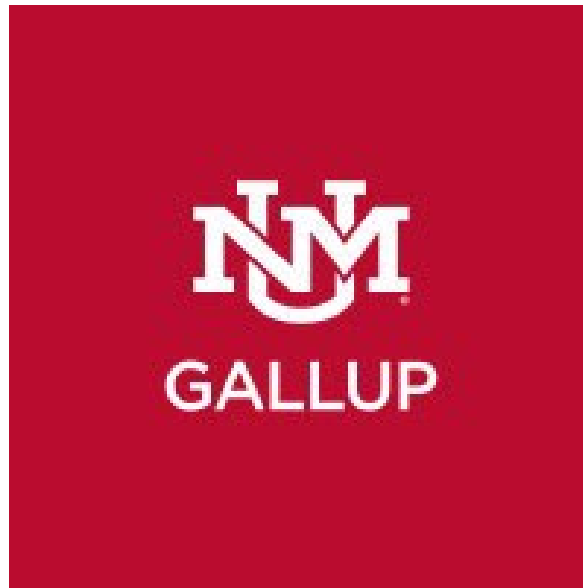




**University of New Mexico-Gallup
Adult Basic Education
Student Handbook**

A current version of this handbook is available at <https://www.gallup.unm.edu/aec>

PROGRAM INFORMATION

UNM-Gallup Adult Basic Education is a program funded by the State of New Mexico and the US federal government.

The UNM-Gallup Adult Basic Education program is here to help you identify short-term educational and long-term career goals. We offer free tutoring sessions in reading/writing, mathematics, science, and social studies. We provide free tutoring sessions, materials, and access to other services. Our facilities offer computer lab hours that allow students to complete assignments online. We offer educational advisement and tutoring to assist all students in the program. These tutoring sessions will help you prepare for higher education, job and career advancement, and personal fulfillment.

Our program utilizes the Knowle's Andragogy Learning Theory to guide the overall design and delivery of tutoring services. All content of the tutoring services in each subject area has been designed using College and Career Readiness Standards for Adult Education and HiSET exam mastery standards.

The ABE program is a separate non-college component of University of New Mexico-Gallup Branch. You will receive services from UNM staff at the UNM-Gallup campus.

However, you will not follow traditional admission or registration procedures and are not eligible for financial aid.

Mission and Vision

UNM-G Adult Basic Education Program Mission Statement

To provide a learning environment for adult learners which fosters student success, encourages lifelong learning, and meets changing community needs.

UNM-G Adult Basic Education Vision Statement

UNM-Gallup Adult Basic Education will be a leader in providing educational programs for a diverse community of adult learners that ensure academic success and career readiness for every student.

UNM-Gallup Adult Basic Education Program

Program Objectives

L.O.B.O.S.

Learning:

L

- ♦ Provide academic tutoring services aligned by CCRS and HiSET learning objectives, delivered by highly qualified tutors with expertise in their subject area to support student achievement and success in passing all five HiSET subject tests and earn a high school equivalency certificate.
- ♦ Provide instruction that is contextualized and applicable to real world and life situations and allowing for students to become problem solvers and critical thinkers.
- ♦ Provide students with a learning space that offers necessary materials and technology.

Ownership:

O

- ♦ Provide families with literacy materials, including book check-out opportunities, to enhance literacy, vocabulary, and comprehension skills that contribute to academic success, workforce readiness, career advancement, and economic self-sufficiency.
- ♦ Provide orientations and tutoring to help students become familiar with online learning and how to progress through the program to graduation.
- ♦ Provide a Success Coach to help the student develop long-term goals that give them direction in pursuing opportunities.

Believe:

B

- ♦ Develop an adult education program for individuals in a corrections institution or released on probation.
- ♦ Make connections with Gallup, the surrounding communities, and stakeholders.
- ♦ Provide an environment for students to become self-directed, independent learners who believe in themselves.
- ♦ Help students become productive individuals who rise to meet challenges and strive to be successful in their life-long goals.

Opportunity:

O

- ♦ Provide workforce preparation that will include activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking, digital literacy skills, and self-management skills.
- ♦ Develop an Integrated Education and Training (IET) program that will present adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for the purpose of educational and career advancement.
- ♦ Develop a Career Pathway program that presents education and tutoring with a single set of learning objectives that identifies adult education content, workforce preparation activities, and workforce training competencies.

