

# NEW MEXICO STATE UNIVERSITY

## GRANTS

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<http://grants.nmsu.edu>

**2016-2017**  
**Catalog**



All About Discovery!  
**New Mexico State University Grants**  
**[grants.nmsu.edu](http://grants.nmsu.edu)**

Academic programs at NMSU Grants are available to all students regardless of age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

Any item in this catalog is subject to modification at any time  
By proper administrative procedure.

Catalog effective summer 2016 through spring semester 2022.

The NMSU Grants Undergraduate Catalog is available online at <http://grants.nmsu.edu> .

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# ***Welcome to New Mexico State University Grants.... Your Community College***



It is an honor to serve as the Interim President of New Mexico State University Grants, where I have worked as the Vice-President for Academic Affairs for nearly ten years. When I first moved to New Mexico in 1976 I was greeted by the warm welcome and friendly embrace of many different peoples and cultures. I knew I had found my place in the world and have thus called West Central New Mexico home for over thirty years.

I extend this same warm welcome back to you, the people of Ojola County and the surrounding area. I invite you to find a home at New Mexico State University for education, job training, and personal development.

We make every effort to meet your needs by providing a wide range of instruction from Adult Education and the GED program through advanced academics. You might have a talent in welding, drafting, furniture making, jewelry making, or automotive technology. Maybe you will discover an interest in computer science and game design, electronics, three dimensional manufacturing with a 3-D printer. Maybe Nursing Assistant, Emergency Medical Technician, or the Bachelor's Degree in Nursing are paths to a brighter future for you or a family member.

Our Faculty and Staff are sincere, skilled, and knowledgeable professionals, the majority with advanced degrees, dedicated to helping you discover and develop your natural talents and gifts. We deliver courses in the traditional face-to-face format that emphasize hands on skill development as well as fully online courses that allow you to study from home using distance education technology. We provide a wide range of classic academic courses such as Algebra, Astronomy, Biology, Calculus, Chemistry, Criminal Justice, Early Childhood and Elementary Education, English, Geography, History, Psychology, Sociology, and Spanish, as well as physical education, theater, and dance.

We help put the world at your fingertips. Our campus library provides services comparable to many larger colleges and will connect you to mountains of information via digital databases. We staff a state of the art networked testing center to offer two high school equivalency assessments as well as a wide range of professional certifications, and other services.

While New Mexico State University Grants is one of the smallest community colleges in New Mexico, we have a large heart, and are here to serve you. I invite you to visit us in person or online to find out for yourself.

Welcome to NMSU Grants,

Harry Sheski, Interim President

NMSU Grants; Email: [hsheski@nmsu.edu](mailto:hsheski@nmsu.edu); Phone: 505-287-6641

# NMSU GRANTS OUR HISTORY

NMSU at Grants was established as a branch campus of New Mexico State University in 1968 through the cooperative efforts of New Mexico State University and Grants Municipal Schools.

During the first year of operation, classes were held in the evening in the public school facilities and were taught by qualified part-time instructors from the community.

In August 1969, the college moved to its present site, which previously housed the Grants Job Corps Center. During 1977–78 a Main Building was constructed which housed the academic classrooms, student lounge, library, law library, as well as faculty and administration offices. Later the former Vocational Building and Gymnasium became Fidel Hall, which remain from the Job Corps Center, were also renovated during the same period.

In May of 1987, the Main Building was dedicated as "Walter K. Martinez Memorial Hall," in memory of Walter K. Martinez, former State Representative from 1966–1984 and Speaker of the House from 1971–1978. During his tenure in the legislature, NMSU-Grants received significant appropriations for capital improvements to plan, remodel and construct the present physical plant. In addition, two buildings were named and dedicated to leaders in the development of the NMSU at Grants Campus: the gymnasium became the "Joseph A. Fidel Activities Center," while the new name of the Annex, the "McClure Building," honored former state Senator Frank McClure for his pioneering efforts in establishing this campus.

In the 21<sup>st</sup> century, NMSU Grants is distinguished by serving as both a Hispanic Serving Institution (HSI) and a Non-Tribal Native American Serving Institution (NASNTI). This reflects the local service base of Ojola and Catron counties, including the tribal communities of the Laguna Pueblo, Acoma Pueblo and Navajo Nation.

Academic programs at NMSU Grants range from a bachelor's of science in nursing to a variety of associate and applied science associate degrees as well as a wide range of certificates that prepare students for additional bachelor's study or careers in trades, technology or health and social services. Recently NMSU Grants has increased collaboration with area schools including Grants Ojola County Schools and Pine Hill High School to foster dual enrollment opportunities. Additional emphasis is on our GED program, increases in our on-line course offerings, and efforts to hire and retain highly qualified professional faculty and staff. These activities all contribute to the institutional mission of providing quality education through innovative teaching and learning that promotes respect for our diverse students and community.

## MISSION, VISION, & VALUES

**Mission Statement:** NMSU Grants provides an accessible quality education through innovative teaching and learning that promotes respect and service for our diverse students and community.

**Vision Statement:** To embrace innovation in teaching and learning to promote a sustainable prosperous community.

**Values Statement:** We value:

Personal Success  
Growth  
Respect  
Healthy Lifestyles  
Teamwork

Community Partnerships  
Stewardship  
Excellence  
Integrity  
Positive Attitude  
Employability  
Empowerment  
Intellectual Inquiry  
Social Justice  
Creativity  
Safe Environment

## ACCREDITATION

New Mexico State University has been accredited since 1926 by The Higher Learning Commission and is a member of the North Central Association. (NCA may be contacted at 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504 and (800) 621-7440.)

Under the umbrella of New Mexico State University Las Cruces, the most recent NCA HLC accreditation site-visit took place on April 29, 2008. NMSU Grants was awarded a full ten year renewal as a unit of the NMSU Las Cruces campus.

NMSU Grants is a member of the following organizations: the American Association of Community Colleges (AACCC); the Hispanic Association of Colleges and Universities (HACU); the Rural Community College Alliance (RCCA); and the New Mexico Association of Community Colleges (NMACC).

## NMSU Graduation and Retention Rates

These rates may be found on the NMSU Institutional Research web site at <http://oia.nmsu.edu>.

**Gainful Employment regarding Certificate Programs which do not lead to Associate Degrees:** For information concerning the total cost, financing, time to completion, and job placement rates associated with a program, visit the following web page: <https://grants.nmsu.edu/gainful-employment/>

## CATALOG INTENT

The catalog is a summary of information of interest to students. Readers should be aware of the following:

1. This catalog is not a complete statement of all procedures, policies, rules and regulations. See the Schedule of Courses and the Student Code of Conduct for additional information.
2. The university reserves the right to change, without notice, any academic or other requirements, course offerings, course content, programs, procedures, policies, rules, and regulations as published in this catalog. Special procedures, policies, rules, and regulations, whether or not contained in this catalog, may be applicable to students.

Students planning to earn degrees or certificates may elect to fulfill requirements as outlined in the catalog in effect at the date of initial enrollment or as outlined in catalogs published subsequent to their initial enrollment.

## NON-DISCRIMINATION POLICY

It is the policy of NMSU Grants not to discriminate based on age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status in employment or other college-administered programs. This policy is in compliance with Title VII of the Civil Rights Act of 1964, Executive Order 11246 as

amended by 11375 and Section 504 of the Vocational Rehabilitation Act of 1973, the American with Disabilities Act of 1990, and Title IX of the Educational Amendments of 1972 and subsequent revisions. To report concerns at NMSU Grants, call the Vice President of Student Services at 505-287-6628. To report concerns directly to the NMSU Office of Institutional Equity, call 575-646-3635. You may also visit the website at: [eeo.nmsu.edu/](http://eeo.nmsu.edu/)

### **CAMPUS SEXUAL VIOLENCE ELIMINATION ACT**

Campus Sexual Violence Elimination Act (Campus SaVE): Part of the Violence Against Women Act reauthorization affords additional rights to college students who are victims of sexual assault, dating violence, domestic violence, and stalking. The Act requires each campus to inform new students of their rights and to conduct continuous education to all students throughout the year related to sexual assault, domestic violence, dating violence, and stalking.

This training is mandatory for all new students and employees. Students will be required to attend the mandatory New Student Orientation as well as complete the online Campus SaVE training prior to completing course registration.

To report incidences, contact the Vice President of Student Services at NMSU Grants, at 505-287-6628. Additional information, visit the Dean of Students' website at [deanofstudents.nmsu.edu](http://deanofstudents.nmsu.edu).

### **ADMISSIONS**

A student may be accepted for undergraduate admission to NMSU as:

1. Degree-seeking student or
2. Nondegree student under the policies and conditions as set forth in this section.

## **REGULAR ADMISSION DOMESTIC STUDENTS**

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Requirements for admission as a regular student include the following:

- Formal application for admission, accompanied by a one-time \$20 nonrefundable application fee.
- An official transcript of the student's high school credits is to be sent directly from the high school to the NMSU Grants Admissions Office. Students who attended a college or university while in high school must request to have official transcripts(s) forwarded directly to the NMSU Grants Admissions Office by the Registrar of each college or educational institution previously attended.
- American College Testing Program (ACT) or Scholastic Aptitude (SAT) are not required for admission into NMSU Grants, but may be sent directly from the Testing Centers of the Undergraduate Admissions Office.

Qualifications for undergraduate admissions to NMSU are as follows:

- Graduation from any state high school or academy in the United States accredited by a regional accrediting association or approved by a state department of education or state universities.

## **HOME SCHOOL STUDENTS**

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Students enrolled in a home school program may be accepted to NMSU if they meet the requirements for regular admission as previously stated. In addition, the home school educator must submit a signed transcript or document that lists the courses completed and grades earned by the student as well as indicate the date the student completed or graduated from the home school program. Home school students who are New Mexico residents and wish to participate in the Lottery Success Scholarship program are required to submit official New Mexico GED or HiSET test results in English.

## **ADMISSION BY GED OR HISET5**

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Any student that has successfully completed the GED or HiSET can be considered for admission upon satisfactory scores on the General Education Development (GED) test or HiSET and the American College Program (ACT) test, and a review of minimum high school unit requirements.

Students must complete the GED and HiSET in English.

## **AGGIE PATHWAYS**

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Student applicants who do not meet NMSU Las Cruces admission requirements may apply to participate in the Aggie Pathway to the baccalaureate program at any of the NMSU community colleges. Aggie Pathway students may transition to the NMSU Las Cruces campus after successful completion of any required developmental education courses and 24 degree credits with a 2.5 cumulative college GPA. Each student will follow an individualized study plan developed in partnership with an academic advisor that typically includes study skills courses, developmental education courses, and/or general education courses. Aggie Pathway students enrolling through NMSU Dona Ana have access to NMSU Las Cruces on-campus housing, dining, and activities. For more information, go to <http://aggiepathways.nmsu.edu>, or call 575-646-8011.

## **DUAL CREDIT FOR HIGH SCHOOL STUDENTS**

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The Dual Credit Program is designed to give high school students an opportunity to enroll at NMSU prior to high school graduation. Students must be either a junior or senior in high school and enrolled in one-half or more of the minimum course requirements approved by Public Education Department in a New Mexico public school district, locally chartered and state chartered charter school, state-supported school, or being in physical attendance at a bureau of Indian education-funded high school at least three documented contact hours per day. Under Senate Bill 158 signed by the Governor and effective July 1, 2014, support for dual credit privileges at post-secondary institutions is now available for private and home school-eligible students. Under a Statewide Dual Credit Master Agreement between NMSU and the school district, students enrolled in approved dual credit courses are eligible to have the full cost of tuition and general fees waived. Dual credit students must complete the Undergraduate Admission Application; provide official high school transcript; and complete the State of New Mexico Dual Credit Request Form. Requirements to be admitted to the dual credit or early admission programs are high school grade point average (GPA) of 2.0 or an ACT Comp of 23 or equivalent SAT score and substantial progress toward completion of the following high school courses: 4 units of English, 4 units of Math (Algebra 1, Geometry, Algebra 2, and one additional math course), 2 units of Science (beyond General Science), 1 unit of a language other than English or a unit of fine art. Consult with the NMSU Grants Dual Credit Coordinator for more information and waivers.

## **EARLY ADMISSION**

Currently enrolled high school students, home-schooled, or Adult Education of high quality academic ability may be admitted as non-degree students prior to earning a high school diploma or equivalency. Students are responsible for all tuitions, fees, and books. Requirements include:

NMSU Application;

Written permission from the high school principal (or Adult Education Director), counselor, and parent/guardian;

Official home school/high school transcript;

College Placement Exam;

Interview with Vice President for Student Services who will verify admission and approve courses;

Limit to 7 credit hours;

Minimum 16 years of age or equivalent of a high school student, with appropriate approval.

## **READMISSION (Degree Seeking)**

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Former students of NMSU, or of one of its community colleges, who have been out of school for more than two consecutive terms are required to make a formal application for readmission. Applications should be submitted to NMSU Grants at least two weeks before the opening of the semester or summer session for which the student plans to enroll.

A student who has attended other institutions during an absence must have official transcripts forwarded directly to NMSU Grants by the Registrar of each institution and must be eligible to return to the college or university last attended. Transcripts must be received prior to the date of registration. Admission status at the time of readmission will normally be determined by previous NMSU academic standing. However, academic performance at other institutions attended during the applicant's absence from NMSU may be taken into consideration in determining the student's admission status.

## **NONDEGREE ADMISSION**

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Nondegree admission is designed to meet the needs of mature, part-time students who do not wish to pursue a degree at this university. Courses taken in this status may not be used to meet university admission requirements. Students interested in using nondegree credit for initial teacher certification or recertification in a new field need to contact the College of Education. Also students who wish to take a course without a graded credit may choose to audit courses with the consent of the instructor, provided the facilities are not required for regular students.

Students on nondegree status are ineligible to receive financial aid or student employment; nor are they eligible to participate in student government or intercollegiate athletics. They are also ineligible to receive benefits from any veterans' program.

Transcripts from previous institutions, high school, and/or results of college entrance exams may be required to assure readiness for university-level courses. A \$20 one-time, non-refundable, non-degree application fee is required.

Nondegree students are subject to the same university regulations as regular students.

### **CHANGING FROM NONDEGREE STATUS**

A nondegree student in good academic standing at NMSU must submit a formal application for a change of status from nondegree to degree seeking. Requirements for regular admission must be met.

## **APPLICATION MATERIALS**

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All documents submitted as part of the admissions process become property of NMSU and will not be returned to the student. Application materials are retained for one calendar year for students who apply but do not attend.

## **APPLICATION DEADLINES**

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Applications for admission as a regular student should be sent to the NMSU Grants Admissions Office at least 30 days before the beginning of the regular semester or summer session for which the student intends to enroll.

## **OUT-OF-STATE STUDENTS AND LEGAL JURISDICTION**

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By applying for admission/enrollment, both the student and parents agree that New Mexico law prevails and all litigation will be in federal or state court in New Mexico.

## **NMSU GRADUATION AND RETENTION RATES**

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These rates may be found on the NMSU Institutional Research web site at: <http://oia.nmsu.edu/data-reports/oiareports/>.

## **CONTACT INFORMATION**

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For more information, contact the NMSU Grants Admissions Office, 1500 Third St., Grants, NM 87020  
(505) 287-6678.

## **TRANSFER STUDENTS**

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Transfer students from other colleges or universities may be accepted for undergraduate studies if they have a cumulative GPA of at least 2.0. Students who have earned 35 or fewer college credits must fulfill the freshman admission requirements by submitting an official high school transcript. Transfer students with a GPA below 2.0 may be admitted on academic probation or may be denied admission. Student must submit a letter of appeal to the Vice President for Student Services.

## **TRANSCRIPTS**

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A transfer student must have official transcripts forwarded directly to the Admissions Office by the Registrar of each college or educational institution previously attended. A student who conceals the fact that he or she has attended another college or university, and who has not had the Registrar submit a transcript for each institution whether or not credit was earned, will be subject to immediate suspension. Transcripts must be received before the date of registration. NMSU will uphold academic and judicial suspensions from other colleges or universities.

## **TRANSFER OF CREDITS AT NMSU**

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NMSU evaluates courses from postsecondary institutions that are regionally accredited or are candidates for regional accreditation. Provided the classes are similar or equivalent to courses offered at NMSU, credits will be matched for

coursework completed with a grade of D or better. However, colleges or departments may choose to accept only courses graded C- or higher within their programs. Each college determines which transferred courses are applicable toward a degree or a minor. Grades earned in courses taken at other institutions are not included in the calculation of the NMSU GPA, except for grades earned by approved National Student Exchange students.

Any lower-division course from another institution receiving transfer credit from NMSU at the 300 or above level will be evaluated on a case-by-case basis. Transcripts may need to be reevaluated when students transfer from one NMSU college to another.

Currently enrolled students who do not receive a passing grade for a class taken at NMSU can receive transfer credit for the course taken at an outside institution. However, the student may not receive the credit for the equivalent NMSU course.

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## EVALUATION OF TRANSFER CREDITS

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Once a student has been admitted to NMSU, an evaluation of credits on a course-by-course basis is submitted to the college (by the University Registrar's Office) to which the student is admitted. The student's academic dean approves those transfer courses that are acceptable toward a degree or a minor.

Credits from non-accredited institutions may be evaluated by the student's academic dean after the student has completed two semesters in full-time status with satisfactory grades.

Currently enrolled students must obtain prior approval from their academic dean before work taken at another institution may apply toward meeting graduation requirements.

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## TRANSFERRING COURSES TO FULFILL THE NEW MEXICO GENERAL EDUCATION COMMON CORE

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During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore year of study.

The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department web site at: [www.hed.state.nm.us](http://www.hed.state.nm.us). Courses are listed by institution, whether university or community college, under each of the five general education areas. The courses for New Mexico State University are listed in the required courses section of this catalog.

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## RELIGIOUS CENTER COURSES IN RELIGION

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Courses in religion, offered by the various religious centers through higher educational institutions with which they are affiliated, are open to all students, and these or similar courses from other universities may be transferred for credit to this university. Registration for these courses in religion is separate from NMSU's registration and is conducted by the religious center offering the course.

No more than 6 credits in such courses may be transferred to NMSU. If a student wishes to have earned credits transferred to NMSU, the following procedures must be observed:

- Obtain written approval from the academic dean prior to registration for the course at the religious center
- Count the credit in the course as part of the total semester load
- Following completion of the course, request that the institution granting the credit send a transcript of the credit to the registrar at NMSU

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## NATIONAL STUDENT EXCHANGE (NSE)

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Courses transferred back to NMSU by students participating in the National Student Exchange (NSE) Program will be evaluated as NMSU courses and recorded on the student's academic record. All computable grades earned will be included in calculating the student's cumulative grade-point average.

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## TRANSFER CREDIT APPEAL PROCESS

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All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of coursework from other public institutions in the state. A copy of NMSU's transfer credit policy may be obtained from the University Registrar's Office or from the Deputy Secretary for Academic Affairs, Higher Education Department, 2048 Galisteo St., Santa Fe, New Mexico 87505-2100.

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## STUDENT RESPONSIBILITY

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Planning for effective transfer within maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

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## INTERNATIONAL STUDENTS

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The general policies of the university as outlined in this catalog apply to international as well as domestic students. However, some special policies are required by federal laws applicable only to international students.

An international student is any individual attending NMSU while present in the United States on a non-immigrant student visa. Legal immigrants or refugees

must present documentation of their status either to University Admissions or to the International Student & Scholar Services (ISSS) Office.

## U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)

Some of the more important rules as established by the United States Department of Homeland Security for students in non-immigrant status such as F-1 or J-1 visa types are:

1. Each student must maintain full-time student status for both the fall and spring semesters.
2. International students may not work off campus without authorization. On-campus employment may be authorized under certain conditions.
3. All international students must maintain an up-to-date record in the ISSS Office. This record must indicate the student's current living address and local phone number.
4. Prior to admission, a prospective international student must demonstrate the following:
  - Academic ability to succeed in the chosen course of study
  - Adequate financial support to complete the chosen course of study
  - Adequate command of the English language to maintain legal status as a full-time student for the fall and spring semesters.

## UNIVERSITY PROCEDURES FOR INTERNATIONAL STUDENTS

### SCHOLASTIC ABILITY

1. Prospective undergraduates must have completed a minimum of 12 year's schooling and/or submit official diploma or completion certificate.
2. Official transcripts showing the classes taken and grades earned for the school years 10, 11, and 12 must be submitted. No hand-carried documents will be accepted unless received in a sealed envelope.
3. The scholastic average for the last three years of high school must be equivalent to 2.5 GPA on a 4.0 scale. International students are not admitted on a provisional or probationary basis.
4. Graduation from a high school in the United States does not automatically qualify an international student for admission to NMSU. The student must also submit official transcripts from his or her foreign secondary school.

### REGULAR UNDERGRADUATE ADMISSION AND ENGLISH REQUIREMENTS

After regular and full admission to an NMSU degree program, each international undergraduate student is administered an English Language Placement Test. Based on the results, the student is either assigned to SPCD 110 (a bridge course designed to ensure success in ENGL 111 M), or allowed to enroll directly into ENGL 111 M. International students excused from ENGL 111 M will be required to take ENGL 111G, including students whose native language is English. The student may then be required to complete one or more regular English classes as required for a particular degree. Completion of basic English courses at other U.S. institutions does not automatically satisfy this requirement.

### ENGLISH LANGUAGE PROFICIENCY

NMSU requires a score of 520 (paper-based) or 68 (internet-based) or better on the Test of English as a Foreign Language (TOEFL), or a score of 6.0 on the International English Language Testing System (IELTS), for all international students, both nondegree and degree-seeking. International students may also demonstrate English proficiency by completing NMSU's Center for English Language Programs (CELP) programs with a satisfactory score. A waiver of the TOEFL requirement may be considered for:

1. Students who are native speakers of English.

2. Students completing high school in the United States who: A) have attended the high school for at least two full semesters and B) have scored in at least the 75th percentile in English on the ACT.
3. Students transferring from a junior college, or university in the United States who have earned a minimum of 30 acceptable semester credits (45 acceptable quarter credits) with a GPA of 2.0 or better (acceptable credit means classes that require a high proficiency in both written and oral English).
4. Students demonstrating English-language proficiency using methods accepted by the Office of University Admissions or ISSS Office.
5. Students enrolling in certain programs where English language proficiency is not required.
6. Students completing coursework in CELP. Satisfactory completion of each level in CELP requires a final grade of no less than 70% in all courses. Visit <http://celp.nmsu.edu/> for full details.

The university reserves the right to require any prospective international student to meet the TOEFL or IELTS requirement.

For complete information concerning the TOEFL examination, applicants should review the following web site: [www.toefl.org](http://www.toefl.org)

### CONDITIONAL CELP ADMISSION AND ENGLISH REQUIREMENTS

NMSU, via Center for English Language Programs (CELP), conducts an Intensive English Language Program (IELP) for undergraduate and graduate students prior to pursuing their degree programs at NMSU. International students in this program are admitted to the university for the sole purpose of studying English, with a guarantee of full admission to the university upon completion of the CELP program (subject to all other admission requirements). Undergraduate students who are conditionally admitted and complete the sequence of IELP courses will be admitted directly into ENGL 111 M. Visit <http://celp.nmsu.edu/> for full details.

### FINANCIAL SUPPORT

No financial aid is available from NMSU for international students. The university reserves the right to demand advance deposit of funds for any period deemed reasonable prior to granting admission. An international student can never qualify for residency and must pay nonresident fees. Each prospective international student must submit a current financial support document with his or her application. This document must show that:

1. The person providing the financial support has the necessary funds.
2. The funds can be transferred from the student's home country to the United States.

### ADMISSION RESTRICTIONS

International student admission may be prohibited under one of the following conditions:

1. The dean of a chosen college and the department head of a chosen major or the President of a Community College campus may refuse to grant admission.
2. There may be a disproportionate number of international students or a disproportionate number of a particular nationality in one department, college or community college.
3. Academic advisors may not be available.
4. International students may be nondegree if admitted as exchange students, or as part of a special program, or as holders of visas that allow incidental studies related to their current non-immigrant status. (e.g., J-2 or H-1B).
5. Non-native speakers of English are not normally admitted, or allowed to begin studies, in the summer sessions. There are some exceptions such as students admitted to NMSU's Center for English Language Programs.
6. University Community College campuses reserve the right to refuse admission to international students if the necessary immigration and English-language support services are not available.

All application material, including the application for admission, letters of recommendation, transcripts or national examination scores and/or transcripts from colleges or universities (with an English translation), test scores including the TOEFL or IELTS, should be sent to the University Admissions Office by the following recommended dates. Proof of adequate financial support should be sent directly to International Student & Scholar Services.



March 1\* for fall semester  
 October 1\* for spring semester

\*Contact the academic department for specific deadlines. Contact the Office of Study Abroad for exchange program admission deadlines.

### MISCELLANEOUS REGULATIONS

- All international students are required to have coverage at the Student Health Center except when the Las Cruces campus Student Health Center is not available to them.
- All international students are required to purchase health insurance at the Student Health Center. Exceptions for alternate health insurance plans must be pre-approved by the ISSS Office. Students without insurance will not be allowed to register.
- Upon arrival all international students must report to one of the following offices on the campus to which they were admitted. New international students are not permitted to register until all ISSS requirements are met, including attending orientation and taking the English screening examination. All international students, therefore, are required to report to the appropriate office on their campus.
  - Las Cruces campus: International Student & Scholar Services, Garcia Annex, room 246 (exchange students need to report to the Office of Study Abroad)
  - Doña Ana Community College: International Student & Scholar Services, Garcia Annex, room 246 (exchange students need to report to the Office of Study Abroad)
  - Alamogordo Community College: Office of Student Services, Student Services Building, second floor
  - Carlsbad Community College: Office of Student Services, 150 University Drive, Room 111
  - Grants Community College: Office of Student Services, Walter Martinez Building, Main Office Complex
- Undergraduate students are required to carry at least 12 credits per semester. Students in nondegree exchange J-1 visa status must be engaged full time in a prescribed course of study as determined by the NMSU Responsible or Alternate Responsible Officer (RO/ARO).

## TUITION, FEES AND OTHER EXPENSES

**Tuition/Fees:** Refer to the current Schedule of Classes, published each Spring/Summer and Fall for the current tuition, fees, and course fees. The university reserves the right to change any of the charges without notice.

### Tuition/Fees (Summer & Fall 2016; Spring 2017)

#### In-District

Per semester, 12-18 credits **\$948.00**  
 Per credit hour up to 1-12 and over 18 **\$79**

#### Out of District

Per semester, 12-18 credits **\$1,032.00**  
 Per credit hour up to 1-12 and over 18 **\$86**

#### Non Resident

Per semester, 12-18 credits **\$1,968.00**  
 Per credit hour up to 1-12 and over 18 **\$164.00**

#### Additional Fees

Admission Application fee	\$20
Course delivery (per credit)	\$25
Certificate fee	\$10
Degree application fee	\$25
Degree application late filing fee	\$25
Late Registration Fee Base Cost	\$25

### COURSE FEES (FEES ASSESSED PER COURSE)

See each term's Registration Guide for lists of courses with additional fees.

## PAYMENT OF CHARGES

By enrolling in classes at NMSU, a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial obligation between the student and NMSU and all proceeds of this agreement will be used for education purposes and constitutes an education loan pursuant to 11 U.S.C 523(a) (8). Terms and Conditions of Course Registration are posted on the NMSU website and available in each term's registration guide. Payments can be made by mail, web, telephone, or in person at University Accounts Receivable. Cash, checks, money orders and limited types of credit cards are accepted. Term charges can be paid in full or paid by using a payment plan. For payment plan options visit the NMSU website. Fees vary based on the plan. All financial aid received must be paid towards balances owed. Additional penalty charges may be assessed for failure to make payments when due. The University reserves the right to deny a payment plan to any student who has a poor credit rating or who has been negligent in making payments to the University for previous debts. Course reservations may be cancelled if payment arrangements for past due dates are not completed by the deadlines as outlined in a term's registration guide. Academic credits, transcripts, and diplomas will be withheld until all financial obligations are paid. Students are prohibited from registering for a term until all previous debts due to the University are paid in full.

### TUITION ADJUSTMENTS, REFUNDS AND FORFEITURES

Students officially withdrawing or dropping courses during a semester or term are eligible for a 100-percent refund of tuition and fees through the deadlines listed online. Go to <http://registration.nmsu.edu>, click on the drop-down menu for the appropriate semester or term, and select "Important Dates and Deadlines." Students withdrawing from courses after that deadline will not be eligible for a refund and will remain liable for full tuition and fee charges. Non-attendance does not constitute an official course drop or withdrawal. All charges due to NMSU must be paid before refunds or adjustments will be permitted.

In cases of academic or disciplinary suspension, eligibility for tuition refunds and adjustments will depend on the conditions of the suspension and will be entirely at the option of the institution. Should unforeseen circumstances beyond the reasonable control of New Mexico State University result in curtailing classes, or otherwise withdrawing services that are a normal function of the institution, refunds of any nature will be at the discretion of the college/ university administration.

### DELINQUENT AND PRIOR-TERM BALANCES

NMSU reserves the right to cancel the registration of any student who fails to pay, when due, any indebtedness to the institution.

Academic credits, transcripts, and diplomas will be withheld until all financial obligations are paid.

### DISHONORED FINANCIAL TRANSACTIONS- CHECKS, CREDIT CARDS, ACH TRANSACTIONS

The University charges a penalty on all dishonored cash instruments. Personal checks will not be accepted from students who have had previously dishonored checks.

### LATE REGISTRATION FEE

A late registration fee of \$25 is imposed if registration has not been completed before the late-registration period begins. Failure to make scheduled payments with the University Accounts Receivable on due dates may result in additional liability.

## ESTIMATING OTHER EXPENSES

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In addition to the direct costs stated above, other expenses per semester may include such items as textbooks and supplies (estimated at \$300) and personal expenses (estimated at \$460).

## RESIDENT/NONRESIDENT STATUS

Resident or nonresident status is determined in accordance to a uniform definition established for all New Mexico institutions by the Higher Education Department, State of New Mexico. The NMSU Registrar's Office administers residency. Information on the following programs may be obtained from the University Admissions, the University Financial Aid and Scholarship Services, the NM Administrative Code (NMAC) 5.7.18; <http://164.64.110.239/nmac/>, or the NM Statute (NMSA) 1978 Chapter 21;

<http://www.nmonesource.com/nmnxtadmin/nrpublic.aspx>

- American Indian Agreement
- Athletic Grant
- Colorado-Arizona Reciprocal Agreement
- Dual Credit
- Fire Fighter and Peace Officer Survivor Scholarship
- Foreign Military Dependent
- Foreign Military Spouse
- Foreign Military Stationed in New Mexico
- Graduate Assistantship
- Immigrant Student (NM HS GRAD)
- Military Dependent
- Military Spouse
- Military Stationed in New Mexico
- NM Competitive Scholarship
- Part-time Students
- Senior Citizen Waiver
- Summer Session
- Texas 135
- Veteran Waiver
- Western Undergraduate Exchange
- WICHE

## CONTACT INFORMATION

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For more information, contact University Accounts Receivable, MSC 4570; New Mexico State University; PO Box 30001; Las Cruces NM 88003-8001 (575)646-4911; <http://uar.nmsu.edu>.

## FINANCIAL AID & SCHOLARSHIP SERVICES

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University Financial Aid and Scholarship Services administers a broad spectrum of loans, grants, scholarships and work-study funding in an attempt to meet the financial need of the university's students.

University Financial Aid and Scholarship Services awards financial aid to students according to their individual needs. Parents of students are expected to contribute to their child's education according to their ability, taking into account their income, assets, number of dependents, and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future income. All information

provided to University Financial Aid and Scholarship Services is regarded as confidential.

Students applying for financial aid must complete a Free Application for Federal Student Aid (FAFSA) designed to determine, in accordance with state and federal guidelines, the difference between what the student or family is expected to contribute and the cost of attending NMSU. Among the factors that determine the family's Expected Family Contribution (EFC) are:

- (1) annual adjusted gross income as reported to the Internal Revenue Service;
- (2) savings, stocks, and/or bonds;
- (3) other assets in the form of a business, farm or real estate;
- (4) nontaxable income and benefits; and
- (5) student's prior year income and assets.

Students applying for financial aid should complete a FAFSA by visiting [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/).

Please refer to the NMSU Financial Aid and Scholarship Services web site for more information on available financial aid. A complete listing of programs and policies is available at <http://fa.nmsu.edu>.

## GENERAL ELIGIBILITY REQUIREMENTS

To receive financial aid you must demonstrate the following:

That you are qualified to obtain education by:

- Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate or
- Completing a high school education in a home-school setting approved under state law.

If you were enrolled in college in an eligible program or career school prior to July 2, 2012, you may show you are qualified to obtain a higher education by:

- Passing an approved ability-to-benefit test (if you don't have a diploma or GED, a college can administer a test to determine whether you can benefit from the education offered at that school);
- Completing six credit hours or equivalent course work toward a degree or certificate (you may not receive aid while earning the six credit hours)
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible noncitizen (state funded scholarships are available to undocumented students).
- Have a valid Social Security number. If you don't have a Social Security number, you can find out more about applying for one at [www.ssa.gov](http://www.ssa.gov).
- Must be meeting satisfactory academic progress (SAP).
- Sign a statement on the FAFSA certifying that you will use Federal student aid only for educational purposes.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Register with the Selective Service, if required.

## FINANCIAL AID AWARDS

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All financial aid awards are based on information provided by the student and parents, availability of funds and eligibility requirements. Any award may be revised based on changes in enrollment, cost of attendance, application of graduation, family contribution or failure to meet satisfactory academic progress. Withdrawals or reductions in enrollment may affect an award or any future awards. Financial Aid will not pay for audited courses or some repeats.

### Federal Direct Subsidized Loans

A loan program for eligible undergraduate students who demonstrate financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while the student is enrolled in school at least half-time.

### Federal Direct Unsubsidized Loans

Loans that are made to eligible undergraduate and graduate students that do not demonstrate financial need. Unlike other federal loans, interest accrues while the student is attending school.

Repayment of a Federal Direct loan begins six months after graduation or six months after enrollment drops below 6 credits or less than half time for undergraduate students.

Students receiving a subsidized or unsubsidized Federal Direct Loan, must complete an online entrance counseling session before NMSU will issue the funds. In addition, students must complete an exit interview upon graduation or withdrawal from the university.

### Federal Perkins Loans

A school-based loan program for undergraduate and graduate students with exceptional financial need. Under this program the school is the lender. A Perkins Loan must be repaid according to Federal Guidelines. Repayment begins nine months after graduation or nine months after enrollment drops below 6 credits for undergraduate students.

### Grants

The Federal Pell Grant is a federal grant available to undergraduate students with documented financial need. Pell Grants range from \$577 to \$5,775, though these figures are subject to change each year. If a Pell Grant is insufficient to pay educational expenses, the student may be eligible to receive other types of aid, including a Federal Supplemental Educational Opportunity Grant (SEOG) or Leveraging Education Assistance Partnership Program Grant (LEAP), and/or other miscellaneous grants. These grants are awarded to undergraduate students who show exceptional financial need. For more information, contact University Financial Aid and Scholarship Services or visit the university's financial aid website at: <http://fa.nmsu.edu/>. Generally, grants do not have to be repaid.

### Work-Study Programs

The Federal Work-Study Program provides employment opportunities for selected undergraduate students with demonstrated financial need. The New Mexico Work-Study Program also provides employment opportunities for New Mexico resident students.

For more information on the U.S. Department of Education student aid programs, go to <http://studentaid.ed.gov/> or see the NMSU Financial Aid web site at <http://fa.nmsu.edu>.

### SCHOLARSHIPS AND OTHER AID

Many students finance part of their education with scholarships, which may be awarded for academic achievement, special skills, talent and/or based on the applicants financial need.

NMSU has a variety of scholarships that are offered to incoming freshman, transfer, continuing and graduate students. State, institutional and private scholarships may also be available but amounts, deadlines and eligibility requirements vary. For more information, contact University Financial Aid and Scholarship Services or visit the university's scholarship web site at <http://admissions.nmsu.edu/scholarships/> or call 287-6678 to speak with a NMSU Grants Financial Aid Processor or Advisor.

To be considered for most scholarships at NMSU for which you may be eligible you are required to apply online through Scholar Dollar\$, at <https://scholarships.nmsu.edu/>. One scholarship application serves all NMSU students regardless of campus.

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

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Federal regulations require that financial aid recipients meet certain academic standards to be eligible for federal financial aid. To ensure that financial aid recipients are making satisfactory academic progress, academic transcripts are reviewed at the end of each term to determine eligibility for the next term. All terms of attendance are reviewed, including periods in which the student did not receive financial aid. All transfer credit hours are taken into account when satisfactory progress is reviewed. The Financial Aid SAP standards are not the same as NMSU's Academic Standards of Progress criteria.

### Elements of Financial Aid Satisfactory Academic Progress:

- **Qualitative Progress:** Undergraduate students must maintain a cumulative GPA of at least 2.0 (a C- average). Grade point values are: A+ / A= 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C / C- = 2.0, D+ / D / D- = 1.0, F = 0. Grades of I, CR, RR, PR, NC, W, AU are not calculated in the GPA.
- **Completion Rate:** Students must complete a minimum of 70 percent of all coursework (registered credit hours) attempted at NMSU. Any course with a grade of withdraw (W), incomplete (I), repeats (RR), failure (F), audit (AU), or no credit (NC) is not considered completed coursework. Repeated courses are included in the calculation.
- **Maximum Time Frame:** Undergraduate students must complete their program within 150 percent of the published length required by the program. Students who have reached the maximum allowable time will be suspended from receiving financial aid. Limited developmental/remedial hours are excluded from this calculation. Total attempted hours including repeated courses and transfer coursework are included in the student's maximum time frame calculation.
- **Recipients of financial aid grants and loans who drop credits or withdraw** may be required to return all or a portion of awarded Title IV funds. Further information regarding the return of Title IV funds is available on the NMSU web site at <http://fa.nmsu.edu/resources/return-of-title-iv-funds/>.

## FINANCIAL AID WARNING

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"Warning" is a status assigned to a student who fails to make satisfactory academic progress at a school that evaluates satisfactory academic progress at the end of each payment period and/or term, and chooses to allow students who fail its progress standards to continue to receive aid. If the student has not returned to satisfactory standing after this additional semester, he or she will be suspended from further financial assistance until the satisfactory progress standards are met.

## FINANCIAL AID SUSPENSION

Students are suspended from receiving financial aid if they do not meet satisfactory academic progress standards for financial aid purposes. Students on financial aid suspension will not receive any form of federal or state financial aid (grants, loans, work study). Financial aid eligibility is reinstated when all standards of satisfactory progress are met.

## THE APPEALS PROCESS

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Students suspended from financial aid may appeal the suspension if there are mitigating circumstances affecting their progress. Students who would like to appeal the suspension must submit an appeal form, available at <http://fa.nmsu.edu>, and all required documentation to University Financial Aid and Scholarship Services. A committee will review the appeal and may grant reinstatement of financial aid based on mitigating circumstances that directly contributed to deficient academic performance. Appeals are evaluated on a term-by-term basis. All appeals, including relevant documentation, must be submitted by the semester deadline based on the current semester of enrollment. A student may *appeal the termination of eligibility only twice during his or her career* at New Mexico State University.

## CONTACT INFORMATION

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For more information, contact the Financial Aid office at: MSC 5100, PO Box 30001, Las Cruces NM 88003-8001; (575) 646-4105; <http://fa.nmsu.edu/> or the NMSU Grants Financial Aid Processor and Advisors (505) 287-6678.

**NMSU Grants** students may call Student Services in Grants (505) 287-6678 and speak directly with the Financial Aid Processor and Advisors for Grants' students.

## Major Scholarships for Entering Freshmen

For consideration, students must be admitted (tentative or final) to NMSU by March 1, and meet eligibility criteria at that time. Students must be NM residents and graduate from a New Mexico High School and attend at least one year at a New Mexico High School or be a New Mexico GED recipient. Students must enroll in the first regular semester directly following high school graduation. Recipients must be enrolled in degree-seeking courses at NMSU Grants. Some scholarships may be funded in part by the New Mexico Legislative Lottery Scholarship beginning the second semester. A FAFSA application is or may be required for most scholarships. Scholarships are competitive and number of awards granted is limited. Entering freshman students must accept scholarships offered by July 1<sup>st</sup> (at NMSU Grants).

**President's Scholarship: Tuition and Fees**—High School Requirements: minimum 2.5 GPA. Renewable: 2.5 cumulative GPA and 12 graded credits each semester. High School Seniors and current students are advised to apply early, March 1 for the Fall semester and December 1 for the Spring semester.

### **New Mexico Legislative Lottery Scholarship**—

Awarded in the second semester of the freshman year for qualified students completing 12 credits with a semester GPA of 2.5. Renewable: 2.5 cumulative GPA and 12 new graded credits each semester at a community college. \*Students at a community college must be classified as Bachelor's seeking by their 4<sup>th</sup> semester on Lottery. Renewable for 7 total semesters at a four year college; 2.75 GPA at a four year college and completion of 15 credits per semester.

