 4:50 p.m. daily. More information is available at: <http://www.nmt.edu/swimming-pool-fs-campus-services>.

GRADUATE STUDENT GUIDE

Introduction

As a supplement to this Student Handbook, the following resource is intended to be a guide to graduate study requirements and procedures at New Mexico Tech, and is directed primarily to academic considerations for graduate students. Note that disciplinary actions related to graduate students are directed to the Graduate Dean rather than the Dean of Students (undergraduate).

Sections below outline steps related to your first year of studies; what you must do to maintain satisfactory academic progress; how you will design the program leading to your degree; time limits placed on your studies; and the completion of final requirements. Answers to many of your questions can come from a careful review of the contents. Please direct all questions related to your academic program to your academic advisor, related to your research to your research advisor, or related to anything for your graduate experience to the Center for Graduate Studies (graduate@nmt.edu or 835-5513).

First Year in the NMT Graduate Program

Preliminary, Qualifying and Entrance Examinations

Several of NMT's graduate programs require and administer examinations to new students, primarily as an advising tool. The section on Special Examinations by Department provides some information on departmental requirements. You should direct inquiries about specifics for these examinations to your graduate program.

Choosing an Advisor and Advisory Committee

When you are first admitted to a graduate program, the department chair or an appointed faculty member will serve as your temporary advisor. Your temporary advisor will help you with identifying the members of your formalized committee. If you are a distance student, you may contact the Academic Computing Technology Office or the [Center for Graduate Studies](#) for assistance – particularly with collecting signatures on forms. After admission and before the end of your second semester, full-time graduate students must select and formalize an advisor and advisory committee. Part-time and distance education students must formalize their committees by the time they complete 12 credits. Your advisor should be a faculty member whose interests and specialties coincide with yours. Generally your advisor serves as both academic and research advisor; however, under some circumstances, the research advisor and academic advisor may be different people. Your academic advisor must be a ***Regular Faculty Member*** (regular means tenure track) in your program and it is the academic advisor who will serve as the head of your advisory committee. Your research advisor is responsible for guiding you to the completion of your research project and for supervision of the preparation of your research report (thesis, dissertation or independent study paper). Students in professional masters programs are not required to form a committee, e.g., Professional Master of Hydrology.

Besides helping you with your research, your advisor will help you select your advisory committee. If you plan to have separate academic and research advisors, consult with both of them to select the rest of your advisory committee. Regular faculty members from your department may not be in the minority, and all the members should have some proficiency in the area of your research interests. There is no upper limit for the number of members on your advisory committee; however, keep in mind that the more people there are on your committee, the harder it will be to arrange meeting times for everyone. Your advisory committee should

serve as your first set of personal resources when you need assistance. Feel free to approach them, any other faculty member, or the Dean of Graduate Studies, when looking for advice. If you find later that there are more appropriate choices for your committee, or if your research interests and directions change, you may, with the concurrence of your department, reconstitute your committee. Be aware that changes in committee can slow progress as each new member has the responsibility to question that status of research from the very beginning; this means that changing your committee can reset your research to the very beginning stage of the proposal.

The Dean Graduate Studies and the department chair are *ex officio* members of all advisory committees for graduate students in the department. This means that your department chair and Dean Graduate Studies must also approve your work in order for you to graduate. While your advisory committee guides your research, final approval rests with the department chair and the Dean Graduate Studies. Make sure your department chair is kept informed of your progress.

M.S. Advisory Committee

Your master's degree advisory committee must have at least three faculty members: at least two must be regular (tenure track) faculty in your department and a third member who may be from outside your department or an adjunct in your department. Regular faculty in your department may not be outnumbered on the committee by other members. The department chair and Graduate Dean must approve your proposed advisory committee.

After you have selected your advisor and committee, complete your graduate committee form in the New Mexico Tech Banweb. After you log into Banweb, select "Student and Financial Aid", then "Graduate Forms", then complete the form "Initial Form - Graduate Advisory Committee". Make sure that you select "Thesis" or "Independent Study" for your study option. The Committee can be changed on the Committee Change form on the same page if you are simply replacing one committee member with another one or adding or removing a single member. Otherwise make the changes in the "Initial Form - Graduate Advisory Committee" and resubmit. If you need to make substantial changes to your committee, contact the Center for Graduate Studies to have the "Initial Form - Graduate Advisory Committee" form re-enabled.

To guarantee that you have the tools to complete your research, your advisory committee will help you choose the courses to be used for your **degree program**. They will also approve your thesis topic and serve at your thesis defense. It is your responsibility to call meetings of your committee **at least** once a year.

MEM Advisory Committee

Your Master of Engineering Management degree advisory committee has the same requirements as the M.S. Advisory Committee, with the exception of not having the choice of thesis or independent study.

Ph.D. Advisory Committee

The doctoral advisory committee must have at least four faculty members: at least two regular (tenure track) faculty members from your department including your academic advisor, a member from outside of your department, and the fourth committee member who may be from inside or outside of your department. Regular faculty in your department may not be outnumbered on the committee by other members. The department chair and Dean of Graduate Studies must approve your proposed advisory committee.

After you have selected your advisor and committee, complete your graduate committee form in the New Mexico Tech Banweb. After you log into Banweb, select "Student and Financial Aid", then "Graduate Forms", then complete form at "Initial Form - Graduate Advisory Committee". Make sure that you select "Dissertation" for your study option. The Committee can be changed on the Committee Change form on the same page if you are simply replacing one committee member with another one or

adding or removing a single member. If you need to make substantial changes to your committee, contact the Center for Graduate Studies to have the "Initial Form - Graduate Advisory Committee" form re-enabled.

Your advisory committee will help you choose courses to guarantee sufficient background for your proposed research and for the candidacy examination. They will administer the candidacy examination, approve your dissertation proposal, supervise your research and serve at the defense of your dissertation. Although the committee will assist in directing your studies, it is your responsibility to call meetings of your committee **at least** once a year. As you approach the completion of your research, it is recommended that you call a meeting 6-9 months before your expected completion where you do a preliminary presentation of your dissertation with a clear timeline for your completion. This gives your committee an opportunity to guide any corrections to the plan at a time that minimizes delays in completion.

Advisory Committee Report Form

Your formalized Course Program is the first thing you present to your advisory committee. This is a study plan for your degree. First, list all the completed courses to be used for your degree as shown on your transcript (be sure to include the credit hours for each course) and then list all the courses you plan to take, including your thesis, independent study, or dissertation credits (Note that Directed Research and other S/U courses do not count toward the required number of credits for any program.) Your committee will consider modifications to your list when there are courses that might be more appropriate for your proposed course of study. Once the course program is acceptable, the committee will indicate its approval by initialing and dating your list and your course program. Your course program can be altered, with the concurrence of the advisory committee, department chair, and Dean of Graduate Studies. This form, at the time of your graduation, must match exactly the courses listed on your transcript that are to be used for your degree. The Course Program for full-time students must be on file before the end of the third semester. Part-time and distance education students must have their Course Program on file by the time they complete 18 credits. The time period for completing this form has been extended to allow students to see what courses are being offered, but note that students are strongly encouraged to discuss courses with their committee early and often. Students who take courses without prior approval, risk having them not count toward a degree.

Professional Master's Degrees

Professional master's programs do not require research and may be completed with coursework. Examples of professional master's programs include the Professional Master of Hydrology and the Master of Engineering in Mechanical Engineering; see the catalog for additional master's degrees that do not require research.

Choosing a Thesis, Dissertation or Independent Study Topic

Master's degree students in some departments have the option of completing either a thesis or an independent study as part of their degree. In other departments, the independent study option is not available. You should consult the most recent NMT Program and Course Catalog to see if the independent study option is available to you. Selection of either of these options begins with completion of the committee selection process in Banweb and is confirmed with approval of your [Report of the M.S. Advisory Committee](#). Since each option has different course requirements, the courses listed on your course program must conform to the option you want to use. Should you later decide to change (from thesis to independent study or vice versa), you do so by submitting a revised and approved course program.

You will be spending many hours working on your research. Your advisor and advisory committee must be involved in the selection, preparation, revision and approval of all research/independent study

proposals, and theses/dissertations/independent study papers. If you are on a research assistantship, the research you are working on may or may not be the subject of your thesis or independent study.

The report of your research (thesis, independent study, dissertation) must be legally available for publication and must be publicly released into ProQuest and the NMT digital repository. As is the case throughout the United States, New Mexico Tech is increasingly involved in contract research for corporations and governmental entities and many times portions of these research projects are proprietary or restricted in nature. While a **research assistant** may complete conditions of employment by working on proprietary projects, there must be a prior understanding between the student, advisory committee and funding source (corporation) regarding precisely what will be available for the student's thesis, dissertation, or independent study, and what will not be available. This agreement is to be documented in writing and a copy is to be filed with the Center for Graduate Studies. Please speak with your advisor **and** the Dean of Graduate Studies **before** you commit to a project that involves proprietary material.

Academic Procedures

Continuous Registration

If you are admitted to a degree program, you are required to maintain continuous enrollment until you have completed the degree. You may not elect to take a semester off, even if all you have to complete is writing your thesis. Under certain circumstances, you may qualify for a Leave of Absence for a semester. If you fail to maintain continuous enrollment, you must apply for readmission and you must meet all of the requirements of *new catalog* if you are readmitted.

Course Loads for Full-time Graduate Students

As a full-time graduate student (regular or provisional) you are required to register for at least *nine credit hours* in the fall and spring semesters and *six credit hours* in the summer until certified for your degree. If you have an assistantship, you must register for twelve credit hours. The credits for which regular and provisional students register must be upper division or graduate-level; these credits must be approved by your advisory committee and applicable to your degree. Exceptions, particularly lower level courses (see Lower Level Courses), require prior written approval from your academic advisor, your department chair, and the Dean of Graduate Studies. A thirteenth credit may be taken without completing the Lower Level permission form and without being assessed additional tuition (i.e., graduate students may take a physical recreation, health & wellness, or fine arts class).

Special approval is required to register for more than thirteen credit hours; see your academic advisor or the Dean of Graduate Studies for more information. You should be aware that you will be responsible for the extra tuition and fees for registration in excess of thirteen credit hours. If you are in residence (using the facilities, staff or faculty of the Institute while progressing toward your degree) during the summer session, you must register for six credits (full-time summer registration).

Reduced Registration for Full-time Graduate Students

Defense Semester

There is an accommodation provided for *one semester only* of reduced registration for a full-time student whose financial support has run out at the end of their studies. This is for the semester in which the student defends their research. A full-time graduate student may request reduced

registration using a *Reduced Registration Form* with as few as *three credits* of thesis, independent study, or dissertation in their defense semester if the student:

- is in good standing;
- has completed two or more years of residence;
- has completed all course work;
- has filed their course program;
- has a finalized committee (via Banweb/workflow);
- has filed an [Intent to Graduate](#); and
- has no assistantship or fellowship support.

A full-time student who meets all of these conditions and who wishes to qualify for a work authorization must register for at least six credit hours with the approved reduced registration in fall or spring (three credits for summer). No student on reduced registration may have an assistantship.