S

Success:

- ♦ Provide academic tutoring services, success coaching, and career support to help students successfully transition to the next phase of their educational, training, or employment journey.
- ♦ Provide a learning environment that increases students' 21st century skills: critical thinking, communication, collaboration, innovation, and technology.
- ♦ Collaborate with Northern New Mexico Workforce One-Stop and other similar agencies to provide training opportunities and workshops on career advancement and to provide financial support or services.

UNM-Gallup Adult Basic Education Program

Student Learning Outcomes: "The Lobo Way"

L.O.B.O.S.

Learning:

L

- ♦ Students will demonstrate mastery of all the learning objectives in each subject course.
- ♦ Students will complete all the highest level subject sessions with demonstrated mastery to prepare for the HiSET equivalency exam.
- ♦ Students will increase 21st century skills: critical thinking, communication, collaboration, innovation, and technology.

O

Ownership:

- ♦ Students will engage with their tutors in regular check-ins to track course progress, overcome barriers, and support successful completion of program requirements.
- ♦ Students will communicate with all staff at UNM-G ABE to ensure that their academic strengths and needs are being addressed by the tutors.

B

Believe:

- ♦ Students will identify short and long term goals to drive their success at UNM-G ABE.
- ♦ Students will demonstrate persistence in their academic performance.
- ♦ Students will gain self-confidence and awareness of their abilities.

O

Opportunity:

- ♦ Students will develop relationships with UNM-G partners who can help them achieve their goals: workforce, UNM-Gallup, technical/trade schools, etc...
- ♦ Students will use UNM-G Adult Basic Education as a stepping stone to pursue their educational and career goals.

S

Success:

- ♦ Students will partner with the staff and instructors at UNM-G ABE to create a success plan for completion of all session subjects.
- ♦ Students will create a plan of action to pursue short and long term academic and career goals.
- ♦ Students will develop strategies to use for all life experiences: learning, communication, planning, time-management, self-advocacy, and perseverance.
- ♦ Students will apply the skills and knowledge gained through UNM-G Adult Basic Education to enhance their personal lives and engage more actively in their communities.

Student Resources

Onboarding, Testing, and Orientation

The Adult Basic Education (ABE) staff provides a required onboarding process to assist students with program enrollment and administer placement assessments for both new and continuing students. During orientation, students receive an overview of program expectations, services, and requirements, complete all necessary enrollment documentation, and learn about the steps needed to successfully complete the program and earn a HiSET credential. In addition, students participate in digital learning orientation designed to build their skills in navigating the online learning platform and accessing virtual classroom resources.

Success Coach

The Adult Basic Education (ABE) program is committed to helping students complete the program requirements and earn their high school equivalency certificate. A dedicated ABE staff will offer advising services and continued support to all students. During orientation, students will be assisted with identifying their short and long-term goals. ABE staff are available to provide academic and emotional support throughout the student's tenure at the Adult Education Program, and when necessary, provide referrals to appropriate outside agencies for assistance. Tutors may refer students to staff for support anytime or the student can schedule appointments as needed.

Computer Lab

The Adult Basic Education (ABE) Program provides an Open Lab in Classroom 207 for students to access learning resources and complete assignments. Laptops are available for student use during Open Lab hours and are intended for on campus use only.

Students are responsible for the proper care and use of any laptop checked out to them. Laptops may not be removed from campus and must be returned on the same day they are checked out. All laptops must be returned directly to the laptop cart in the classroom from which they were checked out. Failure to do so will result in disciplinary action by the Program Director. The cost of each laptop is \$1,252.06. While using the laptop, students are expected to be respectful of interruptive behaviors such as noise. All laptops are for the purpose of educational use. The program intends that all laptops be used in a manner which is:

1. conducive to learning
2. is free of illegal acts
3. shows respect for the rights and dignity of others

These laptops are for campus use only and must be used in classroom CH207, CH209, CH204, and CH221. Laptop settings are not to be changed in any manner, and individual profiles are not allowed to be added. Individuals are responsible in signing out of their profiles before returning the laptop.

NMDELTA Loaner Chromebooks

There are also a limited number of Chromebooks available for take home checkout. Students may check out the Chromebook once twelve (12) tutoring service hours have been met. An individual may make an appointment with Jovena Laate via email at jolaate@unm.edu. Students will be required to return the Chromebooks when they finish all their assignments or if they are not participating in the sessions or the program.