## Student Resources

**Academic Advising:** The Student Services Office offers centralized academic advising throughout the academic year to meet the needs of its student population. Academic advising is an ongoing, shared partnership between a student and an adviser that focuses on helping the student identify, plan and achieve academic, career and life goals.

Advisers provide academic advising services to all students and prospective students for programs offered at NMSU Grants, as well as advising information for students transferring to NMSU Las Cruces or any other college or university in the state of New Mexico.

In an academic advising session students and advisers engage in:

- Developing an awareness of values, interests, abilities, skills, and potential
- Identifying academic, career and life options and goals
- Choosing an academic program
- Strategically planning out steps toward graduation
- Identifying effective academic study skills and habits
- Solving problems that impede progress toward an academic goal
- Referrals to appropriate campus and community resources
- Learning how to use the my.nmsu.edu portal, the STAR degree audit, and FAFSA online
- Selecting courses
- Registering for courses
- Referrals to scholarships, internships, and employment opportunities

Program managers and faculty are also available for specific program and course questions. Refer to posted office hours to make an appointment with program managers and faculty.

### **When to seek advising**

**New Students** will meet with an adviser and register for courses prior to their first semester. Students with a "hold" will also need to meet with an adviser.

**Transfer and readmitted students** should meet with an adviser their first semester. Upon transfer evaluation of prior credit, students will also meet with an adviser.

**Continuing students** should plan ahead and meet with their adviser every semester well in advance of continuing student registration. Students nearing the completion of their certificate or degree should meet with an adviser at least one semester prior to graduation.

**Adult Basic Education (ABE):** The Adult Basic Education program at NMSU Grants provides instruction to adults (16 and over) in High School Equivalency (HSE) test preparation in either the GED or HiSET battery of tests; pre-high school and basic skills in English, reading, and math. Upon enrollment of the program, learners' skills are assessed and a learning plan is developed based on assessment results. Learners work on skill development through small group classroom instruction, computer-based learning, tutoring, and/or self-study. All services are free of charge except the costs of the HSE tests. Enrollment requires a New Mexico ID or driver's license and a Social Security card. Learners under 18 must have parental and school board permission. Interested adults are encouraged to call the Adult Education Office at 505-287-6662.

## Bookstore: MBS Direct – Virtual Bookstore

NMSU Grants utilizes textbook services through a virtual, online bookstore. MBS Direct is your official source for textbooks required by NMSU Grants. Refer to the current Schedule of Classes for information and visit: <http://bookstore.mbsdirect.net>.

Barnes and Noble College Bookstore provides texts for all other NMSU campuses and courses.

## CAMPUS ACTIVITIES

Student Services offers involvement outside the classroom, an essential component of the student's academics. Campus Activities collaborates with campus and community entities to create opportunities for student involvement, group and individual leadership, and personal development through participation in Student Organizations. Student Services also coordinates activities and events through the Activity Registration process.

## CAREER SERVICES

**NMSU GRANTS:** Student Services is available to assist students in career planning and assessment. A limited listing of current employment is maintained in our office. Students are encouraged to check the career bulletin board, which is kept current. Assistance with resume writing and interviewing techniques is available through resources in the Adviser's Office, individually by appointment, or at the Student Success Center, room 125, Martinez Hall. Professional Career Counseling assessments are also available in Student Services.

## COOPERATIVE EDUCATION AND INTERNSHIP PROGRAM

Today's competitive employment market necessitates that students gain practical experience related to their major before they finish their college degree. This experience is called Experiential Learning.

NMSU Las Cruces enjoys a national reputation for its Cooperative Education (Co-op) and Internship Program, which contributes to students' total educational experience and realization of career goals by integrating academic theory and practical application on the job. Co-op and Internship assignments provide varied

work experiences with employers from business, industry, government and nonprofit organizations. All Co-op work assignments are for continuing full-time students, and must be completed prior to graduation. Each semester (spring, summer, & fall) that a student participates in an approved Co-op a notation is placed on his/her permanent academic transcript.

Students may register full-time for the alternating plan, working one or more work phases throughout the U.S.; each work phase will last the duration of an academic semester. Work phases are separated by at least one semester of full-time on-campus classroom instruction. Note: While on an alternating work phase, students are afforded full-time academic status with the university, which protects enrollment status, financial aid and other student eligibilities, whether they are registered for any credit or not.

Continuous academic enrollment can be maintained through the parallel plan, wherein a student works part-time (approximately 20-29 hours per week) concurrent with full-time enrollment. Employers are generally located within commuting distance of the university.

In addition to gaining academically related work experience, Co-op students establish positive work ethics, receive remuneration for their educationally related experiences, and also may potentially arrange for course credit through an academic department.

Experiential Learning also includes internships. Internships vary in definition based on the employer and can be one-time or multiple semester work assignments that may or may not be curriculum-related, short or long duration and are paid or unpaid. Internships may qualify for the NMSU Cooperative Education and Internship program, if they meet the program requirements. Approved internship work assignments for continuing full-time students must be completed prior to graduation. Each semester (spring, summer & fall) that a student participates in an approved part-time or full-time Internship a notation is placed on his/her permanent academic transcripts. Internships may earn academic credit through the approval of an academic department.

All students interested in Cooperative Education or Internships must first register with the Cooperative Education and Internship Program office located in Career Services, Garcia Annex. Registration includes an NMSU AggieCAREER Manager Account and an advising session.

For more information contact the Cooperative Education and Internship program MSC 3509, PO Box 30001, Las Cruces NM 88003-8001; (575) 646-4115; <http://careerservices.nmsu.edu> or [coop@nmsu.edu](http://coop@nmsu.edu).

**NMSU GRANTS:** Information is available on internship opportunities offered by government, nonprofit organizations, and business/industry. During the summer months and throughout the academic year, interns may arrange for academic credit for internships. Speak with an adviser in Student Services for information. NMSU Grants Cooperative Learning Program, also known as "Co-op", provides degree-related work experiences with employers from the surrounding area. The program contributes to the students' total educational experience and realization of career goals by integrating theory and practical application. For more information, students are encouraged to contact the Program Manager and refer to the program of study in the Catalog.

## COUNSELING AND STUDENT DEVELOPMENT

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The Counseling Center at NMSU Las Cruces provides students and the campus with a variety of services including individual, couples and group counseling, crisis intervention, career counseling, outreach programs and consultation. We assist students that are dealing with issues such as relationship concerns, depression, anxiety, stress management, trauma and self-esteem. All services are strictly confidential and are free. The Counseling Center is located in Garcia Annex Room 100, and is open Monday through Friday, 8am-5pm and other times as needed. The Counseling Center is staffed by professional counselors and psychologists and is accredited by the International Association of Counseling Services, Inc.

The Career Exploration Center, in Room 132 of Garcia Annex provides students with assistance in career choice and selecting an appropriate area of study.

Monday-Friday, 8am - 5pm by walk-in or appointment. For more information check our web site at <http://nmsu.edu/~counsel/>.

WAVE: Wellness, Alcohol and Violence Education Program is comprised of the Choices program that provides campus organizations, classes and other groups with information concerning the decisions that surround drinking alcohol and provides presentations on sexual assault and violence prevention.

Social Work Services (accessed through the Counseling Center at 646-2731) provides assistance in locating community resources such as food, shelter, health care, child care or locating financial assistance when a student's educational goals are impeded by a lack of such resources. Social Work Services operates the Aggie Cupboard, an on-campus food pantry that provides free and confidential service to NMSU students, faculty and staff. For questions regarding the Aggie Cupboard, please contact Lori Haussamen at [mlori@nmsu.edu](mailto:mlori@nmsu.edu). For more information contact Counseling and Student Development at: MSC 3575, PO Box 30001, Las Cruces NM 88003-8001; (575) 646-2731; <http://counselingcenter.nmsu.edu/>

NMSU Grants: Personal and relationship problems can occasionally interfere with your studies. A counselor is available for short term counseling for students whose difficulties are school related and temporary in nature. The counselor will also provide appropriate community referrals for students needing services other than brief interventions. The counselor is available to faculty and staff, as well as for interventions or assessments which may be needed for disruptive or distressing circumstances on campus. The counselor is available in Student Services, Room 05, Martinez Hall.

## DISTANCE EDUCATION

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The Office of Distance Education extends New Mexico State University's reach beyond traditional programs to provide opportunities for students to meet their academic, professional and personal learning goals. Distance Education courses from NMSU are delivered using the most innovative technology and methods available, including web-based technologies, ITV (Interactive Television), faculty exchanges and off-site classes.

Distance Education (DE) programs are designed to serve students who live a significant distance away from the Las Cruces campus or have scheduling conflicts due to family or work obligations and often find distance education as the best solution to educational advancement. DE at NMSU is defined as the formal education process of delivering instruction so students physically remote from the campus of program origin and/or instructor may participate. Distance education degree programs at NMSU are delivered using a variety of formats including 100% online, or combinations of ITV, online and face-to-face instruction at the Las Cruces campus or off-site locations such as NMSU community college campuses. Visit <http://distance.nmsu.edu/degree-programs/> for a complete listing of programs.

For further information, contact the Office of Distance Education (ODE) located in Milton Hall, room 185. Contact ODE by calling (575) 646-8231, or email: [distance@nmsu.edu](mailto:distance@nmsu.edu). For current information, visit: <http://distance.nmsu.edu/>.

### Bachelor's Degree Completion Programs

All undergraduate degree programs offered through NMSU are bachelor degree completion programs. These programs require that students have all lower-division (100 and 200 level) credits completed before admittance into the program. Bachelor degree completion programs normally require two years of 300 and 400 level upper-division coursework to finish. The undergraduate degree completion programs vary in delivery format. Some are 100% online; some use web-based delivery and online; and some use online combined with face-to-face or ITV instruction at off-site locations such as NMSU community college campuses. Visit <http://distance.nmsu.edu/degree-programs/> for a complete listing of programs.

### Off-Site/ Extension Programs

Distance education programs listed under this category are delivered primarily face-to-face at off-site/extension locations. Often, these courses will enhance instruction and learning with technology. Programs are located at NMSU two-year and Albuquerque Center campuses, as well as other locations throughout the state. Several degree programs are available at one or more off-

site/extension locations. Visit <http://distance.nmsu.edu/degree-programs/> for a complete listing of programs.

### Technology-Based Programs

Distance Education programs listed under this category are delivered primarily using distance learning technologies. In some cases, programs may require brief residencies on the Las Cruces campus for orientation, assessment, or other activities. Technologies used to deliver distance education at NMSU include:

- Instructor Canvas - the learning management system enables instructors to utilize the Internet in the delivery of a course
- Adobe Connect - the web-conferencing system, offers a synchronous Web delivery solution for conducting virtual or live classroom events through the Web
- Instructional Media Services - provides course delivery primarily through ITV. However, a variety of synchronous and asynchronous technologies may also be used. Courses may use what is known as a "blended approach" to instruction by integrating two or more types of technologies shown above to promote engaging and effective learning.

**NMSU Grants** Advising is available for transitioning to a Bachelor's degree program through NMSU Grants Student Services and NMSU Distance Education. As a student is nearing completion of an Associate's degree, the student will be referred to a College advisor or NMSU Las Cruces' Transfer Center. The Transfer Center in Las Cruces is located in the Educational Services Building, room 6. Contact information: 575-646-8011, [transfer@nmsu.edu](mailto:transfer@nmsu.edu). [Transfercenter.nmsu.edu](http://Transfercenter.nmsu.edu)

### Bachelor's Degree Completion Programs Through Distance Education

Bachelor of Arts (BA) in Sociology  
Bachelor of Arts (BA) in Women's Studies  
Bachelor of Business Administration (General Business and Marketing)  
Bachelor of Criminal Justice  
Bachelor of Individualized Studies  
Bachelor of Information and Communication Technology  
Bachelor of Science in Hotel, Restaurant, and Tourism Management

### Off-Site/Extension Programs

Distance education programs listed under this category are delivered at off-site/extension locations. Often, these courses will enhance instruction and learning with technology. The degree completion programs below are available at Grants.

### Bachelor's Degree Completion Programs

- Bachelor of Science (BS) in Elementary Education
- Bachelor of Science in Nursing (BSN)

### Applying NMSU Grants Degrees and Credit towards Bachelor's Degree Programs

Many NMSU Grants courses apply toward Bachelor's degree programs at NMSU and other universities. When planning to transfer, it is best to consult with advisers at both NMSU and the university you have chosen.

The following programs offered at NMSU Grants articulate with bachelor's degree programs at NMSU.

**Associate of Arts Degree** to all departments in the NMSU College of Arts and Sciences

**Associate of Science Degree** to all departments in the NMSU College of Arts and Sciences

**Criminal Justice** to the Department of Criminal Justice in the NMSU College of Arts and Sciences

**Early Childhood and Education programs** to the NMSU College of Education

**Pre-Business** to all departments in the NMSU College of Business

**Social Services** to the College of Health and Social Services & College of Arts & Sciences

**Computer Technology** to the NMSU Information and Communication Technology Department, College of Engineering.

## ID CARD SERVICES

The NMSU Aggie I.D. card is the primary source of student identification for the campus. The I.D. card is available in Student Services' Admission Office. The first card is free; replacement cards are \$25.

## INFORMATION AND COMMUNICATION TECHNOLOGIES

Information and Communication Technologies (ICT) provides the university community with the computing resources and services that support the educational, research, and public service missions of the university. The resources include NMSU's central computing systems, the network that supports the systems and the wired and wireless functionality through which the internet is accessed. ICT operates the student computer labs found throughout the main campus, manages computer checkout, network registration of computers required for access to the NMSU network, discounts for purchases of computers and Aggie print at the university. ICT also provides support for NMSU technology users through its Help Desk.

For further information, contact ICT, MSC 3AT, PO Box 30001, Las Cruces, NM 88003-8001; (575) 646-1840 or email [help@nmsu.edu](mailto:help@nmsu.edu). ICT's web homepage is located at <http://ict.nmsu.edu> and the helpdesk webpage is located at <http://help.nmsu.edu/>. The helpdesk is in room 141 of the Computer Center building.

### NMSU Grants Computer Usage Guidelines

NMSU Grants provides three computer labs for student use only located in Room 121 (Drafting – CAD), Room 307 (Computer Science) and Room 127 (Student Success Center). The Computer Science, and CAD labs are available only during class time or for majors on an individual basis. The computer lab in the Student Success Center (SSC) is an open lab available to all students, but is not available for public use. The hours for the SSC open lab change from semester to semester and are posted on the door.

NMSU Grants also provides computers for public and student use in the library and the Cyber Café. The hours for these two locations are posted and change based on whether classes are in session or not. Although these computers are available to the general public, NMSU Grants student use takes priority.

NMSU Grants is a completely wireless campus. Wireless access is available everywhere on campus. To gain access to the wireless network, contact the IT Department to obtain a password. You must have anti-virus software installed on your laptop to gain access to NMSU Grants wireless network.

NMSU Grants provides computer technology, including Internet access for educational purposes and to facilitate other activities necessary for the efficient operation of the institution. The college intends that this technology will be used in a manner which:

- Is conducive to learning;
- Is free of illegal acts;
- Shows respect for the rights and dignity of others.

### Acceptable Use:

The intent of these general computer use guidelines is to define broad categories of use that are not acceptable, not to provide an exhaustive list of inappropriate or unacceptable uses. Based on guidelines noted in this document, NMSU Grants officials may at any time make determinations that specific uses are or are not appropriate or acceptable. If asked by an NMSU Grants official, you must be prepared to present a course syllabus and/or assignment that would necessitate the use of computers for activities otherwise deemed as unacceptable by these guidelines. It is **not acceptable** to use the college's computer equipment or facilities:

- For any illegal purpose or act.

- To transmit harassing, indecent, obscene, discriminatory or fraudulent materials or messages.
- To transmit or receive any materials in violation of either state or federal laws (e.g. copyright laws).
- To send fraudulent or forged email messages using the account of another person.
- To harass another user or violate another user's rights.
- To access pornography or other offensive or inappropriate material.
- To copy or attempt to copy any software or files without authorization.
- To distribute unauthorized software.

#### General Rules:

- Food and drink are not allowed in the computer labs, including the Cyber Café.
- Student work is to be saved on CD or USB flash drive. Personal files left on the computer will be deleted.
- Computers are available on a first-come, first-serve basis.
- Use of computers is limited to two hours. Users working for more than two hours can be asked to relinquish their computer to users who are waiting.
- NMSU Grants is not responsible for personal items left unattended.
- Be considerate of others by keeping noise and other disruptions to a minimum.
- All cell phones are to be turned off or set to silent while in the lab.
- Printing large files is prohibited. Please limit your printing to material that is really needed.
- Children are not allowed in the college's open laboratories. Children 14 years up through age 18 may use the Cyber Café and library computers for educational purposes IF accompanied by a parent or guardian.
- Headphones must be used at all times when listening to any form of audio materials and must be set at a level that does not disturb others around you. Students are responsible for providing their own headphones.
- Users are not allowed to remove any college hardware, software, or data without permission.
- Do not modify or attempt to modify system configurations or hardware without authorization.

The use of NMSU Grants computer technology is a privilege extended to all users. Inappropriate or unacceptable use of this technology may result in loss of this privilege.

College IT personnel may monitor information on the computer networks or on individual computers or computer systems. Complaints of possible inappropriate or unacceptable use will be investigated. Complaints regarding violations of acceptable use policy should be forwarded to the IT Department.

The open and library labs have their own specific computer use guidelines. Please read them before using of their computers. Students may refer to: <http://ict.nmsu.edu/Guidelines/index.html> for additional NMSU security, policies, and guidelines.

## **NEW MEXICO STATE UNIVERSITY LIBRARY**

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The New Mexico State University Library is a Destination for Discovery that offers access to rich content and research-level collections in two library facilities located in the heart of the campus. Zuhl and Branson libraries house over 1.8 million items and provide electronic access to scholarly journals and databases for both general academic and discipline-specific research. View the large geological collection and artworks on display at Zuhl Library and explore historical collections within the Archives and Special Collections Department at Branson Library. Reference assistance and research support are provided by a team of faculty and staff dedicated to student learning and success. There are a variety of study areas available including quiet and group spaces, some of which can be reserved. Over 100 PCs, scanners, laptops, and other resources are

available for students to use. More detailed information may be found at <http://lib.nmsu.edu>.

**NMSU Grants:** The NMSU Grants Library makes available books, magazines, newspapers, and journals to NMSU students, faculty, and members of the community. Access is provided through the NMSU Library Catalog online and through online article databases. Audio-visual materials are available to faculty for checkout and to students and members of the community to view in the library. Students may check out videos that correspond with their math coursework. Internet access is available at twelve public computer workstations and self-service photocopies are available for a nominal fee per copy. Helpful library staff is on hand to assist anyone with their research needs. The Library houses a collection of New Mexico legal materials as a service to the local community, but no longer maintains a Law Library. The Library's current operating hours are posted outside the library entrance and on the library's website. You may call 287-6637 for the most up-to-date information or visit the Library's website: <http://grants.nmsu.edu/library/>.

## **NEW STUDENT ORIENTATION**

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New Student Orientation is mandatory for all new students at NMSU. Transfer and readmissions are welcome and encouraged to attend at NMSU Grants. Students will learn about college life, campus resources, policies, and ultimately register for their courses at Orientation. Campus Tours are offered.

For information, please contact the Aggie Welcome and Orientation Office at (575) 646-4496 or (575) 646-8038 and can be reached via email at [awo@nmsu.edu](mailto:awo@nmsu.edu) or <http://awo.nmsu.edu/>. NMSU Grants students may contact Student Services for scheduling and information: (505) 287-6628.

## **SMALL BUSINESS DEVELOPMENT CENTER**

The Small Business Development Center (SBDC) is located at 701 E Roosevelt Ave., in Grants. The SBDC offers no-cost counseling and low-cost training for all types of business at any stage of business development. The SBDC is designed with the small business person in mind. Whether in business for some time or just starting out, the SBDC can help address challenges encountered by small business owners. As a member of the New Mexico Small Business Development Center Network, SBDC's experienced staff can provide assistance in the following areas:

- Explore business ownership opportunities in Cibola County
- Start a new business or make an established one more efficient and profitable
- Create alternatives for solving problems
- Measure your success potential
- Improve your management skills
- Access a wealth of business resources

#### **Specialized Consulting**

SBDC staff is available for specialized consulting to help business owners develop an individual plan for your business. Staff will help create alternatives to solve business-related marketing problems and offer assistance for effective record keeping, accounting, and inventory control.

#### **Business Education**

The SBDC offers individualized tutoring in accounting, marketing, and various aspects of management that can help you avoid costly mistakes. Special arrangements can be made for SBDC staff to come to businesses to discuss strategies. Seminars and workshops are available to improve business and management skills. For more information, contact the SBDC Director or staff at 287-8221.

## **Small Wonders Child Care Center:**

This private daycare operates on the NMSU Grants Campus and is available for student, faculty, and staff families as well as the public. There is frequently a

waiting list for all ages and you are encouraged to contact the Director as early as possible. For more information, call Small Wonders Child Care Center at 287-8373.

## STUDENT ACCESSIBILITY SERVICES

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Students Accessibility Services (SAS) in Las Cruces coordinates university efforts, to provide access and opportunity to students with disabilities, including students who have disabilities that are apparent and non-apparent. Students wanting to learn more about services or accommodations available to those with a documented disability should contact the SAS office. Advanced notice in planning services is strongly encouraged. NMSU is committed to providing an accessible institution to all individuals.

For more information, please visit the SAS office in Corbett Center: Room 208, MSC 4149, PO Box 30001, Las Cruces, NM 88003-0001 575-646-6840; <http://sas.nmsu.edu> or [sas@nmsu.edu](mailto:sas@nmsu.edu).

**NMSU Grants** students may contact the Vice President for Student Services at (505) 287-6628. Petition Request forms are available and will be processed for students at the start of each new semester.

## STUDENT SOCIAL CODE OF CONDUCT

The policies and procedures related to student social conduct are published in the back of this Catalog. The Vice President for Student Services serves as the NMSU Grants Discipline Officer for student non-academic misconduct. The Vice President for Academic Affairs serves as the Hearing Officer for academic misconduct.

**Children on Campus:** Children should not be left unattended anywhere on campus, including the Cyber Café, Library, and Student Lounge. Refer to the Computer Usage Guidelines on page 14 for additional information. Occasionally faculty may permit children in the classroom, however the student must discuss this with their instructor prior to class and this would be an exception. NMSU Grants offers childcare opportunities (at cost) to students, faculty and staff. Children ages 2–12 may be enrolled in the campus-based child care facility. For more information on child-care, please phone Small Wonders Child Care Center at 287-8373.

## STUDENT GOVERNMENT/STUDENT ACTIVITIES

The Associated Student Government (ASG) has been established to provide students with a vehicle to provide input to administrators, organize and support student activities, and assist with various campus events. Clubs, based on various student interests and activities, are established each year. Examples include Phi Theta Kappa, Native American Club, Student Business Club, and others. To find out more about getting involved in student government or the various clubs, go to [grants.nmsu.edu](http://grants.nmsu.edu) or Student Services office at 287-6678.

## STUDENT SUCCESS CENTERS

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**NMSU Grants** provides support to students in coursework through professional and peer-to-peer tutoring. Additional resources available are Wi-Fi access, fully functional computer lab, and study areas. As a Pearson VUE Test Center, professional licensures and certifications are offered, along with college paper-based and computer-based testing. The center is located in Martinez Hall (room125) and hours of operation are subject to NMSU Grants semester scheduling.

New Mexico State University Las Cruces offers a variety of learning assistance, advising and tutorial services via the Student Success Center. The Student Success Center provides services to assist NMSU students in reaching their academic potential. The Student Success Center provides study skills assistance in such areas as time management, memory, concentration, note taking, reading, test preparation, test taking, math/science study skills, speed reading, critical thinking, financial literacy, as well as graduate school and professional skills test preparation. The services are available to students in the following formats:

1. Individualized assistance is provided to any student who walks in at The Student Success Center
2. Degree credit is offered under UNIV 110, Personal Learning Skills; UNIV 112, Academic and Personal Effectiveness; UNIV 113, Speed Reading; UNIV 150, The Freshman Year Experience; UNIV 300, Preparing for the GRE; UNIV 350, Peer Education; and UNIV 395, Independent Study.
3. Learning strategies and study-skills workshops provide quick assistance in one-hour presentations offered throughout the semester.
4. Professional and graduate school workshops provide development in such areas as speed reading, getting into graduate school, preparing for the GRE, GMAT, LSAT, MCAT, or NMTA.
5. Student Success Center staff provides outreach presentations on learning and study-skills topics to classes, programs and organizations on campus.
6. Cross Campus Advising assists students with academic advising, changing or exploring majors, seeking connections within a college or needing assistance navigating administrative procedures at the University.
7. The Campus Tutoring Service (CTS) provides walk-in and online tutoring at no charge; and the QuickConnect Early Alert and Intervention Program is an early warning and intervention system, utilized by faculty, focused on first-year students.

For comprehensive information on all programs and services offered by the Student Success Center please visit us at the Hardman and Jacobs Undergraduate Learning Center Room 128, call (575)646-3136, or review our services online at <http://ssc.nmsu.edu>.

## TESTING SERVICES

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**Testing Services at NMSU Grants:** As a Pearson VUE Test Center, professional licensures and certifications are offered, along with college paper-based and computer-based testing. The center is located in Martinez Hall (room125) and hours of operation are subject to NMSU Grants semester scheduling.

Testing Services at Las Cruces provides test information and registration materials for the following tests: American College Testing Assessment (ACT); College Level Examination Program (CLEP); High School Equivalency (HSE); General Education Development (GED) and HiSet; Graduate Management Admission Test (GMAT); Graduate Record Exam (GRE); Miller Analogies Test (MAT); Pearson VUE Test Site; PRAXIS Series; Pre-Professional Skills Test (PPST); New Mexico Teacher Assessments; and others.

For more information contact, Testing Services, MSC 3DA , PO Box 30001, Las Cruces, NM 88003; (575) 528-7294; <http://dacc.nmsu.edu/testing>.

## RECOGNITION OF ACADEMIC ACHIEVEMENT

NMSU has a number of university-wide programs that recognize academic achievement. These include the Honors College, the Crimson Scholars Program, the dean's report of academic achievement and graduation with honors. In addition, many colleges and departments have their own programs and awards that recognize the academic achievement of their students.



# THE HONORS COLLEGE

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The Honors College at NMSU Las Cruces provides motivated undergraduate students with opportunities to broaden and enrich their academic programs. In small classes taught by master teachers, honors students engage in lively discussion and collaborative investigation of interdisciplinary topics. By taking honors courses, students may also work toward completing general education requirements and disciplinary requirements in the major. There are two program options available to students: University Honors and the Honors Certificate. Each option has separate eligibility requirements, benefits, and forms of recognition for the student. For details concerning eligibility and requirements, see the Honors College section of the NMSU Las Cruces Catalog.

## CRIMSON SCHOLARS PROGRAM

Crimson Scholars is a recognition program for academically superior students. Crimson Scholars receive a number of benefits, including:

- Automatic eligibility for all Honors courses
- Early registration
- Recognition in the commencement program
- A lapel pin

## DEAN'S REPORT OF ACADEMIC ACHIEVEMENT

Following the close of the semester, each college dean publishes a list of students who have achieved honor standing in grades for the previous semester. To be eligible, a student must have been enrolled in 12 or more semester credits with a computable grade in each. The top 15 percent of eligible students by college for that semester will be named to the Dean's Honor List.

## GRADUATION WITH HONORS

To be eligible for a four-year degree with honors, a student must have earned at least 60 semester credits in computable grades while in residence at New Mexico State. Courses taken in the Honors College and graded S will be counted as a part of the minimum of 60 credits. The number of students at graduation, by college, receiving degrees with honors in any one year shall not exceed 15 percent. To receive high honors, a student must be in the top 1.5 percent of the graduating class by college. One person from each college will receive highest honors. In case of a tie, the student with the greatest numbers of credits earned at NMSU with computable grades will be awarded highest honors for each college. Of the students receiving highest honors from the fall and spring commencements, the student with the highest grade-point average and the greatest number of credits earned at NMSU with computable grades will be awarded the Class of 1919 Scholarship Plaque.

awarded highest honors for each college. Of the students receiving highest honors from the fall and spring commencements, the student with the highest grade-point average and the greatest number of credits earned at NMSU with computable grades will be awarded the Class of 1919 Scholarship Plaque.

## Phi Theta Kappa

PTK is the International Honor Society for two-year colleges, providing opportunities for development in scholarship, leadership, service, and fellowship. Membership is offered to students who have achieved a 3.5 grade point average, have completed a minimum of 12 hours of coursework leading to an associate's degree, and have demonstrated leadership qualities.

# GRADUATION REQUIREMENTS

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For the baccalaureate degree each student must complete a minimum of 120 credits including at least 48 credits numbered 300 or above. However, to satisfy the requirements of accreditation, licensure, program depth or rigor, or other needs, some majors require coursework in excess of the 120 credit hour minimum.

Each college has its own requirements for graduation listed under its curricula. However, there are certain graduation requirements common to all undergraduate colleges:

- A student must have a cumulative GPA of 2.0 in all courses taken at NMSU.
- The student will be required to show proficiency in written English in all class work at the university. Any instructor may remand a student to the English remedial laboratory for further training in written English. In each case, the student must complete the remedial laboratory work prior to submitting the application to graduate.
- Each student must complete at NMSU at least 30 of the last 36 credits necessary for the baccalaureate degree. Of these 36 credits, 21 credits must be upper division and at least 12 of these upper division credits must be in the major. Colleges or Departments may require that more than 12 of the upper division credits be from the major, and they may direct that certain of these credits be course specific.
- Curricular requirements for a specific degree may be met by completing all of the course requirements for that degree as set forth in the catalog of matriculation provided that the selected catalog is not more than six years old when the requirements for graduation are met. This rule applies only to the course requirements and number of credits as specified for the degree. In all other cases, the current catalog is effective. The catalog is effective Summer Session I through Spring Semester.

Special provisions consistent with the NMSU Servicemembers Opportunity College (SOC) and other agreements apply for active military and veterans-see section Military/Veterans and Family Members.

Upon completion of all requirements, multiple majors for a single degree (e.g., B.A.) will be noted on the academic record. Multiple bachelor's degrees (e.g., B.A. and B.S.) may be granted if all requirements for the degrees have been completed. Multiple degrees may be granted at one commencement if all requirements have been met. Graduation fees must be paid for each degree.

Both designated and undesignated associate degree residency requirements vary with the college awarding the degree. Requirements for the two-year associate degrees and for the certificates are found in the section(s) concerning these degrees.

- Arts and Sciences, Business Administration, Education, and Health and Social Services require that the last 15 credits be completed at NMSU or one of its Community College campuses.
- College of Agricultural, Consumer and Environmental Sciences requires that the last 30 credits be completed at NMSU or one of its Community College campuses.

**NMSU GRANTS:** To earn an Associate degree at NMSU Grants, a student must:

- Complete a minimum of 66 semester credits and have an average 2.0 GPA in courses taken at NMSU;
- The last 15 semester credits must be taken at a NMSU campus. Exceptions to this policy will need to be directed to the Vice President for Academics;

- Courses must be lower division.  
Courses with an "N" suffice do not apply to any degree

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## ATTENDANCE AT COMMENCEMENT

The academic colleges will confirm eligibility to participate in the commencement exercises held at the close of the fall and spring semesters. Eligible candidates (registered for final degree requirements, as certified by the college deans) and degree recipients from the previous summer session will participate in the fall ceremony. Students who complete degree requirements in the spring must attend the spring ceremony. Bachelor degree candidates wishing to participate in a spring commencement ceremony prior to completing degree requirements in summer school must meet the following conditions:

1. Receive permission from appropriate Dean
2. Show a minimum cumulative grade-point average of 2.0
3. Lack 12 or fewer credit hours to complete degree requirements
4. Remaining credit hours must be offered in the upcoming summer schedule of classes
5. Submit degree application and approved petition form (available in the Dean's office) by the last day to apply for a degree in the spring Semester.

Commencement is a symbolic ceremony. Participation in commencement does not, in itself, mean that a student is considered an NMSU graduate. In order to be awarded a degree, a student must fulfill university requirements as determined by academic colleges. The degree will reflect the graduation date from the application for degree in which all degree requirements were determined by the academic colleges.

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## DIPLOMA

Diplomas will be mailed to graduates approximately eight weeks after final grades have been processed by the Registrar's office, concluding a final degree audit by the individual Colleges. The diploma will be mailed to the address specified on the degree application, unless an address change has been requested before the end of the semester.

The name on the diploma will reflect the student's current official NMSU records. Name changes are processed only for currently admitted students. The degree title and major(s) will be printed on the diplomas, in accordance to the degree application award, determined by the academic colleges. Academic honors will also be printed on the diplomas below the degree and major(s).

All fees and bills owed the university must be paid in full before a student may receive a diploma or transcript of credits.

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## FILING NOTICE OF DEGREE CANDIDACY

Degree candidates are required to file an Application for Degree and pay graduation fees for each degree sought. This fee (\$25 for certificates, \$25 for associate, \$25 for bachelors, and \$35 for graduate degrees) will be included in the total cost for the semester or session in which the candidate anticipates completing degree requirements. If degree requirements are not completed

during the semester or session, the student must reapply and pay the appropriate fees. The Application for Degree form is available online through the MyNMSU website. It must be completed and submitted by the designated deadline for that semester. A \$25 late fee applies to applications received after the application deadline, and no applications will be accepted after the posted deadline date.

A student must specify choice of catalog as indicated under Graduation Requirements.

The latest date for substitution or waiver of required courses for candidates for degrees is two weeks after the last date of registration for regular or summer terms

## GENERAL EDUCATION COURSES

### THE NEW MEXICO COMMON CORE REQUIREMENTS

General Education at NMSU provides all students with a broad foundation and common framework upon which to develop knowledge and skills, social consciousness and respect for self and others, thus enabling them to function responsibly and effectively now and in the future. General education courses at NMSU can be identified by the G suffix.

The New Mexico General Education Common Core includes designated general education courses guaranteed to transfer to any New Mexico public college or university. A complete list of approved courses can be found on the New Mexico Higher Education Department web site at [www.hed.state.nm.us](http://www.hed.state.nm.us). The current approved NMSU courses are listed below under each of the five general education areas.

In accordance to state law (Chapter 21, Article 1B NMSA 1978), the New Mexico Higher Education Department has established policies to guarantee successful transfer of completed core courses between New Mexico postsecondary public institutions.

### LOWER DIVISION GENERAL EDUCATION COURSE TRANSFER CURRICULUM

THE NMSU PREFIX AND COURSE NUMBER WILL BE LISTED FIRST, THE NM TRANSFER CURRICULUM NUMBER WILL THEN BE LISTED IN PARENTHESES FOLLOWED BY THE COURSE TITLE AND CREDIT HOURS.

#### AREA I: COMMUNICATIONS (Select 9-10 credits one from each sub group)

##### English Composition – Level 1

ENGL 111G, (ENGL 1114) Rhetoric and Composition .....	4
ENGL 111GH, (ENGL 1114) Rhetoric and Composition, Honors. ....	4

##### English Composition – Level 2

ENGL 203G, (ENGL 2113) Business and Professional Communication.....	3
ENGL 211G, (ENGL 2113) Writing in the Humanities and Social Sciences.....	3
ENGL 218G, (ENGL 2113) Technical & Scientific Communication.....	3
ENGL 311G, (ENGL 2113) Advanced Composition .....	3
ENGL 318G, (ENGL 2113) Advanced Technical and Professional Communication .....	3

##### Oral Communication

AXED 201G, (COMM 1213) Effective Leadership and Communication in Agricultural Organizations.....	3
COMM 253G, (COMM 1213) Public Speaking.....	3
COMM 265G, (COMM 1213) Principles of Human Communication.....	3
HON 265G, (COMM 1213) Principles of Human Communication- Honors.....	3

#### AREA II: MATHEMATICS/ALGEBRA (Select 3-4 credits)

A ST/STAT 251G, (MATH 2123) Statistics for Business and Behavioral Sciences.....	3
MATH 112G, Fundamentals of Elementary Mathematics II.....	3
MATH 121G, (MATH 1113) College Algebra .....	3
MATH 142G, Calculus for the Biological and Management Sciences.....	3
MATH 190G, Trigonometry and Precalculus.....	4
MATH 191G, Calculus and Analytic Geometry I.....	4
MATH 192G, Calculus and Analytic Geometry II.....	4
MATH 192GH, Calculus and Analytic Geometry II Honors.....	4
MATH 210G, Math Appreciation .....	3
MATH 275G/HON 275G, Spirit and Evolution of Mathematics .....	3
MATH 291G, Calculus and Analytic Geometry III .....	3
STAT 271G, (MATH 2133) Statistics for Psychological Sciences.....	3

#### AREA III: LABORATORY SCIENCE (Select 8 credits)

AGRO/HORT 100G, Introductory Plant Science.....	4
ANTH 130G/ANTH130GL, Human's Place in Nature: Introduction to Biological Anthropology.....	4
ASTR 105G, The Planets .....	4
ASTR 110G, Introduction to Astronomy.....	4
BICL 101G/101L, (BICL 1113/BICL 1111) Human Biology.....	4
BICL 110G, Contemporary Problems in Biology.....	4
BICL 111G/111L, (BICL 1213/BICL 1211) Natural History of Life .....	4
BICL 211G/211L, (BICL 1223/BICL 1221) Cellular and Organismal Biology .....	4
CS 171G, Introduction to Computer Sciences.....	4
CHEM 110G, (CHEM 1114) Principles and Applications of Chemistry.....	4
CHEM 111G, (CHEM 1213) General Chemistry I.....	4
CHEM 112G, (CHEM 1223) General Chemistry II .....	4
ES 110G, (ENVS 1114) Introduction to Environmental Science.....	4
FSTE 164G, Introduction to Food Science Technology .....	4
FSTE 263G, Food Science I.....	4
GEOG 111G, Geography of the Natural Environment .....	4
GEOL 111G, Survey of Geology.....	4
GEOL 212G, (GEOL 1114) The Dynamic Earth.....	4
HON 205G, Life, Energy, and Evolution.....	4
HON 219G, Earth, Time, and Life .....	4
PHYS 110G, Great Ideas of Physics.....	4
PHYS 120G, Introduction to Acoustics.....	4
PHYS 211G/212GL, (PHYS 1213/PHYS 1211) General Physics I.....	4
PHYS 212G/212GL, (PHYS 1213/PHYS 1211) General Physics II.....	4
PHYS 215G/215GL, (PHYS 1213/PHYS 1211) Engineering Physics I.....	4
PHYS 216G/216GL, (PHYS 1223/PHYS 1221) Engineering Physics II.....	4
PHYS 221G, General Physics for Life Sciences/Laboratory.....	4
PHYS 222G, General Physics for Life Sciences II/Laboratory.....	4

#### AREA IV: SOCIAL/BEHAVIORAL SCIENCES (Select 6-9 credits)

AGE 210G/FSTE 210G, Survey of Food and Agriculture Issues.....	3
ANTH 120G, Human Ancestors .....	3
ANTH 125G, (ANTH 2113) Introductions to World Cultures.....	3
ANTH 201G, (ANTH 1113) Introduction to Anthropology.....	3
ANTH 202G, (ANTH 2213) Introduction to Archaeology and Physical Anthropology.....	3
ANTH 203G, Introduction to Language and Cultural Anthropology.....	3
CEP 110G, Human Growth and Behavior.....	3
CJ 101G, (CRJ 1113) Introduction to Criminal Justice.....	3
ECON 201G, Introduction to Economics .....	3
ECON 251G, (ECON 2113) Principles of Macroeconomics.....	3
ECON 252G, (ECON 2123) Principles of Microeconomics .....	3
GEOG 112G, World Regional Geography.....	3
GEOG 120G, Culture and Environment.....	3
GOVT 100G, (POLS 1123) American National Government.....	3
GOVT 110G, (POLS 1113) Introduction to Political Sciences.....	3
GOVT 150G, American Political Issues.....	3

GOVT 160G, International Political Issues.....	3
HON 232G, The Human Mind.....	3
HON 235G, The World of Anthropology.....	3
HON 237G, Archaeology: Search for the Past.....	3
HON 248G, The Citizen and the State: Great Political Issues.....	3
HON 249G, American Politics in a Changing World.....	3
JOUR 105G, Media and Society.....	3
LING200G Introduction to Language.....	3
PHLS 150G, Personal Health and Wellness.....	3
PSY 201G, (PSYC 1113) Introduction to Psychology.....	3
SWK 221G Introduction to Social Welfare.....	3
SOC 101G, (SOC 1113) Introduction to Sociology.....	3
SOC 201G, (SOC 2113) Contemporary Social Problems.....	3
WS 201G, Introduction to Women's Studies.....	3
WS 202G, Representing Women.....	3

**AREA V: HUMANITIES AND FINE ARTS (Select 6-9 credits)**

ART 101G, (ARTS 1113) Orientation in Art.....	3
ART 110G, (ARTS 1013) Visual Concepts.....	3
ART 295G, (ARTS 2113) Introduction to Art History I.....	3
ART 296G, (ARTS 2123) Introduction to Art History II.....	3
DANC 101G, (DANC 1113) Dance Appreciation.....	3
ENGL 115G, Perspectives on Literature.....	3
ENGL 116G, Perspectives on Film.....	3
ENGL 220G, Introduction to Creative Writing.....	3
ENGL 244G, Literature and Culture.....	3
HIST 101G, Roots of Modern Europe.....	3
HIST 102G, (HIST 1063) Modern Europe.....	3
HIST 110G, Making History.....	3
HIST 111G, Global History to 1500.....	3
HIST 112G, Global History Since 1500.....	3
HIST 201G, (HIST 1113) Introduction to Early American History.....	3
HIST 202G, (HIST 1213) Introduction to Recent American History.....	3
HIST 211G, East Asia to 1600.....	3
HIST 212G, East Asia Since 1600.....	3
HIST 221G, Islamic Civilizations to 1800.....	3
HIST 222G, Islamic Civilizations Since 1800.....	3
HON 208G, Music in Time and Space.....	3
HON 216G, Encounters with Art.....	3
HON 220G, The World of the Renaissance: Discovering the Modern.....	3
HON 222G, Foundations of Western Culture.....	3
HON 225G, History of Ethics.....	3
HON 226G, Puzzles, Paradoxes, and Truth.....	3
HON 227G, Plato and the Discovery of Philosophy.....	3
HON 228G, Religion and the State.....	3
HON 229G, The New Testament as Literature.....	3
HON 230G, Bamboo and Silk: The Fabric of Chinese Literature.....	3
HON 234G, The Worlds of Arthur.....	3
HON 239G, Medieval Understandings: Literature and Culture in the Middle Ages.....	3
HON 241G, Telling American Stories: Society and Culture in Early America.....	3
HON 242G, Claiming an American Past.....	3
HON 244G, Masterpieces of World Literature.....	3
HON 270G, The World Theatre.....	3
MUS 101G, (MUSI 1013) Introduction to Music.....	3
MUS 201G, (MUSI 1413) History of Jazz in Popular Music: A Blending of Cultures.....	3
PHIL 100G, Philosophy, Law and Ethics.....	3
PHIL 101G, The Art of Wondering.....	3
PHIL 124, Philosophy of Music.....	3
PHIL 136G, (RELJ 1113) The Quest for God.....	3
PHIL 201G, (PHIL 1113) Introduction to Philosophy.....	3
PHIL 211G, (PHIL 1213) Informal Logic.....	3
PHIL 223G, (PHIL 1213) Ethics.....	3
THTR 101G, (THRT 1013) Introduction to Theater.....	3

**Alternatives for Meeting General Education Requirements**

Students taking nine or more credits in a specific subject area, even though the courses are not designated as General Education courses, will have met the general education requirements for that subject area. For example, a student may complete ART 150, 155 and 156 (9 hours) and thereby satisfy one course from the Area V: Humanities and Fine Arts category, even though none of those courses carries a G suffix. Please check with the college associate dean or with college advisors.