In addition, a one-time, one-semester accommodation is available for a full-time student whose financial support has run out, who has already successfully defended their research, and who must still make corrections to their independent study, thesis, or dissertation. This accommodation is for the next semester following the student's successful research defense. For the accommodation to be allowed, *before* the first day of the semester, the student must have successfully defended and the Defense Report must be sent to the Center for Graduate Studies (via email to graduate@nmt.edu) by the advisor. The Student Defense Report must include a statement that the student is allowed to take as few as one credit of independent study, thesis, or dissertation.

Course Loads for Part-time Graduate Students

Part-time graduate students (regular or provisional) must register each semester, but for eight or fewer credits per semester.

Summer Registration Requirements and Employment

New Mexico Tech requires that graduate students register for the summer semester if they are in residence. You are "in residence" if you are making progress toward your degree or using the facilities (i.e., library, computers, lab, office) or staff (i.e., advisor, committee) of the Institute. If you will be receiving an assistantship, fellowship or other support that is disbursed to you through NMT, you must register.

If you are: 1) **not in residence for the summer** (see above), but you are 2) **pre-registered** as a full time student **for the fall semester**, you may qualify for a Work Authorization (on-campus employment up to 40 hours per week) for the summer. You and your academic advisor must indicate that the on-campus employment is unrelated to degree progress and that you will not be using the facilities or staff of the Institute to progress toward your degree during the summer semester. The job may be related to the degree program, but not directly related to your personal degree progress or research project.

Domestic graduate assistants may be registered full-time and carry full-time (40 hour) contracts during the summer session. Because of restrictions imposed upon international students by the federal government, they may not have contracts for more than 20 hours per week in the summer if registered full-time. Contracts for international students may be written for up to 60% more per pay period than was paid during the preceding Spring semester to permit working for more than 20 hours per week between sessions (before and after summer session).

Students may also consider summer off-campus employment. If you decide to take the summer off from your studies and get a job in an area unrelated to your interests, you don't need to register. If you are

working off-campus on a summer job that **is related** to completion of your degree (i.e., at a research lab at Sandia, Los Alamos, or even a private company), you are required to be registered.

Lower Level Courses

Generally, you will be granted permission to register for lower level courses if they are pertinent to your graduate program; however, these courses may not be used toward your graduate requirements. You are required to return and have approved by the Graduate Dean a completed [Lower Level Class Approval](#) form in the Center for Graduate Studies before taking a lower level course.

Graduate students who are registered for 12 credits of approved coursework for a given semester, may register for a 13th credit of classes **without** completing the Lower Level permission (i.e., graduate students may take a physical recreation, health & wellness, or fine arts class).

Registration Checked

You are responsible for proper registration. **Failure to properly register can lead to the cancellation of all forms of financial aid and/or an academic warning / probation.**

The Center for Graduate Studies may check your registration each semester. A registration hold may be put on your account if any of your forms are late, missing, or if there are discrepancies in your records. Be sure to inform the Center for Graduate Studies of all changes. Approximately one week after the close of registration, the Center for Graduate Studies may check your registration.

You may audit one course with up to three or four credit hours per semester (this may be a course with a lab), but because audits are not graded, they cannot be used toward the 30 credit hours required for graduation. Community college and physical recreation and similar courses do not count toward fulltime registration and may not be used to complete degree requirements. It is up to you and your academic advisor to see that you meet requirements and that your progress is updated on the Advisory Committee Form (forms for certificate, MS, Professional Masters, and PhD are located at <http://www.nmt.edu/gradstudies>). The form must be present at each advisory committee meeting; get it from the Center for Graduate Studies before, and return it after, each meeting.

Leave of Absence

All regular graduate students are required to register every fall and spring semester and in summer semesters, when in residence, until certified for their degree. Occasionally, factors make it necessary for you to interrupt your studies for a short period of time. If you find yourself in one of these situations, you may request a leave of absence *if you are in good academic standing and have written approval from your advisor, the department chair, and the Dean of Graduate Studies*. There is no established form for a leave request. The leave request may be a memo or letter on paper or in digital form (an email). The request must include an explanation for why the leave is needed, and a time frame (calendar) for your return to complete all remaining degree requirements. This should be routed to the Dean of Graduate Studies via the advisor and department chair with endorsements added by each.

During your leave of absence, you do not have access to the staff (your advisor and committee members) or facilities of the institute, and it is assumed that you are not progressing towards your NMT graduate degree. Normally leaves are approved for one semester, but may be approved for up to one year. If you take a leave of absence, your assistantship will not necessarily be held for you. You should consult with your department and supervisor to discuss possible arrangements for support on your return.

If a student does not register as required and no leave of absence is requested prior to non-enrollment or such an approved leave expires, the student will be removed from their graduate program for failure to enroll. After such failure to enroll, the student must apply for readmission to resume the graduate program

and if readmitted will have to meet the requirements of the newest catalog for the program.

Satisfactory Academic Progress

Each semester, and at the end of your course of study, you must demonstrate satisfactory academic progress.

- Regular, full-time graduate students must register for and complete nine or more credit hours during regular (fall or spring) semesters. If you have an appointment (research or teaching assistantship), you must register for and complete 12 credit hours during each regular semester. When in residence during the summer session, satisfactory academic progress requires the completion of 6 credit hours. The courses used for satisfactory progress must be completed with a GPA of 3.0 or above and no grade less than "C" or a grade of "U" in any course attempted and the required credit hours must be 300-level or higher or approved with a lower-level form and cannot include courses such as physical recreation, health & wellness, or fine arts.
- Regular, part-time graduate students demonstrate satisfactory academic progress with the completion of one to eight credit hours, with a GPA of 3.0 or above, and no grade less than "C" in any course attempted. Part-time students will not receive academic warning for successfully completing more than eight credit hours.
- If you have not formalized your committee by the end of your second semester of registration, you are not making satisfactory academic progress.
- If you have not established your Course Program by the end of your third semester of registration or fail to meet the other required deadlines for your degree, you are not making satisfactory academic progress.
- Your progress will also be judged based on your performance on research projects. Research advisors and departments may review the academic progress of graduate students and their decisions may range from "satisfactory" to a "recommendation for dismissal."

If you are judged to be making unsatisfactory academic progress, you will be placed on warning. Any student who fails to maintain satisfactory progress for two consecutive semesters will be dropped from regular graduate student status. Such students, if US Citizens or Permanent Residents, *may* request special (non-degree) status *without* financial support. After completion of at least six credit hours within a single semester in courses approved for the degree program with a grade-point average of 3.0 or better and no grade less than C, the special graduate student may petition the department for return to regular, degree-seeking, graduate status via a memo. Part time students (before suspension) in this situation must complete at least three credits in a semester successfully as a special graduate to be considered for readmission to regular part time graduate status. The department will make the decision whether to grant readmission to regular, degree-seeking (full time or part time) status. Regular status is required to complete a degree.

Special graduate students who fail to maintain satisfactory academic progress for two consecutive semesters will be suspended; they will not be readmitted for a minimum of one year.

When you have completed your studies, your cumulative GPA calculated on all of the courses used toward your graduate degree must be at least 3.0 and you may have no grade less than C. You must retake any course for which you received a grade lower than C or a U before you can graduate, if it is to be used toward your degree. Except for thesis (591), dissertation (595) and independent study (590) credits, courses taken on an S/U basis will not be calculated into your GPA, nor will they count towards the credit hours you need to graduate; this includes, for example Directed Research and S/U graded seminar courses.

Thesis, Dissertation and Independent Study Grades

Assuming that you meet the minimum expectations agreed upon with your advisor, thesis (591), dissertation

(595) and independent study (590) credits will be graded "PR". If you do not meet the expectations of your advisor, you will receive a "U" and such credits will not apply to meeting degree requirements. Directed research (500) credits are graded with an S (satisfactory) or U (unsatisfactory) and may never be used toward a graduate degree. You should provide your advisor with a progress report at the end of each semester. Some departments have standard progress report forms.

Warning Letters

If you fail to make satisfactory progress during a semester, you will receive a warning letter (academic probation) from the Center for Graduate Studies. If you fail to make satisfactory academic progress in a second, consecutive semester, you will be placed on academic suspension and be dropped from your graduate degree program. If your warning or suspension was prompted by not registering for sufficient credits while on a contract, you will *not* be eligible for a contract in your next full-time semester. See the section on, "Changing Student Classification," for more information on alternatives.

Student Classification

Graduate students at New Mexico Tech may be divided into those who are admitted to graduate degree programs (regular and provisional students) and those who are not (special graduate students). Degree-seeking students may be admitted as either full-time or part-time students. Degree-seeking students must maintain continuous enrollment or they will need to be readmitted under the current catalog to complete their degree program (see readmission).

Distance Graduate Students

Distance graduate students are those who have been admitted to one of the graduate degree granting programs that New Mexico Tech offers via distance delivery. Such degree-seeking students are normally part-time regular students with respect to all requirements.

Regular Graduate Students

Regular graduate students are those who have been admitted to one of the graduate degree granting programs at New Mexico Tech.

Provisional Students

Students may be admitted provisionally if their undergraduate work is deficient in breadth or depth. Typically, departments and programs will detail the deficiencies that must be remedied. Provisional student status is temporary, normally lasting for a single semester or two. Provisional students who make satisfactory academic progress in a graduate program are encouraged to request conversion to regular student status, which must be approved by the department chair. Assistantships and work authorizations are not allowed for provisional students.

Full-Time (Regular or Provisional) Students

A graduate student who is admitted as a full-time student must enroll for nine to twelve credit hours each semester (or six credit hours in the summer session). Regular graduate students receiving financial support are required to register for twelve credit hours. Any regular, full-time graduate student in good standing is eligible for financial support. Regular graduate students not receiving financial support may register for as few as nine credit hours. See Course Loads for more specific requirements.

Part-Time (Regular or Provisional) Students

Applicants who are employed full-time or have other responsibilities that limit the time available for study may be considered for admission as part-time students. A regular part-time graduate student is one enrolled for between one and eight credit hours per semester or between one and three credit hours in the summer session. Part-time graduate students are not eligible for financial aid.

Pre-Degree Students

Special students who are preparing to be degree seeking are designated as pre-degree and will be assigned an advisor in their proposed program. Special students wishing to become regular or provisional graduate students must apply to a graduate program.

Special Students

Special students are non-degree students and as such are not enrolled in a graduate degree program. Special students wishing to become regular or provisional graduate students must apply to a graduate program.

Either the Dean of Graduate Studies serves as advisor to special students, or the Dean may assign an advisor.

If you are attending New Mexico Tech as a special student, there are certain differences from the regular graduate program of which you should be aware. First, you cannot register for more than nine credit hours in either the fall or spring semester or for more than six in the summer. As a special graduate student, you are not eligible for contracts or work authorizations. In addition, should you apply for admission and be admitted to a graduate degree program at New Mexico Tech, only twelve credit hours of the work completed as a special graduate student may be applied towards your degree. You are strongly encouraged to work closely with the chair of the department or your pre-degree advisor to maximize your success.