Students must follow the UNM Computer usage guidelines. All laptops are for the purpose of

educational use. The college intends that all laptops be used in a manner which:

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

High School Equivalency (HSE)

UNM-Gallup uses the HiSET exam. The HiSET exam is available in paper-based and computer-based formats. Students who successfully pass five (5) HiSET exams qualify for an official New Mexico High School Equivalency credential with a total of 45 points. To maintain a secure testing environment, cell phones and other electronic devices are not permitted in the testing room during testing sessions.

Tutoring

ABE offers tutoring services for all subject areas for students. Tutoring may be provided face-to-face at the ABE building, through email communication, or by appointment with qualified tutors.

Family Literacy Services

Adult Basic Education Program will offer families access to literacy materials throughout the year, including opportunities to check out books and other reading resources that promote family literacy. These resources will encourage positive engagement between ABE students and their young children by supporting shared reading experiences and fostering literacy development at home.

Student Authorization for Letter of Recommendation/Reference

Students can ask ABE staff and tutors for letters of recommendation or reference. Students may reach out to staff and tutors when needed.

Please allow up to two weeks for this request to be completed and ready for pick up.

Enrollment

Students will complete an intake enrollment and set goals during the mandatory orientation. Then, the student will take an online TABE Locator as a diagnostic to determine which level(s) of the Test of Adult Basic Education (TABE) assessment they will take for math, reading, and language. The TABE scores will place the student into appropriate courses reflecting their level of mastery on the full battery TABE placement test. Then, the student will start classes.

Locator

The TABE Locator is a diagnostic test used to check skills in reading, math, and language. It is the first test a student takes on enrollment to help to identify academic strengths, weaknesses, and learning gaps.

The Locator test consists of three sections for an approximate time of 75 minutes:

- The Locator identifies the appropriate Levels of the TABE 13/14 assessment (E, M, D, & A)
- Reading (35 minutes); Math (20 minutes); Language (75 minutes)

TABE 13/14 Assessment

The above TABE Locator results pinpoints any of the following levels of the test 13/14 be given

- Levels of the TABE Test are the following: Easy, Medium, Difficult, or Advance Levels
- Approximate total time for testing is 3 hours:
 - Reading section has two parts (50 minutes each)
 - Math section also has two parts (45 minutes Part I, and 15 minutes Part II)
 - Language (50 minutes)

POST TABE 13/14 Assessment

A post TABE Test is a requirement to assess educational progress and achievement and the ABE's program effectiveness. It documents measurable gains a student makes while in attendance in the ABE Program.

- Each time, a post TABE Test is given once a student reaches forty (40) tutoring service hours and independent study time through on-line learning and/or when a student has finished a colored course in a session. This requirement remains in effect regardless of whether a student has already passed one or more sections of the official HiSET examination.
- A post TABE Test is also given when a student has passed all sections of the official HiSET examination to close out student record for completion.

Other testing information

- The TABE Test is conducted in a secure testing environment, therefore, all cell phones, other electronic devices are not permitted during the testing environment. Any other personal items will be placed in a secure location.
- Examinees are required to stay for the duration of the examination.
- TABE scores are valid for 6 months. After 6 months, the scores become invalid, and the student must repeat the entire assessment process (Locator + TABE 13/14).
- The ABE staff will help answer any questions related to TABE testing.

Minors

All underage students (age 16-17 years) must have a HSE underage permission form (State mandated) completed and submitted to the Adult Education Office for placement into the Program and the Official High School Equivalency Testing. The HSE Underage Permission form must be signed by a Parent/Guardian and a Test Site Manager or an ABE Program Director. Minors are considered adults when they enroll in the UNM-G Adult Basic Education Program. All academic information and data will only be released to the student, regardless of their age. However, minors also have the option to complete a "Release of Information" form that allows their parents to access information for the student.

Minimum of 12 Contact Hours to be considered a student.

To be considered a student in our program 12 hours of tutoring service hours are required.

Verification of Attendance

Once enrollment, pre-testing, and 12 hours of tutoring service are completed, you may ask for verification of attendance. Send an email to the Adult Basic Education Program Director and allow a minimum of one week for it to be completed.

Re-enrollment

Students who stop out 60 to 90 days must stop by the Adult Basic Education Office to update their enrollment in the program. All students will be archived after 90 days; therefore, students returning must attend orientation to re-enroll in the program. A student's initial locator/TABE 13/TABE 14 scores are valid for 6 months.

Academic Progress and Assessment Policy

ABE provides tutoring services and academic support rather than traditional classroom instruction. As a result, ABE does not follow a traditional school grading system. Tutors may assess student progress through practice activities, individualized feedback, and benchmark measures to help students achieve their educational goals. Students with questions about their progress should speak directly with assigned tutor. Tutors will provide information regarding tutoring expectations, learning objectives, and methods used to monitor student achievement and readiness for testing.

