NEW MEXICO TECH

SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

Undergraduate Catalog

2015-2016

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For information on undergraduate admission, please contact:

Director of Admission
New Mexico Tech
801 Leroy Place
Socorro, NM 87801
575.835.5424
1.800.428.TECH
admission@admin.nmt.edu
www.nmt.edu/future-students

International students who wish to apply for undergraduate admission, please contact:

International & Exchange Programs
575.835.5022
International_undergrad@admin.nmt.edu

For information on graduate admission, contact:

Dean of Graduate Studies
New Mexico Tech
801 Leroy Place
Socorro, NM 87801
575.835.5513
1.800.428.TECH
graduate@nmt.edu

Prospective graduate students,
both domestic and international,
should use the address above.

Academic Calendar

2015 Fall Semester

Deadline for December Intent to Graduate	July 1
Validation Day	August 17
Classes Begin	August 17
Late Registration Fees Begin ($30/day)	August 20
Last day to Add a class	August 25
Non-Validated Student Disenroll	September 02
Last day to drop a class	September 04
Registration Closes	September 04
Academic Holiday	September 07
Midsemester	October 07
Academic Holiday	October 16
Grade Option Deadline (pass/fail or Audit)	November 04
Last Day to Withdraw from a class	November 04
Thanksgiving Vacation	November 26, 27
Pre-Registration for Spring 2016	Nov 30—Dec 4
Last Day of Classes	December 04
Finals Begin	December 05
End of Finals	December 11
End of Semester	December 11

2016 Spring Semester

Deadline for May Intent to Graduate	December 1
Academic Holiday, Offices Open	January 18
Validation Day	January 18
Classes Begin	January 19
Late Registration Fees Begin ($30/day)	January 21
Last day to Add a Class	January 26
Non-validated Student Disenroll	February 3
Last day to Drop a class	February 5
Registration Closes	February 5
Midsemester	March 9
Spring Vacation	March 14-18
Academic Holiday	March 25
Grade Option Deadline (pass/fail or Audit)	April 6
Last day to Withdraw from a class	April 6
Pre-Registration for Summer 2016	April 11-15
Pre-Registration for Fall 2016	April 18-22
Last Day of Classes	May 6
Finals Begin	May 7
End of Finals	May 13
End of Semester	May 13
Commencement	May 14

2016 Field Camp

Geology Field Camp	May 21-July 3

2016 Summer Session

Deadline for August Intent to Graduate	June 1
Validation Day	June 13
Classes Begin	June 13
Non-validated Student Disenroll	June 15
Late Registration Fees Begin ($30/day)	June 16
Last day to add/drop a class	June 21
Registration Closes	June 21
Academic Holiday	July 4
Grade Option Deadline (pass/fail or Audit)	July 20
Last day to Withdraw from a class	July 20
End of Semester	August 5

Degrees Offered at Tech

Associate Degrees
- Associate of General Studies
- Associate of Science in Business

Bachelor of Science
- Basic Sciences
- Biology
- Biomedical Sciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Earth Science
- Electrical Engineering
- Environmental Engineering
- Environmental Science
- Information Technology
- Management
- Management of Technology
- Materials Engineering
- Mathematics
- Mechanical Engineering
- Mineral Engineering
- Petroleum and Natural Gas Engineering
- Physics
- Psychology
- Technical Communication

Bachelor of General Studies

Graduate Certificate
- Electrical Engineering
- Hydrology
- Scientific & Professional Communication

Master of Engineering Management

Master of Science for Teachers

Master of Science
- Biology
- Chemistry
- Computer Science
- Electrical Engineering
- Environmental Engineering
- Geochemistry
- Geology
- Geophysics
- Hydrology
- Materials Engineering
- Mathematics
- Mechanical Engineering
- Mineral Engineering
- Petroleum Engineering
- Physics

Doctor of Philosophy
- Chemistry
- Computer Science
- Earth and Environmental Science
  - Geobiology
  - Geochemistry
  - Geology
  - Geophysics
  - Hydrology
- Materials Engineering
- Mathematics
  - Applied and Industrial Mathematics
- Petroleum Engineering
- Physics
  - Astrophysics
  - Atmospheric Physics
  - Instrumentation
  - Mathematical Physics

Undergraduate Minors
- Aerospace Engineering
- Biology
- Biomedical Engineering
- Chemistry
- Chemical Engineering
- Civil Engineering
- Computer Science
- Earth Science
- Electrical Engineering
- Environmental Engineering
- Explosives Engineering
- Geobiology
- Geophysics
- Hispanic Studies
- History
- Hydrology
- Literature
- Management
- Materials Engineering
- Mathematics
- Mechanical Engineering
- Mineral Engineering
- Mineral Resources
- Optical Science and Engineering
- Petroleum Engineering
- Petroleum Geology
- Philosophy
- Physics
- Polymer Science
- Psychology
- Technical Communication

Other Principal Areas of Instruction
(no degree offered)
- Aerospace Studies (AFROTC)
- Art History
- English
- Fine Arts
- History
- Languages
- Music
- Philosophy
- Physical Recreation
- Political Science

Equal Opportunity Policy

The New Mexico Institute of Mining and Technology is committed to the policy that all persons shall have access to its programs, facilities, and employment without regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, physical or mental handicap or serious medical condition, spousal affiliation, or gender identity, as required by the New Mexico Human Rights Act, Title VI and Title VII of the 1964 Civil Rights Act as amended, Civil Rights Act of 1866, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, The Age in Employment Discrimination Act of 1990, Vietnam Era Veterans Readjustment Assistance Act of 1974, Title IX of the Education Amendments Act of 1975, Immigration Reform and Control Act, or by other applicable laws and regulations. Inquiries regarding compliance may be directed to: Elias M. Hernandez, Director, Affirmative Action , Room 213 Fitch Hall, New Mexico Institute of Mining and Technology, 801 Leroy Place, Socorro, New Mexico 87801; telephone 505.835.5645.
e-mail: emhernandez@admin.nmt.edu.

Other Formats

The New Mexico Tech 2015-2016 catalog is available on-line at: ***www.nmt.edu***

The catalog is also available in other formats upon request. Contact:

The Office of Admission
New Mexico Tech
801 Leroy Place
Socorro, NM 87801
575.835.5424 or 1.800.428.TECH.

Proviso

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and New Mexico Institute of Mining and Technology. New Mexico Tech reserves the right to change any provisions or requirements at any time within the student's term of residence.

Terms and Abbreviations You Should Know

Academic Terms

Academic Load

The academic year at Tech consists of two semesters. A class hour is 50 minutes in length; ordinarily, a laboratory period is about three times as long. One class hour or laboratory period a week through a semester gives one credit hour.

A full-time undergraduate should carry an academic load of approximately 16 credit hours per semester for the fall and spring semesters. During the summer session, 6 credit hours is a full-time academic load; 3 credit hours is half-time.

The Veterans Administration requires students on the GI Bill to carry a minimum of 12 credit hours (6 credit hours in summer) to qualify for full benefits. Physical Recreation (PR), Fine Arts (FA), and Community Education courses (designated by the letter "C" in the course number) do not count toward the minimum credit hours for veterans. Complete information can be obtained in the Veterans Affairs Office.

Auditing a Class

If you wish to participate in a course to learn about the subject but not be required to earn a letter grade, you can audit the course. You will receive a grade of satisfactory audit (SA) or unsatisfactory audit (UA) as determined by the instructor, but no credit. Payment is the same as for a credit class. Professors will expect you to attend class and to be prepared.

Challenge Exams

If you think you already know the material in a course you are required to take, ask the department chair for a challenge exam. For a small fee, you will be tested on the course material. Depending on the department, you may receive a letter grade or an "S" (for Satisfactory), or they may simply waive the course. Or, of course, you may be told you have to take the course anyway.

Course Numbers

Courses numbered from 100 to 199 are intended primarily for first-year students (freshmen); 200 to 299 for second-year students (sophomores); 300 to 399 for third-year students (juniors); 400 to 499 for fourth-year students (seniors); and 500 to 599 for graduate students. Exceptions may be made with the approval of the major advisor and instructor. Graduate students may be allowed credit for courses numbered 300 and above.

Credit Hours

Credit hours for all courses, including synchronous and asynchronous distance delivery courses, are measured in class hours (cl hrs), lab hours (lab hrs), or recitation/discussion hours (recitation hrs).

"1 cl hr" and "1 recitation hr" correspond roughly to one hour spent in class each week during a standard 16-week semester and is equivalent to one (1) credit hour. "3 lab hrs" equals about three hours per week in the laboratory during a standard 16-week semester and is also equivalent to one (1) credit hour.

In addition to class and lab time, students can expect to spend about two to three hours of study and preparation for each credit hour of class. Most one-semester classes average three credit hours.

Summer courses and other compressed-format courses are required to meet the requirements stated above regardless of their shortened term.

To graduate with a bachelor's degree, you will need a minimum of 130 credit hours, depending on your chosen major.

Directed Study

Directed study courses are usually self-paced 300- to 500-level classes. Typically, a directed study is research-oriented and allows you to work and progress in a relatively unstructured situation. To sign up, you will need the instructor's permission, the approval of the department chair, and a special form from the Office of the Registrar.

Electives

Electives are courses taken in addition to the specific courses required by your major. Electives bring your credit hours up to the required number for graduation. Some majors allow students to choose many electives; others, few. Please refer to the specific degree requirements for your major.

New Mexico Tech's Community Education classes (designated by the letter "C" in the course number) may not be used to fulfill the General Education Core Curriculum Requirements for a Bachelor of Science or a Bachelor of General Studies. However, some majors allow students to use these classes to fulfill elective credit.

General Education Core Curriculum Requirements

These are courses in humanities, mathematics, and basic science which all bachelor of science students must complete in order to graduate. The general degree requirements should be met by the end of your sophomore year.

Good Academic Standing (Undergraduate)

A regular undergraduate student will be considered to be in good standing if the student maintains the minimum semester grade-point average (GPA) listed below:

Total semester hours attempted (cumulative)	*Minimum semester GPA needed to maintain good standing*
0-29	1.60
30-59	1.80
60 or more	2.00

For determination of academic standing, "semester hours attempted" means courses in which a student earns grades of A, A-, B+, B, B-, C+, C, C-, D+, D, F, S, U, and all transfer credits. "Semester hours attempted" does not include courses in which a student earns grades of IN, SA, UA, W, or WO. Transfer credits are not used in computing the GPA.

A student whose semester GPA falls below the minimum requirements needed for good standing will be placed on academic probation (see page 57).

Academic Warning

Any undergraduate student whose GPA for the preceding semester is less than 2.00 or whose cumulative GPA is less than 2.00 will be placed on academic warning, regardless of their total semester hours attempted or academic standing.

When a student is placed on academic warning, he or she must:

- visit the Office of the Registrar and complete all of the self-assessment activities indicated by the Associate Dean of Student Success.
- meet with their academic advisor or their major Department Chair and develop an academic action plan for the next three semesters
- submit the academic action plan to the Office of the Registrar no later than 10 days prior to the close of registration during the Fall and Spring semesters or 2 days prior to the close of registration during the Summer semester.

The Academic Standards and Admissions Committee will review the academic action plan and determine if the above conditions have been successfully met. Failure to comply with these requirements will result in a hold placed on the student's account until these conditions are satisfied.

Grade Point Average (GPA)

Your semester GPA is found by multiplying the number of credit hours for each course with a number corresponding to your grade in the course and then dividing by the total number of credit hours in the semester. A=4, B=3, C=2, D=1, F=0. For example, a student taking two three-hour courses who received an A and a B would have a GPA for that semester of 3.5.

$$([(3 \times 4.0) + (3 \times 3.0)]/[3 + 3]=21.0/6=3.5)$$

See page 56 for a complete list of possible grades and their grade points.

Courses taken for grades of S, U, SA, and UA are not calculated in your GPA.

Your cumulative GPA is an average over your entire Tech career. Transfer credits are not included in your cumulative GPA.

Major

Your major is your primary field of study. The number of credit hours required in your major varies by program. Since your choice of major determines which courses you are required to take, it is advisable to declare your major as soon as possible. You may change majors at any time, but the earlier the better.

You must declare a major and be assigned a major advisor prior to completing the coursework for the major. You may declare or change your major at the Office for Student Learning.

Minor

New Mexico Tech awards minors for your secondary field of study. (See page 5 for a list of minors.) The number of credits required for a minor vary from department to department, a minimum of 18 credit hours is required. Students cannot earn a minor with either the Associate of General Studies or Bachelor of General Studies.

You must declare a minor and be assigned a minor advisor prior to completing the coursework for the minor. You may declare or change your minor at the Office for Student Learning.

Prerequisites and Corequisites

Some courses have prerequisites, courses you must successfully complete before enrolling in that course. Exceptions may be made with approval of the instructor and advisor. If you enroll in a course in which you do not have the prerequisites without the proper approval, you may be disenrolled.

Corequisites are courses taken during the same semester.

Prerequisites and corequisites are not determined by the student's individual catalog, but rather by the catalog in effect at the time that the course is offered.

Satisfactory Academic Progress for Financial Aid

To be in good standing for financial aid purposes, a student must earn at least 67 percent of the hours attempted with a cumulative G.P.A. of:

1.6 if you have attempted 0 to 29 credit hours

1.8 if you have attempted 30 to 59 credit hours

2.0 if you have attempted 60 or more credit hours

See page 45 for further information about satisfactory academic progress for financial aid purposes.

Validation

Validation is acceptance of your financial responsibilities to New Mexico Tech for all courses you are registered for. You must validate with the New Mexico Tech Business Office before your registration process can be considered complete. Students who are not validated by the Wednesday before the drop deadline are subject to disenrollment from classes.

Course Abbreviations

AE	Aerospace Engineering
ACCT	Accounting
ANTH	Anthropology
ART	Art History
AFAS	Air Force ROTC
BA	Business Administration
BCS	Business Computer Systems
BIOL	Biology
BMS	Biomedical Sciences
CE	Civil Engineering
CED	Community Education
CERT	CED Certificate Program
CH E	Chemical Engineering
CHEM	Chemistry
COMM	Communication
CSE	Computer Science Engineering
ECON	Economics
EDUC	Education
EE	Electrical Engineering
EMGT	Engineering Management
ENGL	English
ENVE	Environmental Engineering
ENVS	Environmental Science
ERTH	Earth Science
ES	Engineering Science
FA	Fine Arts
FIN	Finance
FREN	French
GEOB	Geobiology
GEOC	Geochemistry
GEOL	Geology
GEOP	Geophysics
GERM	German
HIST	History
HUMA	Humanities
HW	Health & Wellness
HYD	Hydrology
IT	Information Technology
LIFE	Lifestyle
MATE	Materials Engineering
MENG	Mechanical Engineering
MATH	Mathematics
ME	Mineral Engineering
METE	Metallurgical Engineering
MGT	Management
MKT	Marketing
MUS	Music
OPT	Optics
PETR	Petroleum Engineering
PHIL	Philosophy
PHYS	Physics
PR	Physical Recreation
PS	Political Science
PSY	Psychology
SPAN	Spanish
SS	Social Science
ST	Science Teaching
TC	Technical Communication
WGS	Women's and Gender Studies

Other Abbreviations, Acronyms, and Terms Used at Tech

ACT	Academic Center for Technology
AOC	Array Operations Center
CED	Community Education Department
CEMED	Center for Energetic Materials and Devices
DE	Distance Education
E&ES	Department of Earth and Environmental Science
EEG	Environmental Evaluation Group
ECO	Etscorn Campus Observatory
EMRTC	Energetic Materials Research and Testing Center
FacMgmt	Facilities Management
FE exam	Fundamentals of Engineering exam
GOLD	Group Opportunities for Learning and Development
GPA	Grade Point Average
ICASA	Institute for Complex Additive Systems Analysis
IERA	Institute for Engineering Research and Applications
ILEA	International Law Enforcement Academy
IRIS	Incorporated Research Institutions for Seismology
ISD	Information Services Department
ITV	Instructional Television
LIBROS	Tech Library's On-Line Catalog
MEVO	Mount Erebus Volcano Observatory
MRO	Magdalena Ridge Observatory
MROI	Magdalena Ridge Observatory Interferometer
MSEC	Mineral Science and Engineering Complex
NCKRI	National Cave and Karst Research Institute
NMBGMR	New Mexico Bureau of Geology and Mineral Resources (often referred to as"the Bureau")
NMCCNS	New Mexico Common Course Numbering System
NRAO	National Radio Astronomy Observatory
OCLC	Library Database
OIEP	Office of International and Exchange Programs
OST	Optical Surfacing Technology
PAS	Performing Arts Series
PASSCAL	IRIS's Program for Array Seismic Studies of the Continental Lithosphere
PRRC	Petroleum Recovery Research Center
R&ED	Research and Economic Development Office
RA	Resident Assistant
RCN	Residential Computing Network
ROTC	Reserve Officer Training Corps
SA	Student Association
SAC	Student Activities Center
SAIC	Science Application International Corporation
SUR	Student and University Relations Office
TA	Teaching Assistant
TAC	Tech Authorization Code (for long-distance telephone access)
TCC	Tech Computer Center
UC	User Consultant (at the TCC)
VLA	Very Large Array radio telescope
VLBA	Very Long Baseline Array radio telescope
VSQ	Visiting Scientists' Quarters
WIPP	Waste Isolation Pilot Project

The University

An Overview of New Mexico Tech

New Mexico Institute of Mining and Technology, commonly known as New Mexico Tech, is devoted to excellence in education and research. The atmosphere is casual, and each student can expect to be recognized as a distinct individual.

New Mexico Tech students may choose from programs in the earth sciences, physical and biological sciences, engineering disciplines, technical communication, mathematics, management, computer science, and information technology. In addition, breadth and enrichment are provided by supporting programs in the arts, humanities, and social sciences. The New Mexico Tech student gains a liberal education, as well as a thorough science, mathematics, and engineering education.

At New Mexico Tech there is no artificial distinction between pure and applied research and no sharp dividing line between teaching and research. The New Mexico Tech student is challenged to learn, to think in the abstract, and to bring abstractions to bear on practical situations. Employment of students in the many research facilities and in departmental research is central to New Mexico Tech's programs.

Undergraduate students can choose from among 21 Bachelor of Science programs or pursue a degree in general studies (Associate of General Studies and Bachelor of General Studies), an interdisciplinary degree that allows students to create a unique educational portfolio structured to specific interests and career goals. Graduate programs extend through the doctoral level and contribute to the research atmosphere that also benefits undergraduate instruction. Many graduating seniors continue their studies in graduate or professional schools.

With an enrollment of approximately 2,000 undergraduate students and 500 graduate students, New Mexico Tech offers the advantages of small classes—the average class size is 14 students for lectures and only 12 students in lab sessions. (Introductory classes are usually larger.)

Although New Mexico Tech does not offer athletic scholarships or participate in major spectator sports, students participate in a rich variety of intramural, club, and individual sports activities. Student organizations cater to professional, hobby, religious, and social interests.

The Campus

New Mexico Tech's beautifully landscaped campus is an oasis of green in the desert, with tall trees, grassy lawns, and flowerbeds. The central section of 320 acres contains academic buildings, laboratories, residence halls, family housing, and recreational areas. An additional 40 square-mile area adjoining the main campus is used for research and testing activities. Socorro Peak, with an elevation of 2,208 m (7,243 ft) above sea level, is immediately west of the campus quadrangle and contains a mine now used for seismic studies. Recreational areas on campus include the Joseph A. Fidel Student Services Center, Student Activities Center (SAC), Swim Center, tennis courts, Macey Theater/Conference Center, the Etscorn Campus Observatory, the Gymnasium, and an 18-hole Golf Course.

A Brief History of New Mexico Tech

What began over a century ago as a mining school has evolved into an important research and educational institution. New Mexico Tech was founded as the New Mexico School of Mines in 1889, when it was established by an act of the Territorial Legislature. Over the years, Tech's emphasis has expanded, first into the area of petroleum engineering, and then, in the 1940s, into physics research. Today, New Mexico Tech is known for its expertise in highly specialized areas such as earth and atmospheric sciences, astrophysics, testing of energetic materials, and such engineering fields as chemical, civil, electrical, materials, mechanical, environmental, petroleum, and mineral engineering.

In addition to the educational arm of the Institute, New Mexico Tech has numerous research and service entities, including the New Mexico Bureau of Geology and Mineral Resources, the Research and Economic Development Division, the Petroleum Recovery Research Center, the Energetic Materials Research and Testing Center, Optical Surfacing Technologies, Langmuir Laboratory for Atmospheric Research, the Institute for Complex Additive Systems Analysis, and Incorporated Research Institutions for Seismology.

In recognition of the growing role of the Institute, the State Legislature changed the name in 1951 from "New Mexico School of Mines" to "New Mexico Institute of Mining and Technology," which is still the official name. The name "New Mexico Tech" came into common use in the 1960s.

The graduate program was begun in 1946 and involves staff and facilities of the entire Institute.

Our Mission

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

Institute-Wide Student Learning Outcomes:

New Mexico Tech bases its curricula and its co-curricular activities on the following student learning outcomes; we continuously assess the level of achievement our students demonstrate in these outcomes. NMT students will:

1. learn to reason well and to evaluate and apply information;
2. develop analytical and quantitative skills for competence in science and math;
3. communicate to different audiences in multiple forms;
4. exercise their role as members of diverse societies and cultures;
5. learn responsible values and ethics for their professional lives;
6. gain expertise in their chosen field of study.

Our Vision

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

Institutional Values

• Research

NMT values groundbreaking research that generates knowledge and innovative design concepts to solve challenging science and engineering problems. Success in research requires a relentless commitment and focus by faculty, students, and research staff. Our small size encourages interdisciplinary collaborations to solve problems that are not tractable within a single field. We are dedicated to balancing the demands for education and research productivity and developing the resources and support necessary for globally competitive research that will solve complex problems, discover innovative abilities, and transform our future.

• Integrity

Integrity is honored as a fundamental value at New Mexico Tech. Dishonesty, cheating, and plagiarism have no place in a respected institution of research and higher education. Real integrity goes further than avoiding these negatives; integrity means having the courage to defend the truth, to act fairly, ethically, and honestly in all our endeavors, and to be responsible members of the community.

• Creativity

Creativity is integral in all endeavors from learning to business to research. It calls for curiosity, adaptability, resourcefulness, and requires imagination, vision, risk-taking, and diligence. Solving difficult problems often requires non-traditional approaches. Whether a task is being performed by NMT staff, students, faculty, administrators, or regents, our institution encourages and expects creativity.

• Lifelong Learning

We value learning how to learn. We develop lifelong learning skills through a rigorous curriculum, a challenging educational experience with a foundation of critical thinking and problem-solving, invigorating research, and significant professional development; this foundation prepares students, faculty, and staff for continuing individual and career growth. We intend our faculty to-student ratio and collegial environment to facilitate mentorship and one-on-one guidance on how to approach difficult concepts and challenging problems. This value strengthens all of our abilities to be independent and highly productive learners and contributors.

• Excellence

New Mexico Tech is known for the high quality of its education and research; we aspire to excellence in all aspects of our mission.

• Economic Prosperity & Technological Development

New Mexico Tech values the economic prosperity and technological development of New Mexico and the world. Our professional development programs advance the skill level of the state and national workforce. Our outreach programs attempt to inspire underrepresented communities to pursue STEM careers and participate fully in our economic future. We prepare people of all backgrounds to join the well-educated workforce of tomorrow through academic rigor and practical research experience. As a result of our strengths, we provide strategic support, technical assistance, and technology transfer that bolster public and private sector competitiveness.

• Integrated Planning & Decision Making

We value openness, fairness, collaboration, and stakeholder input in all aspects of the NMT operation. It is critical that data be a driving factor in important decisions involving university functions. Data is to be shared to the extent possible to detect errors, to assure data quality, and to facilitate stakeholder participation in integrated decision making across organizations. We commit to collecting, sharing, and archiving consistent data and participating in transparent decision making.

• Collegiality & Collaboration

We value the positive energy, performance, and support that come from a collegial and collaborative environment, where team members actively contribute to the advancement of our students, our colleagues, and our institution.

Accreditation

New Mexico Tech is accredited by the North Central Association of Colleges and Secondary Schools as a doctoral degree-granting university. Its credits are accepted by leading colleges and universities throughout the United States. It is approved by the Attorney General of the United States for the attendance of non-immigrant students, by the United States Department for Exchange Visitor Program P-I-1282, and by the Veteran's Approval Division of the Office of Military Affairs for attendance by students entitled to veteran's benefits.

HLC Contact Information:
New Mexico Tech is accredited by The Higher Learning Commission, which is part of the North Central Association of Colleges and Schools. http://www.ncacihe.org/ (312) 263-0456.

NMT Contact Information:
New Mexico Tech 801 Leroy Place Socorro NM 87801 575-835-5434

The bachelor's programs in chemical engineering, civil engineering, electrical engineering, mechanical engineering, environmental engineering, materials engineering, mineral engineering and petroleum engineering are accredited by the Engineering Accreditation Commission of ABET, http://www.abet.org.

The 'Bachelor of Science in Computer Science' program is accredited by the Computing Accreditation Commission (CAC) of ABET, http://www.abet.org.

New Mexico Tech is also a member of the American Society for Engineering Education.

Research and Service Organizations at New Mexico Tech

New Mexico Tech has a number of organizations whose missions involve research and/or public service. Many of these organizations employ students at the graduate and undergraduate levels, providing students not only with employment but also with educational work experiences that enhance their value to future employers.

Center for Energetic Materials and Devices (CEMED)

The Center for Energetic Materials and Devices (CEMED) is a research organization that develops applications for energetic materials and energetic devices. It consists of New Mexico Tech, Sandia National Laboratories, and Los Alamos National Laboratory in a consortium that is administered by New Mexico Tech. The facilities of the CEMED partners are world-class and CEMED's development capabilities include more than 200 professional staff, state-of-the-art laboratories, thousands of acres of field test ranges and access to the most advanced computational equipment available.