Dual Registration

Dual registered students are enrolled as both an undergraduate student and as a graduate student. Students may come to be regarded as "Dual Registered" in either of two ways:

1. Any qualified student may apply for dual registration status for their last semester as an undergraduate student. This approach is limited to undergraduate students who are: a) within nine credit hours of completing their bachelor's degree; b) have a GPA of 3.0 or better; c) will complete their undergraduate work in the first semester while dual enrolled; and d) have been admitted as a regular student to a graduate program at Tech. Students approved for dual registration must complete their bachelor's degree in the first semester of the graduate program or they will be dropped from the graduate degree program until they have completed their bachelor's degree. After completing their undergraduate work, students with dual registration automatically become regular graduate students. When more than one department is involved, the student must also obtain the approval of the department granting the undergraduate degree.
2. It is crucial that students involved in any of the Five-Year M.S. programs become integrated into the graduate program no later than the beginning of their senior year. To do so as a dual registered student, the student must be following an approved course program that will permit them to receive their B.S. degree at the end of their senior year and their master's degree at the end of the year following year. In addition, the dual registered student must have a minimum cumulative grade point average of 3.0, and a 3.0 earned grade point average in mathematics, science, and engineering courses. When more than one department is involved, the student must also have the approval of the department granting the undergraduate degree before dual registration status is

approved.

Students holding dual registration are not eligible for assistantship and fellowship appointments, but may have work authorizations. Dual enrolled students are still considered undergraduate until they complete their undergraduate degree and continue to be eligible for undergraduate financial aid, but are not eligible for graduate financial aid.

Transfer Student

A student transferring into the graduate program at New Mexico Tech is treated much like any other new admission. Transfer students may petition to have up to twelve credit hours of appropriate work taken at another accredited institution applied to their degree at New Mexico Tech.

For work at another institution to qualify for transfer credit, the student must have earned at least a B and the work *may not have been used to satisfy the requirements for any previously earned degree*. To be applied towards the student's course program at Tech, these courses must meet with the approval of the student's advisory committee and Dean of Graduate Studies; no courses below 300-level may be transferred for a graduate degree.

Readmission

A student who is readmitted is subject to all university requirements at the time of readmission and is required to complete her or his degree under the *current* catalog unless an appeal is granted based on severe extenuating and documented circumstances.

A student who has not been continuously enrolled (excluding summer session) must submit an application for readmission to the Center for Graduate Studies. In addition to the application, a student who left while on academic probation or suspension must submit the following documents:

- A one-page appeal letter that persuasively makes a case for readmission and documents the student's plan for success;
- A supporting letter or email from the student's advisor;
- A supporting letter or email from the student's department chair;
- Any other relevant documents, such as medical documents or letters of support from faculty or counselors.

A student in good standing will be readmitted by the Center for Graduate Studies. Students who left while on academic probation or suspension will not be readmitted without supporting letters from the academic advisor and the department chair. Application and material submitted by a student who left while on academic probation or suspension will be reviewed by the Dean of Graduate Studies and written notice of the decision will be given to petitioner. Student who left on probation or suspension will be readmitted on probation if readmission is granted. Readmission materials may be submitted via email to graduate@nmt.edu.

Changing Student Classification

From Part-time to Full-time

If you are in good standing (cumulative GPA of at least 3.0 and not on warning), you may petition the Center for Graduate Studies to be changed from part-time to fulltime. Your petition must bear the endorsements of your advisor and department chair.

From Full-time to Part-time

We place a great deal of importance on getting our graduate students through their programs quickly as full-time students so that they can begin their careers. Your chances of earning your degree are dramatically reduced if you depart Tech before you have completed all requirements and your completion is signed off.

Changing to part-time status is available after all coursework for your degree has been completed if and only if your advisor approves this change and you are not receiving financial support for your degree. To request this change, write a petition requesting the change. Your petition must bear the endorsements of your advisor and department chair.

To see the information on other accommodations for reduced registration for full-time students, see the section on graduate Course Loads.

If extraordinary circumstances suggest that you might better complete your degree as a part-time student you may request a change in your status. If you are in good standing (cumulative GPA of at least 3.0 and not on warning), you may petition the Dean of Graduate Studies to be changed from full time to part time. To receive consideration, your petition should explain your extraordinary circumstances, why you find it necessary to prolong your studies, and detail your plan for completion. Your petition must bear the endorsements of your advisor and department chair.

From Provisional to Regular

After at least one semester of satisfactory academic progress, you may petition the Dean of Graduate Studies for a change in status to regular graduate student status. Ideally, your department will have specified the conditions required for admission to regular status at the time you were admitted to provisional status. Such specific conditions must be met prior to conversion to regular graduate student status. Your petition to the Dean of Graduate Studies must be endorsed by your department chair.

From Regular to Special

If you have been dropped from your graduate program for academic reasons and you are a US Citizen or Permanent Resident, you may apply to the Center for Graduate Studies for special (non-degree) student status. **This is not done automatically.** There is a limit of 12 credits taken as a special graduate student that may apply, with committee approval, to any graduate program.

From Special to Regular

If you were not previously in a graduate degree program at Tech, you must apply for regular admission and be accepted by the department where you would like to study.

If you seek readmission to a graduate degree program, your requirements for readmission depends on your status before you transitioned to special status (i.e., whether you were a full-time or part-time student). If you were full-time, you must first complete six credit hours within a single semester in courses approved for the degree program with a grade-point average of 3.0 or better and no grade less than C. (If you were part-time, you must complete two or three credit hours within a single semester with a grade-point average of 3.0 or better and no grade less than C). Your petition for readmission will then be considered by the department you wish to rejoin. The request must be approved and endorsed by the department chair before it will be considered by the Dean of Graduate Studies.

Changing Departments/Majors

If you are admitted to one program and later decide that you would like to change to another program, you may do so, but there are some requirements. If you are in good standing in your current program, you may transfer departments with the approval of your advisor, department chair, and the Dean of Graduate Studies as long as the new program has granted you admission. This requires an application to the new program.

Should you wish to change departments after being dropped from a program, you must wait one semester before the new department may consider your application. During this waiting period, you may enroll in classes at New Mexico Tech only as a special student.

Readmission

If you abandoned your studies, you may return to those studies only after successfully seeking readmission to the program. In the readmission process, you should expect to provide all of the information required of any applicant. The department may or may not readmit you. If you are readmitted, you will be required to follow the *current* NMT Program and Course Catalog requirements, which may include course work and/or research beyond that expected of under your original catalog.

Studies Leading to a Professional Master Degree

Choosing Courses

In some departments you may earn your master's degree through coursework. All Professional Masters degrees require:

- a minimum of 30 graded credit hours (300-level and above),
- at least 18 must be graded credits of 500-level courses and
- at least six credit hours of approved 300-level or higher courses must be from a department other than your major department.

Your advisor will help you choose appropriate courses. Some departments may also require approval of your course program by a department committee.

If your previous degree was in another field or if you can otherwise demonstrate breadth in your previous work (beyond what is normally expected from B.S. degree programs in your field), your advisor may recommend to the Dean of Graduate Studies that the out-of-department requirement be waived. This recommendation must take the form of a memo from your advisor, in which they detail the rationale for their recommendation. If the recommendation is not approved by the Dean of Graduate Studies, the recommendation may be appealed to the Graduate Council for consideration.

Studies Leading to the Master of Science Degree

Choosing Courses

In some departments you may earn your master's degree by doing either a thesis or independent study. The exceptions are biology, chemistry, hydrology, and mechanical engineering, which do not have an independent study option. Both thesis and independent study approaches require that you write a paper, but the independent study option does not require you to publish or publicly defend the research, as is required by the thesis option. All Masters degrees require a minimum of 30 credit hours, which are broken down as follows:

<i>Credits</i>	<i>Thesis Option</i>	<i>Independent Study Option</i>
Courses numbered 500 or above	12	15
Courses numbered 300 or above	12	12
Theses or Independent Study	6	3
Total:	30	30

At least six credit hours of approved courses must be from a department other than your major department. Your advisory committee will help you choose appropriate courses. If your previous degree was in another field or if you can otherwise demonstrate breadth in your previous work (beyond what is normally expected from B.S. degree programs in your field), your committee may recommend to the Dean of Graduate Studies that this requirement be waived. This recommendation must take the form of a memo from your committee, in which they detail the rationale for their recommendation. If the recommendation is not approved by the Dean of Graduate Studies, the recommendation may be appealed to the Graduate Council for consideration.

Studies Leading to the Doctorate

Degree Requirements

Except for the requirement that all doctoral students complete twenty-four dissertation (595) credits after advancing to candidacy and that a paper from the graduate research be submitted for publication, there are no general requirements for the doctoral degree. Requirements for formal course work vary by program. Your advisory committee will recommend courses based on your qualifications, understanding of the field, and the research you propose to undertake. Typically, you will need 48 to 66 credit hours of course work beyond a bachelor's degree. If you already have earned a related master's degree, you might expect to take 18 to 36 additional credit hours of course work for your doctorate. Check the current NMT Program and Course Catalog and your particular program for more details.

In addition, most programs expect substantial research contributions leading to multiple publications in respected conferences and/or journals.

Dissertation Proposal

Every doctoral student must prepare a dissertation proposal. One of the purposes of your dissertation proposal is to show your advisory committee that your proposed research is feasible within the constraints of time, equipment, and money. Another purpose is to demonstrate your understanding of the subject matter. Your proposal will be defended as part of the candidacy examination and its approval is one of the conditions of candidacy.

You should begin your dissertation proposal only after considerable discussion with your advisory committee, thorough literature review, and preliminary research. After acceptance, your dissertation must be available at the New Mexico Tech library and online, so be sure that the information constituting your research is not proprietary or confidential. If the information in your dissertation is not available for publication, the Dean of Graduate Studies will not accept your dissertation and you will not receive your degree.

Check with your advisor and committee regarding the style to be employed for your proposal. Ideally your proposal should be in the style of a proposal for the National Science Foundation or a similar funding

agency appropriate for your field of study. Alternatively, you may use the same style and format as for the dissertation itself. Organize the proposal in the same way, and include the methods you are planning to use, the hypothesis you are hoping to prove or disprove, why the research will be significant, and a survey of available information related to your research.

You should submit your completed dissertation proposal to your advisory committee no later than two weeks before your candidacy examination in order to give your advisory committee time to study it. During your candidacy examination, you may expect penetrating queries related to your dissertation proposal. You may rely on members of your committee to focus on areas of apparent weakness. Make sure you understand your material and its foundations well. Your proposal evaluation may result in your committee requiring you do more work to have an acceptable research proposal. In addition, your committee may require you to take additional coursework either before or after advancing to candidacy; such coursework is to fill gaps in your knowledge and/or better prepare you to carry out your research.