**Military and Veterans Programs (MVP)**

**NMSU Grants:** Contact a Certifying Official in Student Services to access your Educational Benefits, at 505-287-6678.

NMSU is a military and veteran friendly university which strives to provide the best possible service to our current and former service members as they pursue their educational goals. NMSU Military and Veterans Programs promotes lifelong learning and professional development for veterans, active-duty military and their families, assisting them in their higher education goals by offering:

- Affordable, in-state tuition rates for active-duty military personnel and dependents using federal education benefits
- Affordable, in-state tuition rates for veterans and dependents receiving U.S. Department of Veterans Affairs education benefits
- Easily transferable credits that count toward degrees at NMSU
- Facilitation of all Department of Defense Tuition Assistance (TA) Benefits
- Courses taught online and at locations near regional military installations
- Innovative technology and course delivery methods
- Internships for veterans
- Student advocacy at every level, from admissions to graduation
- Resource materials from a variety of veteran and military service organizations
- Priority registration for all military and veteran students
- Veterans on Campus Training by Kognito, training faculty and staff on our student veterans and the unique value they bring to campus
- Salute Honor Society for student veterans
- Connection with student organizations
- A tradition of quality education

NMSU degree programs are approved by the State Approving Agency Directory at the New Mexico Higher Education Department. Eligible students may receive education benefits from the U.S. Department of Veterans' Affairs.

For further information, contact Military and Veterans Programs at: MSC 4740, PO Box 30001, Las Cruces, NM 88003-8001; (575) 646-4524; <http://mvp.nmsu.edu>.

**COSTS**

**Active-Duty**

Active-duty military personnel (Armed Forces) stationed in New Mexico or at Fort Bliss, Texas may complete a Resident Tuition Application for Active Military, Veterans and Dependents of the US Armed Forces waiver to qualify for in-state tuition. Spouses and minor children of active-duty personnel who

are stationed in New Mexico and Fort Bliss, Texas who are not otherwise entitled to claim in-state residency, may apply for in-state tuition by submitting a Resident Tuition Application for Active Military, Veterans and Dependents of the US Armed Forces waiver to the Military and Veterans Programs office. Applications are available at the Military and Veterans Programs Office, online at <http://mvp.nmsu.edu>, or through the Registrar's Office.

#### **Dependents Receiving VA Educational Benefits**

Per NM 2015 HB 427:

A spouse or child of a veteran of the armed forces is entitled to pay tuition and fees at the rate provided for New Mexico residents; provided that the spouse or child is eligible for benefits pursuant to the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for a veteran and the dependents of a veteran. Applications are available by contacting Military and Veterans Programs office.

#### **Veterans**

Veterans receiving U.S. Department of Veterans Affairs education benefits are eligible for in-state tuition through the Veterans In-State Tuition Act by submitting a Resident Tuition Application for Active Military, Veterans and Dependents of the US Armed Forces waiver. For further information concerning approved programs and application process, eligible persons should contact Military and Veterans Programs office.

Veteran students enrolled under the following programs are responsible for their tuition and fees in the same manner as a nonveteran student:

- Montgomery GI Bill-Active Duty (CH30)
- Dependents (CH35)
- Montgomery GI Bill-Selected Reserve (CH1606)
- Reserve Educational Assistance Program (REAP) Tuition and fees of students enrolled under the Vocational Rehabilitation Program (CH31) will be paid by the U.S. Department of Veterans Affairs under contract with the university.

## **REGULATIONS**

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*Note: These regulations apply to all campuses of NMSU and are effective with the publication of this catalog. Tuition amounts, fees, and similar items subject to annual review and change are all effective with the current catalog.*

#### **CREDIT FOR MILITARY SERVICE**

New Mexico State University will award academic credit to United States military personnel for courses and Military Occupational Specialties (MOS), based on the American Council of Education Guide (ACE) as well as through national standardized tests, such as CLEP, AP, PEP and DANTES. Credit for military-training is in accordance with NMSU Faculty Senate Legislation Proposition 24-07/08, which was passed in May 2008. Military Training and Military Occupational Specialties (MOS) must have a recommendation evaluation by ACE (in the ACE Guide) for credit to be awarded. Courses accepted for transfer credit become part of the student's official NMSU transcript and academic record. If a student wishes to appeal a decision regarding the acceptance of military training/education and/or MOS for academic credit, the student must submit a written statement of appeal to the Dean of the College to which the student has applied. The Dean will review the merits of the appeal and render a decision. The decision of the Dean is final.

Only Primary MOS (s) are eligible for academic credit in the initial review and evaluation. Credit for Duty and/or Secondary MOS may be eligible for academic credit if the student petitions the college's Associate Dean. Primary MOS is the primary specialty of a soldier and reflects the broadest and most in-depth scope of military experience. Veterans, active-duty personnel, National Guard and Reservists who are current students or students applying

for admission to New Mexico State University may be granted academic credit on a case-by-case basis upon evaluation of military transcripts - the Joint Service Transcript ([jst.doded.mil](http://jst.doded.mil)) and the Community College of the Air Force transcripts. Course equivalencies and credit hours awarded for a particular NMSU degree are determined by colleges and/or academic departments. Credit hours may be awarded for specific courses toward degree requirement, or as elective credit. The number of credit hours awarded will be determined by the college and/or academic department.

*NOTE: Students submitting military transcripts for credit evaluation must keep in mind the Maximum Time Frame policy. See Financial Aid Section.*

#### **TUITION ASSISTANCE**

Tuition Assistance (TA) is a benefit paid to eligible active duty members of the Air Force, Army, Coast Guard, Marines, and Navy. The Department of Defense (DoD) has given each service the ability to pay up to \$250 per semester credit hour of the actual cost of tuition (no fees) during the fiscal year (Oct. 1 - Sept. 30). TA will pay for up to 13- semester hours of a bachelor's degree and up to 39 semester hours of a master's degree. TA must be requested and approved prior to the start date of the course.

Service members must first be admitted to NMSU before they may enroll in any classes at NMSU.

Please be aware of our admission and registration process:

1. Service members must apply online to be admitted,
2. Login to [my.NMSU.edu](http://my.NMSU.edu) to register for classes, and
3. Create an account and Request TA through their service online portal. Each service has its own criteria for eligibility, application process and restrictions. Refer to our website for service login information: <http://mvp.nmsu.edu/tuition-assistance>

It is important to request TA for the same class and section number as enrolled in NMSU for tuition and grading purposes. Only enrollments requested and approved through their service online portal will be eligible for TA. Refer to our website for further information at <http://mvp.nmsu.edu/tuition-assistance> or contact the Military Programs Coordinator for assistance at [mvp@nmsu.edu](mailto:mvp@nmsu.edu) or (575) 646-4524.

#### **MILITARY WITHDRAWAL**

The following steps must be taken by all New Mexico State University students called up for active duty who wish to withdraw from all their classes:

1. Military and Veterans Programs: VA students ordered to Active Duty must provide a copy of orders to the MVP office, Garcia Annex, room 144. To assist in reporting accurate information to the VA Regional Office, student should also provide, in writing, last day of class attendance.
2. NMSU Registrar: All students presenting their orders to the NMSU Registrar's Office, (575) 646-3411, will receive a military withdrawal from classes and a full tuition and fees refund for that semester.
3. Bookstore: Students who still have their receipts for textbooks purchased the semester in which they are called to active duty will be given a full refund for these textbook purchases when they present their orders. (575) 646-4431.

#### **VETERANS' ATTENDANCE AND SATISFACTORY PROGRESS**

The U.S. Department of Veterans Affairs requires all veterans receiving VA education benefits to make satisfactory progress and systematic advancement toward an educational objective or be liable for over-payments. Satisfactory progress and regular class attendance are expected of such students.

If a veteran receiving benefits is suspended for academic reasons, benefits are terminated and will be restored only after readmission to NMSU.

If the university has liability claims filed against it as a result of a veteran failing to meet compliance requirements of the U.S. Department of Veterans Affairs, the university will not release any academic records on the veteran until such time as the veteran has reimbursed the federal government for funds drawn in violation of those requirements.

A student receiving VA education benefits who is pursuing a degree program offered by New Mexico State University should adhere to the curriculum of that program. Failure to do so will result in the student being certified for less than full-time status or becoming liable for an overpayment.

## RESPONSIBILITY OF VETERAN STUDENTS

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Students must be pursuing a degree in a specific program to be eligible for benefits. Admission procedures for veterans and other eligible persons are the same as for all students. Academic advisors must submit degree plans to Military and Veterans Programs prior to certification. For continued certification, students must submit a Concise Student Schedule to the MVP office every semester.

Veterans must notify the MVP office when any of the following occurs:

- Dropping or adding course(s)
- Withdrawing from course(s)
- Discontinuing regular class attendance
- Changing programs (academic majors)

VA education benefits are payable for regular attendance in courses that are part of the veteran's program (major) curriculum. VA educational benefits are not payable for:

- Classes not attended regularly
- Repeating a course for which a passing grade was received
- Classes for which credit is received through successful completion of a proficiency test or grade by examination
- Classes taken on an audit basis
- Classes that are dropped or withdrawn from
- Classes taken that are not part of the veteran's program (major) curriculum

## REGULATIONS & POLICIES

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These regulations are effective with the publication of this catalog and apply to all campuses within the NMSU system.

## ACADEMIC APPEALS

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### Academic Appeals Board

Within each college of the university or the library, an academic appeals board will be appointed by the associate dean for academics to hear student appeals. The appeals board will consist of three faculty members and two students.

**NMSU GRANTS** has created an Academic Misconduct Appeals Committee (AMAC). Refer to [grants.nmsu.edu](http://grants.nmsu.edu) for current forms and protocol.

### Academic Misconduct

Students at NMSU are expected to observe and maintain the highest academic, ethical, and professional standards of conduct. Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty
2. Plagiarism, which includes, but is not necessarily limited to: submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one's own work when such work has been prepared by another person or copied from another person.
3. Unauthorized possession of examinations, reserve library materials, or laboratory materials.
4. Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report or unauthorized access to academic computer records.
5. Nondisclosure or misrepresentation in filling out applications or other university records in, or for, academic departments or colleges.

### Maintenance of Records

Instructors and/or departments shall keep records used to compute individual grades for two years after the completion of a course. If a grade has been appealed, these records shall be kept for at least two years after completion of the appeal. Departments, colleges or library may require that records be kept for longer periods.

### Procedure for Initiating Grievance Complaints

This procedure has been established to provide a method to resolve undergraduate student grievances at the lowest administrative level in a fair and expeditious manner. For the purpose of this procedure, grievances are limited to alleged violations of university policy or procedures by the university or its employees, disputes with faculty and/or alleged unfair treatment. Usually this method is used to appeal a grade the student feels was not justified. Under no condition should these policies be used when the student has allegedly violated the University Code of Conduct or a contractual agreement, and at no hearing should either party have a lawyer. Any student who believes that he/she has been unjustly treated within the academic process may proceed as far as necessary in the steps detailed below. Should the alleged grievance not involve a faculty member or course, the student is to appeal directly to the department head or associate dean for academics in whose area or college the alleged grievance occurred.

1. **Appeal to the faculty member:** The student is to submit a written appeal to the faculty member within 30 days after the start of the semester following the semester in which the alleged grievance occurred. Semester in this case refers to fall and spring only. If the alleged grievance occurs during the summer session, the student is to submit an appeal no later than 30 days into the fall semester following the summer session in which the alleged grievance occurred. The faculty member and the student are to discuss the problem. The faculty member will submit a written report outlining his or her decision to the student and department head or appropriate unit designee within ten working days of receiving the student's written appeal.
2. **Appeal to the department head or appropriate unit designee:** If a decision satisfactory to the student cannot be reached, the student may submit a written appeal to the department head or appropriate unit designee in which the course in question is taught. This is to be done within ten days of the receipt of the faculty member's written decision. The faculty member, the department head or appropriate

unit designee, and the student are to meet to discuss the problem. The department head or appropriate unit designee will send a written response outlining his or her decision to the student and faculty member within ten days of this meeting.

**3. Appeals to the associate dean for academics or associate dean of the library:** If a satisfactory decision cannot be reached among the department head or appropriate unit designee, the faculty member, and the student, the student or the faculty member may submit a written state of appeal to the associate dean for academics of the college in which the course was taught. This is to be done within ten working days after the receipt of the written decision by the department head. The associate dean may request a written recommendation from an Academic Appeals Board. Should this be the case, the Academic Appeals Board will conduct a hearing with the student and faculty member (not necessarily at the same time) to review the merits of the appeal. They may also ask for supporting evidence for or against the appeal. The Academic Appeals Board will submit the written recommendation to the associate dean within five working days following the conclusion of their process. The associate dean may meet with the student, faculty member, and department head to discuss the appeal (not necessarily at the same time). The associate dean will submit a written response outlining his or her decision to the student, faculty member, department head, and dean within ten days of the last meeting.

**4. Appeals to the dean:** The dean of the college or library in which the course is taught or in whose college the alleged grievance occurred may, at his or her discretion, review the appeal upon the written request of the student or faculty member and render a final decision. An appeal to the dean is the last step in the appeals process and the dean's decision cannot be appealed further. Should the dean not choose to review the appeal, the decision of the associate dean for academics or associate dean of the library is final.

**5. Exceptions to the time involved:** The associate dean for academics or associate dean of the library may waive the normal time frame for appeals for compelling reasons. Regardless of circumstances, academic appeals must be initiated with the course instructor within two years of the conclusion of the semester or summer session in which the course was taken.

**6. Enrollment:** A student need not be enrolled at the university to initiate an appeal.

the semester or if the student maintains a semester GPA greater than 2.0 while on Academic Probation I but the cumulative GPA is still less than 2.0.

Under Academic Probation I the following conditions apply:

1. The student cannot enroll in more than 13 hours of coursework during the semester. *Note: Students falling below 12 credits in any one semester will jeopardize their financial aid.* Should this occur, students should see the associate dean in their college as soon as possible to try to implement corrective measures.
2. The student will enter into a contract or individualized education plan with their advisor and approved by the associate dean or CAO that place further stipulations on Academic Probation I. The associate dean or CAO may place the student on Academic Probation II or Academic Suspension should the student not adhere to the stipulations of the contract.
3. Students on Academic Probation receiving educational benefits from the Veterans' Administration must obtain counseling from the Military & Veterans Programs Office.
4. Students admitted under special provisions whose transcripts indicate less than a 2.0 GPA are admitted on Academic Probation I.

The student must maintain a semester GPA equal to or greater than 2.0 until such time that the cumulative GPA is greater than 2.0 at which time the student goes back to good academic standing. Until the latter happens the student remains on Academic Probation I. The student will be placed on Academic Probation II if unable to maintain a 2.0 semester GPA, and the cumulative remains below a 2.0 GPA, while under Academic Probation I. A student on Academic Probation I remains eligible for all extracurricular activities as governed by the rules of the specific activity.

#### **Academic Probation II**

Issued when a student falls below a semester 2.0 GPA, and the cumulative remains below a 2.0 GPA, while on Academic Probation I, or, if the student maintains a semester GPA greater than 2.0 while on Academic Probation II but the cumulative GPA is still less than 2.0.

1. The student cannot enroll in more than 7 hours of coursework during the semester.
2. As with rule 2 under Academic Warning and Academic Probation I and at the discretion of the associate dean or CAO, the student will be required to enter into a contract with their advisor, approved by the associate dean or CAO, to place further stipulations on Academic Probation II.

The associate dean or CAO may place the student on Academic Suspension should the student not adhere to the stipulations of the contract.

The student must maintain a semester 2.0 GPA or higher until the cumulative GPA reaches a 2.0 or higher at which time they are placed on good academic standing. A student unable to maintain a semester GPA of 2.0 or higher, and the cumulative remains below 2.0 GPA, while under Probation II will be placed on Suspension. A student on Academic Probation II remains eligible for all extracurricular activities as governed by the rules of the specific activity.

#### **Academic Suspension**

When a student does not achieve a semester 2.0 GPA or higher, and the cumulative remains below a 2.0 while under Academic Probation II, they are placed on Academic Suspension. Students under Academic Suspension are not allowed to take NMSU courses while under suspension. Students on Academic Suspension must sit out a minimum of 1 semester and then petition the Provost or designee to be removed from Academic Suspension. At this time the suspension status will be evaluated for possible removal. Should the suspension be lifted, the student is placed on Academic Probation II until such time as the cumulative GPA equals or exceeds a 2.0. At the discretion of the Provost or designee, the student will enter into a contract approved by the Provost or designee and the student's Dean or CAO, setting stipulations to have the suspension removed. Failure to adhere to the contract will return the student to Academic Suspension.

## Academic Standing

When students do not maintain adequate academic standing, they begin a progress of Academic Warning to Academic Probation I and II, and finally to Academic Suspension. Each stage imposes more structure and limitations on the student in order to help them return to normal academic standing. The intent is not to punish, but to help the student return to normal academic standing and success. Since some of these limitations involve limitations on the number of credit hours, students on Probation or Suspension may be subject to loss of financial aid. It is the responsibility of the student to determine the impact of their changed academic standing on their financial aid. Notification to students of academic warning, probation, or suspension appears on the student's grade report at the end of each grading period.

#### **Academic Probation I**

This occurs when a student under Academic Warning has a semester GPA less than 2.0, and the cumulative GPA remains below 2.0 at the conclusion of

Under certain conditions, a student may be re-admitted at NMSU under regular status while under Academic Suspension when satisfactory progress has been demonstrated at another college or university (see Readmission-Degree Seeking). Credits earned at another university or college while under Academic Suspension from NMSU or another university or college will be accepted at NMSU only after the student demonstrates satisfactory progress over a period of two semesters after being re-admitted or admitted to NMSU. Acceptance of transfer credits that count toward degree requirements is still governed by the rules established by the student's respective college or campus.

#### **Academic Warning**

Issued only once, the first time a student's cumulative GPA falls below a 2.0 while in good academic standing. The relevant Associate Dean for Academics or Campus Academic Officer (CAO) will send the student a letter detailing the consequences should the cumulative grade point remain below a 2.0 at the conclusion of the semester. A student on Academic Warning remains eligible for all extracurricular activities as governed by the rules of the specific activity.

While under Academic Warning the following restrictions apply:

1. The student may be required to enroll in a 3-hour special study skills/time management course specifically designed for students on Academic Warning, or an equivalent course approved by the appropriate associate dean or CAO of their campus.
2. Students will be required to enter into a contract with their advisor, approved by their department head that places further stipulations on Academic Warning. The contract may include, but is not limited to the following:
  - The student may be required to take at least one repeat course to try to improve their GPA.
  - Except for the special study skills/time management course, the student's coursework may be restricted to their major.
  - The student may be required to get tutoring help.
  - The student may be required to see an academic counselor on a specified time schedule.
  - The number of hours a student may register for may be restricted (due to extenuating circumstances such as the student's workload commitments).

The associate dean or CAO may place the student on Academic Probation I should the student not adhere to the stipulations of the contract.

If the student's semester GPA is less than a 2.0, and the cumulative GPA remains below a 2.0 at the end of the semester on Academic Warning, the student is placed on Academic Probation I. If the semester GPA is greater than 2.0 but the cumulative GPA is still less than 2.0, the student will remain on Academic Warning. If the cumulative GPA is greater than a 2.0 at the end of the semester then the student is returned to good academic standing.

#### **Continuing in probationary status**

Students may continue to enroll while on Academic Probation I or II provided they maintain a semester GPA of 2.0 or higher. They are continued on that same level of Academic Probation if they withdraw from the university while on Academic Probation.

#### **Disciplinary Probation and Suspension**

NMSU expects all students to regard themselves as responsible citizens on campus and in the community.

Repeated misconduct and major violations will cause the student to be subject to immediate suspension or expulsion from the university.

The general rules and regulations applicable to students are in the Student Code of Conduct of the Student Handbook or can be obtained from the Scheduling and Information Desk in Corbett Center.

#### **Effect of summer attendance**

A student may use summer classes to try to get warning or probationary status removed. Students suspended at the close of the spring semester may have their Academic Suspension rescinded if they attend summer session at NMSU or one of its Community College colleges. Such attendance must raise the combined spring semester and summer GPA to 2.0 or better. Under no circumstances may a student on Academic Warning or Academic Probation be allowed to register for an overload. Academic warning status is continued if the student withdraws from the university and probation or suspension status applies to all subsequent enrollments.

A certification of eligibility to attend summer session at NMSU after a spring semester Academic Suspension is available to the suspended student who wishes to attend summer sessions at other institutions.

#### **Removal of Academic Probation**

Such academic standing is removed when the cumulative GPA is raised to 2.0 or higher, with the following exceptions:

- (1) A transfer student may not remove probation by summer work alone;
- (2) If an I grade is removed after the student has enrolled, the new grade's effect on academic standing is based on its inclusion with grades for the term for which the student is enrolled;
- (3) Exercise of the Adjusted Credit Option does not change academic status until subsequent grades are earned.

## **GENERAL ACADEMIC**

#### **Attendance and Student Performance**

Students are expected to attend regularly all classes for which they are registered. Students making satisfactory progress in their classes will be excused from classes when they are representing NMSU on a university sponsored event (e.g. ASNMSU president representing NMSU at legislative session, student athletes competing in NMSU scheduled athletic events, or students attending educational field trips and conferences). Authorized absences do not relieve the student of their class responsibilities. Prior written notice of the authorized absence will be provided to the instructor by the sponsoring department. Specific class attendance requirements are determined by the instructor of the course.

When the number of absences hinders a student's progress in a course, the instructor may initiate a statement of the student's excessive absences including a recommendation of retention or expulsion from the class. Based on the recommendation of the instructor and with the concurrence of the course department head and the student's academic dean, a student will be dropped for persistent absences or for persistent failure to complete assignments. Similarly, a student may also be dropped from a class for engaging in behavior that interferes with the educational environment of the class. Any student who has been dropped from a class shall have the right to appeal that decision through the Student Academic Grievance Policy.

Only enrolled students, for credit or for audit, are permitted to attend classes. A student who has officially withdrawn from a course may continue to attend the course with the permission of the instructor for the remainder of the semester.

Students not enrolled may visit classes only with the permission of the instructor.

#### **Basic Academic Skills**

NMSU requires all students to demonstrate basic academic skills in both English and mathematics to ensure that they have the abilities to succeed in upper-division courses numbered 300 or higher. First-time students are evaluated using ACT or SAT test scores or diagnostic testing at the time of



registration to determine basic academic competency. Based upon this evaluation, the university will require entering students to correct deficiencies by completing coursework in English and mathematics before enrolling in courses numbered 300 and above.

Transfer students with 45 or more credits will be allowed to enroll in upper-division courses for one semester. After that point, they must meet both of these requirements before enrolling in upper-division courses. The options for satisfying basic skills in English and mathematics are listed below.

Completion of basic skills requirements will not necessarily satisfy university general education requirements in English and mathematics. Students should consult the General Education Courses and Requirements section in this chapter for these requirements.

#### **English Basic Skill Requirement Options**

- 30 ACT English Score - Students may satisfy basic skills requirements in English by scoring 30 or higher on ACT English exams. However, students must still earn credit for ENGL 111G by one of these options:

- ENGL 111G or ENGL 111GH - Students may satisfy English basic skills by passing ENGL 111G or ENGL 111GH with a grade of C- or higher.

- CLEP Credit - Students may earn credit for ENGL 111G or ENGL 111GH by taking the College Level Examination Program subject exam in freshman college composition with a score of 57 (top quartile) or higher. See Credit by College Level Placement Examination for details.

- Advanced Placement Credit - Students may receive advanced placement credit for ENGL 111G or ENGL 111GH by scoring 3, 4, or 5 on the English Advanced Placement Exam. See "Advanced Placement" for details.

- Transfer Credits - Students may receive credit for ENGL 111G by transferring 3 or more credits of college-level English composition, with a grade of C- or above from accredited institutions. International students may be required to satisfy the requirements under ENGL 111 M below.

- Transfer Credits - from Nonaccredited Institutions. Students may receive credit for ENGL 111G by transferring 3 or more credits of college-level English composition with a grade of C- or higher from a nonaccredited institution, and by writing a theme which is judged adequate by the Department of English.

- ENGL 111 M - International students who took the TOEFL examination must complete ENGL 111 M with a satisfactory grade.

- Developmental Courses - Students who score 12 or below on the ACT English exam must pass two developmental English courses (CODE 105N, CODE 110N) before enrolling in ENGL 111G. Students who score 13 to 15 on the ACT English exam must pass one developmental English course (CODE 110N) before enrolling in ENGL 111G. Developmental courses are included on the transcript and will be included in the calculation of the GPA; however, credits in developmental courses will not count toward a degree.

#### **Mathematics Basic Skills Requirement Options**

- 23 ACT Mathematics Score - Students may satisfy basic skills requirements in mathematics by scoring 23 or higher on ACT mathematics exams. However, students must still fulfill the general education math requirement.

- Coursework - Students scoring below 23 on ACT mathematics exams may satisfy basic skills in mathematics by earning a grade of C- or higher in one of the following courses or course combinations:

- (a) CODM 112N and CODM 113N;

- (b) CODM 114N;

- (c) MATH 111 and MATH 112G;

- (d) any mathematics course numbered 120 or above, which includes A ST 251G, STAT 251G and STAT 271G.

New students are placed in these courses according to their high school GPAs and their ACT scores in mathematics. However, new engineering students must take the mathematics placement exam (MPE), and any new student may choose to take the MPE to test towards a higher placement. Placement does not earn academic credit, and placement in a mathematics course numbered 120 or higher does not satisfy the basic skills requirement.

- Basic Skills Exam - Students may take the Basic Skills Exam, which is offered twice a semester by the Department of Mathematical Sciences. A passing score will meet the basic skills requirement, although it will not appear as credit on the student's transcript.

- Advanced Placement Credit - Students may receive credit for courses which may satisfy basic skills in mathematics by taking the math Advanced Placement Exam. See Advanced Placement later in this chapter for details.

- Developmental Courses - Students who score below 23 on the ACT mathematics exam and whose score on the math placement exam, if taken, does not qualify them for placement into university-level mathematics courses will be placed into the appropriate development mathematics course or courses (CODM). Placement into CODM course(s) is dependent upon the student's ACT score and high school GPA. Students must pass the CODM course or courses before enrolling in university-level mathematics courses. Developmental courses are included on the transcript and will be included in the calculation of the GPA; however, credits in developmental courses will not count toward a degree.

#### **Outcomes Assessment- Evaluating Your Academic Progress**

New Mexico State University is committed to providing its students with a quality education and a supportive learning environment. Assessment is a process of rigorous review followed by implementation of changes to enhance and improve the quality of education students receive at NMSU. For assessment to be effective, students must be actively aware of, and engaged in, assessment activities. Faculty and staff at NMSU will communicate to students the value and implications of assessment. For their part, students will provide feedback on personal, professional and academic development. Students are expected to participate in all types of assessment when asked to do so. Types of assessment activities include class assignments, course projects, exams, exit interviews, standardized tests, surveys, focus groups, etc. Data gathered through these assessments will be published only in aggregate form. Efforts will be made to inform students of assessment results and the program improvements implemented as a result of assessment.

#### **Privacy Rights**

The following information has been designated as directory information and is subject to release to the public under the Buckley Amendment (PL 98-380), "The Family Educational Rights and Privacy Act of 1974": student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Other information regarding disclosure of student data is posted at the Registrar's Office in compliance with the Act.

Requests for withholding directory information must be filed in writing with the Registrar's Office.

### **Satisfactory Progress**

A full-time student is making satisfactory progress when the cumulative number of credits earned at NMSU, divided by the number of semesters attended at NMSU, equals at least 12. Part-time students must earn a proportional number of credits in the same time period for purposes of financial aid. In the case of new freshmen, this definition will not be applied until the beginning of the third semester of enrollment; however, for all other students, it will apply after one semester of enrollment. All students at the end of their second academic year must have a cumulative 2.0 GPA.

### **Social Security Numbers in Student Records**

As required by law, social security numbers are collected from prospective and current students who plan to seek employment on campus or, wish to receive financial aid. In addition, the university is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service, so that applicable educational tax credits may be computed. The social security number will be necessary to submit this tax reporting. The social security number is a confidential record and is maintained as such by the university in accordance with the Family Educational Rights and Privacy Act.

### **Student Responsibility**

The ultimate responsibility for planning an academic program in compliance with university, college, and departmental requirements rests with the student. In addition, the student bears ultimate responsibility for understanding all matters of the Undergraduate Catalog.

### **Transcripts**

An official transcript, the University's certified statement of your complete NMSU academic record in chronological order by semester and year, includes coursework, grades, and degrees earned. Credit hours earned through transfer work are not listed in detail, but do appear as cumulative totals. Transcripts are available as digitally signed PDFs or printed copies. Transcripts can be ordered online at <http://mytranscript.nmsu.edu>. A fee is charged. The name on the transcript will be the same as on the official NMSU records. Name changes are processed only for current students. No transcript will be released if the student is in debt to the university.

Transcript evaluation, student records and determination of residency:

Office of the Registrar, MSC 3AR, PO Box 30001, Las Cruces NM 88003-8001; (575) 646-3411;

<http://registrar.nmsu.edu/>.

## **REGISTRATION AND GRADING**

### **Adjusted Credit Option**

The adjusted credit option allows students who obtain a low grade-point average (less than 2.0 cumulative) during their first few semesters to get a fresh start. This option may be used only once and is not reversible. All courses carrying a grade of S, CR, C-, or better earned prior to the grading period in which the student requests the adjusted credit option (including transfer courses) are included as adjusted credit. All allowable credits are designated on the permanent academic record as "adjusted credit" and are omitted from the calculations of the cumulative grade-point average.

A fee of \$10 is required for the submission of an adjusted credit option application. Application forms are available in the offices of the academic deans. Students applying for this option must:

1. not hold a baccalaureate degree
2. be currently enrolled as a degree-seeking/nondegree undergraduate student
3. have a cumulative grade-point average of less than 2.0 at NMSU
4. have successfully accumulated fewer than 60 transfer plus NMSU credits

5. exercise the option only during the fall or spring semester before the last day to withdraw from the university

6. pass an additional 30 graded credits before they may be awarded an associate's degree.

Other courses taken during the period of credit adjustment are not calculated in the cumulative grade-point average. The repeat rule for courses starts anew for students who have taken the adjusted credit option.

Credits covered by this option are shown on the transcript with an appropriate notation, and all coursework attempted is shown. In no circumstances will a transcript of this record be issued that does not include all courses attempted at this university.

Probationary status and eligibility for on-campus employment is not affected by the exercise of the adjusted credit option.

Students are eligible for university honors if the criteria for university honors are met for all courses taken at NMSU after the period of adjusted credit.

### **Advanced Placement**

Students who have completed college-level courses in secondary schools and have taken the Advanced Placement Examinations of the College Examination Board with resulting composite scores of 3, 4, or 5 may receive college level credit. The amount of credit and the equivalent university courses for which credit will be granted will be determined by the head of the department in which the course is offered. Such credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements.

### **Audits**

A regularly enrolled student may register for any course prior to the last day of registration as an auditor without credit with the consent of instructor, provided the facilities are not required for regular students. The tuition and fees are the same as for credit courses. Audit courses are not considered in determining the maximum load except for students on probation and graduate students. A student may not change from credit to audit after the last day to register but may withdraw and continue to attend with the permission of the instructor.

### **Changes in Registration**

Registration changes may be processed only in accordance with university regulations and with appropriate signatures. It is the responsibility of the student to initiate official withdrawal from a course.

Forms are available from the Academic Advisor or in the Deans' offices. Courses may not be added or dropped after the cutoff date indicated in the university calendar, with the exception of petitions for retroactive withdrawal processed in accordance with Policy 6.92. For refund policy, see <http://uar.nmsu.edu/withdrawals/>.

When a student officially drops a course, the W grade is assigned as follows:

1. No grade is assigned during the registration period.
2. A W grade is assigned to any student who officially drops a course during the first half of its duration. A student may not officially withdraw from a course after this time.
3. A grade of W is assigned in all courses to any student officially withdrawing from the university prior to the last three weeks of classes.

A student found insufficiently prepared to carry a regular course may be transferred to a more elementary course in the same field any day before the last day to officially withdraw from an individual course.

Any person attending under Veterans Educational Assistance must notify the Military and Veterans Programs office if dropping or adding courses changes enrollment status for benefits.

### **Class Load**

The normal load in a regular semester (fall or spring) for a main campus student is 12-18 credits. A normal load for a summer term is 6 credits per

session for a total of 12 credit hours. Some scholarships may require a 15 credit class load as a minimum requirement to be eligible for that scholarship.

An overload is more than 18 credits for a regular semester and more than 12 credits for the summer term. Written permission must be obtained from the Dean of the student's college and is required for a student to register for an overload. A one-credit course in physical education may be taken without being included in the calculation for determining an overload. To be eligible to take an overload the student must have no grades less than a C- and a cumulative grade-point average of a 2.5 or higher for the last two semesters. No freshman will be permitted to assume an overload.

Students may only enroll in non-NMSU courses with approval from the Dean of their college and these courses will still be counted as part of a student's class load.

### **Class Rank (Classification)**

A student's classification depends upon the number of credits completed toward graduation. Sophomore rank is achieved with successful completion of 28 credits; junior rank, 60 credits; senior rank, 90 credits.

### **Credit by College Level Examination Program (CLEP)**

Prior to or during a student's enrollment at NMSU, credits may be earned through the College Level Examination Program (CLEP) of the College Entrance Examination Board. CLEP is a national program of credit by examination that offers the opportunity to earn credits for college level achievement wherever or however the student learned.

Earned CLEP credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements.

A current NMSU CLEP policy as well as test schedule information is available through Testing Services DACC East Mesa, RM 210. Testing Services may be reached at: (575) 528-7294.

### **Credit by Examination**

Any enrolled student with a cumulative GPA of at least 2.0 currently attending classes may, with permission of the appropriate department, challenge by examination any undergraduate course in which credit has not been previously earned except an independent study, research or reading course, or any foreign language course that precedes the final course in the lower-division sequence. The manner of administering the examination and granting permission shall be determined by the department in which the course is being challenged.

Students may not enroll in a single course, challenge it by examination, and drop it during the drop/add period, unless they enroll in an additional course.

In exceptional cases in which a student demonstrates outstanding ability in a course in which he is already registered, he may be permitted to challenge the course.

A student desiring to apply for special examination may obtain the necessary forms from the Office of the Registrar. The fee for challenging a course is the same as the approved tuition rate.

Courses may not be challenged under the S/U option.

The special examination privilege is based on the principle that the student, exclusively, has the responsibility for preparing for a special examination.

### **Credit for Military Service**

New Mexico State University will award academic credit to United States military personnel for courses and Military Occupational Specialties (MOS), based on the American Council of Education Guide (ACE) as well as through national standardized tests, such as CLEP, AP, PEP and DANTES. Credit for military-training is in accordance with NMSU Faculty Senate Legislation Proposition 24-07/08, which was passed in May 2008. Military Training and

Military Occupational Specialties (MOS) must have a recommendation evaluation by ACE (in the ACE Guide) for credit to be awarded. Courses accepted for transfer credit become part of the student's official NMSU transcript and academic record. If a student wishes to appeal a decision regarding the acceptance of military training/education and/or MOS for academic credit, the student must submit a written statement of appeal to the Dean of the College to which the student has applied. The Dean will review the merits of the appeal and render a decision. The decision of the Dean is final.

Only Primary MOS (s) are eligible for academic credit in the initial review and evaluation. Credit for Duty and/or Secondary MOS may be eligible for academic credit if the student petitions the college's Associate Dean. Primary MOS is the primary specialty of a soldier and reflects the broadest and most in-depth scope of military experience. Veterans, active-duty personnel, National Guard and Reservists who are current students or students applying for admission to New Mexico State University may be granted academic credit on a case-by-case basis upon evaluation of military transcripts - the Joint Service Transcript (jst.doded.mil) and the Community College of the Air Force transcripts. Course equivalencies and credit hours awarded for a particular NMSU degree are determined by colleges and/or academic departments. Credit hours may be awarded for specific courses toward degree requirement, or as elective credit. The number of credit hours awarded will be determined by the college and/or academic department.

*NOTE: Students submitting military transcripts for credit evaluation must keep in mind the Maximum Time Frame policy. See Financial Aid Section.*

### **Grade Point Average**

A student's NMSU semester and cumulative GPAs will be based solely on courses taken at NMSU or under an approved National Student Exchange.

### **Graduate Study by University Seniors**

A student who is in the final semester of a bachelor's degree program and who is completing all requirements for graduation may take up to 6 credits of graduate-level courses numbered from 450 through 598 for credit toward an advanced degree.

The student must also:

1. File an Application for Admission to Graduate Student Services and be admitted by a department into a graduate program
2. Have a grade-point average of 3.0 or better over the most recent semesters in which the last 45 semester hours were completed
3. File a petition for each course by the deadline to add courses for the semester in which the course was taken
4. Obtain approval by the instructor, department head, and undergraduate dean

The combined total of graduate and undergraduate courses for the semester may not exceed 17 credits. Students should consult an admission representative at the Graduate Student Services.

If the student is not admitted into a graduate program, the course(s) will remain separate from the undergraduate record. If the student is admitted into a graduate program, the course(s) will become part of the graduate record and will not be used in the calculation of the student's undergraduate grade-point average or credit hours.

### **Incomplete Grade**

The grade of I (incomplete) is given for passable work that could not be completed due to circumstances beyond the student's control. The following regulations apply to removing or changing an I grade:

1. Instructors may assign I grades only if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course. Examples of appropriate circumstances include documented illness, documented death or crisis in the student's immediate family, and similar circumstances. Job related circumstances are generally not appropriate grounds for assigning an I grade. In no

case is an I grade to be used to avoid the assigning of D, F, U, or RR grades for marginal or failing work.

2. To assign an I grade, the instructor must complete the I Grade Information Form and have the form delivered to the course dean. The instructor will state in writing on the I Grade Information Form the steps necessary to complete the remaining coursework or the instructor may indicate that the student will be required to re-enroll in the course to receive credit (in which case the I grade will not be removed). The student will sign this document or the course dean will send a copy of the document to the student's official permanent address as recorded in the Registrar's Office.