The prime advantage to CEMED's customers is the single entity working on the customer's research problem with the facilities and skills of three research organizations. CEMED provides cost effective design, development, and testing of energetic devices for commercial, civilian and military applications. CEMED also provides educational opportunities for undergraduate students, graduate students and post doctoral researchers. These students are the future workforce for research and development of energetic materials and devices both in New Mexico and around the country.

Energetic Materials Research and Testing Center (EMRTC)

(www.emrtc.nmt.edu)

In existence for more than 50 years, the Energetic Materials Research and Testing Center (EMRTC) is the largest of the research divisions at New Mexico Tech.

EMRTC conducts research on the performance and safety of energetic materials and explosives for the U.S. Government, friendly foreign governments, and academic and commercial entities at its 40-square mile field test laboratory. This complex includes more than 30 separate test sites, gun ranges, and state-of-the-art research laboratories. EMRTC also develops tools to analyze material interactions by using computer codes designed to simulate detonation, fragmentation, and impact.

To support the educational and research processes of New Mexico Tech, EMRTC provides joint appointments for faculty and staff and opportunities for graduate and undergraduate student employment.

EMRTC hires up to 30 undergraduate and graduate students each semester and through the summer months. The opportunities provided include construction, design, analysis, test setup, instrumentation and data collection, film analysis, report preparation, and other valuable work experiences for the real world. Many of EMRTC's student workers have been able to get jobs (some at EMRTC) based on the experience they gained while working at EMRTC.

EMRTC also develops and conducts a program of training courses for federal, state, tribal, and allied government agencies; academic institutions; and commercial entities in the following areas:

- **National Domestic Preparedness** — EMRTC is a member of the National Domestic Preparedness Consortium (NDPC), a partnership of public and private organizations whose goal is to provide a focused, threat-responsive, long-term national capability to execute and sustain a comprehensive and coordinated domestic emergency responder education, training, testing and exercise program.

EMRTC conducts this training for state, county, and city officials who are responsible for responding to terrorist incidents. Trainees actively engage in scenario -based activities designed to provide practice in the skills they will use on the job. First responders and other participants from every state in the nation have been trained at EMRTC.

• **Anti-Terrorist Research and Training** — EMRTC's anti-terrorist activities include research and test programs conducted to develop means for reducing injury and for mitigating damage caused by terrorist bombings and other incidents.

In addition, EMRTC conducts several anti-terrorist training programs under a grant from the Department of State for students from allied foreign governments. New Mexico law enforcement personnel have also attended these courses.

• **Explosives Safety** — EMRTC conducts research and training programs in explosives and energetic materials safety. Research includes investigations of materials handling, storage, and transportation. Training includes acquainting personnel who operate government and commercial firing sites and laboratories involved in the research, development, testing, and evaluation of energetic materials with safety requirements and techniques.

As a result of its diversified business areas, wide-ranging research and test activities, and ever expanding training programs, EMRTC synergistically complements New Mexico Tech's educational and research responsibilities, enhances employment opportunities, and significantly contributes to the economic development of New Mexico.

Institute for Complex Additive Systems Analysis (ICASA)

(www.icasa.nmt.edu)

The Institute for Complex Additive Systems Analysis (ICASA) is a cooperative alliance among academia, industry, and government that New Mexico Tech administers under contract with the Department of Defense along with the support of the state of New Mexico. This alliance is dedicated to studying the behavior, vulnerabilities, and predictability of complex systems through ICASA's unique approach, known as the Complex Additive Systems Analysis (CASA) process. This process gathers information-age research and applies this research to real-world problems.

ICASA's basic research focus is to understand the additive effects—or unintended consequences—of efficient design in interdependent systems of systems. Research is pursued through four strategic thrusts: carrying out basic research on complex additive systems; applying research to real-world problems in the private and public sectors; developing key enabling technologies to assist in applying research results; and establishing training and education programs to meet customer's unique needs. ICASA's research is characterized by the study of dynamical systems, control theory, mathematical physics, and economics using the tools of theoretical analysis, modeling, and simulation.

ICASA's Electrical Power (EP) team works to understand and model cascading power failures. The EP team uses the CASA process, mathematical modeling, computer simulation and visualization, hardware implementation, and control of dynamical systems to analyze power grids. Currently, they are working on a multimillion dollar training and decision support system that will allow power operators to react more effectively to power grid failures.

The primary function and goal of ICASA is to assist and encourage the implementation of formal degree programs at New Mexico Tech. These programs integrate components of the computer science, engineering, and management departments. The first integrated program was Information Technology (IT), which is jointly managed by the computer science and management departments. The IT program has since flourished from a small venture into a full-fledge accomplished program by being the only IT program offered in the state of New Mexico. It was also named as a Center of Excellence in Information Assurance by the National Security Agency (NSA) in 2002. Only 50 universities in the nation have been awarded this designation. ICASA will continue to assist and support more degree programs, which may include the combining of computer science and engineering as well as other disciplines.

ICASA offers New Mexico Tech undergraduate and graduate students, and on occasion, commendable high school seniors throughout the state, opportunities to research real-world problems. Students in their freshman or sophomore years may apply for a Student Research Initiative (SRI), a program that introduces the basic principle of complex additive systems and the CASA process. Project topics include electrical power, financial networks, research organizations, and epidemics. Students also learn about the development and presentation of scientific research while working with a mentor.

SRI is part of ICASA's career path program designed to take a student from basic research projects during their freshman and sophomore years to student internships for their junior and senior years. Eventually, opportunities may be offered for graduate assistantships and a professional appointment with ICASA or their partner organizations. As ICASA continues to grow and embrace new disciplines, New Mexico Tech students are offered additional educational and research opportunities through the institute.

IRIS PASSCAL Instrument Center

(www.passcal.nmt.edu)

The Incorporated Research Institutions for Seismology (IRIS; www.iris.edu) Consortium's Portable Array Seismic Studies of the Continental Lithosphere (PASSCAL) Instrument Center is located in New Mexico Tech's Research Park. The Center is primarily supported by the National Science Foundation (NSF) and U.S. Department of Energy, and is operated by Tech professional staff in coordination with the Department of Earth & Environmental Science Geophysics Program and the Geophysical Research Center. In association with researchers and students from around the world, Instrument Center staff engage in hardware/software development and training associated with earthquake, volcano, glaciological, and other seismological research, handle logistical support and fieldwork for Earth science experiments, and maintain the world's largest academic pool of research seismological instrumentation. PASSCAL instruments are routinely employed in teaching and research projects with investigators from Tech's Geophysics Program, as well as many other U.S. and international research institutions. A key component of the Instrument Center's operation is to provide unique opportunities for New Mexico Tech and other students to learn about and contribute to the international seismological research community through employment, internships, and other opportunities.

The Instrument Center also hosts the Array Operations Facility for the seismological USArray component of EarthScope (***www.earthscope.org***), an NSF Earth Science research project of unprecedented scope studying the geology and geophysics of the North American continent and the deep Earth.

Langmuir Laboratory for Atmospheric Research

(www.ee.nmt.edu/~langmuir)

Langmuir Laboratory, built by New Mexico Tech in 1963, is located at an elevation of 3,240 m (10,630 ft) in the Magdalena Mountains, 27 km (17 air miles) southwest of the main campus. The laboratory was named in honor of Dr. Irving Langmuir, Nobel Prize winner, who participated in numerous experiments at Tech related to cloud physics after the discovery of cloud seeding in 1946. Because of its location and unusual climatic situation, the site provides unique opportunities for studies of thundercloud mechanisms, lightning, and precipitation. Overnight living accommodations are available for faculty and students working at the laboratory.

The Langmuir Research Site consists of 33,000 acres of Cibola National Forest which surrounds Langmuir Laboratory. Public Law 96-550, passed by Congress in 1980, preserves the land in its undeveloped state and encourages scientific research as a prime land use in this national forest. Restricted Airspace R-5113 supports flights of instrumented airplanes, rockets, and balloons. The laboratory is operated under a special use permit issued by the U.S. Forest Service.

Magdalena Ridge Observatory (MRO)

(www.mro.nmt.edu)

The Magdalena Ridge Observatory's 2.4-meter telescope is now operational. It is optimized for observations of Solar System objects.

The Magdalena Ridge Observatory Interferometer (MROI) is currently in construction and development stages, and will be a world-class, state-of-the art astronomical research facility. At an elevation of almost 10,400 feet in the Magdalena Mountains of the Cibola National Forest, and just a one-hour drive from campus, the MRO will be the fourth highest observatory in the world.

Using interferometry, the same technique used at the Very Large Array (VLA) radio telescope to link 27 separate radio receivers to form one gigantic instrument, the MRO interferometer will link ten large optical and infrared telescopes to provide the resolving power of a single 400-meter telescope. This instrument will have better optical resolution than the Hubble Space Telescope by a factor of 300.

Mount Erebus Volcano Observatory (MEVO), Antarctica

(erebus.nmt.edu)

The Department of Earth and Environmental Science operates a year-round network of scientific instrumentation (seismic, infrasonic, geodetic, and environmental) on the active Mount Erebus volcano in Antarctica for fundamental research in volcanology under support from the National Science Foundation, Office of Polar Programs. Each year, Austral summer observations and surveillance are made by New Mexico Tech students and faculty from a field camp situated 3400 meters high on the volcano. Mt. Erebus, the world's southernmost active volcano, features a unique lava lake in its summit crater and has frequent eruptions. Data is telemetered to the Crary Science Lab at McMurdo Station, Antarctica, and then transferred via the Internet to Tech for year-round analysis and archiving in near real time.

National Cave and Karst Research Institute (NCKRI)

(http://www.nckri.org)

The National Cave and Karst Research Institute (NCKRI) facilitates and conducts programs in research education, data management, and stewardship in all fields of speleology. NCKRI promotes and performs projects of national and international application through dedicated staff and partners. NCKRI is partners with NMT's Earth and Environmental Science Department at New Mexico Tech and supports cave and/or karst related research projects such as the development of kart terrains in evaporate minerals, modeling the micrometeorology of caves, sulfuric acid speleogenesis, and the unique geomicrobiolgy of cave deposits and in sulfuric cave environments.

Karst landscapes and their associated features like caves, springs, underground rivers, and sinkholes are fascinating, but often not well-understood by students and professionals in earth and natural sciences. Karst landscapes are prevalent on 20-25% of the land worldwide. Karst is a fragile landscape with vulnerable aquifer systems. Though over 40 million US residents depend on karst aquifers for drinking water, few have ever heard the word. This fact, along with significant scientific discoveries in caves, led to the foundation of NCKRI in 1998 by the US Congress in partnership with the state of New Mexico and the City of Carlsbad. New Mexico Tech is responsible for the planning, coordination, and administration of the Institute and its programs.

NCKRI's projects and interests range quite literally from the inner space to outer space. Karst springs and aquifers can produce tremendous volumes of water, yet they are incredibly complex and the most vulnerable to contamination. Sinkholes in karst result in millions of dollars in damages each year, and occasionally the loss of lives. NCKRI scientists are looking at cave microbes for industrial and medical applications, and are working with NASA to better understand where life might be found on other planets.

NCKRI Headquarters is located in Carlsbad, New Mexico. The building and operating practices are a testament for living softly on karst. It was constructed utilizing environmentally friendly products and it includes many "green" features such as an artificial bat roost that allows for scientific study of these highly beneficial mammals. NCKRI is currently developing a suite of exhibits to engage audiences to take a learning voyage centered on cave and karst systems. To learn more about NCKRI, visit our website at www.nckri.org or find us on Facebook.

National Radio Astronomy Observatory (NRAO)

(www.nrao.edu)

NRAO is not a division of New Mexico Tech (it is funded by the National Science Foundation), but its office on the New Mexico Tech campus operates two major radio telescopes: the Very Large Array (VLA) and Very Long Baseline Array (VLBA).

New Mexico Bureau of Geology and Mineral Resources (NMBGMR)

(www.geoinfo.nmt.edu)

The New Mexico Bureau of Geology and Mineral Resources is the official state agency responsible by law for original investigations of geology and mineral and water resources in New Mexico. The Bureau investigates, evaluates, and disseminates information on geology, mineral, water, and energy resources, and extractive metallurgy—with emphasis on aiding the discovery and responsible development of nonrenewable resources for the benefit and well-being of the citizens of this state. The director of the Bureau also serves as State Geologist.

Although primarily a technical organization providing counsel to state and federal agencies, as well as extractive industries, the Bureau also serves all interested citizens by advancing the understanding of the state's geology and natural resources. Environmental geology and geohydrology are increasingly important parts of the Bureau's service and applied research.

The Bureau's **Mineral Museum** represents one of the most outstanding mineral collections in the United States. The collections contain more than 16,000 mineral, rock, mineral product, mining artifact, and fossil specimens. Specific displays highlight minerals from the New Mexican mining districts and the southwestern United States, as well as fluorescent minerals. Other significant specimens from around the world are also displayed. In addition to display specimens, a reference collection of New Mexico rocks, ores, and minerals is available for research. A museum demonstration facility allows for hands-on explorations into earth science phenomena as well as illustrating the importance of mineral products in modern society.

The New Mexico Library of Subsurface Data contains more than 6.5 million individual cuttings samples from 16,300 different oil, gas, and water wells drilled in the state. The samples, taken from different levels to show various strata, are valued at more than $1 million. Collected for more than 50 years, the cuttings samples also represent tests for uranium, coal, and other minerals. The library also contains well logs from approximately 49,000 wells and driller's logs from more than 15,000 wells. A core library contains selected cores from petroleum and mining drill holes throughout New Mexico. All are available for study. Basic information on 100,000 wells in the state is also available.

The information assembled by the Bureau staff of scientists is provided to the public through maps, publications, and direct response to individual inquiries. Publications are distributed throughout the world on an exchange agreement with other geological surveys. Exchange publications are kept for reference in the Tech library. By furnishing vital scientific information and advice, the Bureau aids in the establishment of new mining and petroleum operations and new energy and mineral industries in the state, as well as in the expansion and diversification of existing resource industries and the state's water supplies.

The extensive laboratories of the Bureau are designed and equipped for analysis and experimentation in a wide variety of areas useful to the geosciences. These facilities are used not only in the Bureau programs, but also are available for use in instructional programs by students majoring in geology and metallurgy, and in materials, mineral, and petroleum and natural gas engineering. A substantial number of graduate and undergraduate students are employed by the Bureau. Students work on research projects and in laboratories and offices. In addition, many of the staff also teach classes and advise on student projects.

New Mexico Bureau of Mine Safety

The Bureau of Mine Safety (BMS) exists to actively promote the safety of the miners of New Mexico. BMS trains thousands of miners each year, including miners trained in Spanish language classes. BMS training and initiatives have contributed to a superb safety record in New Mexico.

Directed by the State Mine Inspector, the department is a state and federally funded organization providing services to New Mexico and its miners in the following areas:

- **Mine Rescue and Emergency Response** - Coordination of incident response, equipment and human resources
- **Legislative Issues Relative to Miner Safety** - Includes being the point of contact for the Governor's office on mine related issues and legislation
- **Mine Compliance Assessment and Courtesy Inspections** – Communicating the legislated mining safety standards and ensuring adherence
- **Safety and Health Training** - Providing safety and health training to mine workers, contractors, as well as federal and state organizations involved in special mine-related activities
- **Certification of Coal Mine Officials** - Developing and providing an examination process designed to certify qualified coal mine officials
- **Safety Award, Other Education & Communication Programs** – Safe Operator of the Year, Zero [accident] Frequency Awards, Small Mine Mentoring Program, BMS website and Informational Meetings are all BMS programs designed to further awareness and actively promote the safety of New Mexico's miners
- **Coordination of New Mexico Mine Safety Board (MSB)** – This board promulgates the rules that affect the mining industry in the State of New Mexico

New Mexico Petroleum Recovery Research Center (PRRC)

(baervan.nmt.edu)

The Petroleum Recovery Research Center (PRRC), the only research center of its kind in New Mexico, is a world-class scientific research organization dedicated to solving problems related to the oil and gas industry. The PRRC's mission is to develop, through theoretical and practical research, improved oil recovery methods to increase oil and natural gas recovery from New Mexico's and the nation's oil and gas reservoirs and to transfer new technology to the industry and to local independents.

Interaction between the educational institution and the PRRC's research staff is extensive. New Mexico Tech offers the only petroleum and natural gas engineering degree program in the state, and students have ample opportunity to participate in ongoing front -line research at the PRRC while pursuing their academic training. The center's current research program includes studies involving the use of gels to reduce water production and increase reservoir sweep efficiency; improved carbon dioxide (CO_2)flooding with emphasis on mechanisms that control injectivity; fundamental research on rock/fluid interactions and their influence on oil recovery, with emphasis on studies of wettability alteration and asphaltenes; reservoir characterization using artificial intelligence; CO_2 sequestration studies; and the development of membrane and sensor technologies for use in cleanup of produced water from oil and gas recovery, for high-temperature CO_2 capture, and for the efficient conversion of natural gas into more valuable higher hydrocarbons and hydrogen. Current New Mexico oil and gas production data and related information is disseminated to the public via the center's GO-TECH web site, developed in-house, which is continually expanding as a result of ongoing collaborations with various state and federal agencies and with local independents.

The PRRC employs 20 full-time research and professional personnel, provides research assistantship support to an average of 25 graduate students year round, and employs an average of 22 undergraduate students throughout the academic year. The center's daily operations are conducted at the John M. and Esther L. Kelly Petroleum Building which features general office space, 20 laboratories (approximately 20,000 square feet), specially designed storage areas, a core-cutting and welding facility, machine and woodworking shops, a reports and publications office, and a large seminar room.

New Mexico Tech Research and Economic Development Division

(www.nmt.edu/~red)

Faculty and student involvement in research is a distinguishing characteristic of New Mexico Tech. The Research and Economic Development Division (R&ED) encourages research throughout Tech in many ways. R&ED places a special emphasis on encouraging interdisciplinary and collaborative work and not only provides financial support, but also promotes research through professional and technical expertise, services, and facilities.

The main state-supported research component of R&ED is the Geophysical Research Center (GRC). The GRC supports research in atmospheric physics and chemistry, air quality, seismology, and groundwater hydrology. The Langmuir Laboratory for Atmospheric Research (part of the GRC), located in the nearby Magdalena Mountains, is an internationally recognized facility for research in lightning, cloud physics, and water chemistry. The Incorporated Research Institutions for Seismology (IRIS) is operated in coordination with the GRC and the Tech Geophysics program. The GRC also supports specialized computer facilities for data analysis, the New Mexico Tech Seismologic Observatory, numerous cloud physics radar facilities, and a Schweizer aircraft for in-situ measurements of thunderstorms. Through the GRC, a number of faculty, graduate students, and undergraduate students are supported in their research.

Additional research activities and facilities directly sponsored and supported by R&ED include an astronomical observatory in the Magdalena Mountains and astronomical research on campus in cooperation with the National Radio Astronomy Observatory.

R&ED is Tech's central link for information about potential funding sources and program guidelines for sponsoring agencies. Other R&ED services include a machine shop equipped for specialized research projects, an instrument and supply room that focuses on the distinct needs of researchers, a corporation equipment and maintenance yard, and Tech's hazardous waste and safety office. These groups and the administrative office staff, are available to assist researchers, as well as the entire Tech community. R&ED further serves as a point of contact for economic development. R&ED contributes to New Mexico's growth in the area of technology by cooperating with industry and governmental agencies to move new ideas and discoveries from the academic laboratory into the marketplace.

New Mexico Tech Research/Industrial Park

New Mexico Tech's Research/Industrial Park, 600 acres located west of the main campus, is ideally suited to house industrial firms interested in the development of chemical/explosives technologies; companies seeking a site for testing and experimental procedures more appropriate to a field laboratory setting than a conventional lab; and centers for environmentally sensitive research and development. Tenants of the Research/Industrial Park can benefit from the expertise of Tech faculty and researchers as well as the various research laboratories and support services on campus.

New Mexico Tech Seismological Observatory

(http://www.ees.nmt.edu/outside/Geop/NMTSO)

The Earth and Environmental Science Department Geophysics program operates a state-wide network of seismographs dedicated to recording and study of earthquakes and other seismological phenomena throughout New Mexico and the southwestern United States. The program also coordinates earthquake educational outreach activities in association with the Bureau of Geology through support from the New Mexico State Department of Public Safety, the United States Geological Survey, the Incorporated Research Institutions for Seismology (IRIS), the National Science Foundation, and other agencies.

Playas Research, Development, Test and Evaluation (RDT&E) and Training Complex

The Playas Research, Development, Test and Evaluation (RDT&E) and Training Complex, located in the "bootheel" of New Mexico, is a "real-world" training center for programs in prevention and response to suicide bombings, terrorist activities, and other related programs. Operated by New Mexico Tech's EMRTC, Playas is used for simulations of urban warfare, emergency preparedness drills, anti-terrorism training, military operations training in urban terrain, hostage negotiation training, and other activities.

The U.S Department of Homeland Security (DHS) has formally committed to using Playas for training purposes during the next five years. Other federal, state, local, and tribal government departments, agencies and organizations have also expressed strong interest in the complex and its capabilities.

Joseph R. Skeen Library

(http://infohost.nmt.edu/~nmtlib/)

The Joseph R. Skeen Library's collection and services support the educational, research, public service, and economic development mission of New Mexico Tech. Although the library maintains a collection of over 600,000 printed books, maps, government documents, and periodicals, the vast majority of the items in the library's collection are digital and are accessible 24/7 through the library's website. The library also works to protect its users' right to privacy, supports intellectual freedom, and upholds intellectual property rights.

Housed in an attractive, three-story building with a prominent clock tower, the Skeen Library actively works to provide a safe, welcoming, and friendly environment. Food, drink, and talking are all allowed in the library, which is open 91 hours a week during the semester. The library houses a coffee shop, 6 study rooms, a presentation seminar room, a variety of flexible technology-equipped group study areas, a computer lab, a popular DVD collection, and a popular reading collection. The library provides the general public with free access to Internet connected computers and wireless Internet connections, as well as having a large number of computers dedicated only for student use.

The library also provides inter-library loan services to students and faculty members thus allowing access to the collections of 72,000 libraries worldwide. Students and faculty who wish to visit other libraries may also request Passports to attain borrowing privileges at other university libraries in New Mexico.

The library also has a collection of archival materials relating to the history of New Mexico Tech (previously known as The New Mexico School of Mines), a map collection, a historical microform collection of Socorro newspapers, an extensive collection of historical geologic and mining materials, and the personal library of the late U.S. Representative Joseph R. Skeen.

To learn more about the library and its staff and services, please visit our website at ***http://infohost.nmt.edu/~nmtlib/***

Tech Computer Center (TCC)

(www.nmt.edu/~tcc/)

The TCC is open to students, faculty, and staff while classes are in session. Students in all disciplines are encouraged to use the facility as a normal part of their course work. The center provides computer access to any regularly New Mexico Tech matriculated student who requests it, subject to TCC regulations and the New Mexico Tech Computer Usage Policy.

Each TCC user is given an e-mail address and access to the Internet, as well as an initial storage space. The TCC has a wide range of scientific software available.

TCC operates a network of Linux, Macintosh, and Windows workstations. At the time of publication, there are more than 300 workstations, all equipped with color screens, on the academic network.

In addition, there are PC labs connected to a Samba server on the campus network. There are also several computer classrooms with computers and integrated projection systems. Several labs have scanners, and all are connected to the network printing system.

The campus network is connected to the National Science Foundation Internet II nationwide computer network. The network connection gives Tech access to other New Mexico colleges, Sandia and Los Alamos national laboratories, and thousands of other sites worldwide.

In addition to the facilities found in the TCC there are many other computer systems on campus used in conjunction with departmental programs and funded research.

The TCC is an integral part of major research projects at Tech. Students and faculty who desire to use of the facilities are encouraged to contact the director of the center at 575.835.5735 or via e-mail at ***tcc@nmt.edu.***

The TCC also offers free classes each semester to acquaint students with how to use the TCC and the World Wide Web.

Distance Education/ Academic Center for Technology

(http://act.nmt.edu/distance)

New Mexico Tech's Distance Education program provides live, web-based courses that allow students to participate via video and audio with instructors and other students from anywhere in the world. Tech's distance program is unique in that remote students are part of a regular class being offered on campus in one of Tech's multimedia-enabled classrooms.

The Adobe Connect platform lets distance students see and hear everything that on-campus students can see and hear and lets them participate from desktop computers as well as most mobile devices.

Using this approach, students can earn graduate degrees in Mechanical Engineering and Engineering Management and a Certificate in Hydrology.

Tech also offers some courses that use recorded lectures and other online resources and interaction. All distance education courses make use of Tech's learning management system, Canvas.

Distance education students are charged a fee of $350 per course. Students need only access to a computer or mobile device with a relatively fast connection to the Internet. Some instructors require students to have a webcam and microphone.

Tech has four distance education classrooms in Socorro and one in Albuquerque from which instructors can teach their combined on-campus and distance courses. The Academic Center for Technology, which manages distance education at Tech, operates a growing number of technologically enhanced classrooms around campus that can be used for distance education, videoconferencing, and remote speakers.

Distance students must be admitted to the university to take distance education courses. Admission and registration can be handled online.

For more information on the Distance Education Program, call the Academic Center for Technology at 575-835-6700 or email at act@nmt.edu. Information and course listings can be found at the ACT web site at http://act.nmt.edu.

New Mexico Tech Community Education

(***http://ced.nmt.edu***)

The New Mexico Tech Community Education Department provides credit and non-credit enrichment courses in Physical Recreation, Fine Arts, Health and Wellness, Lifestyle Activities, general Community Education, and Certification programs. Courses are open to New Mexico Tech students, faculty, and staff and the surrounding community. No degrees are offered through the Community Education Department.

