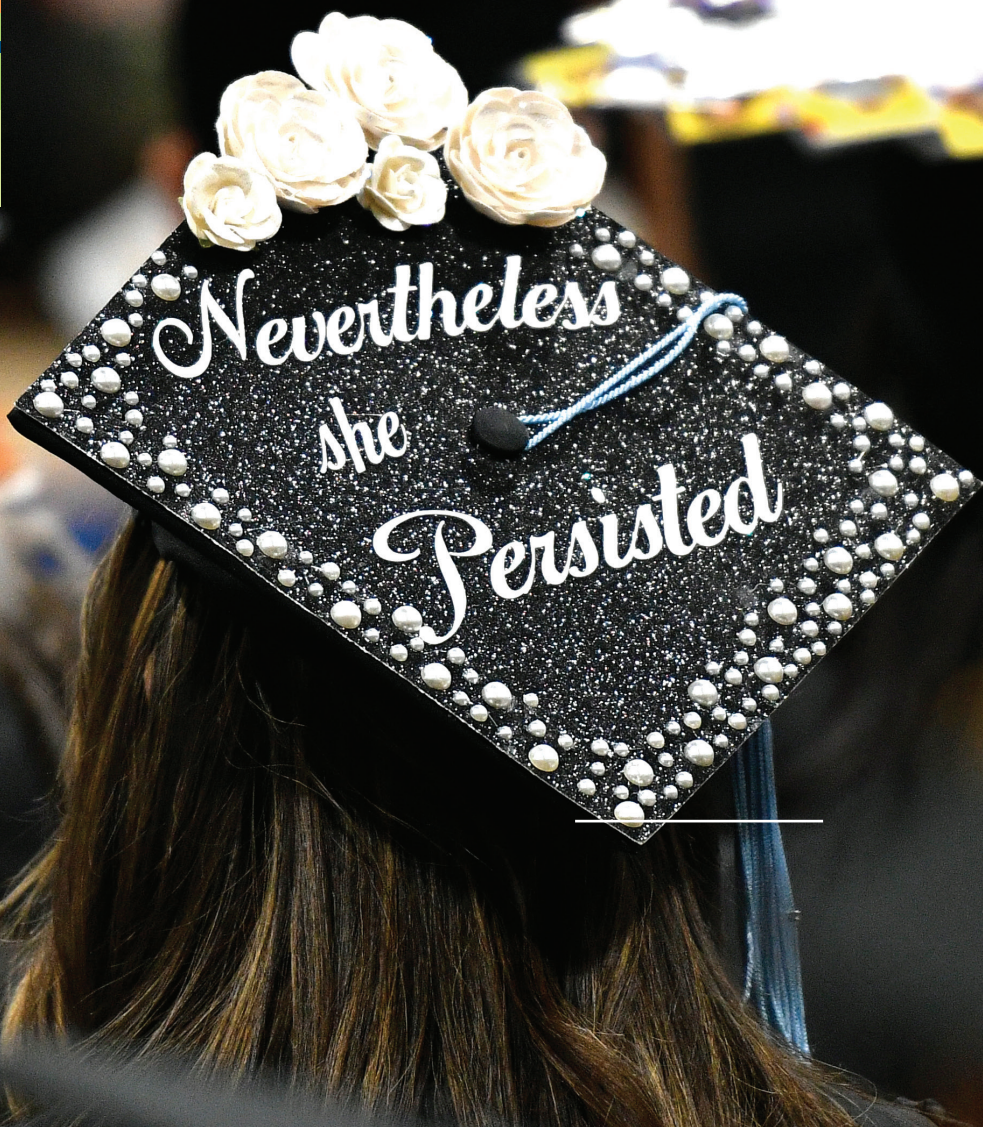




Northern  
New Mexico  
College

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STUDENT  
HANDBOOK  
2024-2025







# Northern New Mexico College

## 2024-2025 Student Handbook

### ADMINISTRATION

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### BOARD OF REGENTS

**Michael A. Martin**  
Board President

**Erica Rita Velarde, PE**  
Vice-President

**Porter Swentzell, PhD**  
Secretary/Treasurer

**Ruben Archuleta**  
Member

**Cassandra Batista**  
Member

**ESPAÑOLA Campus**  
(505) 747-2100  
921 N. Paseo de Oñate  
Española, NM 87532

**EL RITO Campus**  
(575) 581-4100  
P.O. Box 160  
El Rito, NM 87530

Effective August 19, 2024 / Cover photo by John T. Denne

Northern New Mexico College does not discriminate on the basis of race, color, religion or creed, national origin or ancestry, sex, gender, gender identity, sexual orientation, pregnancy, spousal affiliation, age, physical or mental disability, medical condition, veteran status, genetic information, citizenship and any other basis protected by law, in employment, admission to, participation in, or receipt of the services and benefits under any of its programs and activities.

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RAILROAD AVENUE

See INSET for east of Railroad Ave



## ESPAÑOLA CAMPUS MAP & ABBREVIATIONS

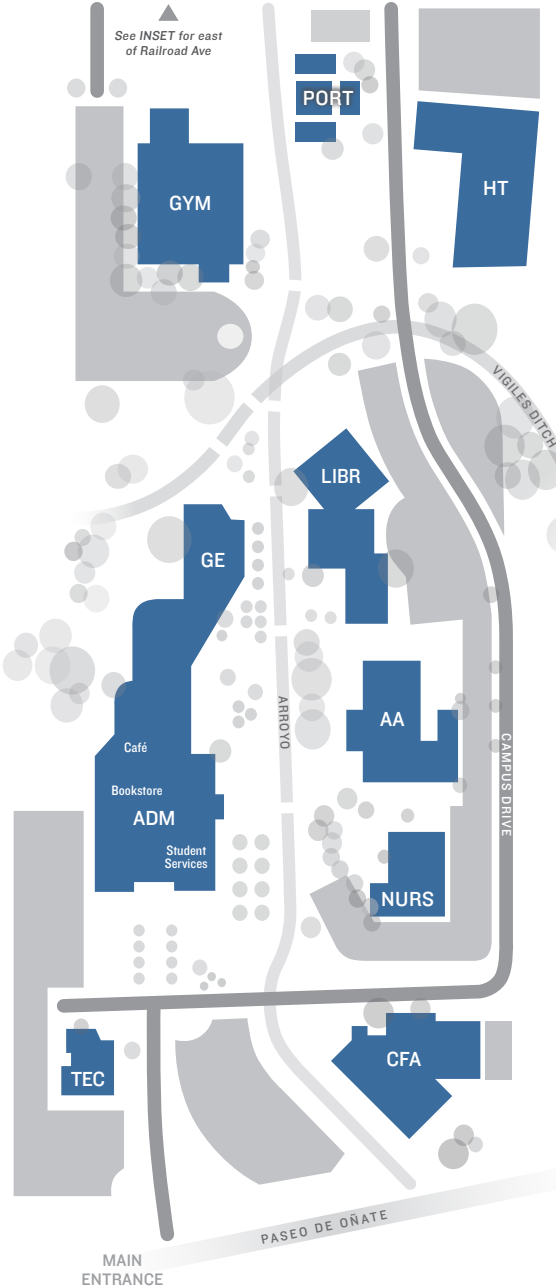
### ESPAÑOLA CAMPUS

- AA** Arts Annex
- ADM** Administration
- CFA** Center for the Arts
- FAC** Facilities
- GE** General Education
- GYM** Eagle Gymnasium
- HT** High Technology
- JCI** Business Administration
- LIBR** Ben Lujan Library
- NURS** Nursing Building
- SERPA** Engineering Building
- TEC** Teacher Education Center
- PORT** Barbering / Cosmetology

### INSET - East Side of Railroad Ave.



- Campus Buildings
- Campus Parking



MAIN ENTRANCE

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## CAMPUS PHONE NUMBERS

ESPAÑOLA [505] EL RITO [575]

Main Number	747-2100	581-4100
<b>Security</b>	<b>747-2158</b>	<b>(505) 927-0679</b>
Accessibility Resource Center	747-5152	
Admissions	747-2111	
Adult Education	747-5039	
Advisement Center	747-2150	
Athletics	747-2232	
Ben Lujan Library	747-2243	
Bookstore	747-2160	
Career Center	747-2120	
Cashier	747-2131	
Distance Education	747-5428	
Financial Aid	747-2128	
High School Equivalency Program (HEP)	747-5405	
ID Cards and Photos	747-2150	
Math Center of Excellence	747-2218	
Placement Testing	747-2154	
Provost/Chief Academic Officer	747-2226	
Recruitment	747-2161	
Registrar/Student Records	747-2115 ? 2110???	
Student Health & Counseling	747-5064	
Student Life	747-2287	
Veterans Resource Center	747-5499	
Writing Center	747-2294	

Go to [www.nnmc.edu](http://www.nnmc.edu) for Full-Time Faculty listings and department phone numbers

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# STUDENTS' RIGHTS AND RESPONSIBILITIES

## PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, we encourage you to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The minimal standards of academic freedom outlined below are essential to any community of scholars.