Standards for Written Work

All written work must be submitted in the format required by the tutor. A designated open lab day and time is provided at the Adult Basic Education building for students who need access to the Microsoft office suite of programs.

Academic Warning

ABE tutors will refer students who are not actively participating in a session or making satisfactory education progress to the ABE Advisor. The ABE Advisor will meet with the student to discuss challenges, identify available support services, and develop strategies to help the student get back on track toward successful course completion. In extenuating circumstances, the ABE Advisor may involve the ABE Director to provide additional support and guidance.

Students are expected to complete all assignments independently and in accordance with tutor's expectations. **The use of artificial intelligence (AI) tools, including AI-generated writing, is prohibited in the Writing session.** Assignments containing AI-generated content may be considered educational misconduct and may result in disciplinary action or the assignment not being accepted for session credit.

ABE Progression Model

UNM Gallup ABE has created a Pathway to Success framework model that aligns with the College and Career Readiness Standards for Adult Education (CCRS) and the HiSET exam mastery standards. The framework has created three (3) learning tracks: Math, Reading and Writing, Science and Social Studies.

Students will be placed into Math and Reading/Writing using their TABE placement exam scores. Once a student completes a course, they will take another TABE test to determine if they can progress to the next session. To have the best possibility of passing the HiSET subject exams, students must complete the Green level sessions in all three tracks.

Math Track:

- Level 1 Orange: Elementary Math Standards
- Level 2 Pink: Middle School Math Part 1
- Level 3 Yellow: Middle School Math Part 2
- Level 4 Purple: Middle School Math Part 3
- Level 5 Blue: High School Math Part 1
- Level 6 Green: High School Math Part 2

Reading/Writing Track

- Level 1 Orange: Elementary Reading and Writing
- Level 2 Purple: Middle School Reading and Writing
- Level 3 Green: High School Reading and Writing

Science Track:

There is one science track offered online. Students are allowed to take Science when they complete the Purple Reading and Writing track or if they automatically test into the Green Reading and Writing track. This restriction is in place to ensure that students have the necessary reading and writing skills to pass the Science quickly.

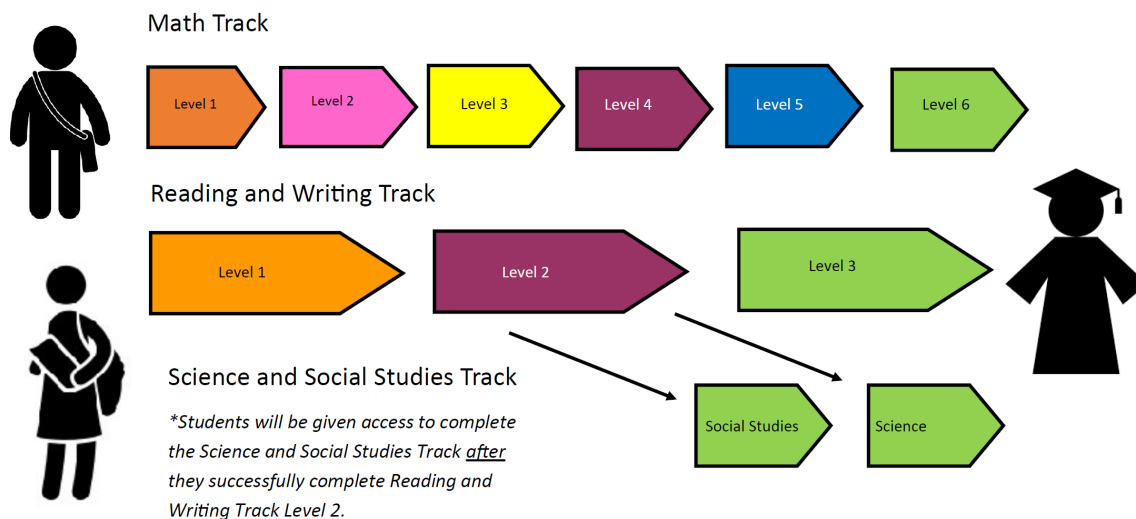
Social Studies Track:

There is one social studies session offered online. Students are allowed to take Social Studies when they complete the Purple Reading and Writing track or if they automatically test into the Green Reading and Writing track. This restriction is in place to ensure that students have the necessary reading and writing skills to pass the Social Studies quickly.