Community Education course prefixes may be found on Banweb class schedules with the following prefixes:

CED (Community Education)
CERT (Certification)
FA (Fine Arts)
HW (Health and Wellness)
LIFE (Lifestyle)
PR (Physical Recreation)

Community Education classes, which are signified by a "C" following the course number, are graded on an S/U basis and can be used as elective credit in most majors. Community Education credit classes do not count towards Core General Education requirements, however. Some Community Education courses are offered as both credit and non-credit.

Full-time undergraduate students do not pay extra tuition when these courses are part of their 12-18 hour course load. Graduate students may enroll in a limited number of Community Education classes to supplement their full-time course load on approval from the Graduate Office. Full-time graduate students may enroll for 1 credit of Community Education coursework beyond their 12 hour credit limit, at no extra charge (see graduate catalog for restrictions).

Students who are not pursuing a degree program, such as community members or staff, are classified as special students. They are limited to a maximum of six credit hours per semester. Special students who have never taken a class at Tech need to complete an Application for Admission Form from the Admission Office. After being admitted, students need to register for the class at the Office of the Registrar.

A great deal of information may be found at the department website at ***http://ced.nmt.edu***, including downloadable catalogs with course descriptions. To speak with someone about Community Education, please visit the offices in Cramer 201 & 100 or call 575.835.6581.

Office for Student Learning (OSL)

The Office for Student Learning, located in the Martin Speare Building, serves both students and faculty. Working under the purview of Academic Affairs, the OSL directs and facilitates initiatives and programs for student learning. Our academic support services include the following:

Tutoring and Learning Labs

The OSL provides tutoring solutions to supplement the tutoring offered by academic departments. Tutoring and group study sessions are available in biology, computer science, chemistry, engineering, math, physics, and other courses. Tutoring and study sessions are offered In a variety of locations around campus, providing students with multiple options to take advantage of getting extra help for their courses. Learning Labs are equipped with technology and recourses to enhance learning productivity.

Professional Development for Students

The OSL offers a range of programs designed specifically to support students in science and engineering disciplines.

Student Success Workshops cover topics that focus on preparing students to be successful in college. Workshops on time management, effective notetaking, efficient study habits and more help students develop skills for academic success and beyond.

STEM Professional Development Courses compliment academic coursework by providing training on commonly required professional skills and abilities in science and engineering to give students a head start on project-based assignments and their future academic and professional careers.

Living/Learning Communities (LLC) are research-themed communities that enable freshmen to participate in a research or design project. LLC students live together in the same residence hall and take linked courses centered on a research or design project. LLC students receive supplemental academic support from Learning Coaches, successful upper level undergraduates who serve as role models, peer mentors and tutors. The enhanced engagement that comes from connecting freshmen with faculty through a research topic that is relevant to the students' majors ties directly into improved success in courses and provides students with valuable experience early in their academic record.

New Student Advisor Services

A productive relationship between student and faculty advisor is an important key to academic success. Academic advisors are assigned to undergraduate students from the faculty within their major department. Undecided majors are provided with suitable interim advisors from the faculty and receive guidance to determine a major. The OSL manages the system that informs new students of their advisor assignment and also processes changes that students wish to make to their major.

Academic Counseling

Individual and group counseling is offered to help students identify their learning style and develop academic success skills such as time and stress management, study skills, and adaptive choice-making.

Writing Center

The Writing Center assists both graduate and undergraduate students with many forms of writing from essays, technical papers, to resumes and everything in between. Hours are drop-in. Services are free and are offered each regular semester.

Academic Referral

The Academic referral program is designed to identify and aid students who are having academic problems and to help them deal with those problems early in a given semester. The program serves students who are referred by faculty members, students on probation, and students who are academically under prepared for the rigorous and demanding curricula at New Mexico Tech.

Student Affairs

The goal of the Student Affairs office is to help Tech students succeed in college. Offices include Career Services, Multicultural Programs, and International and Exchange Programs. Staff is available to provide students with information and advice on resume writing, developing interviewing skills, and preparing for the biannual Career Fair. Students may apply to study abroad, find Co-op and internship opportunities, and find ethnic related scholarships. Located in the Joseph A. Fidel Center, offices are open 8 a.m. to 5 p.m. daily.

Career Services

Career Services provides career counseling; cover letter, and interviewing skills assistance; and listings of permanent, temporary, on-campus, internship, fellowship, and research positions. Career Services is responsible for Career Fairs, the Cooperative Education program, maintaining placement records, sponsoring workshops on aspects of graduate school and job search processes, and providing assistance to employers, including scheduling information session and on-campus interviews.. Information is available at http://www.nmt.edu/career-services

Counseling Services

Counseling Services provides students with individual, couples/family, and group counseling, outreach programs, and consultation. We adhere to the Code of Ethics of the New Mexico Board of Social Work Examiners. All services are strictly confidential and are free to students enrolled for six or more credits hours. The office is located in the Joseph A. Fidel Center and is open from 8 a.m. to 5 p.m. weekdays. Crisis intervention is available; counseling is provided by New Mexico independently licensed clinical social worker and substance addiction therapist.

Disability Services

Disability Services arranges academic accommodations for students who have documented disabilities that affect their ability to participate on an equal basis with students who do not have disabilities. Students with sensory, mobility, learning, psychological, or other recognized disabilities are encouraged to contact this office to assist with accommodations. The office is located in the Joseph A. Fidel Center and is open from 8 a.m. to 5 p.m. weekdays. Students are encouraged to request services well in advance of the start of the semester to allow adequate time to make needed arrangements. Students must provide current documentation to be eligible for accommodations. New Mexico Tech is committed to ensuring that the campus is accessible to all individuals.

Multicultural Programs

Multicultural Programs supports student chapters of the American Indian Science and Engineering Society (AISES) and the Society of Hispanic Professional Engineers (SHPE), as well as administer the Louis M. Stokes Alliance for Minority Participation. Multicultural Programs works to provide academic and financial support as well as providing information about opportunities within and outside the institution. Multicultural Programs is in the Student Affairs Office on the second floor of the Joseph A. Fidel Center. http://www.nmt.edu/multicultural-programs

International and Exchange Programs

Student Affairs is responsible for International and Exchange Programs. The office provides advice and compliance to international students, especially with regard to visa-related matters. It also coordinates activities, both on- and off-campus, designed to help students from other countries make the transition to living in the United States and Socorro. These activities include orientations, international receptions, and Global Village Day.

In addition, the office maintains information about study abroad opportunities in other countries, coordinates Tech's student exchange program with a number of foreign universities (page 29), and participates in the New Mexico International Education Consortium. http://www.nmt.edu/international-and-exchange-programs-cs-student-services

Student and Campus Life

Residential Life

www.nmt.edu/welcome-to-res-life

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

New Mexico Tech housing consists of six traditional residence halls and three student apartment complexes. All are within walking distance to classrooms, labs, the computer center, child care, research facilities, food service, and the bookstore. If you are a regular, full-time student, you are eligible to live on campus.

Four halls – Driscoll, Presidents, West, and South – sit on Tech's tree-lined Campus Drive, close to the gym, Joseph A. Fidel Student Center, the athletic field, Student Activity Center, swimming pool, and tennis courts. Torres Hall, Baca Hall, and Altamirano Apartments and Desert Willow fall on the south side of campus. Mountain Springs Apartments are on the corner of Bullock Boulevard and El Camino Real, just two blocks from the Library. For photos and more detailed information on housing options, please visit our webpage: http://www.nmt.edu/halls-and-apartments

If you live on campus, you are expected to abide by Residential Life rules and procedures, which are found in the Room and Board Agreement, and the *Community Standards for Residence Halls* webpage: https://www.nmt.edu/current-student-info/144-residence-halls-standards. .

Dining and Meal Plans

http://www.nmt.edu/prospective-a-incoming-students/134-meal-plans-dining-info

Dining Possibilities at New Mexico Tech

Dining at New Mexico Tech is a great aspect to living on campus. Chartwells, our food service provider, continually strives to improve the dining services to students at New Mexico Tech. We have several meal plan options available to our residents and student population. Every student who lives in a residence hall must purchase a meal plan and there are many options available sure to fit your needs.

The New Mexico Tech food service operations are located on the ground floor of the Joseph A. Fidel Center, and include the main dining room and Fire and Ice coffee shop. Both are operated by Chartwells, a division of the Compass Group.

The main dining room features a variety of stations with food options ranging from international cuisines to burgers and fries to home style cooking. Special events and theme meals are offered on a regular basis.

For more information about dining and specific meal times, please visit the Chartwells website http://www.dineoncampus.com/nmt/.

It is mandatory for all undergraduate residents to purchase a meal plan. The size of the meal plan required depends on the student's living arrangements.

The number of meals in a meal plan are for an entire semester. Meals remaining at the end of the semester cannot be carried over to the next semester. No refunds will be given for meals not eaten.

Tech dollars work like cash and are accepted at the Fire And Ice coffee bar, which is just outside the dining room on the ground floor of Fidel.

For more information about meal plan choices, please visit our webpage: http://www.nmt.edu/prospective-a-incoming-students/134-meal-plans-dining-info

Children's Center

The New Mexico Tech Children's Center offers full-time and part-time quality and developmentally appropriate education and care for children of New Mexico Tech students and employees, as well as community members. Our staff has an uncompromising commitment to excellence. The Children's Center equally places a high priority on responsiveness and close working relationships with each child and family. We offer a relaxed and casual setting for children ages two through six in our two preschool classrooms. The program in these rooms focuses on active learning and social engagement to build appropriate skills and knowledge in young children. We also have after school care for children attending the public schools in grades kindergarten through fourth grades. Our Center is open year-round, from 7:30 a.m. to 5:30 p.m., Monday through Friday. Please contact the Children's Center at 575.835.5240 or ***dsanchez@admin.nmt.edu***, or visit the Center located on Olive Lane next to Macey Conference Center for more information.

Student Health Center

The Health Center is a convenient and confidential way to meet the health needs of Tech students. The medical staff provides primary medical care, which includes history taking, physical examination, and lab testing as needed for both acute and chronic health problems. The nurse practitioner can diagnose, prescribe and provide treatment. Medical care outside the center's scope of practice will be referred to a physician.

Extracurricular Activities SCOPE and Master Calendar

The Public Information Office provides services to help students, employees and local residents find out what is happening on campus. Events for the next few days are listed in the left-hand column of the Tech homepage, ***www.nmt.edu***. "This Week At Tech" is emailed once a week on Tuesday mornings. To sign up for the e-newsletter, go to www.nmt.edu/nmt-calendar and enter your named and email address on the left-hand column.

The Tech calendar on the web covers events, academic dates and other important items for the next few years. Visit www.nmt.edu/nmt-calendar to view the calendar. On the calendar page, users can enter new events via the "Add Event" button at the top of the page. The Public Information Office serves as the calendar moderator; new items will appear on the calendar once they are edited and approved.

The Public Information Office also provides news releases telling about the latest research and activities on campus. Be sure to check the Tech homepage for the most recent information.

Student Government Association

Students at New Mexico Tech assume important responsibilities for the regulation of their affairs. The Student Government Association provides opportunity for students looking to improve their leaderships skills as well as to be more involved with the New Mexico Tech campus. The Student Government Association is made up of three branches; Executive, Legislative, and Judicial. The Executive Branch includes the President, Vice President, Chief Financial Officer, Student Activities Director, Student Activities Chair Director, and the Pay Dirt Editor and Chief. The Judicial Branch includes the Chief Justice and a minimum of 2 justices. The legislative branch is the governing body of the Student Government Association which is also the Student Senate, whose members are elected twice a year for one-year terms. The Student Senate regulates extracurricular activities, organizations, campus /community events, appropriating money, voicing student concerns, and improving student life on campus. The Senate carries out its functions through the creation of its own committees, and its deliberations are open to all students and other interested persons. Any enrolled student may serve in the Senate if properly elected and any student may participate in the Student Government Association through voluteering or other friendly means.

The Graduate Student Association (GSA) is comprised of all enrolled graduate students who have paid the Student Activity Fee. The GSA represents graduate students on policy-making committees, including Graduate Council, Faculty Senate, and the Student Association. The association works with the administration to address issues relating to graduate student life at Tech. They award travel grants for graduate students to present research at professional meetings and provide for extracurricular activities for graduate students and their families. The governing body for the GSA consists of officers and representatives from each department.

Physical Recreation

The Physical Recreation Department enhances campus life by promoting wellness activities and offering instruction, wellness counseling, Intramural sports, and club sports to the Tech community.

A number of Physical Recreation courses are offered for credit, such as yoga, basketball, volleyball, aerobics, golf, zumba, belly dancing, and many more. In addition, Physical Recreation maintains a fully-equipped weight room and offers training in the use of equipment. The Tech community may use this facility at no charge.

Physical Recreation also oversees a number of club sports, including air riffle shooting, caving, climbing, golf, Frisbee, martial arts, soccer (men's and women's), paintball, rugby, and volleyball (men's and women's). Rugby, soccer, and volleyball belong to regional leagues and compete against off-campus teams.

Equipment for backpacking, canoeing, camping, volleyball, and other recreational activities can be borrowed from the gym.

Other recreational facilities on the Tech campus include an outstanding 18-hole golf course and a year-round swim center.

There are groups in the Socorro area that hold regular events in running and mountain-biking. Many members of the Tech community participate in these.

Social and Cultural Activities

The **New Mexico Tech Performing Arts Series (PAS)** brings a wide variety of entertainment to campus. Shows are generally free to students. In any given season, shows may include Celtic, classical, Cajun, Latin, world beat, swing, jazz, blues, folk and bluegrass music; theatre; circus arts (juggling, acrobatics, magic), comedy, dance, and more! PAS shows are a great way to spend an evening with friends or family, to see professors in a social setting, and to experience an amazing array of national touring performers.

The Student Activities Board (SAB) also brings entertainment to campus. The SAB sponsors events such as Comedy Night, Movie Night, pool parties, dances with live salsa or swing bands, barbecues with DJ's, dances, open-mic nights, and mid-night breakfast held on Friday before finals week each semester. The SAB organizes two big celebrations each year. In the fall, 49'ers is a celebration of Tech's mining heritage. Spring Fling gives students a fun break in the spring. Both feature casino night, games, contests, music, dances, barbecue dinners, and other events. The SAB is run by students along with two NMT staff members.

The Student Association funds various Tech clubs.

(see student government association on page 26)

Socorro and New Mexico

Socorro is a friendly community of over 9000 people, located in the sunny Rio Grande valley 75 miles south of Albuquerque. The main industries in Socorro are education, research, and tourism, with the largest employers being New Mexico Tech and the National Radio Astronomy Observatory. Socorro's population has one of the highest percentages of Ph.D.s per capita in the state of New Mexico.

Outdoor activities abound in the area. The nearby Magdalena Mountains and the slightly farther Gila Wilderness Area offer hiking, camping, rock climbing, fishing, hunting, and many other activities. Developed downhill ski areas are as close as Albuquerque and include Ruidoso, Cloudcroft, Santa Fe, and Taos (New Mexico), or Aspen and Durango (Colorado). Socorro's year-round mild climate is ideal for bicycling, running, golfing, horseback riding, river rafting, and many other pursuits.

Favorite spots to visit in Socorro County include the Bosque del Apache and Sevilleta National Wildlife Refuges, San Lorenzo and Box Canyons, Quebradas Back Country Byway, the Very Large Array and El Camino Real Historic Trail Site. Favorite festivals include SocorroFest (October), 49ers (October), and Festival of the Cranes (November)

There are a variety of excellent and fun restaurants in Socorro offering everything from casual fare to fine dining.

In addition to outdoor activities, cultural amenities are also available nearby. Albuquerque offers restaurants, museums, music, theater, and many other cultural activities. Farther north, Santa Fe is a major art center. Truth or Consequences to the south is known for its hot springs. The entire state, with its long, colorful history is an enchanting place to live and to explore.

Socorro has a pleasant, sunny climate year-round. Average rainfall is less than 10 inches per year, and there are occasional brief winter snows.

Student Clubs and Activities

A host of student clubs, organizations, and activities flourish at Tech. These are as broad as student interests themselves, including:

Performance Groups

Chorus
Drama Club
Jazz Band
Orchestra
Spring Musical

Club Sports

Baseball
Biking (mountain and road)
Caving
Climbing
Golf
Paintball
Rugby: Men's & Women's
Shooting(air riffle)
Soccer: Men's & Women's
Street Hockey
Track and Field
Ultimate Frisbee
Volleyball: Co-Ed

Games

Adventurers' Guild
Billiards Club
Chess Club

Just for Fun

Anime Addicts
Aquatic Recreation
KTEK (student radio station)
Miner's Ink (creative writing journal)
Paydirt (student newspaper)
Society for Creative Anachronism
Tech Amateur Radio Association

Professional Associations

American Society of Mechanical Engineers (ASME)
Association for Computing Machinery (ACM)
Institute of Electrical and Electronics Engineers (IEEE)
International Society of Explosives Engineers (ISEE)
Society of Economic Geologists, student chapter (SEG)
Society of Hispanic Professional Engineers (SHPE)
Society of Mexican American Engineers and Scientists
Society of Women Engineers (SWE)
Society for the Advancement of Chicanos and Native Americans in Science (SACNAS)
Tau Beta Pi, Engineering Honor Society

The Undergraduate Program

At New Mexico Tech, the undergraduate program has two principal objectives:

1) to provide a strong general education in:
   a) the humanities and social sciences, and
   b) the basic sciences and mathematics; and
2) to offer specialization appropriate to a chosen major field of interest.

The General Education Core Curriculum, the requirements common to all bachelor of science degrees, is listed on page 8. Specific requirements for each major are listed under the academic department concerned. It is your responsibility to work out with your advisor a program that meets both the general and specific requirements. In some instances, wide flexibility is allowed in choosing electives; in others, the choice of electives is somewhat restricted.

Preprofessional Programs

Preprofessional programs are available in the sciences allied with biology, chemistry, and medicine. Among the careers for which preprofessional courses are available at Tech are medicine, dentistry, physical therapy, optometry, pharmacy, and veterinary science. A Bachelor of Science degree in Biology, Chemistry, and Basic Sciences with suitable elective courses will qualify a student for admission to most professional schools related to medicine. Be sure to check the specific requirements of the professional school you are interested in attending. The Bachelor of Science degree in Biology with Medical Technology Option is granted at Tech in cooperation with accredited schools of medical technology.

The undergraduate requirements for admission to a school of law may also be fulfilled. See the course catalog for more information about preprofessional programs.

Combined Five-Year Bachelor of Science/Master of Science Programs

New Mexico Tech offers four programs that allow students capable of above-average academic achievement to earn both a bachelor's and master's degree in five years.

Opportunities are available for students majoring in Biology , Electrical Engineering, Environmental Engineering, Materials Engineering, Mathematics, and Physics through their major department (see the Program and Course Catalog for more information).

Research Opportunities

Tech has a wealth of research projects on campus, many of which employ students for pay or class credit. Since over 99 percent of our faculty have Ph.D.s and conduct research, many professors hire undergraduate students to assist them. In addition, Tech has several divisions dedicated to research (pages 14-20).

Study Abroad Opportunities

Arrangements for all types of study abroad are made through the Student Affairs. To be eligible to apply for participation, students must, at a minimum:

- have been a full-time,
- degree-seeking student at Tech for at least one year,
- have completed at least 30 credit hours at Tech,
- have a cumulative G.P.A. of at least 2.5,
- be in good academic standing,
- have a clean disciplinary record,
- and be in good financial standing.

International Student Exchange

New Mexico Tech has exchange agreements in place with multiple universities, allowing students to study in various countries around the world. Information about these opportunities is available in Student Affairs.

International Exchange through NMIEC

Through the New Mexico International Education Consortium, students at any of the State's public universities may gain access to study-abroad programs available at other State universities. Students who participate in study abroad through NMIEC will pay tuition and fees to the New Mexico host university, not to New Mexico Tech.

Applying for Undergraduate Admission

New Mexico Tech seeks to admit students who have demonstrated, through previous education, aptitude tests, and interests, that they are qualified to complete a degree. Tech subscribes to the National Association for College Admission Counseling's *Statement of Principles of Good Practice*. All official documents sent to New Mexico Tech become the property of the college and will not be returned, nor can copies be provided to entities other than the student. Application forms are also available on the Web at ***http://www.nmt.edu/admissions/office.***

Regular Admission

Entering Freshmen

Admission Requirements

First-time, entering students must meet the following minimum admission requirements:

1) The student must be a graduate of an accredited high school with a minimum grade-point average (GPA) of 2.5 (on a 4.0 scale) in high school course work or have passed the general equivalency diploma (GED) examination with an average score of 500 or greater. If your GPA is less than 2.5 but you believe you can succeed at Tech, see the section on Appeal of Admission Decisions, page 35.
2) The student must have successfully completed the following high school courses (one unit equals one year of high school study):
   - English—a minimum of four units with at least one unit earned in composition at the junior or senior level.
   - Science—a minimum of two units of sciences, with laboratories, chosen from among biology, physics, chemistry, and earth science.
   - Mathematics—a minimum of three units chosen from among Algebra I, Algebra II, Geometry, Trigonometry, or higher mathematics. Pre-calculus and calculus are recommended.
   - Social Science—A minimum of three units, one of which must be history.

   A student who does not meet all of these requirements may apply, but must justify any deficiencies through correspondence to the Office of Admissions.
3) The student must submit official ACT, Inc. (formerly American College Test) or SAT (Scholastic Aptitude Test) score reports. Normally, an ACT composite score of 21 or higher or a combined SAT Critical Reading and Math score of 970 or higher is required. (New Mexico Tech does not use the Written Essay portion of the SAT.) Experience has shown that a student whose scores are below these levels will encounter difficulty with the rigorous academic curriculum at Tech. (Recent ACT scores for entering freshmen averaged 26; SAT, 1080.) ACT and SAT scores are also used for course placement and advising purposes.

Procedure

To be considered for admission, an entering freshmen applicant must:

1) complete an *Application for Undergraduate Admission and Scholarship.*
2) provide an official high school transcript.
3) provide official college transcripts, if the student has taken college classes. (Students who have 30 or more college credits will be considered transfer students. See below.)
4) provide either an official ACT Student Profile Report or an SAT College Report.
5) pay a $15 application fee.
6) Students who do not meet Tech's minimum ACT or SAT requirement but who have taken college-preparatory classes in math and science must submit letters of recommendation from at least two of their high school math and science teachers sent directly to the Office of Admission.

If you are deemed academically qualified, then you will receive a letter of admission and the *Acceptance of Admission* form. You must complete this form and return it with the non-refundable admission fee of $50 to the Office of Admission before you are allowed to register for classes.

Appeal

Students who are denied admission may appeal the decision (see page 35).

Application Deadlines

August 1 for fall semester
December 15 for spring semester
June 1 for summer session.

Home-Schooled Students

In order to qualify for admission to New Mexico Tech, the home-schooled student:

1) must supply documentation of courses completed. A minimum grade-point average (GPA) of 2.5 (on a 4.0 scale) in coursework is required. If your GPA is less than 2.5 but you believe you can succeed at Tech, see the section on Appeal of Admission Decisions, page 35.
2) must have successfully completed the following courses (one unit equals one year of study):
   - English—a minimum of four units with at least one unit earned in composition at the junior or senior level
   - Science—a minimum of two units of sciences, with laboratories, chosen from among biology, physics, chemistry, and earth science
   - Mathematics—a minimum of three units chosen from among Algebra I, Algebra II, Geometry, Trigonometry, or higher mathematics. Pre-calculus and calculus are recommended.
   - Social Science—A minimum of three units, one of which must be history.

   A student who does not meet all of these requirements may apply, but must justify any deficiencies through correspondence to the Office of Admission.
3) The student must submit official ACT, Inc. (formerly American College Test) or SAT (Scholastic Aptitude Test) score reports. Normally, an ACT composite score of 21 or higher or a combined SAT Critical Reading and Math score of 970 or higher is required. (New Mexico Tech does not use the Written Essay portion of the SAT.) Experience has shown that a student whose scores are below these levels will encounter difficulty with the rigorous academic curriculum at Tech. (Recent ACT scores for entering freshmen averaged 26; SAT, 1080.) ACT and SAT scores are also used for course placement and advising purposes.

Procedure

Home-schooled students must follow the same procedure as entering freshmen (above), in addition, must submit all official academic transcripts and/or documentation of courses completed as well as grades posted in those courses.

Transfer Students

You will be considered a transfer student if you have a minimum of 30 credit hours transfer from an accredited college or university. (If you have fewer than 30 credit hours of transfer credit, follow the Entering Freshman section above.) Students in good academic standing at other colleges and universities are eligible to apply for transfer admission to New Mexico Tech.

(See pages 38-39 & 61 for transferability of credits).

Admission Requirements

The minimum admission requirements for a student who is classified as a transfer student are as follows:

1) The student transferring from another college or university must have completed the same high school course work requirements as entering freshmen (either from high school or from equivalent courses taken since high school).
2) The applicant must present college transcripts showing a cumulative GPA of 2.0 or better.
3) The applicant must place in Math 103 (Pre-Calculus) or higher. See page 36 & 54 for math placement information.
3) The student must be in good academic standing at the last institution attended.
4) The student must be eligible to re-enroll at the institutions from which he or she wishes to transfer. An applicant who cannot re-enroll at that institution is not eligible to enter New Mexico Tech.

Procedure

To be considered for admission, a transfer applicant must:

1) complete an *Application for Undergraduate Admission and Scholarship;*
2) may be asked to provide an official high school transcript at the discretion of the Office of Admission;
3) provide official college transcripts from all colleges attended, reflecting all courses completed and in progress;
4) may be asked to provide an official ACT or SAT Student Profile Report if the student has fewer than 30 hours of transfer credit; and
5) pay a $15 application fee.