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

## ACADEMIC FREEDOM AND RESPONSIBILITIES

On one hand, you must be free to take reasoned exception to the data or views offered in any course of study and reserve judgment about matters of opinion. On the other hand, you are responsible for learning the content of any course of study for which you are enrolled.

The instructor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct of matters unrelated to academic standards.

## PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION

You have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, you are responsible for maintaining standards of academic performance established for each course in which you are enrolled.

If you believe that you have experienced prejudicial or capricious evaluations, you should follow the appellate process set out in Northern's Catalog. If you have questions, you should consult the Registrar for information on the procedures to be followed. If you have a complaint, you should consult the Dean of Student Services.

## PROTECTION AGAINST IMPROPER DISCLOSURE

1. Information about students' views, beliefs, and political associations which instructors acquire in the course of their work as instructors and advisors are to be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate conditions, normally with the knowledge and consent of the student.
2. Northern has carefully considered policy as to the information which should be part of a student's permanent educational records and as to the conditions of its disclosure (see the current Catalog). To minimize the risk of improper



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disclosure, academic and disciplinary records are maintained separately, and the conditions of access to each are set forth in an explicit policy statement.

Transcripts of academic records contain information about academic status only.

*Information from disciplinary files is not available to unauthorized persons without the express consent of the student involved, except under legal compulsion or in cases in which the safety of persons or property is involved. No records are kept which reflect the political activities or beliefs of students. Administrative staff and faculty members are to respect confidential information about students which they acquire in the course of their work. Such records are kept by the Dean of Student Services.*

## **PERSONAL FREEDOMS AND RESPONSIBILITIES**

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

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

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

*The Assistant Provost is responsible for the approval and oversight of all student organizations.*

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

1. Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the College. At the same time, it should be made clear to the academic and the larger community that, in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Student organizations should be allowed to invite and to hear any person of their choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for

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the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the institution.

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

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

## **THE STUDENT CODE**

### **VALUES**

The community of Northern New Mexico College is committed to fostering a campus environment that is conducive to academic inquiry and is focused on the holistic development of the person. The Code of Student Conduct is administered by the Division of Student Affairs. Student Affairs is committed to an educational and developmental process that balances the interests and needs of individual students with the interests and needs other members of the larger college community. Our community exists on the basis of shared values and principles which include:

- Honesty and Integrity
- Equity, Diversity and Social Justice
- Respect for the unique dignity of each person and the greater community
- Responsibility to one another, our community and society

At Northern, student members of the community are expected to foster these values. Consistent with our academic mission, each member of the college community bears personal responsibility for their conduct, and assumes reasonable responsibility for the behavior of others.

At minimum, students must uphold and abide by the standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility. When members of the community fail to exemplify these values by violating our community expectations, campus conduct proceedings are used to assert and uphold our Code of Student Conduct.

The student conduct procedures, identified in the Code of Student Conduct, are not intended to punish students; rather, they exist to protect the interests of the community and to challenge those whose behavior is not in harmony with our

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values. Sanctions are intended to reframe students' moral and ethical decision-making so future behavior is congruent with our community expectations and is conducive to students' future success. When a student is unable to conform to community expectations, the conduct process may determine that the student should no longer share in the privilege of participating in our community. Certain behaviors are so harmful and tear at the very fabric of our community, that such behavior typically results in either suspension or expulsion. Such behavior includes but is not limited to:

- Physical Violence
- Possession of weapons (especially firearms)
- Sale/distribution of drugs
- Behavior that would reasonably create high levels of fear among, or presents a high level of threat to, the campus community

Students should be aware that the conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Our process, as defined within these procedures, is meant to promote a health community of learners and is grounded in fundamental fairness to all members of our campus community. No student will be found in violation of any college policy without reasonable information indicating that it is more likely than not that a policy violation occurred. If found responsible for a violation of policy, any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

## JURISDICTION

Students at Northern are provided a copy of the Code of Student Conduct annually in the form of a link on the college website. Hard copies are available upon request from the Office of Student Affairs. Students are responsible for upholding the provisions of the Code of Student Conduct while they are a matriculating student at Northern, regardless of their physical location or if they are on break or otherwise away from college; students represent this institution at all times.

The Code of Student Conduct and the conduct process apply to the conduct of individual students, and all Northern New Mexico College-affiliated student clubs, organizations, and groups. For the purposes of student conduct, the college considers an individual to be a student when the student has enrolled at Northern and thereafter, as long as the student has a continuing educational relationship with Northern New Mexico College.

Northern New Mexico College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated, for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate, and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, Northern New Mexico College may invoke these procedures, and, should the former student be found responsible, the college

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may revoke that student's degree.

The Code of Student Conduct applies to behaviors that take place on the campus, at college -sponsored events and may also apply off-campus when the Assistant Provost for Student Affairs (or designee) determines that the college has a compelling interest. A compelling college interest includes, but is not limited to, any of the following:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly infringes upon the rights, property or achievements of self or others, or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is inconsistent with the educational mission and/or interests of Northern New Mexico College; and/or
- Any situation where the student has committed multiple prior violations.

The Code of Student Conduct may be applied to behavior conducted online, via email, or any other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. Northern New Mexico College does not regularly search for this information but may take action if and when such information is brought to the attention of college officials. Students should be mindful that free speech does not cover the following:

- A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict harm upon specific individuals";
- Speech posted online about Northern New Mexico College or its community members that causes a significant disruption.

The Code of Student Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to campers, conference attendees, and continuing education programs by contractual agreements. Visitors to, and guests of, Northern New Mexico College may seek resolution of violations committed against them by students of Northern New Mexico College through the Code of Student Conduct.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the college's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Affairs and/or to Campus Security.

The Northern New Mexico College email is the college's primary means of communication with students. Students are responsible for all communication delivered to their Northern New Mexico College email address.

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## VIOLETIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the Code of Student Conduct. When an offense occurs over which Northern New Mexico College has jurisdiction, Northern New Mexico College conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

In cases of Title IX allegations regarding sexual discrimination and/or sexual misconduct, the Code of Student Conduct procedures will be inclusive of Title IX accepted regulations (see Title IX)

Northern New Mexico College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (see additional grounds for interim action). Interim suspensions are imposed until a hearing can be held.

Students accused of crimes may request to take a leave from Northern New Mexico College until the criminal charges are resolved. In such situations, Northern New Mexico College procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all reasonable campus investigative efforts; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

## COMMUNITY EXPECTATIONS

### CORE VALUES AND BEHAVIORAL EXPECTATIONS

Northern New Mexico College considers the behavior described in the following sections as both inappropriate for the college community and subject to adjudication as set forth in the Code of Student Conduct. These expectations and rules apply to all students. Northern New Mexico College encourages community members to report to college officials all incidents that involve the following actions, as noted below. Any student found to have committed, or to have attempted to commit, any of the following misconduct is subject to the sanctions outlined in the Code of Student Conduct.

### INTEGRITY

Northern New Mexico College 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:

- **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.