Pathway to Success Model

UNM-Gallup Adult Education Pathway to Success

Upon enrolling in the UNM-Gallup Adult Basic Education Program, students will complete placement assessments in Reading, Writing, and Mathematics. Assessment of results will help determine the appropriate level of tutoring services for each student. As students complete each tutoring level, they will be reassessed to determine their readiness to advance to the next level. Once students have successfully completed all tutoring levels in their respective subject areas, they will be prepared to take the HiSET High School Equivalency Exam. Throughout this journey, UNM-Gallup ABE is committed to providing the tutoring, resources, and support students who need to achieve their educational goals and succeed.



Stop-Out and Drop-Out Policies

Students are encouraged to complete their ABE plan of study. If a student is having trouble completing the assignments, they are strongly encouraged to work with the ABE tutor to find solutions.

If a student does not participate in their session for 2 consecutive weeks, the tutor is at liberty to drop them from the course. At that time, the student will have to reapply and possibly retest to get back into the program.

Each session is approximately 7 weeks long. Students may take up to 14 weeks to complete the subject track. If they do not complete the subject track in 14 weeks, they will have to restart the course in the next session.

Contact Hours

ABE program must report the time you spend using services to the state of New Mexico and the U.S. Department of Education. All records are kept of the time (CONTACT HOURS) you spend attending sessions, tutoring, and testing (except for the Official HSE testing).

It is your responsibility to sign in and out for each session meeting. In each session, the tutor will give breaks on his/her discretion. **If you should leave the session more than once, the tutor may cut your hours and/or ask you to leave the class.**

For online classrooms, online platforms, such as Essential Education will keep track of your hours. Offline and/or work done outside the course meeting cannot be verified or tracked, so those hours will not be reported as study time.

Testing

HiSET

The HiSET exam is a high school equivalency test. The exam has five subsets that measure your knowledge in five core areas: Reading, Writing, Math, Science, and Social Studies. You have three (3) attempts to take the HiSET.

The HiSET exam is offered at the Adult Basic Education building in both paper-based and computer-based formats. The fee for the paper-based exam is \$18 while the computer-based exam is \$26. Retesting fees are \$8.00 per subject. All fees must be paid online through the individual's HiSET account with a credit or debit card. Payments are not accepted at the testing center.

To take the HiSET exam in New Mexico, the following requirements must be met:

- If you are 18 years of age, you may test without any special conditions.
- If you are 16/17 years of age, you must complete an underage form and submit it to the test center before scheduling the exam.
- You must not enroll in a high school and not possess a high school diploma or another high school equivalency certificate.
- Have a current Government issued identification such as:

- State issued Driver's License
- State issued Identification Card
- Tribal Identification
- Valid U.S. or Foreign Passport
- Military Identification
- Other current national or foreign government-issued phot identification

Students who do not provide acceptable identification will not be permitted to test. Students are required to arrive at the testing center at least 15 minutes before their scheduled testing time. Cell phones and other unauthorized personal items are not permitted in the test area and must be left outside the testing room.

The Program Coordinator for testing may help you schedule your HiSET test.

If you fail any of the HiSET subset tests, you will be advised to continue with the Learning Sessions at ABE Program.

Receiving Your New Mexico High School Equivalency Credential

Students who successfully pass all five official HiSET subtests will earn a New Mexico High School Equivalency Credential (HSE) credential. After all testing requirements have been met, DiplomaSender will send an email notification with information regarding the student's diploma and transcript.

The first printed High School Equivalency diploma and official transcript are provided at no cost. Students should select United Postal Mail as their preferred delivery method to receive these documents.

Upon receipt of the diploma and transcript package, students are strongly encouraged not to open the sealed transcript envelope, especially if they intend to enroll in college, university, or vocational training program. A sealed transcript is typically required for admission purposes and is considered official only if the envelope remains unopened.

Students are encouraged to bring the unopened package to the Testing Administrator, who can assist in separating the diploma from the official transcript without compromising the transcript's official status. If the sealed transcript envelope is opened, the transcript will be considered unofficial and may not be accepted by post-secondary institutions or training programs. In such cases, students will be required to request and purchase a replacement official transcript.

Additional copies of diplomas or transcripts requested after the initial issuance are available through DiplomaSender at a cost of \$23.00 per document.

Behavior

Students are responsible for their behavior and active participation while attending the Adult Basic Education (ABE) Program. ABE faculty and staff are responsible for maintaining a safe, respectful, and productive learning environment that supports student success.