3. The student is entitled to have the I grade removed from their transcript only if they complete the remaining coursework as specified on the I Grade Information Form, in a manner satisfactory to the instructor. The work must be completed within 12 months after the I grade is assigned and prior to the student's graduation, or within a shorter period of time if specified by the instructor on the I Grade Information Form. If the student fails to complete the coursework, the instructor may change the I grade to any appropriate grade (including D, F, or U) provided that the instructor stated that this would occur on the I Grade Information Form.

4. I grades can be removed from the student's transcript by the instructor only during the 12-month period following assignment of the I grade or prior to the student's graduation, whichever comes first. To remove an I grade, the instructor must complete a Change of Grade Form and file the form with the Registrar's Office. The instructor may assign whatever grade is appropriate for the entire course. This may include grades of D, F, or U. An I grade not changed by the assigning instructor within 12 months and prior to graduation shall remain an I grade thereafter.

5. A student may re-enroll and receive credit for any course for which an I grade was previously received, but retaking the course will not result in a removal of the I grade from the student's transcript.

The effect of removing an I grade on a student's academic standing (scholastic warning, probation, or suspension) depends on the date the transaction is officially recorded on the student's academic record. If the transaction is recorded before the student begins another semester, the grade replacing the I is included in the grade-point average calculation that establishes the student's academic standing. If the transaction is recorded after the student begins another semester, the new grade's effect on academic standing is based upon its inclusion with grades for the semester in which the student is enrolled.

#### **Independent Studies**

Independent study courses (including directed reading and special topics courses which do not carry a subtitle) are for students capable of self-direction who meet the requirements for the S/U option, i.e., if the students are not eligible for the S/U option, they are not eligible for independent study. Each college determines the maximum number of credits that may be earned in independent study courses.

#### **Numbering of Courses**

University courses numbered 100 through 299 are considered lower division and are for undergraduate credit only, these courses will not be applied toward a graduate degree at any time. Courses numbered 300 through 499 are considered upper division and are intended for the undergraduate level, but in some cases graduate credit may be obtained. Courses numbered 450 through 499 are designed for seniors and graduates; 500 through 599 are primarily for graduate students working on a master's degree; 600 through 700 are principally for students working on a doctoral degree.

In some cases, graduate credit may be obtained in courses numbered 300 through 449, to secure such credit, a written request must be filed with the dean of the Graduate School at the time of registration. However, these

courses cannot be deficiencies, and no more than 4 credits will be granted toward a degree can be granted for courses numbered below 400. The total of courses numbered 300 through 449 cannot exceed 8 credits.

#### **Prerequisite/Corequisite**

A prerequisite is an enforceable entry requirement for a particular course. Students must have successfully completed the prerequisite before enrolling in the subsequent course. A corequisite is a course that is required to be taken in conjunction with another course.

#### **Repeating Courses**

A student may repeat a course in which a D or F grade has been earned. A computable grade (excluding I, W, RR, AU, CR, S, or U) in a repeated course may be substituted in the calculation of the grade-point average, though the original grade also remains on the transcript. The first occurrence with a C or better grade will count in earned/ passed hours. Future attempts will not count in earned/passed hours. If a student repeats a course eligible for grade substitution in which the student has earned a D and then fails the course, the second grade of F will not be substituted for the original grade.

Neither credits nor grade points may be earned by repeating a course for which a grade of C- or higher has already been received. Repeat option applies only to eligible courses that were completed prior to the time a student was awarded a degree at NMSU.

#### **RR Grade**

The RR grade applies only to designated skill development undergraduate courses (CODE, CODL, CODM & CODR) approved by the University Curriculum Committee and indicates the student has made substantial progress toward completing the requirements of the course. It carries neither penalty nor credit. The student must re-enroll and successfully complete the course in order to earn credit. The grade of RR may be received only once in any given course, and it remains on the student's transcript.

#### **S/U Option**

Students with 28 credits at NMSU under traditional grading, with an overall average of 2.5 or better, may exercise the S/U option. The following limitations apply:

1. No more than 7 credits per semester or 4 credits per summer session.
2. Not to exceed a total of 21 semester credits.

These limitations do not apply to honors and courses officially designated S/U. Each course under this option must be requested during registration. Eligibility must be determined by the student's academic dean and certified by the student. The course must be taken outside the major. If the student changes majors, the new major department may require a traditional grade for a course previously passed with an S grade. The traditional grade change is made by the instructor or by a course challenge if the original instructor is no longer with the university.

Eligibility for S/U grading must be re-established after adjusted credit has been approved.

Nondegree students who do not meet the above requirements may take courses under the S/U option. However, these courses may not be applied toward an undergraduate degree at NMSU.

Graduate students in regular standing may take courses for the S/U option, outside the major department, under regulations stated in the Graduate Catalog.

Each academic college of the university may designate courses in which the grading will be on a basis of S or U for all students enrolled in the courses. Credits in such courses are not included in the 21-credit limitation or the 7-credit-per-semester limit.

## Undergraduate Enrollment in Graduate Courses

Undergraduates who wish to enroll in a graduate-level course numbered 450 or higher for undergraduate credit must secure prior written permission from the instructor and course dean. Enrollment is by petition only and is limited to outstanding juniors and seniors.

### University Credits

The unit of university credit is the semester hour, which is the equivalent of one hour of recitation/lecture or a minimum of two hours of practice per week for one semester.

### University Grading System

Grade reports are not automatically mailed to students. Students can access grades and credits by the web using my.nmsu.edu. At the request of the student, the instructor will provide information on progress in the course prior to the last day to drop a course.

The NMSU system of grading is expressed in letters, which carry grade points used in calculating the cumulative grade-point average:

Letter Grade	Grade points per unit of credit
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	2.0
D+, D, D-	1.0
F	0
W — Withdrawal	0
N — Grade not submitted	0
CR — Credit authorized, but not letter grade	0
IP — In progress	0
RR — Progress in undergraduate course	0
PR — Progress on graduate thesis	0
S* — Satisfactory work	0
U — Unsatisfactory work	0
I — Incomplete	0
AU — Audit	0

\*An S grade is a grade satisfactory to the professor and is normally equivalent to the letter grade of C- or higher.

In computing the overall grade-point average, the total credits in which grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F have been assigned is divided into the total number of grade points earned.

A course for which only CR, but no letter grade, is given and a course in which an S or PR grade is earned will be included in earned hours but is not computed in the grade-point average.

## WITHDRAWALS

### Administrative Withdrawals

When an administrative withdrawal from a course is initiated for a student who is representing the university at an official out-of-town event, the withdrawal will become effective upon the return of the student to the university from that event or five class days after the signed drop slip arrives in the dean's office, whichever is sooner.

### Military Withdrawal

The following steps must be taken by all New Mexico State University students called up for active duty who wish to withdraw from all their classes:

1. Military and Veterans Programs: VA students ordered to Active Duty must provide a copy of orders to the MVP office, Garcia Annex, room 141. To assist in reporting accurate information to the VA Regional Office, student should also provide, in writing, last day of class attendance.
2. NMSU Registrar: All students presenting their orders to the NMSU Registrar's Office, (575) 646-3411, will receive a military withdrawal from classes and a full tuition and fees refund for that semester.
3. Bookstore: Students who still have their receipts for textbooks purchased the semester in which they are called to active duty will be given a full refund for these textbook purchases when they present their orders. (575) 646-4431

### Student Medical Withdrawal

A medical withdrawal applies to a student who becomes seriously ill, injured or hospitalized and is therefore unable to complete an academic term for which they are enrolled. The attending physician must provide a letter on official letterhead with an original signature, stating the date(s) within the semester that the student was under medical care and that the student must withdraw because of the medical condition. This letter must be submitted within the semester or no later than one academic year after the end of that term for which the withdrawal is being requested.

Once the information is reviewed a determination will be made if the student is eligible for consideration of tuition or other refunds (Students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University). At the Las Cruces campus, medical withdrawal begins at the Registrar's Office. At all other campuses, medical withdrawal begins at the Student Services Office.

### Withdrawal Due to Medical Conditions of a Family Member

A student who must withdraw because of a medical condition of an immediate family member will need to submit a letter from the family member's attending physician on official letterhead with an original signature, stating the date(s) within the semester that the student's immediate family member was under medical care, and confirm that the student must withdraw to attend to the immediate family member's medical condition. This letter must be submitted within the semester or no later than one academic year after the end of that term for which the withdrawal is being requested.

For purposes of this policy, "immediate family member" includes spouse, a domestic partner as defined in the NMSU Policy Manual 7.04 Domestic Partnerships, a child, parent or legal guardian, a sister or brother, a grandparent, or a grandchild. Such familial relationships created by law are also included (i.e. mother/father in law; half or step siblings); other relationships can be considered on a case-by-case basis.

Once the information is reviewed a determination will be made if the student is eligible for consideration of tuition or other refunds (Students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University). At the Las Cruces

campus, medical withdrawal begins at the Registrar's Office. At all other campuses, medical withdrawal begins at the Student Services Office.

**Withdrawal from NMSU**

Withdrawal from any NMSU campus is an official procedure that must be approved as indicated on the withdrawal form. All such withdrawals will be registered on the student's transcript. It is the student's responsibility to initiate withdrawal from the university and to obtain necessary signatures. Students who leave without following the official procedure are graded appropriately by the instructor. On the Las Cruces campus, withdrawal begins at the Registrar's Office. At all other campuses, withdrawal begins at the Student Services Office. Applicable dates are published on the approved university academic calendar or under important dates at: <http://registration.nmsu.edu>.

Students who withdraw from all courses for the semester should do so in person through the Registrar's Office. Students who are unable to come in person may submit an e-mail using their NMSU e-mail account to [registra@nmsu.edu](mailto:registra@nmsu.edu).

A student who withdraws from all classes for the semester will retain access to their NMSU account per current policy but will lose access to other services and privileges available to enrolled students.

Financial information concerning drops and withdrawals can be found at <http://uar.nmsu.edu/withdrawals/>. Financial Aid Recipients should contact University Financial Aid and Scholarship Services before withdrawing. Students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University.

The Federal Higher Education Act requires the University to calculate a Return of Federal Student Aid Funds for students who withdraw (officially or unofficially) from all classes on or before the 60 percent attendance point in the semester. Using a pro-rata schedule, the percentage of the semester attended is used to calculate the amount of the student's earned versus unearned Federal student aid funds. The unearned portion of Federal student aid funds will be returned to the appropriate aid program(s). Students withdrawing from classes are responsible for payment of any balance due after the required return of Federal student aid funds.

## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

**Note: Any item in this catalog is subject to modification at any time by proper administrative procedure. Check with Academic Advising or your Program Manager to inquire about potential changes between Catalog Publications.**

**Curricular requirements for a specific degree may be met by completing all of the course requirements for that degree as set forth in the catalog of matriculation provided that the selected catalog is not more than six years old when the requirements for graduation are met.**

**Associate of Arts Degree**

This degree represents the completion of the first two years of most bachelor's degree programs in the College of Arts and Sciences. Students following the Associate of Arts degree are advised to select courses that fulfill the General Education requirements for all bachelor's degree programs at New Mexico State University. It is recommended that students plan their elective courses to meet other requirements for their bachelor's degree. Undecided students are advised to follow this degree plan because it provides flexibility while deciding upon a major. Students are strongly encouraged to schedule an appointment with an Academic Adviser in the Student Services Office to discuss a specific program of study.

**Associate of Science Degree**

This degree represents the completion of the first two years of several bachelor's degree programs related to the sciences. Students pursuing the Associate of Science degree are advised to select courses that fulfill requirements for specific programs at New Mexico State University and that transfer to other four-year institutions. Many of the courses are General Education (G) courses. Students interested in the natural sciences (e.g., biology) or fields closely related to the sciences (e.g., allied health science) are encouraged to follow this degree plan. Students are strongly encouraged to schedule an appointment with an Academic Adviser in the Student Services Office to discuss their program of study.

**Associate in General Studies Degree**

Students who would like to design their own two-year program may do so under the Associate in General Studies Degree program. This program requires the student to: complete a total of 60 lower division credit hours (excludes non-credit courses such as any "N" suffix courses), complete ENGL 111G with a grade of C- or higher, achieve a 2.0 cumulative grade point average, and complete the last 15 credits at NMSU.

**Associate Degrees in:**

Arts.....	32
Criminal Justice.....	34
Early Childhood Education.....	35
Education.....	36
General Studies.....	37
Pre-Business.....	38
Science.....	33
Social Services.....	39

**Associate of Applied Business:**

Business.....	40
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**Associate of Applied Science Degrees in:**

Automotive Technology.....	41
Computer Technology.....	42
Creative Media Design.....	43
Electronic Publishing.....	44
Region 1 Emergency Medical Services Intermediate.....	45
Welding Technology.....	46

**Certificates in:**

Automotive Technology.....	47
Building Trades - Woodworking.....	47
Computer Technology.....	47
Drafting and Graphics Technology.....	47
Early Childhood Education.....	47
Game Design.....	48
Health Careers.....	48
Nursing Assistant.....	48
Region 1 Emergency Medical Services Basic.....	49
Robotics and Automation Electronics.....	49
Southwest Heritage Studies.....	49
Web Fundamentals.....	50
Welding Technology.....	50

**A Note about Occupation Education Courses**

Students planning to pursue a four-year degree at New Mexico State University after completing their studies at NMSU Grants need to be aware that not all occupational-education courses taken at NMSU Grants (usually those with the "OE" or "BOT" prefix) will apply toward a given major at NMSU. The number of NMSU Grants credits that may be counted toward a four-year

degree depends on the major selected and any agreements providing for the acceptance of the occupational-education courses.

It is best for students to consult advisers at both NMSU Grants and NMSU early in their associate degree program to insure that the maximum number of credits will apply toward the bachelor's degree program selected.

**All students should take the Math and English Placement Test** to assist in determining skill levels. Some students may benefit by taking developmental coursework in English and/or mathematics to strengthen skill levels in these areas. Although developmental courses do not meet degree requirements, they are certainly of benefit to those enrolled. After completing any developmental courses, new students should take the following courses before taking any other General Education requirements: COLL 101 or C-S 110, and ENGL 111G.

#### **Certificate Programs**

Students who plan to earn a certificate in one of the Certificate programs are encouraged to schedule an appointment with an Academic Adviser in the Student Services office; the student will be provided with a specific program of study. Additionally, speak with a Financial Aid adviser to ensure the certificate program is eligible for financial aid.

#### **Additional Programs**

In addition to Associate Degrees and Certificate programs offered by NMSU Grants, the college also offers additional programs of study that prepare students for Bachelor's Degrees and certification in several areas.

Students who want to earn credit in Early Childhood development may enroll in the Early Childhood (ECED) courses for ODA certification. Students are encouraged to contact the appropriate State, Tribal or local agency for specific certification requirements.

#### **Service Learning**

Service Learning is a form of "hands on" learning that combines service to the community with classroom learning. It has four components: Academics, Service to the community; Reflection of Service; and Civic Engagement and Responsibility. Non-profit organizations, governmental agencies, and educational facilities cooperate with students and faculty to engage that student in a service learning placement that coincides with the material being learned in the class. Courses that include a service learning component will be outlined in the Schedule of Classes.

**ASSOCIATE OF ARTS DEGREE**  
**60 credits**

Program Manager: Dr. William Serban, 505-287-6648

The Associate of Arts (A.A.) degree represents the completion of the first two years of several bachelor's degree programs. Students following the Associate of Arts degree program are advised to select courses that fulfill the New Mexico Higher Education Department Common Core Requirements for all programs at NMSU and that transfer to other four-year institutions. General Education courses are designated with "G" following the prefix. Since approximately half of the requirements for an A.A. degree are met with elective credit, it is recommended that students plan these electives to meet other requirements for their planned baccalaureate degree. Undecided students are encouraged to follow this degree program because it is flexible and will help structure their coursework.

**NM COMMON CORE/GENERAL EDUCATION REQUIREMENTS (36 credits)**

*(NM Common Core Classes listed on page 19-20)*

Area I Communication (9-10 credits)

ENGL 111G

ENGL 203G, or 211G, or 218G

COMM 253G or 265G

Area II Math (3 credits)

Any MATH or STAT 100-200G course from the approved list of NM General Education Common Core courses; *(Note: Student's subsequent transfer degree major should guide the selection of the math course.)*

Area III Laboratory Sciences (8 credits)

Any two lab Science 100-200G courses listed in the NM Common Core list.

A total of five courses must be chosen between Humanities/Fine Art and the Social/Behavioral Science:

Area IV: SOCIAL/BEHAVIORAL SCIENCES (6-9 credits)

2 or 3 different disciplines in the NM Common Core list

Area V: HUMANITIES AND FINE ARTS (6-9 cr) 2or 3 different disciplines in the NM Common Core list

Campus Requirements (3 credits)

COLL 101 OR CS 110 3cr

Lower division elective course(s).....min 21 credits

Recommended:

Second Language...8 credits

Any 111-112 Second Language sequence offered at NMSU campuses\*\*

**TOTAL 60 Credits**

*A maximum of 9 credit hours of applied coursework may be counted towards graduation. In addition, a maximum of 9 credits of PE and PE P courses can apply to the degree. See an advisor to determine which courses are considered "applied" coursework and run a degree audit.*

*300-400 level credits may not be applied to degree, without approval.*

*\*\* See your advisor for exact number of second language credits your selected major may require. Almost all College of Arts & Sciences majors required at least two semesters of a language; some require four semesters. New Mexico State University recommends that students take their language requirements as soon as possible and in sequence. See your advisor or the NMSU catalog for exceptions to the language requirements.*



**ASSOCIATE OF SCIENCE DEGREE**  
**60 credits**

Program Manager: David Stokowski, 505-287-6657

The Associate of Science (A.S.) degree represents the completion of the first two years of several bachelor's degree programs related to the sciences. Students pursuing the Associate of Science degree are advised to select courses that fulfill requirements for specific programs at New Mexico State University and that transfer to other four-year institutions. Many of the courses are General Education (G) courses. Students interested in the natural sciences (e.g., biology or chemistry) or fields closely related to the sciences (e.g., allied health science) are encouraged to follow this degree plan.

Students are strongly encouraged to meet with an academic advisor for help in planning their studies and should be prepared to select their coursework from the following areas:

**General Education Requirements** (36 credits)

Area I: Communications (10 credits)

ENGL 111G Rhetoric and Composition  
ENGL 218G Technical and Scientific Communication  
COMM 265G Principles of Human Communication  
**OR** COMM 253G Public Speaking

Area II: Mathematics (3 credits)

MATH 121G College Algebra or MATH 142G, Calculus for the Biological & Management Sciences, or STAT 251G, Statistics for Business & the Behavioral Sciences

Area III: Science (8 credits, must be from 2 departments\*)

ASTR 105G or 110G  
BIOL 111G/L, 101G/L, BIOL 110G, or BIOL 211G/L  
CHEM 110G; CS 171G  
ES 110G  
GEOG 111G or GEOL 111G  
PHYS 110G

Area IV: Social/Behavioral Sciences (6-9 credits in 2-3 departments\*)

ANTH G; CEP 110G; C.J 101GG  
ECON G course; H.L.S 150G  
JOUR 105G; GEOG G  
GOVT G; LING 200G  
PSY 201G; SOC G; S.WK 221G  
W.S 201G

Area V: Humanities/Fine Art (6-9 credits in 2-3 departments\*, from the Approved list so that total credits from Areas IV and V are 15)

ART 101G; MUS G; THTR G  
ENGL 115G or 220G  
HIST G; PHIL G

**Related Course Requirements** (3 credits in addition to Area II above\*)

MATH 121G, College Algebra, or  
MATH 142G, Calculus for the Biological & Management Sciences, or  
MATH 190G, MATH 191G, or MATH 192G  
STAT 251G, Statistics for Business & the Behavioral Sciences

**Other Math or Science Requirements** (12 credits)

Select lower division courses from "G" courses and non "G" courses; 1 must be a "G" course)  
ASTR; BIOL; CHEM; C.S; GEOG; GEOL; PHYS; MATH or lab science

**Other Course Requirements** (3 credits)

COLL 101, College/Life Success OR  
CS 110, Computer Literacy

**Electives**

(minimum 6 credits; total degree credits are a minimum of 60)

\*ENGL 112, Rhetoric and Composition II recommended if you earned a C in ENGL 111G

**TOTAL 60 Credits**

**CRIMINAL JUSTICE**  
**Associate Degree**  
**66 credits**

Program Manager: Megan Stoneking, 505-287-6679

The Associate in Criminal Justice introduces students to three areas of the Criminal Justice system: police, courts, and corrections. This degree is interdisciplinary in nature. Studies include the humanities, law, natural, behavioral and social sciences. The curriculum seeks to balance theoretical inquiry with applied knowledge.

This Associate degree satisfies the first two years of the Distance Education Bachelor of Criminal Justice.

**New Mexico Common Core** (36 credits)

**Area I Communications** (10 credits)

ENGL 111G Rhetoric and Composition  
ENGL 203G, 218G, OR ENGL 211G  
COMM 265G Principles of Human Communication **OR** COMM 253G Public Speaking

**Area II: Mathematics** (3 credits)

MATH 210G Math Appreciation or MATH 121G  
or higher MATH

**Area III: Science** (8 credits, must be from 2 departments)

ASTR 105G or 110G  
BIOL 111G/L, 101G/L, or BIOL 110G  
CHEM 110G; CS 171G  
ES 110G  
GEOG 111G or GEOL 111G  
PHYS 110G

**Area IV: Social/Behavioral Sciences** (6-9 credits in 2-3 departments)

ANTH G  
CEP 110G  
ECON G  
GEOG G  
GOVT G  
LING 200G  
PSY 201G;  
SOC 101G or 201G; SWK 221G;  
WS 201G

**Area V: Humanities/Fine Art** (6-9 credits in 2-3 departments)

ART 101G  
ENGL 115G or ENGL 220G  
HIST 101G, 102G, 201G or 202G;  
MUS 101G or 201G  
PHIL G course  
THTR 101G

**Criminal Justice Core Courses** (15 Credits)

CJ 101G, Intro to Criminal Justice  
CJ 205 Criminal Law  
CJ 210 American Law Enforcement  
CJ 230 Introduction to Corrections  
CJ 250 Courts and the Criminal Justice System

**Related Course Requirements** (8 credits; refer to NMSU Catalog for College of Arts and Sciences second language requirements)

Second Language Requirement: 1) Completion of a second language through

The 112 level; or 2) completion through the 213 level for native speakers

**Other Course Requirements** (6 credits)

COLL 101, College/Life Success;  
CS 110, Computer Literacy

**Approved lower division electives** (to bring total credits to a minimum of 66)  
Elective

**TOTAL 66 credits**

**Note** A grade of C or better is required in all Criminal Justice courses and any courses filling the Arts & Sciences Core Requirements.

The College of Arts & Sciences requires completion of a second language through the 212 level for the Bachelor of Criminal Justice degree. See the main campus catalog for additional information on how to satisfy this requirement.

\*See an Advisor or Program Manager for administration changes in 2016-2017 for this degree.

**EARLY CHILDHOOD EDUCATION**  
**Associate Degree**  
**66 credits**

Program Manager: Kathleen O'Connor, 505-287-6693  
Grants Teacher Education Center, 505-287-6693

The Early Childhood Education associate degree program is designed to prepare students to become highly qualified teachers, assistant teachers, or family day care providers in professional child-care for children ages birth through eight years. Students will gain a broad understanding of the specific needs of young children and develop strategies for meeting those needs. Students may choose to continue their education at any four-year institution in New Mexico. The NMSU Grants program includes the lower division courses required for entry into the Teacher Education Program (TEP), a baccalaureate program at New Mexico State University. Completion of this program does NOT guarantee admission into a Teacher Education Program at a four-year institution. Early in their second year of study at NMSU Grants, students should contact the four-year institution they have chosen to obtain application information.

**Requirements and Limitations:**

1. Students in the Early Childhood Education Program are required to complete and pass a security background check in order to take practicum courses and field experiences. Past criminal violations may prevent a student from completing the degree and from being hired by school systems or other child care facilities upon graduation.
2. Students must complete all technical requirement courses as well as CEP 110G, ENGL 111G, ENGL 211G, MATH 120, MATH 111, and MATH 112 with a grade of C or better.
3. Students must have a 2.0 GPA to graduate from this program. However, because a 2.5 GPA is required for acceptance into the Teacher Education Program at NMSU, it is highly recommended that Grants students complete the Early Childhood Education program with a 2.5 cumulative GPA.
4. Any education course more than seven years old taken at NMSU, NMSU community colleges or other institutions will not be counted toward the student's baccalaureate program. It is highly recommended that students request a review of their cumulative coursework by the appropriate department at NMSU. The student must repeat any course not approved.
5. Completion of all requirements does not guarantee acceptance in the NMSU Teacher Education Program. Please see the NMSU College of Education Advising Center for more information.

**GENERAL EDUCATION REQUIREMENTS (30 credits)**

**Area I: Communications (10 credits)**

ENGL 111G, Rhetoric & Composition  
ENGL 211G, Writing in the Humanities &  
Social Sciences

COMM 253G Public Speaking OR COMM 265G Principles of Human Communication

**Area II: MATH (3 credits)**

MATH 112G, Fundamentals of Elementary  
Mathematics II (*Prerequisites MATH 120 & MATH 111*)

**Area III: Science (8 credits)**

*Select 2 courses from 2 departments*  
ASTR 105G, The Planets **or**

ASTR 110G, Introduction to Astronomy;  
BIOL101G/L, Human Biology w/ Lab, **or**  
BIOL110G, Contemporary Problems in  
Biology, **or** BIOL 111G/L, Natural History  
of Life w/ Lab

CHEM 110G, Principles & Applications  
of Chemistry **or** CHEM 111G, General  
Chemistry I

ES 110G, Introductory Environmental Science  
GEOL 111G, Survey of Geology **or**  
GEOG 111G, Geography of the Natural  
Environment

PHYS 110G, The Great Ideas of Physics  
**OR** PHYS 211, General Physics

**Area IV: Social/Behavioral Sciences (3 credits)**

*Select one course:*

ANTH 201G, Introduction to Anthropology  
ECON 201G, Intro to Economics,  
**OR** ECON 251G, Principles Macroeconomics I  
**OR** ECON 252G, Principles of Microeconomics II  
GEOG 112G, World Geography  
**OR** GEOG 120, Culture and Environment  
GOVT 100G, American National Government  
**OR** GOVT 110G, Introduction to Political Science;  
SOC 101G, Introduction to Sociology

**Area V: Humanities/Fine Arts (9 credits)**

*Select one from the following:*

ART 101G, MUS 101G, 201G, THTR 101G

*Select 2 courses from the following:*

HIST 101G, Roots of Modern Europe **or**  
HIST 102G, Modern Europe;  
HIST 201G, Introduction to Early American  
History **or** HIST 202G, Introduction to Recent  
American History

**EARLY CHILDHOOD CORE (32 credits)**

CEP 110G, Human Growth and Behavior  
ECE 115, Child Growth, Development,  
& Learning  
ECE 125, Health, Safety & Nutrition  
ECE 135, Family & Community Collaboration  
ECE 215, Curriculum Development Through Play  
ECE 220, Early Childhood Education Practicum I  
ECE 225, Curriculum Development & Implementation II  
ECE 230, Early Childhood Education Practicum II  
ECE 235, Introduction to Language, Literacy, & Reading  
ECE 245, Early Childhood Education  
Professionalism  
ECE 255, Assessment of Children &  
Evaluation of Programs  
ECE 265, Guiding Young Children

**OTHER COURSE REQUIREMENTS (1 CR)**

COLL 101, College/Life Success (1-3 cr)

**TOTAL 66 credits**

Continued from ECE:

Transfer Requirements  
(See advisor for degree options)  
ENGL elective

ELA 101, Freshman Orientation  
HIST 261, New Mexico History  
MATH 215, Elementary Mathematics III  
3-6 credits Second Language  
LING 200G, Intro to Language

\*See an Advisor or Program Manager for administration changes in 2016-2017 for this degree.

## **EDUCATION**

### **Associate Degree**

### **66 credits**

Program Manager: Kathleen O'Connor, 505-287-6693  
Grants Teacher Education Center, 505-287-6693

The Education associate degree program at NMSU Grants is designed to prepare students for transfer into the Teacher Education Program (TEP), a baccalaureate program at New Mexico State University. Alternatively, students may opt to transfer to a similar program at another four-year institution. The NMSU Grants program includes the lower division courses required for entry into the TEP. Completion of this program does NOT guarantee admission into a Teacher Education Program at a four-year institution. Early in their second year of study at NMSU Grants students should contact the four-year institution they have chosen to obtain application information.

#### **NOTE:**

It is recommended that students check the requirements for their planned bachelor's degree. Requirements may differ for some bachelor's degrees. See education advisor for course selection information.

#### **Requirements and Limitations**

1. Students in the Education Program are required to complete and pass a security background check in order to take field-experience courses. Past criminal violations may prevent a student from completing the degree and from being hired by school systems or other childcare facilities upon graduation.
2. Students must complete all Technical Requirement courses as well as ENGL 111G, ENGL 211G, MATH 111, MATH 112 and MATH 120 with a grade of C or better.
3. Students must have a 2.0 GPA to graduate from this program. However, a 2.5 GPA is required for acceptance into the Teacher Education Program at NMSU. For this reason, it is highly recommended that NMSU Grants students complete the Education Program with a 2.5 cumulative GPA.
4. Any education course more than seven years old taken at NMSU, NMSU community colleges, or other institutions will not be counted toward the student's baccalaureate program. It is highly recommended that students request a review of their cumulative coursework by the appropriate department at NMSU. The student must repeat any course not approved.

Area I: Communications (10 credits)  
ENGL 111G, Rhetoric & Composition  
ENGL 211G, Writing in the Humanities &  
Social Sciences  
COMM 253G, Public Speaking **or**  
COMM 265G, Principles of Human  
Communication.

Area II: MATH (6 credits)  
MATH 111, Fundamentals of Elementary Mathematics I *Prerequisite: MATH 120*  
MATH 112G, Fundamentals of Elementary  
Mathematics II *Prerequisite: MATH 111*

Area III: Science (12 credits)  
*Select 3 courses from 3 departments*  
ASTR 105G, The Planets **or**  
ASTR 110G, Introduction to Astronomy  
BIOL 101G/L, Human Biology w/ Lab **or**  
BIOL 110G, Contemporary Problems in  
Biology, **or** BIOL 111G/L, Natural History  
of Life w/ Lab  
CHEM 110G, Principles & Applications of  
Chemistry **or** CHEM 111G, General Chemistry I  
ES 110G, Introductory Environmental Science  
GEOL 111G, Survey of Geology **or**  
GEOG 111G, Geography of the Natural  
Environment  
PHYS 110G, The Great Ideas of Physics **or** PHYS 211G General Physics

Area IV: Social/Behavioral Sciences (6 credits)  
*Select 2 courses from 2 different areas*  
GOVT 100G, American National Government **or**  
GOVT 110G, Introduction to Political Science  
GEOG 112G, World Regional Geography **or**  
GEOG 120G, Culture and Environment  
ECON 201G, Introduction to Economics **or**  
ECON 251 G, Principles of Macroeconomics **or**  
ECON 252G, Principles of Microeconomics  
ANTH 201G, Introduction to Anthropology  
SOC 101G, Introductory Sociology

Area V: Humanities/Fine Arts (15 credits)  
*Select 3 courses from the following:*  
HIST 101G, Roots of Modern Europe **or**  
HIST 102G, Modern Europe  
HIST 201G, Introduction to Early American  
History **or** HIST 202G, Introduction to Recent  
American History  
HIST elective

*Select two from the following:*  
ART 101G, MUS 101G, 201G, THTR 101G  
**AND, OR** ART, MUSIC, Theater elective

**PROFESSIONAL EDUCATION CORE** (11 credits)  
EDUC 103, Internship in Bilingual Education/ESL  
EDUC 181 Field Experience  
ELA 101, Freshman Orientation  
ELA 250, Introduction to Education  
CEP 110G, Human Growth & Behavior  
CEP 210, Educational Psychology

**OTHER COURSE REQUIREMENTS** (6 credits)  
COLL 101, College/Life Success  
CS 110, Computer Literacy

**TOTAL 66 credits**

**Recommended Transfer Options:**

HIST 261, New Mexico History  
MATH 215, Elementary Mathematics III  
ENGL Elective  
LING 200G  
3-6 Credits Second Language

\* See an Advisor or Program Manager for administration changes in 2016-2017 for this degree.

**GENERAL STUDIES**  
**Associate Degree**  
**60 credits**

The Associate of General Studies degree program is intended for those wishing to tailor an Associate Degree to their own specific needs. It allows students to include courses from a variety of program areas. Any General Studies degree plan must be approved by the Vice President for Student Services.

The Associate of General Studies is not intended to be a substitute for the Associate of Arts or Associate of Science degree programs, which prepare students for transfer to Bachelor degree programs.

NOTE: The Associate of General Studies degree will not be awarded concurrently with any other Associate degree offered by NMSU.

**TOTAL CREDITS REQUIRED FOR DEGREE: 60**

Requirements for this degree are:

Complete a total of 60 credits (excludes noncredit courses such as any "N" suffix course);  
Complete ENGL 111G with a Cor better;  
Achieve a 2.0 cumulative GPA;  
Complete the last 15 hours from NMSU.

\*See an Advisor or Program Manager for administration changes in 2016-2017 for this degree.

**PRE-BUSINESS  
Associate Degree  
60 credits**

\*\*Required Social Science courses by the College of Business at NMSU Las Cruces.

Program Manager: Dr. William Serban, 505-287-6648

The Associate degree in Pre-Business provides basics in accounting and economics. Students who earn this degree will have completed the first two years of any four-year business degree offered at NMSU Las Cruces. Students are advised to complete the NM General Education Common Core to meet NMSU College of Business requirements.

**New Mexico Common Core** (36 credits)

**Area I: Communications** (10 credits; requires C or better)

ENGL 111G, Rhetoric and Composition  
ENGL 203G, Business and Professional Communication  
COMM 265G, Principles of Human Communication **OR** COMM 253G,  
Public Speaking

**Area II: Mathematics** (3 credits)

MATH 121G, College Algebra

**Area III: Science** (8 credits)

*Select two from two departments*

ASTR 105G or 110G  
BIOL 111G/L, 101G/L, or BIOL 110G  
CHEM 110G; CS 171G;  
ES 110G;  
GEOG 111G or GEOL 111G  
PHYS 110G

**Area IV: Social/Behavioral Sciences** (6-9 credits)

*Select from 2-3 departments*

**ECON 251G\*\***, Principles of Macroeconomics  
**ECON 252G\*\***, Principles of Microeconomics ANTH G course; CEP 110G; GEOG  
G course;  
GOVT G course; LING 200G  
**PSY 201G (strongly recommended)**  
SOC 101G or 201G; SWK 221G; W S 201G

**Area V: Humanities/Fine Art** (6-9 credits)

*Select from 2-3 departments, from the approved list*

*so that total credits from Areas IV and V are 15.*  
ART 101G; ENGL 115G or ENGL 220G;  
HIST 101G, 102G, 201G or 202G;  
MUS 101G or 201G; PHIL G, THTR 101G

**Pre-Business Core Requirements** (9 credits)

ACCT 221, Financial Accounting  
ACCT 222, Management Accounting  
BUSA 111, Business in a Global Society

**Related Course Requirements** (9 credits in addition to Area II above)

MATH 120, Intermediate Algebra (a grade of C or better is required)  
MATH 142G, Calculus for the Biological & Management Sciences  
STAT 251G, Statistics for Business & the Behavioral Sciences

**Recommended Electives** (6 credits)

COLL 101, College/Life Success **OR** CS 110, Computer Literacy;  
BMGT 210, Marketing **OR**  
BLAW 230, Business Law

**TOTAL 60**

**SOCIAL SERVICES**  
**Associate Degree**  
**66 credits**

Program Manager: Megan Stoneking, 505-287-6678

The Associate degree in Social Services prepares students for entry-level positions in a social services setting. Courses taken for this degree may be used to transfer to NMSU Las Cruces for students wishing to pursue a bachelor's degree in Social Work or Sociology.

**New Mexico Common Core** (39 credits)

**Area I: Communications** (10 credits)

ENGL 111G, Rhetoric and Composition  
ENGL 203G, Business and Professional Communication OR ENGL 211G,  
Writing  
In the Humanities & Social Sciences  
COMM 265G, Principles of Human Communication OR COMM 253G, Public  
Speaking

**Area II: Mathematics** (3 credits)

STAT 251G Statistics for Business & the Behavioral Sciences;

**OR**

MATH 210G, Math Appreciation (or higher GMATH)

**Area III: Science** (8 credits)

BIOL 101G/L, Human Biology\*

Choose one other 100-200G Lab Science (4 credits)

ASTR 105G, 110G; CHEM 110G; C S 171G;

E S 110G; GEOG 111G; GEOL 111G;

PHYS 110G

**Area IV: Social/Behavioral Sciences** (12 credits)

CEP 110G, Human Growth and Behavior  
SWK 221G, Introduction to Social Work\*  
PSY 201G, Introduction to Psychology  
SOC 101G, Introductory Sociology **OR**  
SOC 201G, Contemporary Social Problems

**Area V: Humanities/Fine Art** (6 credits)

Select two, 3 credit courses from 100-200 level

Humanities/Fine Arts G courses:

ENGL 244G; HIST 101G, 102G, 201G, or 202G;

ART 101G, MUS 101G, 201G, PHIL 101G, 201G, THTR 101G

**Second Language** (8 credits)

SPAN 111 Elementary Spanish I

SPAN 112 Elementary Spanish II

OR two semesters of a second language

**Concentration Areas** (6 credits)

**Option 1: Paraprofessional Option** (6 credits)

ANTH 201G Introduction to Anthropology

OR ANTH 203G Intro to Language &

Cultural Anthropology

GOVT 100G, American National Government

OR GOVT 110G, Introduction to Political Science

OR CJ 250 Courts in the Criminal Justice System

PHLS 150G Personal Health and Wellness

W S 201G Introduction to Women's Studies

OR W S 202G Representing Women Across Culture

**Option 2: NMSU School of Social Work Option** (6 credits)

**Cultural Emphasis Requirement**

SPAN 211 Intermediate Spanish

SPAN 212 Intermediate Spanish II

**Other Course Requirements** (13 credits)

COLL 101, College/Life Success;

C S 110G, Computer Literacy;

PSY 266, Applied Psychology

**OR** PSY 290, Psychology of Adjustment;

S WK 253 Case Management

Elective

**TOTAL 66 credits**

A grade of C or better is required on all General Education and Social Service courses.

\*recommended courses to articulate to the BSW and MSW

\*See an Advisor or Program Manager for administration changes in 2016-2017 for this degree.

**BUSINESS**  
**Associate of Applied Business**  
**60 credits**

Program Manager: Dr. William Serban, 505-287-6648

The Associate degree in Applied Business is designed to prepare students for middle-level entry jobs in business. The general program surveys the fundamentals of business operations giving special consideration to basic accounting practices, basic business law, economics, fundamentals of marketing, and management of human resources.

**GENERAL EDUCATION REQUIREMENTS (16 credits)**

Area I Communications (10 credits)

ENGL 111G, Rhetoric and Composition  
ENGL 203G, Business and Professional Communication **OR** ENGL 218G,  
Technical & Scientific Communication  
COMM 265G, Principles of Human Communication **OR** COMM 253G,  
Public Speaking

Area IV: Social/Behavioral Sciences (6 credits)

ECON 251G, Principles of Macroeconomics **OR**  
ECON 252G, Principles of Microeconomics **OR** ECON 201G, Introduction to  
Economics

PSY 201G, Introduction to Psychology **OR**  
SOC 101G, Introduction to Sociology

Applied Business Core Requirements (30 credits)

ACCT 221, Financial Accounting  
ACCT 222, Management Accounting  
BLAW 230, Business Law  
BMGT 210, Marketing  
BMGT 216, Business MATH (prerequisite CDDM 103n) **OR** MATH 120 **OR** any  
higher level Math course  
BMGT 221, Cooperative Experience  
BMGT 240, Human Relations  
BUSA 111, Business in a Global Society  
FIN 210, Financial Planning and Investments  
MGT 201, Introduction to Management

Other Course Requirements (6 credits)

COLL 101, College/Life Success **OR**  
CS 110, Computer Literacy;  
OECS 215, Spreadsheets

Approved lower division electives (8 credits; total degree credits are a  
minimum of 60; Any Business related course,

ACCT, ECON, BMGT, MATH 120, OECS, CS.....8

**TOTAL 60 credits**

Note: This is a terminal degree and not designed to transfer to a Bachelor's degree program within NMSU. Those students planning to earn a Bachelor's degree will need to complete all 36 credits of general education requirements, including MATH 121G or higher.