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- **Academic Dishonesty.\*** Acts of academic dishonesty as outlined in the Code of Academic Integrity.
  - **Unauthorized Access.** Unauthorized access to any Northern New Mexico College (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any Northern New Mexico College building or failing to timely report a lost Northern New Mexico College identification card or key.
  - **Collusion.** Action or inaction with another or others to violate the Code of Student Conduct.
  - **Trust.** Violations of positions of trust within the community.
  - **Election Tampering.** Tampering with the election of any Northern New Mexico College - recognized student organization (minor election code violations are addressed by the Student Senate).
  - **Theft/Taking of Property.** Intentional and unauthorized taking of Northern New Mexico College property or the personal property of another, including goods, services and other valuables.
  - **Stolen Property.** Knowingly taking or maintaining possession of stolen property.
- \*Please speak to your Chair if you have any questions regarding the process; you may also find additional information on plagiarism at [www.nnmc.edu](http://www.nnmc.edu)

## COMMUNITY

Northern New Mexico College students build and enhance their community. Behavior that violates this value includes, but is not limited to:

- **Disruptive Behavior.** Substantial disruption of college operations including obstruction of teaching, research, administration, other college activities, and/or other authorized non-Northern New Mexico College activities which disrupt the normal function of its campus community.
- **Disorderly Conduct/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 and/or destruction of property.
- **Unauthorized Entry.** Misuse of access privileges to college premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a Northern New Mexico College building.
- **Trademark.** Unauthorized use (including misuse) of Northern New Mexico College organizational names and images.
- **Damage/Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of college property or the personal property of another.
- **IT Computer Use Policy.** Violating the College Technology Services Computer Use Policy.
- **Gambling.** Gambling as prohibited by the laws of the State of New Mexico (Gambling may include raffles, lotteries, sports pools and online betting activities).
- **Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet

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guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade of longer than four inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on Northern New Mexico College.

- **Tobacco.** Smoking or tobacco use in any area of campus.
- **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:
  - \_ Intentionally or recklessly causing a fire which damages Northern New Mexico College or personal property or which causes injury,
  - \_ Failure to evacuate a Northern New Mexico College-controlled building during a fire alarm,
  - \_ Improper use of college fire safety equipment, or
  - \_ Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on Northern New Mexico College property. Such action may result in a local fine in addition to college sanctions.
- **Animals.** Animals, with the exception of animals that required as a certified disability accommodation (ex. seeing-eye dogs), and pets as outlined in the Student Handbook, are not permitted on campus except as permitted by law.
- **Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside college buildings; nor can they be secured to handrails, light poles, trees or any other campus fixture, except in designated areas (i.e. bicycle racks). Additionally, skateboards and other wheeled items may not be ridden or operated in buildings, mall areas, alleys, curbs, ramps, stairs, benches, or any such fixtures that may be damaged by these activities. Individuals may be liable for damage to Northern New Mexico College property caused by these activities.

## SOCIAL JUSTICE

Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing college 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 and/or diminish the worth of others. *Conduct that violates this value includes, but is not limited to:*

- **Discrimination.** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from any Northern New Mexico College educational program or activity.
- **Harassment.** Any unwelcome conduct. Such conduct may be based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion,

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sexual orientation or other protected state. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community.

– **Hostile Environment.** Sanctions can and will be imposed for the creation of a hostile environment only 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 any Northern New Mexico College educational or employment program or activity

■ **Retaliation or Retaliatory Discrimination or Harassment.** Any intentional, adverse action taken by an individual or allied third party, against a person for reporting an allegation, for supporting a reporting or responding party, or for assisting in providing information relevant to an allegation in a civil rights grievance proceeding or other protected activity.

■ **Failure to Act.** Complicity with or failure of any student or organized group to appropriately address known or obvious violations of the Code of Student Conduct or law.

■ **Abuse of Conduct Process.** Abuse of, interference with, or failure to comply with any college process including, but not limited to, conduct and academic integrity hearings including, which may include:

- Falsification, distortion, or misrepresentation of information;
- Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
- Attempting to discourage an individual’s proper participation in, or use of, the campus conduct system;
- Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
- Failure to comply with the sanction(s) imposed by the campus conduct system; and/or
- Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

## RESPECT

Northern New Mexico College students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

■ **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of oneself or any other person (includes physical altercations/fighting).

■ **Threatening Behaviors.**

- **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; and/or



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\_ **Intimidation.** Implied threats or acts that cause a reasonable fear of harm in another.

■ **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

■ **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 to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy.

■ **Intimate Partner/Relationship Violence.** Violence or abuse by a person in an intimate relationship with another.

■ **Stalking.** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.

■ **Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation.

■ **Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

## RESPONSIBILITY

Northern New Mexico College 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 is not limited to:

■ **Alcohol.** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the college Alcohol Policy.

■ **Drugs.** Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the college Drug Policy.

■ **Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications, and/or possession of prescription medications when not in a properly marked container that identifies the medication and patient.

■ **Failure to Comply.** Failure to comply with the reasonable directives of Northern New Mexico College officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

■ **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.

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- **Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of the Assistant Provost for Student Affairs within seventy-two (72) hours of release.
  - **Other Policies.** Violating other published Northern New Mexico College policies or rules.
  - **Health and Safety.** Creation of health and/or safety hazards (ex. dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.).
  - **Violations of Law.** Evidence of alleged violation of local, state or federal laws, when substantiated through Northern New Mexico College’s conduct process.

## OVERVIEW OF THE CONDUCT PROCESS

This overview gives a general idea of how Northern New Mexico College’s campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of Northern’s community expectations.

The Assistant Provost for Student Affairs (or designee) may in his/her sole discretion, adjudicate Code of Student Conduct violations outside the parameters of this policy if so deemed necessary. The student(s) will have the normal appellate rights in such cases.

**Notice:** Once notice is received from any source (victim, 3rd party, online, etc.), Northern New Mexico College may proceed with an investigation and/or may schedule a meeting with the responding student to explain the conduct process to the responding student and gather information.

### Step 1: Review Report

Reports of alleged misconduct are reviewed by designated Student Affairs administrators to determine whether there is sufficient evidence that misconduct may have occurred. If sufficient evidence exists, a hearing officer is assigned to investigate and determine findings of responsibility for alleged violations.

### Step 2: Notice Of Alleged Misconduct

The hearing officer notifies the responding student in writing of allegations of misconduct and schedules a meeting with the responding student to discuss the alleged misconduct.

### Step 3: Investigation/Conduct Meeting

The hearing officer gathers information and evidence from the involved parties and any identified witnesses. The responding student(s) meet with the hearing officer to provide their narrative of the incident and alleged misconduct.

### Step 4: Finding Rendered And Sanctions Assigned

After reviewing all evidence and hearing from all involved parties, the hearing officer renders a finding based on a preponderance of the evidence for each responding student. Findings will be one of the following:

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■ **Responsible.** This finding means that the responding student is found to be responsible for violating the Code of Student Conduct. Students found responsible for violating the Code of Student Conduct are assigned sanctions that must be completed within an identified timeframe. In cases of severe inappropriate conduct, sanctions can include various forms of suspension and expulsion.

■ **Not Responsible.** This finding means that the responding student is found to be not responsible for violating the Code of Student Conduct. There are no sanctions assigned, and the case is closed.

■ **Insufficient Evidence.** This finding means that there was not enough evidence to support a finding of responsibility for violating the Code of Student Conduct. There are no sanctions assigned, and the case is closed until or unless additional evidence is presented in an appeal.

The hearing officer sends an outcome letter to the responding student. The outcome letter includes the finding and any assigned sanctions, as well as information regarding the student's right to appeal.

## STEP 5: RIGHT TO APPEAL

Any party may request an appeal of the decision of the hearing officer by filing a written request to the Assistant Provost for Student Affairs, subject to the grounds for appeal requests and appeal procedures outlined in this Code of Student Conduct. The written request should identify the grounds on which the student believes the appeal is warranted and appropriate supporting information

## STUDENT CONDUCT AUTHORITY

### AUTHORITY

The Assistant Provost for Student Affairs is vested with the authority over student conduct by the President. Investigators, administrative hearing officers and appeal officers serve to both efficiently and effectively adjudicate the conduct process.