If you are deemed academically qualified, then you will receive a letter of admission and the *Acceptance of Admission* form. You must complete this form and return it with the non-refundable admission fee of $50 to the Office of Admission before you are allowed to register for classes.

Appeal

Students who are denied admission may appeal the decision (see page 35).

Application Deadlines

August 1 for fall semester
December 15 for spring semester
June 1 for summer session.

Transfer Credit

New Mexico Tech accepts academic credits from regionally accredited institutions of higher education. All credits will be evaluated and transferred on a course-by-course basis. Credit earned at any institution while a student is on academic or disciplinary suspension will not be accepted at New Mexico Tech. Grades earned at other universities are not transferred to Tech.

See page 38 for a guide for students transferring from another New Mexico college or university. A more complete list of courses offered at other New Mexico colleges and universities and their Tech equivalents is online at ***http://hed.state.nm.us/colleges/trnsfercredits.asp***

International Students

New Mexico Tech is authorized under federal law to enroll nonimmigrant alien students.

International Undergraduate Admission Requirements

(1) International students must meet the basic secondary-education requirements for entering freshmen:
- Science: at least two years of science (biology, physics, chemistry, earth science), with laboratory work
- Mathematics: at least three years, including algebra, geometry, trigonometry, or calculus
- Social Science: at least three years, one of which must be history
- Language: at least four years of language instruction in the native or national language

(2) The student's grade average must equal at least a GPA of 2.5 on a 4.0 scale.

(3) A student whose native language is not English must submit a TOEFL score of at least 540 (paper-based) or 207 (computer-based) or 76 (iBT next generation). Information and application forms for this test may be obtained from:
The College Board
P.O. Box 592
Princeton, NJ 08541

(4) An international student transferring from another post-secondary college or university must have completed the same secondary coursework as required of incoming freshmen. If all application materials are submitted before the deadline, transcripts from previous institutions will be evaluated for possible credit transfer before enrollment. Evidence of coursework completed at a foreign institution must be accompanied by course descriptions from that institution, in English.

International Undergraduate Application Procedures

All documents should be sent to international Undergraduate Admission, Student Affairs. You must:
- Complete an *International Undergraduate Application*, available online at ***www.nmt.edu/international-undergraduate-bs-degree-admission-requirements***
- Provide a credentials evaluation of all required academic documents compiled by an independent academic credential evaluation provider. New Mexico Tech International Undergraduate Admissions requires that all applicants use World Education Services for this service and we recommend that you review the Frequently Asked Questions listed on the WES website. You may apply for this evaluation online at www.wes.org. WES requires a fee from the applicant for processing applications. You do not need to have any documents sent from your international institution to New Mexico Tech. Your documents will go to WES, and New Mexico Tech will receive a copy of the original documents along with the evaluation. High school/Secondary school applicants should request a Document-by-Document report; college transfer applicants must request a must request a Comprehensive Course-by-Course Report.
- If you are applying to New Mexico Tech from a U.S. institution, make sure official academic records (transcripts, mark sheets, exam results) are sent by the school you attended directly to International Undergraduate Admission, Student Affairs.
- If English is not your native language, submit an official TOEFL score.
- Send a $15 application fee.

- Complete *the Certificate of Financial Responsibility* (available at ***www.nmt.edu/international-undergraduate-bs-degree-admission-requirements*** showing adequate funds for at least the first year of study plus evidence of continuing ability to fund the remainder of your program.
- Supply proof of all funding listed on the *Certificate*.

Appeal

Applicants denied admission may appeal the decision to the Academic Standards and Admission Committee.

Application Deadlines

Application files must be complete (all required documentation received) by:

May 1 for fall semester

October 1 for spring semester

If academically qualified, you will receive a letter of admission and the *Acceptance of Admission* form. You must complete this form and return it with the non-refundable admission fee of $50 in order to complete the admission process.

Medical Insurance

International students are required to show proof of medical insurance coverage before registration each semester. Specific requirements for students entering on J1 visas are explained at the time of admission.

Special Students (Undergraduate)

New Mexico Tech accepts, on a special basis, part-time undergraduate students (for a maximum of six credit hours per semester) who are not pursuing a degree program. International students in F or J status must be regular and full-time (not special or part-time) students.

Applicants for special undergraduate admission who wish to take courses for college credit and who have previously attended an institution of higher education must have a transcript or letter sent from the registrar of their most recently attended institution. This letter, addressed to the New Mexico Tech Office of Admission, should attest that they are in good standing at that institution. Students under probation or suspension at New Mexico Tech or any other institution of higher education will not be admitted as special students except by appeal to the Academic Standards and Admission Committee. Appeals should be addressed to the committee in care of the Office of the Registrar.

Special students and others not seeking a bachelor's degree from New Mexico Tech are expected to meet the prerequisite or corequisite requirements but are otherwise free to choose a program best suited to meet their individual needs.

Non-degree-seeking students who have a bachelor's degree are regarded by New Mexico Tech as Special Graduate Students. Special Graduate Students will be charged tuition at undergraduate rates for courses numbered less than 300 and graduate tuition for all courses numbered 300 and above.

Special students who wish to begin a degree-seeking program must apply for regular admission (page 30).

Dual Credit Program for High School Students

The primary purpose of the Dual Credit Program at New Mexico Tech is to increase the educational opportunities and options for high school students and increase the overall quality of instruction and learning available through secondary schools.

The Dual Credit Program allows students to earn credit at the secondary and postsecondary levels simultaneously and provides students an early glimpse of college life and college-level studies. Enrolling in college course work is a commitment of your time and energy. Please consider whether enrolling in the Dual Credit Program is a realistic option based on your extracurricular activities and family schedules.

Students interested in participating in the Dual Credit Program at New Mexico Tech must be prepared for the following:

- Students are responsible for their own transportation to and from New Mexico Tech's campus
- Students are expected to adhere to New Mexico Tech's student handbook while on New Mexico Tech's campus and attend the class or classes in which they are registered even if the high school is not in session that day
- New Mexico Tech's academic calendar starts and ends differently than most high school calendars
- Students who take courses that are not part of the approved course list agreed upon between the District and New Mexico Tech will be responsible for all costs of attendance including tuition, fees and textbooks
- Students must follow New Mexico Tech's Registration/Orientation schedule each semester

Grades earned through the Dual Credit Program at New Mexico Tech are part of your permanent academic record

Eligibility

Students must be either a junior or senior in high school and enrolled in a public school district during the fall and spring in one-half or more of the minimum course requirements approved by PED for public school students in order to participate in the Dual Credit Program at New Mexico Tech. Students must also have a minimum 3.0 GPA (on a 4.0 scale) and an ACT composite score of 21 or an equivalent SAT critical reading and math score. Students who have not taken the ACT or SAT may submit PSAT scores for review of eligibility. All students must have approval from the school district and the high school counselor prior to registration.

Financial Aid

Dual Credit students are not eligible for financial aid or scholarships.

Applying for the Dual Credit Program

Students interested in enrolling in the Dual Credit Program at New Mexico Tech should submit the following each semester:

- Completed Dual Credit Request Form (signed by your high school counselor)
- Current official high school transcript
- Family Educational Right to Privacy Act Release Form (signed by the student and the students parent/guardian)

Copies of the forms are available at the high school counseling office.

Course Selection

Course selection will vary based on the Master Agreement with each high school district and New Mexico Tech. Students interested in enrolling in a math class are required to take the Math Placement Exam to determine course placement prior to registering for the class. Students are also required to meet with the Associate Dean for Student Success at New Mexico Tech prior to enrolling in any course and must satisfy prerequisites/co-requisites for the class.

Readmission

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

- A one-page appeal letter that persuasively makes a case for readmission;
- A supporting letter from the student's advisor;
- An Academic Warning Plan completed with input from the student's advisor;
- Such other documents as the student thinks are relevant, such as medical documents or letters of support from faculty, counselors, or the Dean of Students.

A student in good standing will be readmitted by the Registrar. Application and material submitted by a student who left while on academic probation or suspension will be reviewed by the Academic Standards and Admission Committee and written notice of the decision will be given to petitioner.

The deadline for all readmission materials is the Wednesday prior to the first day of classes.
A student on academic suspension applying for readmission for the summer session must also submit an application for readmission for the fall session.

Conditions of Readmission

A readmitted student must choose degree requirements to be satisfied from the catalog in effect when the student was readmitted or any subsequent catalog, provided the student be continuously enrolled after readmission.

A student readmitted by the Academic Standards and Admission Committee must follow the guidelines set by the committee. If accepted for readmission, a student on academic probation or suspension will be automatically placed on academic probation and subject to all the rules and regulations of a student on probation.

For students readmitted on probation, failure to meet the minimum GPA for academic good standing (page 8) in the semester following readmission will result in academic suspension (page 57) from New Mexico Tech.

Credits earned at another institution during the period of suspension at New Mexico Tech will not be accepted for transfer.

If you have attended another college institution of higher education since your last enrollment at New Mexico Tech, you must submit a transcript or letter from the registrar of that institution attesting that you are in good standing at the institution.

Appeal of Admission Decisions

Experience has shown that most students who earn less than a 2.5 GPA in high school or have an ACT score of less than 21 or combined SAT Critical Reading and Math score of less than 970 do poorly at New Mexico Tech. If you do not meet the requirements for admission, but believe that you have the skills to succeed at New Mexico Tech, complete an *Application for Admission and Scholarship* and send it with supporting documents to the Academic Standards and Admission Committee in care of the Director of Admission. These supporting documents must include:

- A statement from you indicating why you believe that you should be considered for admission and why you can succeed at Tech;
- A minimum of two letters from people (e.g., high school science and math teachers) who are very familiar with your potential for study at a technical university; and
- Other documentation (e.g., participation in science fairs, Science Olympiad, and other relevant technical activities) that you believe bears on the matter of your preparation for bachelor's-level study.

Appeal Deadlines

Deadlines for appealing admission decisions are:

July 1 for fall semester
December 1 for spring semester
June 1 for summer session.

Placement

ACT/SAT English Waiver

Students who score 27 or higher on the ACT English test or 610 or higher on the SAT Critical Reading test will have English 111 waived as a requirement. Students who score 19 or lower on the ACT English test or 470 or lower on the SAT Critical Reading test are advised to begin with ENGL 103.

College Level Examination Program

No credit is given for the College Level Examination Program (CLEP). However, challenge exams are available in various courses (page 59).

Math Placement

Mathematics is the backbone of all coursework at New Mexico Tech, and the selection of your initial math courses is critical to your success at Tech. Placement is determined by your ACT/SAT math score or the optional math placement test, described below.

ACT Math Score	SAT Math Score	Initial Math Course
20 or lower	490 or below	MATH 101
21 to 25	500 to 580	MATH 103
26 to 29	590 to 660	MATH 104
30 or higher	670 or higher	MATH 131

You may also enroll in MATH 131 (Calculus and Analytic Geometry I) if:

1) You are transferring college credit in precalculus and trigonometry.
2) You have earned a 3 on the Advanced Placement (AP) Calculus AB exam or a 3 on the AB subscore of the Calculus BC exam.

An optional math placement test, which covers algebra and trigonometry, is available to students who score below 30 on the ACT math test or received below 670 on the SAT mathematics test. Please contact the Registrar's Office at registrar@admin.nmt.edu for information about the math placement test. **Waivers into 100-level math classes are not granted. You must take the math placement exam if you want to enroll in any math class other than those listed above for your ACT or SAT math score.**

Advanced Placement Program

New Mexico Tech participates in the Advanced Placement Program of the College Entrance Examination Board. Credit and/or advanced placement are granted according to the departmental policies listed below. Advanced Placement credit is not awarded for grades of 1 or 2.

Subject	AP Score	Credits Earned
Biology	3, 4, and 5	Receive credit for BIOL 111 for a total of three (3) credits. Students must take BIOL 111L for laboratory credit.
Calculus AB	3	Receive two (2) elective credits in mathematics. Students proceed directly into MATH 131, Calculus and Analytic Geometry I.
	4 and 5	Receive credit for MATH 131 for a total of four (4) credits. Students proceed directly into MATH 132, Calculus and Analytic Geometry II.
Calculus BC		Use Calculus AB subscore. Credit awarded as above.
Chemistry	3 and 4	Receive credit for CHEM 121(3) for a total of three (3) credits. The student should consult the department chair concerning laboratory credits.
	5	Receive credit for CHEM 121 (3) and 122 (3) for a total of six (6) credits. The student should consult the department chair concerning laboratory credits.
Computer Science A	3, 4, and 5	Receive credit for CSE 213 for a total of three (3) credits.
Computer Science AB	3, 4, and 5	Receive credit for CSE 122 and 213 for a total of six (6) credits.
Economics		
Macroeconomics	4 and 5	Receive credit for ECON 251 for a total of three (3) credits.
Microeconomics	4 and 5	Receive credit for ECON 252 for a total of three (3) credits.
English	4 and 5	English/Composition **or** English/Literature/Composition: Receive credit for ENGL 111 for a total of three (3) credits and proceed directly into ENGL 112. English/Composition **and** English/Literature/Composition: Receive credit for ENGL 111 (3) and literature (3) for a total of six (6) credits and proceed directly into ENGL 112.
Foreign Languages	3, 4, and 5	May take a challenge exam to waive the first semester course of that language and receive three (3) credits. The exam is graded S/U only.
Government	3, 4, and 5	Receive credit for PS 171 for a total of three (3) credits.
History		
U.S. History	3, 4, and 5	Receive credit for HIST 141 and 142 for a total of six (6) credits.
European or World History	3, 4, and 5	Receive credit for HIST 151 and 152 for a total of six (6) credits.
Music Listening and Literature	3, 4, and 5	Receive credit for MUS 101 (3) and 102 (3) for a total of six (6) credits.
Music Theory	3, 4, and 5	Receive credit for MUS 201 for a total of three (3) credits.
Physics C Mechanics	3, 4, and 5	Receive credit for PHYS 121 for a total of four (4) credits. The student should consult the department concerning laboratory credit.
Physics C E & M	3, 4, and 5	Receive credit for PHYS 122 for a total of four (4) credits. The student should consult the department concerning laboratory credit.
Psychology	5	Receive credit for PSY 121 for a total of three (3) credits.

Transfer among New Mexico Higher Education Institutions

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

Student Responsibility

New Mexico's colleges and universities have collaborated to produce guides to assist students who plan to transfer before completing a program of study. Course modules are designed to help students select courses carefully so that they may transfer with little or no loss of credit. However, planning for effective transfer with maximum efficiency is ultimately the **student's responsibility.** Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure than all pre-transfer coursework will meet the requirements of the desired degree.

Transferable Lower-Division General Education Common Core

Students enrolling for first-year study who have not yet selected either an academic focus or the institution where they wish to graduate are advised to take courses during their freshman year outlined in the Lower Division General Education Common Core. For students enrolled at any public institution in New Mexico, the following courses are guaranteed to transfer to any other New Mexico public college or university, and apply toward associate and baccalaureate degree program requirements if the student passes the classes with a grade of C or higher. Students should consult advisors at their current institutions regarding which specific courses fit these categories. Students preparing for careers in engineering, health sciences, or other profession-related fields are advised that some of this coursework may not transfer toward general education requirements but in most cases will apply toward elective requirements.

Area I: Communications		**select 9 cr hrs**
a)	College-level English Composition	3–4 cr hrs
b)	College-level Writing (a second course building on the above)	3 cr hrs
c)	Oral Communication *	3 cr hrs
Area II: Mathematics		**select 3 cr hrs**
a)	College Algebra *	3 cr hrs
b)	Calculus	3 cr hrs
c)	Other College-level Math+	3 cr hrs
Area III: Laboratory Science		**select 8 cr hrs**
a)	General Biology with Lab	4–8 cr hrs
b)	General Chemistry with Lab	4–8 cr hrs
c)	General Physics with Lab#	4–8 cr hrs
d)	Geology/Earth Science with Lab	4–8 cr hrs
e)	Astronomy with Lab	4–8 cr hrs
Area IV: Social/Behavioral Sciences		**select 6–9 cr hrs**
a)	Economics (macro or micro)	3 cr hrs
b)	Introductory Political Science	3 cr hrs
c)	Introductory Psychology	3 cr hrs
d)	Introductory Sociology	3 cr hrs
e)	Introductory Anthropology	3 cr hrs
Area V: Humanities and Fine Arts		**select 6–9 cr hrs**
a)	Introductory History Survey	3 cr hrs
b)	Introductory Philosophy	3 cr hrs
c)	Introductory Course in History, Theory or Aesthetics of the Arts or Literature	3 cr hrs
	Total to be selected	**35 cr hrs**

* Will not meet Core Education Curriculum (page 89)
\+ Should be Calculus II
\# Must be calculus-based physics

The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department website at http://hed.state.nm.us. Follow the "Colleges and Universities" link to the drop down menu and select "Transferring Credits", then select "Core Matrix". Courses are listed by institution, whether university or community college, under each of the five general education areas. Students may also be able to access this list by going directly to http://hed.state.nm.us/colleges/matrix.asp.

Inter-institutional Transfer Guides and Catalogs

Students who have selected a field of study and/or the institution where they wish to graduate are advised to consult the transfer guide or catalog for that institution for more current and detailed advice to guide their course selection.

Complaint Procedure for Transfer Students

All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of course work from other public institutions in the state. A copy of New Mexico Tech's complaint policy may be obtained from the New Mexico Higher Education Department, 1068 Cerrillos Road, Santa Fe, NM 87505, 505.476.6500, ***http://hed.state.nm.us/***

Lower-Division 64-hour Transfer Modules

*Students who **have** selected a field of study but have not yet selected the college or university where they wish to earn their baccalaureate degree* are advised to take courses during their freshman and sophomore years outlined in one of the Lower-Division 64-hour Transfer Modules. For students enrolled at any public institution in New Mexico, these courses are guaranteed to transfer to any New Mexico university and apply toward bachelor's degree program requirements. Students should consult advisors at their current institutions regarding which specific classes fit these categories. Lower-division transfer modules currently exist for:

- Biological Sciences
- Business
- Early Childhood Education
- Engineering
- Physical Sciences
- Social and Behavioral Studies
- Teacher Education

Modules for additional areas of study are being developed. Copies of these transfer modules may be obtained at ***http://hed.state.nm.us/colleges/transfercredits.asp***

New Mexico Common Course Numbering System (NMCCNS)

A common course numbering system has been devised by New Mexico colleges and universities in compliance with the New Mexico Post-Secondary Education Articulation Act. The purpose of the system is to assist New Mexico students who are transferring between institutions within the state. The system provides a neutral state wide course identifier for those courses that are similar in nature and considered to be equal in transfer. Students will find in the course description section of the catalog the state wide **course** identifier and the area of the General Education Common Core in brackets following the New Mexico Tech course for which the course can meet general education requirements.

Transfer among New Mexico Higher Education Institutes

New Mexico Transfer Module by Discipline

	NMCCN	Course Title	Credit Hour	NMT Course
Business	2113	Principles of Accounting I	3	ACCT 201
	2123	Principles of Accounting II	3	ACCT 202
	2113	Principles of Macroeconomics	3	ECON 251
	2123	Principles of Microeconomics	3	ECON 252
	2113	Business Statistics	3	BCS 283
	1113	Business Information Systems	3	BCS 209
For Majors	2113	Principles of Finance	3	FIN 302
	2113	Principles of Marketing	3	MKT 335
	2133	Intermediate Accounting	3	ACCT 371
	2123	Business Law II	3	BA 317
Early Childhood Education	1113	Child Growth & Development & Learning	3	PSY 323

Financial Aid for Undergraduate Students

[Contact: Financial Aid Office, New Mexico Tech, 801 Leroy Place, Socorro, N.M. 87801; 575.835.5333; fax: 575.835.6519]

New Mexico Tech makes every effort to make our undergraduate education affordable for everyone: new students, returning students, and transfer students. Assistance comes in the form of institutional scholarships, state scholarships, financial aid, and student employment.

1. **Institutional scholarships** are based solely on your grades (high school GPA, standardized test scores, and college grades if you are a transfer student). Institutional scholarships include
   - First-Time Students (Gold, Silver, Presidential, Copper)
   - Transfer Students(Phi Theta Kappa, Transfer Excel, Tech Transfer, Regents)
   - Tuition Reduction Programs for Non-Residents (Competitive, Colorado Reciprocity, Western Undergraduate Exchange)

You do not need to demonstrate financial need for an institutional scholarship—only your own academic merit.

2. **State scholarships** are awarded to US citizens who are New Mexico residents and include the
   - Legislative Lottery Scholarship,
   - New Mexico Scholars Program
   - Education Trust Board Pathways Scholarship

These scholarships are awarded based on the criteria listed below.

3. In addition to scholarships, we offer **financial aid**, which includes
   - Federal grants (e.g., Pell Grant and SEOG Grant)
   - Federal loans (e.g., Perkins Loan, Direct Stafford Loan, PLUS Loan)
   - Federal work study
   - New Mexico grants (State Student Incentive Grant, College Affordability Grant)
   - New Mexico work-study

Details on this year's institutional scholarships and financial aid programs, including dollar amounts, are available at *http://www.nmt.edu/financial-aid* or in a brochure available from the Office of Admission.

Institutional Scholarships

When you are admitted to New Mexico Tech, your application is automatically reviewed for an institutional scholarship. ***(Tech gives only one institutional scholarship per person. If, by accident or oversight, you are offered two institutional scholarships, you may keep only one.)***

The deadline for consideration of scholarships for the fall semester for first-time students is March 1. For consideration for a scholarship for the spring semester, the deadline is November 1.

The deadline for scholarships for transfer students is April 1 for the following fall semester and November 1 for the spring semester.

If you did not qualify for an institutional scholarship when you entered Tech and you complete two semesters at Tech, earning a minimum of 24 credit hours with at least a 3.0 GPA, you may be eligible for an Endowed Scholarship. Inquire at the Financial Aid Office.

Generally for scholarship consideration, a student must:

1. Be a U.S. citizen or an eligible non-citizen; or be an international student in legal F1 or J1 student status. (International students are eligible only for transfer scholarships and certain tuition reduction programs.)
2. Be pursuing a first bachelor's degree;
3. Be enrolled in a regular degree program at New Mexico Tech; and
4. Carry at least 12 credit hours per semester.
5. Have a High School Diploma or a recognized equivalent .

Institutional Scholarship Renewal

Each year, your institutional scholarship is automatically renewed. You must maintain the GPA specified by your specific scholarship to keep the scholarship and have earned a minimum of 24 credit hours in the regular academic year. The requirements for your institutional scholarship are listed below under the Scholarship Conditions and Requirements. Please note that you may not qualify for a scholarship higher than the one you were awarded when you entered New Mexico Tech.

Scholarship Conditions and Requirements:
Students must earn 24 credit hours in the academic year (fall & spring), in addition to the GPA Requirements listed below, to meet retention criteria. Credit hours completed during the summer semester may count as completed credit hours for purposes of scholarship reinstatement. It is your responsibility to request reinstatement at the end of the summer semester.

CUMULATIVE GRADE POINT AVERAGE REQUIRED FOR RETENTION OF SCHOLARSHIP					
	CATEGORY OF SCHOLARSHIP				
	Gold Silver PTK Transfer Excel	Endowed NM Scholars International Competitive*	Presidential Tech Transfer Competitive (U.S. Citizens)	Copper Minerals Regents CORE WUE NM Lottery	
GPA Requirement	3.25	3.00	3.00	2.50	

RETENTION OF AWARD:

1) Scholarship recipients and Legacy Lottery Students must maintain a minimum of twelve (12) credit hours of course work for each Fall and Spring semester. *Qualified Lottery Students and International Competitive recipients must maintain fifteen (15) credit hours per semester. Grades of *U, F, W, I,* and audits do not count as completed credits for scholarship retention purposes. 2) Scholarship eligibility is reviewed yearly at the end of the spring semester. (If a student attends summer school, eligibility will be reviewed again at the end of the summer semester to ensure GPA requirements are maintained.) 3) Inability to meet minimum requirements by the end of the spring semester will result in Scholarship loss for the following academic year. 4) Students who lose scholarship eligibility may submit a written appeal (by the posted deadline) of extenuating circumstances with appropriate documentation. 5) If a Scholarship is cancelled for academic ineligibility and the student later regains eligibility, it is the student's responsibility to request reinstatement of the scholarship. Renewal of a scholarship is made only if the originally specified consecutive time period has not expired. Reinstatement requests are only accepted after the spring and summer semesters.

Competitive Scholarships, CORE, and WUE program participants will lose their respective awards if the established retention criteria are not met and no scholarship replacement will be offered. The student's tuition rate will revert to non-resident status.

Note: Students awarded the Competitive Scholarship or who are participating in the CORE or WUE programs are not eligible to establish New Mexico residency while on the program or use any time in New Mexico while on the program toward meeting the requirement for New Mexico residency.

Time Limits

Institutional scholarships are offered for a maximum of four years for first-time students and a maximum of three years for transfer students. The length of your scholarship is on your scholarship offer. Work closely with your advisor and check with the Registrar's Office to make sure you are on track to finish your program in the time specified. If you need additional funding to finish your bachelor's degree, you should consider applying for financial aid.

If your scholarship is cancelled due to academic ineligibility, and you then re-establish eligibility, you may apply for reinstatement of the scholarship. This request should be made as soon as possible after the spring or summer semester, whichever is applicable. The originally specified time period of the scholarship is not extended.

State Scholarships

The Legislative Lottery Scholarship pays up to full tuition at NM Tech for students that meet the following requirements: Must be a New Mexico Resident; must have graduated from a New Mexico public high school, an accredited New Mexico private high school, or have obtained a New Mexico GED; must be enrolled in and earn 15 or more credit hours each program semester at an eligible New Mexico public college or university in the first regular semester immediately following their high school graduation; must obtain a 2.5 GPA during their first college semester. Eligible students do not begin receiving the award until their second semester of full -time enrollment, provided that all eligibility requirements have been met. A student may be eligible for up to seven consecutive semesters of support or until the student graduates with a bachelor's degree from an eligible institution, whichever is sooner. Legacy students must be enrolled in and earn 12 or more credit hours for each program semester ; a legacy student is one who has received three or more lottery awards by the end of fiscal year 2014.