Candidacy Examination

In addition to departmental preliminary and / or qualifying examinations, every department has a candidacy examination that covers topics related to the dissertation proposal. Before this examination, you are referred to as a graduate student. After passing this examination, you are a doctoral candidate and can begin working on your dissertation in earnest. The candidacy exam may not be scheduled before a minimum of one year of residence at New Mexico Tech, and should occur after completion of formal course work. The exam is typically given near the end of the second year of doctoral study.

The purpose of the candidacy examination is to establish your qualifications to undertake the proposed research. In addition to questions relating to the specifics of your proposal, you may also expect to be examined on more general topics related to your field. It will not be enough to merely memorize facts to pass this examination. You must show that you can think and use your thorough understanding of the field to address unique problems. It is appropriate for you to approach members of the candidacy examination for guidance on the conduct of the examination. Your candidacy exam may result in your committee requiring you to take additional coursework to support your research and future career. Upon your successful completion of the candidacy exam, your "Report of PhD Advisory Committee" form is to be updated by your committee to reflect the completion of this milestone. In addition, your Academic Advisor will need to recommend you for candidacy, which must be approved by the Graduate Dean for you to advance to candidacy.

Doctoral Candidacy

Once you have passed the candidacy examination, you are eligible for an increase in stipend. Your faculty supervisor must recommend this increase and a revised Graduate Assistantship Appointment Form must be submitted. After passing the candidacy examination, you are required to complete, at the very minimum, 24 hours of dissertation credits (595) distributed over at least one year. Typically, the completion of dissertation research takes significantly longer than this minimum. After completing all required coursework and the 24 credits of dissertation, you may change to part-time status with the support of your advisor, if you are not on support. You may not register for dissertation credit hours before passing the candidacy examination; any dissertation credits taken before candidacy do not count toward requirements.

Time Limits

Master's Degree

There are limits placed on your time here at New Mexico Tech. The master's degree represents at least 30 credit hours (for master of science, this includes research) of approved courses beyond the bachelor's degree. A master's degree is traditionally regarded as a two-year degree, but your degree program might take longer. After your initial graduate enrollment, you have three years to complete your master's degree.

Doctorate

The doctoral program represents the equivalent of *at least* three years of full-time study and research. This normally requires from 48 to 66 credit hours of courses beyond the bachelor's degree and a minimum of 24 hours of dissertation credit. Typically, earning a doctorate degree takes significantly longer than this minimum. If you enter the doctoral program with a master's degree, you have up to five years to complete your degree; if you have not yet earned your master's degree, you have seven years.

Extension of Degree Time Limits

Extensions of these time limits can be made in special cases, but only with approval by your academic advisor, your department chair, and the Dean of Graduate Studies. Time limits and extensions for part-time students are considered on a case-by-case basis. To be considered for any extension, a student must be making satisfactory research progress and demonstrate a plan for completion including a reasonable timeline. To request an extension, write a memo addressing your reason for taking longer, your plan, and your timeline, have the memo endorsed by your academic advisor and department chair, and deliver it to the Dean of Graduate Studies for consideration.

Fellowship and Assistantship Support

Fellowships and assistantships have separate time limits. Admission to a Master's program comes with two years of eligibility for financial support, after which one must receive a master's degree before being eligible for additional support. Once you receive your master's degree or equivalent, your eligibility for an assistantship or fellowship may be extended another three years while you pursue your doctorate. Doctoral students are eligible for four years of support. A petition for extension of support must be endorsed by the department chair for it to be approved by the Dean of Graduate Studies.

Offers of support at the time of admission will be for the default level unless documented otherwise. Students may expect such support only if they continue to make satisfactory academic and research progress.

Completing the Graduate Degree

You must have made satisfactory academic progress and be a regular graduate student in good standing at the time of graduation. Before completion, you may retake any course in which you receive a grade of U or C- or below. You are required to retake any course for which you earn a U or C- or lower that is used to meet degree requirements; i.e., you may not use any course with a U or C- or below toward your graduate degree. In addition, your GPA must be 3.0 or higher.

Final Semester

If you are an unsupported full-time graduate student in good standing who has completed two or more years in residence in your graduate program, finished your course work, and filed an [Intent to Graduate](#), you may register for as few as three credit hours of independent study, thesis or dissertation during your final semester at Tech. This level of registration will provide you with access to your committee for advising and degree approval, office space, laboratories, library services, computers and the like. If you fail to complete your degree during this semester, you will be required to register as a full-time student without reduced registration during all subsequent terms. Make every effort to complete all of the requirements for your degree before you depart campus.

What If You Don't Quite Finish?

You are expected to complete **all** of the requirements for your degree (defense/IS approval, submission of abstract and completion papers, etc.) 10 business days **before** the end of the semester or your proposed completion date. It is a corollary to "Murphy's Law" that things take longer to complete than expected. This is particularly true if you use a word processor, e.g., MS Word, for your thesis or dissertation instead of document preparation system, e.g., LaTeX. Your best strategy is to understand what delays might occur and to build a time buffer into your completion schedule. But even though you planned for delays, you may find yourself defending too late in the semester with too many corrections to permit making the deadline for graduation. See the [Center for Graduate Studies web page](#) for deadlines for completion.

For monthly completions during the semester, the monthly deadline is already placed as late as possible, while allowing approval time for everyone up through the regents, there is no flexibility on this deadline. If your paperwork is late, your graduation date will be shifted to the next month.

Students who miss the completion deadline for the end of the semester, but who have successfully defended their independent study, thesis, or dissertation before the first day of the subsequent semester, may be allowed to register for one (1) credit for one (1) semester only one time to complete corrections to the independent study, thesis, or dissertation. For this to apply, the research advisor must submit the defense report to the Center for Graduate Studies before the first day of the semester. If a student does not complete their corrections during that semester, they must return to full-time registration.

Leaving Tech Before You are Finished

Some students are tempted to take a job or begin another degree before the defense of their thesis. Before you do so, give this careful thought. Most students find that at their new job or school, their first priority is to please their new boss or advisor. After a long day, it can be difficult to make progress on the degree you've walked away from. Remember that if you were admitted as a regular degree-seeking student, you must register every semester until certified for your degree. If you do not register for a semester, you are subject to the reapplication and readmission process and requirements. If you move out of state, you are subject to nonresident tuition. If you do decide to leave early, please come by the Center for Graduate Studies to speak with the Dean. There are some strategies that can save you a little time and a lot of money down the line.

Defense Fee Option

If you met the eight-week deadline (see Completing the Graduate Degree and Thesis and Dissertation sections) for getting a preliminary copy of your thesis, or dissertation to your committee, but cannot schedule a defense before the end of the semester because one or more members of your committee are unavailable, you may qualify for the "defense fee option." If you are able to defend your work before the first day of the following semester, you may pay a \$50.00 defense fee to defend before the next semester at which point you will need to

register for one (1) credit to complete your corrections to your independent study, thesis, or dissertation. (Note no completions are processed during the first two weeks of classes or immediately prior to the semester; that time is reserved for new admissions, registration, and processing graduate contracts.) To qualify for the defense fee option, your committee must first certify that they have judged your thesis to be defensible before the first day of the semester. For this to apply, your advisor must send this certification to the Center for Graduate Studies before the end of the semester. If you fail to satisfactorily complete all of the remaining requirements for your degree before the close of registration, you will be required to register full-time for the semester and to pay all full-time tuition and fees. Students considering these options should keep in mind that members of your advisory committee are not obliged to provide you with feedback on your research when school is not in session and when you are not registered. If you are not registered in a semester, you cannot complete your degree.

Thesis and Dissertation

Communication with your advisor and committee is critical to the completion of your research and degree.

We recommend that you use the LaTeX template to make your formatting and review process easier. If you need a tool that you do not need to install, you may consider ShareLatex, which has been tested with the template.

Ensure that permissions are provided in the last appendix for all copyrighted material, including: figures, schematics, and long quotations, including for your own published papers.

If you are completing a degree with a thesis or dissertation, you must submit a preliminary copy of your manuscript to your advisor at least *eight* weeks before the end of your final semester so that corrections and suggestions can be made. Ask your advisor whether she/he prefers electronic or printed copies, but you may use double-spaced formatting to allow for edits (you will have to submit your final work single spaced). You may expect to get back the edited copy within two weeks. Some advisors edit your thesis more than once, so discuss the timeline and process preferred by your advisor and be prompt.

After your written thesis is completed to the satisfaction of your advisor, distribute a copy to all defense committee members. Distribute your thesis at least two weeks before your defense is scheduled so that your committee members will have adequate time to read it. Provide the thesis electronically or printed based on the preference of your committee members. The defense committee is usually the same as the advisory committee, but your department chair is encouraged to attend as part of the defense committee. It is an expectation of the Graduate Program that all of the members of your committee be active participants in the defense. That does not necessarily mean that they are all physically present. For example, defenses can incorporate videoconferencing for individuals that cannot attend the defense in person. Thesis defenses are done orally; the defense committee will ask you detailed questions about your research. The presentation of your research at the defense must be open to the public, although the public may be excused for some portion of the examination. It is typical for interested faculty and graduate students to attend. After all questions have been answered, your defense committee will ask you to leave the room while they decide if your defense is acceptable. The decision does not usually take long and they will typically inform you of their decision immediately. Your advisor must send a defense report to the Center for Graduate Studies stating when you defended, how all committee members were present (e.g., in person or via video conference), and listing what changes are required for your thesis. This report is to be delivered soon after the defense and you are to be copied so that you have a record of the required changes. The description of required changes may be a high-level description of changes with significantly more detail provided to you verbally by the committee, so be prepared to take notes on what you must do. When you have made required changes and your committee accepts your thesis, make sure that all defense committee members, including your department chair, sign the [M.S.](#) or [Ph.D.](#) "Report of the Advisory Committee" form. In some cases, the committee will agree to sign your

form at the defense and leave it up to your advisor to verify that changes are made, so take your report with you to the defense.

After the defense committee has approved the final copy of your thesis, you submit a pdf copy to the NMT ProQuest link on the Center for Graduate Studies web page and the signed "Report of the M.S. Advisory Committee" or "Report of the Ph.D. Advisory Committee" form to the Center for Graduate Studies. In addition, your academic advisor will check your thesis for plagiarism using iThenticate and submit the report to the Center for Graduate Studies. ***The Center for Graduate Studies must have your thesis and paperwork at least two weeks before the end of the semester if you are to remain on the graduation list and not be required to register in the next semester. Note your thesis is not officially accepted until it is approved in ProQuest by the Center for Graduate Studies.*** You must grant a non-exclusive copyright of your thesis to New Mexico Tech for distribution; it is kept in the library and is distributed online via ProQuest and in the New Mexico Tech Repository. New Mexico Tech retains the rights to the information and the right to distribute copies on request. This means any information on your thesis will be publicly available. Because of this, **do not choose research of a confidential or proprietary nature as the subject of your thesis.** Your thesis will not be accepted without all your experimental procedures and data included, so be sure you will not run into a conflict.

Independent Study Paper

An independent study paper is very similar to a thesis. You will be expected to maintain the same standards of quality in your writing and thought as with a thesis and the members of your committee must approve of the final product. The paper need not conform to the format requirements for theses and dissertations.