To minimize distractions and promote effective learning, head coverings (except those worn for religious or documented medical purposes) are not permitted in the ABE classrooms or other

designated instructional area. In addition, the use of headphones, earbuds, or similar audio devices is prohibited during learning session activities unless specifically authorized by the tutor for educational purposes.

Students are expected to follow these guidelines and always demonstrate respect for the learning environment, faculty, staff, fellow students, and campus policies at all times.

Student Misconduct and Disruptive Behavior

Misbehavior and conduct that disrupts the learning environment will not be tolerated in the Adult Basic Education (ABE) Program. Students are expected to conduct themselves in a respectful, professional, and courteous manner toward fellow students, faculty, staff, and visitors at all times.

Any behavior that interferes with tutoring services, disrupts course meeting activities, creates an unsafe environment, or shows disrespect toward others may result in immediate removal from the classroom at the tutor's discretion. Such incidents will be considered serious violations of the program expectations and will be addressed accordingly.

Students who engage in unprofessional, inappropriate, or disruptive behavior toward another UNM-G ABE student, staff member, or tutor may be suspended or dismissed from the program until the matter has been reviewed and resolved with the Director of the Adult Basic Education Program. Continued misconduct may result in permanent removal from the program.

Bullying and Harassment

The Adult Basic Education (ABE) Program is committed to providing a safe, respectful, and welcoming learning environment for all students. ABE fully supports the University of New Mexico's policy regarding behavior that interferes with another student's ability to learn. Bullying, harassment, intimidation, or any conduct that disrupts the learning environment will not be tolerated.

Bullying is defined by the U.S. Department of Health and Human Services (USDHHS) as unwanted, aggressive behavior involving a real or perceived power imbalance that is repeated or has the potential to be repeated over time. Examples of bullying include making threats, spreading rumors, using insulting language, excluding someone on purpose, physical aggression, and harassment through electronic communication such as text messages, email, and social media.

U.S. Department of Health and Human Services (USDHHS)

Reporting Bullying and Harassment

If you experience or witness bullying, harassment, or inappropriate behavior, please report it as soon as possible. Reports may be made by:

- Speaking with your tutor
- Contacting the Adult Basic Education Director
- Talking with any ABE staff member
- Submitting a written report
- Using the anonymous reporting option

Anonymous Reporting

Students may report concerns anonymously by:

- Placing a written report in the ABE comment/report box
- Submitting an anonymous online report form
- Providing a written note to the Adult Basic Education Director without identifying themselves

What Happens After a Report Is Made?

All reports will be taken seriously and reviewed promptly. Information will be kept as confidential as possible. Retaliation against anyone who reports bullying or participates in an investigation will not be tolerated.

Depending on the situation, actions may include:

- A verbal warning
- A written warning
- Suspension from the program
- Dismissal from the program

Students are encouraged to report concerns so that everyone can learn in a safe, positive, and respectful environment.

Smoke-Free Campus and Substance Use Policy

UNM–Gallup is committed to providing a safe, healthy, and productive learning environment for all students, faculty, and staff. In accordance with university policy, UNM–Gallup is a **smoke-free campus**. The use of cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes (e-cigarettes), vaping devices, and other tobacco or nicotine products is prohibited on all campus properties.

A \$1,000 fine and one year in jail may be levied against anyone selling or supplying tobacco products to a person under the age of eighteen. Individuals who appear too young to purchase or use tobacco products should expect to provide valid photo identification upon request. Only one warning will be given for violations of the campus tobacco policy; subsequent violations may be referred to the University of New Mexico Police Department (UNM PD) for further action.

Students are expected to attend session meetings, testing sessions, and program activities free from the influence of alcohol, marijuana, or any other substance that may impair judgment, behavior, or academic performance. Students who appear to be under the influence of drugs or alcohol, whose behavior disrupts the learning environment, or who arrive with a strong odor of marijuana may be asked to leave the classroom, testing area, or program activity and may be subject to disciplinary action.

The use of drugs, alcohol, or other substances by injection, ingestion, inhalation, or any other means that may result in physical, mental, or emotional impairment may be grounds for suspension or dismissal from the Adult Basic Education (ABE) Program.

Students suspected of being under the influence of drugs or alcohol during tutoring, testing, or any program-sponsored activity may be required to leave immediately. The student will be responsible for arranging safe transportation from campus and may not drive while impaired. Refusal to comply with program directives regarding suspected impairment may result in disciplinary action, up to and including dismissal from the program.