The Assistant Provost for Student Affairs (or designee) may assume responsibility for the investigation of an allegation of misconduct.

The Assistant Provost for Student Affairs (or designee) may, in his/her sole discretion, adjudicate code violations outside the parameters of this policy if deemed necessary.

### GATEKEEPING

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the alleged violation, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

### CONFLICT RESOLUTION OPTIONS

The Assistant Provost for Student Affairs (or designee) has discretion to refer a complaint to an appropriate alternative dispute resolution (ADR) process. All par-

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ties must agree to use ADR for resolution. Any unsuccessful ADR process can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. Hearing officers may also suggest that complaints that do not involve a violation of the Code of Student Conduct be referred for an appropriate form of alternate dispute resolution (i.e. reconciliation, mediation, restorative justice, mediated-arbitration, etc.). Should one or both parties fail to uphold the resolution agreement, the case may be forwarded to a hearing officer for non-compliance.

## **ADMINISTRATIVE HEARING**

The Code of Student Conduct is adjudicated through an administrative hearing process through the Office of the Assistant Provost for Student Affairs. Administrative hearing officers are trained annually to conduct investigations into allegations of misconduct, and to conduct administrative hearings.

## **ADMINISTRATIVE APPEALS**

Typically, any appeals will be sent to the Assistant Provost; in cases where the Assistant Provost served as the presiding hearing officer, appeals will be sent to the Provost.

In cases involving suspension or expulsion, Northern New Mexico College may use a standing committee appointed by the President for appellate hearings. This body will also serve as the hearing panel to determine finding for any allegation that falls under the Title IX policy.

Decisions made, and sanctions imposed, by the appellate officer and/or the appeal panel will be final and thus complete the student conduct process.

## **INTERPRETATION AND REVISION**

The Assistant Provost for Student Affairs (or designee) will develop procedural rules for the administration of hearings that are consistent with provisions of the Code of Student Conduct. The Assistant Provost for Student Affairs (or designee) may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party (i.e. offer forms of alternative dispute resolution). Any question of interpretation of the Code of Student Conduct will be referred to the Assistant Provost for Student Affairs (or designee), whose interpretation is final. The Code of Student Conduct will be reviewed annually and revised as needed under the direction of the Assistant Provost for Student Affairs.

## **FORMAL CONDUCT PROCEDURES**

### **NORTHERN NEW MEXICO COLLEGE AS CONVENER**

Northern New Mexico College is the convener of every action under this Code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Code of Student Conduct. The reporting party is the individual bringing the complaint, who may be a student, employee, visitor, or guest; the reporting party may choose to be present and participate in the process as

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fully as the responding student. There may be witnesses, who may offer information regarding the allegation. There is a hearing officer whose role is to investigate the allegations, gather evidence, and determine a finding of responsibility regarding the allegations.

## GROUP VIOLATIONS

A student club or organization, and its officers and membership, may be held both individually and collectively responsible when violations of the Code of Student Conduct by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officer.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually, and will be proportionate to the involvement of each individual and the organization. Generally, the Director of Student Life (or designee) will serve as the hearing officer for club and organization violations. The Assistant Provost will serve as the appeal officer for club and organization violations.

## AMNESTY & SAFE HARBOR

### AMNESTY

Northern New Mexico College may provide amnesty to students based on one of the following grounds.

- **For victims.** Northern provides amnesty to victims who may be hesitant to report to college officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking or drug use, at the time of the incident.
- **For those who offer assistance.** To encourage students to offer help and assistance to others, Northern promotes a practice of by-stander intervention and pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Assistant Provost (or designee), amnesty may also be extended on a case-by-case basis to the person receiving assistance.
- **For those who report serious violations.** Students are offered amnesty for their minor violations when they are engaged in minor violations but choose to bring related serious violations by others to the attention of the College.

In all cases of amnesty, educational options will be explored, but no conduct proceedings or conduct record will result. Records regarding the provision of amnesty, however, will be maintained.

Abuse of amnesty requests can result in a decision not to extend amnesty to the

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same person.

## **SAFE HARBOR**

Northern has a Safe Harbor practice for students. The College believes that students who have an alcohol or drug abuse and/or substance addiction problem have the right to receive help. If any NNMC student shares a concern about their own use, addiction, or dependency to the attention of College officials, a conduct complaint will not be pursued. Please note, Safe Harbor only applies when the student(s) raise the concern outside the threat of drug tests or conduct proceedings and seeks assistance. A written action plan may be used to track cooperation by the student within the Safe Harbor provision. Failure to follow the action plan may nullify the Safe Harbor protection and student conduct processes will be initiated.

## **REPORTS OF ALLEGED VIOLATIONS**

Any member of the Northern community, visitor or guest may allege a policy violation(s) by any student for misconduct under this Code by writing a formal report and submitting it to the Office of the Assistant Provost.

Any allegation of sexual misconduct (see Title IX) should always be filed whenever possible directly with the Title IX Coordinator or a Deputy Coordinator. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations may be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The College has the right to pursue an allegation or report of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

## **INTERIM ACTION**

Under the Code of Student Conduct, the Assistant Provost (or designee) may impose sanctions and/or separate a student from the community pending the outcome of a hearing regarding alleged violation(s) of the Code of Student Conduct when a student represents a threat of serious harm to self or others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve College property and/or to prevent disruption of, or interference with, the normal operations of the NNMC campus community. Interim actions can include separation from the institution or restrictions on participation in the community pending the outcome of the hearing on alleged violation(s) of the Code of Student Conduct.

During an interim suspension, a student may be denied access to the Northern New Mexico College campus (including El Rito), along with any College facilities and/or events. As determined appropriate by the Assistant Provost (or designee), this restriction may include classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the Assistant Provost (or designee) and with the approval of, and in collaboration with, the Provost and appropriate Chair(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

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## INVESTIGATION

The hearing officer is responsible to investigate alleged violation(s) to determine whether there is sufficient evidence to support a finding of responsibility for the alleged misconduct. The hearing officer will:

1. Commence a thorough, reliable and impartial investigation, and may develop a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who may be given notice of the meeting prior to or at the time of the meeting;
2. Notify the responding student of the alleged policy violations through a “notice letter.” Notice will be emailed to the student’s NNMC email account. (Note: The College reserves the right to deliver notice in person or by mailing the letter to the address of the student.) The letter of notice includes alleged violations and notification of where to locate the Code of Student Conduct, as well as notification of the conduct meeting;
3. Interview all relevant parties and witnesses;
4. Obtain all evidence and information that is available;
5. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline; and
6. Make a finding, based on a preponderance of the evidence (i.e. more likely than not) and communicate the finding and warranted sanctions to the responding party through an “outcome letter.”

## FINDINGS

The outcome of the student conduct process will be communicated by the hearing officer to the responding party in writing within five (5) business days of the hearing. The outcome letter will identify the finding of responsibility and, if warranted, assigned sanctions and appeal procedures.

## HEARING PROCEEDINGS

Except in a complaint involving failure to comply with the summons of the hearing officer or Title IX Coordinator (or designee), no student may be found to have violated the Code of Student Conduct solely as a result of the student’s failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be considered by the hearing officer presiding over the hearing.

## CONDUCT SANCTIONS

One or more of following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:

- **Warning:** An official written notice that the student has violated Northern New Mexico College policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at Northern.