Renewal - The Legislative Lottery Scholarship is renewable for up to eight (7) semesters with the following conditions/requirements:

Successfully complete the first semester (eligibility semester) with 15 credit hours and a GPA of 2.5 or higher. Grades of U, F, W, I and audits do not count as completed credits for scholarship retention purposes.

2) Completion of 15 credit hours with a cumulative GPA of 2.5 or higher each semester thereafter.
3) Scholarship eligibility is reviewed at the end of each semester.
4) Continuing students who do not meet these requirements can be placed on probation if they appeal and provide documentation of exceptional mitigating circumstances beyond the student's control .
5) Appeals will not be accepted for failure to meet first semester requirements. All other appeals will be held to state regulations.

Legislative Lottery Scholarship Probation Policy

New Mexico Tech defines the probation period as the semester immediately following the semester in which the student did not meet the eligibility requirements.

Students will not receive the Legislative Lottery scholarship while they are on probation. The probation semester counts as a semester used and under no circumstances shall the student receive program awards in excess of the eight regular semesters originally awarded. For example, if a student completed 9 hours with a 2.0 cumulative GPA in the Fall semester, the student would be placed on probation for the Spring semester and must complete at least 21 hours with a 2.5 cumulative GPA before the beginning of the following Fall semester. Students may use the summer session to make up hours and/or raise GPA to get back in good standing before the fall semester. All students attending summer school will be evaluated to ensure eligibility has been maintained. If the student does not meet the eligibility requirements as stated, the scholarship will not be reinstated. If the student does meet the requirements after the probation semester, the Financial Aid Office will automatically reinstate the scholarship.

New Mexico Scholars Program is an award that pays for tuition, books and fees. To be eligible a student must be a New Mexico resident attending a postsecondary institution in New Mexico who has not yet turned 22, have a composite score of at least a twenty-five on the ACT or be in the top five percent of the students high school graduating class, and have a combined family adjusted gross income of no more than sixty thousand dollars per year. This award replaces the Legislative Lottery Scholarship.

Renewal – The New Mexico Scholars Program is renewable for up to four (4) years with the following conditions. Students must earn 24 credit hours in the academic year (fall & spring), with a cumulative GPA of at least a 3.0. Credit hours completed during the summer semester may count as completed credit hours for purposes of scholarship reinstatement. It is your responsibility to request reinstatement at the end of the summer semester.

Education Trust Board Pathways Scholarship is a one-time award in an amount of up to $1,000. The eligibility requirements are that you are a first time freshman, have a FAFSA Expected Family Contribution of $1000 or less and be graduating from a New Mexico high school with a 3.25 GPA.

Financial Aid

To apply for financial aid you must complete the **Free Application for Federal Student Aid (FAFSA)**. There are a couple of ways to submit your FAFSA for processing. You may apply online at ***www.fafsa.gov***. New Mexico Tech's Title IV code for the FAFSA is 002654.

For maximum consideration, please submit your FAFSA for processing before May 1, if you plan to enter the following fall.

Approximately 30 percent of all applications are selected for review in a process called verification. If your file is selected for verification, additional documents are needed. The financial aid office will notify you if additional paperwork is needed and inform you what that paperwork is. Verification must be completed before a financial aid package will be calculated for the student.

The FAFSA results from the federal processor contain your Expected Family Contribution (EFC) number. This number is used to determine your eligibility for the various financial aid programs.

We will offer you a package to try to meet your needs at New Mexico Tech. Our offer to you may include grants, loans, work-study, and/or an institutional scholarship. To accept our offer, please log into your New Mexico Tech BanWeb account.

To qualify for financial aid at Tech, you must:

1. be a U.S. citizen or an eligible non-citizen,
2. show satisfactory academic progress,
3. be enrolled in a regular degree program at Tech
4. not be in default on a federal student loan or owe a repayment on a federal grant.

Continuing Your Financial Aid at Tech

Each year, you must fill out the FAFSA. This form should be filed as soon as possible after January 1. For maximum consideration you should fill out the FAFSA before our priority deadline of May 1.

Satisfactory Academic Progress for Financial Aid

Financial Aid Offices are required to have a policy regarding Satisfactory Academic Progress. The purpose of this policy is to measure a student's academic progress in both a qualitative and quantitative way. This is done by measuring both cumulative grade point average and credit hours earned. To continue receiving Federal and/or State Financial Aid, students must meet the minimum requirements set in New Mexico Tech's Satisfactory Academic Progress Policy. Be aware that these standards are not the same as New Mexico Tech's standards for academic probation and suspension.

At New Mexico Tech, satisfactory academic progress is reviewed at the end of each payment period (semester). The Satisfactory Academic Progress Policy applies to both undergraduate and graduate level students that participate in the following programs: Federal Pell Grant, Supplemental Grant, New Mexico State Student Incentive Grant, College Affordability Grant, Federal Work Study, New Mexico Work Study, New Mexico Non-need Work Study, Perkins Loan, Federal Direct Stafford Loan, Federal Direct Grad PLUS Loan, and Direct PLUS loan.

The three components of the Satisfactory Academic Progress Policy (qualitative, quantitative, and maximum time frame) are explained below.

Quantitative Standard

Students must earn (successfully complete) at least 67% of the total credit hours they attempt.
This is calculated

$$\frac{\text{Cumulative hours successfully completed}}{\text{Cumulative hours attempted}}$$

Total hours attempted includes grades of A, A-, B+, B, B-, C+, C, C-, D+, D, F, S, U, W, WO, IN, SA, UA, PR NG and all transfer credits.
Total hours earned includes grades of A, A-, B+, B, B-, C+, C, C-, D+, D, S , PR, and all transfer credits.

Repeat courses - count as attempted hours, but the hours can only be earned once. For example, if a student takes a 3 credit hour course one semester and earns a D the hours are counted as attempted and earned. If the student later repeats the course, the 3 hours are added to the attempted, but hours earned will not increase because of the repeat. However, because a grade of F does not count as earned hours, a student repeating a grade of F at a later time and earning a D will have the hours count as attempted and earned when the course is repeated.

IN, NR, NG grades - It is the student's responsibility to notify the Financial Aid Office when a grade of IN, NR, NG is changed to a grade by the instructor so Satisfactory Academic Progress can be re -evaluated.

Qualitative Standard
Students must meet the following GPA requirements:

Degree	Attempted Credit Hours	Minimum NMT GPA
Bachelor's	(Includes all transfer hours.) 0-29 30-59 60 or more	 1.6 1.8 2.0
Second Bachelor's	All hours attempted at NMT after first Bachelor's degree was earned.	2.0 – calculated on the grades earned after first Bachelor's degree was earned.
Master's	All	3.0
Doctor of Philosophy	All	3.0

Cumulative gpa calculation includes grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and F.

Quantitative Standard
Students must earn (successfully complete) at least 67% of the total credit hours they attempt.
This is calculated
Cumulative hours successfully completed
Cumulative hours attempted
Total hours attempted includes grades of A, A-, B+, B, B-, C+, C, C-, D+, D, F, S, U, W, WO, IN, SA, UA, NR, NG and all transfer credits.
Total hours earned includes grades of A, A-, B+, B, B-, C+, C, C-, D+, D, S and all transfer credits.

Repeat courses - count as attempted hours, but the hours can only be earned once. For example, if a student takes a 3 credit hour course one semester and earns a D the hours are counted as attempted and earned. If the student later repeats the course, the 3 hours are added to the attempted, but hours earned will not increase because of the repeat. However, because a grade of F does not count as earned hours, a student repeating a grade of F at a later time and earning a D will have the hours count as attempted and earned when the course is repeated.
IN, NR, NG grades - It is the student's responsibility to notify the Financial Aid Office when a grade of IN, NR, NG is changed to a grade by the instructor so Satisfactory Academic Progress can be re-evaluated.

Maximum Time Frame
Students seeking their first bachelor's degree may be eligible for Title IV aid up to a maximum of 195 attempted credit hours.
Students pursuing a second bachelor's degree have a maximum timeframe of 150% of the number of hours needed to complete the degree. This is determined through a credit evaluation done by the Registrar's Office. For instance, if the student has 140 credit hours and needs 60 hours to earn a second degree, the student will have financial aid eligibility for a maximum of 90 attempted credit hours.
Students pursuing a master's degree may be eligible up to a maximum of 45 attempted credit hours. This includes all hours attempted as a graduate student regardless of the course level.
Students pursuing a doctor of philosophy degree may be eligible up to a maximum of 75 attempted credit hours. This includes all hours attempted at that level.

When you fall below the SAP policy requirements you will automatically be placed on financial aid warning for your next semester of enrollment. During this semester you will be eligible to receive aid.

If you are still below the policy standards after the financial aid warning semester, you are no longer eligible for Title IV aid.

Once a student is on financial aid suspension, he/she is not eligible for any Federal or State Financial Aid until the standards of the Satisfactory Academic Progress Policy have been met or an appeal is approved.

Satisfactory Academic Progress Status

Result of SAP measurement	**Status**	**Description**	**Eligibility**
Never received Title IV aid before	X	Not reviewed	Eligible
Meeting SAP policy standards	OK	Satisfactory	Eligible
1st Failure to meet SAP policy standards	WARN	Warning	Eligible for 1 payment period
Failure to meet SAP policy standards at end of warning period	SUSP	Suspension	Not eligible

Appeals for Exception to Standards of Satisfactory Academic Progress Policy

Students have the opportunity to appeal the determination that they are not making satisfactory academic progress. To appeal the student will need to complete an Appeal Form. On that form the student will need to explain why he/she failed to meet our Satisfactory Academic Progress standards and what has changed that will allow him/her to meet the standards by the end of the next semester.

If an appeal is approved the student's SAP status will change to either Probation or Probation with a plan.

Result of appeal	**Status**	**Description**	**Eligibility**
Approved	PROB	Probation	Eligible for 1 payment period
Approved with conditions	PROBPL	Probation with a plan	Eligible as long as conditions of plan are met

A student can remain eligible for aid once they have had an appeal approved with conditions (probation with a plan) as long as the student continues to meet the individual "plan" that was set forth for them in the appeal response.

Satisfactory Academic Progress is measured at the end of each semester. Summer is considered a separate semester. If a student's earned hours or cumulative gpa falls below the minimum standard indicated in the policy, he/she will be notified in writing. The student will also be notified if he/she has met the maximum time frame.

Financial Aid Policies

Return of Title IV Funds Policy

This policy applies to all students that participate in the following Title IV financial aid programs.

Federal Pell Grant
Supplemental Grant
Perkins Loan
Federal Direct Stafford Loan
Federal Direct Grad PLUS Loan
PLUS Loan

Federal regulations require that if a recipient of Title IV financial aid funds (those programs listed above) withdraws from New Mexico Tech after beginning attendance for the semester, the amount of Title IV assistance earned by the student must be determined. This is done through a calculation developed by the United States Department of Education. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The amount of assistance the student has earned is based upon the percentage of the semester in which the student was enrolled.

Enrolled days / total number of days in the semester = % of aid earned.
Once the student has completed more than 60% of the semester, he/she is considered to have earned all of the funds awarded and is not subject to the calculation.

There are two types of withdrawals for Title IV financial aid purposes:

•**Official Withdrawals**—If the student officially notifies New Mexico Tech of his or her intentions to withdraw, this date is considered to be your last date of attendance and will be the official withdrawal date for calculating the amount of Title IV financial aid funds earned. This applies to both withdrawal (W) and withdrawal without prejudice (WO).
•**Unofficial Withdrawals**—If a student receives grades of all F, U, or UA for a semester, the student is considered to have unofficially withdrawn from New Mexico Tech. The midpoint of the semester is used as the student's unofficial withdrawal date unless documentation is submitted to show a different last date of attendance at an academically related activity.

Entrance Loan Counseling Policy

According to federal law, if you intend to borrow money on the Perkins Loan or Federal Direct Loan programs, you must complete entrance loan counseling. Go to ***www.studentloans.gov*** and sign in to complete Entrance Loan Counseling. Complete the entrance loan counseling for the type(s) of student loans you intend to borrow or have been offered.

Exit Loan Counseling Policy

If you receive an education loan and you graduate, withdraw, drop below six credit hours, or do not re-enroll; you must complete exit loan counseling. Go to ***www.studentlloans.gov*** and click Student Loan Counseling interview on the left side. Complete the exit loan counseling for the type(s) of student loans you borrowed.

Student Employment Policy

All student employment is limited to a maximum of 20 hours per week during the fall and spring semesters. Maximum hours per week during the summer semester depend on the number of credit hours the student is taking. Any student employed under the work-study program must demonstrate satisfactory academic progress for financial aid (page 43). Students employed on a part-time basis must be enrolled as regular, full-time students. Students attending less than full-time are subject to IRS regulations regarding FICA/Medicare deductions.

A Student Employee Handbook is available online at www.nmt.edu/financial-aid and at the Financial Aid Office.

(A cooperative education program is available, in which students alternate periods of off-campus, full-time employment with on-campus, full-time study. See the Director of Student Services for more information.)

Expenses

The information below is for the 2013-2014 school year. For current information on Tuition and Fees, check our web page at ***www.nmt.edu*** *or call the Office of Admission at 1.800.428.TECH. All fees are subject to change without prior notice.*

Nonrefundable charges

Application Fees

$15	Undergraduate
$45	Graduate

Admission Fees

$50	Undergraduate
$25	Graduate

Miscellaneous Fees

$10	Challenge Exam fee (per semester hour)
$25	Deferred Payment Plan Fee
$25	ID Card Replacement Fee
$30	Late Registration Fee (per day)
$65	Orientation Fee
$15	Transcript Fee (per academic year)
$3.82	Withdrawal Fee

Graduation Fees

$30	Associates Degree
$40	Bachelors Degree
$50	Masters Degree
$60	PhD Degree

Refundable Charges

Tuition per semester, Full Time Resident

$2,781.36	Undergraduate (12 - 18 credit hours)
$2,905.29	Graduate (9 - 13 credit hours)

Tuition per semester, Full Time Non-Resident

$9,043.56	Undergraduate (12 - 18 credit hours)
$9,610.11	Graduate (9 - 13 credit hours)

Tuition per semester, Part Time Resident, per credit hour

$231.78	Undergraduate
$322.81	Graduate

Tuition per semester, Part Time Non-Resident, per credit hr

$231.78	Undergraduate, 1 to 6 credit hrs
$322.81	Graduate, 1 to 6 credit hrs
$753.63	Undergraduate, 7 to 11 credit hrs
$1,067.79	Graduate, 7 to 8 credit hrs

Fees and Deposits

$6.00	Auxiliaries Fee (per credit hour)
$1.00	Institute Activities Fee (per credit hour)
Variable	Laboratory Usage Fee
$4.50	Sports Activity Fee, (per credit hour)
$93.00	Student Activity Fee, Undergraduate, 7 credit hours or more
$46.50	Student Activity Fee, Undergraduate, 6 credit hours or less
$82.84	Student Activity Fee, Graduate, 7 credit hours or more
$41.43	Student Activity Fee, Graduate, 6 credit hours or less
$6.50	Student Center Fee (per credit hour)
$5.00	Student Center Base Fee, (per student)
$75.00	Technology Fee (per semester)
$30.00	Health Center Fee (per semester)
$16.00	Student Counseling Fee (per semester)
$200.00	Room Reservation/Damage Deposit
$200.00+$50.00 for each family member	Family Housing Deposit

Housing and Meal Plan Charges
See the current rate sheet at:
https://www.nmt.edu/prospective-a-incoming-students/135-rate-sheets

The minimum estimated expenses which must be met **per semester** by single, full-time students living on campus at New Mexico Tech during the 2015-2016 school year are:

Undergraduate Costs per Semester

Resident	*Non-Resident*	
$2,781.36	$9,043.56	Tuition (based on 12-18 credit hours)
$525.00	$525.00	Student fees (est. total based on 12 cr hrs)
$807.00	$807.00	Personal expenses (estimated total)
$2,999.00	$2,999.00	Room and board
	(double room, 150 + 75 Tech Dollar meal plan)	
$527.00	$527.00	Books and supplies (estimated)
$7,639.36	**$13,901.56**	**Total Estimated Minimum Costs per Semester**

Graduate Costs per Semester

Resident	*Non-Resident*	
$2,905.29	$9,610.11	Tuition (based on 9-13 credit hours)
$514.84	$514.84	Student fees (est. total based on 9 cr hrs)
$807.00	$807.00	Personal expenses (estimated total)
$2,999.00	$2,999.00	Room and board
	(double room, 150 + 75 Tech Dollar meal plan)	
$527.00	$527.00	Books and supplies (estimated)
$7,753.13	**$14,457.95**	**Total Estimated Minimum Costs per Semester**

The student should add travel costs and laboratory and special fees where applicable. **Tuition, fees, and charges for room and board are subject to legislative and administrative change at any time.** Charges for damage to property beyond normal wear and tear may be levied at the discretion of Tech.

A complete list of possible charges and an explanation of each appears on the next pages. Schedules outlining refund procedures follow. All charges are due and payable on or before registration or whenever they are incurred.

Tuition

Undergraduate Students

Any undergraduate who registers for 12 to 18 credit hours pays full tuition. Additional tuition for all hours carried above 18 credit hours will be charged at the semester hourly rate for residents or nonresidents as applicable. Students registered for 11 credit hours or less pay tuition at the semester hourly rates.

Graduate Students

Any graduate student who registers for 9 to 13 credit hours pays full tuition. Additional tuition for all hours carried above 13 credit hours will be charged at the semester hourly rate for residents or nonresidents as applicable. Graduate students registering for fewer than nine credit hours pay tuition at the semester hourly rates.

Auditors, Special Students, and Senior Citizens

Students who audit courses (those who enroll in one or more courses for no credit) pay the same tuition and fees as credit students.

Special students, as classified by the Office of Admission or Registrar, pay required tuition and fees per credit hour. Special students may not register for more than six credit hours per semester. Non-resident tuition is waived for special students enrolled for no more than six credit hours.

The non-degree-seeking student who has a bachelor's degree is regarded by New Mexico Tech as a Special Graduate Student. Special Graduate Students will be charged tuition at undergraduate rates for courses numbered less than 300 and graduate tuition for all courses numbered 300 and above.

Tuition for students 65 or older is $5.00 per credit hour and must be requested at time of registration. Applicable fees must also be paid.

Residency

You are considered a resident of New Mexico if your parents or legal guardians are residents of New Mexico.

If you are over 18 years of age, you may become a legal resident of New Mexico while attending New Mexico Tech. See page 60 for information on changing your residency.

Non-resident aliens cannot obtain New Mexico residency.

With the exception of graduate students employed as teaching or research assistants, international students do not qualify for in-state tuition.

Navajo Residency

Registered members of the Navajo Tribe who reside anywhere within the Navajo Nation are considered New Mexico residents for tuition purposes.

Refunds

Tuition and Applicable Fees, Fall and Spring Semesters

The student who drops all fall and spring classes at New Mexico Tech prior to 5 p.m. on the third Friday after classes begin will receive a refund according to the following schedule:

	Refund of tuition and fees
Registration week (days 1 through 5)	100%
Days 6 through 12	75%
Days 13 through 19	70%
Days 20 and beyond	0%

The student who drops some, but not all, classes (reduction in class load) prior to 5 p.m. on the third Friday after classes begin will receive a 100% refund for the classes dropped.

After the third Friday after classes begin:

No refunds are made to students who withdraw from any or all fall or spring classes after the third Friday after classes begin.

Tuition and Applicable Fees, Summer Semester

Prior to 5 p.m. on the first Friday after summer classes begin

The student who drops any or all summer classes at New Mexico Tech prior to 5 p.m. on the first Friday after classes begin will receive a 100% refund.

After the first Friday after classes begin

No refunds are made to students who drop or withdraw from any or all summer classes after the first Friday after classes begin.

Financial Aid Implications

Student receiving financial aid who withdraw from all classes are subject to a Return of Title IV Funds policy, which returns funds to the financial aid programs. For further information, see Return of Title IV Funds, page 46.

Room (Apartment or Residence Hall) Cancellation Policy

Entering Students

1. Students entering New Mexico Tech for the following terms may cancel their agreement without penalty by **June 1 (fall term), December 1 (spring term), and May 1 (summer term).**
2. Between above dates and the beginning of the Apartment/Residence Hall term, the student will be charged a $400 fee for breaking their agreement.
3. Room cancellations made after the beginning of the Apartment/Residence Hall term will receive no refund on their room rent. Fall semester residents who cancel their room for the following Spring semester will still pay the cost of the room.

Returning Students

1. Returning students may cancel their agreement for the upcoming academic year prior to June 1st without penalty.
2. Agreements canceled after June 1st will incur a $400 penalty.
3. Room cancellations made after the beginning of the Apartment/Residence Hall term will receive no refund on their room rent. Fall semester residents who cancel their room for the following Spring semester will still pay the cost of the room.

Term dates are available on the Residential Life web site. www.nmt.edu/welcome-to-res-life

Cancellations must be in writing. No cancellations will be accepted over the phone. Students with extenuating circumstances for canceling their residence hall agreement must request a waiver of the penalty fee in writing to the Residential Life Office. The request will be reviewed by a committee.

Board

You may not cancel not make any changes to your board plan after the first Friday after registration each semester. Students with extenuating circumstances for canceling the room and board agreement must request, in writing from the Residential Life Office, a waiver for board refund.

Payment of Fees

1) Tuition and fees must be paid by registration or the student must be enrolled in a payment plan available on NMT's secure TouchNet site accessed through their account on Banweb (see no. 4). Financial aid that has been awarded to the student will be credited to the student's account at this time.
2) Students with delinquent accounts will not be allowed to register for a new semester.
3) Payment for bookstore merchandise must be made in full at the time of purchase. (The bookstore accepts most major credit cards.)
4) Students are able to set up deferred payments and have two options through the e-billing system – three- or four-payment installment plans. Students can establish a payment plan on all costs – tuition, room-and-board and student fees – with a 20 percent down payment due at registration. A non-refundable $25 setup fee will be charged for students who elect to enroll in the deferred payment plan.

To log in to the Tech e-billing page, visit https://secure.touchnet.com/C22533_tsa/web/login.jsp

5) Students whose accounts are not paid in full by the due date or who have not made alternate arrangements with the Student Accounts Office are subject to permanent loss of academic credit, as well as disenrollment from all classes. Students have the right to appeal to the Dean of Students in writing no later than one week (five working days) before the final payment date.
6) A check will automatically be issued to students with a credit balance of $100 or more. Refund checks will be issued twice during registration week (actual days will be determined on a semester-by-semester basis) and every Friday afternoon thereafter. Students who have a credit balance of less than $100 must request the refund at the Student Accounts office. Checks will be held at the Cashier's window for pick up by the student. A current, valid student ID must be presented.

   Students can also elect to have their refunds direct deposited to their checking or savings account via the e-billing system.
7) All financial aid—including scholarships, loans, and grants—is applied during the semester in which it is awarded. Aid cannot be applied retroactively.
8) Rent for Student Family Housing must be paid in advance. Students with delinquent housing accounts may be asked to vacate campus residences.
9) Telephone charges must be paid by the tenth of the month, or service may be terminated.

Definitions of Fees

Admission Fee

An Admission Fee is payable when the applicant is admitted and ensures the student's inclusion in the registration procedures. The fee is not refundable.

Application Fee

Each student applying for admission to New Mexico Tech must submit an application fee for undergraduate or graduate admission. This nonrefundable fee must be received before the application can be processed.

Auxiliary Services Fee

This fee defrays expenses of various auxiliary services on the campus, including the Swim Center, Macey Center, Golf Course, Children's Center, and Student Activity Center.

Bond Retirement Fee

This fee goes toward paying off bonds issued for general purpose facilities built on campus

Challenge Examination Fee

Special or challenge examinations must be arranged in advance and a fee per semester hour is charged for each.

Computer Usage Fee

The Tech Computer Center charges a basic fee to each student who uses the machines. Additional fees for file storage space and printouts beyond the minimum will also be charged.

Deferred Payment Plan Fee

A fee is charged to students who qualify for a deferred payment plan covering room and board. One-third of the total amount is due at registration and the balance is due in accordance with a schedule set by the Business Office. Students will not be allowed to register for a new semester until their accounts are paid in full for the previous semester. Students who have delinquent accounts are subject to administrative withdrawal of current registration and loss of credits for the semester.

Graduation, Thesis, and Dissertation Fees

When candidates for the associate's or bachelor's degree file their candidacy declaration, they pay a graduation fee to cover the cost of diploma, cap and gown. Students completing the master's and doctoral degrees are charged designated graduation fees.

Health Center Fee

The Health Center Fee provides a base for the support of the Student Health Center including staffing.

I.D. Card Replacement

A fee is charged for the replacement of lost student identification cards. Broken or worn cards are replaced for no charge but must be turned it to the Registrar's Office at the time that the new card is issued.

Institute Activities Fee

The Institute Activities Fee provides a base for the support of student social and cultural activities and corresponding facilities.

Late Registration Fee

Students who fail to register during the designated period are charged a late fee. This stipulation applies to all regular undergraduate and graduate students. Special students are not charged this fee.

Late Validation

Students are required to validate their registration on the day of registration. Validation means the student has either paid their account balance in full, setup a valid payment plan on Touchnet, or has been to student accounts physically and made arrangements for paying their account balance.

Orientation Fee

A fee is charged for new student orientation.

Readmission Fee

A fee is charged for processing readmission to Tech.

Room and Board

Room and board are charged through the Residential Life Office. The total amount varies depending upon the type of room occupancy and meal contract. The base rate is calculated for double occupancy of room with 150 block meal plan. Other meal plans are available. At an additional charge, single occupancy is offered when space permits. Students must supply all linens, including a mattress pad protector. More information is provided in the housing agreement, which must be executed for each academic year.