After approval of the independent study paper, the signed "Report of the M.S. Advisory Committee" form must be submitted to the Center for Graduate Studies at least one week before the end of the semester if you are to remain on the graduation list and not be required to register in the next semester. Note independent studies are not uploaded in ProQuest. The Center for Graduate Studies requires that a copy of your abstract in digital (ASCII, text, rich-text or HTML) form be sent to graduate@nmt.edu.

The other differences between an independent study paper and a thesis are differences in processing. There is no defense required by the graduate program, but most departments require a presentation. In addition, your independent study paper will be kept by your advisor and not by the library, and consequently it is not bound or distributed by the library.

Completing the Ph.D.

In addition to the requirements listed above in "Completing the Graduate Degree", Ph.D. students must complete the following.

Research Seminar

As part of the requirements for a doctorate, you must present a seminar on part or all of your research to the public. This generally is scheduled for a time after you have passed your candidacy examination. Some departments may require you to present more than one seminar. The topic should be related to the dissertation research you are doing.

Submission of Journal Article

You submit at least one paper to a refereed journal recognized in your field. The journal and your manuscript must be acceptable to your committee. The paper must be on the same subject as your dissertation, and in fact the substance of it may be incorporated into your dissertation. You do not have to be the sole author of this paper. Presenting papers at a conference does not qualify, nor does publishing an abstract of a paper you

presented. Remember to notify the Center for Graduate Studies after your paper has been submitted (there is a space on the "Ph.D. Advisory Committee Report" form for this).

Dissertation Defense

A dissertation defense is conducted in the same way as a thesis defense. After your advisor accepts your written dissertation, it is presented to your advisory committee and a dissertation defense is scheduled. Notify the Center for Graduate Studies of the date and time of your defense as soon as it is scheduled. All members of your advisory committee must attend, and usually your department chair and the Dean of Graduate Studies will also attempt to attend. The defense must be open to the public; feel free to ask your friends to show up. The time, date, place, and subject of your defense must be published on the NMT calendar at least one week in advance, and announcements of your defense must be posted around New Mexico Tech at least one week in advance.

At the defense, you should present the subject of your dissertation in the same manner as for the seminar. After your presentation is finished, your advisory committee will ask questions on details. Be prepared with a complete knowledge of all background material; only knowing only your research will not be sufficient. After the faculty members are finished asking questions, the audience may also ask questions about your presentation. When all questions are over, your advisory committee leaves the room and, in a closed session, decides whether or not you have earned your doctorate. Usually it doesn't take very long to make the decision. As soon as they have decided, they will let you know.

Make sure that your department chair and all members of your advisory committee sign the "[Report of the Ph.D. Advisory Committee](#)" and submit it along with a pdf copy of your dissertation to the NMT ProQuest link on the Center for Graduate Studies web page. In addition, your academic advisor will check your thesis for plagiarism using iThenticate and submit the report to the Center for Graduate Studies. **The Center for Graduate Studies must have your dissertation and paperwork at least two weeks before the end of the semester if you are to remain on the graduation list and not be required to register in the next semester. Note your dissertation is not officially accepted until it is approved in ProQuest by the Center for Graduate Studies.**

Special Exams by Department

Chemistry

All entering Chemistry graduate students must take a set of placement exams. These examinations are in the four areas of chemistry considered fundamental for undergraduates: organic, inorganic, physical and analytical. The results of these examinations will be used to plan a student's further studies. If a student's score in any of these areas is below the acceptable minimum, the student must either retake and pass the exam or take the appropriate undergraduate course and receive at least a B. These examinations will be administered at the beginning of the first semester a student is registered, usually 2-3 days before the beginning of classes.

Computer Science and Engineering

M.S. in Computer Science and M.S. in Computer Science with Information Technology option: Both require either passing competency tests or taking courses with a passing grade in the course competence areas for the degree. Further details on the specific course competence requirements can be found in the NMT Program and Course Catalog.

Ph.D. in Computer Science: The candidacy examination consists of two parts: the breadth exam and the depth exam. The breadth exam is a test of proficiency in undergraduate level material and depth exam is a

test of the student's readiness for dissertation-level research. Failure to pass either or both of these exams within the first four semesters as a Ph.D. student may result in termination of any and all funding. Further details on these exams can be found on the program's [webpage](#).

Earth and Environmental Science

Earth and Environmental Science Qualifying Examination: this examination is required for advancement to candidacy in the Earth and Environmental Science Department's doctoral programs. This rigorous, specialized examination involves writing and orally defending a dissertation proposal, plus written examinations (one from each committee member, each up to eight hours long, open or closed book) covering material relevant to the dissertation. The qualifying (aka, candidacy) exam is normally taken in the fourth or fifth semester, and can be repeated once if failed.

Petroleum and Natural Gas Engineering

Petroleum and Natural Gas Engineering Preliminary Examination: The purpose of the preliminary examination is to test the student's knowledge of undergraduate fundamentals in Petroleum Engineering. The Ph.D. student must take this examination by the end of the first year of the student's residency in the Ph.D. program. Further details can be found on the program's [webpage](#).

Physics

The Physics Department requires all of its graduate students to take and pass a preliminary examination, offered twice yearly. The time line and level at which the examination must be passed depends upon the student's incoming degree level in Physics and whether he/she is pursuing a M.S. or Ph.D. The exam questions cover material from physics and mathematics normally included in an undergraduate physics curriculum. Any student failing to pass the preliminary examination within the specified timeline will usually be disenrolled from the graduate program in Physics. See the "Physics Prelim Procedures" on the department website for further details.

Financial Aid

Most graduate students are eligible for financial aid in one form or another. Besides the grants and loans that fund a great deal of undergraduate work, there are fellowships and several forms of assistantships. Also, if you are a foreign student, your government might pay for your schooling in full. Please visit the Financial Aid page on the Center for Graduate Studies website.

Assistantships

Appointments during the academic year may be awarded on either a 1/2-time or 1/4-time basis. Stipends are adjusted annually and current values and additional information for assistantships can be viewed on the [web](#). Values for 1/4-time appointments are proportional. Students on assistantships qualify for resident tuition. There are two types of assistantships: research assistantships (RA) and teaching assistantships (TA). Students with teaching assistantships must attend teaching training the week before the fall semester begins or watch the recorded training (linked on the Center for Graduate Studies website). Otherwise, both follow the same general rules.

Eligibility: Regular, full time graduate students are eligible for assistantships. Part-time students, dual-registered, 5-year, provisional students, and special graduate students are not eligible for assistantships. To keep your assistantship, you must be registered for and satisfactorily complete

twelve credit hours during each semester (six credits in the summer) that you are on support and you must formalize your M.S. or Ph.D. advisory committee with the Center for Graduate Studies by the end of your second semester. Note: normally only courses above 300-level count towards graduate registration and courses such as physical recreation, health and wellness, fine arts, and community education *never* count toward full-time or contract (twelve credit) registration. You may audit one course per semester (up to three credits or four with a lab included).

Causes for Revocation: You may lose your appointment if you are placed on warning, if you take a leave of absence, or if you do not adequately perform your required duties. On your return from a leave of absence, you must reapply for the assistantship. You may also lose your appointment by exceeding the financial time limits for completion of the requirements for your degree (1.5 times the credits required for your degree). If you have been making good progress and have the support of your advisor and department chair, the Graduate Dean may authorize an extension of support.

Additional Information: To lessen the amount of money required for tuition and fees at the beginning of each semester, graduate assistants may elect to take advantage of the Graduate Deferred Payment Plan. This plan allows eligible students to distribute payment of tuition and some fees over the course of the semester.

After a contract has been prepared, you will sign your contract in the Center for Graduate Studies. If you wish, a copy of the contract will be made available to you so that you can study it before signing. In order to receive your pay, your contract must be signed and submitted to the Center for Graduate Studies. The Payroll Office can provide you with information about how much pay you will receive each pay period and how many pay periods are covered in your contract. Pay will not commence until after all of the paperwork and eligibility requirements have been met.

Work Limits

During your assistantship, you may not have more than one job on campus without the prior consent of your academic advisor, your department chair, and the Dean of Graduate Studies. This is both for your protection and so that more graduate students will be supported. Your work responsibilities (for a half-time appointment) may not exceed 20 hours per week during the time when classes are in session.

To qualify for appointments between sessions, you must pre-register for classes for the subsequent semester. Domestic graduate students may hold full-time appointments in the summer. Because of the requirements imposed by the Immigration and Naturalization Service, international students who have research appointments, may work full time only **between** academic sessions. For international students under contract in the summer, the research stipend may be no more than 60% greater than that for similar pay periods during the regular academic year (to cover international students working the extra hours between academic sessions).

Work Authorization

Full-time graduate students may obtain hourly employment from various campus entities. Such employment is accommodated under a Work Authorization (WA). During the fall and spring semesters, students holding a WA must satisfactorily complete at least 9 credits of approved (upper division or graduate) coursework. In the summer, students holding a WA must satisfactorily complete at least 6 credits of approved (upper division or graduate) coursework. The only exception is made *one time*, in a student's final semester, with a reduced registration approval from the Center for Graduate Studies, when 6 credits of approved (upper division or graduate) coursework must be completed; for information on accommodation for reduced registration for full-time students, see the section on Course Loads. When classes are in session, students on WA may work no more than 20 hours per week on all on-campus employment. As one example, if you have a ¼-time RA **and** a

WA, you may work for only 10 hours on the WA, since you are obligated for 10 hours to your RA. Working more than this maximum may be cause for dismissal from your job.

During the summer, students may have on-campus jobs unrelated to their degrees and avoid the necessity of registration if the benefits of employment are financial and not directly related to their degree progress or research project. A student who is: 1) not in residence for the summer, but is 2) preregistered as a full time student for the fall semester, may qualify for a Work Authorization (on-campus employment up to 40 hours per week). The student's academic advisor must indicate that, to the best of their knowledge, the on-campus employment is unrelated to degree progress and that the student will not be using the facilities or staff of the Institute during the summer semester.

Taxes

All students receiving assistantships or otherwise employed on-campus, even students from other countries, are required to pay taxes on their employment. Taxes are automatically deducted from your pay. Domestic students and international students who are resident aliens for tax purposes may qualify for an education tax credit. This tax credit is claimed on the student's federal tax return. This IRS tax credit is not guaranteed to continue in the future and is subject to change in the tax regulation.

Tuition

Those on a one-quarter or one-half time contract (TA or RA) issued by New Mexico Tech will be charged tuition at in-state rates provided that their contract starts before the census date and continues throughout the entire semester. This means students that sign contracts written for less than 10 hours per week or that start after close of registration or end before the end of final exams will be charged tuition based on their legal residence (their home state/country).

