Syllabus Statements

Last Updated: 8/7/2023

Disability Services Information (Required)

In accordance with federal law, it is university policy to comply with the Americans with Disabilities Act (ADA). If you believe that you have a physical, learning, or psychological disability that requires an academic accommodation, contact the Coordinator of Disability Services by phone at (505) 454-3250, via e-mail at camille@nmhu.edu, schedule a Zoom appointment, or visit Room 250 of the Lora Shields building on the Las Vegas campus. If you need the document upon which this notice appears in an alternative format, you may also contact the Coordinator of Disability Service.

**HU-CARES Information (Required)**

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you are encouraged to contact the Center for Advocacy, Resources, Education, & Support (HU-CARES) located in the Student Union Building at 800 National Ave in Suite 328.  If you have questions or need to speak to someone regarding a concern, please call HU-CARES at **505-454-3445** or email **leonbustos@nmhu.edu**. HU-CARES can support you in various ways, regardless if you want to report to police or not. **All services are confidential, student-centered, and free for all NMHU students, including center campuses.**

Additional resources available to you include:

* Student Health Center Main Campus-(Counseling) 505-454-3218
* HU-CARES After-Hours Crisis Line 505-795-3665 (Available 24/7)
* Campus Police 505-454-3278
* NMHU Dean of Students 505-454-3020
* Director of Compliance and Title IX Coordinator 505-454-3363; 505-429-6888; TIX@nmhu.edu
* NM Crisis & Access Line (Professional Counselors available 24/7) 1-855-662-7474

*Center students are encouraged to contact HU-CARES for resources near the center campuses.*

**Student Academic Integrity Policy (require - edit as needed for your particular class)**

This course follows the Highlands Student Academic Integrity Policy as described in the catalog. New Mexico Highlands University students are expected to maintain integrity through honesty and responsibility in all their academic work. Examples of academic dishonesty include: Plagiarism, Cheating, Collusion, Facilitation, Fabrication, Multiple Submissions, and Falsification of Records. Penalties may range from a reduced grade on an individual assignment to a failing grade in the class. Students may also be flagged for major cases of academic dishonesty, and multiple flaggings of academic dishonesty may result in suspension (2 flags) or expulsion (3 flags). For additional information and more detailed definitions of academic dishonesty, please see the Student Academic Integrity Policy in the catalog and/or student handbook.

**+/- Grading System**

**Grade Undergraduate Graduate Points**

A+ Excellent Excellent 4.0

A Excellent Excellent 4.0

A- Excellent Excellent 3.7

B+ Above average Above average 3.3

B Above average Average 3.0

B- Above average Below average, but passing 2.7

C+ Average Poor, but passing 2.3

C Average Poor, but passing 2.0

D Below average, but passing Failure 1.0

F Failure Failure 0.0

Use of the +/- grading system is optional and at the discretion of the individual faculty members.

*NOTE: Faculty have indicated they wish to have the option to use this grading scale (+/-) or the “whole letter” grade scale in individual courses, and this information must be indicated in each course syllabus*

See the following article by Ben Eggleston on determining percentages for +/- grading: <https://its.nmhu.edu/IntranetUploads/003410-SyllabiStat-812201513328.pdf>

**Office Hours (12.5 in the Collective Bargaining Agreement)**

Faculty members are required to be available to students by scheduling and honoring office hours and by special appointment when necessary. It is required that a faculty member make herself available five hours per week, over at least three (3) days, during normal working hours. These hours shall be posted on the faculty member's office door and on Banner Web. In extraordinary circumstances, exceptions may be approved by the Dean.

# **Electronic Devices in the Classroom Policy**

**Approved by Faculty September 12, 2012**

**Not taken to Board of Regents**

Computers may be used to support the learning activities in the classroom. These include such activities as taking notes and accessing course readings under discussion. However, non-academic use of laptops and other devices are distracting and seriously disrupt the learning process for everyone. Neither computers nor other electronic devices are to be used in the classroom for non-academic reasons. This includes emailing, texting, social networking and use of the internet. The use of cell phones during class time is prohibited. Cell Phones should be set on silent before class begins. In the case of an emergency, please step out of the room to take the call. Failure to meet these expectations may result in a loss of participation points or to be asked to leave class.