The semester charge for room and board does not include meals during recesses nor during the few days at the beginning and end of each semester when most students are away from the campus. The student may only occupy the room during break periods if they live in an apartment (Altamirano, Desert Willow, and Mountain Springs) . The traditional halls (Driscoll, Presidents, West, South, Baca, and Torres) are closed between fall and spring semesters and may be closed at other times between terms when conditions warrant. Schedules for residence halls and dining facilities are published on the Residential Life rate sheet.

Room Reservation/Damage Deposit Fee

A Room Reservation/Damage Deposit is required before housing will be assigned. The deposit will be refunded under the following conditions:

1) The student has been declared academically ineligible to enter, continue, or return to New Mexico Tech.
2) The term of the student's Room and Board Agreement has been completed (i.e., the student has remained in the Residence Hall the entire academic year), and no damage has been noted.

If the student has filled out the necessary paperwork to ensure himself/herself a room for the semester but cancels the room reservation or does not show up for check-in by the first day of classes, the student is subject to the Room Cancellation Policy (page 49). If a student is unable to check in by the first day of classes, he or she must request, in writing, to have the room set aside for a specific day. This specific day should not exceed a week from the first week of classes.

Sports Activities Fee

This fee is charged each semester in support of the intramurals program and corresponding facilities.

Student Activities Fee

All students pay a Student Activities Fee each semester. The funds collected are disbursed to the student organizations and activities according to a budget prepared by the Student Association and approved by the administration.

Student Center Fee

A Student Center Fee provides monies to amortize and support the Joseph A. Fidel Center.

Student Counseling Fee

Approved by the Student Association, this fee provides a base to make counseling and support available to the students of New Mexico Tech.

Technology Support Fee

The Technology Support Fee provides a base for the support and services to maintain wireless and computer technology across the campus.

Transcript Fee

Students are entitled to one official transcript of their academic records without charge per lifetime. A fee is charged for further copies. Free unofficial transcripts are available to currently enrolled students.

Withdrawal Fee

Students who withdraw from a class or classes after registration closes must pay a withdrawal fee for every withdrawal authorization form.

Tech Dollars Fee

Tech Dollars are the same as cash and may be used for the purchase of drinks, snacks, to go items, and all menu items sold in the Fire & Ice Coffee Shop. As an example, if you have 75 Tech Dollars after the purchase of $3 worth of food items the remaining balance would be 75 Tech Dollars. Tech Dollars apply to one semester only and may not be carried over to the next semester. No **Refunds** will be given for Tech Dollars. At the end of each semester Tech Dollars remaining in a student's account will be zeroed out.

Undergraduate Student Status

Regular Students

Undergraduate students who are pursuing a degree program are classified as regular students. Full-time regular students are those who enroll for 12 or more credit hours during the fall and spring semesters; part-time regular students are those who enroll for fewer than 12 credit hours. (This designation does not apply to graduating seniors.) These students shall be subject to the following:

- Part-time students will be eligible for financial aid only in proportion to their course loads and will be subject to restrictions imposed by federal and/or state guidelines.
- In order to maintain satisfactory progress and remain in good standing, the part-time student must meet the same standards as full-time regular students.

Classification of Regular Students

Undergraduate students are classified by the number of credit hours they have completed:

Freshman	0 to 29 credit hours
Sophomore	30 to 59 credit hours
Junior	60 to 89 credit hours
Senior	90 credit hours and above

Special (Non-Degree) Students

Students who are not pursuing a degree program are classified as special students. While special students are free to choose a program best suited to meet their individual needs, they are expected to meet the prerequisite or corequisite requirements for a course. Special undergraduate students may enroll for no more than six credit hours per semester. Special students must change to regular status in order to graduate.

Transfer Students

Students in good academic standing at other colleges and universities (2.0 minimum GPA) are eligible for transfer admission to New Mexico Tech. Credits taken at another institution will be evaluated and transferred on a course-by-course basis. See page 29 for information on how to apply for admission and transfer of credit.

Veterans

The Veterans Administration requires students on the GI Bill to carry a minimum of 12 credit hours (6 credit hours in summer) to qualify for full benefits. The minimum credit hours must apply toward the student's degree requirements. Physical Recreation (PR), Fine Arts (FA), and Community College (designated by the letter "C" in the course number) courses do not count toward the minimum credit hours for veterans.

If, for some reason, the student desires to drop a course during the semester that would bring the load below 12 credit hours, permission must first be obtained from the student's academic advisor. NMT's VA Representative must be notified that the student is dropping from full-time enrollment at the time the change of program card is returned to the Office of the Registrar.

Further information can be obtained from the VA Representative, located in Cramer Hall, Office 115.

Change of Student Status

Special to Regular Status

To change from special to regular student status, the student must meet all regulations governing regular admission and must submit an *Application for Undergraduate Admission and Scholarship* through the Office of Admission. Students admitted under special status, who do not otherwise qualify for regular admission, may apply to the Office of Admission for regular status after successful completion of 30 credit hours at Tech. See page 30 for application deadlines.

Regular to Special Status

A regular student who is no longer pursuing a degree program may petition to change to special student status at the Office of the Registrar.

Registration

[Contact: Office of the Registrar, New Mexico Tech, 801 Leroy Place, Socorro, NM 87801; 575.835.5133; fax: 575.835.6511; registrar@admin.nmt.edu]

Math Placement

Mathematics is the backbone of all coursework at New Mexico Tech, and the selection of your initial math courses is critical to your success at Tech. Placement is determined by your ACT/SAT math score or the optional math placement test, described below.

ACT Math Score	SAT Math Score	Initial Math Course
20 or lower	490 or below	MATH 101
21 to 25	500 to 580	MATH 103
26 to 29	590 to 660	MATH 104
30 or higher	670 or higher	MATH 131

You may also enroll in MATH 131 (Calculus and Analytic Geometry I) if:

1) You are transferring college credit in pre-calculus and trigonometry.
2) You have earned a 3 on the Advanced Placement (AP) Calculus AB exam or a 3 on the AB subscore of the Calculus BC exam.

An optional math placement test, which covers algebra and trigonometry, is available to students who score below 30 on the ACT math test or received below 670 on the SAT mathematics test. Once admitted, students can contact *mathplacement@nmt.edu* to request the placement test. **Waivers into 100-level math classes are not granted. You must take the math placement exam if you want to enroll in any math class other than those listed above for your ACT or SAT math score.**

Registering for Courses

Regular students can register online at ***http://banweb.nmt.edu.*** You must obtain your "alternate PIN" from your advisor before registering. Instructions for registering online can be found at the registrar's web page, ***www.nmt.edu/registrars-office.***

Specific days are set aside for registration (see Academic Calendar). You may register online or in person through the second Tuesday of instruction. Registration after this period will depend upon the merits of each individual case.

Schedules of course offerings, with time and place of meeting and the name of the instructor in charge, are available at ***http://banweb.nmt.edu*** before the registration period of each semester or summer session.

A course may be cancelled if demand or resources are insufficient. Students are encouraged to discuss with their advisors their interest in courses not currently offered.

You must be enrolled in a class to attend that class. Students may not "sit in" on a class for which they are not registered at New Mexico Tech.

Validation

You must settle your financial status (validate) with the NM Tech Business Office before your registration will be considered complete. Students who have not validated by the Wednesday before the close of registration are subject to disenrollment from classes.

Prerequisites and Corequisites

Some courses have prerequisites, courses you must successfully complete before enrolling in that course. Exceptions can be made with the instructor's approval. If you enroll in a course in which you do not have the prerequisites without the instructor's permission, you may be disenrolled.

Corequisites are courses that should be taken during the same semester.

Prerequisites and corequisites are not determined by the student's individual catalog, but rather by the catalog in effect at the time that the course is offered.

Academic Advising

Academic advising is one of the most important keys to a student's success. Academic advising provides the student with the necessary information about courses and degree requirements, but more importantly, the academic advisor serves as a mentor as the student explores the discipline and develops his or her professional identity. The advising system is designed so that:

- Each student is assigned a faculty advisor from the major department.
- Undecided students work with the Associate Dean of Student Success who is located in the Office of the Registrar to determine the best placement until the major is declared.
- Each student works with his or her advisor each semester to plan the next semester's courses. The advisor must approve the selected coursework and sign the registration form.
- Students seeking to minor in a subject must obtain a faculty advisor for the minor.
- Advisor/Major changes are initiated in the Office for Student Learning.
- It is the responsibility of the student, in cooperation with the appointed academic advisor, to arrange programs so as to satisfy the common requirements for all bachelor's degrees (page 87) and the specific requirements of the major department.

Registration Fees

Late Registration Fee

Students who fail to register during the designated period are charged a late fee. This stipulation applies to all regular undergraduate and graduate students. Special students are not charged this fee.

Late Validation Fee

Students who fail to validate their registration by the first day of class are charged a late validation fee. Students who register late and who do not validate their registration that day will also be charged. This fee applies to all regular undergraduate and graduate students. Special students are not charged this fee.

Proof of Insurance

Regular full- or part-time students should have valid health and hospitalization insurance with a U.S.-based insurance company. Students are responsible for notifying the Student Health Center of any changes in their medical insurance. Student who do not have coverage with a U.S. based insurance company can purchase insurance through a company contracted through New Mexico Tech.

Changes in Registration

A student may change his/her program by filing a Change-of-Registration form with the Registrar. No classes may be added after the second Tuesday following the beginning of classes. During the first three weeks of a fall or spring semester, and through the second Tuesday of the summer session, a student may drop a class without penalty, and the course will not appear on the permanent record. After the third week of classes in a fall or spring semester or the second Tuesday of a summer session, the student must file a Withdrawal Authorization Form and pay the withdrawal fee. The grade "W" will appear on the student's permanent record. A student may not withdraw (W) from a class after the tenth week of a fall or spring semester, or the fifth week of a summer session. You may change to audit or S/U up to the end of the tenth week of the semester or the fifth week of the summer session.

Repeating a Class

A computable grade is a grade with a numerical equivalent: A, A-, B+, B, B-, C+, C, C-, D+, D, or F. A non-computable grade is a grade with no numerical equivalent: SA, UA, S, or U. See page 56 for numerical equivalents of grades. Students may not repeat courses at other institutions.

If you received	*Then*
A, A-, B+, B, B– C+, C, or S	You may not repeat the class for a grade or credit unless the course description specifically says you may.
C-, D+, D, or F	You may repeat the class for a new letter grade and credit. (You may not repeat on an S/U basis.) The original grade will remain on your permanent record. The new grade will replace the old grade in calculation of your GPA, even if the new grade is lower. If you receive an F, you will receive 0 credit hours for the course, **even if you previously received credit.** ***You may not repeat the class at an institution other than New Mexico Tech.***
SA, UA, or U	You may repeat the course for a grade and credit. If you repeat a course in which you received a U, you **must** take it for a computable grade.

Withdrawing from a Course

(See also Withdrawal without Prejudice, page 57)

You may withdraw and receive the grade of "W" from a course until the tenth week during the fall or spring semester (or the fifth week in the summer session). Talking with your instructor and advisor about your progress at midterm will help you make this decision. Other options include:

- Change to Satisfactory/Unsatisfactory (S/U), which will not affect your GPA. See page 56 for more information on S/U grading.
- Change to Audit. (See page 56 for information on audit grades.) You are required to file the appropriate form with the Office of the Registrar in order to withdraw from a course or change to S/U or Audit.

Academic Policies

[Contact: Office of the Registrar, New Mexico Tech, 801 Leroy Place, Socorro, NM 87801; 575.835.5133; fax: 575.835.6511; registrar@admin.nmt.edu]

Grading System

A grade is reported for each course in which a student has enrolled to indicate the quality of performance in that course. The grading system used at NM Tech is as follows:

Grade		Grade Points Per Sem. Hr
A		4.00
A-		3.67
B+		3.33
B		3.00
B-		2.67
C+		2.33
C		2.00
C-		1.67
D+		1.33
D		1.00
F		0.00
S	Satisfactory (C– or better)	n/a
U	Unsatisfactory (D+ or worse)	n/a
SA	Satisfactory Audit	n/a
UA	Unsatisfactory Audit	n/a
W	Withdrawal	n/a
WO	Withdrawal Without Prejudice	n/a
PR	Progress	n/a

Grade Point Average (GPA)

The total institutional semester hours in which grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and F have been received are divided into the corresponding total grade points earned to determine the student's cumulative grade-point average (GPA) (see page 8). Likewise, the student's GPA for any time period is found by dividing the credit hours in which grades other than S, U, SA, or UA were received into the total grade points earned during that period. The student's GPA indicates scholastic standing. Results of challenge examinations shall not be included in the student's class load for the semester in which the exam is taken. Transfer credit is not included in the GPA.

Satisfactory/Unsatisfactory (S/U)

Students may take up to a total of 18 credit hours on an S/U basis in courses not normally graded S/U, with a limit of 7 credits in any one semester. (Transfer credits from other institutions are not included in the 18-hour maximum.) Courses may not be taken in this manner without consent of the student's academic advisor, the student's major department, and the department in which the course is taken. Approval for the S/U grade basis must be obtained within the first ten weeks of classes. Decisions made at that time for either letter grade or S/U grade evaluation may not be subsequently changed. Students who receive a grade of S will receive credit for the course and are not eligible to repeat the course unless the course description specifically says they may. Students who receive a grade of U will not receive credit for the course. Some degree programs do not allow courses taken S/U to count for degree requirements.

PR (Progress)

A grade of "PR" for independent study, thesis, or dissertation is given when satisfactory progress on research has occurred during the semester. If research progress has not been satisfactory, a grade of "U" (unsatisfactory) is issued.

Withdraw (W)

A student may not **withdraw (W)** from a class after the tenth week of a fall or spring semester, or the fifth week of a summer session. A W can only be assigned after consulting with the instructor and completing and submitting the appropriate form to the Office of the Registrar (see Changes in Registration, page 55). Under no circumstances can an instructor assign a W in a course.

Change of Grade

The instructor of a course has the responsibility for any grade reported. Once a grade has been reported to the Office of the Registrar, it may be changed only in the case of clerical error or in the case of documented extenuating circumstances. The instructor who issued the original grade must submit in writing the reasons for the change. The change of grade must also be approved by the department chair. Changes in grade must be made within five weeks after the start of the next semester, except for extenuating circumstances.

Grade Appeal Procedure

Students seeking grade changes must speak first with the instructor, next with the department chair, and finally with the Vice President for Academic Affairs. A grade must be appealed no later than the end of the semester following the semester in which the student took the class. All questions can be referred to the Office of the Registrar.

Withdrawal without Prejudice (WO)

(See also Withdrawing from a Course, page 55.)

Under extremely unusual circumstances (for example, serious illness or death in the student's immediate family), a student may petition for a withdrawal without prejudice. Such a petition must be presented in writing with supporting documentation (i.e., statement from a physician, obituary, etc.) before the end of the semester to the Dean of Students for review and consideration. Students may not withdraw without prejudice from a course they are failing due to plagiarism, cheating, or other disciplinary issues.

Charges for tuition and fees are not altered by such a withdrawal.

Undergraduate Academic Probation and Suspension

Academic Regulations

The academic regulations have a two-fold purpose:

1) to prevent the dissipation of the resources and time of students who fail to make reasonable progress in their academic programs at New Mexico Tech, and
2) to facilitate the maintenance of high academic standards at New Mexico Tech.

Academic Probation

A student whose semester GPA falls below the minimum requirements needed for good standing (page 8) will be placed on academic probation for the next regular semester of enrollment. Students are continued on probation if they withdraw from New Mexico Tech while on probation.

Academic Suspension

Students who fail to achieve the minimum semester GPA for a second consecutive semester will be placed on academic suspension unless their cumulative GPA is 2.0 or better. A student on academic suspension is denied the privilege of enrolling at New Mexico Tech for the specified period of time.

Notification of Probation and Suspension

Notification to the student of academic probation or suspension will be made in writing to the address on file in the Registrar's Office. Academic probation and suspension will appear on the student's official transcript.

Duration of Suspension

The first suspension from New Mexico Tech will be for one regular (fall or spring) semester. Second and subsequent suspensions will be for one calendar year. A student suspended after the fall semester is suspended for the following spring and summer semesters. A student suspended after the spring semester is suspended for the following summer and fall semesters. A student suspended after the summer semester is suspended for the following fall semester. Credits earned at another institution during the period of suspension at New Mexico Tech will not be accepted for transfer at New Mexico Tech.

Appeal of Suspension

A student who, after conferring with his or her advisor, feels that he or she has been unjustifiably placed on suspension may appeal for a change of status by written petition to the Academic Standards and Admission Committee. A student may appeal suspension by petitioning for readmission (page 35). Petitions must be submitted to the Office of the Registrar by 5:00pm the Wednesday before classes begin.

Requesting a Transcript

In order for your transcript to be released, you must have a zero or credit balance at New Mexico Tech.

Our goal is to have your transcript ready to be picked up or mailed within two working days after your request, except during peak processing periods. All transcripts are mailed through the US Postal Service, First Class Mail. During final grades processing, transcript requests are held until final grades are posted for that semester.

The cost is $15.00 per academic year, with an additional $3 charge if 1) you want the transcript faster than two working days or 2) you want the transcript faxed.

All students are allowed ONE free official transcript per lifetime (students must indicate this on the transcript request)

Information Needed

You must provide the following information to request a transcript:

- Transcript Request Form or a letter requesting your transcript
- Your name. If your name has changed, be sure to tell us the name you had when you attended NM Tech.
- Your address and phone number.
- Your NM Tech ID or Social Security number
- The approximate years you attended NM Tech
- Complete address(es) of where you want transcript(s) sent
- If transcript is to be sent to you, whether you want it in a sealed envelope. (Transcripts used for applications usually need to be in a sealed envelope.)
- Your signature

Methods

You can request a transcript:

- In person at the Office of the Registrar, Joseph A. Fidel Center, Room 285. Pay your fee at the Cashier's Office.
- By mail. Include a check for $15.00 (U.S.) per academic year, made out to New Mexico Tech.

Send your request to:

Office of the Registrar
New Mexico Tech
801 Leroy Place
Socorro, N.M. 87801

- By fax. Include your MasterCard, Visa, or Discover card number and expiration date. If you are using a parent's card, that person should write "I'm authorizing [your name] to use my credit card," and add their signature. Our fax number is 575.835.6511.
- By e-mail. We can only accept a transcript request by e-mail if the e-mail contains a scanned copy of your signature. Follow the instructions above for requesting a transcript by fax. Send your e-mail to *registrar@admin.nmt.edu.*

Rush and Faxed Transcripts

You can request a rush transcript. The fee is an additional $3 (total $18.00). The transcript is usually sent out within one working day.

You can also request that we fax a copy of your transcript to a recipient. However, we require the recipient's physical address and will follow the fax with an official copy of your transcript. The fee is an additional $3 (total $18.00).

Other Policies

Academic Load

The academic year at NM Tech consists of two semesters. A class hour is 50 minutes in length; ordinarily, a laboratory period is about three times as long. One class hour or laboratory period a week through a semester gives one credit hour.

A full-time undergraduate should carry an academic load of approximately 16 credit hours per semester for the fall and spring semesters. During the summer session, 6 credit hours is a full-time academic load; 3 credit hours is half-time.

Graduate students: see graduate catalog for information about academic load.

The Veterans Administration requires students on the GI Bill to carry a minimum of 12 credit hours (6 credit hours in summer) to qualify for full benefits. Physical Recreation (PR), Fine Arts (FA), and Community Education (designated by the letter "C" in the course number) courses do not count toward the minimum credit hours for veterans. Complete information can be obtained from the Veteran's Administrator.

Attendance

A student is responsible for all material covered in class; however, it is the decision of the individual instructor whether attendance is mandatory or optional. It is the student's responsibility to ascertain this. Illness or other circumstances that necessitate extended absence from class work should be reported as promptly as possible to the Dean of Students, or designated representative who will notify the student's instructors.

Students on Military Active Duty must notify the Dean of Students, or designated representative and provide appropriate documentation.

Auditing a Class

Students may attend classes as auditors; that is, they may enroll in a course for no credit, with the permission of the instructor of the course. Auditors pay tuition and fees on the same basis as those who enroll for credit. No student will be allowed to change registration from credit to audit or from audit to credit after the tenth week of a regular semester or the fifth week of the summer session. Students may not change from credit to audit or audit to credit more than once in a class. Auditors receive grades of SA (satisfactory audit) or UA (unsatisfactory audit) as determined by the instructor.

Challenge Examinations

In lieu of registering for a course, a student may request a challenge examination. (Students who have received a grade in a class taken at NM Tech may not take a challenge exam in that course.) These exams allow students to receive credit or waive the requirement for a course by passing a comprehensive test of the course material.

Courses available through challenge exam are determined by department policy.

Permission must be granted by the instructor of the course. A challenge examination fee is charged (page 50). The form of the examination (written, oral, practical, combination, etc.) will be determined by the instructor. At the option of the student and instructor, the examination may be graded on either the standard or S/U basis, and the examination points earned will be equivalent to a final grade in the course. Some departments offer challenge exams on an S/U basis only.

Credit hours and grade points earned in this way are exactly equivalent to those earned through successful completion of that course. The following regulations will apply to all challenge examinations:

- Permission of the instructor of the course is required and the examination is given at a time of the instructor's choosing.
- Information as to the nature of the challenge examination will be made available to a student upon request.
- The student will be told the grade earned and has the right to decide whether the credit and grade will be entered on the transcript.
- If a student is registered for the course, the challenge exam must be taken during the first three weeks of the fall or spring semester so the student's schedule can be adjusted.

Correspondence Courses

A student's total registration per semester, including all courses taken in residence and by correspondence, must not exceed 18 credit hours without the advisor's approval. Any student who is enrolled for a correspondence course must report this fact in writing to the Vice President for Academic Affairs before registering for classes and also must obtain the Vice President's approval before enrolling for a correspondence course during a semester when enrolled at NM Tech. Correspondence courses in progress during any semester must be recorded on the student's program.

Approval of enrollment in a correspondence course does not necessarily imply that transfer credit will be allowed. If transfer credit is desired, regular evaluation procedures must be observed; moreover, a final grade for the course must be reported officially to the Registrar not later than 30 days before the end of the semester during which credit is desired.

Directed Study Courses

To be included as part of a student's declaration of courses fulfilling degree requirements, directed study courses (courses numbered 491 or 581) require the approval of the department chair in the major department, the chair of the department offering the course, and the student's advisor. Approval must be obtained before the student takes the course.

Privacy of Information

New Mexico Tech adheres to the provisions set forth by the Family Educational Rights and Privacy Act of 1974, as amended. Under the provision of this Act, the following policies apply:

1. If you are a currently enrolled student or former student, you may inspect your educational records by submitting an official request and obtaining an appointment to do so.
2. You may challenge inaccuracies or misleading items. However, you may not challenge the fairness of a grade under this provision.
3. Your record is not released without your written consent except to New Mexico Tech school officials with a legitimate educational interest. School officials are agents of the university in an administrative, supervisory, academic, research or support staff position; members of university committees, boards and/or councils; and persons under contract to the university to perform a specific task, such as an attorney or auditor. School officials have a legitimate educational interest in accessing or reviewing a student's educational records if they are:
   - Performing a task that is specified in his/her position description or contract
   - Performing a task related to a student's education or to student discipline
   - Providing a service or benefit relating to the student or student's family.
   - Maintaining safety and security on campus.

   Other exceptions are to comply with a judicial order, or in an emergency involving the health or safety of a student or other person.
4. When a record is released, the recipient is notified by NM Tech that the record may not be released to a third party.
5. With the exception of disclosures to academic personnel, a record is kept of disclosures of personally identifiable information for which the student has not given written consent.
6. **Directory Information:** New Mexico Tech designates the following as directory information: name, student ID number, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards and honors (includes honor roll), and degree(s) conferred (including dates). You have the right to withhold the disclosure of directory information. Any requests for such information from non-Tech persons or organizations will be refused. NM Tech will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, NM Tech assumes no liability for honoring your instructions that directory information be withheld.

For more information, contact the Office of the Registrar, Joseph A. Fidel Center, Room 285, 575.835.5133.

Changing Your Residency

Requirements to establish New Mexico residency: If you are over 18 years of age, you may become a legal resident of New Mexico for tuition purposes by meeting each of the following requirements as defined by the New Mexico Higher Education Department.

A. **Twelve month durational requirement.**

A person must physically reside in New Mexico for the twelve consecutive months immediately preceding the term for which the resident classification is requested.

B. **Financial independence requirement.**

Only persons who are financially independent may establish residency apart from parents or guardians. A student cannot be approved for residency who is financially dependent upon his or her parents or legal guardians who are nonresidents of New Mexico. Dependency is always determined by the status of the student on their parent's or guardians previous year federal income tax form. If the student is shown to be dependent, they will not be considered financially independent or eligible for residency during the current year.

C. **Written declaration of intent requirement.**

The student or person must sign a written declaration of intent to relinquish residency in any other state and to establish it in New Mexico.

D. **Overt acts requirement.**

Overt acts are required to evidence support of the written declaration of intent to establish permanent residency in New Mexico. The required overt acts are evidence of any two of the following:

- if the applicant is financially dependent, a copy of the parent or guardians' previous year income tax showing the applicant as a dependent and the parent address as New Mexico; or

- a New Mexico high school transcript issued in the past year confirming attendance at a New Mexico public or private high school within the past twelve (12) months; or
- a transcript from an online high school showing a New Mexico address confirming attendance within the past twelve (12) months; or
- a New Mexico driver's license or ID card with an original date of issue or a renewal date issued prior to the application date for admission; or
- proof of payment of New Mexico state income tax for the previous year; or
- evidence of employment within the state of New Mexico; or
- New Mexico vehicle registration; or
- voter registration in New Mexico; or
- a bank account established in New Mexico prior to the application date for admission; or
- proof of residential property ownership in New Mexico; or
- a rental agreement within New Mexico; or
- utility bills showing the applicant name and a New Mexico address; or
- other evidence which would reasonably support the individual's intent to establish and maintain New Mexico residency.