Research Assistantships

Research assistantships may be granted for as little as one semester, however, it is more typical for these contracts to be written on either a nine-month (academic year) or a twelve-month (calendar year) basis. If you have a research assistantship, you will be working with a faculty member on a research project. It may be possible to use some portion of the research you do for your assistantship as part of your thesis or dissertation. If you have a twelve-month assistantship, you are allowed two weeks of vacation a year, if your supervisor approves. Your vacation schedule must be coordinated with your supervisor.

Teaching Assistantships

Teaching assistants work under the supervision of a faculty member. The work assigned to a teaching assistant may include teaching a lab or course, tutoring, preparing a lab, assisting in a lab, or grading. Once assigned to a course, you are responsible for all matters relating to the course, including grading, preparation of lectures and examinations. The stipend is paid from the department's budget and from New Mexico state tuition funds.

Fellowships

There are fellowships available for many graduate programs. A fellowship differs from an assistantship in that the funds are usually not derived from New Mexico Tech. Some fellowships are handled in the same way as assistantships, and some are not; you will have to determine the procedures for your particular appointment from the Center for Graduate Studies and from the department granting the fellowship. To find out about what fellowships are available, check your department bulletin boards; ask your department chair; and talk to

someone at the Center for Graduate Studies. The National Science Foundation Graduate Research Fellowship Program is an excellent example of external fellowships available to support graduate students.

Minority Scholarships

Several fellowships are dedicated to minority students or students from a group that is underrepresented in a particular field. The requirements vary for each scholarship. If you are having trouble finding information on minority fellowships or scholarships, ask for help at the Center for Graduate Studies.

The STEM Communication Fellowship is a 10-hour minority fellowship in which the student serves as a trained STEM Communication specialist to assist all graduate students with communication of STEM content. This fellowship is funded by the New Mexico Minority Scholarship fund. The Fellowship requires 10 hours per week in the STEM Communication position and requires a matching 10-hour research or teaching assistantship match from the student's home department. Students are normally nominated before the beginning of the fall semester and receive the Fellowship in fall and spring. Preference is given to New Mexico residents who are members of underrepresented minorities (including women in some disciplines).

Loans

Another source of financial aid is through loans. You may apply directly to a bank as an individual for a loan; however, interest rates may be higher than alternatives. As a graduate student, you can apply for Direct Stafford Loans from the Federal Government. To qualify for a Direct Stafford Loan, you must complete your Free Application for Federal Student Aid (FAFSA). You must be registered for at least half the normal course load (6 credits) to be eligible. Under the Direct Stafford Loan program, you may borrow up to \$20,500 per year for up to 45 attempted credit hours at the master's level or 75 hours at the Ph.D. level. You must start repaying your loans six months after you stop going to school. Please visit the Financial Aid Office for more information.

Work-Study

Some students are awarded Federal Work-Study as part of completing the FAFSA. This is a need based program, meaning you qualify based off of your resources and expenses. This program provides matching funds to the school to make it easier for departments to hire students. A student who has work study funding has 75% of their wage subsidized by work study funds and 25% paid from the department's budget. Once a student has exhausted their work study funding for the academic year, the department must determine if they can continue to employ the student solely from their departmental operating budget.

Federal Work-Study (for permanent residents and U.S. citizens) and New Mexico Work-Study (for New Mexico residents) allotments are similar. Both are need-based, meaning you qualify based on your resources and expenses. Both programs work by granting "matching funds" to the school to make you more attractive to a department or other campus entity who is considering you for employment. Once you are employed, work-study funds are used to subsidize your earnings. If you do not find a job, you do not receive any money from the allotment. The amount of your allotment limits the number of hours you may work per week. Work-study allotments cannot be increased after the allotment is made.

Designation of Responsibilities

Sometimes it is not clear who is responsible for what. This section is intended to gather all of the miscellaneous responsibilities together, so that you have a quick reference when you are unsure. However, be aware that not

all responsibilities are included here, nor can you assume that just because something is listed as a responsibility of someone else, you need not follow up on it. The ultimate responsibility for making sure you graduate lies with you.

The responsibilities are outlined in roughly chronological order within each section.

Student

Your very first responsibility is to select an advisor and advisory committee. This must be accomplished no later than the end of your second semester. Your department chair or a departmental graduate advisor may serve as your advisor initially, but you must select an advisor whose research interests closely match your own. If this happens to be the department chair, you still must notify the Center for Graduate Studies.

After choosing your advisor and committee, you must fill out the appropriate advisory committee form in Banweb. Failing to submit this form before the end of your second semester may result a hold being placed on your account so that you cannot register.

Now that you have officially designated an advisory committee, you are responsible for calling meetings of the committee. This should be done at least once a year. Your first meeting should be used to establish your Course Program. The Report of the (M.S. or Ph.D.) Advisory Committee must be updated at each meeting. You must bring this form to each meeting. The same form is used each time. You can pick the form up at the Center for Graduate Studies before the meeting. Be sure to return the Advisory Committee Report Form to the Center for Graduate Studies after the meeting.

Although you have an advisory committee, YOU are responsible for making sure that you meet all of the requirements for graduation; read your program catalog. Your committee and academic advisor should review your progress towards your degree and inform you if they notice missing requirements; however, committee members are not at fault if they fail to notice a missing requirement. If you have any concerns, go to your academic advisor; he or she is responsible for helping you satisfy requirements. Your course program will be checked when you return it to the Center of Graduate Studies to ensure your approved program meets the degree requirements.

In addition to calling a meeting of your advisory committee at least once a year, you should submit a progress report to your academic advisor at the end of each semester. There is no standard form available for this, but check with your advisor; some departments do have forms. At a minimum, your progress report should include courses you have taken; how you performed in each; and how you are progressing on your independent study, thesis, or dissertation. This is an appropriate forum to voice concerns you have about your course and research directions.

When it is finally time to begin work on your thesis or dissertation, you must have chosen the topic. The research topic should be within the advisor's area of expertise.

The student is responsible for seeing that all forms related to his or her progress are completed, correct and submitted to the Center for Graduate Studies in a timely manner.

Should you want (or need) to change your status as a student, you are responsible for initiating the process. For example, should you be suspended as a regular graduate student, you must take the initiative to apply for admission as a Special Graduate Student, if you wish to attempt readmission to your graduate program. Petitions for change of status should be submitted to the Center for Graduate Studies as a memo. The request must be endorsed by your academic advisor and by the department.

Academic Advisor

Your academic advisor is responsible for assisting you in the identification and completion of your degree

requirements, for indicating approval of your registration and the successful completion of degree requirements, and (except where there is a separate research advisor) for directing your research. Your relationship with your advisor(s) should be one of mutual professional respect and courtesy.

Research Advisor

In most instances, your academic and research advisor will be the same person. Should your graduate research project be funded or directed by someone who is not a regular faculty member, that person may act as your research advisor, but not as your academic advisor. The research advisor has routine control over the research project that you are undertaking. This advisor has primary responsibility in guiding you during the preparation of your report (independent study, thesis, or dissertation). The research advisor indicates approval of your thesis or dissertation on the approval page, which accompanies that document. It is crucial that there be close communication between the academic advisor and the research advisor.

Advisory Committee

Your advisory committee is responsible for: assessing and approving courses appropriate to your program of study; approving your thesis or dissertation topic; participating in the defense of your thesis or dissertation if that is your option; and accepting your independent study paper, thesis, or dissertation before completion. You may argue on behalf of your interests regarding required classes, but before you graduate, the advisory committee must be convinced that you have a firm understanding of your field. If you are engaged in doctoral studies, your advisory committee is also responsible for the candidacy exam. The advisory committee is not responsible for your progress.

Department Chair

The chair of your department is an *ex officio* member of your advisory committee, and as such must approve of all decisions made by the advisory committee even if he or she does not attend meetings. Specifically, your department chair must agree that you have completed all the department requirements and sign a form agreeing to this before you graduate.

Dean of Graduate Studies

Responsibility for monitoring the progress of all graduate students falls to the Dean of Graduate Studies. The Dean of Graduate Studies reviews the grades and performance of all graduate students at the end of each semester. The Dean of Graduate Studies is also responsible for advising special graduate students or assigning another person to act as the advisor for a particular special graduate student.

The Dean of Graduate Studies is responsible for reviewing and passing on all graduate petitions, and for investigating and intervening, where appropriate, in serious problems which may arise between graduate students and advisors.

The Dean of Graduate Studies also has final responsibility for all theses and dissertations. After your advisory committee and department chair have accepted your work, the Dean of Graduate Studies must also accept the thesis or dissertation in order for you to graduate.

Center for Graduate Studies

The Center for Graduate Studies is responsible for keeping records on each graduate student. The office keeps copies of your progress reports and the forms you file. They are not responsible for making sure the

information on these forms is correct; you must ensure that your proposed course program meets the requirements of your graduate degree program.

The Center for Graduate Studies is responsible for checking on the registration of those graduate students who have assistantships. They do this within one week of the closing of registration. Usually, the Center for Graduate Studies will notify any student who is in danger of losing an assistantship. If you improperly register, e.g., if you drop or withdraw for a course so that you are not properly registered for enough credits your contract will be terminated and you will receive an academic warning.

Appeals

If you are dissatisfied with a decision made at any level, you may appeal to the next higher level. The appeal process proceeds from the academic advisor, to the committee, department chair, Dean of Graduate Studies and then to the Graduate Council. Thereafter appeals may be directed to the Office of the Vice President of Academic Affairs. You must exhaust your appeal options at each lower level before you carry it to the next level.

Ethics and Plagiarism

Why a Code of Ethics is Important

Ethics are a code which guides conduct. A breach of ethics causes harm to someone. Ethics are involved when people cheat on tests, fail to attribute information used in term papers and theses or falsify research results--such cheating adversely affects others. Sometimes it is difficult to see how unethical behavior might hurt others, but being caught in unethical behavior will always hurt you.

The administration, faculty, and your fellow students at New Mexico Tech expect you to act ethically. This includes not cheating, falsifying information, or plagiarizing – actions which may cause your instructor or department to reduce your course grade or to issue you a failing grade for the class, or to send you before the Disciplinary Board for more severe treatment. Other non-ethical acts may also be cause for disciplinary action as outlined within this Student Handbook.

You may not be familiar with the word "plagiarism." Plagiarism (from the Latin word for "kidnapper") is the presentation of someone else's ideas or words as your own. You plagiarize deliberately if you copy a sentence from a book and pass it off as your writing, or if you summarize or paraphrase the ideas of someone else without acknowledging your debt. You plagiarize accidentally if you carelessly forget quotation marks around the words of another writer or mistakenly omit a citation for the ideas of another because you are unaware of the need to acknowledge the idea. Whether deliberate or accidental, plagiarism is a serious and often legally punishable offense. You do not plagiarize, however, when you draw on material from someone else and acknowledge sources. That procedure is a crucial part of responsible research.