Students are expected to comply with all campus health and safety policies. Violations of the smoke-free campus policy or substance use policy may result in disciplinary action, referral to the appropriate university officials, and/or dismissal from the Adult Education Program.

UNM Code of Conduct

Matters Subject to Disciplinary Action:

Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct:

2.1. Actions which have great potential for physically harming the person or property of others, including that of the University, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.

2.2. Any type of sexual assault including rape.

2.3 Making false representations to the University, including forgery and unauthorized alteration of documents; unauthorized use of any University document or instrument of identification.

2.4. Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

2.5. Substantially interfering with the freedom of expression, movement, or activity of others.

2.6. Initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergencies. Misusing or damaging fire safety equipment on University premises.

2.7. Theft of property or of services. Possession of property that is known to be stolen.

2.8. Failure to comply with the lawful directions of University officials, including campus police officers and other law enforcement officials, acting in performance of their duties.

2.9. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the University.

2.10. Unauthorized presence in or use of University premises, facilities, or property, in violation of posted signs, when closed, or after normal operating hours.

2.11. Illegal use, possession, or distribution of any controlled substance, illegal drug, or alcohol.

2.12. Use or possession of fireworks on University premises or at University-sponsored events, unless expressly authorized in writing by the President.

2.13 Use, possession, or storage of any weapon on University premises or at University-sponsored activities, unless expressly authorized in writing by the President. Weapons include, but are not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances, or materials.

2.14 Misusing University computing resources by intentionally making or receiving, accessing, altering, using, providing or in any way tampering with files, disks, programs, passwords, or hardware belonging to other computer users without their permission.

2.15 Violation of published or posted University regulations or policies.

2.16 Aid others in committing or inciting others to commit any act mentioned above.

2.17 Action(s) or conduct which hinders, obstructs, or otherwise interferes with the implementation or enforcement of the Code of Conduct including failure to appear before any of the University's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate University officer.

2.18 Any other acts or omissions which affect adversely University functions or University-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the University.

2.19 Violating the terms of any disciplinary sanction imposed in accordance with this Code.

Rights of Students in Disciplinary Matters

Students' rights under the state and federal constitutions are specifically acknowledged and affirmed, including the rights of freedom of speech, freedom of association, freedom of religion, and due process. The provisions of this Code of Conduct shall be construed so as not to infringe upon these rights, as those rights are defined by law.

Sanctions

4.1. Any student who violates any of the rules set forth in Section 2 above, shall be subject to warning (verbal or written), disciplinary probation, suspension, expulsion, dismissal from University employment, or being barred from campus. Student sanctions imposed under this Code of Conduct shall be imposed pursuant to the Student Standards & Grievance Procedure, or its successor.

4.2. As used in this subsection:

4.2.1. "Verbal warning" means an oral reprimand.

4.2.2. "Written warning" means a written reprimand.

4.2.3. "Disciplinary probation" means the establishment of a time-period during which further acts of misconduct may or will result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling or other educational sanctions.

4.2.4. "Suspension" means losing student status for a period specified in the terms of the suspension. A suspension may commence immediately upon the finding of a violation, or it may be deferred to a later time.

4.2.5. "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.

4.2.6. "Dismissal" means termination of student employment, either for a stated time-period or indefinitely.

4.2.7. "Barred from campus" means being barred from all or designated portions of the University property or activities.

4.3 The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be considered whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

Student Problem Resolution

For problems arising in the session meetings, students must first try to resolve the issue with the tutor. If that is not productive, the tutor and/or student may invite the ABE Advisor within 10 days of the unproductive meeting between the student and the tutor. If the problem requires further action, a meeting will take place with the ABE Director to explore further actions. All decisions and final resolutions will be in accordance with UNM behavior policies.

Instructor Responsibilities

You should expect your tutors to:

- Maintain a classroom that is helpful to learning and expect you to do the same
- Provide regular feedback on your progress
- Use tutoring strategies and learning support approaches designed to meet the unique needs of adult learners.
- Welcome questions, requests for work to do outside of tutoring session.

Staff Responsibilities

You should expect that the ABE staff will:

- Treat you with respect, trust them to maintain confidentiality when appropriate
- Take time to listen to you
- Provide accurate responses to your questions or direct you to someone who can answer the question
- Address problems and issues in a timely manner
- Provide clear explanation of assessment results and based on those results, provide proper advising and placement in AE services.