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- **Restitution:** Compensation for damage caused to Northern New Mexico College or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expense. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
  - **Fines:** Reasonable fines may be imposed.
  - **Community Service Requirements:** For a student or organization to complete a specific supervised College service project. Unless granted prior approval, all community service requirements must be completed on campus through the Facilities Department. Once the requirement is completed, the Director of Facilities will send confirmation to the hearing officer.
  - **Loss of Privileges:** The student will be denied specified privileges for a designated period of time.
  - **Confiscation of Prohibited Property:** Items whose presence is in violation of College policy will be confiscated and will become the property of Northern New Mexico College. Prohibited items may be returned to the owner at the discretion of the Assistant Provost and/or Campus Safety.
  - **Behavioral Requirement:** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
  - **Educational Program:** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
  - **Restriction of Visitation Privileges:** May be imposed on a residential student, non-residential student, and/or a guest. The parameters of the restriction will be specified.
  - **No Contact Order:** Student is prohibited from having any direct or indirect contact by any means with another student, staff, or faculty member(s) as identified in the sanction letter for a period to be determined by the hearing officer. Note: a “No Contact Order” may also be used to remediate conflicts and in those cases, may not be used as a sanction but rather as an interim measure without implying culpability, and is often issued to all involved parties.
  - **Housing Probation:** Official notice that, should further violations of Residential Life and/or Northern New Mexico College policies occur during a specified probationary period, the student may immediately be removed from Northern New Mexico College housing. Regular probationary meetings may also be imposed.
  - **Northern New Mexico College Housing Reassignment:** Reassignment to another Northern New Mexico College housing space. Residential Life personnel will determine the reassignment detail.
  - **Northern New Mexico College Housing Suspension:** Removal from Northern New Mexico College housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to Northern New Mexico



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College housing may be specified. Under this sanction, a student is required to vacate Northern New Mexico College housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Assistant Provost (or designee). This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for Northern New Mexico College housing, the student must gain permission from the Assistant Provost (or designee). This sanction may include restrictions on visitation to College housing.

■ **Northern New Mexico College Housing Expulsion:** The student's privilege to live in, or visit, any Northern New Mexico College housing is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

■ **Probation:** The student is put on official notice that, should further violations of Northern New Mexico College policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed. Probation may also include restriction from activities.

■ **Eligibility/Activity Restriction:** The student is deemed "not in good standing" with the College for a specified period of time. Specific limitations or exceptions may be granted by the Assistant Provost (or designee) and terms of this conduct sanction may include, but are not limited to, the following:

– Ineligibility to hold any office in any student organization recognized by Northern New Mexico College or hold an elected or appointed office at the College; or

– Ineligibility to represent Northern New Mexico College to anyone outside the College community in any way including: participating in a study abroad program, attending conferences, or representing Northern New Mexico College at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

■ **Deferred University Suspension:** Interim measure between probation and suspension denoting any additional subsequent violation of the student code of conduct will result in immediate suspension.

■ **Suspension:** Separation from Northern New Mexico College, usually for a specific period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Assistant Provost. During the suspension period, the student is banned from College property, functions, events and activities without prior written approval from the Assistant Provost (or designee). This sanction may be enforced with a trespass action as necessary. This sanction may also be designated as "Indefinite Suspension" which denotes that a student is to be suspended for an indefinite period of time (no less than an academic semester) and must petition to return.

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■ **Expulsion:** Permanent separation from Northern New Mexico College. The student is banned from College property and the student's presence at any Northern New Mexico College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

■ **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Assistant Provost (or designee).

The following sanctions may be imposed upon individuals, groups or organizations found to have violated the Code of Student Conduct:

■ One or more of the sanctions listed above, and/or

■ Deactivation and/or loss of privileges (up to and including status as a Northern New Mexico College registered group/organization), for a specified period of time.

## PARENTAL NOTIFICATIONS

Northern New Mexico College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly related to alcohol and other drug violations. Northern New Mexico College may notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may be utilized on a discretionary basis by administrators when permitted by FERPA or consent of the student. Parental notification may be sought in cases where the student may face suspension or expulsion if found responsible.

## NOTIFICATION OF OUTCOMES

The outcome of a hearing is part of the educational record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, Northern New Mexico College will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether Northern New Mexico College concludes that a violation was committed. Such release of information may only include the responding student's name, the violation committed, and the sanctions assigned (if applicable). In cases of Title IX allegations, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where Northern New Mexico College determines through the conduct process that a student violated a policy that would constitute a “crime of violence,” College may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

- Arson,
- Assault offenses (includes stalking),
- Burglary,
- Criminal Homicide—manslaughter by negligence,

- Criminal Homicide—murder and non-negligent manslaughter,
- Destruction/damage/vandalism of property,
- Kidnapping/abduction,
- Robbery,
- Forcible sex offences, and
- Non-forcible sex offences.

## FAILURE TO COMPLETE CONDUCT SANCTIONS

All students, as members of the Northern community, are expected to comply with conduct sanctions and/or agreements generated from alternative dispute resolution within the time frame specified by the hearing officer as noted in the finding/sanction letter. Failure to follow through on conduct sanctions or alternative resolution agreements by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from Northern New Mexico College. In such situations, resident students will be required to vacate College housing within 24 hours of notification by the Assistant Provost (or designee), though this deadline may be extended upon application to, and at the discretion of, the Assistant Provost (or designee). A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Assistant Provost (or designee).

## APPEALS & APPEAL REVIEW PROCEDURES

Any party may request an appeal of the decision of the hearing officer by filing a written request to the Assistant Provost, subject to the grounds for appeal requests and appeal procedures outlined below. The written request should identify the grounds on which the student believes the appeal is warranted and appropriate supporting information.

All sanctions imposed by the original hearing officer will remain in effect until the appeal has been heard. All parties will be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

Appeal officers will be assigned as follows:

### If the Hearing Officer is the...

- \_ Direct level (or below staff member)
- \_ Assistant Provost
- \_ Provost

### The Appeal Officer will be the...

- \_ Assistant Provost
- \_ Provost
- \_ President

## GROUNDINGS FOR APPEAL REQUESTS

Appeals requests are limited to the following grounds:

- A procedural (or substantive error) occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures that likely affected the outcome, etc.);
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary

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of this new evidence and its potential impact must be included;

Note: Failure to provide information during or participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make evidence “unavailable” at the time of the hearing. The Assistant Provost (or designee) must first determine whether the new evidence would have substantially impacted the original finding or sanction.

■ The sanctions imposed are substantially outside the parameters or guidelines set by the Code of Student Conduct for this type of offense or the cumulative conduct record of the responding student.

Appeals must be filed in writing with the Assistant Provost within five (5) business days of the notice of the outcome to the hearing. Any exceptions are made at the discretion of the Assistant Provost (or designee).

In cases of Title IX allegations, Code of Student Conduct procedures will be inclusive of Title IX accepted procedures (see Title IX). In Title IX appeals only, the Assistant Provost (or designee) will share the appeal by one party with the other party (or parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the reporting party, who may also wish to file a response, request an appeal on the same grounds or different grounds).

If the appeal is not timely or substantively eligible, the original finding and sanction will stand, and the decision is final. If the appeal has standing, the appeal proceedings will begin.

Full new original hearings by the appeal officer are not permitted. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party/parties to show clear error. The appeal officer must limit its review only to the challenges presented.

The appeal officer may affirm or change the findings and/or sanctions of the original hearing officer according to the permissible grounds. Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student’s cumulative conduct record.

All decisions of the appeal officer are to be made within five (5) days of submission to the appeal officer and are final.

The presumptive stance of Northern New Mexico College is that all decisions made, and sanctions imposed by the original hearing officer are to be implemented during the appeal process. At the discretion of the Assistant Provost (or designee), and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review, only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the appeal officer (or designee), in consultation Assistant Provost (or designee), that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

## **DISCIPLINARY RECORDS**

All conduct records are maintained by Northern New Mexico College for seven (7) years from the time of their creation except those that result in separation

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(suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

## APPROVAL AND IMPLEMENTATION

The Northern New Mexico College Code of Student Conduct is reviewed annually by the Assistant Provost. Other parties may be asked to review content when appropriate.

## Title IX / Sexual Harassment & Gender Discrimination Policy (More information at [www.nnmc.edu/titleix](http://www.nnmc.edu/titleix))

Northern New Mexico College is committed to providing a learning and working environment free of all forms of harassment and discrimination for everyone in the College community.

Northern New Mexico College does not discriminate on the basis of race, color, religion or creed, national origin or ancestry, sex, gender, gender identity, sexual orientation, pregnancy, spousal affiliation, age, physical or mental disability, medical condition, veteran status genetic information, citizenship and any other basis protected by law, in employment, admission to, participation in, or receipt of the services and benefits under any of its programs and activities.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and will not be tolerated at Northern.

### TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

*Title IX is a federal law that protects people from:*

- **Discrimination based on sex**, regardless of gender, identity, or orientation in educational programs or activities receiving federal funding, and;
- **Sexual harassment or sexual misconduct**, including unwelcome sexual advances, requests for sexual favors, stalking, and intimate partner violence, to name a few examples.

If you believe that you or someone else has been harassed or discriminated against on the basis of sex, you should report the alleged incident to the Title IX Coordinator, who will initiate and oversee a thorough investigation.

### NORTHERN'S TITLE IX COORDINATOR:

**Please contact Khiana Seaboy, Title IX Coordinator & Student Care Specialist  
505.747.2147, [titleix@nnmc.edu](mailto:titleix@nnmc.edu), TEC 211, Teacher Education Building**

In addition, all Northern staff and faculty members are mandatory reporters, and are required to share information related to incidents of sexual misconduct with the Title IX Coordinator.

Both Federal and State law prohibits retaliation against anyone who has opposed an unlawful discriminatory practice or has filed a complaint, testified or participated in any proceedings under Federal or State law. Retaliation against an employee or student for filing a sexual harassment or gender discrimination complaint is

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strictly prohibited and grounds for a subsequent harassment complaint and possible disciplinary action up to and including termination or expulsion.

**Go to [nmmc.edu/titleix](http://nmmc.edu/titleix) to read Northern’s full Title IX policy**, and to learn more about the procedures for filing a sexual harassment or gender discrimination complaint, and the resources available to students at Northern and in the community.

## DISCIPLINARY ACTIONS AND SANCTIONS

1. A documented verbal or written notice of warning must be given to the student who has violated the Student Code before any of the following sanctions may be imposed. Sanctions may be imposed in any order based on the severity of the infraction.
  - a. **Probation** – a written reprimand for violation of specified regulations. Probation is for a designated period of time and included the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - b. **Withholding** – withholding of grades, transcripts, and/or degree.
  - c. **Restitution** – compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - d. **Discretionary Sanction** – work assignments, service to the College, or other discretionary assignments that must be approved by the Assistant Provost for Student Affairs.
  - e. **College/Residence Hall Suspension** – separation of the student from the College and/or residence halls for a definite period of time, after which the student may be eligible to return.  
*Conditions for readmission may be specified. Suspension carries with it the loss of any money paid to the College for that term.*
  - f. **College/Residence Hall Expulsion** – permanent separation of the student from the College and/or residence halls. Expulsion carries with it the loss of any money paid to the College for that term.
  - g. **Barring** – barring from campus.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Disciplinary sanctions shall not be made part of the student’s permanent academic record.

## INTERPRETATION AND REVISION

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

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## STUDENT'S RIGHTS

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

## JUDICIAL APPEALS COMMITTEE

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

1. The student should be informed by the Dean, in writing, of the reasons for the disciplinary action, with sufficient particularity and in sufficient time, (within three business days), to insure an opportunity to prepare for a hearing should the student wish to appeal.
2. The Judicial Appeals Committee will include faculty, staff, and students and comprised of five members. No member of the hearing committee who is otherwise interested in the particular case may participate in the proceedings.
3. The student appearing before the Judicial Appeals Committee has the right to be assisted in a defense by an advisor of the student's choice. [See the definition of an "advisor" on page 16.] The hearing will occur no later than 10 business days after the student submits a written appeal to the Assistant Provost for Student Affairs.
4. Formal rules of evidence do not apply, but matters should be heard so that they are fully and fairly presented.
5. The Judicial Appeals Committee shall keep a summary record of all proceedings, turning over all records and other documentation to the Assistant Provost for Student Affairs at the conclusion of the review.
6. The decision of the Judicial Appeals Committee is final. The Assistant Provost for Student Affairs shall review the documents considered by the committee during the appeal and shall uphold the committee's decision.

## CONDUCT OF HEARINGS

*Hearings shall be conducted according to the following guidelines:*

1. Hearings normally should be conducted in private.
2. Admission of any person to the hearing shall be at the discretion of the chairperson of the Judicial Appeals Committee.
3. In hearings involving more than one accused student, the chairperson of the Judicial Appeals Committee may decide to conduct separately the hearings concerning each student.

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4. After the hearing, the Committee shall determine (by majority vote) whether the sanction was appropriate and whether the student received due process.

## **VIOLATION OF LAW AND COLLEGE DISCIPLINE**

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

## **STUDENT COMPLAINT PROCESS**

Occasionally, a student will encounter a problem on campus that he or she does not know how to resolve. When this happens, students should always try to work out the problem by first discussing it with those most involved with the issue. Dealing with conflict in the most direct and straightforward manner should always be the first step toward resolution. It is conceivable that many issues are settled or problems resolved when a student makes an appointment with a faculty or staff member and calmly and honestly communicates their frustrations or concerns.

If however, an issue or problem still exists, there is a formal complaint process at NNMC that a student may initiate. All formal complaints must be put in writing using the official NNMC Student Complaint Form. These forms are available in hard copy from the Assistant Provost, or online at [nnmc.edu](http://nnmc.edu) (Students Menu ➔ Student Gateway ➔ Student Complaint Process).

### **When initiating a formal complaint:**

- Be sure you have first attempted to resolve the issue by speaking directly with the individual(s) or office(s) involved.
- Complete a NNMC Student Complaint Form.
- Submit the form to Don Appiarius, Assistant Provost, in the Montoya Administration office ([don.appiarius@nnmc.edu](mailto:don.appiarius@nnmc.edu), 505.747.2255).
- When the complaint is received it will be forwarded to the appropriate individual to review and address the issue.



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- After your concern has been addressed, you will receive a letter documenting the receipt and review of your complaint.

For information regarding issues or concerns that are not covered by this process (such as issues of sexual harassment and grade appeals) please refer to the NNMC Catalog or Student Handbook, or contact the Assistant Provost at 505.747.2255.

**Special Note:** Sometimes NNMC students find they are particularly pleased with how something has been handled for them, how they were assisted by a particular staff member, the positive experience they had in a specific class, or some other outstanding thing that happened to them at NNMC. As a student you should know that the same “Student Complaint Form” that is used to lodge a concern, can also be used to provide a written compliment or note of appreciation. In this case, the process for submitting the form is the same as for filing a formal complaint.

### **The complaint process is based upon the following definitions:**

**Complaint:** A written concern or formal charge of dissatisfaction with a person, service, or process that requires clarification, investigation, and resolution.

**Level I Complaint:** A verbal complaint that is resolved. Will not be tracked.

**Level II Complaint:** A written complaint, based upon the complaint definition that requires a student’s signature. If a form is submitted without a student’s name, the complaint will not be considered. Level II complaints will be tracked to ensure an action has been taken.

**Exclusions:** The Student Complaint Process does not apply to grade appeals, complaints of sexual harassment, or any student to student complaints. Please refer to the Student Code of Conduct for procedures regarding these types of complaints. In addition, outcomes of appeal processes are not subject to further consideration through this process.

### **What can I do if I am still not satisfied?**

#### **Student complaint process for non-distance education students:**

The New Mexico Higher Education Department (NMHED) has authority to help facilitate resolution to student complaints, only after the student has utilized all internal complaint procedures at the educational institution. Please visit <http://www.hed.state.nm.us/students/hed-student-complaint-form.aspx> for more information about NMHED’s Student Complaint Process for non-distance education students. Complaints regarding grades and student conduct violations shall not be reviewed by NMHED.

#### **Student complaint process for distance education students:**

The National Council for State Authorization Reciprocity Agreements (NC-SARA) is an agreement among member states, districts and territories that sets national standards for interstate offering of post-secondary distance education courses and programs. Northern New Mexico College (NNMC) is a NC-SARA approved institution and the New Mexico Higher Education Department (NMHED) is the NC-SARA Portal Entity for New Mexico. Distance Education students attending NNMC who would like to resolve a grievance should follow NNMC’s established Student Complaint Process. However, if an issue cannot be resolved internally, you

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may file a NC-SARA complaint with the New Mexico Higher Education Department. Complaints regarding grades and student conduct violations shall not be reviewed by NMHED. Please visit <https://hed.state.nm.us/students-parents/nc-sara> for more information.