**AUTOMOTIVE TECHNOLOGY**  
**Associate of Applied Science**  
**60 credits**

Program Manager: Dr. William Serban, 505-287-6648

The Associate of Applied Science in Automotive Technology provides training for employment as an automotive technician or in a related field. The Automotive Technology laboratory and classroom facilities have been equipped with the most current test and training equipment available. Classroom instruction is combined with practical training in the laboratory to provide students with service and repair procedures required for ASE certification. Additional training is available for those technicians seeking to update current practices in the ASE certification areas.

(See also Certificate in Automotive Technology)

**GENERAL EDUCATION REQUIREMENTS** (16 credits)

Area I: Communications (10 credits)

ENGL 111G, Rhetoric & Composition  
ENGL 203G, Business & Professional  
Communication **or** ENGL 218G, Technical &  
Scientific Communication  
COMM 253G, Public Speaking **or**  
COMM 265G, Principles of Human  
Communication

Area IV: Social/Behavioral Sciences (6 credits)

PSY 201G, Introduction to Psychology  
SOC 101G, Introductory Sociology

**AUTOMOTIVE TECHNOLOGY CORE** (43 credits)

AUTO 105, Welding  
AUTO 112, Basic Gasoline Engines  
AUTO 117, Electronic Analysis & Tune-Up of  
Gasoline Engines  
AUTO 118, Technical Math for Mechanics **or**  
any higher level MATH Course  
AUTO 119, Manual Transmission/Clutch  
AUTO 120, Electrical Systems  
AUTO 125, Brakes  
AUTO 126, Suspension, Steering & Alignment  
AUTO 132, Automotive Air Conditioning &  
Heating Systems **or** AUTO 127, Basic  
Automatic Transmissions  
AUTO 137, Fuel Systems & Emission Controls

**OTHER COURSE REQUIREMENTS** (1 credit)

AUTO course not included above

**TOTAL 60 credits**

**COMPUTER TECHNOLOGY**  
**Associate of Applied Science**  
**60 credits**

Program Manager: Karen Henry, 505-287-6656

The Associate of Applied Science in Computer Technology prepares students for entry-level work in the IT field. Skills include PC repair, installing and configuring operating systems, managing network systems and installing and configuring standard business software.

(See also Certificate in Computer Technology)

**General Education Requirements** (17 credits)

Area I: Communications (10 credits)

ENGL 111G, Rhetoric & Composition  
ENGL 203G, Business & Professional  
Communication **or** ENGL 218G, Technical &  
Scientific Communication  
COMM 253G, Public Speaking **or**  
COMM 265G, Principles of Human  
Communication

Area III: Science (4 credits)

ASTR 105G; ASTR 110G  
BIOL 111G/L; BIOL 110G; BIOL 101G/L  
CHEM 110G; CS 171G;  
ES 110G; GEOG 111G; GEOL 111G;  
PHYS 110G

Area IV: Social /Behavioral Sciences (3 credits)

PSY 201G, Introduction to Psychology **or**  
SOC 101G, Introductory Sociology

**COMPUTER TECHNOLOGY CORE—**  
**30 credits**

CS 110, Computer Literacy  
OECS 125, Operating Systems  
OECS 185, PC Maintenance & Selection  
OECS 204, LINUX Operating Systems  
OECS 207, Windows  
OECS 215, Spreadsheet Applications  
OECS 221, Cooperative Experience I  
OECS 230, Data Communication & Networks I  
OECS 231, Data Communication & Networks II  
OECS 260, HTML Programming **or** OMT 130, Web Design I

**Other course requirements** (3 credits)

MATH 120, Intermediate Algebra **OR**  
any higher MATH course

**Electives** (select 10 credits from the following:)

COLL 101, College/Life Success  
CS/OECS/OMT Electives

**TOTAL 60 credits**

**CREATIVE MEDIA DESIGN**  
**Associate of Applied Science**  
**60 credits**

Program Manager: Karen Henry, 505-287-6656

The Associate of Applied Science in Creative Media prepares students for entry-level work in the media industry. Skills include both above and below the line concepts including working with audio and video equipment, editing, acting, directing, and writing. Students also build skills in communications, project management and computers that are transferable to other media related jobs including education, television and gaming.

**General Education Requirements** (17 credits)

**Area I Communications** (10 credits)

ENGL 111G, Rhetoric and Composition  
ENGL 203G, Business and Professional Communications **OR** ENGL 218G,  
Technical and Scientific Communication  
COMM 265G, Principles of Human Communication **OR** COMM 253G,  
Public Speaking

**Area III: Science** (4 credits)

ASTR 105G; ASTR 110G  
BIOL 111G/L; BIOL 110G; BIOL 101G/L  
CHEM 110G; CS 171G;  
ES 110G; GEOG 111G; GEOL 111G;  
PHYS 110G

**Area IV: Social/Behavioral Sciences** (3 credits)

PSY 201G, Introduction to Psychology **OR**  
SOC 101G, Introductory Sociology

**Creative Media Core Requirements** (30 credits)

OMT 130, Web Design I  
OMT 135, Introduction to 3D Animation  
OMT 140, Print Media I  
OMT 142, Computer Illustration  
OMT 145, Image Processing I  
OMT 150, 2D Animation  
OMT 180, Principles of Media Design  
OMT 190, Digital Video Production I  
OMT 230, Web Design II  
OMT 295, Portfolio Development & Design

**Other course requirements/electives** (6 credits)

MATH 120, Intermediate Algebra or any higher MATH course  
CS 110, Computer Literacy

**Electives** (7 credits)

OMT/ CS/ OECS Electives  
COLL 101, College/Life Success  
ART Electives

**TOTAL 60 credits**

**ELECTRONIC PUBLISHING**  
**Associate of Applied Science**  
**60 credits**

Program Manager: Karen Henry, 505-287-6656

The Associate of Applied Science in Electronic Publishing will prepare students for positions in advertising and marketing areas. Students will have a working knowledge of design principles for print media, illustrations and images used in marketing products.

**GENERAL EDUCATION REQUIREMENTS** (17 credits)

Area I Communications (10 credits)

ENGL 111G, Rhetoric & Composition  
ENGL 203G, Business & Professional  
Communication **or** ENGL 218G, Technical &  
Scientific Communication  
COMM 253G, Public Speaking **or**  
COMM 265G, Principles of Human  
Communication

Area III: Science (4 credits)

ASTR 105G; ASTR 110G;  
BIOL 111G/L; BIOL 110G; BIOL 101G/L;  
CHEM 110G; CS 171G;  
ES 110G; GEOG 111G; GEOL 111G;  
PHYS 110G

Area IV: Social/Behavioral Sciences (3 credits)

PSY 201G, Introduction to Psychology **or**  
SOC 101G, Introductory Sociology

**Creative Media Core Requirements** (24 credits)

OMT 140, Print Media I  
OMT 142, Computer Illustration  
OMT 145, Image Processing I  
OMT 180, Principles of Media Design  
OMT 221, Co-op Experience  
OMT 223, Media Production Services  
OMT 240, Print Media II  
OMT 295, Portfolio Development & Design

**Other course requirements** (9 credits)

MATH 120, Intermediate Algebra **OR** any higher MATH course  
COLL 101, College/Life Success  
CS 110, Computer Literacy

**Electives** (10 credits)

ART elective (3 credits)  
OMT/CS/OECS electives (7 credits)

**TOTAL 60 credits**

**Region I Emergency Medical Services  
(EMS) Intermediate  
Associate of Applied Science  
61 credits**

Program Manager: Neal Gallagher, 505-287-6654

**GENERAL EDUCATION REQUIREMENTS** (32 credits)

Area I Communications (10 credits)

ENGL 111G, Rhetoric & Composition

ENGL 218G, Technical & Scientific Communication

COMM 253G, Public Speaking

Area II Mathematics (6 credits)

MATH 121G, College Algebra **OR** higher MATH

STAT 251G, Statistics for Business/Behavioral Sciences **OR** STAT 271G,

Statistics for the Psychological Sciences

Area III Lab Sciences (4 credits)

CHEM 110G, Principles and Applications of Chemistry **OR** higher CHEM

Area IV: Social/Behavioral Sciences (6 credits)

ANTH 201G, Intro to Anthropology **OR**

SOC 101G, Introductory Sociology

PSY 201G, Introduction to Psychology

Area V: Humanities and Fine Arts (6 credits)

ART 101G, Orientation to Art

PHIL 101G, The Art of Wondering **OR**

PHIL 201G, Introduction to Philosophy **OR**

PHIL 223G, Ethics

**EMS Core Requirements** (19 credits)

OCEM 101, CPR for the Health Care Professional

OCEM 120, EMT – Basic

OCEM 120L, EMT – Basic Lab

OCEM 121, EMT – Basic Field/Clinical

OCEM 150, EMT – Intermediate

OCEM 150L, EMT – Intermediate Lab

OCEM 151, EMT – Intermediate Field/Clinical

**OTHER REQUIRED COURSE** (10 credits)

BICL 225, Human Anatomy and Physiology I **OR**

AHS 153, Intro to Anatomy and Physiology I

BICL 226, Human Anatomy and Physiology II **OR**

AHS 154, Intro to Anatomy and Physiology II

ENGL 112

**Note:** This degree is substantially aligned to the UNM Paramedic Bachelor's degree. It is highly recommended that students who plan to transfer to a Bachelor's degree program complete the BICL 225/226 course sequence. Please consult the most current UNM catalog for program details.

**TOTAL 61 credits**

**WELDING TECHNOLOGY**  
**Associate of Applied Science**  
**60 credits**

Program Manager: Richard Gutierrez, 505-287-6645

The Associate of Applied Science in Welding Technology teaches students how to set up and use various types of welding equipment. Students also will learn how to weld pipe and plate in various positions: flat, horizontal, vertical, and overhead.

(See also Welding Technology Certificate)

**GENERAL EDUCATION REQUIREMENTS** (16 credits)

Area I: Communications (10 credits)

ENGL 111G, Rhetoric & Composition  
ENGL 203G, Business & Professional  
Communication **or** ENGL 218G, Technical  
& Scientific Communication  
COMM 253G, Public Speaking **or**  
COMM 265G, Principles of Human  
Communication

Area II: Mathematics (3 credits)

MATH 120, Intermediate Algebra **or**  
WELD 118, Technical Math for Welders

Area IV: Social/Behavioral Science (3 credits)

PSY 201G, Introduction to Psychology **or**  
SOC 101G, Introductory Sociology

**WELDING TECHNOLOGY CORE** (36-37 credits)

WELD 100, Structural Welding I  
WELD 105, Introduction to Welding **OR** AUTO 105,  
Welding  
WELD 110, Blueprint Reading (Welding)  
WELD 115, Structural Welding II  
WELD 120, Basic Metallurgy  
WELD 125, Introduction to Pipe Welding  
WELD 130, Introduction to GMAW (MIG)  
WELD 140, Introduction to GTAW (TIG)  
WELD 211, Welder Qualification

**OTHER COURSE REQUIREMENTS** (6 credits)

COLL 101, College/Life Success **OR**  
CS 110, Computer Literacy;  
DRFT 114, Introduction to Mechanical Drafting/  
Solid Modeling **OR** DRFT, 109, Computer  
Drafting Fundamentals3

**OTHER COURSES ELECTIVES** – minimum credits to bring total to 60 credits

OECS/ CS elective  
WELD 221, Cooperative Experience 1-6 cr

**TOTAL 60 credits**

## AUTOMOTIVE TECHNOLOGY

### *Certificate*

33 Credits

Program Manager: Dr. William Serban, 505-287-6648

#### AUTOMOTIVE REQUIREMENTS

AUTO 119, Manual Transmission/Clutch <b>or</b>	
AUTO 127, Basic Automatic Transmission .....	5/4
AUTO 125, Brakes.....	5
AUTO 126, Suspension Steering & Alignment.....	5
AUTO 112, Basic Gasoline Engine.....	5
AUTO 117, Electronic Analysis & Tune-up of	
Gasoline Engines.....	5
AUTO 120, Electrical Systems .....	4
AUTO 137, Fuel System & Emission Control .....	4

#### TOTAL 33 credits

\*If student takes AUTO 127 for 4 cr, student will need to take other AUTO credits to reach the minimum 33 credits for the Certificate.

## BUILDING TRADES - WOODWORKING

### *Certificate*

16 Credits minimum

Program Manager: Earl Prewitt, 505-287-6678

The 16 credit hour certificate in Building Trades Woodworking is designed to provide an introduction to the theory and skills necessary for the construction of wood based items such as furniture and cabinets.

#### BUILDING TRADES REQUIREMENTS

BCT 104, Woodworking Skills I.....	3
BCT 105, Woodworking Skills II .....	3
BCT 106, Woodworking Theory and Practice .....	3
BCT 206, Advanced Cabinet Making .....	3
BCT 255, Special Topics (Furniture Making) .....	3
BCT 290, Special Problems in	
Building Technology .....	1

#### TOTAL 16 credits

## COMPUTER TECHNOLOGY

### *Certificate*

30 credits

Program Manager: Karen Henry, 505-287-6656

Students are given a variety of hands-on experiences to prepare them for computer related careers. There are opportunities for employment in a variety of settings including software support, computer repair, information management, networking and education.

#### COMPUTER TECHNOLOGY COURSES

CS 110, Computer Literacy .....	3
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OECS 125, Operating Systems.....	3
OECS 185, PC Maintenance & Selection I.....	3
OECS 204, Linux Operating System.....	3
OECS 207, Windows .....	3
OECS 215, Spreadsheet Applications .....	3
OECS 230, Data Communication & Networks I.....	3
OECS 231, Data Communications & Networks II.....	3
OECS/CS/OMT Electives .....	6

#### TOTAL 30 credits

## DRAFTING AND GRAPHICS TECHNOLOGY

### *Certificate*

30 credits

Program Manager: Richard Gutierrez, 505-287-6645

This program provides students with the education and experience needed to pursue an entry-level drafting or computer graphics position. The program includes Architectural, Civil, Mechanical and Electronics Drafting. Classes developing 3-D animated graphics used by architects, designers for simulation, lawyers for accident reconstruction, executives for presentations, and business for training videos are included.

#### DRAFTING AND GRAPHICS TECHNOLOGY REQUIREMENTS

DRFT 109, Computer Drafting Fundamentals .....	3
DRFT 114, Introduction to Solid Modeling.....	3
DRFT 118, Geometry for Drafting .....	3
DRFT 135, Electronics Drafting I .....	3
DRFT 143, Civil Drafting Fundamentals.....	3
DRFT 151, Construction Principles &	
Blueprint Reading.....	3
DRFT 176, Solid Modeling, Rendering and Animation .....	3
DRFT 180, Residential Drafting.....	3
DRFT 181, Commercial Drafting.....	3
DRFT 276, Computer Rendering &	
Animation I.....	3

#### TOTAL 30credits

## EARLY CHILDHOOD EDUCATION

### *Certificate*

33 credits

Contact: Kathleen O'Connor, 505-287-6693

The requirements for the Certificate in Early Childhood Education at NMSU Grants also meet the requirements of the one-year vocational certificate awarded by the State of New Mexico, Office of Child Development.

Requirements and Limitations:

Students in the Early Childhood Program are required to complete and pass a security background check in order to take practicum courses and field experiences. Past criminal violations may prevent

a student from completing the degree and from being hired by school systems or other childcare facilities upon graduation.

Students must complete ENGL 111G with a C or better.

Students must have a 2.0 GPA to apply for this certificate. However, because a 2.5 GPA is required for acceptance into the Teacher Education Program at NMSU, it is highly recommended that Grants students complete the Early Childhood Education program with a 2.5 cumulative GPA.

Any education course more than seven years old taken at NMSU, NMSU community colleges or other institutions will not be counted toward the student's baccalaureate program. It is highly recommended that students request a review of their cumulative coursework by the appropriate department at NMSU. The student must repeat any course not approved.

Completion of all requirements does not guarantee acceptance in the NMSU Teacher Education Program. Please see the NMSU College of Education Advising Center for more information.

**GENERAL EDUCATION REQUIREMENT (4 credits)**

ENGL 111G, Rhetoric & Composition .....4

**EARLY CHILDHOOD REQUIREMENTS (29 credits)**

ECED 115, Child Growth/Development & Learning.....3  
 ECED 125, Health, Safety, & Nutrition.....2  
 ECED 135, Family & Community Collaboration .....3  
 ECED 215, Curriculum Development Through Play.....3  
 ECED 220, Early Childhood Education Practicum I.....2  
 ECED 225, Curriculum Development & Implementation II .....3  
 ECED 230, Early Childhood Education Practicum II.....2  
 ECED 235, Introduction to Language, Literacy & Reading .....3  
 ECED 245, Professionalism.....2  
 ECED 255, Assessment of Children & Evaluation of Programs .....3  
 ECED 265, Guiding Young Children.....3

**TOTAL 33 credits**

**GAME DESIGN  
Certificate  
31 credits**

Program Manager: Karen M. Henry, 505-287-6656

GMT 142, Computer Illustration.....3  
 GMT 145, Image Processing I.....3  
 GMT 151, Evolution of Electronic Games .....3  
 GMT 160, Modeling and Animation.....3  
 GMT 175, 3D Character Design .....3  
 GMT 228, Level Design Concepts.....3  
 GMT 252, Gaming Tools and Techniques.....3  
 GMT 260, 3D Special Topics .....3  
 GMT 227, Advanced Character Animation; OR  
 GMT 255, Special Topic: History of Animation; OR

GMT 140, Intro to Game Production Industry; OR  
 OECS 245, Game Programming I; OR  
 OECS 246, Game Programming II; OR  
 Approved media-related elective..... 3  
 OETS 102, Career Readiness Cortication Preparation ..... 1

**TOTAL 31 credits**

**HEALTH CAREERS  
Certificate  
30 credits**

Program Manager: Neal Gallagher, 505-287-6654

The Health Careers 30 credit hour certificate is designed to prepare an individual for entry level employment in healthcare services as well as help build a strong foundation that supports additional education and training in more specialized healthcare related fields. Students are strongly encouraged to meet with the Program Manager and/or the advisor representing the college to which the student will be transferring, for help planning their studies.

**CORE (24 credits)**

PHLS 100, Introduction to Health Science ..... 1  
 OEEM 101, CPR for the Health Care Professional ..... 1  
 COLL 101, College/Life Success.....3  
 CS 110, Computer Literacy.....3  
 AHS 101, Communication for Health Care.....3  
 AHS 116, Math for Health Occupations.....3  
 AHS 120, Medical Terminology.....3  
 AHS 153, Intro to Anatomy/Physiology I ..... 4  
 OR BIOL 101G/L, Human Biology  
 OR BIOL 225, Human Anatomy/Physiology I  
 HLS 150G, Personal Health and Wellness..... 3

**Electives (select a minimum of 6 credits)**

HNDS 251, Human Nutrition ..... 3  
 N A 101, Nursing Assistant Theory and Lab ..... 6  
 OR N A 104/104L/105 Nursing Assistant Fundamentals/Clinicals ..... 8  
 OEEM 115, First Responder ..... 3  
 OEEM 120, EMT Basic ..... 6  
 OEEM 120L, EMT Basic Lab..... 2  
**TOTAL 30 credits**

**NURSING ASSISTANT  
Certificate  
16 credits**

Program Manager: Neal Gallagher, 505-287-6654

Nursing assistants perform basic nursing functions and procedures involving patient care. They work under the supervision of a registered nurse, licensed practical nurse, or physician. Nursing assistants tend to matters relating to personal hygiene, safety, nutrition, exercise, and elimination where maintaining patient comfort is a priority. Nursing assistants may be called upon to lift, move, or observe patients, as well as measure temperatures, pulses, respirations, and blood pressures. They may assist with patient admissions and discharges as well. The scope of their responsibilities, however, varies considerably depending upon the type of organization in which they are employed.



NOTE: Admission to the Nursing Assistant program requires Placement scores. Speak with an adviser regarding English and Math requirements and refer to course descriptions in the back of this catalog.

**NURSING ASSISTANT REQUIREMENTS**

AHS 120, Medical Terminology .....	3
AHS 153, Introduction to Anatomy & Physiology .....	4
N A 104, Nursing Assistant Fundamentals .....	3
N A 104L, Nursing Assistant Fundamentals Lab .....	1
N A 105, Nursing Assistant Clinicals .....	4
OCEM 101, CPR for the Health Care Professional.....	1

**TOTAL 16 credits**

**REGION 1 EMERGENCY MEDICAL SERVICES (EMS)**

**BASIC  
Certificate  
30 Credits**

Program Manager: Neal Gallagher, 505-287-6654

**GENERAL EDUCATION REQUIREMENT (10 credits)**

ENGL 111G, Rhetoric & Composition .....	4
COMM 253G, Public Speaking.....	3
MATH 120, Intermediate Algebra, or Higher .....	3

**EMS Core Requirements – 13 credits**

OCEM 101, CPR for Health Care .....	1
OCEM 115, First Responder .....	3
OCEM 120, EMT – Basic .....	6
OCEM 120L, EMT – Basic Lab.....	2
OCEM 121, EMT – Basic Field/Clinical.....	1

**Required Courses – 7 credits**

COLL 101, College & Life Success.....	3
BIOL 225, Human Anatomy and Physiology I, <b>OR</b> AHS 153, Introduction to Anatomy and Physiology I .....	4

**TOTAL 30 credits**

Note: This certificate directly applies to the EMS Intermediate Associate of Applied Science degree. It is highly recommended that students who plan to transfer to a Bachelor's degree program complete the BIOL 225/226 course sequence to maximize the credit transfer. Medical Terminology is recommended but not required.

**ROBOTICS & AUTOMATION ELECTRONICS**

**Certificate  
32 credits**

Program Manager, Bruce McDowell, 505-287-6636

This certificate prepares students for entry-level positions in electromechanical systems, with an emphasis on robotics and automation. Skills in hardware, software, and mechanisms are developed through extensive work with small-scale robots. Theory and laboratory instruction in the electronics classes will make frequent use of robotics and automation examples.

**ROBOTICS & AUTOMATION ELECTRONICS  
REQUIREMENTS**

CS 110, Computer Literacy.....	3
COLL 101, College/Life Success.....	3
ELT 110, Electronics I .....	4 (3+3P)
ELT 120, Mathematics for Electronics .....	4
ELT 160, Digital Electronics I .....	4 (3+3P)
ELT 205, Semiconductor Devices .....	4 (3+3P)
ELT 265, Special Topics: Robotics Programming I.....	2
ELT 265, Special Topics: Robotics Programming II.....	2
OCEC 185, PC Maintenance and Selection I.....	3
OCEC 207, Windows .....	3

**TOTAL 32 credits**

**SOUTHWEST HERITAGE STUDIES**

**Certificate  
33-37 Credits**

Program Manager, Dr. William Serban, 505-287-6648

The Certificate in Southwest Heritage Studies will prepare students for service in local museums, parks, visitor centers, historical centers, and cultural facilities to work as interpreters, tour guides, docents, technicians, or in any other capacity. The certificate also will enhance employment prospects for local students applying to hotel front desks, restaurants, travel agencies, realtors, retail outlets and other businesses with a tourist clientele. The curriculum focuses on New Mexico's rich cultural and natural heritage. Students will gain first-hand knowledge of local culture and tourist attractions which will improve their ability to communicate with a diverse public. The capstone event is either an internship with a local tourist-oriented center or an independent study requiring students to visit at least 10 local tourist sites as well as web sites of other major attractions.

**Area I: Communications (7 credit)**

ENGL 111G, Rhetoric & Composition .....	4
COMM 253G Public Speaking <b>OR</b> COMM 265G Principles of Human Communications.....	3

**Area II: Mathematics (3 credit)**

MATH 120, Intermediate Algebra or higher MATH.3

**Area III: Lab Sciences (7-8 credit)**

BIOL 111G/L, Natural History of Life OR	
BIOL 222, Zoology OR	
BIOL 250, Special Topics .....	3-4
ASTR 110G, Introduction to Astronomy OR	
GEOL 111G, Survey of Geology OR	
GEOL 212G, The Dynamic Earth .....	4

**Area IV: Social Sciences (6 credit)**

ANTH 125G, Introduction to World Cultures OR  
 ANTH 203G, Introduction to Language and Cultural  
 Anthropology.....3  
 GEOG 112G, World Regional Geography OR  
 GEOG 120G, Culture and Environment.....3

**Grants Required Course:** (3 credit)  
 CS 110 Computer Literacy 3 cr.

**Local History Requirements:** (4-6 credit)  
 HIST 261, New Mexico History 3 cr.  
 HIST 269, Special Topics: Internship in Heritage Interpretation 1-3 cr.

**Electives: 3-4 cr. Minimum (select at least one course from the following list):**  
 ANTH 116, Native Peoples of the American SW  
 BIOL 250, Special Topics: Take a Hike  
 ENGL 115G/244G, Perspectives on Literature/Literature and Culture  
 GEOL 220, Special Topics  
 LA 101, Laguna/ Acoma Studies  
 NAV 101, Introduction to Navajo Studies  
 NAV 111/112, Elementary Navajo  
 SPAN 111/112, Elementary Spanish  
 SPAN 211/212, Intermediate Spanish

**TOTAL 33-37 credits**

**WEB FUNDAMENTALS**  
**Certificate**  
 30 credits

Program Manager: Karen Henry, 505-287-6656

**WEB FUNDAMENTALS REQUIREMENTS**

CS 110, Computer Literacy .....3  
 CMT 130, Web Design I .....3  
 CMT 142, Computer Illustrations.....3  
 CMT 145, Image Processing I.....3  
 CMT 180, Principles of Media Design .....3  
 CMT 223, Media Production Services.....3  
 CMT 230, Web Design II .....3  
 CMT 295, Portfolio Development  
 CMT Electives .....6

**TOTAL 30 credits**

**WELDING TECHNOLOGY**  
**Certificate**  
 33-34 credits

Program Manager: Richard Gutierrez, 505-287-6645

**WELDING REQUIREMENTS**

WELD 100, Structural Welding I ..... 6  
 WELD 105, Introduction to Welding **or**  
 AUTO 105, Welding .....3-4  
 WELD 110, Blueprint Reading (Welding).....3  
 WELD 115, Structural Welding II ..... 6  
 WELD 118, Technical Math for Welders **or**  
 MATH 120, Intermediate Algebra.....3  
 WELD 120, Basic Metallurgy .....3  
 WELD 125, Introduction to Pipe Welding .....3  
 WELD 130, Introduction to GMAW (MIG).....3  
 WELD 140, Introduction to GTAW (TIG).....3

**TOTAL 33-34 credits**

## COURSE DESCRIPTIONS

Courses are listed with the following format:

ART 260. Painting.....3 cr. (2+4P)

The prefix of the course—ART—indicates the subject or department (in this case Art). The first digit in the course number of ART 260 is 2, which indicates that the course is a sophomore-level course. The next two digits (60) indicate the course sequence. The 3 cr. indicates that the course is a 3-credit course. The (2+4P) means that the class meets for two hours per week for recitation or lecture and also requires 4 hours per week of "practice" (laboratory, field work, or other activities).

Course numbers indicate the class rank:

100–199 are Freshman-level courses  
200–299 are Sophomore-level courses

The letter N is added as a suffix to the course number when the course credits are not applicable to the baccalaureate and specified associate degrees.

The letter "G" is added as a suffix to the course number when the course meets General Education common core requirements for transfer to other New Mexico institutions of higher education, as established by the New Mexico Higher Education Department. (Note that some other courses without a "G" also meet transfer requirements.)

### ACCT—Accounting

ACCT 200. A Survey of Accounting.....3 cr.  
Emphasis on financial statement interpretation and development of accounting information for management. For engineering, computer science, and other non-business majors. Prerequisite: one CS course or consent of instructor. Community Colleges only.

ACCT 221 Financial Accounting.....3 cr.  
Interpretation and use of financial accounting information for making financing, investing, and operating decisions.

ACCT 222. Management Accounting.....3 cr.  
Development and use of accounting information for management decision making. Prerequisite(s): ACCT 221.

### AHS—Applied Health Science

*Offered at Community Colleges only*

AHS 101, Communication for Health Care .....3 cr.  
Oral, written, and affective communication skills for individuals interested in pursuing a career in health care. Restricted to: All Community Colleges.

AHS 116, MATH for Health Occupations 3 cr.  
Principles of math and pharmacology necessary for administration of medications. Prerequisite(s): CDDM 114N or equivalent. Restricted to: All Community Colleges.

AHS 120. Medical Terminology .....3 cr.  
Study of medical terminology as it relates to understanding diseases, their causes and effects, and the terminology used by the medical specialties. Stress is placed on medical terms, their use, spelling,

English translation, and pronunciation. Same as NURS 150 and BOT 150.

AHS 153. Introduction to Anatomy and Physiology I .....4 cr. (3+3P)  
Survey of human anatomy and physiology. Prerequisite: high school biology or high school chemistry, or CHEM 110G, or consent of instructor

### ANTH—Anthropology

ANTH 116. Native Peoples of the American Southwest .....3 cr.  
Introduction to the early history and culture of native people of the Southwest.

ANTH 125G. Introduction to World Cultures.....3 cr.  
Examine cross-cultural diversity and human universals through the lens of anthropological inquiry. Explore human thought and behavior in contemporary world cultures covering kinship, economic patterns, power structures, and religious practices and beliefs. The impact of cultural influence on everyday life is emphasized.

ANTH 201G. Introduction to Anthropology.....3 cr.  
Exploration of human origins and the development of cultural diversity. Topics include biological and cultural evolution, the structure and functions of social institutions, belief systems, language and culture, human-environmental relationships, methods of prehistoric and contemporary cultural analysis, and theories of culture.

ANTH 202G. Introduction to Archaeology and Physical Anthropology .....3 cr.  
Provides an introduction to the methods, theories, and results of two subfields of anthropology: archaeology and physical anthropology. Archaeology is the study of past human cultures. Physical anthropology is the study of human biology and evolution.

ANTH 203G. Introduction to Language and Cultural Anthropology .....3 cr.  
Provides an introduction to the methods, theories, and results of two subfields of anthropology: linguistics and cultural anthropology. Linguistics is the study of human language. Cultural anthropology is the study of the organizing principles of human beliefs and practices.

### ART—Art

ART 101G. Orientation in Art.....3 cr. (2+3P)  
A multicultural examination of the principles and philosophies of the visual arts and the ideas expressed through them.

ART 110G. Visual Concepts .....3 cr. (2+4P)  
Introduction to the philosophies of art, visual thinking, and principles of visual organization. Designed to give students a broad view of aesthetic traditions, ideologies, and techniques basic to the creation and evaluation of art. Principles and concepts are taught in a common lecture and applied in parallel small studio sections. For non-art majors only.

ART 150. Drawing I .....3 cr. (2+4P)  
Introduction to the skill of seeing through exercises that emphasize careful drawing from the still life and utilize a range of drawing materials and techniques. Outside assignments required.

ART 151. Drawing II ..... 3 cr. (2+4P)  
Continued emphasis on drawing from observation by focusing on still life and other subject matter. Covers a range of materials, techniques and concepts. Outside assignments. Prerequisites: ART 150, or consent of instructor. Restricted to ART or CMI majors.

ART 155. 2-D Fundamentals ..... 3 cr.  
Introduction to two-dimensional space emphasizing visual design principles as elements and they apply to composition. A variety of materials are used in the studio projects and sketchbook exercises. Developing knowledge in vocabulary, color theory and skill in translating ideas into design are encouraged.

ART 156. 3-D Fundamentals ..... 3 cr.  
Compositional organization of three-dimensional space explored through a broad range of visual exercises. Resourceful and creative problem solving encouraged.

ART 160. Computer-Based Illustration 3 cr. (2+4P)  
Introduction to the principles of computerized drawing and design. Using the basic concepts, drawing tools, and vocabulary of Adobe Illustrator. Prerequisite: ART 150, ART 155, or consent of instructor.

ART 161. Digital Imaging I ..... 3 cr. (2+4P)  
Work with basic concepts, tools, and vocabulary of Adobe Photoshop to create effective visual communication. Includes selection tools, cloning, copying, and pasting, color correction, image restoration, filters, and special effects. Community Colleges only.

ART 165. Web Page Design ..... 3 cr. (2+4P)  
Introduction to the creation of well-designed and organized Web sites. Emphasis on building creative but functional user-friendly sites. Introduction to HTML, Flash, Java Script, and Web-authoring software. Prerequisite: ART 161. Community Colleges only.

ART 250. Introduction to Drawing ..... 3 cr. (2+4P)  
Introduction to drawing with a focus on technical, structural, and methodological skills. Subjects include still life and live figure models.

ART 252. Aspects of Drawing ..... 2-3 cr.  
Continued work in drawing with emphasis on personal creative endeavor. Prerequisites: ART 150, ART 151, and ART 250. Community Colleges only.

ART 255. Introduction to Graphic Design and Digital Media ..... 3 cr. (2+4P)  
Introduction to the principles of visual communication and digital media, letter forms, typography and identity marks..

ART 256. Introduction to Letter Forms and Typographic Design ..... 3 cr. (2+4P)  
Introduction to letter forms, typography, and identity marks. Projects produced using conventional and digital graphic designer tools. Prerequisite(s): ART 155.

ART 260. Painting I ..... 3 cr. (2+4P)  
Introduction to basic skills of painting through various exercises that emphasize working from observation. Prerequisite(s): ART 250 or ART 150.

ART 261. Painting Methods, Techniques and Applications ..... 3 cr. (2+4P)

The investigation of formal aspects of painting, an examination of painting techniques, and an exploration of various methodologies regarding form and content as applied to critical thinking skills through medium of paint. Prerequisite(s): ART 150, ART 260.

ART 262. Aspects of Painting ..... 2-3 cr.  
Varied painting media: continued development of painting skills. Prerequisites: ART 150, ART 155 (for art majors), ART 260, or consent of instructor.

ART 270. Introduction to Photography (Digital) ..... 3 cr. (2+4P)  
Introduction to photography with digital cameras with emphasis on basic camera operation, picture composition, image processing and digital workflow. A DSLR Camera and laptop are required.

ART 271 Introduction to Film and Darkroom ..... 3 cr. (2+4P)  
Introduction to silver based photographic materials, film development, enlargement printing and darkroom work. Students will work with a range of cameras including: medium format, toy and pinhole. Emphasis on understanding the syntax of silver halide photographic materials. Development of conceptual vocabulary and the creation of images with thematic unity. May be repeated for a maximum of 6 credits. Prerequisite(s): ART 270.

ART 275. Introduction to Ceramics ..... 3 cr. (2+4P)  
Introduction to the technical processes and conceptual concerns of working with the ceramic material. Students will explore various methods of forming with earthenware to make both functional and expressive works out of clay.

ART 276. Ceramics I, B ..... 3 cr. (2+4P)  
Beginning ceramics, complementary half to ART 275 (ART 275 and ART 276 do not need to be taken consecutively). Basic building techniques of coil, slab, and throwing are introduced. High-fire and low-fire clays are used.

ART 285. Introduction to Metals and Jewelry ..... 3 cr (2+4P)  
Introduction to fundamental processes, design, and conceptual development for metal fabrication of jewelry and functional/non-functional objects.

ART 286. Stained Glass ..... 3 cr. (2+4P)  
Instruction in the fundamental fabrication and design techniques for stained glass. Introduction to visual decision making skills, historical, and critical issues of the medium. Community Colleges only.

ART 294. Special Topics in Studio ..... 1-3 cr.  
Specific subjects and credits to be announced in the Schedule of Classes. No more than 9 credits toward a degree. Prerequisite: consent of instructor.

#### **ASTR—Astronomy**

ASTR 105G. The Planets ..... 4 cr. (3+2P)  
Comparative study of the planets, moons, comets, and asteroids which comprise the solar system. Emphasis on geological and physical processes which shape the surfaces and atmospheres of the planets. Laboratory exercises include analysis of images returned by spacecraft. Intended for non-science majors, but some basic math required. This lecture/lab course satisfies the New Mexico Common Core Area III: Lab Sciences Requirement.

ASTR 110G. Introduction to Astronomy..... 4 cr. (3+2P)  
 A survey of the universe. Observations, theories, and methods of modern astronomy. Topics include planets, stars and stellar systems, black holes and neutron stars, supernovas and gaseous nebulae, galaxies and quasars, and cosmology. Emphasis on physical principles involving gravity, light, and optics (telescopes). Generally non-mathematical. Laboratory involves use of the campus observatory and exercises designed to experimentally illustrate principles of astronomy. This lecture/lab course satisfies the New Mexico Common Core Area III: Lab Sciences requirement.

**AUTO—Automotive Technology**

AUTO 105. Welding .....4 cr. (2+4P)  
 Set-up and adjustment of oxyacetylene and arc welding equipment, identification of metals and rod application. Skill development in laying weld beads and different weld positions.

AUTO 112. Basic Gasoline Engines.....5 cr. (2+6P)  
 Principles of gasoline engine operation. Identification, design, function of engine components; engine disassembly and reassembly; trouble shooting, and rebuilding heads.

AUTO 117. Electronic Analysis and Tune-Up of Gasoline Engines .....5 cr. (2+6P)  
 Theory and operation of ignition and emission control systems and fuel system. Use of troubleshooting equipment and diagnostic equipment. Prerequisite: AUTO 120 or consent of instructor.

AUTO 118. Technical Math for Mechanics.....3 cr. (2+3P)  
 Mathematical applications for the automotive trade.

AUTO 119. Manual Transmission/ Clutch .....5 cr. (2+6P)  
 Manual transmission, transfer cases, and clutch operating principles. Students will diagnose problems, remove and replace, disassemble, repair, and assemble units.

AUTO 120. Electrical Systems ..... 4 cr. (2+4P)  
 Troubleshooting and repair of starters, alternators, and associated circuits. Reading electrical diagrams, diagnosis and repair of electrical accessories. Prerequisite: consent of instructor.

AUTO 125. Brakes.....5 cr. (2+6P)  
 Theory of operation, diagnosis, repair, and maintenance of disc and drum brakes; safety and use of special tools.

AUTO 126. Suspension, Steering, and Alignment .....5 cr. (2+6P)  
 Types of steering systems, suspension maintenance and repair, four-wheel alignment procedures.

AUTO 127. Basic Automatic Transmission ..... 4 cr. (2+4P)  
 Theory and operation of the automatic transmission; maintenance, troubleshooting, diagnosis, and repair of components.

AUTO 132. Automotive Air-Conditioning and Heating Systems .....4 cr. (2+4P)  
 Theory and operation, reading schematic diagrams, troubleshooting, repair, and replacement operations performed.

AUTO 137. Fuel Systems and Emission Controls ..... 4 cr. (2+4P)  
 Covers theory and operation of fuel system and emission control. Troubleshooting, vacuum diagrams, overhaul, repair and adjustment of carburetion and fuel injection. Prerequisites: AUTO 117 or consent of instructor.

AUTO 221. Cooperative Experience I .....1–6 cr.  
 Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U. Prerequisite: consent of instructor.

AUTO 255. Special Problems in Automotive Technology 1-5 cr.  
 Individual studies in areas directly related to automotive technologies. Prerequisite: consent of instructor. May be repeated for a maximum of 12credits.

AUTO 295. Special Topics 1-6 cr.  
 Topics to be announced in the Schedule of Classes.

**BCIS—Business Computer Information Systems**

BCIS 110. Introduction to Computerized Information Systems .....3 cr.  
 Computerized information systems, their economic, and social implications. Introduction to microcomputer hardware, personal productivity software, and communications.

**BCT—Building Construction Technology**

BCT 100. Building Trades I .....8 cr. (2+12P)  
 Equipment and general safety. Human relations, building construction surveying, footings, foundation form work, framing, sheathing, insulation. Basic electrical wiring and plumbing. Classroom instruction, on-the-job training, and problem solving.

BCT 104. Woodworking Skills I .....3 cr. (1+4P)  
 Use and care of hand tools and elementary power tools, safety procedures, and supervised project construction.

BCT 105. Woodworking Skills II .....3 cr. (1+4P)  
 Advanced woodworking skills to include use of advanced power tools, power tool safety, and supervised construction. Prerequisite: BCT 104 or consent of instructor.

BCT 106. Woodworking Theory and Practice .....3 cr. (2+2P)  
 History of wood manufacturing, industrial techniques, wood characteristics, stains and finishes. Design and construction of minor wood projects.

BCT 110. Blueprint Reading for Building Trades .....4 cr. (2+4P)  
 Same as DRFT 151, CEET 101, CEPB 110.

BCT 206. Advanced Cabinetmaking .....3 cr. (1+3P)  
 Advanced cabinetmaking skills, to include expert use of hand and power tools, professional construction and finishing techniques. Prerequisites: BCT 105, BCT 106, or consent of instructor.

BCT 221. Cooperative Experience I .....1–4 cr.  
 Supervised cooperative work program. Student is employed in an approved occupation and is supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U. Prerequisite: consent of instructor.

BCT 255. Special Topics.....1–6 cr.  
Topics to be announced in the Schedule of Classes. May be repeated for up to 6 credits. Consent of instructor required. Restricted to Community College campuses only.

BCT 290. Special Problems in Building Technology.....1–4 cr.  
Individual studies in areas directly related to building technologies. Prerequisite: consent of instructor.