Any act considered inconsistent with being a New Mexico resident will cause the request for resident classification to be denied. As such, other relevant factors may be considered in addition to the items listed in this Section.

The Higher Education Department recognizes that there may be circumstances in which a student would not be able to fulfill the requirements of an overt act as listed in this section, such as: 1) individual is physically disabled and does not have a driver's license, or 2) individual is a convicted felon and therefore cannot vote, etc. In instances such as these, the institution will afford the student an opportunity to provide other documentary evidence or reasonable explanation which demonstrates that permanent residency in New Mexico has been established by the student.

All petitions for New Mexico residency are due on registration day and in no case later than the 21st day of the fall or spring semester.

You will not be entitled to any refund of tuition if you become a resident during a semester, summer session, or other term. Detailed information concerning residency requirements is available from the Registrar.

Student Use of New Mexico Tech Facilities

Many Tech facilities are available for student use. In order to be eligible, a club or organization must be officially recognized by the Dean of Students, or designated representative and by the Student Association. Facilities may only be used for legal and otherwise legitimate purposes, and that use must not in any way hinder the academic mission of NM Tech. Further details regarding use of classrooms and other facilities may be found in the *New Mexico Tech Student Handbook.*

Transfer Credits

New Mexico Tech accepts academic credits from regionally accredited institutions of higher education. All credits will be evaluated and transferred on a course-by-course basis. A grade of "C" or higher is required for all transfer credit. Credit earned at any institution while a student is on academic or disciplinary suspension from any institution will not be accepted at New Mexico Tech. Grades earned at other universities are not transferred to NM Tech.

Withdrawing from the University

Students leaving New Mexico Tech, including those who are graduating or transferring to another institution, must withdraw from the university.

Before withdrawing from the university, you must

1) check in all NM Tech property (laboratory keys, gymnasium equipment, etc.);
2) settle or make arrangements for all financial obligations to the university;
3) complete a Statement of Withdrawal form (Forms are available at the Graduate Office);
4) complete an exit interview with the Financial Aid Office; and
5) notify the Office of the Registrar if you have preregistered for classes offered the next semester.

If you withdraw during the semester, you must complete the above steps and:

6) withdraw from all classes (see page 55).

If you do not complete these steps, your transcript and/or diploma may be withheld.

A student may petition for Withdrawal without Prejudice under extremely unusual circumstances, such as serious illness or a death in the student's immediate family (see page 57 for details).

Additional Policies

Students who enroll at New Mexico Tech should do so with the realization that they are presumed to be serious in purpose, and they are expected to conduct themselves as good citizens of the college community. An effective guardianship of the health, general safety, and welfare of all students must be maintained.

The final responsibility for the accomplishment of these purposes must rest upon the administration and faculty of the institution, who may, therefore, prescribe certain rules and enforcement procedures for guidance toward these ends. Information concerning such rules and additional procedures is contained in the *New Mexico Tech Student Handbook* and in supplementary bulletins, which may be published from time to time.

New Mexico Tech is committed to the full support of the constitutional rights of its students, including due process in student disciplinary matters. Detailed procedures designed to safeguard students' rights and to guarantee fair and impartial treatment of any disciplinary cases are published in the *New Mexico Tech Student Handbook*. Methods developed to provide due process in student disciplinary matters are based on the 1967 joint recommendations of the American Association of University Professors, the National Association of Students, and the National Association of Student Personnel Administrators, conforming to Title IX—Educational Amendments of 1972.

Continued enrollment in New Mexico Tech is dependent upon the maintenance of satisfactory grades and conformity to the rules of NM Tech.

Check Your *Student Handbook* for General Campus Rules and Policies on:

- Discipline
- Drug and Alcohol
- Grievance
- Privacy Rights
- Quiet
- Vehicles

Distance Education

New Mexico Tech's Distance Education program provides live, web-based courses that allow students to participate via video and audio with instructors and other students from anywhere in the world. Tech's distance program is unique in that remote students are part of a regular class being offered on campus in one of Tech's multimedia-enabled classrooms.

The Adobe Connect platform lets distance students see and hear everything that on-campus students can see and hear and lets them participate from desktop computers as well as most mobile devices.

Using this approach, students can earn graduate degrees in Mechanical Engineering and Engineering Management and a Certificate in Hydrology.

Tech also offers some courses that use recorded lectures and other online resources and interaction.

All distance education courses make use of Tech's learning management system, Canvas.

Distance education students are charged a fee of $350 per course. Students need only access to a computer or mobile device with a relatively fast connection to the Internet. Some instructors require students to have a webcam and microphone.

Tech has four distance education classrooms in Socorro and one in Albuquerque from which instructors can teach their combined on-campus and distance courses. The Academic Center for Technology, which manages distance education at Tech, operates a growing number of technologically enhanced classrooms around campus that can be used for distance education, videoconferencing, and remote speakers.

Distance students must be admitted to the university to take distance education courses. Admission and registration can be handled online.

For more information on the Distance Education Program, call the Academic Center for Technology at 575-835-6700 or email at act@nmt.edu. Information and course listings can be found at the ACT web site at http://act.nmt.edu.

Academic Issues & Appeal Policy and Procedure

Occasionally, students may have reason to disagree with an academic decision or feel that they have a legitimate concern about an instructor or staff member at Tech. Students should be aware that the Associate Vice President of Academic Affairs is available to discuss and advise on any troublesome matter of academic concern and frequently helps to expedite resolution of such matters.

The following procedure applies equally to grades or any other academic issues:

- The student first should discuss the issue, orally or in writing, with the instructor or staff member.
- If the student is not satisfied, he or she should then consult with the instructor's department chair or the staff member's supervisor. If the issue or concern is with the department chair, the student should meet with the Associate Vice President of Academic Affairs. Every effort should be made to resolve the issues at this level.
- If no satisfactory resolution has yet been reached, the student should then present the issue or concern to the Vice President for Academic Affairs or his/her designated representative.
- Non-academic issues must be brought to the Dean of Students.
- Sexual harassment issues must be brought to the Director of Affirmative Action and Compliance.

Responsible Conduct for Undergraduate Students

New Mexico Tech's Academic Honesty Policy and Guide to Conduct and Citizenship for Undergraduate Students

Responsible Academic Conduct Policies and Procedures

Responsible Non-Academic Conduct Policies and Procedures

1.0 Academic Honesty Policy for Undergraduate Students

1.1 Introduction

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

Indeed, New Mexico Tech's Institutional Values statement recognizes integrity as a core value along with creativity, excellence, collegiality and citizenship, service, leadership, and commitment to economic prosperity and technological development. "Integrity is honored as a fundamental value at New Mexico Tech. Dishonesty, cheating, and plagiarism have no place in a respected institution of higher education. But real integrity goes further than these negatives. Integrity means having the courage to defend the truth, to act fairly and honestly in all our endeavors, and to be responsible members of the community." (See page 12).

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

1.1.1 In the following, the role of the Associate Vice President for Academic Affairs pertains to cases involving incidents of academic dishonesty by undergraduate students.

1.1.2 For cases involving incidents of academic dishonesty by graduate students, see the Graduate Catalog.

1.1.3 The term day/days/number of days shall mean the number of academic days within an academic semester or summer session. If the procedure of the incident occurs or continues when the final grades are due or after the end of the academic semester or academic session, the Associate Vice President for Academic Affairs will determine whether to proceed on non-academic session business days of the Institute or to continue the procedure when the next semester or session begins. Concerning this, the Associate Vice President for Academic Affairs will take into consideration requests by the student charged.

1.1.4 Research Misconduct can occur as a result of academic research or Sponsored Research (Externally Funded Research). Academic Research Misconduct will be handled following the same policies as the handling of academic dishonesty, with the research supervisor reporting acts of research misconduct as described for instructors reporting academic dishonesty. Sponsored research misconduct is governed by the Policy to Assure the Integrity of Research, which can be found on the following webpage:

http://www.nmt.edu/research-policies-a-forms.

1.1.5 The use of the term Academic Dishonesty serves to include the term Academic Research Misconduct.

1.1.6 The use of the term Academic Honesty serves to include the term Research Integrity.

1.1.7 The use of the term instructor serves to include the term research supervisor.

1.1.8 The use of the term Sponsored Research or Externally Funded Research refers to research and development activities of the institute that are separately budgeted and accounted for on a specific project basis and research cost sharing.

2.0 Academic Dishonesty and Research Misconduct

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

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

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

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

2.3 Sponsored Research (Externally Funded Research)

Research Misconduct in Externally Funded Research is governed by the "Policy to Assure the Integrity of Research" which can be found at http://www.nmt.edu/research-policies-a-forms.

In the case of Research Misconduct in Externally Funded Research, the procedures of the above policy, the "Policy to Assure the Integrity of Research" must be followed.
The following is taken directly from page 6 of the "Policy to Assure the Integrity of Research":

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

At any time, an employee may have confidential discussions and consultations about concerns of possible research misconduct with the Vice President for Research & Economic Development and will be counseled about appropriate procedures for reporting allegations, which may be made orally and anonymously.

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

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

3.0 Fostering Academic Honesty and Research Integrity

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

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

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

Faculty: It is the responsibility of the instructor of a course to clearly articulate any special case of academic dishonesty that is relevant to that course but not covered in Section 2.0.

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

3.2.1 Recommendations for the Institute

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

3.2.2 Recommendations for students

- Attend all classes; in case a class is missed, talk to the instructor and find out about assignments given and topics covered.
- Time management is crucial. When study time is planned, the possibility of last-minute panic is minimized along with the consequent temptation to take unethical shortcuts.
- Unless explicitly prohibited in a course, sharing and discussing ideas with other students is encouraged as it can facilitate learning. But make sure that you do not share what you turn in for individual assignments.
- Do not keep open books or course material in close proximity to you while you take a test unless it is explicitly allowed.
- If you are experiencing undue stress, you have many resources available on campus for help and support: your academic advisor, your department chair, the Associate Dean of Student Success, the Counseling and Disabilities Office, the Dean of Students, and the Office of Academic Affairs. Seek help and support rather than resorting to unethical behavior.

- The Center for Graduate Studies will provide education and training in the responsible conduct of research to all students supported on research grants. Relevant websites on this subject include:
  NMT's research policy and forms at
  http://www.nmt.edu/research-policies-a-forms-research-and-econ-dev;
  NSF's policy at http://www.nsf.gov/oig/resmisreg.pdf ;
  and NIH's policy at http://grants.nih.gov/grants/research_integrity/.
- Students should be aware that the Associate Vice President for Academic Affairs is available to all students to discuss and advise on any troublesome matter of academic concern and helps to expedite resolution of such matters.

3.2.3 Recommendations for faculty

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

4.0 Dealing with Incidents of Academic Dishonesty or Academic Research Misconduct

4.1 The Role of the Instructor in the Bringing of Charges

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

4.2 Determination of the Act of Academic Dishonesty by the Instructor

4.2.1 When a case of academic dishonesty is detected, it is the instructor's responsibility to:

(a) distinguish between a minor infraction and a major one, and
(b) to take action appropriate to this judgment of severity.

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

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

4.3 Classes of Action Available to Instructor

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

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

The instructor may:

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

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

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

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

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

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

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

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

4.4.2 Bringing of Charges Statement

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

The Bringing of Charges Statement must include the following information:

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

Evidence of Act of Dishonesty Provided with Bringing of Charges Statement
The instructor should provide with the memo evidence of the violation, e.g., copies of assignments exhibiting plagiarism, a witness in case of cheating during an in-class exam, a hard copy of plagiarized Web page.

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

4.5 Response Procedure by Associate Vice President for Academic Affairs:

- The Associate Vice President for Academic Affairs' responsibility is to respond to the bringing of charges, to review the evidence provided by the instructor and evidence the student might provide, and to make a determination on the charges.

- In addition, the Associate Vice President for Academic Affairs' responsibility is to decide on the imposition of disciplinary action, i.e., whether or not disciplinary action should be imposed and, if so, which specific disciplinary action penalty (listed in section 6.5) is appropriate.

- The Associate Vice President for Academic Affairs will follow the procedures described under the Associate Vice President for Academic Affairs' Investigation (section 6.4) with the following additions and clarifications:

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

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

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

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

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

4.5.6 The Associate Vice President for Academic Affairs shall notify the student and the instructor in writing of the Associate Vice President's determination of the academic dishonesty incident, the concurrence or non-concurrence with the Penalty Action and whether or not disciplinary action is being imposed within twenty days of the receipt of the Bringing of Charges statement or ten days from the end of any additional time period granted to the student.

•If the Associate Vice President for Academic Affairs concurs that the charges brought are substantiated, the Associate Vice President for Academic Affairs will also notify the student's academic advisor.

•Notifications of incidents of academic dishonesty from instructors, the correspondence from the Associate Vice President for Academic Affairs, and the outcomes of the incidents shall remain in the students' files in the Office of Academic Affairs in accordance with section "8.0 Records of Penalty Actions, Academic Disciplinary Actions and Hearings."

•Annually, early in the Fall semester, the Associate Vice President for Academic Affairs shall present to the Faculty Senate the number of instances of academic dishonesty reported along with their breakdown by cases (4.3.2, 4.3.3, 4.4.4) of instructor notifications (Bringing of Charges), Penalty Action imposed, instructor recommendations of disciplinary action, categories of infractions, disciplinary actions imposed, appeals, and their outcomes. In addition, the Associate Vice President for Academic Affairs shall communicate any observations from the President regarding conflicts of this policy with any other so that conflicts may be rectified.

5.0 Students' Right to Appeal a Penalty Action

5.1 Requesting a Hearing to Appeal a Penalty Action

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

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

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

5.2 Hearing Procedure

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

Additions

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

Exclusions

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

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

The decision of the Student Discipline Committee may be appealed as described in section "7.4 Appeal of the Student Discipline Committee Decision" with the following additions and exclusions.

Additions

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

5.4 Composition of the Student Discipline Committee

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

Discipline Policies for Undergraduate Students

6.0 Academic Discipline Policy and Procedures

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

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

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

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

6.2 Bringing of Charges

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

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

6.3 Notification of Charges

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

6.4 The Associate Vice President for Academic Affairs' Investigation

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

6.5 Academic Disciplinary Action

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

- Academic disciplinary probation, not to exceed one calendar year (recorded in the student's file in the Office of Academic Affairs)
- Interim suspension (see "6.6 Interim Suspension")

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

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

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

6.6 Interim Suspension

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

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

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

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

7.0 Students' Right to Appeal an Academic Disciplinary Action

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

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

7.2 Student Discipline Committee

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

7.2.2 The Student Discipline Committee shall be composed of:

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

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

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

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

7.3 Hearing

The hearing is not intended to be a full-fledged adversarial proceeding: it is intended to be a fair hearing with ample opportunity for both parties (the student and the Institute) to present the facts. The Institute will be represented by the Associate Vice President for Academic Affairs or his/her designated representative.

The following procedures shall apply:

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

7.3.2 Both parties shall be permitted to inspect, at least 24 hours in advance of the hearing, any documentary evidence that the other party intends to submit at the hearing. Both parties shall submit the documentary evidence with a list of witnesses who will testify at the hearing to the President of the Student Government Association after receiving notification of the hearing date.

7.3.3 The party who is charged with violating Academic Honesty Policy is responsible for presenting his or her case; advisors or support persons (including attorneys) of either party can be present but are not permitted to present arguments or evidence in the hearing.

7.3.4 Both parties may question any witness who testifies at the hearing.

7.3.5 A recording will be made of the hearing. A more formal record by a court reporter may be arranged by either party at their own expense.

7.3.6 The hearing shall be private if so requested by the student charged.

7.3.7 The student charged is not required to testify in his/her own defense and failure to testify shall not be held against the student.

7.3.8 The Student Discipline Committee will base its findings and decision solely on the evidence presented at the hearing.

7.3.9 The Student Discipline Committee shall give a written copy of its findings and decision to the parties within a reasonable amount of time. A copy of the findings and decision will also be kept on file in the Office of Academic Affairs.

7.3.10 The Student Discipline Committee may affirm, reverse or modify the decision of the Associate Vice President for Academic Affairs. The decision of the Student Discipline Committee shall be final unless appealed and reversed or modified.

7.4 Appeal of Student Discipline Committee Decision

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

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

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

8.0 Records of Penalty Actions, Academic Disciplinary Actions and Hearings

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

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

8.1.2 A record of academic disciplinary suspension will remain in the student's permanent file in the Office of the Registrar and will be noted on the student's academic transcript.

8.1.3 A record of permanent dismissal will remain in the student's permanent file in the Office of the Registrar and will be noted on the student's transcript.

8.1.4 Any student may examine his or her own file and may request that records of academic dishonesty or research misconduct including any disciplinary action be removed and destroyed. Such requests will be reviewed by the Associate Vice President for Academic Affairs and must be honored if the relevant period specified in paragraph 8.1.1 above has expired.

8.1.5 If a New Mexico Tech undergraduate student applies to a graduate program at New Mexico Tech, the student's application and graduate record will include only records of violations that are included on the student's academic transcript. This is the same access that any graduate program, undergraduate program or place of employment will have when transcripts are required.

9.0 New Mexico Tech's Guide to Conduct and Citizenship

9.1 Statement of Policy

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

9.2 Terms

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

9.2.1 **Accused student** - any student accused of violating The Student Code.

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

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

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

9.2.4 **Complainant** or **Complaining Party** - any person who submits a charge alleging that a student violated The Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under The Student Code as are provided to the complainant, even if another member of the University community submitted the charge itself.

9.2.5 **Controlled Property -** locations not owned by New Mexico Tech but which the Institute has been given authority to manage.

9.2.6 **Day/Days/Number of Days -** The term day/days/number of days shall mean the number of academic days within an academic semester or summer session. If the procedure of the incident occurs or continues when the final grades are due or after the end of the academic semester or academic session, the Dean of Students will determine whether to proceed on non-academic session business days of the Institute or to continue the procedure when the next semester or session begins. Concerning this, the Dean of Students will take into consideration requests by the student charged.

9.2.7 **Designee** - refers to a staff or faculty member who has responsibility for implementing the student conduct process or administering the student conduct system, in part or in whole.

9.2.8 **Dean of Students or Dean** - the person, designated by the President to be responsible for the overall coordination of the University undergraduate student conduct system, including the development of policies, procedures, and education and training programs. The Dean of Students may serve as an administrative hearing officer.

9.2.9 **Disciplinary Action** - reprimanding students who fail to abide by the New Mexico Tech's performance standards, policies or rules.

9.2.10 **Disciplinary Committee** - one or more members of the University community authorized by the Dean of Students to determine whether a student has violated The Student Code and to impose sanctions as warranted.

9.2.11 **Due process** - a fundamentally fair procedure based upon reasonable principles impartially applied.

9.2.12 **Hearing** - is a formal meeting where a student who has been reported to violate a University policy presents testimony and arguments to the Dean of Students or designee.

9.2.13 **Function** - activities and events that are sponsored by one or many departments at New Mexico Tech.

9.2.14 **Institute** - means New Mexico Tech.

9.2.15 **May** - is used in the permissive sense.

9.2.16 **Policy -** the written regulations, standards, and student conduct expectations adopted by the University and found in, but not limited to, The Student Code; The On-Campus Housing Contract; the Policy on Alcohol and Other Drugs, graduate and undergraduate catalogs; and other publicized University notices.

9.2.17 **Shall** and **Will** - are used in the imperative sense.

9.2.18 **Student** - any person admitted, registered, enrolled, or attending any University course; any person admitted to the University who is on University premises or University-related premises for any purpose pertaining to his or her registration or enrollment.

9.2.19 **Student Conduct File** - the printed/written file which may include but is not limited to incident report(s), correspondence, academic transcript, witness statements, and student conduct history.

9.2.20 **Student organization** - any association or group of persons that has complied with the formal requirements for University recognition.

9.2.21 **Support person** - any person who accompanies an accused student, a complainant, or a victim to an administrative hearing for the limited purpose of providing support and guidance. A support person **may not** directly address the Disciplinary Committee, question witnesses, or otherwise actively participate in the hearing process.

9.2.22 **Unauthorized entry** - gaining entry to a controlled property without proper permission from the University.

9.2.23 **University -** New Mexico Tech.

9.2.24 **University property** - includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, either solely or in conjunction with another entity.

9.3 Student Code of Conduct (The Student Code)

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

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

10.0 Citizenship Misconduct/Causes for Disciplinary Measures

10.1 Dishonesty or knowingly furnishing false information to the Institute.

10.2 Forgery, alteration, or misuse of Institute documents, records, or identification.

10.3 Use, possession, or distribution of narcotics, drugs, or alcoholic beverages, except as expressly permitted by law. For more details about our alcohol policy please go to New Mexico Tech Undergraduate Handbook, www.nmt.edu/nmt-student-handbook-cs-student-academics.

10.4 Possession of weapons, fireworks, or other explosives on Institute property, including student housing, except as expressly permitted by law or policy and in designated areas.

10.5 Theft of, or damage to, Institute property, or causing injury to a member of the Institute community or a campus visitor.

10.6 Physical assault, mental abuse, intimidation or coercion of any person on Institute-owned or controlled property, or at Institute-sponsored or -supervised functions

10.7 Any conduct which threatens or endangers the health, safety, personal rights, or dignity of any person.

10.8 Unauthorized entry to Institute facilities or use of Institute equipment.

10.9 Violations of rules governing residence in Institute-owned or -controlled property.

10.10 Violations of Institute policies or of campus regulations, including those concerning the registration of student organizations, use of Institute facilities or time, place, and manner of public expression.

10.11 Obstruction or disruption of teaching, research, administration, disciplinary procedures or Institute functions, including public service functions, or of other authorized activities on Institute premises.

10.12 Violation of the laws of the State of New Mexico or of any other governmental body with jurisdiction.

10.13 Harassment of individuals (physically, sexually or emotionally) via direct contact or electronically. For more on NMT's sexual harassment policies please go to http://www.nmt.edu/images/stories/hr/pdfs/employee_handbook_1999.pdf

11.0 Non-Academic Discipline Policy & Procedures

11.1 The New Mexico Tech Non-Academic Discipline Policy has two primary purposes:

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

Second, the policy is intended to educate the accused student in question regarding the standards of conduct expected at Tech and throughout society as a whole. The campus judicial process is not intended to mimic a genuine adversarial court proceeding but is based upon sound judicial practices.
Students violating The Student Code of Conduct are subject to disciplinary action in accordance with the procedures listed below.

11.2 Bringing of Charges

Charges of violations of the The Student Code may be brought by any member of the student body or staff, including, but not limited to, members of the faculty and the administration. Charges must be in writing, must specify the nature of the violation, and must give details as to time, place, and persons involved. This statement must be given to the Dean of Students by the complainant within ten days of the incident(s) in question or the report of a violation.

11.3 Notification of Charges

Accused students charged with violations of The Student Code must be notified in writing via email and/or campus mail of the charge by the Dean of Students within ten days of the bringing of charges. This notice must contain the particulars specified in the written statement of charges, give the student an opportunity to discuss the incident with the Dean of Students, and provide a notification of where to find New Mexico Tech's Guide to Conduct and Citizenship and the Non-Academic Discipline Policy in the New Mexico Tech Catalog.

11.4 The Dean of Students' Investigation

The Dean of Students or his/her designated representative will investigate the charges. He/she may claim a student is responsible for said charges and impose disciplinary penalties as stated in the "Non-Academic Disciplinary Action" section. The action taken shall constitute the Dean of Student's decision. The Dean of Students will notify the student in writing of his/her determination within twenty days of the receipt of the Bringing of Charges statement or ten days from the end of any additional time period granted to the student.

Regardless of the action taken by the Dean of Students, the student has the right to request an appeal.

12.0 Non-Academic Disciplinary Action

12.1 A student who is found responsible of violating Institute policy may be subject to one or more of the following penalties:

- Costs for damage to school property
- Requirement to complete community service projects
- Suspension of the right to use Institute facilities for a period of time
- Removal and/or banishment from campus housing
- Disciplinary probation, not to exceed one calendar year (recorded in the student's file in the Dean of Students' Office)
- Interim suspension (see "12.2 Interim Suspension")
- Disciplinary suspension, not to exceed one calendar year (recorded in the student's permanent file in the Office of the Registrar and noted on the student's transcript)
- Permanent dismissal (recorded in the student's permanent file in the Office of the Registrar and noted on the student's transcript)

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

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

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

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

12.2 Interim Suspension

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

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

An interim suspension may not be based upon mere suspicion of guilt. Any student suspended on an interim basis has the right to a hearing before the Student Discipline Committee (see Section 13). The student suspended on an interim basis must present a written request for a hearing to the Dean of Students and to the President of the Student Government Association within five days of the notification of the interim suspension. The hearing must be held within five days of the suspended student's request for a hearing unless the student charged requests a delay, in which case the times specified in the following section shall apply.

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

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

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

- the request must be made in writing to the Dean of Students;
- an undergraduate student must send a copy of the request to the President of the Student Government Association;
- the request must be made within ten days of the receipt of the notification from the Dean of Students.

13.2 Student Discipline Committee

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

13.2.2 The Student Discipline Committee shall be composed of:

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

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

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

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

13.3 Hearing

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

The following procedures shall apply:

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

13.3.2 Both parties shall be permitted to inspect, at least 24 hours in advance of the hearing, any documentary evidence that the other party intends to submit at the hearing. Both parties shall submit the documentary evidence with a list of witnesses who will testify at the hearing to the President of the Student Government Association after receiving notification of the hearing date.