## FINANCIAL AID

Northern New Mexico College is committed to helping all students attain an affordable education. The philosophy of the Financial Aid Office is to award funding to as many qualified students as possible. The office tries to distribute resources equitably and make sure every student in need has the necessary resources to attend college. Using a combination of family support, grants, loans, work programs, and scholarships, the Financial Aid Office works so that each student has a personalized financial aid package. Students apply for federal and state student aid programs, including Pell grants, Academic Competitiveness Grant, SMART Grant, TEACH Grant, federal and state supplemental grants, Perkins loans, and Stafford loans by completing a Free Application for Federal Student Aid, commonly referred to as the FAFSA. The Financial Aid Office also awards the New Mexico Legislative Lottery Scholarship for all recent graduates of New Mexico high schools and GED recipients as applicable, as well as other state and NNMCM Foundation scholarships.

A financial aid package is prepared for you after all components of your application are reviewed by a financial aid advisor. Your package might be different from another student's as the financial aid process is individualized based upon your particular living and financial circumstances. The Financial Aid Office will ensure you have a financial aid package that best fits your needs. Once the semester is underway and you are registered for all of your classes, the awards in your financial aid package will be credited to your student account in the Business Office to offset the charges of tuition, fees and other charges (i.e. bookstore charges). Amounts that exceed your charges will be reimbursed to you. Use these funds wisely, as they are intended to help you for the duration of the semester. Plan a budget ahead of time.

Applying for financial aid is simply a matter of accurately completing forms and submitting paperwork in a timely manner. You can get help with the process in the Financial Aid office. Remember, the process is largely created through paperwork; therefore, you should keep copies of everything you send or deliver and records of the relevant dates. Do not give the Financial Aid Office the originals of income tax forms or other important documents. Make copies and have the copies dated by the Financial Aid Office for additional assurances that materials have been received.

## SURVIVAL TIPS

An education is a privilege and YOUR responsibility, therefore, you are expected to contribute toward your education to the best of your ability and with the help of your family. Financial aid is only a supplement to help meet some of the costs associated with your education.

- Financial aid representatives are here to help; utilize this great resource!
- Read and be aware of financial aid programs and processes.

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- Understand your rights, responsibilities, and the implications of all forms that you sign.
  - Keep copies of all documents submitted to the Financial Aid Office and note the dates submitted.
  - Take responsibility for your part in the financial aid process in order to ensure that you receive all that you are eligible to receive.
  - Read the university catalog and course schedule thoroughly. Know and understand policies regarding registration, tuition and fee charges, refunds, course changes and financial aid disbursements.

## **YOUR RIGHTS**

*You have the right to know...*

- what financial aid programs are available at NNMC.
- the deadlines for submitting applications for each of the programs.
- how financial aid is distributed, how decisions on distributions are made, and the basis for these decisions.
- how your financial need was determined.
- how your cost of attendance was determined (i.e. tuition and fees, room and board, books and supplies, transportation, personal, and miscellaneous expenses).
- what resources (current assets, family contribution, other financial aid, etc.) are considered in the calculation of your need.
- how much of your financial need, as determined by NNMC, has been met.
- the details of the various programs in your student aid package.
- NNMC's refund policy.
- what portion of the financial aid you receive must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, repayment procedures, the length of time you have to repay the loan, and when repayment is to begin.
- how NNMC determines if you are making satisfactory academic progress and what happens if you are not.
- policies and sanctions related to Copyright Infringement.
- NNMC's Drug and Alcohol Policy.
- NNMC's Crime Awareness Policy and access to the Campus Security report.
- NNMC's default rate.
- NNMC's retention rates and graduation rates.
- NNMC's statistics regarding student body diversity.

## **YOUR RESPONSIBILITIES**

*In accepting your responsibilities, you must...*

- complete all application forms accurately and submit them on time to the proper place.
- provide correct information. Misreporting information on financial aid applica-

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tions could result in indictment under the U.S. Criminal Code.

- return all additional documentation, verification, corrections, and/or new information requested by the Financial Aid Office.
- be responsible for reading and understanding and keeping copies of all forms you sign.
- live up to all agreements you sign.
- perform the work agreed upon when accepting work-study assignments
- be aware of and comply with NNMC policies and procedures.
- report all changes in name, address, telephone number, and enrollment status to the Financial Aid Office and Registrar's Office.

## STUDENT LIFE / CLUBS AND ORGANIZATIONS

**CONTACT:** Student Life, 747-2287  
**LOCATION:** AD 100, Student Activities Center  
Montoya Administration Building

There's more to the college experience than going to class. At Northern, our faculty, staff, students and community members enjoy a variety of recreational, academic, athletic and cultural events. Student Life at Northern offers students many opportunities for service, growth and leadership, and social and community engagement. From cheering on our student athletes to art shows and performances at the Center for the Arts, we have something for everyone.

### CURRENT CLUBS & ORGANIZATIONS

- American Indian Student Organization (AISO), [tonia@nnmc.edu](mailto:tonia@nnmc.edu)
- ASNNMC (Student Senate), [asnmmc@nnmc.edu](mailto:asnmmc@nnmc.edu)
- Business Club, [robert.tierney@nnmc.edu](mailto:robert.tierney@nnmc.edu)
- Chess Club, [davytorres@nnmc.edu](mailto:davytorres@nnmc.edu)
- Dungeons & Dragons, [rebecca\\_chavez@nnmc.edu](mailto:rebecca_chavez@nnmc.edu)
- Music Club, [paul\\_thibodeaux@nnmc.edu](mailto:paul_thibodeaux@nnmc.edu)
- Society for Advancement of Chicanos and Native Americans in Science, [bmlinnell@nnmc.edu](mailto:bmlinnell@nnmc.edu)
- Student Nurses Association, [melanie.colgan@nnmc.edu](mailto:melanie.colgan@nnmc.edu)
- Travel Club, [sara.mccormick@nnmc.edu](mailto:sara.mccormick@nnmc.edu)
- Trickster Literary Journal, [trickster@nnmc.edu](mailto:trickster@nnmc.edu)

If you have an interest in creating a new club, contact Student Life at [studentlife@nnmc.edu](mailto:studentlife@nnmc.edu) If you have an interest in creating a new club, contact Student Life.

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## STUDENT & CAMPUS RESOURCES

### ACCESSIBILITY RESOURCE CENTER / Montoya Admin. Bldg

**Hours:** Monday – Friday, 8 am – 5 pm

**Contact:** [505] 747-5152, [brenda.janot@nnmc.edu](mailto:brenda.janot@nnmc.edu)

**Location:** Montoya Admin. Building / Student Services

- Provides accommodations for those who feel that they have a physical or learning disability.
- Refers students to outside sources of assistance to help cope with personal problems.

### ADMISSIONS / Montoya Admin. Bldg / Rotunda

**Hours:** Monday – Friday, 8 am – 5 pm [OPEN for in-person appts.]

**Contact:** [505] 747-2111, [admissions@nnmc.edu](mailto:admissions@nnmc.edu)

- Processes all admission applications
- Changes demographic information (name/address/phone)
- Changes from non-degree to degree seeking (or vice versa)

### BEN LUJAN LIBRARY

**Hours:** Monday – Thursday, 8 am – 7:30 pm, Friday, 8 am – 5 pm  
Open between semesters, Monday – Friday, 8 am – 5 pm

**Contact:** [505] 747-2243, [library@nnmc.edu](mailto:library@nnmc.edu)

The Ben Lujan Library supports the curriculum needs of students and faculty at Northern New Mexico College and provides an environment conducive to teaching and learning. The library will provide access to information in diverse formats, promote information literacy, and create a culture of lifelong learning in our community.