### **BIOL—Biology**

BIOL 101G. Human Biology .....3 cr.  
Introduction to modern biological concepts. Emphasis on relevance to humans and their relationships with their environment. Cannot be taken for credit after successful completion of BIOL 111G or BIOL 211G. Appropriate for non-science majors. Requires successful completion of BIOL 101GL in order to meet the NM Common Core Area III Laboratory Science requirements.

BIOL 101L. Human Biology Laboratory..... 1 cr. (3P)  
Laboratory for BIOL 101G. Laboratory experiences and activities exploring biological concepts and their relevance to humans and their relationship with their environment. Prerequisite(s)/Co-requisite: BIOL 101G.

BIOL 110G. Contemporary Problems in Biology.....4 cr. (3+3P)  
Fundamental concepts of biology will be presented using examples from relevant problems in ecology, medicine and genetics. For non-science majors only. Community Colleges only.

BIOL 111G. Natural History of Life.....3 cr.  
Survey of major processes and events in the genetics, evolution, and ecology of microbes, plants and animals, and their interactions with the environment. Appropriate for non-science majors. Must be taken with BIOL 111GL to meet general education requirements.

BIOL 111GL. Natural History of Life Laboratory..... 1 cr. (3P)  
Laboratory experiments, demonstrations and exercises on interrelationships among organisms, biodiversity, processes of evolution, and interaction of organisms and their environment. Prerequisite(s)/Corequisite(s): BIOL 111G.

BIOL 211G. Cellular and Organismal Biology.....3 cr.  
Principles of cellular structure and function, genetics, and physiology of microbes, plants, and animals. Suitable for non-majors with sufficient chemistry. Must be taken with BIOL 211GL to meet general education requirements. Pre/Co-requisite(s): CHEM 110G or CHEM 111G or CHEM 115.

BIOL 211GL. Cellular and Organismal Biology Laboratory..... 1 cr. (3P)  
Laboratory demonstrations, experiments and exercises on molecular and cellular biology and organismal physiology. Must have passed BIOL 211G or be concurrently enrolled in BIOL 211G and BIOL 211GL. Pre/Co-requisite(s): CHEM 110G or CHEM 111G or CHEM 115.

BIOL 221. Introductory Microbiology.....3 cr.  
Principles of isolation, taxonomy, and physiology of microorganisms. Prerequisite: CHEM 112 or consent of instructor. Co-requisite: BIOL 221L. Community Colleges only.

BIOL 221L. Introductory Microbiology Laboratory..... 1 cr. (3P)  
A laboratory course to accompany BIOL 221 or BIOL 219. Prerequisite: BIOL 221 or BIOL 219 or concurrent enrollment.

BIOL 225. Human Anatomy and Physiology I.....4 cr. (3+3P)  
The first in a two-course sequence that covers the structure and function of the human body, including terminology of the human gross anatomy, chemistry overview, cell structure, cell physiology (including DNA, protein synthesis and cell division). The organization of cells and tissues and their metabolic and homeostatic processes and regulation are also covered. Physical and chemical operation of organs and systems of the human body include the integumentary skeletal muscular and nervous systems. Pre/Corequisite(s): CHEM 110G or CHEM 111G. Restricted to: Community Colleges only.

BIOL 226. Human Anatomy and Physiology II .....4 cr. (3+3P)  
The second in a two-course sequence that covers the structure and function of the human body. Includes the physical and chemical operation of the organs and systems of the human body, including endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproduction system. Concepts of nutrition, metabolism, energy, fluid and electrolyte balance, heredity, pregnancy and human embryonic and fetal development are also covered. Prerequisite: BIOL 225, CHEM 110G or CHEM 111G. Restricted to: Community Colleges only.

BIOL 250. Special Topics .....1–3 cr.  
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 6 credits. Community Colleges only.

### **BLAW—Business Law, Department of Finance**

BLAW 230. Business Law .....3 cr.  
Introduction to law in general and application to business specifically; comprehensive study of the law of contracts; and the principal and agent relationship. Offered at all NMSU Community Colleges except Dona Ana Branch Community College. Credit may not be earned in both BLAW 230 and BLAW 317.

### **BMGT—Business Management**

BMGT 110. Introduction to Business .....3 cr.  
Terminology and concepts of the business field. Role of accounting, computers, business management, finance, labor, and international business in our society. Restricted to: Community College campuses only.

BMGT 140. Principles of Supervision I .....3 cr.  
Principles of supervision emphasizing planning, organization, rating of employees and procedures to develop good morale. Introduction to interpretation of case studies. Restricted to: Community College campuses only.

BMGT 201. Work Readiness and Preparation .....2 cr.  
Instruction in methods of selection, seeking, acquiring, and retaining employment. Addresses work success skills, business etiquette, employer expectation, and workplace norms. Restricted to: Community College campuses only.

BMGT 210. Marketing .....3 cr.

Role of marketing in economy, types of markets, product development, distribution channels, pricing, promotion of goods, market research, consumer motivation, and management of marketing process. Prerequisite: BMGT 110. Restricted to Community College campuses only.

BMGT 216. Business Math.....3 cr.  
Application of basic mathematical procedures to business situations, including percentage formula applications, markup, statement analysis, simple and compound interest, and annuities. Prerequisite: CDDM 103N or satisfactory math score on ACT. Restricted to Community College campuses only.

BMGT 221. Cooperative Experience I.....1-3 cr.  
Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and instructor. May be repeated up to 3 credits. Consent of Instructor required. Restricted to: BMGT majors. S/U Grading (S/U, Audit). Restricted to Community Colleges campuses only.

BMGT 228 - Small Business Finance, Regulations and Operations.....3cr.  
Business start-ups are often unaware of the intricacies of financing, governmental regulations and operational details. This course prepares the student to seek and utilize the most opportune financing available and ensure that pertinent governmental and tax regulations are followed. Restricted to: Community Colleges only.

BMGT 232. Personal Finance .....3 cr.  
Budgeting, saving, credit, installment buying, insurance, buying vs. renting a home, income tax statement preparation, investment, and estate disposal through will and trust. Restricted to Community College campuses only.

BMGT 240. Human Relations .....3 cr.  
Human interactions in business and industrial settings. Motivation and learning experiences as related to problems of the worker and supervisor. Practical applications of human behavior. Prerequisite: CCDE 105N or higher, or BOT 105 or higher. Restricted to: Community College campuses only.

BMGT 274, Small Business Planning and Development.....3 cr.  
Teaches the skills to effectively conceive, plan and open a business. Initial course in a series aimed at preparing individuals to start and run their own business. Restricted to: Community colleges.

BMGT 275, Small Business Planning.....3 cr.  
How to start a small business based on a formal business plan. Includes feasibility study and legal requirements. Restricted to: Community College campuses only.

BMGT 276, Small Business Advanced Business Plan Development.3 cr.  
Preparing a detailed business plan as the first step in creating a successful business. Restricted to: Community colleges.

BMGT 280, Introduction to Human Resources.....3 cr.  
Personnel functions encompassing job analysis, recruitment, selection, training, appraisals, discipline, and terminations. Prerequisite(s): BMGT 110 or BUSA 111 or B A 104. Restricted to: Community College campuses only.

**BUSA—Business Administration and Economics**

BUSA 111. Business in a Global Society.....3 cr.  
Overview of the global environment of business and the development of business as an integrative, cross-disciplinary activity.

**CEP—Counseling and Educational Psychology**

CEP 110G. Human Growth and Behavior .....3 cr.  
Introduction to the principles of human growth and development throughout the life span.

CEP 199 - Academic Excellence .....1-3 cr.  
Academic curriculum of excellence that includes the development of collaborative learning and student success environment, learning diverse learning styles and multiple intelligences, and developing multi-contextual academic communication styles. May be repeated up to 6 credits.

CEP 210. Educational Psychology.....3 cr.  
Psychological foundations as they apply to the learner in the classroom setting.

CEP 215 - The Preschool Child.....3 cr.  
Survey of psychological development from conception to age five.

CEP 240, Adolescence in School Settings .....3 cr.  
Survey of psychological development during the adolescence years.

CEP 298 - Exploration of Counseling & Community Psychology.....3 cr.  
An exploration of careers, activities, techniques in counseling, school, and community psychology.

**CJ—Criminal Justice**

CJ 101G. Introduction to Criminal Justice.....3 cr.  
Examination of crime and justice within the broader social and cultural context of U.S. society from interdisciplinary social science perspectives. Includes critical analysis of criminal justice processes and the ethical, legal, and political factors affecting the exercise of discretion by criminal justice professionals.

CJ 199. Special Topics in Criminal Justice I.....1-3 cr.  
Specific subjects to be announced in the Schedule of Classes. May be repeated under different topics for a maximum of 6 credits.

CJ 205. Criminal Law I .....3 cr.  
Rules, principles, and doctrines of criminal liability in the United States. The historical development, limits, and functions of the substantive criminal law.

CJ 206. Criminal Law II .....3 cr.  
Legal problems associated with the investigation of crime. Commencement of criminal proceedings, prosecution and defense of charges, sentencing and appeal. Prerequisite: C J 205. Community Colleges only. (Note: students completing C J 206 may not take C J 306.)

CJ 210. The American Law Enforcement System.....3 cr.  
 Historical and philosophical foundations of law and order. An in-depth examination of the various local, state, and federal law enforcement agencies.

CJ 221. Fundamentals of Criminal Investigation.....3 cr.  
 Investigation procedures from crime scene searches, collection of evidence, and case preparation. Community Colleges only. (Note: students completing CJ 221 may not take CJ 321.)

CJ 230. Introduction to Corrections.....3 cr.  
 Development of correctional philosophy, theory, and practice. Institutional and non-institutional alternatives available in the corrections process.

CJ 250. Courts and the Criminal Justice System.....3 cr.  
 Structures and functions of American courts. Roles of attorneys, judges, and other court personnel; operation of petit and grand juries, trial and appellate courts.

CJ 293. Field Experience in Criminal Justice ..... 3 or 6 cr.  
 Field experience in a public criminal justice agency or equivalent private sector organization. Supervised internship experience, conferences, and observations. Prerequisites: C J 101G, prior arrangement and consent of instructor and a GPA or a 2.0 or better in major. Restricted to majors. Community Colleges only.

**CS—Computer Science**

CS 110. Computer Literacy.....3 cr.  
 This course provides a broad introduction to computing, including computer and information technology concepts; economic and social implications of technology; database management, spreadsheet, word processing, and presentation applications.

CS 171G. Introduction to Computer Sciences .....4 cr. (3+2P)  
 Computers are now used widely in all area of modern life. This course provides understanding of the theoretical and practical foundations for how computers work, and provides practical application and programming experience in using computers to solve problems efficiently and effectively. The course covers broad aspects of the hardware, software, and mathematical basis of computers. Weekly labs stress using computers to investigate and report on data-intensive scientific problems. Practical experience in major software applications includes an introduction to programming, word processing, spreadsheets, databases, presentations, and Internet applications. Prerequisite(s): MATH 210G or MATH 120 or higher.

CS 187. Java Programming.....3 cr. (2+2P)  
 Programming in the Java language. Prerequisite: MATH 120 or higher.

CS 209. Special Topics.....1–3 cr.  
 May be repeated for a maximum of 12 credits.

**CCDE—Community College  
 Developmental English**

CCDE 105N. Effective Communication Skills.....4 cr. (3+2P)  
 Instruction and practice in basic communication, to include written and oral presentations. Develops thinking, writing, speaking, reading, and listening skills necessary for successful entry to college and university classes. Provides laboratory. RR applicable.

CCDE 110N. General Composition.....4 cr. (3+2P)  
 Instruction and practice in preparation for college-level writing. Students will develop and write short essays. Provides laboratory. Prerequisite: CCDE 105N (C or better) or equivalent. RR applicable.

**CCDL—Community College  
 Developmental Language**

CCDL 101N. Basic Skills in English as a Second Language I.....4 cr. (3+2P)  
 Developmental studies course for ESL students. Development of basic skills in speaking, listening, reading, and writing English as a second language with emphasis on speaking and listening. Pronunciation stressed. Course intended for U.S. citizens and residents who are non-native speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 103N. Basic Skills in English as a Second Language II .....4 cr. (3+2P)  
 Continuation of CCDL 101N for ESL students. Course intended for U.S. citizens or residents who are non-native speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 105N. Intermediate Skills in English as a Second Language I .....4 cr. (3+2P)  
 Intermediate level with emphasis on reading and writing. Grammar and syntax stressed. Course intended for U.S. citizens or residents who are non-native speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 107N. Intermediate Skills in English as a Second Language II .....4 cr. (3+2P)  
 Continuation of CCDL 105N. Course intended for U.S. citizens or residents who are non-native speakers of English. Prerequisite: English language screening or consent of instructor.

**CCDM—Community College  
 Developmental Mathematics**

CCDM 100N. Mathematics Preparation for College Success .....1–4 cr.  
 Mathematics skills course designed for college students with math skills insufficient for success in CCDM 103N. May be repeated for a maximum of 4 credits. RR applicable.

CCDM 103N. Pre-Algebra.....4 cr. (3+2P)  
 Fundamental mathematics operations and arithmetic computations. Introduction to algebra and applied geometry. Provides laboratory and individualized instruction. Prerequisite: C or better in CCDM 100N or adequate placement in the College Placement Test. RR applicable.

CCDM 105N, Mathematics Preparation and Pre-Algebra .....5 cr. (4+2P)  
 A total immersion course that combines CCDM 100N and CCDM 103N using tutorials, manipulatives, and classroom instruction. Completion of this class is equivalent to the completion of CCDM



100N and CDDM 103N. Prerequisite(s): Math Placement Exam. Restricted to: Community colleges.

**CDDM 112N. Developmental**

Algebra I .....4 cr. (3+2P)  
Fundamental algebra operations, variable expressions, solving linear equations, applications of linear equations, polynomials and factoring. Provides laboratory instruction. Completion of CDDM 112n and CDDM 113n is equivalent to completion of CDDM 114n. Graded: Traditional with RR. Prerequisite(s): grade of C or better in CDDM 103N or adequate placement in the College Placement Test. Restricted to Community Colleges.

**CDDM 113N. Developmental**

Algebra II .....4 cr. (3+2P)  
Fundamental algebra operations, polynomials, factoring, solving quadratics by factoring, rational expressions, exponents and radical expressions (continuation of CDDM 112N). Provides laboratory instruction. Completion of CDDM 112N and CDDM 113N is equivalent to completion of CDDM 114N. Graded: Traditional with RR. Prerequisite(s): Grade of C or better in CDDM 112n or consent of instructor. Restricted to Community Colleges.

**CDDM 114N. Algebra Skills.....4 cr. (3+2P)**

Fundamental algebra operations: algebraic expressions, solving linear equations, factoring, radicals, exponents. Provides laboratory and individualized instruction. Completion of CDDM 114n meets basic skills requirement. Graded: Traditional with RR. Prerequisite(s): C or better in CDDM 103N or adequate placement in the College Placement Test. Restricted to Community Colleges.

**CCDS—Community College  
Developmental Studies**

**CCDS 104N. Comprehensive Reading**

Development .....4 cr. (3+2P)  
Integration of basic reading skills, including vocabulary development, text comprehension, and critical reading skills. RR applicable.

**CCDS 108N. Effective Reading .....4 cr. (3+2P)**

Instruction and practice of skills and strategies for effective reading at the college level. Designed to incorporate applied skill practice lab activities. RR applicable.

**CCDS 109N. Study Skills for Reading.....1–3 cr.**

Individualized reading skill strategies necessary for success in college classroom. May be repeated for a maximum of 3 credits. Graded traditional or S/U.

**CCDS 113N. Study Skills for English .....1–3 cr.**

Individualized study skill strategies necessary for success in the composition classroom. May be repeated for a maximum of 3 credits.

**CHEM—Chemistry**

**CHEM 100. Basic Chemistry.....3 cr.**

For students whose preparatory science or math training has been deficient. Does not meet the chemistry requirement in any curriculum. Prerequisite: Enhanced ACT composite score of at least 18 or a grade of C or better in CDDM 114N.

**CHEM 110G. Principles and**

Applications of Chemistry4 cr. (3+3P)A survey of the properties and uses of the elements and their compounds. In addition to classical

chemistry, attention is paid to the materials from which consumer products are made, to the production of energy, and to environmental considerations. Prerequisite: 3 years of high school math or CDDM 114N.

**CHEM 111G. General Chemistry I .....4 cr. (3+3P)**

Descriptive and theoretical chemistry. Prerequisites: (1) grade of C or better in MATH 120 or a Mathematics Placement Exam Score adequate to enroll in mathematics courses beyond MATH 120; and (2) one of the following: B or better in a second semester high school chemistry course, or grade of at least C in CHEM 100, or an enhanced ACT score of at least 22. CHEM 111G/112G is General Education alternative to CHEM 110G.

**CHEM 112G. General Chemistry II .....4 cr. (3+3P)**

Descriptive and theoretical chemistry. CHEM 111/112 is General Education alternative to CHEM 111G.

**CHEM 210. Chemistry for Allied Health**

Sciences .....3 cr.

Discussion and application of the established facts and concepts of general organic chemistry and biochemistry to acquire a molecular understanding of a variety of health related issues, from atmospheric ozone holes to human nutrition. Prerequisite: CHEM 110G or CHEM 111G.

**CHEM 211. Organic Chemistry.....4 cr. (3+3P)**

A one-semester survey for students requiring a brief coverage of important classes of organic compounds. Prerequisite: CHEM 112 or CHEM 114.

**CMT—Creative Media Technology**

**CMT 100. Introduction to Visual**

Communications .....3 cr.

Overview of the process of creating a digital product from conception to final implication. Incorporates basic principles of art and design, typography, layout, color, imagery logos and advertising basics.

**CMT 110. Introduction to Web Design.....1 cr.**

Basics of creating a web presence for digital portfolios for personal use.

**CMT 120. Introduction to Creative**

Media.....3 cr. (2+2P)

Exploration and discovery of the creative processes through art, music, theater, narrative, and other avenues.

**CMT 130. Introduction to Web Design.....3 cr. (2+2P)**

Introduction to web development techniques, theory, and design. Incorporates HTML and industry-standard web editing software in developing various web sites. Community Colleges only.

**CMT 135. Introduction to 3D Computer**

Animation.....3 cr. (2+4P)

Learning to work in a 3D environment. Introduction to the basics of modeling, dynamics, and rendering. Working with polygons, NURBS and subdivisions, and editing in multiple interfaces. May be repeated for a maximum of 6 credits.

**CMT 140. Print Media I.....3 cr. (2+2P)**

Creation and design of publications and presentation materials using page layout software. May be repeated for a maximum of 6 credits.

MT 145. Image Processing I.....3 cr. (2+2P)  
Creation and designing of digital graphics using a raster or bitmap program for use in print, multimedia, video, animation and web. May be repeated for a maximum of 6 credits.

MT 150. 2D Animation.....3 cr. (2+2P)  
Concepts and techniques in storyboarding and creating 2D animations for video, web, and multimedia. Prerequisites: MT 142 or MT 146.

MT 151, Evolution of Electronic Games 3 cr. (2+2P) Focus on the evolution of video games and how they have shaped mainstream entertainment. May be repeated up to 6 credits.

MT 155, Selected Topics .....1-4 cr.  
Specific titles to be announced in the *Schedule of Classes*. May be repeated for a maximum of 18 credits. Same as OEGR 155.

MT 160, Modeling and Animation.....3 cr. (2+2P)  
Building on student's knowledge of 2D animation, covers modeling, animating objects and scenes in a 3D environment using various camera and lighting effects. May be repeated for a maximum of 6 credits. Restricted to Community Colleges campuses only.

MT 175, 3-D Character Design.....3 cr. (2+4P)  
Focus on designing a character and then taking that design and building it in 3D using intermediate modeling techniques. Prerequisite: MT 135 or MT 160. May be repeated for a maximum of 6 credits.

MT 180. Principles of Media Design .....3 cr. (2+2P)  
Techniques and theories of design principles, including layout foundations, logo building, type, color, and story-boarding and their applications to print, web, animation, and video. Prerequisites: MT 142 or 146.

MT 190. Digital Video Production I .....3 cr. (2+4P)  
A hands-on study of the tools and techniques used to produce the independent video. Through the production of various short projects, the student explores how the ideas of the writer/director are translated into a visual story. May be repeated for a maximum of 6 credits.

MT 195. Digital Video Editing I .....3 cr. (2+2P)  
A study of the basic tools and techniques of non-linear digital video editing May be repeated for a maximum of 6 credits.

MT 200, Critical Game Studies.....3 cr. (2+2P)  
Focus on creating a complete design document utilizing techniques and standards used in the industry today. May be repeated for up to 6 credits. Restricted to Community Colleges campuses only.

MT 221. Cooperative Experience.....1-3 cr.  
Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 9 credits. Consent of Instructor required. Prerequisite(s): Consent of instructor. S/U Grading (S/U, Audit). Restricted to Community Colleges campuses only.

MT 223. Media Production Services.....1-3 cr.  
A design studio environment in which students obtain real-world experience while providing service to college and non-profit

associations with faculty supervision using a variety of media. Can be used with permission to fulfill cooperative requirement. Prerequisite: MT 180 or ART 163. May be repeated for a maximum of 6 credits.

MT228 Level Design Concepts .....3cr. (2+2P)  
Focus on the design and creation of video game levels. Dealing with the challenges and pitfalls of different video game genres. May be repeated for a maximum of 6 credits. Prerequisite: MT 200

MT 230. Web Design II.....3cr. (2+2P)  
Creating and managing well-designed, organized web sites using HTML and web development software. Prerequisite: MT 130. May be repeated for a maximum of 6 credits. Same as OEGR 230. Community Colleges only

MT 252, Game Tools and Techniques.....3 cr. (2+2P)  
Focus on the different engines and gaming technologies that power the games of today. May be repeated for a maximum of 6 credits. Prerequisite: MT 200.

MT 255. Special Topics.....1-4 cr.  
Specific topics to be announced in the *Schedule of Classes*. May be repeated for a maximum of 18 credits.

MT 260, 3D Special Effects.....3 cr. (2+2P)  
Creating advanced virtual special effects for both rigid and soft bodies. Using MEL, dynamic principles, mixing nodes, and advanced particle systems. How to drive particles over surfaces, add texture to flow, create surface tensions, and use collision events to drive texture. Study of integrating computer-generated images with real-life video and audio. Prerequisite: MT 160 or MT 225.

MT 275. Advanced Web Techniques.....3cr. (2+2P)  
Creating and managing complex web sites using advanced techniques and tools. Prerequisites: MT 145 and MT 230. May be repeated for a maximum of 6 credits.

MT 292. Creative Media Studio.....3 cr. (2+2P)  
A studio environment where students specialize in creating film-festival quality and portfolio-ready projects under the supervision of faculty. Prerequisites: MT 190 and MT 195 or MT 160. May be repeated for a maximum of 6 credits.

MT 295. Professional Portfolio Design and Development.....1-3 cr.  
Personalized design and creation of the student's professional portfolio including hard-copy, demo reel, and online. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits. Same as OEGR 280.

MT 298. Independent Study.....1-3 cr.  
Individual studies directed by consenting faculty with prior approval of department head. Prerequisite: minimum GPA of 3.0 and sophomore standing. May be repeated for a maximum of 6 credits. Same as OEGR 298.

#### **COLL—College Studies**

COLL 101. College/Life Success.....1-3 cr.  
Provides students with an opportunity to cultivate the skills, values, and attitudes necessary to become confident, capable students, and contributing community members. Topics include time management, memory techniques, relationships, health issues, money management, and college and community resources.

COLL 103. Managing Your Money..... 1 cr.  
Principles and strategies for effective money management. Includes financial goal setting, both short and long term. Explores the relationship between career and income learning potential. Explores issues of credit and debt management and prevention of identity theft.

COLL 108. Academic Reading and Study Skills.....1-4 cr.  
Introduction to and practice with strategies for effective reading and studying at the college level. Provides laboratory.

COLL 120. Career Exploration ..... 1 cr.  
Survey of careers possible with community college associate degrees. Information on how to make a career choice.

COLL 122. Introduction to Learning in an Electronic Environment .....1-3 cr.  
Extends methods of learning and thinking by using communication technology. Interaction with a wide range of electronic information. Focus on technical and student skills necessary for distance learning.

COLL 155. Special Topics .....1-4 cr.  
Covers specific study skills and critical thinking topics. Specific subtitles to be listed in the Schedule of Classes. May be repeated for a maximum of 8 credits.

COLL 185. Prior Learning: Professional Portfolio .....1-6 cr.  
Creating a portfolio that outlines professional and educational experiences. Life skills and education learned through workplace training and non-traditional education experiences will be evaluated for consideration of awarding college credit. Students will draft a life history paper, prepare a professional resume, assemble supporting documentation and evidence in support of their petition to receive college credit for prior learning. Culminating activities will include an oral presentation of the portfolio contents. Prerequisite: CODE 110N or equivalent. Graded S/U.

COLL 201. Critical Thinking Skills.....3 cr.  
Introduction to critical thinking processes. Develops higher order thinking necessary to evaluate clearly, logically, and accurately one's academic and life experiences. Practical emphasis on assertive thinking and perspectives. Prerequisite: placement scores for CODE 110N or higher.

**COMM—Communication Studies**

COMM 253G. Public Speaking.....3 cr.  
Principles of effective public speaking, with emphasis on preparing and delivering well-organized, logical, and persuasive arguments adapted to different audiences.

COMM 265G. Principles of Human Communication.....3 cr.  
Study and practice of interpersonal, small group, and presentational skills essential to effective social, business, and professional interaction.

**DANC—Dance**

DANCE 122..... 1cr.  
Introduction to Latin social dance for non dance majors. Students will learn basic Latin dance technique and partnering work. May be repeated for up to 2 credits.

**DRFT- DRAFTING**

DRFT 105. Technical Drawing for Industry .....3 cr. (2+2P)  
Technical sketching, basic CAD, and interpretation of drawings with visualization, speed and accuracy highly emphasized. Areas of focus include various trades such as machine parts, welding, heating and cooling, and general building sketches/plan interpretation.

DRFT 108. Drafting Concepts/Descriptive Geometry .....2 cr. (1+2P)  
Basic manual drafting skills, sketching, terminology and visualization. Graphical solutions utilizing applied concepts of space, planar, linear and point analyses. Metric and S.I. units introduced.

DRFT 109. Computer Drafting Fundamental .....3 cr. (2+2P)  
Introduction to computer-aided drafting. Principles and fundamentals of drafting using the latest version of AutoCAD software. Crosslisted with: C E 109 and ET 109.

DRFT 114. Introduction to Solid Modeling.....3 cr. (2+2P)  
Students will learn 3-D visualization, mechanical drafting, and dimensioning skills as solid modeling skills are developed. Working drawings, assembly models, and assembly drawings will be introduced. May be repeated for a maximum of 6 credits. Co-requisite: DRFT 108. Restricted to Community Colleges.

DRFT 118. Geometry for Drafting.....3 cr.  
Analysis and problem solving of related technical problems using measuring instruments and techniques with geometry and trigonometry. Prerequisite: CODM 103N or CODM 104N.

DRFT 130. General Building Codes.....3 cr. (2+2P)  
Interpretation of the Building Code, local zoning codes, A.D.A. Standards and the Model Energy Code to study construction and design requirements and perform basic plan checking.

DRFT 135. Electronics Drafting I.....3 cr. (2+2P)  
Drafting as it relates to device symbols; wiring, cabling, harness diagrams and assembly drawings; integrated circuits and printed circuit boards; schematic, flow and logic diagrams; industrial controls and electric power fields. Drawings produced using various CAD software packages. Prerequisites: DRFT 108 and DRFT 109.

DRFT 143. Civil Drafting Fundamentals.....3 cr. (2+2P)  
Introduction to drafting in the field of surveying and civil engineering. Drawings, projects, and terminologies related to topographic surveys/ mapping, contour drawings, plan and profiles, improvement plats and street/highway layout. Prerequisite: DRFT 109. Crosslisted with: ET 143.

DRFT 151. Construction Principles and Blueprint Reading.....4 cr. (4+2P)  
Introduction to construction materials, methods, and basic cost estimating and blueprint reading applicable in today's residential, commercial, and public works industry. Instruction by print reading and interpretation, field trips, and actual job-site visits and progress evaluation.

DRFT 160. Construction Take-Offs and Estimating .....3 cr. (2+2P)  
Computing and compiling materials and labor estimates from working drawings using various techniques common in general building construction and in accordance with standard specifications and estimating formats. Use of spreadsheets and estimating software introduced. Prerequisite: DRFT 151.

DRFT 176. Solid Modeling, Rendering and Animation .....3cr. (2+2P)  
Introduction to three dimensional drafting and solid modeling, rendering and animation for architecture and engineering fields. Material application, mapping, and scene lighting will be introduced. Prerequisite(s): DRFT 109. Restricted to Community Colleges only.

DRFT 180. Residential Drafting 3 cr.(2+2P)  
Basic residential drafting including, floor plans, foundation plans, sections, roof plans, exterior and interior elevations, and site plans. Applicable residential building and zoning codes, construction methods and materials, adaptable residential design, and drawing and sheet layout for architectural drafting will be introduced.

DRFT 181, Commercial Drafting 3 cr. (2+2P) Drafting principles, plan coordination, and code analysis applicable in the development of working drawings for commercial, public, and industrial building projects. Students will utilize National Cad Standards, ADA Standards, and will be introduced to modern office practice. Prerequisite(s): DRFT 109. Pre/Corequisite(s): DRFT 180. Restricted to: Community Colleges only.

DRFT 214. Advanced Mechanical Drafting/Solid Modeling.....3 cr. (2+2P)  
Advanced mechanical drafting/solid modeling techniques and topics will be studied using the student's software(s) of choice. Students will use any of the 3-D solid modeling software packages that are available on campus as they develop these skills, as well as develop a thorough working knowledge of the use of GD&T in Mechanical Drafting/Solid Modeling. Detailed class projects will be assigned, and presentations will be required. May be repeated for a maximum of 6 credits. Prerequisite: DRFT 114 or DRFT 176.

DRFT 222. Surveying Fundamentals.....3 cr. (2+2P)  
Elementary surveying and civil drafting theory and techniques for non engineering majors. Includes traverse plotting, site plans, mapping, cross sections, and development of plan and profile drawings. Actual basic field measurement/surveying as well as extensive manual and CAD projects will be assigned. Prerequisites: DRFT 108, DRFT 109, and (DRFT 118 or MATH 180 or MATH 190).

DRFT 230. Building Systems Drafting.....3 cr. (2+2P)  
Development of working drawings for electrical, plumbing, and HVAC systems, for residential and commercial building through the applications of both 2D Drafting and 3D Building Information Modeling (BIM) techniques. Basics of project setup, National CAD Standards, ADA Standards, modern office practice, code analysis, as well as Sustainability and LEED for new construction. Prerequisite(s): DRFT 180 or DRFT 181. Restricted to: Community Colleges only

DRFT 240. Structural Systems Drafting.....4 cr. (2+4P)  
Study of foundations, wall systems, floor systems and roof systems in residential, commercial and industrial design/construction. Produce structural drawings including foundation plans, wall and building sections, floor and roof framing plans, shop drawings and details; schedules, materials lists and specifications. Use of various software. Prerequisite: DRFT 180 or DRFT 181.

DRFT 243. Land Development Drafting.....3 cr. (2+2P)  
Advanced civil/survey technology and drafting related to land development. Emphasis is on relevant terminology codes/standards, and the production of complex working drawings such as subdivision plats, local utility and drainage plans, construction details roadway P P, etc., according to local development/ agency standards. Prerequisite: DRFT 143 and DRFT 153.

DRFT 255. Independent Study.....1-3 cr.  
Instructor-approved projects in drafting or related topics specific to the student's individual areas of interest and relevant to the drafting and graphics technology curriculum. Consent of instructor required. May be repeated for a maximum of 6 credits.

DRFT 276. Computer Rendering and Animation I.....3 cr. (2+2P)  
Introduction to technical applications of computer generated renderings and animations for the architecture and engineering fields. 3D models, photo-realistic renderings, and basic animation movie files will be produced utilizing industry standard modeling and animation software.

DRFT 278. Advanced CAD Applications.....3 cr. (2+2P)  
Introduction to advanced CAD commands, applications, usage techniques, and user customization. the latest version of the National CAD Standards will also be explored. Prerequisite(s): DRFT 109. Restricted to: Community Colleges only.

DRFT 288. Portfolio Development.....4 cr. (2+4P)  
Production of a portfolio consisting of previously produced student work related to the student's individualized degree option. Process shall include the compilation and organization of working and presentation drawings, construction documents, BIM Models, and renderings/animations. Students will learn the basics of design layout and online portfolio documentation. Job search and resume preparation activities will also be required. Production of new material and content may also be required. This course is designed as a last semester course in the Drafting Design curricula. Cross listed with: ARCT 288. Restricted to: Community Colleges only.

DRFT 290. Special Topics.....1-4 cr.  
Topics subtitled in the Schedule of Classes. May be repeated for a maximum of 12 credits.

DRFT 291. Cooperative Experience.....1-6 cr.  
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student meets with advisor weekly. Prerequisite: consent of instructor. Graded S/U.

## EE – Electrical and Computer Engineering

EE 161. Computer Aided Problem Solving 4 cr. (3+3P)  
Introduction to scientific programming. Extensive practice in writing programs to solve engineering problems. Items covered will include: loops, input and output, functions, decision statements, and pointers. Pre/Corequisite(s): MATH 190G

EE 280. DC and AC Circuits 4 cr. (3+3P)  
 Electric component descriptions and equations; Kirchhoff's voltage and current laws; formulation and solution of network equations for dc circuits; ideal op-amp circuits. Complete solutions of RLC circuits; steady-state analysis of ac circuits, ac power; introduction to frequency response techniques. Prerequisite(s): C or better in MATH 192 and PHYS 216.

**ES—Environmental Science**

ES 110G. Introductory Environmental Science.....4 cr. (3+2P)  
 Introduction to environmental science as related to the production, remediation, and sustainability of land, air, water, and food resources. Emphasis on the use of the scientific method and critical thinking skills in understanding environmental issues

**ET—Engineering Technology**

ET 106. Drafting Concepts/Computer Drafting Fundamentals I .....4 cr. (2+4P)  
 Basic drafting skills, terminology, and visualization. Introduction to principles and fundamentals of computer-aided drafting. Prerequisite: OECS 125, OECS 207, or consent of instructor. Community Colleges only. Same as DRFT 112.

**ECED—Early Childhood Education**

ECED 115. Child Growth, Development, and Learning.....3 cr.  
 This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the theoretical foundation for becoming competent early childhood professionals.

ECED 125. Health, Safety, and Nutrition.....2 cr.  
 This course provides information related to standards and practices that promote children's physical and mental wellbeing sound nutritional practices, and maintenance of safe learning environments.

ECED 135. Family and Community Collaboration.....3 cr.  
 This beginning course examines the involvement of families and communities from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with families in early childhood settings is discussed. Prerequisite(s): ECED 115 and ENGL 111G.

ECED 215. Curriculum Development through Play .....3 cr.  
 The beginning curriculum course places play at the center of curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for children birth through age four and developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with diverse abilities and the development of IFSP's and IEP's is included. Consent of instructor required. Prerequisite(s): ECED 115 and ENGL 111G. Corequisite(s): ECED 220.

ECED 220. Early Childhood Education Practicum I .....2 cr.  
 The beginning practicum course will provide experiences that address curriculum content that is relevant for children birth through

age four in developmentally and culturally sensitive ways. Consent of instructor required. Prerequisite(s): ECED 115 and ENGL 111G. Corequisite(s): ECED 215.

ECED 225. Curriculum Development and Implementation II .....3 cr.  
 The second curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with diverse abilities and the development of IEP's is included. Consent of instructor required. Prerequisite(s): ECED 115, ENGL 111G. Corequisite(s): ECED 230.

ECED 230. Early Childhood Education Practicum II .....2 cr.  
 The second field-based curriculum course focuses on practicing developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Consent of instructor required. Prerequisite(s): ECED 115, ENGL 111G. Corequisite(s): ECED 225.

ECED 235. Introduction to Reading and Literacy Development .....3 cr.  
 235. Introduction to Language, Literacy and Reading 3 cr.  
 This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach, the course addresses ways in which early childhood professionals can foster young children's oral language development, phonemic awareness, and literacy problem solving skills, fluency, vocabulary, and comprehension. Prerequisite(s): ECED 115 and ENGL 111G.

ECED 245. Professionalism.....2 cr.  
 This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined.

ECED 255. Assessment of Children and Evaluation of Programs.....3 cr.  
 This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation of typically and non-typically developing children. Prerequisite(s): ECED 115 and ENGL 111G. Crosslisted with: SPED 255

ECED 265. Guiding Young Children.....3 cr.  
 This course explores various theories of child guidance and the practical applications of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing challenging behaviors through the use of environment, routines and schedule will be presented.

**ECON—Economics**

ECON 201G. Introduction to Economics .....3 cr.  
 Economic institutions and current issues with special emphasis on the American economy.

ECON 251G. Principles of Macroeconomics.....3 cr.  
Macroeconomic theory and public policy: national income concepts, unemployment, inflation, economic growth, and international payment problems. Prerequisite(s): Satisfaction of NMSU's mathematics basic skill requirement.

ECON 252G. Principles of Microeconomics.....3 cr.  
Microeconomic theory and public policy: supply and demand, theory of the firm, market allocation of resources, income distribution, competition and monopoly, governmental regulation of businesses and unions. Prerequisite(s): Satisfaction of NMSU's mathematics basic skill requirement.

### **EDUC—Education**

EDUC 103. Internship in Bilingual Education/ESL  
1-4 cr. Supervised experience in bilingual education/ESL elementary or secondary classroom settings for prospective bilingual education/ESL teachers.

EDUC 181. Field Experience I.....1 cr.  
Introduction to public school teaching, school visits, classroom observations and discussion seminar.

EDUC 195. Individual Topics in Education .....1–3 cr.  
Supervised study in a specific area of interest. Each course shall be designated by a qualifying subtitle. May be repeated for a maximum of 9 credits.

EDUC 204. Foundations of Bilingual/ESL  
Education.....3 cr.  
Explore and review the historical, legal, philosophical, theoretical and pedagogical paradigms of bilingual/ESL education.

### **ELT—Electronics Technology**

ELT 110. Electronics I.....4 cr. (3+3P)  
Fundamentals of electronics including: components, schematics, Ohm's law, Thevenin's and Norton's theorems, and series/parallel circuits incorporating passive, active and magnetic elements. Introduction to AC circuits. Pre/Crosslisted with: AERT 123. Restricted to Community Colleges only.

ELT 120. Mathematics for Electronics.....4 cr.  
Includes fundamental mathematics, algebra, sine, cosine, and other elementary functions as they specifically apply to the operation, manipulation, and evaluation of direct current (DC) and alternating current (AC) circuits. Minimum math proficiency of CODM 114 required or math placement into MATH 120 or higher. Restricted to Community Colleges only. Crosslisted with: AERT 124.

ELT 135. Electronics II.....4 cr. (3+3P)  
Analysis of AC circuits, filters, and resonance. Introduction to solid state fundamentals including diodes and rectifier circuits, voltage regulators, various transistors and transistor characteristics, amplification and amplifiers, photoelectric effects, gates and timing circuits. Prerequisite: ELT 110 and ELT 120.

ELT 155. Electronics CAD and PCB  
Design.....3 cr. (2+2P)  
Introduction to and the use of commercially available CAD software covering schematic representation of electronic components and circuits. Printed circuit board layout techniques including proper

schematic capture, netlist generation, design rule checking and manual routing covered.

ELT 160. Digital Electronics I.....4 cr. (3+3P)  
Number systems, codes, Boolean algebra, logic gates, Karnaugh maps, combination circuits, flip-flops, and digital troubleshooting techniques. Prerequisite: ELT 110 or consent of instructor.

ELT 175. Soldering Practices.....2 cr. (4P)  
Methods and techniques of hand soldering in the production of high quality and reliable soldering connections.

ELT 205. Semiconductor Devices.....4 cr. (3+3P)  
Analysis and trouble shooting of linear electronic circuits including amplifiers, op-amps, power supplies, and oscillators. Prerequisite: ELT 110 & ELT 135 or Consent of Instructor.

ELT 215. Microprocessor  
Applications I.....4 cr. (3+2P)  
Fundamentals of microprocessor architecture and assembly language with an emphasis on hardware interfacing applications. Co-requisite: ELT 235.

ELT 221. Cooperative Experience I.....1–6 cr.  
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U. Prerequisite: consent of instructor.

ELT 225. Computer Applications for  
Technicians.....3 cr. (2+2P)  
An overview of computer hardware, software applications, operating systems, high level programming languages and networking systems.

ELT 235. Digital Electronics II.....3 cr. (2+3P)  
Sequential logic circuits, latches, counters, shift-registers, fault analysis and troubleshooting of digital ICs, multiplexers, timers, encoders/decoders, arithmetic circuits, pulse shaping, and memory devices. Prerequisite: ELT 160.

### **ELA – Educational Leadership and Administration**

ELA 101. Freshman Orientation.....1 cr.  
Introduction to the university and to the College of Education. Discussion of and planning for individualized education program and field experience. Graded S/U.