There are several online sources that deal with plagiarism. A general discussion of plagiarism in the context of our laws and society is available at: <http://www.rbs2.com/plag.pdf>. Here is a checklist for avoiding plagiarism, from The Little Brown Handbook, 4th ed., 1988, pages 572-573:

1. What type of source are you using: your own independent material, common knowledge, or someone else's independent material? You must acknowledge someone else's material.
2. If you are quoting someone else's material, is the quotation exact? Have you inserted quotation marks around quotations run into text? Have you shown omissions with ellipses and additions with brackets?
3. If you are paraphrasing or summarizing someone else's material, have you used your own words and

- sentence structure? Does your paraphrase or summary employ quotation marks when you resort to the author's exact language? Have you represented the author's meaning without distortion?
4. Is each use of someone else's material acknowledged in your text? Are all your source citations complete and accurate?
 5. Does your list of works cited include all the sources you have drawn from in writing your paper?

WHEN IN DOUBT, CITE YOUR REFERENCES

Research Integrity Policy

The Policy to Assure the Integrity of Research is found on the NMT Research and Economic Development [webpage](#). This policy establishes the process for dealing with misconduct in research and creative activities associated with external funding. This policy applies to every researcher who is funded on any grant or contract; if you are funded externally, you are responsible for knowing and following the policy.

INTERNATIONAL STUDENT INFORMATION

Welcome to New Mexico Tech!

Adjusting to life in the United States and the New Mexico Tech community can be a challenge. This guide and the New International Student Orientation have been developed to address the special concerns that our international students may have. One of the goals of the International Programs office is to provide students with a basic understanding of matters relating to their status as an F-1 or J-1 visa holder and how that relates to education. Another goal is to help students navigate aspects of American culture which may be unfamiliar to them.

During their time here at Tech, students will not only get a world class education and attain the skills necessary to become a great scientist or engineer, but they will also have many opportunities to develop professional and personal relationships that will last throughout the students' lifetime. The International Programs office encourages students to get to know the people around them. Faculty members, fellow students and NMT staff; along with the Socorro community, will be a great support network for years to come.

The International Programs Office

The International Programs office, housed in Student Affairs, is set up to help students with any problems that they may encounter while enrolled at Tech. Our main focus is protecting students' legal status, as well as offering a place to come and find answers to any questions students may have.

The Designated School Officials (DSOs: person authorized to sign F-1 documents) are Michael Voegerl (Director of Student Affairs) and Tristine Hayward (Assistant Director of Student Affairs). The Responsible Officers (ROs: person authorized to sign J-1 paperwork) are Michael Voegerl (Director of Student Affairs) and Jessica Dennis (Human Resources).

Tech's Responsibilities: Recordkeeping and Reporting

The International Programs office must work within the limits of the law, but we work for the students and NMT, not for any branch of the US government. The International Office helps both the students and NMT maintain compliance with the law.

The law requires NMT to keep the following information on file for every F-1 and J-1 student:

Name	Country of Citizenship
Local residence address	Degree program and field of study
Place of Birth	Program Start Date
Date of Birth	OPT/STEM OPT and CPT data
Academic Progress	Contact information

Students will be asked to fill out an International Student Information form and will be asked to notify the International Programs office any time this information changes.

Upon arrival at NMT, students will be asked to present the following: passport, visa, I-94 or DS-2019 to be copied. If a student is issued a new passport or visa during their time at NMT the student will need to bring the new passport or visa to the International Programs office for copying.

NMT will also keep records of full time enrollment, academic credits attained each semester, admission documents, research progress and completion dates. These additional documents may be kept in the Registrar's office and the Center for Graduate Studies.

Some or all of this data may be released to USCIS upon their request. Without a request from USCIS, NMT will not make any report or disclosure. NMT does not share your information with any outside vendors.

Record keeping laws apply to all students; foreign or domestic. Students can find more information about record keeping in the NMT Student Handbook.

Taxes, Treaties, Social Security Numbers and I-9s

Assistance with these matters is available in the Compliance Office and Student Affairs office. Your International Advisor is not a tax professional and their advice is just advice, not legal help. Students must inform the International Advisor each time they obtain on campus employment and each time they travel outside the United States.

Taxes and Treaties

Students from a country that has a treaty with the United States may be exempt from taxes on a portion of their earnings. All of the forms needed to claim a tax treaty are available in the Compliance Office.

All F-1 and J-1 students, who are not covered by a tax treaty, must pay all federal and state income taxes on earnings and scholarships. All F-1 and J-1 students may not claim any "Standard Deductions" or dependents on their tax forms. These can be complex issues and the International Advisor will do the best that they can to answer the students questions.

All F-1 and J-1 students are required to fill federal and state income tax returns yearly, whether or not they have any income to report for the previous year. The deadline is April 15th each year.

Social Security Numbers

All J-1 and F-1 students who work on campus, including Teaching Assistants, Research Assistants and hourly employees must apply for a social security number (SSN). Pick up a "Certification of On Campus Employment" form and a Social Security Card Application form in the Student Affairs office. Completed forms will need to be taken to the Social Security office in Albuquerque.

All international students who are Teaching Assistants and Research Assistants will need to apply for their Social Security Card within 10 days of classes starting.

I-9 Form

I-9s are USCIS forms that everyone, domestic or foreign must complete before they can begin employment. This document establishes an individual's eligibility to work in the United States. Documents are to be completed in the Compliance Office.

Replacing Lost Forms

F-1 or J-1 students are responsible for maintaining their documents. The International Advisor suggests that students make a copy of all documents and keep the copies in a safe place that is different than where the originals are kept.

Passport

For a lost passport, call the embassy immediately. The International Programs office will have copies of your passport.

I-94

The I-94 is now issued electronically; students can retrieve a copy of their I-94 from the website <https://www.cbp.gov/travel/international-visitors/i-94-instructions>. The International Programs office will print a copy of the I-94 for every student on orientation day.

I-20 for F-1 Students

NMT issued this form to the student before arrival in the United States. The International Advisor can replace this form. Make sure to keep all the old I-20s, they will be needed when applying for OPT and H1B.

DS-2019 for J-1 Students

If NMT is the student's program sponsor then the International Advisor or Human Resources office NMIMT Academic Affairs, Graduate Studies & Student University Relations|| Student Handbook

will be able to replace this form. If the student is sponsored by another organization, then that organization will replace the form. Make sure to keep all old DS-2019s.

Visa vs Status

A visa is an entry permit. A visa can only be issued at a United States Consulate outside of the United States. Visas cannot be renewed, changed or obtained in the United States. If a visa expires while the student is in the United States there is NO Penalty. If a student leaves the United States on an expired visa, the student will not be able to return until the visa is renewed. There are some exceptions: see the Re-entry to the United States after Temporary Absence section. A student's status is a condition that is granted as they enter the United States. Students are said to "have" or be "maintaining" status as long as they are following the rules of their F-1 or J-1 visa category. If a student breaks any of the rules of their F-1 or J-1 visa category they will be considered "out of status." When a student is "out of status" they are not eligible for any of the benefits listed in the F-1 and J-1 benefits sections. F-1 and J-1 student are admitted for D/S, "Duration of Status" for a specific amount of time. Students are eligible to stay in the country as long as they maintain status, remain fully engaged in their educational program, I-20/DS-2019 has not expired and no rules are broken

Maintaining Status

F-1 Students

1. Have a valid passport at all times.
2. Have a valid I-20 at all times.
3. Students must attend the school they are authorized to attend.
4. Maintain full time enrollment for fall and spring semesters.
 - a. Graduate students' full-time enrollment is 9 credit hours unless they are being supported by NMT; then it is 12 credit hours. See the graduate student portion of this Student Handbook for restrictions on these credits.
 - b. Undergraduate student full time enrollment is 12 credit hours.
 - c. Permission may be granted to enroll for less than full time in very rare circumstances, see the International Advisor.
5. Program extensions must be sought at least 30 days prior to the original program end date.
6. Obtain authorization from the International Advisor before accepting any off campus employment.
7. On campus employment is limited to 20 hours per week during the fall and spring semesters.
8. Transferring to a new school is allowed with the proper procedures being followed, see the International Advisor.
9. Report any changes in address, marriage, phone number or birth of children to the International Advisor within 10 days of the event.

F-1 Benefits

If students follow all the rules and maintain status they are eligible for the following benefits:

1. Endorsement to re-enter the country after an absence of less than 5 months.
2. Assistance with bringing dependents to the United States.
3. On campus employment.
4. Authorization for Curricular Practical Training.
5. Legal transfer to and/or from another school.
6. Authorization for Optional Practical Training.

Out of Status

NMIMT Academic Affairs, Graduate Studies & Student University Relations|| Student Handbook

If a student becomes “out of status” by violating the terms of their status, they are no longer eligible for any of the benefits listed above. It is in the student’s best interest to regain good status as soon as possible through one of the following means:

1. Seek reinstatement from USCIS and ICE. Assistance is available from the International Advisor. For some violations, reinstatement is not available.
2. Obtain a new I-20 from the International Advisor, travel back to the student’s home country, obtain a new visa and then make an entry to the United States.

Step one is the only “cure” for a violation status. This is the recommended step to fix your status and is the only way that you will be able to petition for Optional Practical Training after graduation.

J-1 Regulations

All J-1 students follow the same rules as all F-1 students. There are some differences:

1. The International advisor, not SEVIS/USCIS grant work authorization for on and off campus employment.
2. The program sponsors (NMT) are required to report certain violations to USCIS.

J-1 Benefits

J-1 students who maintain status are eligible to apply for certain benefits, similar to those listed for the F-1 students. Please see the International Advisor for details.

Out of Status

J-1 students cannot be reinstated after insurance or employment violations. Violations of a technical matter may be eligible for reinstatement, see the International Advisor.

Re-Entry to the United States after a Temporary Absence

If a student leaves the United States for a short period of time (less than 5 months) and has maintained status they will need the following to re-enter the United States:

1. A new I-20/DS-2019 or current I-20/DS-2019 endorsed for travel by the International Advisor or another authorized staff member.
2. A valid passport (except Canadians).
3. A valid F-1 or J-1 visa in the passport.
4. Current official transcripts to prove that the student is registered for a full time class schedule. Student should be registered for the following semesters’ classes, if possible.

Before you leave campus:

1. Have the International Advisor sign the I-20/DS-2019 for travel.
2. Be prepared to prove to the International Advisor that status has been maintained.

On Campus Employment

On campus employment must not exceed 20 hours per week while classes are in session. All on campus employment will cease as soon as educational program is completed.

Stipend Based On Campus Employment

Research and Teaching Assistantships are for Graduate studies students only. These assistantships are managed by the Center for Graduate Studies. They provide resident tuition rate. Graduate students receiving a Research Assistantship or a Teaching Assistantship must be registered for 12 credit hours or more each semester they are receiving the assistantship (6 hours if they are supported for the summer semester). In rare circumstances a Research Assistant may be allowed to work off campus, such as at a school or research facility.

Hourly Based On Campus Employment

F-1 and J-1 students in good academic standing and registered for 12 credit hours (undergraduate) or 9 credit hours (graduate) in the fall and spring are eligible to seek on campus hourly employment not to NMIMT Academic Affairs, Graduate Studies & Student University Relations|| Student Handbook

exceed 20 hours per week.