The Ben Lujan Library continuously fosters student success by providing access to evolving information technologies and helping students navigate these formats to become information literate citizens. Our Vision

The NNMC Library is committed to providing distance learners with the same excellent resources and services our on-campus students have come to expect.

- Provides orientation sessions for class groups and/or individualized instruction
- Provides a copy machine,\* computers and Internet access
- Group study room
- Audiovisual viewing and listening space
- Interlibrary loan and reciprocal borrowing privileges
- Eagle Tech Support for computer and internet assistance

*\*Copy machine is available for use at a minimal fee.*

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## **COLLEGE ASSISTANCE MIGRANT PROGRAM (CAMP) / Montoya Admin. Bldg**

**Hours:** Monday – Friday, 8 am – 5 pm [OPEN for in-person appts.]

**Contact:** [505] 747-5493, [stephanie.vigilroybal@nnmc.edu](mailto:stephanie.vigilroybal@nnmc.edu)

CAMP / College Assistance Migrant Program provides support and retention services to first-year college students from migrant and seasonal farm worker families. *Services include:*

- Scholarship to cover tuition and fees
- Stipend for textbooks and supplies
- Monthly training & transportation stipends
- Academic skills assessment & program orientation
- Tutoring & study skills assistance
- Career, financial aid & personal counseling
- Cultural events
- Peer mentoring
- CAMP course
- Helping with retention through to graduation

## **COUNSELING & STUDENT SUPPORT CENTER) / Teacher Ed Building**

**Hours:** Monday – Friday, 8 am – 5 pm

**Contact:** [cassc@nnmc.edu](mailto:cassc@nnmc.edu), Khiana Seaboy, [505] 747-2147  
[505] 927-5464, Adam Baca

The Counseling and Student Support Center (CASSC) staff can help you find ways to manage difficult times and connect you with the resources and tools you need to cope with life's stumbling blocks. We are here to support you through the challenges and celebrate your successes. Connect with us today!

## **FINANCIAL AID / Montoya Admin. Bldg**

**Hours:** Monday – Friday, 8 am – 5 pm

**Contact:** [505] 747-2128, [finaid@nnmc.edu](mailto:finaid@nnmc.edu)

- Provides monetary assistance to students who can benefit from further education but who cannot do so without such assistance
- Assists qualified, deserving students who must find funds to attend college
- Grants & Loans
- Scholarships
- Student employment opportunities

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## GYMNASIUM

**Contact:** [505] 747-2232, Jesus Aragon, [jesus.aragon@nnmc.edu](mailto:jesus.aragon@nnmc.edu)

Northern has two gyms, one at each campus. The Eagle Memorial Gym on the Española campus is home to eight NAIA Division II sports teams, including our men's and women's basketball teams. The Grant Gym in El Rito is available to community in the evenings.

- Multipurpose area for aerobics
- Physical training machines
- Weight Room
- Raquetball
- Full-size basketball court

## MATH CENTER OF EXCELLENCE / ONLINE & LIBRARY RM. 206

**Hours:** Monday-Thursday, 10 am to 5 pm

**Contact:** [505] 747-2218, [math.center@nnmc.edu](mailto:math.center@nnmc.edu)

Northern's Math Center of Excellence is dedicated to helping students strengthen their math skills so that they gain confidence and independence in math learning. The center assists students at all stages of the learning process, through one-on-one instruction, small study groups, and peer-to-peer consultation.

*Services include:*

- Free tutoring
- Online resources, computer stations for students' use
- Placement Test preparation and workshops
- Services for students and faculty

## NORTHERN BOOKSTORE / ONLINE / Montoya Admin. Bldg

**Hours:** Monday – Thursday, 7:30 am – 5:00 pm

**Contact:** [505] 747-2160

- Textbooks and classroom supplies
- Textbooks/supplies can be charged to student accounts\*
- Book buy back offered each semester\*
- Graduation cap and gown orders\*
- Clothing, backpacks, hot and cold beverages/snacks

*\*Contact the Bookstore staff or check the website for current information and dates.*

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## REGISTRAR'S OFFICE / Montoya Admin. Bldg / Rotunda

**Hours:** Monday – Friday, 8 am – 5 pm [Open for in-person appts.]  
**Contact:** [505] 747-2110, registrar@nnmc.edu

- Maintains educational records
- Evaluates transfer credits
- Produces class schedules, and classroom scheduling for academic purposes.
- Manages registration for classes
- Handles official and unofficial transcript requests
- Oversees faculty grades (end of term grading process)
- Process FERPA information release forms.
- Processes graduation applications, graduation verification, and diplomas.
- Provides degree and enrollment verification\*

*\*Northern's Policy indicates that personal identity information about the student will not be released to a third party without written consent from the student.*

## STUDENT ADVISEMENT CENTER / Montoya Admin. Bldg / Rotunda

**Hours:** Monday – Friday, 8 am – 5pmaa  
**Contact:** [505] 747-2150, advisement@nnmc.edu  
**Location:** Montoya Admin. Bldg / Student Services

- *Offers academic advising for students who:*
  - \_ are new to Northern
  - \_ have never attended college
  - \_ are transferring from another college/university
  - \_ are being readmitted into Northern
  - \_ are currently enrolled at Northern
  - \_ need help choosing classes and understanding the educational process
- At the end of your first semester you will be assigned to a full-time faculty advisor from your chosen field of study
- Staff advisors will be available during periods between terms and during the summer session when full-time faculty advisors are not on campus.

## STUDENT SERVICES AREA / Montoya Admin. Bldg

**Hours:** *Semester Hours:*  
Monday – Friday, 8 am – 5 pm  
**Contact:** [505] 747-2150

- Computer stations and printing
- Student lounge and study areas
- Course Placement Testing



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## STUDENT EMAIL ACCOUNTS / Montoya Admin. Building / IT Office

**Hours:** Monday – Friday, 8 am – 5 pm  
**Contact:** [505] 747-5000, IT main line  
[505] 747-2259, [debra@nnmc.edu](mailto:debra@nnmc.edu)

### *Student Eagle Email is Important!*

Your Eagle Email address is where you will receive official notifications regarding special college events, scholarship opportunities, course cancellations, emergency closings, etc. Your professors will also use your Eagle email to communicate with you about matters related to your classroom and online courses.

- Northern provides every student a campus email account with a sufficient amount of storage space. It is in your best interest to use your email account liberally for current information, campus alerts, school closures, etc.
- You may access your account from the **myNNMC** portal. An example of your email address should look like the following: *yourname@nnmc.edu*

- \_ myNNMC/Banner ➔ Personal Information ➔ View Eagle Email Address
- \_ Username: *Firstname\_MiddleInitial\_Lastname@nnmc.edu*
- \_ New student email: [debra@nnmc.edu](mailto:debra@nnmc.edu) or (505) 747-2259
- \_ Access Eagle Email from anywhere at [mail.nnmc.edu](http://mail.nnmc.edu)
- \_ First time users: *Username (Firstname\_MiddleInitial\_Lastname)*
- \_ First-time password: *Eagles11*
- \_ Password Reset: itservices call (505) 747-2224

## THE WRITING CENTER / ONLINE / AD 129 Montoya Admin. Bldg

**Hours:** Call or email for hours (callers please leave your nnmc email address)  
**Contact:** [505] 747-2294, [writingcenter@nnmc.edu](mailto:writingcenter@nnmc.edu)

Northern's Writing Center offers individual tutoring sessions for students seeking advice and assistance in reading and writing. *Tutors assist students in developing the following skills:*

- One-on-one tutoring sessions for a half hour at a time
- Telephone tutoring
- ESL and reading support
- Help polishing scholarship and thank you letters, resumes, and job applications
- Help formatting papers
- Citation help with MLA and APA formatting
- Placement Test Preparation Workshops
- Computers and printing up to 10 pages a day
- A small library of reading and reference books.
- Help doing research on the NNMC Library website
- Help accessing Blackboard classes and submitting assignments



Española Campus: 505.747.2100  
921 Paseo de Oñate, Española, NM 87532

El Rito Campus: 575.581.4100  
P.O. Box 160, El Rito, NM 87530

