



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

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

## PROGRAM INFORMATION

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

The UNM-Gallup Adult Education program is here to help you identify short-term educational and long-term career goals. We offer free non-credit courses in reading/writing, mathematics, science, and social studies. We provide free tuition, materials, and access to other services. Our facilities include a computer lab that allows students to complete coursework online. We offer educational advisement and tutoring to assist all students in the program. These classes 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 instruction. All content instruction in each subject area has been designed using College and Career Readiness Standards for Adult Education and HiSET exam mastery standards.

The AE program is a separate non-college component of University of New Mexico-Gallup Branch. You will receive services from UNM staff at the UNM campus. ***However, you will not follow traditional admission or registration procedures and are not eligible for financial aid.***

## Mission and Vision

### UNM-G Adult 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 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 Education Program

### Program Objectives

# L.O.B.O.S.

#### **Learning:**

# L

- ◆ Provide academic instruction and services framed by CCRS and HiSET learning objectives taught by highly qualified instructors in their subject area to promote student success in passing all 5 HiSET subject tests to earn their 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 family literacy activities that will lead to readiness for post-secondary education or training, career advancement, and economic self-sufficiency.
- ◆ Provide orientations and trainings 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 training with a single set of learning objectives that identifies adult education content, workforce preparation activities, and workforce training competencies.

# S

#### **Success:**

- ◆ Provide academic instruction, success coaching, and career services to help students transition to the next phase of their academic 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 Education Program

### Student Learning Outcomes

# 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 green level subject courses 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 develop a partnership with their instructors to create a successful learning plan to help them complete the coursework.
- ◆ Students will communicate with all staff at UNM-G ABE to ensure that their academic strengths and needs are being addressed by the instructors.

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 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 course 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 use UNM-G ABE learning to enhance their personal life and involvement in the community.

## **Student Resources**

### **Education Specialist-Onboarding, Testing, and Orientation**

The Education Specialist for Onboarding, Testing, and Orientation is located in the Adult Education building. The Education Specialist provides individual onboarding to help students apply for admission into the program. They also coordinate placement testing for new and current students. The Education Specialist offers general orientation to explain how the AE program works, including how to successfully complete and earn their HiSET certificate. They also offer digital learning orientation to help students navigate the online learning platform for online classrooms.

### **Success Coach**

The Adult Education (AE) program is committed to helping students complete the program requirements and earn their high school equivalency certificate. A dedicated AE staff will offer advising and continued support to all students. During orientation, students will be assisted with identifying their short and long-term goals. AE 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. Instructors may refer students to a staff for support anytime or the student can schedule appointments as needed.

### **Computer Lab**

Adult Education provides a designated day and time for an open lab for student use. The open lab offers laptop use for on-campus and are not be taken off campus.

Laptops must be returned to the AE staff at the end of the same day as checkout. Failure to do so will result in disciplinary action by the Program Director. The cost of each laptop is \$1,200.00. 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 conducive to learning, is free of illegal acts, and shows respect for the rights and dignity of others. These laptops are for campus use only. There are also a limited number of Chromebooks available for take home checkout. Students will be required to return the Chromebooks when they finish all their coursework or if they are not participating.

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 computers-base test. Passing this test will qualify the student for an official New Mexico HSE credential.

## **Tutoring**

AE offers tutoring services for all subject areas to students. Tutoring services can be offered face-to-face at the AE building, through email, or by appointment with the instructor.

## **Family Literacy Services**

AE will offer activities throughout the year aimed at promoting family literacy. Family literacy training or events will be positive engagement opportunities for AE students and their young children to participate in literacy activities.

## **Student Authorization for Letter of Recommendation/Reference**

Students can ask AE staff and instructors for letters of recommendation or reference. Students may reach out to staff and instructors 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 during the mandatory orientation with the Education Specialist. Then, the student will take an online Locator Exam 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 TABE placement test. Then, the student start classes.

### **Locator/TABE 11/12**

The Locator is used to check skills in math, reading, and language. By using your Locator scores, the staff will develop a study plan for you. The TABE 11/12 test allows administrators to track educational gains during the course of the student's enrollment in the program. Students will take a TABE placement test when they enroll to determine course placement. The TABE is a timed test and will take 3-4 hours to complete. Students will also take another TABE when they complete a colored course or when they accumulate 40 hours of instruction in a course. These scores will determine if they progress to the next colored course in that track of learning. NOTE: additional TABE test after the first will be considered as a POST test.