ELA 250. Introduction to Education.....2 cr.  
An overview of the American education system with emphasis on organization, governance, law, demographics, and professional practice.

### **ENGL—English**

**Credit for ENGL 111G is a prerequisite for every English course numbered 200 or above.**

ENGL 111G. Rhetoric and Composition.....4 cr.  
Skills and methods used in writing university-level essays. Prerequisite(s): ACT standard score in English of 16 or higher or a Compass score 76 or higher; for those scoring 13-15 in English on the ACT or 35-75 on the Compass, successful completion of a developmental writing course; for those scoring 12 or below on the

ACT standard score in English or 34 or below on the Compass, successful completion of two developmental writing courses.

ENGL 112. Rhetoric and Composition II.....2 cr.  
A continuation of English 111G for those desiring more work in composition. Weekly themes based on outside reading. Prerequisite: successful completion of ENGL 111G or the equivalent.

ENGL 115G. Perspectives on Literature .....3 cr.  
Examines literature by writers from culturally diverse backgrounds and from different cultural and historical contexts. Explores various strategies of critical reading.

ENGL 116G. Perspectives on Film.....3 cr.(3+3P)  
Explores narrative and documentary film and examines significant developments in the history of cinema. Criticism of film as an art form, technical enterprise, business venture, and cultural phenomenon.

ENGL 203G. Business and Professional Communication.....3 cr.  
Effective writing for courses and careers in business, law, government, and other professions. Strategies for researching and writing correspondence and reports, with an emphasis on understanding and responding to a variety of communication tasks with a strong purpose, clear organization, and vigorous professional style.

ENGL 211G. Writing in the Humanities and Social Sciences.....3 cr.  
Theory and practice in interpreting texts from various disciplines in the humanities and social sciences. Strategies for researching, evaluating, constructing, and writing researched arguments. Course subtitled in the Schedule of Classes.

ENGL 218G. Technical and Scientific Communication.....3 cr.  
Effective writing for courses and careers in sciences, engineering, and agriculture. Strategies for understanding and presenting technical information for various purposes to various audiences.

ENGL 220G. Introduction to Creative Writing.....3 cr.  
Examines classic and contemporary literature in three genres. Various forms, terminologies, methods and technical aspects of each genre, and the art and processes of creative writing.

ENGL 244G. Literature and Culture .....3 cr.  
Intensive reading of and discussion and writing about selected masterpieces of world literature. Emphasizes cultural and historical contexts of readings to help students appreciate literary traditions. Core texts include works by Homer, Dante, and Shakespeare, a classic novel, an important non-Western work, and modern literature.

### ENGR – Engineering

ENGR 100. Introduction to Engineering 3 cr. (2+3P)  
An introduction to the various engineering disciplines, the engineering approach to problem solving, and the design process. Projects emphasize the importance of teamwork, written & oral communication skills, as well as ethical responsibilities. Prerequisite(s)/Corequisite(s): MATH 121G.

ENGR 111. Mathematics for Engineering Applications .....3 cr.  
An introduction to engineering mathematics and basic programming skills needed to perform elementary data manipulation and analysis. Consent of Instructor required. Prerequisite(s)/Corequisite(s): MATH 190G. Prerequisite(s): MATH 121G.

### FIN—Finance

FIN 210. Financial Planning and Investments ..... 3 cr.  
Individual financial planning and related financial markets and institutions. Community Colleges only.

### FREN—French

FREN 111. Elementary French I ..... 4 cr.  
French language for beginners.

FREN 112. Elementary French II ..... 4 cr.  
French language for beginners. Prerequisite: Cor better in FREN 111.

FREN 211. Intermediate French I ..... 3 cr.  
Speaking, reading, and writing. Prerequisite: Cor better in FREN 112.

FREN 212. Intermediate French II ..... 3 cr.  
Speaking, reading, and writing. Prerequisite: Cor better in FREN 211.

### GEOG—Geography

GEOG 111G. Geography of the Natural Environment ..... 4 cr. (3+3P)  
Introduction to the physical processes that shape the human environment: climate and weather, vegetation dynamics and distribution, soil development and classification, and geomorphic processes and landform development.

GEOG 112G. World Regional Geography ..... 3 cr.  
Overview of the physical geography, natural resources, cultural landscapes, and current problems of the world's major regions. Students will also examine current events at a variety of geographic scales.

GEOG 120G. Culture and Environment ..... 3 cr.  
Study of human-environmental relations: how the earth works and how cultures impact or conserve nature. Introduction to relationships between people and natural resources, ecosystems, global climate change, pollution, and conservation.

GEOG 257. Introduction to Weather Science ..... 4 cr. (3+3P)  
An introduction to Earth's atmosphere and the dynamic world of weather as it happens. Working with current meteorological data delivered via the Internet and coordinated with learning investigations keyed to the current weather; and via study of selected archives. Crosslisted with: SOIL 257 and AGRO 257.

GEOG 259. Introduction to Oceanography..... 4 cr. (3+3P)  
Introduces the origin and development of the oceans, and marine ecological concepts. Examines physical processes such as waves, tides, and currents, and their impact on shorelines, the ocean floor, and basins. Investigates physical processes as they relate to oceanographic concepts. Includes media via the Internet and laboratory examination of current oceanic data, as an alternative to

the actual oceanic experience. Students will gain a basic knowledge and appreciation of the ocean's impact on the world's ecology.

**GEOG 281. Map Use: Reading, Analysis and Interpretation** 3 cr. (2+3P)  
Exploration of the cartographic medium. Development of critical map analysis and interpretation skills, and map literacy. Comprised of traditional lecture, labs, and map use projects.

**GEOG 291. Special Topics** ..... 1–3 cr.  
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

**GEOG 295. Introduction to Climate Science** 4 cr. (3+3P)  
Examines fundamentals and related issues of Earth's climate system, climate variability, and climate change. Develops solid understandings of Earth's climate system framed in the dynamic, Earth system based approach to the science.

### **GEOL—Geology**

**GEOL 111G. Survey of Geology** ..... 4 cr. (3+3P)  
Covers the fundamental principles of physical geology, including the origin of minerals and rocks, geologic time, rock deformation, and plate tectonics.

**GEOL 212G. The Dynamic Earth** ..... 4 cr. (3+3P)  
Introduction to earth systems. Geology and the solid earth, geologic time and earth history, water and the world oceans, atmosphere and weather, the solar system. Community Colleges only.

**GEOL 220. Special Topics** ..... 1–3 cr.  
Specific subjects to be announced in the Schedule of Classes. Community Colleges only. May be repeated for a maximum of 12 credits.

**GEOL 295. Environmental Geology** ..... 3 cr.  
Earth processes that affect humans and their works, properties of rocks and soils, use and application of environmental geologic data.

### **GOVT—Government**

**GOVT 100G. American National Government** ..... 3 cr.  
Class critically explores political institutions and processes including: the U.S. constitutional system; legislative, executive and judicial processes; political parties, elections, media, policy making, civic participation, popular and group influence

**GOVT 110G. Introduction to Political Science** ..... 3 cr.  
This class covers fundamental concepts such as justice, sovereignty and power; political theories and ideologies; and government systems that range from democratic to authoritarian.

**GOVT 150G. American Political Issues** ..... 3 cr.  
Major contemporary problems of American society and their political implications.

**GOVT 160G. International Political Issues** ..... 3 cr.  
Current developments and issues in world politics.

### **HIST—History**

**HIST 101G. Roots of Modern Europe** 3 cr. Economic, social, political, and cultural development from earliest times to about 1700.

**HIST 102G. Modern Europe** ..... 3 cr.

Economic, social, political, and cultural development from 1700 to the present.

**HIST 201G. Introduction to Early American History** ..... 3 cr.  
History of the United States to 1877, with varying emphasis on social, political, economic, diplomatic, and cultural development.

**HIST 202G. Introduction to Recent American History** ..... 3 cr.  
History of the United States since 1877, with varying emphasis on social, political, economic, diplomatic, and cultural development.

**HIST 261. New Mexico** ..... 3 cr.  
Economic, political, and social development from exploration to modern times. Community Colleges only.

**HIST 269. Special Topics** ..... 1–3 cr.  
Specific subjects to be announced in the Schedule of Classes. Community Colleges only. May be repeated for a maximum of 12 credits.

### **HNDS—Human Nutrition and Diet**

**HNDS 251. Human Nutrition** ..... 3 cr.  
Principles of normal nutrition. Relation of nutrition to health. Course contains greater amount of chemistry and biology than HFNS 163. Open to non-majors.

### **JOUR—Journalism and Mass Communication**

**JOUR 105G. Media and Society** ..... 3 cr.  
Functions and organization of the mass media system in the United States; power of the mass media to affect knowledge, opinions, and social values; and the impact of new technologies.

### **LING—Linguistics**

**LING 200G. Introduction to Language** ..... 3 cr.  
Traditional fields of language study (sound, grammar, meaning) and newer ones (language as social behavior, language and cognition, language variation, animal communication).

### **MATH—Mathematics**

The basic skills requirement in mathematics may be met by earning a grade of C or higher in both MATH 111 and MATH 112, or in any lower-division mathematics course numbered 120 or above. For other options, see Basic Academic Skills in the General Information chapter.

A student may not receive credit for a lower-division mathematics course if it serves as a prerequisite to a lower-division math course that the student had previously passed with a grade of C or better.

NOTE: Students without an adequate placement score to enroll in MATH 111, MATH 120 or MATH 210G can gain admission to the course by earning a C or better in CDM 114N at an NMSU Community College. Students wishing to enroll in MATH 121, 142G, 180, 191, 230, 235, 279, 280, or STAT 251 must satisfy one of the following: (a) have passed the stated prerequisite course with a C or better, or (b) have earned an adequate score on the Mathematics Placement Examination, the results of which will be made available to the student's advisor.



MATH 111. Fundamentals of Elementary Mathematics I .....3 cr.  
 Numbers and the four operations of arithmetic. Understanding and comparing multiple representations of numbers and operations, in particular how these representations build from whole numbers to integers to fractions and decimals. Applying properties of numbers and operations in contextual situations, including measurement, and making reasonable estimates. Reasoning, communicating, and problem solving with numbers and operations. Applications to ratio, and connections with algebra. Taught primarily through student activities and investigations. Prerequisite(s): ENGL 111G and grade of C or better in MATH 120.

MATH 112G Fundamentals of Elementary Mathematics II .....3 cr.  
 Geometry and measurement. Multiple approaches to solving problems and understanding concepts in geometry. Analyzing and constructing two- and three-dimensional shapes. Measurable attributes, including angle, length, area, and volume. Understanding and applying units and unit conversions. Transformations, congruence, and symmetry. Scale factor and similarity. Coordinate geometry and connections with algebra. Reasoning and communicating about geometric concepts. Taught primarily through student activities and investigations. Prerequisite(s): C or better in MATH 111.

MATH 120. Intermediate Algebra.....3 cr.  
 Linear and algebraic functions as they arrive in real world problems. Exponential and logarithmic functions. Equations and inequalities and their solutions considered symbolically, graphically, and numerically. Prerequisite: C or better in CDDM 114n or adequate score on the placement test.

MATH 121G College Algebra .....3 cr.  
 Fundamental concepts of functions, including algebraic and graphical properties. Fitting functions to data. Finding zeroes and extreme values. Solving systems of equations. Prerequisite: C or better in Math 120 or adequate score on placement test.

MATH 142G Calculus for the Biological and Management Sciences I .....3 cr. (2+2P)  
 Review of functions. Derivatives, exponential and logarithmic functions, antiderivatives and indefinite integrals, basic ordinary differential equations and growth models, with an emphasis on applications. Includes a significant writing component. Prerequisite(s): C or better in MATH 121G.

MATH 190G Trigonometry and Precalculus .....4 cr. (3+2P)  
 Elementary functions used in the sciences with emphasis on trigonometric functions and their inverses. Polar coordinates. Complex numbers and Euler's formula. Analytic geometry and vectors. Prerequisite: Adequate score on placement exam or C or better in MATH 121G.

MATH 191G Calculus and Analytic Geometry I .....4 cr.  
 Limits and continuity, theory and computation of derivatives, applications of derivatives, extreme values, critical points, derivative tests, L'Hopital's Rule. Prerequisite(s): C or better in MATH 190G.

MATH 192G Calculus and Analytic Geometry II .....4 cr.  
 Riemann sums, the definite integral, antiderivatives, fundamental theorems, techniques of integration, applications of integrals,

improper integrals, Taylor polynomials, sequences and series, power series and Taylor series. Prerequisite(s): C or better in MATH 191G.

MATH 210G. Mathematics Appreciation..... 3 cr.  
 Mathematics and its role in the development and maintenance of civilization. Prerequisites: High school algebra, and an adequate score on the placement exam.

MATH 215, Fundamentals of Elementary Mathematics III ..... 3 cr.  
 Probability, statistics, ratios, and proportional relationships. Experimental and theoretical probability. Collecting, analyzing, and displaying data, including measurement data. Multiple approaches to solving problems involving proportional relationships, with connections to number and operation, geometry and measurement, and algebra. Understanding data in professional contexts of teaching. Taught primarily through student activities and investigations. Prerequisite(s): C or better in MATH 112.

MATH 230. Matrices and Linear Programming ..... 3 cr.  
 Linear algebra, linear programming and network models, with applications to the behavioral sciences. Prerequisite: C or better in MATH 121G.

MATH 279. Introduction to Finite Mathematics..... 3 cr.  
 Logic; sets, relations, and functions; introduction to mathematical proofs. Applications to computer science. Prerequisite: grade of C- or better in MATH 192G.

MATH 280. Introduction to Linear Algebra ..... 3 cr.  
 Systems of equations, matrices, vector spaces and linear transformations. Applications to Computer Science. Prerequisite(s): Grade of C- or better in MATH 192G.

MATH 291G Calculus & Analytic Geometry III ..... 3 cr.  
 Vector algebra, directional derivatives, approximation, max-min problems, multiple integrals, applications, cylindrical and spherical coordinates, change of variables. Prerequisite: grade of C or higher in MATH 192G.

**MGT—Management**

MGT 201. Introduction to Management..... 3 cr.  
 Covers the functioning and administration of different types of complex organizations. Concepts and theories of management and organizational behavior.

**MUS—Music**

MUS 101G An Introduction to Music ..... 3 cr.  
 An introduction to music for the non-music major to encourage the enjoyment of listening to and understanding the world's great music from the past to the present.

MUS 201G. History of Jazz in Popular Music: A Blending of Cultures ..... 3 cr.  
 Jazz in popular music as it relates to music history and the development of world cultures.

## N A—Nurse Assistant

NA 101. Nursing Assistant Theory and Lab..... 6 cr. (5+3P)  
Nurse aide skills with emphasis on a bio-psychosocial-cultural approach to client care. Practice of these skills is provided in the laboratory as well as at a clinical site. Successful completion of the course prepares and qualifies the student to take the NACES certification examination. Prerequisite(s): (Reading Compass score of 81 or greater or CODR 110N with C or better) and (English Compass score of 76 or greater or CCDE 110N with C or better) and (Math Compass score of 50 or greater or CODM 103N with C or better). Restricted to Community Colleges campuses only.

NA 104. Nursing Assistant Fundamentals .....3 cr.  
This course prepares students for employment as a Nursing Assistant in a Long Term Care Facility. Theory and basic nursing care skills will be taught with an emphasis being placed on the psychosocial-cultural approach to client care. Students will learn communication skills, basic anatomy and physiology, growth and development, infection control, body mechanics, basic nutrition, client/resident elimination needs, the client/resident unit, vital signs, range of motion exercises, bed making, rehabilitation and restorative care, client admission and discharge, common health problems, dealing with death and dying, and basic medical terminology. NA 104 and NA 104L (laboratory) must be successfully completed with a C- or better in order to continue to NA 105 Nursing Assistant Clinical. NA 105 must also be successfully completed with a C- or better to be eligible to take the state certification competency examination. Attendance is required to meet the federal requirements for training hours and content prior to direct contact with a patient/resident and the state competency examination. Corequisite(s): NA 104 L. Prerequisite(s): Test out of all CCDE and CODR courses and eligible to take ENGL 111G. Restricted to Community Colleges campuses only.

NA 104L, Nursing Assistant Fundamentals Lab ..... 1 cr. (3P)  
This course prepares students for employment as a Nursing Assistant in a Long Term Care Facility. Students will learn and demonstrate personal care skills including bathing, grooming, dressing, toileting, assisting with eating and hydration, skin care, transfers and positioning. Students will also learn and demonstrate the use of assistive devices, and how to maintain resident safety, dignity and privacy. NA 104 & NA 104L must be successfully completed with a C- or greater in order to continue to NA 105 Clinical. NA 105 must be successfully completed with a C- or greater to be eligible to take the state certification competency examination. Prerequisite(s)/Corequisite(s):NA104. Prerequisite(s): English COMPASS score of 35 or greater or CCDE 110N, and reading COMPASS score of 55 or greater or CODR 105N.

NA 105. Certified Nursing Assistant  
Clinical .....4 cr. (3+3P)  
Extension of basic fundamentals of personal care, including theory, skills and clinical experience leading to the certified Nursing Assistant Examination at the conclusion of the semester. Continuation of NA 104. Requires a C or better to pass. Prerequisite(s): C or better in NA 104 or consent of instructor. Restricted to Community Colleges campuses only.

## NAV—Navajo Studies

NAV 101. Introduction to Navajo Studies .....3 cr.  
Covers geography, demography, institutions of modern Navajo society with historical overview. Restricted to Community Colleges only.

NAV 111. Elementary Navajo I ..... 4 cr.  
Navajo for beginners with emphasis on speaking skills. Prerequisite: not open to Navajo-speaking students except by consent of instructor.

NAV 112. Elementary Navajo II ..... 4 cr.  
Navajo for beginners with emphasis on speaking skills. Prerequisite: C or better in NAV 111 or consent of instructor.

## OECS— Computer Technology

OECS 101. Computer Basics..... 1 cr.  
Hands-on instruction to introduce computer use and commonly used software. Graded S/U.

OECS 110. Introduction to PowerPoint ..... 1 cr.  
An introduction to PowerPoint software to develop business presentations. Includes concepts of basic presentation methods and graphic design principles. Students will create and deliver presentations using text, charts, digitized images, and sound. Prerequisites: BCS 110, C S 110, or OECS 105.

OECS 125. Operating Systems..... 1–3 cr.  
Installation of current operating systems software, and utilities to include systems configuration, file, and hardware management. Prerequisite: Either BCS 110, C S 110, or OECS 105

OECS 185. PC Maintenance and Selection I ..... 1–3 cr.  
Selecting, installing, configuring, troubleshooting, and maintaining microcomputers and peripheral devices. Prerequisites: BCS 110, C S 110, or OECS 105.

OECS 195. Java Programming I .....1-3 cr.  
Developing of skills in programming business systems using the computer language Java. Restricted to Community Colleges only.

OECS 203. UNIX Operating System ..... 1–3 cr.  
Introduction to the UNIX operating system using Telnet to access a remote UNIX system. Basic UNIX commands and file system concepts. Prerequisite: C S 110, BCS 110, or OECS 105.

OECS 204. Linux Operating System ..... 1–3 cr.  
Install and configure the Linux operating system on X86 systems. Covers issues involved in maintaining operating system, networking, creating and managing users, and installing and updating software. General procedures for working with operating system include maintaining disk space, preserving system security, and other related topics. Prerequisite: C S 110, BCS 110G, or OECS 105.

OECS 207. Windows ..... 5–3 cr.  
Installation, configuration, and maintenance of Windows. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes. May be repeated up to 6 credits. Prerequisite(s): OECS 105 or BCS 110 or CS 110. Restricted to Community Colleges only.

OECS 209. Computer Graphic Arts..... 1–3 cr.  
Basic graphics composition using computer programs to include editing and manipulating graphic images, clip-art, and printing of pictures. Prerequisite: OECS 105, C S 110, or OECS 101. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes.

OECS 211. Word Processing Applications.....1-3 cr.  
Basic word processing to include composing, editing, formatting, and printing of documents. Prerequisite: C S 110, BCS 110, or OECS 105. May be repeated under different subtitles listed in the Schedule of Classes for a maximum of 6 credits.

OECS 213. Image Processing.....1 cr.  
Introduction to digital imaging acquisition and editing. Use of digital cameras and computer graphic software for business and personal use. Prerequisite: C S 110, BCS 110 or OECS 105. Graded S/U.

OECS 215. Spreadsheet Applications.....1-3 cr.  
Use of spreadsheets to include graphics and business applications. Prerequisite: BSC 110, C S 110, or OECS 105. May be repeated for a maximum of 6 credits.

OECS 221. Cooperative Experience I .....1-3 cr.  
Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 3 credits. Consent of Instructor required. Prerequisite(s): Consent of instructor. Restricted to: OECS majors. S/U Grading (S/U, Audit). Restricted to Community Colleges campuses only.

OECS 222. Cooperative Experience II ..... 1-3 cr.  
Continuation of OECS 221. Each credit requires specified number of hours of on-the-job work experience. May be repeated up to 3 credits. Consent of instructor required. Prerequisite: OECS 221 and consent of instructor. Restricted to OECS majors. Graded S/U.

OECS 230. Data Communications and Networks I .....1-3 cr.  
Definition of data communication; survey of hardware applications and teleprocessor software; examination and design of networks. Prerequisites: OECS 185. May be repeated for a maximum of 6 credits.

OECS 231. Data Communications and Networks II .....1-3 cr.  
Installation and application of popular microcomputer network software. Prerequisite: OECS 230. May be repeated for a maximum of 6 credits.

OECS 255. Special Topics.....1-4 cr.  
Topics to be announced in the Schedule of Classes.

OECS 260. Hypertext Markup Language (HTML) .....1-3 cr.  
Coverage of HTML as used for web-page development for Internet and Intranet. Text manipulation, graphics, hypertext links, lists, and tables. Prerequisite: C S 110, BCS 110, or OECS 105. May be repeated for a maximum of 3 credits.

OECS 280. Desktop Publishing I .....3 cr.  
Design and production of publication materials to fill the needs of business communities, using a microcomputer. Prerequisite: C S 110, BCS 110, or OECS 105. May be repeated for a maximum of 6 credits. Same as Bot 280.

## **OEBM— Paramedic**

OEBM 101. CPR for the Health Care Professional..... 1 cr.  
Students learn identification and response to airway circulation emergencies, including use of a SAED and accessing the EMS system. This course is taught using the American Heart Association guidelines for course completion. Required: grade of C or better.

OEBM 115. First Responder—Prehospital Professional ... 3 cr. (2+3P)  
Provides training in prehospital medical and traumatic emergencies. Co-requisite: OEBM 101. Requires a C or better to pass. Restricted to majors.

OEBM 120. Emergency Medical Technician Basic..... 6 cr.  
EMT-Basic skills to include care of soft tissue and muscular/skeletal injuries, circulatory, nervous, general medical and respiratory emergencies. Requires a C or better to pass. Corequisite(s): OEBM 101, OEBM 120L, OEBM 121 or consent of instructor. Prerequisite(s)/Corequisite(s): BIOL 154. Restricted to Community Colleges campuses only.

OEBM 120L. Emergency Medical Technician Basic Lab.....2 cr. (6P)  
EMT-Basic skills development with emphasis on assessment, skills competency and team-work in patient care in the prehospital setting. Co-requisites: OEBM 101 or OEBM 120, and OEBM 121, or consent of instructor. Requires a C or better to pass.

OEBM 121. Emergency Medical Technician Basic Field/Clinical ..... 1cr (3P)  
Covers the patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Corequisites: OEBM 101, OEBM 120, and OEBM 120L, or consent of instructor. Requires a C or better to pass.

OEBM 150. Emergency Medical Technician—Intermediate ..... 5 cr.  
Theory of the roles, responsibilities and scope of practice of the EMT-Intermediate. Assessment and management of respiratory, cardiac, trauma, environmental behavior, reproduction, and childhood emergencies. Prerequisites: current EMT-basic license, pretest, and consent of instructor. Co-requisites: OEBM 150L and OEBM 151. Requires a C or better to pass.

OEBM 150L. Emergency Medical Technician—Intermediate Lab .....2 cr. (6P)  
EMT-Intermediate skills development with an emphasis on assessment, skills competency, and teamwork in patient care in the prehospital setting. Requires a C or better to pass. Corequisite(s): OEBM 150 & 151. Restricted to Community Colleges only.

OEBM 151. Emergency Medical Technician Intermediate Field/Clinical.....2 cr. (6P)  
Patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Prerequisite: consent of instructor. Corequisite(s): OEBM 150 & 150L. Requires a C or better to pass.

## **OEPS—Public Safety**

OEPS 150. Correctional Officer Training I ..... 4 cr. (2+4P)

Introduction to corrections, departmental policies and procedures, report writing, officer safety, and physical conditioning. Prerequisite: consent of instructor. Restricted to majors.

OEPS 180. Correctional Officer Training II.....4 cr. (2+4P)  
Criminal justice system, communications, ethics, correctional law and responsibilities, search procedures, hostage situations, institutional gangs. Prerequisite: consent of instructor. Restricted to majors.

OEPS 250. Correctional Officer Training III .....4 cr. (2+4P)  
Use of force, firearms, baton, chemical agents, standard first aid, and CPR. Prerequisite: consent of instructor. Restricted to majors.

OEPS 280. Correctional Officer Training IV .....4 cr. (2+4P)  
Stress management, supervision of special needs offender, defensive driving, and preparation for certifying exams. Prerequisite: consent of instructor. Restricted to majors.

### PE—Physical Education

PE 127. Cardio-Kickboxing .....1 cr.  
Activities that mimic punches, blocks, and kicks which have been modified to serve the purpose of providing a cardiovascular workout.

PE 129. Step Aerobics..... 1 cr.  
Designed to increase knowledge of the human body's responses to exercise, enhance the level of muscular development, and cardiovascular endurance with the use of music and steps.

PE 205. Walking Fitness..... 1 cr.  
Basic fitness knowledge techniques and training methods of fitness walking are practiced and refined.

PE 270. Special Topics.....1–3 cr.  
Specific subjects to be announced in the Schedule of Classes. Each offering will carry appropriate subtitle. May be repeated for a maximum of 4 credits.

### PHIL—Philosophy

PHIL 101G. The Art of Wondering .....3 cr.  
Introduction to some of the main problems of philosophy, with an emphasis on critical thinking. Philosophy conceived as an aid to living in this world with oneself and with others.

PHIL 136G. The Quest for God..... 3 cr.  
An effort to understand the religious life; a consideration of some of the traditional approaches to God and what it means to be religious.

PHIL 201G. Introduction to Philosophy.....3 cr.  
Selected problems within the main branches of philosophy: metaphysics, theory of knowledge, ethics. Practice given in critical thinking.

PHIL 223G. Ethics.....3 cr.  
The philosophical explication of morality. Significant ethical systems developed in the history of Western thought.

### PHLS—Public Health Sciences

PHLS 100. Introduction to Health Science..... 1 cr.

An overview of professional career opportunities in the realm of health science as well as the functional roles of practice, education, administration, and research. Some field trips will be required.

PHLS 150G - Personal Health and Wellness (3 cr.)

A holistic and multi-disciplinary approach towards promoting positive lifestyles. Special emphasis is placed on major problems that have greatest significance to personal and community health. Topics to include nutrition, stress management, fitness, aging, sexuality, drug education, and others.

### PHYS—Physics

PHYS 110G. The Great Ideas of Physics..... 4 cr.(3+3P)  
Conceptual, quantitative, and laboratory treatments of the great ideas and discoveries that have influenced lives and changed perceptions of nature, from Johannes Kepler's laws of planetary motion and Isaac Newton's and Albert Einstein's laws of motion and gravity to the modern concepts of the quantal structure of nature and the big bang universe.

PHYS 211G. General Physics I ..... 3 cr.  
Non-calculus treatment of mechanics, waves, sound, and heat. Knowledge of simple algebra and trigonometry is required.

PHYS 211GL. General Physics I Laboratory ..... 1 cr.  
Laboratory experiments in topics associated with material presented in PHYS 211G. Prerequisite(s)/ Corequisite(s): PHYS 211G.

PHYS 212G. General Physics II. .... 3 cr.  
Non-calculus treatment of electricity, magnetism, and light. Prerequisite: PHYS 211G or PHYS 221G.

PHYS 212GL. General Physics II Laboratory.....1 cr. (3P)  
Laboratory experiments in topics associated with material presented in PHYS 212G. Co-requisite: PHYS 212G.

### PSY—Psychology

PSY 201G. Introduction to Psychology..... 3 cr.  
Methods and principles of behavior. Topics include human evolution and development, biopsychology, perception, learning, thinking, motivation, social interaction, and the diagnosis and treatment of abnormal behavior.

PSY 266. Applied Psychology..... 3 cr.  
Explanation of the psychological principles of everyday living. Emphasizes motivation, learning of intelligent behavior, and applications of psychology to social issues. Community College campus only.

PSY 274. A Study of Substance Abuse through Service Learning..... 3 cr.  
Physiological and psychological impact of drug use on human behavior. Emphasizes practical applications of intervention and prevention in the community. Community College campus only.

PSY 290. Psychology of Adjustment..... 3 cr.  
Analyzes the responses people have to conflict, emotional stress, and frustration. It focuses on adapting to these problems and examines both normal and neurotic responses. Community College campus only.

## **SWK—Social Work**

SWK 221G. Introduction to Social Welfare.....3 cr.  
A broad overview of current social problems and the role of social agencies and community members in addressing these problems.

SWK 251. Women's Issues in Social Work.....3 cr.  
Examines gender-specific social problems and their identification and resolution through the use of social agencies and community resources. Community College campus only.

SWK 253. Case Management .....3 cr.  
Introduction to case management for social- and human-services workers. Overview of typical duties and responsibilities of a case manager, including setting goals, performing assessments, writing progress notes, and linking clients with other resources in the community. Recommended for students considering a career in social work or human services. Prerequisites: PSY 201G and S WK 221G. Community College campus only.

## **SMET—Science, Mathematics, Engineering and Technology**

SMET 101. Introduction to Science, Mathematics, Engineering, and Technology.....3 cr.  
An introductory course for science, mathematics, engineering, or technology students emphasizing introduction to the disciplines. Development of critical thinking and academic success skills for the technical disciplines, as well as degree planning for the major. Consent of instructor required.

## **SOC—Sociology**

SOC 101G. Introductory Sociology.....3 cr.  
Introduction to social theory, research, methods of analysis, contemporary issues in historical and cross-cultural contexts. Covers groups, deviance, inequality, family, gender, social change, and collective behavior.

SOC 201G. Contemporary Social Problems .....3 cr.  
Introduction to the fundamentals of social analysis through the analysis of contemporary American social problems. Emphasis on methods of analysis and cross-national comparisons showing that the social problems studied are common to all societies. Covers racism, violence, poverty, crime, health care, and substance abuse.

## **SPAN—Spanish**

SPAN 111. Elementary Spanish I.....4 cr.  
Spanish for beginners. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination.

SPAN 112. Elementary Spanish II .....4 cr.  
Spanish for beginners. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 111.

SPAN 211. Intermediate Spanish I.....3 cr.  
Speaking, reading, and writing. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 112.

SPAN 212. Intermediate Spanish II .....3 cr.  
Speaking, reading, and writing. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 211.

## **SPED—Special Education**

SPED 201. Topics .....3 cr.  
Offered under various subtitles that indicate the subject matter to be covered. May be repeated 3 times for a maximum of 9 credits.

## **STAT—Statistics**

STAT 251G. Statistics for Business and the Behavioral Sciences .....3 cr.  
Techniques for describing and analyzing data; estimation, hypothesis testing, regression and correlation; basic concepts of statistical inference. Prerequisite: C- or better in MATH 120. Crosslisted with A ST 251G.

## **THTR—Theater Arts**

THTR 101G. The World of Theatre .....3 cr.  
An appreciation class introducing the non-major to all aspects of theatre, including its history, literature and professionals. Students attend and report on stage productions.

## **WELD—Welding Technology**

WELD 100. Structural Welding I .....6 cr. (3+6P)  
Development of basic skills in SMAW, OFC, and OFW in accordance with the AWS entry-level welder program.

WELD 105. Introduction to Welding .....3 cr.  
Welding practices, procedures, and terminology. Welding safety, equipment types, electrode types in usage, joint design and testing procedures.

WELD 110. Blueprint Reading (Welding) .....3 cr.  
Interpretation of prints related to welding. Emphasis on AWS standard symbols for welding, brazing, and nondestructive examination.

WELD 115. Structural Welding II .....6 cr. (3+6P)  
Continuation of WELD 100. Emphasis on AWS entry and advanced level welder skills with SMAW, including all-position welding with mild and stainless steel electrodes. Plasma arc and air-carbon arc cutting, metallurgy, heat treatment, and weld defects. Prerequisite: WELD 100.

WELD 118. Technical Math for Welders.....3 cr. (2+3P)  
Geometry, algebra, and basic arithmetic pertaining to applications in the welding trades.

WELD 120. Basic Metallurgy .....3 cr.  
Properties of ferrous and nonferrous materials. Service conditions and heat treatment of metals related to welding trade. Prerequisites: WELD 100 or consent of instructor.

WELD 125. Introduction to Pipe Welding .....3 cr. (2+2P)  
Pipe fit-up and welding techniques for pipe fittings and pipe weld joint using SMAW, GMAW, GTAW, and FCAW, 2G welding of pipe.

Prerequisites: WELD 100, WELD 130, and WELD 140, or consent of instructor. Restricted to Community College campus.

WELD 130. Introduction to GMAW (MIG) .....3 cr. (2+2P)  
Development of basic skills with gas metal arc welding (MIG) in accordance with AWS entry-level welder objectives. Wire electrodes, shielding/purge gases, and modes of metal transfer.

WELD 140. Introduction to GTAW (TIG).....3 cr. (2+2P)  
Development for basic skills with gas tungsten arc welding (TIG) in accordance with AWS entry/advanced welder objectives. Welding mild steel, tungsten electrode preparation, filler wire selection, and equipment set-up.

WELD 150. Pipe Welding II.....3 cr. (2+2P)  
Continuation of WELD 125; with fillet and groove welded joints in a horizontal fixed and 45-degree fixed positions (5-F, 5-G, 6-F, 6-G). Prerequisite: WELD 125.

WELD 160. Introduction to SAW and FCAW .....3 cr. (2+2P)  
Submerged arc and flux-cored arc welding. Demonstrations and practice with both hand-held and machine travel submerged arc welding (SAW). Flux-cored arc welding (FCAW) on mild steel plate and pipe. Restricted to Community College campus only.

WELD 170. Welded Fabrication .....3 cr. (1+4P)  
Development of fabrication skills including basic layout, measuring, and utilization of various welding processes including out-of-position welding. Use of common shop tools. Prerequisites: WELD 100, 110, 130, and OETS 104 or 118.

WELD 180. GTAW II.....3 cr. (2+2P)  
Continuation of WELD 140. Development of more advanced GTAW skills. Emphasis on pipe welding with mild steel, stainless steel, and aluminum. Prerequisite: WELD 140 or consent of instructor.

WELD 190. Welded Art.....3 cr. (1+4P)  
Students explore the possibilities of welded art in the form of sculpture, jewelry, furniture and as a framework to support other art media. Offered as an elective for students who wish to create art using welding. Prerequisite: WELD 102 or consent of instructor.

WELD 200. Structural Welding III.....6 cr. (3+6P)  
Continued application of weld bead patterns and structural welded joints.

WELD 202. Advanced Layout for Welders .....4 cr. (3+2P)  
For welders and pipefitters desiring more layout knowledge and skill.

WELD 211. Welder Qualification .....6 cr. (3+6P)  
Laboratory and classroom instruction on AWS and ASME Welder Performance Qualification Tests. All position plate and pipe techniques and tests for SMAW, GMAW, GTAW, FCAW, and SAW. Nondestructive and destructive examination methods. Basics of welding codes. Prerequisite: WELD 100, 110, 120, 130, 140, 160, 180, or OETS 104 or 118, or consent of instructor. Restricted to majors.

WELD 221. Cooperative Experience I .....1-6 cr.  
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U.

Prerequisites: WELD 100 or WELD 101 and consent of instructor. Restricted to majors.

WELD 295. Special Topics..... 1-4 cr.  
Topics to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

### W S—Women’s Studies

W S 201G. Introduction to Women’s Studies..... 3 cr.  
Analysis of the status of women in society today and history and consequences of gender stratification and inequality from the perspectives of sociology, anthropology, psychology, political science, and other sciences.

W S 202G. Representing Women ..... 3 cr.  
Historical and critical examination of women’s contributions to the humanities, with emphasis on the issues of representation that have contributed to exclusion and marginalization of women and their achievements. Crosslisted with: HON 218.

## STUDENT SOCIAL CODE OF CONDUCT

### PART I: Introduction and Overview

This Student Social Code of Conduct, here after referred to as code, is adopted by the authority outlined in New Mexico State University Policy 3.101. It sets forth the rights and responsibilities of NMSU students; outlines the standards for social conduct; provides the types of interim measure and sanctions which may be imposed for violation of the code; provides a prompt and fair fact finding hearing, as well as an objective review process if students elect to appeal the outcome of the fact finding hearing.

The code consists of the following Parts:

**Part I:** Introduction and Overview to the Student Social Code of Conduct

**Part II:** Jurisdiction

**Part III:** Standards for Student Social Conduct

**Part IV:** Interim Measures Pending Fact Finding/Sanction Hearing; Range of Potential Sanctions for Substantiated Misconduct

**Part V:** Students' Rights and Responsibilities; Student Discipline and Appeal Hearing Processes

**Part VI:** Definitions

### PART II: Jurisdiction

1. **On-campus:** The code applies to conduct which takes place on university premises.
2. **Off-Campus Conduct:** The code generally is not applied to conduct which occurs off campus, but the university retains the right to act in cases where there is a sufficient connection between the off campus conduct and the university. Disciplinary action imposed by NMSU may proceed, and be in addition to, any penalty that might be imposed by an off-campus authority. Examples of when off campus conduct will result in action under the code include but are not limited to the following:
  - a. Conduct at university sponsored events;
  - b. Conduct which reasonably may present a danger or threat to the health or safety of the student or others;
  - c. Conduct which significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace or causes social disorder, or
  - d. Conduct detrimental to the educational mission or interests of the university.
3. **Social Media:** As a general rule, personal use of non-NMSU social media is not governed by this code. Students should be aware, however, that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private unless password protected, and even then may be shared in unpredictable ways and with unintended audiences. In cases where personal and

academic or professional boundaries are blurred, students should exercise discretion. Exceptions to the general rule may be made when actions or statements over social media have a sufficient connection to the university. These exceptions apply when:

- a. the use of an electronic medium involves the use of NMSU resources (e.g. email account, NMSU electronic media, use of NMSU work time) inconsistent with the policies and procedures applicable to such use;
  - b. the use of an electronic medium involves a true threat, defined as a threat whereas a reasonable person would interpret as a serious expression of intent to inflict harm upon specific individuals;
  - c. the use of an electronic medium posts material considered to be forms of illegal bullying, discriminatory or other severe and pervasive harassment, or stalking, in violation of the code or the law;
  - d. the use of an electronic medium is used to defame someone, post unlawful materials, or otherwise causes a material and unreasonable interference with the education, research public service and outreach missions of the university; or
  - e. the use of the electronic medium provides evidence of a potential violation of the code warranting investigation and potential disciplinary action.
4. **Court or Administrative Proceedings Outside of the University:** If a charged student/student organization wishes to have the hearing postponed because there is pending or possible civil or criminal litigation which the student(s) feels might be prejudice by the findings of the hearing, such postponement may be granted at the discretion of the appropriate administrator, provided that the student/student organization agrees to accept conduct probation or suspension as an interim sanction. Such probation, suspension or ban from campus will be determined and activated by the appropriate administrator and will remain in effect until a hearing is held, either at the request of the student, or upon notice to the student/student organization, at the request of the appropriate administrator, should it be decided that the postponement of the hearing is no longer appropriate.
  5. **Determination of Hearing Officer:** Location of the incident shall determine who will serve as the Hearing Officer for cases which may involve the violation of the code, unless there is a challenge to impartiality or as provided in the following section (Students Holding Multiple Roles).
  6. **Students Holding Multiple Roles:** Students often serve in various capacities on campus. This code applies in all instances. Depending upon the circumstances, a student may be held to higher or additional standards by other authorities on campus (e.g. Housing, Intercollegiate Athletics), which means that a student may be subject to more than one set of rules and consequences for the same action.