Nondiscrimination

The University of New Mexico is committed to providing equal educational opportunity and forbids unlawful discrimination and/or harassment on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual orientation or gender identity, ancestry, spousal affiliation, or medical condition. If you believe you have been discriminated against and/or harassed on any of the bases listed above, you may contact the Director of Equal Opportunity who can be reached at UNM's Office of Equal Opportunity (OEO), 609 Buena Vista NE, University of New Mexico 87131, telephone number: (505) 277-5251. You can also access information on the OEO website: <http://www.unm.edu/~oeounm/>.

Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs accommodation (all medical information is treated confidentially), please contact the ABE Director.

Inclement Weather

UNM-G catalog policy states: on days when there is severe weather, listen to local radio stations for information. The following should guide your actions:

- "Closure" refers to the entire campus being closed and no classes held.
- "Class Cancellation" refers to the college services being open but no classes in session.
- "Campus Delay" refers to the entire campus being on 2-hour delay. Campus will open at 10:00 AM.

If the Campus is closed or classes are canceled, this will be announced on the radio, on the Albuquerque T.V. channels, or on social media platforms such as UNM-Gallup Facebook page. Unless specifically stated otherwise, class cancellation, closure, or delay will only be for the balance of that day. If cancellation or closure is needed on subsequent days, additional announcements will be made.

Children on Campus

Children must always be under the direct supervision of a parent or guardian while on campus. In accordance with UNM policy, young children may not be left unattended in classrooms, hallways, offices, study areas, or other campus locations.

Children are welcome to accompany parents or guardians during informational visits; however, they are not permitted in classrooms during tutoring sessions or in testing areas during testing appointments. Parents and guardians are responsible for ensuring that children are always supervised and do not disrupt the learning environment.

Cell Phones

Cell phone use in the classroom is at the discretion of the tutors. Refer to the course expectation for more information.

Visitors

Family Educational Rights and Privacy Act (FERPA) rules prohibit any person from entering a classroom to call a student out for phone calls or visitors. UNM-G students, staff, and faculty are not allowed to identify students for visitors. This includes accepting any items or messages that may confirm the attendance or presence of any student. The campus visitor Code of Conduct is included in its entirety in the UNM student handbook (Pathfinder).

Academic Dishonesty

Academic dishonesty such as cheating on exams, homework, assignments, readings, papers, presentations, computer research, including auditory, visual, verbal, physical and/or electronic means are cause for dismissal from the program. Academic dishonesty is seen as a breakdown in professional development and will be handled according to UNM-G's policies on academic dishonesty as found in the UNM-G Student Handbook. The UNM Academic Dishonesty policy can be found at: <http://pathfinder.unm.edu/common/policies/academic-dishonesty.html>

Communication

Students are encouraged to communicate with tutors. Effective, ongoing communication is a key element of success in any academic program. Most tutors communicate with course members via email when not in class. **Students need to check their email accounts regularly (at least once a day) and provide updated contact information when changes occur.** All tutors have email and communication should take place directly with tutors.

Release of Information

The Buckley Amendment (PL 98-380) states "The Family Educational and Privacy Act of 1974" applies to students who are over eighteen and prohibits UNM from releasing any information about you to any party. Release of information to any party, written or verbal, must have the student's permission. Minors have the option of completing a "Release of Information" form to give their parents access to their information.

Student Grievance Procedure

Any dispute will be resolved through the UNMG grievance procedure. Students are accorded due process and need to follow the steps as described under the Student Code of Conduct on the UNMG website. A link to the procedure can be found online at:

<https://www.gallup.unm.edu/students/codeofconduct.php>

Graduation Information

ABE students who successfully earn their HiSET diploma when they pass all five subject tests are eligible to participate in UNM's graduation ceremony. The ABE Director and ABE Advisor will work with students who are on track to complete to determine their graduation plans.

Applying for HiSET Certificate

The HiSET Testing Administrator may assist students who apply for their HiSET diploma. This process will take place after the student passes all five HiSET subject tests.

UNM-Gallup Adult Education Staff Directory

	Jacinta Sice Program Director Success Coach/Advisor Office: CH201B jsice@unm.edu 505-863-7554
	Denise Silva Program Coordinator HiSET Testing Administrator Office: CH204A HiSET testing room: CH204 dsilva@unm.edu 505-726-6473
	Jovena Laate Senior Tutor, Foundational Math Chromebook Assignee Office: CH200C Classroom: CH209 jolaate@unm.edu 505-863-7523
	Zachary Romero Tutor, Reading/Writing NEDP Assessor Office: CH201A Classroom: CH207 zaromero@unm.edu 505-863-7644