NOTE: if a student has more than one on campus job, the student cannot work more than 20 hours total between all of the jobs. F-1 and J-1 students may work up to 40 hours per week in on campus employment during the summer as long as they are pre-registered for 12 credit hours (undergraduate) or 9 credit hours (graduate) in the fall semester.

NOTE 2: If you have a 10 hour assistantship, you may work an additional 10 hours a week in an on campus job.

Contact Career Services for listings of on campus jobs. [Handshake](http://nmt.joinhandshake.com) is NMT's web based career site. Sign up for Handshake at this link <http://nmt.joinhandshake.com>.

Hourly on campus employment does not qualify for "in state" tuition. International students can only qualify for "in state" tuition while on a Research Assistantship or Teaching Assistantship

Off Campus Employment

F-1 and J-1 visa holders are not allowed to work off campus. There are a few circumstances where off campus employment may be allowed; please see the International Advisor.

Practical Training (CPT and OPT) for F-1 Students

All practical training should be used to strengthen the student's educational program; all training must be in the student's degree field.

CPT (Curricular Practical Training)

At NMT, CPT is only available to students in good standing who are enrolled full time. Students authorized for CPT during the summer semester may be register for less than full time. CPT is authorized for a particular position with a particular employer for a specific length of time. CPT involves the approval and participation of a NMT faculty member who certifies that the job is a valuable part of the student's education and who will oversee the student's progress.

A student on CPT will need to be enrolled for a Co-op class that is in the catalog of the faculty advisor's department. The student and the faculty advisor will determine how many credits the student will receive for the Co-op class.

CPT may be either part-time (less than 20 hours per week) or full time (more than 20 hours per week). CPT has some bearing on Optional Practical Training (OPT); see the International Advisor for details. CPT requires consultation with the International Advisor, Academic Advisor, Center for Graduate Studies and the student's employer.

CPT employment must cease before the date of degree completion. Continuing CPT after this date is illegal and is a violation of status.

CPT may not be used during the student's last semester of their educational program

OPT (Optional Practical Training)

OPT is employment in the student's degree field for the purpose of gaining additional knowledge in the student's area of study. OPT requires the approval of the International Advisor, the Academic Advisor and the United States Citizenship and Immigration Service (USCIS), which is a branch of the Department of Homeland Security (DHS). OPT is available for graduate and undergraduate F-1 students in good academic standing as well as maintaining good F-1 status. There are several types of OPT, making an appointment with the International Advisor is necessary to determine which type of OPT to use.

The application process for OPT can be confusing, never mail anything to the USCIS unless it has been approved by the International Advisor. Approval of OPT by the USCIS may take up to 120 days. Students cannot begin work until the EAD (Employment Authorization Document) has been

issued to the student.

For additional details on OPT and CPT, contact the International Advisor.

Extending Legal Time in the United States

Graduate Student Warning: Graduate students must also complete extension paperwork in the Center for Graduate Studies. This section does not cover that process.

F-1 Students

NMT's academic programs are rigorous and sometimes require longer times to complete. The student must request an "Extension of Program" at least 30 days before the original expiration date on the I-20. To qualify for this extension the student must provide a completed and signed "Extension of I-20 or DS-2019" form. The student must also be in good academic standing and in good F-1 or J-1 status. Low grades, academic probation or suspension cannot be used as reasons for an extension. Once the International Advisor and the student's Academic Advisor approve the extension, USCIS will be notified of the extension.

If a student allows their I-20 to expire an extension is not possible. An expired I-20 is a status violation and the student will not be allowed to work or receive any other benefits granted to the student under the F-1 visa, until status is regained.

J-1 Students

Students on a J-1 visa will follow the same steps outlined in the previous section. If the student is on a J-1 visa sponsored by NMT, the International Advisor will issue the new extended DS-2019; if sponsored by another organization, then the student will need to contact that organization for the extension process.

Changing Majors or Academic Levels at NMT

An F-1 undergraduate student who is in good academic and visa status will be allowed to change majors as long as the student's current academic advisor and the academic advisor for the new major agree to allow the student to change majors. Once the major change has been approved by all parties, the International Advisor will make the changes to the I-20 and extend the time to allow for completion of the new educational program.

An F-1 Graduate student wanting to change majors (not recommended in most situations) will need to follow the same procedures with the addition of input from the Center for Graduate Studies.

F-1 students moving from undergraduate to graduate or from Master's to PhD. must request a new I-20 from the International Advisor and have been accepted into the new program prior to the request for a new I-20.

J-1 students sponsored by NMT will be allowed to change majors under rare circumstances. See the International Advisor. J-1 students sponsored by a different organization will need to seek permission from that organization. Once permission is granted, the International Advisor will help with the change.

Transferring From NMT

WARNING: Transferring may add additional time to degree completion!

F-1 Students

F-1 students must be in good status and have been accepted to another school. The student must provide the International Advisor a color copy of the student's acceptance letter to the new school and must fill out the "Transfer Out" forms. Once all paperwork is turned in to the International Advisor, a SEVIS Release will be initiated.

J-1 Students

J-1 students must be in good status and have been accepted by another school. The student will need to provide a copy of the acceptance letter to the new school and a copy of the new DS-2019 issued by the new sponsor. Once paperwork is reviewed by the International Advisor, the student's record will be released in SEVIS.

Academic, Cultural and Social

This section pertains to all international students regardless of visa type.

Cheating and Plagiarism

Here at NMT we are proud of our students' creativity, critical thinking and individualism. These traits are what make NMT a world class university. Attending a very rigorous academic university such as NMT can lead some students to make bad academic decisions. Cheating and plagiarism are not acceptable practices at NMT. Academic dishonesty can and will lead to failing grades, documentation on academic transcript and expulsion from the University. Academic dishonesty is also a violation of visa status, which could lead to expulsion from the United States. Please be sure to thoroughly review and understand the Academic Honesty Policy within this Student Handbook.

Who is Responsible for the Student's Education? The Student is!

How a student approaches their education is completely up to them. Each student is responsible for maintaining their status. There are many offices and people on campus who are here to help students navigate their educational experience. The International Advisor is here to help with visas and other immigration issues. In the academic departments, faculty advisors and thesis advisors are available to guide students in their pursuit of a world-class education. The various staff members are also here to help the students. While the students are surrounded with a great support system, each student is ultimately responsible for their education.

Undergraduate Students

Academic advisors are the primary source for guidance for academic questions. The academic advisors have the student's best interest in mind when they advise. Students may also contact the Office of Student Learning at this link <http://infohost.nmt.edu/~osl/> for more advice on academics.

Graduate Students

Academic advisors for all graduate students must be inside the department of the student's degree program. The research advisor may be from outside the department or even from outside NMT. Deviation from the University requirements or requirements imposed by the student's academic department requires written permission from the academic department and Dean of Graduate Studies and may require permission of the Graduate Council.

Consent and Respect on Campus: Understanding Sexual Discrimination and Violence

What is socially acceptable in one culture is not always acceptable in another culture.

All students should be able to study and live in a supportive environment free of harassment, sexual violence and all forms of discrimination. The NMT administration, faculty and staff strive to create a safe and welcoming environment on campus and in the community. Students can find information on sexual discrimination and violence at this link <http://www.nmt.edu/affirmative-action-title-ix>.

Students are encouraged to report any instance of discrimination and violence to Campus Police at 835-5434 and Randy Saavedra at 575-835-5005 or by email at randy.saavedra@nmt.edu.

Additional resources can be found at the Counseling and Disabilities office in the Health Center in the Fidel Student Center. Students can contact the Counseling and Disabilities Center at counseling@nmt.edu. Students may also contact the International Advisor at 835-5060 or international@nmt.edu.

Please, read the complete [interim Sexual Misconduct & Title IX Offenses Policy](#) for more information on this topic.

Student Families and the NMT Family

NMT is always happy to have the student's family visit or even live on campus.

What is a derivative Visa?

Spouses and children of F-1 and J-1 visa holders may apply for an F-2 or J-2 visa to accompany the student while the student pursues their education. The F-2 and J-2 derive their status from the holder of the F-1 or J-1 visa. The F-1 or J-1 visa holder is considered the "principal alien."

Family members may apply for an F-2 or J-2 visa to enter the United States at a later date than the student. Family members with an F-2 visa are not allowed to work or pursue a full time education. Family members with a J-2 visa may apply to USCIS for work authorization; the J-2 visa holder must prove that their employment is not necessary to support the J-1 visa holder.

The International Advisor will issue I-20s and DS-2019s only to family members of F-1 and J-1 students who can prove that they can support their family members financially. NMT understands that students wish to have their families around them while they pursue an education; however NMT does not want to put extra strain on the student by helping create a financial burden for the student and their family.

Student and Family Insurance

All students must have medical insurance in place for the entire time they are enrolled at NMT. The J-1 student must also prove to the International Advisor, that all students' dependents are covered by medical insurance.

F-2 visa holders are not required to be covered by medical insurance, however, it is strongly recommended. Students can find the minimum required insurance coverage amounts at this link <http://www.nmt.edu/international-insurance>.

NMT rules require that students provide proof of insurance before registering for classes each semester. Medical treatment in the United States is excellent, but it is very expensive. Not having insurance or any way to pay for treatment will lead to difficulty receiving treatment. NMT offers a free health services to all students. The Health Services office is located on the first floor of the Fidel Center. Students can contact the Health Center at healthcenter@nmt.edu

Public Benefits

International students and their families who use publicly funded or government supported programs are in violation of the law and are subject to visa status violation. These violations may have serious

consequences when the student tries to reenter the country after an absence or when applying for citizenship. To avoid violations do not participate in any of these listed programs:

- A. Medicaid
- B. Welfare (AFDC, General Assistance)
- C. SSI (Supplemental Security Income)
- D. Unemployment insurance
- E. Refugee assistance
- F. Food stamps
- G. WIC (Women, Infants and Children's nutritional supplements)
- H. Federal Loans

Managers of these programs will encourage students to participate, as they are trying to help the students, but they do not understand how this will adversely affect the students.

Children Born in the United States are Citizens

If a student or student's partner has a child in the United States, that child is a United States Citizen. This in no way implies that the parents of the child are eligible for citizenship. Once a child is born in the United States it is very important that the student obtain a United States passport for the child. If the student needs to leave the country, the student will not need to choose between leaving the child behind in the United States or trying to get a passport at the last minute. All United States Citizens traveling outside the United States need a passport to enter the country on their return. NO EXCEPTIONS.

Helpful Hints

- ✓ Read this complete Student Handbook
- ✓ Student must keep copies of every immigration document they have been issued.
- ✓ Keep contact information for advisor, government sponsor and the International Advisor with available at all times.
- ✓ Join the International Student Association. Contact the ISA at nmt.isa.president@gmail.com
- ✓ Set up a bank account in the United States; this will help in so many different ways.
- ✓ Get a driver's license; it is a legal Identification and will come in handy.
- ✓ Make as many friends as possible.
- ✓ Join a club.
- ✓ Smile.
- ✓ Go to class, pay attention, participate in class and ask questions.