Please note:

- TABE scores are valid for 6 months. After 6 months, the scores become invalid and the student must repeat the entire enrollment process (Locator + TABE 11/12).
- The Locator is to be administered before the TABE 11/12.
- Locator is the placement test that determines the level of TABE 11/12 test you will take.
- The Locator takes approximately 35 minutes and is a timed test.

The Education Specialist will help you with any questions related to TABE testing. Examinees are required to stay during the duration of the examination.

## Enrollment Checklist

- Complete and submit an “Interest Form” online at <https://www.gallup.unm.edu/aec/index.html>
- Attend all days (Monday-Friday) of the mandatory orientation for new students.
- During the orientation you will complete your registration. Make sure all your contact information is current and you know your yearly family household income.
- Participate in the General Orientation session and take the quiz afterward. You must pass the quiz with 90% or higher. This is mandatory.
- Participate in the Digital Literacy Orientation session.
- Participate in the Student Handbook session and take the quiz afterward. You must pass the quiz with 90% or higher. This is mandatory.
- On the last two days of orientation (Thursday and/or Friday) you will complete an online TABE assessment.
- Once you pass all orientations and trainings, you will be allowed to start your class(es).
- Watch your email for an invitation from your instructors to join their class.
- Limited loaner Chromebooks are available for check-out. If your course is online and need to check-out a Chromebook to complete your course work, then you must create an email account at [www.nmdelt.org](http://www.nmdelt.org). and have a minimum of 12 hours of instruction.

## 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 the County District Superintendent of Schools or authorized school designee. Please contact the school district to see who is authorized to sign this form. Minors are considered adults when they enroll in the UNM-G Adult 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 instructions are required.

## Verification of Attendance

Once enrollment, pre-testing and 12 hours of participation is completed, you may ask for verification of attendance. Contact the Adult Education Office.

## **Re-enrollment**

Students who stop out 60 to 90 days must stop by the Adult 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 11/TABE 12 scores are valid for 6 months.

## **Orientation**

In order for a student to be admitted to the Adult Education Program, and participate in classes she/he must attend all days of the orientation. Students are required to pass the on-boarding and student handbook quizzes with 90% or better.

## **Grading Policies**

### **Assignment Grading Policy**

Course instructors have full academic control over their grading policies for each course. Please refer any questions to them regarding your academic progress in their courses. Each instructor will provide a course syllabus that addresses their course set up and grading policies.

### **Standards for Written Work**

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

## **Academic Warning**

AE instructors will refer students who are not participating or progressing in their course to the AE Advisor. The AE Advisor will work with the student to create a success plan to get them back on track to complete their courses. For extenuating situations, the AE Advisor will invite the AE Director into the success plan.

## **AE Progression Model**

UNM Gallup AE 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 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 course. To have the best possibility of passing the HiSET subject exams, students must complete the Green level courses 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 Gray: High School Math Part 2
- Level 7 Green: High School Math Part

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

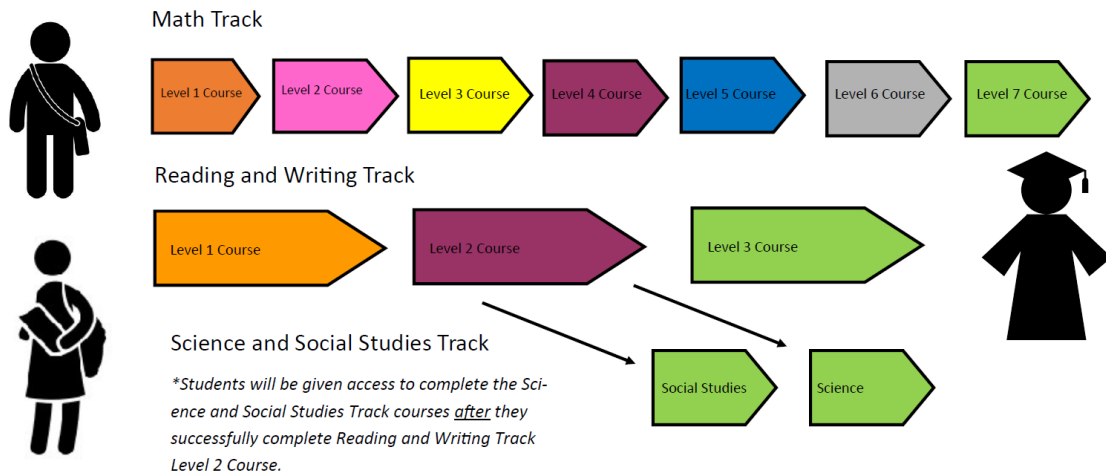
**Social Studies Track:**

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

**Pathway to Success Model**

## UNM-Gallup Adult Education Pathway to Success

Upon enrolling in the UNM-Gallup Adult Education Program, a student will be given a placement test in Reading/Writing and Math. The test scores will determine which level of instruction they will be placed in. After completing a level of instruction, the student will test again to determine if they are ready for the next level. When the student completes all levels of instruction in each track of learning, they will be ready to take the HiSET high school equivalency exam. UNM-Gallup ABE will support you throughout your journey to success!