- a. **Community Colleges:** Violations of the code occurring on property overseen by a specific Community College within the NMSU system will be heard by a Hearing Officer designated by that community college. The provisions of this code will be applied at the community colleges.
- b. **On-Campus Housing Students:** Violations of the code or campus housing rules occurring within campus housing properties or parking lot assigned to on-campus housing units shall be heard by a designated Hearing Officer within the Department of Housing and Residential Life. The fact finding hearing and appeal processes described herein apply to these cases. If the alleged violation involves conduct for which deferred suspension, suspension, dismissal, or expulsion would be the appropriate sanction, then the hearing process will be managed by the Office of the Dean of Students. The Department of Housing and Residential Life may also request the Office of the Dean of Students to hear a case which may not result in deferred suspension, suspension, dismissal, or expulsion if the appropriate administrator determines there is a conflict of interest or other concern if it were to be heard within Housing and Residential Life.
- c. **Title IX:** Students, faculty, staff who suspect or observe stalking, dating violence, domestic violence, or other conduct involving sexual discrimination, including sexual misconduct or harassment shall be reported immediately to the university's Title IX Coordinator, the Director of the Office of Institutional Equity at: Office: (575) 646-3635; TTY : 575-646-7802; email: [equity@nmsu.edu](mailto:equity@nmsu.edu). Professional staff subject to confidential reporting laws (e.g. licensed mental health counselors and physicians) are not subject to this reporting requirement. The Title IX Coordinator ensures all reported incidents are promptly assessed and investigated in accordance with the protocols outlined in Policy 3.25 of the NMSU Policy Manual. If the investigation substantiates a violation of the code, the Office of Institutional Equity will provide a copy of the investigative report to the appropriate administrator. The appropriate administrator will review and initiate the sanction and hearing process, as well take any additional remedial action, as may be appropriate under the circumstances, consistent with the code and with Title IX.
- d. **Academic Related Conduct:** When a behavior results in the possibility of a violation of the Academic and Social Code of Conduct, the Dean of the college or designee shall work with the appropriate administrator and decide if one or both processes will be used to investigate and determine level of responsibility.
- e. **Employment:** When a student is also a student employee and violates the code while acting in the capacity of employee, then the appropriate administrator shall coordinate with the Office of Employee and Labor Relations regarding student and/or employee discipline issues.
- f. **Athletes:** When a student is also a student athlete and violates the code, the student may go through the process used by the Department of Athletics as well as the code. These two process may take place concurrently and one outcome may or may not affect the outcome of the other process.
- g. **Cadets in ROTC:** When a student is also a cadet in an NMSU ROTC program and violates the code, the student may go through the process used by the appropriate ROTC program, as well as, the code. These two processes may take place concurrently and one outcome may or may not affect the outcome of the other process.
- h. **Dual Credit/Early College High School:** If a dual credit or early college high school student is involved in an incident where a violation of the code may have occurred, NMSU has the right to charge the student for the possible violation and follow the process for investigation, hearing, and determination. The student has the same rights given to all students during this process. The NMSU Hearing Officer shall be determined by the location of the incident.

**PART III: Standards for Student Social Conduct**

**Core Values and Behavioral Expectations**

The university considers the examples described under each of the core values listed below to be inappropriate for members of the university community. The expectations for conduct are consistent with the core values applied to all students. The university encourages students, employees, and community members to report to an appropriate administrator or university police all suspected and observed misconduct. Students found responsible for violations of the Code will be subject to disciplinary sanction(s). **See Part IV** for interim measures and the range of potential sanctions.

- 1. **Integrity: University students exemplify honesty, honor and a respect for the truth in all of their dealings.** Behavior that violates this value includes, but is not limited to:
  - a. Falsification: Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification, or financial instruments.
  - b. Unauthorized Access: Unauthorized access to any university building or unauthorized possession, duplication or use of means of access to any university



- building or failing to report in a timely manner a lost university identification card or key.
- c. Collusion: Action or inaction with another or others to violate the code.
  - d. Election Tampering: Tampering with the election of any university recognized student organization.
  - e. Taking of Property: Intentional and unauthorized taking of university property or the personal property of another, including goods, services and other valuables.
  - f. Stolen Property: Knowingly taking or maintaining possession of stolen property.
2. **Community: University students build and enhance their community.** Behavior that violates this value includes, but is not limited to:
- a. Disruptive Behavior: Substantial disruption of university operations including obstruction of teaching, research, administration, other university activities, or authorized non-university activities which occur on campus.
  - b. Rioting: Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage or destruction of property.
  - c. Unauthorized Entry: Misuse of access privileges to university premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from university buildings.
  - d. Trademark: Unauthorized use, including misuse, of university or organizational names and images.
  - e. Damage and Destruction: Intentional, reckless or unauthorized damage to or destruction of university property or the personal property of another.
  - f. ICT and Acceptable Use: Violating the university Acceptable Use and Computing Policy (policy 2.35.1.1.1), found online at: [manual.nmsu.edu](http://manual.nmsu.edu).
  - g. Gambling: Gambling as prohibited by the laws of the State of New Mexico.
  - h. Weapons and Other Explosive Materials/Devices: Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade longer than three (3) inches. Any object intended to be used as a weapon.
- i. Tobacco: Smoking or tobacco use in any area of campus where smoking or tobacco use is prohibited.
  - j. Fire Safety: Violation of local, state, federal or campus fire policies including, but not limited to:
    - i. Intentionally or recklessly causing a fire which damages university or personal property or which causes injury;
    - ii. Failure to evacuate a university controlled building during a fire alarm;
    - iii. Improper use of university fire safety equipment; or
    - iv. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on university property.
  - k. Ineligible Pledging or Association: Pledging or associating with a student organization without having met eligibility requirements established by the university.
  - l. Animal: Animals, with the exception of service and emotional support animals, are not allowed on campus except as may be permitted by university policy; animal owners and handlers shall abide by applicable local laws relating to the care and control of animals. See Assistive, Service, and Companion Animals on University Premises (policy 3.06).
  - m. Wheeled Devices: Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted to be ridden inside university buildings, residence halls or on athletic fields or courts. Additionally, skateboards and other wheeled items may not be ridden on rails, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to university property caused by these activities.
3. **Social Justice: Student recognizes that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to or diminish the worth of others.** Conduct that violates this value includes, but is not limited to:
- a. Discrimination: Any act or failure to act that is based upon an individual or group's actual or perceived status related to age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, serious medical condition, sex, sexual orientation, spousal affiliation, or protected veteran status that is sufficiently severe that it limits or denies the

ability to participate in or benefit from the university's educational program or activities.

b. **Harassment:** Any unwelcome conduct based on actual or perceived status including: age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, serious medical condition, sex, sexual orientation, spousal affiliation, or protected veteran status. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim/complainant and community.

i. **Hostile Environment:** Sanctions can and will be imposed for the creation of a hostile environment when harassment is sufficiently severe, pervasive or persistent and objectively offensive that it unreasonably interferes with, limits, or denies the ability to participate in or benefit from NMSU's educational or employment program or activities.

ii. **Bullying:** Sanctions can and will be imposed for bullying when harassment is sufficiently severe, pervasive or persistent and objectively abusive that it unreasonably interferes with, limits, or denies the ability to participate in or benefit from NMSU's educational or employment program or activities.

c. **Retaliatory Discrimination or Harassment:** Any intentional, adverse action taken by any responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant (or supporter of a participant) in a civil rights grievance proceeding or other protected activity.

d. **Unacceptable Bystander Behavior:**

i. Complicity with or failure of any student to appropriately address known or obvious violations of the code.

ii. Complicity with or failure of any organized group to appropriately address known or obvious violations of the code or law by its members.

e. **Abuse of Conduct Process:** Abuse or interference with, or failure to comply in, university processes including conduct and academic integrity hearings including, but not limited to:

i. Falsification, distortion, or misrepresentation of information;

ii. Failure to provide, destroying or concealing information during an investigation or an alleged policy violation;

iii. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;

iv. Harassment (verbal or physical) or intimidation of a member of a campus conduct body prior to,

during, or following a campus conduct proceeding;

v. Failure to comply with the sanction(s) imposed by the campus conduct system; or

vi. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

4. **Respect: University students show positive regard for each other and for the community.** Behavior that violates this value includes, but is not limited to:

a. **Harm to Persons:** Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

b. **Threatening Behavior:**

i. **Threat:** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.

ii. **Intimidation:** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

c. **Bullying or Cyberbullying:** Bullying or cyberbullying are repeated or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

d. **Hazing:** Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene may also violate this policy.

e. **Intimate Partner/Relationship Violence:** Violence or abuse by a person in an intimate relationship with another.

f. **Stalking:** Stalking is a course of unwelcome conduct directed at a specific person that would cause the person to reasonably fear for their own safety.

g. **Sexual Misconduct:** Includes, but is not limited to, sexual harassment, non-consensual sexual conduct, non-consensual sexual intercourse, or sexual exploitation.

h. **Public Exposure:** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

5. **Responsibility: University students are given and accept a high level of responsibility to self, to others and to the community.** Behavior that violates this value includes, but not limited to:

- a. Alcohol: Use, possession, misuse or distribution of alcoholic beverages except as expressly permitted by law and university policy.
- b. Drugs: Use, possession, sale or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and university policy.
- c. Prescription Medications: Abuse, misuse, sale, or distribution of prescription or over-the-counter medication.
- d. Failure to Comply: Failure to comply with the reasonable directives of university officials or law enforcement officers during the performance of their duties or failure to properly identify oneself to those persons when requested to do so.
- e. Financial Responsibilities: Failure to promptly meet financial responsibilities to the institution, including, but not limited to: knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
- f. Health and Safety: Creation of health or safety hazards including, but limited to: dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs.
- g. Other Policies: Violating University, college, departmental, programmatic policies or rules, including all Residence Hall rules and regulations.
- h. Violations of Law: Evidence of violation of local, state, or federal laws, when substantiated through the university's conduct process.

**PART IV: Interim Measures Pending Fact Finding/Sanction Hearing; Range of Potential Sanctions for Substantiated Misconduct**

**1. Interim Administrative Action Pending Investigation or Disciplinary Hearing**

- a. Interim measures may be imposed on a student or student organization, at the discretion of the Dean of Students or appropriate community college vice president, if the student is a community college student. Notice of imposition of an interim measure shall be provided to the student or student organization in writing.
- b. The student or student organization may appeal the imposition of an interim measure by submitting a written

request for a meeting to review the matter to the Vice President of Student Affairs and Enrollment Management if the decision was made by the Dean of Students or the Community College President if the decision is made by a Vice President for Student Services/Success. If requested, the review meeting will be conducted within five (5) days of the receipt of the written request. The scope of the review meeting will be limited solely to the issue of the imposition of the interim measures, including requests for special arrangements during the period of interim measures.

- c. If a student's enrollment status is changed as a result of an interim measure, and the student is subsequently found not responsible for the violation, the university may:
  - i. Correct any record of the change in enrollment status in the student's permanent records and other reports in a manner compliant with State and Federal laws.
  - ii. Refund to the student, at a minimum, a pro rate of any tuition/fees and other university specific fees and charges as appropriate due to the temporary change in enrollment status and in a manner consistent with the university policy and procedures.

**2. Range of Interim Measures**

- a. **Cease and Desist:** University officials and faculty may, under appropriate circumstances, order a student to stop an activity considered disruptive to the University.
- b. **Interim Suspension:** The Dean of Students or Vice-President of Services/Success may temporarily suspend a student or student organization when it is determined that a student's/student organization's presence adversely affects the health, safety, or welfare of the university community or a member of the university community.
- c. **Restrictions on Activities:** The Dean of Students or Vice-President of Services/Success may restrict a student's/student organization's activities when it is determined that the health, safety, or welfare of a student or members of the university community is at risk. Restrictions on activities may include, but are not limited to: registering for or attending class; accessing or contacting certain individuals (no contact order); accessing university property, facilities, resources or equipment; participating in university activities, organizations or student activities.
- d. **Restrictions by Other Authorities:** Interim measures may also be taken by other authorities based on the specific rules or requirements relating to such other authorities

(e.g. academic and co-curricular programs, campus housing and intercollegiate athletics etc.)

### 3. Range of Potential Sanctions for Substantiated Misconduct

When an investigation substantiates, by a preponderance of the evidence, that a student/student organization, the student/student organization will be sanctioned appropriately. The sanction is intended to educate the student/student organization and to deter future misconduct. Progressive discipline is appropriate for lesser violations, however, for serious misconduct, progressive discipline is not required; the sanction should be commensurate with the seriousness of the violation. The following will be considered when determining the level of discipline (sanction): prior warnings or discipline for similar misconduct, if any; the risk of potential harm created; actual personal injury or property damage which resulted; damage to the university community, reputation or interests. One or more of the sanctions listed below may be imposed by the appropriate administrator:

- a. **Documented Verbal Warning:** This sanction is the lowest level of sanction, designed to “warn” a student that if the behavior is not changed, more serious discipline or sanctions will result.
- b. **Written Warning:** This type of sanction is designed for less serious violations of the code, for which progressive warnings are likely to be effective. The student/student organization is issued a written warning notifying the student/student organization that the behavior did not meet university standards.
- c. **Disciplinary Probation:** The placement of a student/student organization on disciplinary probation, for a certain term or indefinitely, indicates that the misconduct was a serious violation of university standards. Additional substantiated violations of the Code, whether similar in nature or not, which occurs during a probationary period will result in more serious sanctions. Probationary status also may result in restrictions being placed on a student's/student organization's activities. Examples of such restrictions include, but are not limited to: restriction of privilege to: (a.) participate in student activities or in student organizations, (b.) represent university on athletic teams, or in other leadership positions; (c.) have access to university housing facilities or other areas on campus; (d.) have use of university resources and/or equipment; or (e.) have contact with specified person(s). A student who has been placed on indefinite disciplinary probation, or whose probation has been indefinitely noted on the transcript, may petition to have the probation lifted or the notation removed from the transcript. This petition will not be accepted if submitted prior to one calendar year from the date the probation began. Students must petition to the Dean of Students or Vice-President of Student Services/Success to have the removal of probationary status removed. The decision of the administrator is final.
- d. **Loss of University Privileges:** This sanction involves the temporary or permanent withdrawal of university privileges, including but not limited to: use of university facilities, resources, equipment, attendances at athletic functions, student union, library use, parking privilege, university computer usage, and/or residence hall or other visitation.
- e. **Restitution:** This type of sanction requires the student/student organization to pay for all or part of damages (personal injury or property) they caused or contributed to.
- f. **Community/University Service:** A student/student organization is required to complete a specified number of hours of service at one of the University's campuses, or in furtherance of the University's interests.
- g. **Educational Requirements:** This sanction may be used for lesser violations or in conjunction with other sanctions. A student/student organization may be required to complete a specified educational sanction related to the violation committed. Such educational requirements may include, but are not limited to, completion of a seminar, report, alcohol or drug assessment, presentations, and/or counseling.
- h. **Change or Revocation of Housing Assignment:** This sanction may be used when a violation of the code also constitutes a breach of the license agreement entered into by the student, or as a remedy to address claims of discrimination, harassment, bullying, stalking or other inability to get along with neighbors. The student/student organization may be required to (a.) relocate to a new university housing assignment; (b.) leave university owned housing for a specified period of time; or (c.) leave university owned housing permanently.
- i. **No Contact Order:** A directive informing the student/student organization that they are not permitted to have any contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, email, telephonic, electronic or third parties. No contact order directives may be issued as a sanction or may also be issued by the appropriate administrator under circumstances which do not involve student/student organization discipline.
- j. **Deferred Suspension:** A status given to a student for a defined period of time, not to exceed one year, in which the student may stay enrolled in classes but may not formally represent NMSU in any manner such as on athletic teams, intramural teams, student leadership roles, or participate in student organizations.

- k. **Suspension:** A student who is suspended shall not be enrolled and is required to leave the University for a specified period of time. The specified period of time cannot be longer than one calendar year. The student must comply with all sanctions and complete all requirements prior to re-admission. During the suspension period the student may not visit or come onto any NMSU premises without specified written permission of the Dean of Students or appropriate Vice President for Student Services/Success. Credits taken at another institution of higher education may not be accepted as transfer credits when or if the student returns to NMSU.

A student organization who is placed on suspension shall not be recognized as a chartered student organization and therefore, may not receive the recognition, rights and privileges of a chartered student organization for a specified period of time. The specified period of time cannot be longer than one calendar year. The student organization must comply with all sanctions and complete all requirements prior to re-chartering.

- l. **Dismissal:** A student who is dismissed is required to leave the university for an indefinite period of time. Students may not reenroll nor reenter university premises for a minimum of one calendar year, and then, only by petitioning and obtaining consent from the Dean of Students or appropriate Vice President for Student Services/Success. A permanent notation of dismissal is placed on the student's transcript. During the dismissal period, the student may not visit or come onto NMSU premises without specific written permission from the Dean of Students or appropriate Vice President for Student Services/Success. Credits taken at another institution of higher education may not be accepted as transfer credits when or if the student returns to NMSU.

A student organization placed on dismissal shall not be recognized as a chartered student organization and therefore, may not receive the recognition, rights and privileges of a chartered student organization for an unspecified period of time. Student organizations may not re-charter for a minimum of one calendar year, and only then, by petitioning and obtaining the consent of the Dean of Students or appropriate Vice President for Student Services/Success. The student organization must comply with all sanctions and complete all requirements prior to re-chartering.

- m. **Expulsion:** Expulsion is used as a sanction only in the most serious cases of misconduct. A student who is expelled is permanently deprived of the privilege to continue at the university in any capacity. The student may not visit or come onto any NMSU premises or NMSU sponsored events without specific written permission of the Dean of Students or appropriate Vice President for Student Services/Success.

A student organization who is given the sanction of expulsion is permanently deprived of the privileges to continue as a chartered student organization at NMSU. Therefore, the student organization

loses all recognition, rights and privileges given to chartered student organizations.

- n. **Denial of Further Registration and/or Credits:** Denial of the privilege to reenroll or invalidation of credits earned is a sanction available when a student has been found to have made false, fraudulent or materially incomplete statements on official university records. Examples of such records include but are not limited to: application for admission, residence affidavit, and application for graduation.
- o. **Withholding Degrees:** Withholding issuance of a degree, diploma, certificate or official transcript pending compliance with university policies or pending completion of the processes set forth in this code, including but not limited to completion of all elements of a sanction.

#### **PART V: Students' Rights and Responsibilities; Student Discipline and Appeal Hearing Processes**

##### **1. Student Rights**

- a. To be accompanied by an advocate at meetings or hearings related to charges.
- b. To be notified of alleged facts and evidence supporting the charge(s) at least five (5) days prior to any scheduled disciplinary hearing.
- c. To examine evidence the university has concerning the incident.
- d. To receive notice of any witnesses the university plans to call to testify at the hearing.
- e. To participate in a fact finding hearing with an impartial hearing officer: A student party to the proceedings may challenge the impartiality of a designated hearing or appeal officer. The challenged hearing or appeal officer may elect voluntary recusal. If the challenged official does not voluntarily recuse, the Chief Judicial Officer shall determine the validity of the challenge and if applicable, appoint an alternate hearing officer.
- f. To call witnesses to present relevant testimony on behalf of the student, as determined by Hearing Officer.
- g. To question witnesses who are called to present testimony in support of the charge(s).
- h. To choose not to answer questions during the investigative process and to not testify at the disciplinary hearing, without the student's silence being treated as evidence of being responsible for violating the Code.
- i. The right to appeal the decision of the disciplinary Hearing Officer to a higher authority.

##### **2. Student Responsibilities:**

- a. Charged students, as well as students who are witnesses, shall be honest and cooperative with university officials during investigative and hearing/appeal processes. This responsibility is subject to a student's constitutional right to remain silent in

order to not implicate oneself in a violation or crime. If a student exercises the right to not testify or chooses to not participate at all in the proceedings, the Hearing Officer may choose to proceed based upon the evidence gathered from other sources.

- b. A charged student electing to contest the charges shall, at least three (3) days in advance of the hearing, provide the Hearing Officer with a list indicating the witnesses who the student intends to call upon to testify at the hearing, and shall also submit copies of the documentation or identify other evidence, if any, in support of the student's position relative to the charge.
- c. If the student is found ultimately responsible for violating the code, and a sanction is imposed, the student shall complete all sanctions(s) required in the final decision and report such completion to the Office of the Dean of Students.

3. **Students' Rights when Title IX is Implicated:**

Victims/complainants, as defined in this policy, especially with regard to alleged violations of Title IX (sexual discrimination, including sexual misconduct and harassment, sexual assault/violence, domestic violence, dating violence, stalking and other crimes of violence), have the right to special consideration and assistance during the investigation, hearing and resolution phases of the student disciplinary process. In order to ensure fairness to all parties in the proceedings, the student charged is entitled to request the same consideration:

- a. **Questioning During Investigation and Hearing:** A victim/complainant or student charged may provide a list of questions and request that they be asked during the investigative or hearing stages of the student discipline processes. In order to be considered, the questions must be submitted in writing to the Hearing Officer, as appropriate, and at least three (3) days in advance of any scheduled disciplinary hearing.
- b. **Hearing Modifications:** A victim/complainant or student charged may request reasonable alternate arrangements relating to participation in the disciplinary hearing, such as submission of questions in written form rather than verbal direct questioning, or to be allowed to provide information from a separate location. As long as the integrity of the hearing is not compromised, and the parties and the hearing official are able to see and communicate with each witness (including the victim/complainant and the accused), reasonable requests will be granted.
- c. **Past Behavior:** A victim/complainant or student charged has a right to have past unrelated behavior excluded from the disciplinary hearing. The issue of

whether past behavior is related or relevant will be determined by the Hearing Officer.

- d. **Victim Impact Statement:** If the charged student(s) is found responsible, the victim/complainant has a right to submit a victim impact statement to the Hearing Officer for consideration at the sanctioning phase only. The statement may include a description of how the victim was impacted by the conduct violation and may include recommendations for sanctions, penalties, or restitution. However, the Hearing Officer is not bound by these recommendations.
- e. **Notification:** In cases involving arson, assault, burglary, criminal homicide, destruction/damage/vandalism of property, dating violence, domestic violence, kidnapping, robbery, forcible sex offenses, non-forcible sex offense, stalking or any other crime or attempted crime of violence, the victim/complainant has a right to be notified by the Office of the Dean of Students of the final results of the investigation and disciplinary proceedings conducted with respect to the alleged offense. The notification of final results will include (1) the name of the charged student(s); (2) the violation with which the student was charged; (3) whether the student was found "responsible" or "not responsible"; and (4) any sanction(s) imposed, to the extent that the sanction may affect the victim/complainant.
- f. **Appeal:** As is the case for all violations of the code, in incidents involving violations of Title IX (sexual discrimination, including sexual misconduct and harassment, sexual assault/violence, domestic violence, dating violence, stalking and other crimes of violence); the victim/complainant and the charged student each have the right to appeal the outcome of the fact finding/sanction hearing, as outlined below in this Part V, Section 5.

4. **Investigation and Educational Conference**

- a. **Determination of Charges**
  - i. Alleged violations of the code may be reported to the appropriate administrator by any member of the community including but not limited to: (a.) university departments, (b.) university police, (c.) faculty, staff, or students or (d.) third parties.
  - ii. The appropriate administrator, or designee, will review the information to determine if a student/student organization will be charged with violating the code.
  - iii. The appropriate administrator, or designee, may not charge a student/student organization with a violation of the Code more than one year after the date the conduct occurred or was discovered, whichever is later.

b. **Notification of Charges and Date/Time of Educational Conference**

- i. The appropriate administrator or designee will notify the student/student organization in writing of the allegations and charge(s).
- ii. The notice will include the date and time of an Educational Conference. The conference will be scheduled no earlier than five (5) days and no later than ten (10) days from the date of the notice unless requested by the student/student organization representative(s). If the time or date of the conference is not feasible to the student/student organization representative(s), the student/student organization representative(s) must notify the appropriate office based on the information provided in the notification within two (2) business days of the scheduled Educational Conference to reschedule.
- iii. If at any time during the course of the judicial process, the appropriate administrator determines that either charges are not warranted or that insufficient evidence exist to continue, then the charges may be withdrawn, and the student/student organization representative(s) will be so notified in writing.

c. **Educational Conference**

- i. Educational Conferences are facilitated by individuals identified by the Chief Judicial Officer. Individual Educational Conference for cases will be delegated by the appropriate administrator.
- ii. The purpose of the Educational Conference is to review with the student/student organization representative(s) the allegations and charges, the code, the judicial process, the hearing forum, possible sanctions, and to answer questions the student/student organization representative(s) may have.
- iii. During the conference the charged student/student organization:
  1. Will be presented with a list of rights and responsibilities as a charged student/student organization. The charged student/student organization will be requested to sign the document indicating that the rights have been explained and that the student/student organization's representative understands them.
  2. Have the opportunity to accept or deny responsibility for the alleged violations. An acceptance of responsibility for the violations will constitute a waiver of the student/student organization's right to a hearing and appeal.

- iv. If the student/student organization's representative fails to attend the Educational Conference without notice of reasonable cause, the case may be forwarded to the next step in the process.

d. **Hearing**

- i. A student has the right to a fact finding hearing before a Hearing Officer.
- ii. The purpose of the hearing is for the university to present the evidence related to the alleged violation, provide a time to allow the accused student/student organization to give a statement or present evidence, and to hear from witnesses.
- iii. Absent a time extension, a hearing shall be scheduled no less than five (5) days from notice and no more than ten (10) days from the Educational Conference. Extensions may be granted to either the Hearing Officer (requests will be considered by the Chief Judicial Officer) or to a student, (requests will be considered by the Hearing Officer) provided all parties are notified about the request for time extension and the reason for the need for an extension.

5. **Fact Finding Hearing and Determination of Sanctions, if Warranted**

- a. **Hold on Student's Record:** The University may place a hold on the records or registration of any student who fails to respond to a university disciplinary notice or fulfill any sanctions previously issued by the university. All pending disciplinary matters must be resolved prior to a student's graduation, transfer from or continued education at the university.
- b. **Standard of Proof:** The duty to prove a disciplinary case rests with the university and the standard of proof shall be preponderance of the evidence. "Preponderance of the evidence" means that the information presented supports the findings that it was more likely than not that the violation occurred.
- c. **Advocate:** A charged student/student organization is entitled to have any one (1) person at the hearing to serve in the capacity as the Advocate. Student/student organization may consult with their advocate during the hearing process. However, this consultation must take place in a manner that does not disrupt the proceedings. The advocate shall not speak on behalf of the student, question witnesses, present information or argue before the panel. The advocate shall not serve as a witness. The student must notify the appropriate administrator no later than three (3) days prior to the hearing if the student will have an advocate present during the hearing

- d. **Confidentiality:** All hearings shall be closed and confidential.
  - e. **Accommodations for Students with Disabilities:** Any student with a disability may request reasonable accommodations during the disciplinary process. This request must be made to the appropriate office which handles accommodations for students with disabilities at least three (3) days in advance of the hearing. If necessary, the Hearing Officer may postpone the hearing to provide reasonable accommodations.
  - f. **Safety Procedures:** The Hearing Officer may accommodate concerns for the safety of the individuals involved by providing separate facilities or other alternatives.
  - g. **Pre-hearing Information Notice:** The University will make available pre-hearing information including a copy of the hearing procedures and copies of records that will be presented by the university at the hearing. The pre-hearing information will be available at least three (3) days in advance of the hearing.
  - h. **Failure to Appear:** If a charged student fails to appear, without giving notice of extenuating circumstances, the hearing may proceed in the student's absence.
  - i. **Role of the Hearing Officer:**
    - i. Accept information for consideration as deemed to be relevant. Repetitive testimony offered for the same purpose is an example of evidence the Hearing Officer might deem to not be necessary.
    - ii. Make procedural decisions relating to the hearing. Examples include requests for time extensions, assertions of conflict of interest affecting impartiality of hearing officer.
    - iii. Make procedural modifications in the interest of fairness or safety.
    - iv. Take action deemed necessary to maintain order in the hearing process.
  - j. **Right Not to Testify:** No student will be compelled to make self-incriminating statements.
  - k. **Information:** The Hearing Officer and the charged student/student organization will be given an opportunity to provide information. This may include, but is not limited to, pertinent records, documents, written or oral statements. The student/student organization will also be given an opportunity to inspect records held by the appropriate office.
  - l. **Witnesses:** The Hearing Officer and the charged student/student organization may call witnesses. In order to preserve the educational atmosphere of the hearing and to avoid creation of an adversarial environment, all questions for witnesses will be directed through the Hearing Officer. If a witness cannot appear, their written or recorded statement may be considered. Witnesses will be required to wait outside until their point of participation and will be asked to leave the hearing after being questioned.
  - m. **Multiple Students Charged:** In cases involving multiple students charged from the same incident, information obtained in one hearing may be used at another hearing subject to FERPA, HIPAA and other individual privacy considerations, and provided that each charged student involved has the opportunity to review and respond to the information at their hearing.
  - n. **Effective Date of Sanctions:** When the Hearing Officer's decision affects a student's academic status, the change will be effective immediately, and may only be changed based on the terms contained in the Hearing Officer's decision (e.g. a one year suspension) or based on the terms of a decision on appeal.
  - o. **Decisions of "responsible" or "not responsible" on the charge(s):** The Hearing Officer's decision letter shall be based on the information presented at the hearing. The Hearing Officer shall determine whether or not the student is responsible for violating the code as charged.
  - p. **Record:** There shall be a single record of all student/student organization conduct hearing and shall be maintained in the Office of the Dean of Students. This record is the official record and is the property of the university. For hearings before a Hearing Officer, the Officer's notes will become part of the record. The student/student organization may request a copy in writing which will be provided.
  - q. **Notice of Hearing Officer's Decision:** The Hearing Officer shall issue a written decision letter to the student/student organization within five (5) days following the conclusion of the hearing. This time may be extended, provided the student/student organization shall be notified of any such extensions. The decision letter shall explain the basis for the Hearing Officer's finding(s) on each charge and sanction for each charge if found responsible for the charge.
  - r. **Notice of Right to Appeal/Final Review:** The decision letter shall also inform the student/student organization of their right to appeal to an Appeal Officer, in writing, within five (5) days from the date of receipt of the Hearing Officer's decision letter.
6. **Appeal from Decision of Hearing Officer**
- a. The Appeal Officer will review the notice of intent to appeal and determine:



- i. Whether the appeal was submitted timely; if not submitted timely, the Appeal Officer may decide to accept the appeal, if the appealing student requests a waiver of the time limit and provides the reason for the late submission which indicates an extenuating circumstance outside the student's control prevented a timely appeal; and
  - ii. Whether or not the notice of appeal states a permissible ground for appeal. If grounds for appeal have not been identified in the written notice of appeal, the appeal shall not be considered further, and the decision of the Hearing Officer will be upheld.
  - iii. Grounds for appeals are:
    - 1. procedural or prejudicial error was committed, or
    - 2. evidence not available at the time of the hearing is now available.
  - b. If proper grounds for appeal have been identified, and the appeal has been deemed timely, the Appeal Officer will proceed to review the matter.
  - c. Each party may submit a statement in writing explaining why they think the determination of the Hearing Officer should be upheld, reversed, or modified.
    - i. The statement from the student/student organization must be included with the request for appeal.
    - ii. The statement from the Hearing Officer will be submitted to the Appeal Officer, along with the hearing record, at the time the request for appeal is received. Absent a time extension, the Hearing Officer must submit the statement and the hearing record within two (2) days of receipt of appeal. The Appeal Officer may grant a time extension, upon notice to all parties.
  - d. The Appeal Officer will review the evidence presented at the hearing, any relevant policies or law, the decision of the Hearing Officer and the submittals from the parties in order to issue a decision of the appeal in writing.
  - e. The student/student organization will be notified of the decision by the Appeal Officer within five (5) days from receipt of the Request for Appeal, absent notification to all parties that additional time is needed in which to review. Delivery of the decision may be accomplished electronically to the student's official NMSU email address via the conduct database used by the university.
  - f. The decision by the Appeal Officer will be final.
7. **Records**
- a. Records of all disciplinary actions imposed within the NMSU system shall be forwarded to the Office of the Dean of Students to maintain as the official student conduct record.
  - b. Students found "not responsible" or cases in which charges are dropped are considered not to have a judicial record. However, the records will be maintained by the university in accordance with applicable State record retention laws or university policy whichever is longer.
8. **Transcript Notations**
- a. A notation will be placed on the student's transcript during any period of permanent probation, suspension, dismissal or expulsion. In the case of permanent probation, suspension, or dismissal the student, after a period of one year or term of sanction whichever is longer, may request to have the notation removed from the transcript by submitting a letter to the Dean of Students or Vice President of Student Services/Success with the reason the notation should be removed. The Dean of Students or appropriate Vice President for Student Services/Success will make the determination if the notation should be removed. The Dean of Students or appropriate Vice President of Student Services/Success's decision is final.
  - b. If a student is expelled, a permanent notation will be placed on the student's transcript.
- PART VI: Definitions**
- 1. **Advocate:** The advocate is an individual, of the student's choosing, who serves a supporting role to either the victim/complainant or to the charged student during the fact finding hearing or appeal processes. The advocate shall not actively advocate on behalf of the student, including the questioning of witnesses or the direct presentation of information to the hearing or appeal officer.
  - 2. **Appeal:** The hearing review process by which a student may seek a final review of the decision made by the disciplinary Hearing Officer.
  - 3. **Appeal Officer:** The individual who is designated, by position, to review and make a decision on appeals on each campus. The appropriate Appeal Officer shall be named in any decision letter.
    - a. Vice-President of Student Affairs and Enrollment Management – The Vice-President for Student Affairs and Enrollment Management, or designee, will serve as the appeal officer for appeals resulting from hearings held by the Office of the Dean of Students and in cases involving property owned by NMSU's Board of Regents other than community campuses.
    - b. Community College President – The appropriate community college president will serve as the appeal

- officer for students appealing the outcome of fact finding/sanction hearings conducted by a community college vice president of student services/success. If the community college president is not available to review and render a decision for an appeal due to time constraints, conflict of interest or other reason, the Vice-President of Student Affairs and Enrollment Management will serve as the Appeal Officer.
- c. Associate Director of Housing and Residential Life – The Associate Director for Housing and Residential Life will serve as the appeal officer for appeals resulting from hearings held by Hall Directors.
4. **Appropriate Administrator:** One of several key administrators involved in the investigation of alleged student social misconduct and corresponding administrative action, and to whose office suspected or observed student social misconduct should be reported:
    - a. Assistant Dean of Students - Student Judicial Services – For misconduct alleged to have occurred on the NMSU-Las Cruces campus, other university property, off campus during a university sponsored event or involving students off campus but having an impact on campus.
    - b. Associate Director for Housing and Campus Life – For misconduct alleged to have occurred within on-campus housing and on-campus housing parking lots.
    - c. Community College Vice President of Student Services/Success – For misconduct alleged to have occurred at a community college or at an event sponsored by a community college or involving a community college student off campus but having an impact on campus.
    - d. Office of Institutional Equity Director/Title IX Coordinator - For misconduct on university premises or at any university sponsored event involving discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, serious medical condition, sex, sexual orientation, spousal affiliation, and protected veteran status, the Office of Institutional Equity Director/Title IX Coordinator will work with the Office of the Dean of Students or appropriate Community College Vice President for Student Services/Success.
  5. **Charged Student:** Any student accused of violating the code, which incorporates applicable university policies and procedures. A breach of academic integrity is a violation of university policy and therefore, this code, and is subject to distinct investigative, sanction and disciplinary hearing and appeal process applies.
  6. **Chief Judicial Officer:** The Dean of Students serves as the Chief Judicial Officer for NMSU. This position is responsible to ensure the Student Code of Conduct meets all legal requirements and available for students to locate and review. The Chief Judicial Officer is also responsible for ensuring the code is followed by the NMSU system.
  7. **Complainant:** Also referred to as a “reporter”, is any person who reports suspected or observed misconduct by a student; a complaint or report need not be in writing and may be submitted anonymously.
  8. **Continuing Relationship:** A continuing relationship is one in which there remains a relationship between student and the university. For example, a student who is not enrolled during the summer months, but is expected to return in the fall is deemed to have a “continuing relationship” with the university.
  9. **Day:** When used in this policy, “day” refers to an NMSU official business day, Monday through Friday, and excludes days which are official NMSU holidays and unplanned closures of the university.
  10. **Educational Conference:** The educational conference is a step in the student conduct process which explains to the charged student the nature of the charges, the evidence in support of those charges, and options for possible resolution, including an overview of the disciplinary hearing and appeal processes.
  11. **Enrolled Student:** An individual who is registered for class regardless of when the class begins.
  12. **Faculty Member:** Any person hired by NMSU to conduct classroom or teaching activities or who is otherwise considered by NMSU to be a member of its faculty.
  13. **Good Standing:** A student in good standing is one who is not on conduct- related probation, deferred suspension, suspension, dismissal, or expulsion and has completed all misconduct related sanctions.
  14. **Hearing:** A step in the student conduct process where the university presents the facts in support of the charge(s) against the student and the proposed sanction, and the student is allowed to provide the facts in support of the student’s position to the Hearing Officer.
  15. **Hearing Officer:** A university official authorized by the Chief Judicial Officer to conduct hearings in the matters of alleged violations of the code.
  16. **In Writing:** Any form of written communication such as a hard copy letter or an email from the student’s official NMSU email account.
  17. **Mitigating or Aggravating Circumstances:** Circumstances which may be considered, at the discretion of the Hearing Officer, when deciding the level of responsibility or type of sanction to be imposed. These circumstances include the student’s motive for engaging in the alleged misconduct; disciplinary history; and effect of the behavior on safety and security of the university community.

18. **Social Conduct:** Any conduct that is not addressed by the academic code of conduct and subject to those distinct policies and investigative/disciplinary procedures.
19. **Student:** A student includes all persons enrolled at NMSU or community colleges and persons who are not officially enrolled for a particular term but who have continuing academic relationships with the university. This includes the following:
  - a. Individuals enrolled in one or more credit hours;
  - b. Individuals who are degree seeking or non-degree seeking;
  - c. Individual who is in an academic related certificate program;
  - d. Individual who is registered for non-credit courses;
  - e. Individuals seeking dual credit;
  - f. Individuals attending Early College High School;
  - g. Individuals participating in credit bearing internships;
  - h. Individuals participating in national student exchange, study abroad, or international related programs connected to NMSU; and
  - i. Individuals able to access student services such as, but not limited to, student fee funded activities, counseling, social work services, student diversity and outreach, career services, and student success center.
20. **Student Organization:** Any group of students who are recognized by NMSU as a chartered student organization.
21. **University Community:** Includes any person who is a student, faculty member, staff member, or any other person employed by NMSU.
22. **University Official:** Includes any person employed by NMSU performing assigned administrative or professional responsibilities.
23. **University Premises:** University premises means all lands, facilities and other property owned, operated or controlled by the Board or Regents of NMSU.
24. **University Sponsored Activities:** University sponsored activities are those events and activities involving students, student organizations, or university departments, faculty members, or employees that are:
  - a. Expressly authorized, aided, conducted or supervised by the university;
  - b. Funded in whole or in part by the university;
  - c. Initiated by an officially chartered student organization and conducted or promoted in the name of that student organization or the university; or
  - d. Take place on university premises.
25. **Victim, also referred to as a "Complainant":** A person alleged to have been harmed by a student in violation of the Code.

## GOVERNANCE AND PERSONNEL

### Board of Regents

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<b>Cheney, Mike</b>	Chair
<b>Hicks, Debra</b>	Vice-Chair
<b>Lopez Askin, Amanda</b>	Secretary/Treasurer; Student Regent
<b>Mitchell, Kari</b>	Member
<b>Camunez Huthinson, Jerean</b>	Member

### Administration - Las Cruces

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<b>Dr. Garrey Carruthers</b>	Chancellor/President, New Mexico State University
<b>Dr. Dan Howard</b>	Executive Vice-President and Provost, New Mexico State University

### Advisory Board - Grants/Cibola County Public School Board Members

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<b>Stewart, Joel</b>	President
<b>Hunt-Dailey, Emily E</b>	Vice-President
<b>Jones, Richard</b>	Secretary
<b>Archambeau, Dr. Guy</b>	Member
<b>Sandoval, Dion</b>	Member

### Grants Campus Administration

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<b>Sheski, Dr. Harry</b>	Interim President - Ed.D., University of New Mexico
<b>Serban, Dr. William</b>	Acting Vice President for Academics – Ph.D., University of New Orleans
<b>Armstead, Beth</b>	Vice President for Student Services - M.A., University of Colorado
<b>Salcido, Alice</b>	Acting Vice President for Business & Finance – B.B.A., New Mexico State University
<b>Chavez-Toivanen, Marlene</b>	Special Assistant to the President; M.A. (Curriculum & Instruction), New Mexico State University

### Professional Staff

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<b>Barela, Tanya</b>	Administrative Assistant Title V
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<b>Gurule, Gail</b>	Fiscal Assistant, Sr -Assoc., New Mexico State University
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<b>Ratliff, Ronald N</b>	PC Support
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### Plant Maintenance Staff

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<b>Valdez, Corley</b>	Asst. Mgr. Facilities Srvc.
<b>Cabanban, Jonathan</b>	Custodial Worker
<b>Miller, William</b>	Custodial Worker

### Full-Time Faculty

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**Ma, Lucy Belle**, Instructor, English, Philosophy, M.R.E., Southwestern Seminary  
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**Sailer, William E.**, Professor, Business Administration, Ed.D., New Mexico State University; *in memoriam*  
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