13.3.3 The person or party who is charged with violating The Student Code is responsible for presenting his or her case; advisors or support person (including attorneys) of either party can be present but are not permitted to present arguments or evidence in the hearing.

13.3.4 Both parties may question any witness who testifies at the hearing.

13.3.5 A recording will be made of the hearing. A more formal record by a court reporter may be arranged by either party at their own expense.

13.3.6 The hearing shall be private if so requested by the student charged.

13.3.7 The student charged is not required to testify in his/her own defense and failure to testify shall not be held against the student.

13.3.8 The Student Discipline Committee will base its findings and decision solely on the evidence presented at the hearing.

13.3.9 The Student Discipline Committee shall give a written copy of its findings and decision to the parties within a reasonable amount of time. A copy of the findings and decision will also be kept on file in the Dean of Students' Office.

13.3.10 The Student Discipline Committee may affirm, reverse or modify the decision of the Dean of Students. The decision of the Student Discipline Committee shall be final unless appealed and reversed or modified.

13.4 Appeal of Student Discipline Committee Decision

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

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

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

14.0 Records of Disciplinary Actions and Hearings

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

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

14.1.2 A record of non-academic disciplinary suspension will remain in the student's permanent file in the Office of the Registrar and will be noted on the student's academic transcript.

14.1.3 A record of permanent dismissal will remain in the student's permanent file in the Office of the Registrar and will be noted on the student's transcript.

14.1.4 Any student may examine his or her own file and may request that records of non-academic disciplinary action be removed and destroyed. Such requests will be reviewed by the Dean of Students and must be honored if the relevant period specified in paragraph 14.1.1 above has expired.

14.1.5 If a New Mexico Tech undergraduate student applies to a graduate program at New Mexico Tech, the student's application and graduate record will include only records of violations that are included on the student's academic transcript. This is the same access that any graduate program, undergraduate program or place of employment will have when transcripts are required.

Graduation Requirements

To graduate, a student must fulfill the following:

1) The student must be a regular student.
2) The student must declare which catalog he or she is graduating under.

   If a student is continuously enrolled (excluding summer sessions), the student may choose the degree requirements to be satisfied from:

   a) the catalog in effect when the student first enrolled or

   b) any subsequent catalog. Under special circumstances (such as being called away to active military duty), a student may use the catalog under which he or she was admitted. Each case will be dealt with individually.

   A readmitted student **must** choose degree requirements to be satisfied from:

   a) the catalog in effect when the student was readmitted or

   b) any subsequent catalog provided the student is continuously enrolled after readmission.
3) General Education Core Curriculum Requirements—to qualify for all bachelor's degrees, the student must complete the General Education Core Curriculum Requirements. These are found on page 86 for the Bachelor of Science degree and **page 29** of the Program and Course Catalog for the Bachelor of General Studies degree.
4) The student must also complete the courses specified by the major department. Some programs require that the student pass each required class with a grade of "C" or better. The minimum number of credit hours for any bachelor's degree is 130.
5) New Mexico Tech's Community Education classes (designated by the letter "C" in the course number) may not be used to fulfill the General Education Core Curriculum for a Bachelor of Science degree (page 86). However, these classes may be used to fulfill elective credit for some majors. Check the specific degree requirements for your major.
6) The student's cumulative grade point average (see page 8) must equal 2.0 or greater.
7) The student must complete a minimum of 30 credit hours at Tech.
8) A candidate for a degree, before registering for the final semester of enrollment, must announce candidacy to the Registrar by filing an "Intent to Graduate" form. Deadlines for submitting a Declaration of Intent are June 1 for those completing their degrees in August, July 1 for those completing their degrees in December, and December 1 for those completing their degrees in May.

   At that time, the Registrar must be furnished with a list of all courses the student wishes to submit in fulfillment of requirements for the degree. It is the responsibility of the candidate, in consultation with the chosen major department and the Registrar, to make sure that the courses fulfill all requirements for graduation. The final declaration must be signed by the student's major advisor, who certifies that the courses taken meet the requirements for the degree specified. Any arrangement involving a departure from the regular requirements for graduation requires the approval of the Faculty Senate.
9) All fees and financial obligations to NM Tech must be paid before a student will be awarded a degree.
10) Students must complete all degree requirements in order to participate in commencement.

Double Majors

Whenever a student satisfies the requirements for two majors, the student shall be awarded a degree listing a double major, and both majors shall be noted on the diploma.

The degrees of Bachelor of Science in Basic Sciences and the Bachelor of General Studies are excluded from the possibility of a double major listing.

Dual Degrees

Students who wish to be granted two undergraduate degrees not only must fulfill all the requirements specified for each individual degree, but also must earn a minimum of 30 credit hours above the requirements for the first degree.

Major

Your major is your primary field of study. The number of credit hours required in your major varies by program. Since your choice of major determines which courses you are required to take, it is advisable to declare your major as soon as possible. You may change majors at any time, but the earlier the better.

You must declare a major and be assigned a major advisor prior to completing the coursework for the major.

Minor

New Mexico Tech awards minors for your secondary field of study. (See page 5 for a list of minors.) The number of credits required for a minor vary from department to department. Students cannot earn a minor with either the Associate of General Studies or Bachelor of General Studies.

You must declare a minor and be assigned a minor advisor prior to completing the coursework for the minor.

Terminal Transfer Credits

Terminal transfer credits, credits earned at another college or university in order to complete the last degree requirements at NM Tech, are not allowed except when specified by a particular degree program, or when unusual circumstances appear to justify it. In no case will more than 16 credit hours of terminal transfer credits be allowed. A student who anticipates the need for requesting terminal transfer credit should do so as soon as practical and in no event later than the time of filing the declaration of candidacy for a degree. The request should be addressed to the Vice President for Academic Affairs. It should contain a statement of the circumstances which, in the student's judgment, justify the request and a specific statement of the program proposed for obtaining the terminal credits. Approval, if granted, will be of a specific program.

Curriculum Changes

The Faculty Senate reserves the right to make curriculum changes. Assurance is given to students that proper measures will be employed to avoid hardships that may result from such changes.

Undergraduate students can request a degree audit from the Registrar's Office.

Degree Conferral Schedule

New Mexico Tech confers degrees on a monthly basis. Degrees are submitted for conferral on the first day of each month and will be conferred by the last day of that month. When the Registrar receives documentation that a degree has been completed in the middle of a month, the 30-day conferral process will start on the first day of the next month.

The exception to this schedule is the month of May. If the Registrar receives documentation that a degree has been completed between May 1 and the last day of the spring semester, that degree will be conferred by the Board of Regents on the last day of the spring semester. Degrees that are documented as complete after the last day of the spring semester will begin the 30-day conferral process on June 1.

Students who need proof of degree completion pending the conferral process may request a letter of completion from the Registrar's Office.

Commencement

Commencement ceremonies are held each year in early May.

If you finish your degree requirements prior to May, you may participate in ceremonies held for that academic year. Students must complete all degree requirements in order to participate in commencement. The only exception is for the earth science major who needs to complete ERTH 480, Field Methods, during the summer immediately following commencement.

See following pages for a list of honors awarded at commencement ceremonies.

Honors and Awards

Honor Roll

An Honor Roll of all students who successfully completed at least 12 credit hours with a grade-point average of 3.0 or better is released at the end of each semester. At least 6 of those credit hours must have received letter grades.

Tech Scholars

Any student having demonstrated superior scholastic competence and conduct may be named a "Tech Scholar" upon the recommendation of the advisor or major department chair and the approval of the Vice President for Academic Affairs. The student must normally have completed 30 or more letter-graded credit hours at NM Tech and achieved a cumulative GPA of 3.5 or better at Tech. A heavier than normal course load and employment hours will be taken into consideration. "Tech Scholar" status will remain in effect until the student graduates, but will be revoked if the student's cumulative GPA falls below 3.0. In recognition of scholarly competence, the NM Tech Scholar may register early at preregistration. The designation of "Tech Scholar" will also be added to the student's transcript and he or she will be recognized at their graduation ceremony.

Commencement Awards

Graduation with Honors

Any undergraduate student who has earned a cumulative GPA of 3.0 or higher at NM Tech graduates with honors. The minimum requirements for graduation with honors are:

- "with highest honors," GPA of 3.75
- "with high honors," GPA of 3.50
- "with honors," GPA of 3.00

A student with fewer than the two final years in residence at NM Tech must have attained the required average overall, as well as at NM Tech, to qualify for graduation with honors.

Brown Award

The Brown Award is named in honor of C. T. Brown, who was for many years a member of the NM Tech Board of Regents. The award is given to that person graduating with a Bachelor of Science degree who is judged by the faculty to be highest in scholarship, conduct, and leadership. In addition to a plaque, the award consists of a $1,000 prize.

Cramer Award

This award was established to honor Tom Cramer, an engineer and a member of the NM Tech Board of Regents for 26 years. It is awarded to the male and female seniors graduating in engineering who rank highest in scholarship. The awards consist of citations and $400 prizes. The recipients are chosen by the Faculty Senate upon recommendation of the engineering faculty.

Founders' Award

A Founders' Award was created to honor the persons responsible for establishing the New Mexico School of Mines in Socorro in 1889, especially J. J. Baca and Ethan Eaton. The award is presented to the recipient of an advanced degree who has made an outstanding contribution to NM Tech through scholarship, research, and involvement in campus affairs. The recipient is chosen by faculty nomination and Faculty Senate election. The award consists of a plaque and a $800 cash prize.

Langmuir Award

The Langmuir Award for Excellence in Research is given for an outstanding scientific research paper by any student or graduate of New Mexico Tech. The paper must have been submitted to or published by a recognized journal during the preceding year. The recipient is selected by the Faculty Senate's Honorary Degrees and Awards Committee. The award is named in honor of Irving Langmuir (Nobel Laureate, 1932) who conducted extensive research with NM Tech staff. The award consists of a plaque and a $400 cash prize.

New Mexico Tech Student Association and Graduate Student Association Service Awards

The New Mexico Tech Student Association and Graduate Student Association present appreciation awards to students, faculty, and staff, who have done the most for the students of NM Tech.

Alumni Association Distinguished Achievement Award

This award is presented to alumni who have achieved distinction in their special fields of endeavor. Awards are presented to alumni of both the New Mexico School of Mines and New Mexico Institute of Mining and Technology. Recipients are selected by the Alumni Association Board from those nominated by other alumni, faculty and staff, or friends of New Mexico Tech.

Alumni Association Distinguished Service Award

The Alumni Association Distinguished Service Award is presented to alumni or friends of New Mexico Tech who have contributed outstanding service. Recipients are selected by the Alumni Association Board from those nominated by other alumni, faculty and staff, or friends of New Mexico Tech.

Distinguished Teaching Award

The Distinguished Teaching Award is presented each year to a faculty member based on recommendations and nominations from students, alumni, and other faculty.

Distinguished Research Award

This award is presented each year to an outstanding researcher on the NM Tech faculty or staff nominated by their colleagues and chosen by a committee of fellow researchers.

Department Awards

Department	Name of Award	Criteria and Description
Biology	David K. Shortess Prize	Awarded to the outstanding graduating student in biology
Chemistry	Morris F. Stubbs Award	Given in honor of Morris F. Stubbs, professor emeritus
Computer Science	Patrick Orr Memorial Award	Given to the outstanding graduate student who demonstrates excellence in scholarship and potential for service in computer science education. The award is given in memory of Patrick Orr, a former member of the Computer Science Department.
Earth and Environmental Science	Albuquerque Gem & Mineral Club Scholarship	Given to a junior or senior majoring in earth science who displays academic excellence in the field
	Anton and Anita Budding Graduate Research Scholarship	Given to a graduate student in good standing in the earth and environmental science department.
	Estwing Award	Given to a senior graduating with a degree in earth science. The award consists of a rock hammer and certificate.
	New Mexico Geological Society Lucille Pipkin Undergraduate Scholarship	Given to a junior or senior earth science student, with preference to students with interests in subsurface, sedimentary, and/or petroleum geology.
	New Mexico Geological Society Registration Award	Given to a student majoring in earth science. The award pays for registration for the New Mexico Geological Society's Fall Field Conference
	New Mexico Geological Society Grant-in-Aid	Given to a student majoring in earth science who is doing research in New Mexico. A cash award of up to $500.
	Roswell Geological Society Award	Given to a graduate student or a graduating student who is majoring in earth science.
Environmental Engineering	Paige Ashman Memorial Prize	Given to a graduating senior who has demonstrated excellence in environmental engineering and is active in the student environmental club.
CLASS	Howard Sylvester Prize	Given to the member of the graduating class who has shown high achievement in the Humanities.
Information Technology	Addy and Ravi Bhasker Award	Given to the graduating student with the highest GPA in Information Technology.
Materials & Metallurgical Engineering	Ashman Award	Given to B.S., M.S., and Ph.D. students who have demonstrated excellence in the field and who are active in the department activities.
	Ron Roman Scholarship	Given to a student who has demonstrated excellence in materials engineering and contributed to Tech's research effort.
	Javorsky Scholarship	Given to an undergrad student showing academic excellence that shows a financial need.
	Albuquerque Journal Scholarship	Given to a junior level undergraduate based on proposed research, to be applied to their senior year.
Petroleum Engineering	John M. Kelly Fellowship	Given to an outstanding graduate student
	Langdon B. Taylor Award	Given to a student who has rendered outstanding service to the student chapter of the Society of Petroleum Engineers.
Physics	Abraham and Esther Brook Prize	Given to a student who has demonstrated excellence in physics. The $650 prize is given at the end of the junior year.
	Leslie Fallon Award	Given to the graduate student who does the best job of teaching freshman physics laboratory.
	Marvin Wilkening Award	Given to the graduating physics student who has demonstrated excellence in experimental physics. The technical tool kit is valued between $600 and $700.

Course Descriptions and Curricula

Course Descriptions

Course Numbers

Courses are arranged numerically by department or program. In general, courses numbered from 100 to 199 are intended primarily for first-year students (freshmen); 200 to 299 for second-year students (sophomores); 300 to 399 for third-year students (juniors); 400 to 499 for fourth-year students (seniors); and 500 to 599 for graduate students. Exceptions may be made with the approval of the major advisor and instructor. Graduate students may be allowed credit for courses numbered 300 and above.

Credit Hours

Following the course title, you will find the number of credit hours (cr) you will receive for completing the course. Credit hours for all courses, including synchronous and asynchronous distance delivery courses, are measured in class hours (cl hrs), lab hours (lab hrs), and recitation/discussion hours (recitation hr).

"1 cl hr" and "1 recitation hr" correspond roughly to one hour spent in class each week during a standard 16-week semester and is equivalent to one (1) credit hour. "3 lab hrs" equals about three hours per week in the laboratory during a standard 16-week semester and is also equivalent to one (1) credit hour.

In addition to class and lab time, students can expect to spend two to three hours of study and preparation for each credit hour of class. Most one-semester classes average three credit hours.

Summer courses and other compressed-format courses are required to meet the requirements stated above regardless of their shortened term.

Most one-semester classes average three credit hours. To graduate with a bachelor's degree, you will need a minimum of 130 credit hours, depending on your chosen major.

Prerequisites and Corequisites

Some courses have prerequisites or courses you must successfully complete before enrolling in that course. Exceptions can be made with the instructor's approval. If you enroll in a course in which you do not have the prerequisites without the instructor's permission, you may be disenrolled.
Corequisites are courses taken during the same semester.

Prerequisites and corequisites are not determined by the student's individual catalog, but rather by the catalog in effect at the time that the course is offered.

Semester Offered

Not all courses are offered every semester. The first semester of a two-semester-sequence course (such as ACCT 201/202, ES 110/111, and ERTH 101/102) is usually offered in the fall semester. The second semester is usually offered in the spring semester. Courses that are offered only one semester ("Offered fall semesters") or alternate years ("Offered Spring Semesters and alternate years") are so noted. "Offered on demand" implies that the course is offered only when a sufficient number of students want to enroll in the course.

Description

The course description contains a short list of topics to be covered during the semester. This list is not meant to be exhaustive.

Cross-listing

Sometimes courses fulfill the requirements for two different degrees and are listed under both programs. In such cases, the course description will end with the cross-listing "(Same as BCS 283)."

Electives

Electives are courses taken in addition to the specific courses required by your major. Electives bring your credit hours up to the required number for graduation. Some majors allow students to choose many electives; others, few.

New Mexico Tech's community education classes (designated by the letter "C" in the course number) may not be used to fulfill the General Education Core Curriculum Requirements for a Bachelor of Science degree (listed on page 86). However, these classes may be used to fulfill elective credit for some programs.

Degree Requirements

In order to graduate, every student enrolled in a Bachelor of Science program must complete NM Tech's General Education Core Curriculum Requirements, which are listed on page 86. This core set of requirements contains courses in humanities, mathematics, and basic science or engineering.

Graduate students must also complete a set of general requirements (see graduate catalog).

In addition, each program has its own set of courses you must complete to earn the degree, as well as the minimum number of credit hours needed to graduate.

Sample Curricula

Most programs provide sample curricula to help you set your schedule. While you will graduate at the end of four years if you follow the sample curriculum faithfully, *these curricula are meant to be guides only. Talk with your advisor to chart your individual curriculum and select electives to round out your degree program.*

New Mexico Common Course Numbering System (NMCCNS)

A common course numbering system has been devised by New Mexico colleges and universities in compliance with the New Mexico Post-Secondary Education Articulation Act. The purpose of the system is to assist New Mexico students who are transferring between institutions within the state. The system provides a neutral state wide course identifier for those courses that are similar in nature and considered to be equal in transfer. Students will find in the course description section of the catalog the state wide course identifier and the area of the General Education Common Core in brackets following the New Mexico Tech course for which the course can meet general education requirements. (See Page 39)

General Education Core Curriculum Requirements

Requirements for a Bachelor of Science Degree

To fulfill the general education core curriculum requirements for the Bachelor of Science degree from New Mexico Tech, each student must complete the courses listed in this section. Where there are options, the student should consult with his or her appointed advisor.

Requirements for a Bachelor of General Studies Degree

The General Education Core Curriculum requirements for a Bachelor of General Studies are found on page 33 of the Program and Course Catalog.

Purpose of the General Education Core Curriculum Requirements

New Mexico Tech views its general education core curriculum requirements as the foundation for a broad and meaningful educational experience for all its undergraduates. The New Mexico Tech general education core curriculum requirements prepare students to communicate and reason well, evaluate and apply information, understand human societies and cultures, deepen their sense of values and ethics, and enrich their personal lives. Additionally, the general education core curriculum requirements equip students with the analytical, language, science, and mathematics skills necessary for the specific degree requirements of their majors. The courses and their sequence in the general education core curriculum requirements are designed specifically to achieve these objectives and to prepare students for success in subsequent courses.

New Mexico Higher Education General Education Core Competencies

New Mexico Tech teaches and assesses in compliance with the New Mexico Higher Education General Education Core Competencies established for Area 1: Communications; Area 2: Mathematics; Area 3: Basic Laboratory Sciences; Area 4: Social Sciences; and Area 5: Humanities.

Transfer Students

Transfer students are expected to meet these general requirements in principle but are not required to present the exact duplicates of these courses. Their transcripts will be evaluated by the Registrar.

Changes in the educational program are made from time to time by action of the Faculty Senate. Students in continuous residence are assured that care will be taken to avoid unnecessary hardship caused by such changes.

GPA Requirements

Some department require that their students achieve a minimum GPA in required courses. This information is listed by individual department. Student should consult their advisors for specific criteria.

General Education Core Curriculum Requirements for a Bachelor of Science Degree

Area 1– Communications (9 credit hours)

ENGL 111 (3) - ENGL 111 is waived for students who have a high enough ACT or SAT score (see the undergraduate catalog, page 38). These students must take another course to replace the three credit hours; however, that course does not have to be an English course.

ENGL 112 (3) - Must meet prerequisites to enroll.

ENGL 341 (3) - Must meet prerequisites to enroll. Mechanical Engineering majors must use MENG 341.

Area 2 - Mathematics (8 credit hours)

MATH 131 (4) - Must meet prerequisites to enroll.

MATH 132 (4) - Must meet prerequisites to enroll.

Area 3 - Basic Laboratory Sciences (18 credit hours)

PHYS 121 & 121L (5)

Physics majors may use PHYS 221 & 221L. Other students may substitute this sequence with permission of the Physics Department.

PHYS 122 & 122L (5)

Physics majors may use PHYS 222 & 222L. Other students may substitute this sequence with permission of the Physics Department.

CHEM 121 & 121L (4)

CHEM 121 & 121L; may be replaced by CHEM 151 & 151L

CHEM 122 & 122L (4)

CHEM 122 & 122L; may be replaced by CHEM 152 & 152L

Area 4 - Social Sciences (6 credit hours)

Economics (ECON)
Political Science (PS)
Psychology (PSY)
Anthropology (ANTH)
Women's and Gender Studies (WGS)

Area 5 - Humanities (6 credit hours)

English (ENGL), except ENGL 103, 111, 112, 341
Art History (ART)
Communication (COMM)
Music (MUS), except for performance ensembles
History (HIST)
Philosophy (PHIL)
Humanities (HUMA)
Technical Communication (TC) except TC 321, 420, 422
Theater (THEA)
Foreign Languages (SPAN, FREN, GERM)
Other languages may be counted only if they are listed or approved by the Communication, Liberal Arts, Social Sciences Department

Area 6 - Additional Courses from Area 4 or 5 (6 credit hours)

Administration, Faculty, and Professional Staff

Board of Regents

Jerry A. Armijo
David Gonzales
Donald Monette
Deborah Peacock
Myissa Weiss—Student Regent

Administration

President.....**Daniel H. López**
Vice President for Academic Affairs.....**Warren Ostergren**
Vice President for Administration and Finance.....**Lonnie Marquez**
Vice President for Student and University Relations.....**Melissa Jaramillo-Fleming**
Vice President for Research and Economic Development.....**Van Romero**
Director, New Mexico Bureau of Geology and Mineral Resources.....**L. Greer Price**
Director, New Mexico Petroleum Recovery Research Center.....**Robert L. Lee**
Director, Energetic Materials Research and Testing Center (EMRTC).....**Richard Jimenez**
Dean of Arts & Sciences. . .....**William D. Stone**
Dean of Engineering.....**Kevin Wedeward**
Dean of Graduate Studies.....**Lorie Liebrock**
Dean of Students.....**Melissa Jaramillo-Fleming**

Academic Department Chairs

Biology.....**Snezna Rogelj**
Chemistry.....**Jeffrey Altig**
Civil and Environmental Engineering.....**Clint Richardson**
CLASS. . . . . .**Steve Simpson**
Computer Science. Engineering.....**Dongwan Shin**
Earth and Environmental Science.....**Penelope Boston**
Electrical Engineering.....**Kevin Wedeward**
Management.....**Frank Reinow**
Materials Engineering.....**Nikolai Kalugin**
Mathematics.....**Ivan Avramidi**
Mechanical Engineering.....**Andrei Zagrai**
Mineral Engineering.....**Navid Mojtabai**
Petroleum and Chemical Engineering.....**Corey Leclerc**
Physics.....**Michelle Creech-Eakman**
Psychology and Education.....**Mark Samuels**

Department Directors

Academic Affairs.....**Warren Ostergren**
Academic Center for Technology..... . . ..**Iver Davidson**
Admission.....**Anthony Ortiz**
Advancement.....**Colleen Guengerich**
Affirmative Action and Compliance.....**Randy Saavedra**
Auxiliary Services.....**Valerie Del Curto**
Bookstore.....**Scott Botko**
Budget and Analysis.....**Leyla Sedillo**
Bureau of Geology..... **L. Greer Price**
Business Office.....**Anna McLain/Arleen Valles**
Campus Dining.....**Kevin Chafins**
Campus Police.....**Scott Scarborough**
Career Services.....**Michael Voegerl**
Child Care Center.....**Karen Crane**
Community Education.....**Lillian Armijo**
Cooperative Education.....**Michael Voegerl**
Counseling Services.....**Janet Ward**
EMRTC.....**Richard Jimenez**
Facilities Management.....**Yvonne Manzano**
Geophysical Research Center.....**Van D. Romero**
Golf Course.....**Russell Moore**
Graduate Studies.....**Lorie Liebrock**
Gymnasium.....**Melissa Begay**
Health Services.....**Susan Lewark**
Human Resources.....**JoAnne Salome**
ICASA.....**Richard Jimenez**
Information Technology & Communication..... **Joe Franklin**
Instrument Room..... **Ed ward Gangemi**
International and Exchange Services.....**Michael Voegerl**
IRIS/PASSCAL Instrument Center..... **Bruce C. Beaudoin**
Langmuir Laboratory.....**Ken Eack**
Library.....**Lisa Beinhoff**
Macey Center.....**Nowka Leviner**
Multicultural Programs.....**Michael Voegerl**
Office for Student Learning.....**Lisa Majowski**
Performing Arts.....**Ronna Kalish**
Post Office.....**Sam Chavez**
President's Office.....**Daniel H. López**
Property Office.....**Steven Hicks**
PRRC.....**Robert L. Lee**
Public Information.....**Thom Guengerich**
Purchasing Services.....**Kimela Miller**
Registrar.....**Sara Grijalva**
Research and Economic Development.....**Van D. Romero**
Residential Life.....**Mitchell Tappen**
Science Fair and Olympiad.....**Rose Baca-Rivet**
Student Affairs.....**Michael Voegerl**

Faculty and Professional Staff

Key: **NMBGMR,** *New Mexico Bureau of Geology and Mineral Resources;* **PRRC,** *New Mexico Petroleum Recovery Research Center;* **ICASA**, *Institute for Complex Additive Systems Analysis;* **MRO**, *Magdalena Ridge Observatory;* **ACT**, *Academic Center for Technology;* **EMRTC***; Energetic Materials Research and Testing Center*

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Higher Education Diploma, Candidate of Sciences, Kazakh State University, USSR; Ph.D., University of Kentucky

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