## Stop-Out and Drop-Out Policies

Students are encouraged to complete their AE plan of study. If a student is experiencing difficulty completing the coursework, they are strongly encouraged to work with the AE advisor to find solutions.

If a student does not participate in their course for 2 consecutive weeks, the instructor 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 7 weeks long. Students may take up to 14 weeks to complete the course. If they do not complete the course in 14 weeks, they will have to restart the course in the next session.

## Contact Hours

AE programs 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 classes, tutoring, and testing (except for the Official HSE testing).

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

For online classrooms, the online platform, such as Canvas and Essential Education will keep track of your hours. Offline and/or work done outside the classroom cannot be verified or tracked, so those hours will not be reported as instructional 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 3 attempts to take the HiSET.

The exam is available in paper and computer-based at the AE building. The cost of paper-based exam is \$15 and the computer-based exam is \$23.

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 to it to the test center before scheduling the exam.
- You must not be enrolled in a high school and not possess a high school diploma or another high school equivalency certificate.

The Education Specialist for testing will help you schedule your HiSET test.

If you fail any of the HiSET subset tests, you will be advised to continue with the courses at AE Program.

## Behavior

The student is responsible for his/her own behavior in the AE building and learning in the classroom. It is the AE faculty's responsibility to ensure that the classroom environment is conducive to student learning.

**Any behavior which causes a disruption in the learning environment will not be tolerated. The faculty may remove a student from the classroom at their discretion.** Such behavior will be considered a serious incident and be dealt with as such. A student who behaves unprofessionally to a fellow UNM-G student, staff member or instructor, may be dismissed from the program until a resolution regarding behavior is addressed by the student and the Director of the Adult Education Program.

### Bullying

No student shall create a hostile learning environment. AE fully supports the University of New Mexico's policy regarding interfering with another student's ability to learn. Violations of this policy include bullying.

"Bullying is any unwanted, aggressive behavior that involves a real or perceived power imbalance. This behavior is repeated or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally and excluding someone from a group on purpose." (USDHHS)

**Bullying, not limited to those behaviors described above and including electronic methods (i.e. texting and social media) should be reported. Violations will be addressed and documented. Bullying may result in dismissal from the program. Students are strongly encouraged to report bullying.**

### 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 emergency. 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. Weapon includes, but is 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 to 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 of time specified in the terms of the suspension. A suspension may commence immediately upon a 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 taken into account 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 classroom, students must first try to resolve the issue with the instructor. If that is not productive, the instructor and/or student may invite the AE Advisor within 10 days of the unproductive meeting between the student and the instructor. If the problem is non-academic and requires further action, a meeting will take place with the AE Director to explore further actions. All decisions and final resolutions will be in accordance with UNM behavior policies.

### **Instructor Responsibilities**

You should expect your instructors to:

- Maintain a classroom that is helpful to learning and expect you to do the same;
- Provide regular feedback on your progress;
- Use teaching methods designed for adult learners;
- Welcome questions, requests for work to do outside of class, etc...

### **Staff Responsibilities**

You should expect that the AE 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; and
- 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 an accommodation (all medical information is treated confidentially), please contact the AE Director.

## **Inclement Weather**

UNM-G catalog policy states: on days when there is bad 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.

If the Campus is closed or classes canceled, this will be announced on the radio and on the Albuquerque T.V. channels. Unless specifically stated otherwise, class cancellation or closure 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 be closely supervised by a parent or guardian at all times. UNM Policy requires that young children are accompanied and directly supervised by an adult at all times. Children are welcome for informational visits, not during instructional or testing visits.

## **Cell Phones**

Cell phone use in the classroom is at the discretion of the instructors.

## **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 is 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>

## Under the Influence Policy

Use of drugs, alcohol, or any other substances by injection, ingestion or inhalation that could result in physical, mental or emotional impairment may be grounds for dismissal from the AE program. Students suspected of being under the influence during class, testing or any student activity will be asked to submit immediately to a drug or alcohol test at the students' own expense. The student will be required to arrange for an unimpaired driver to transport them home. Students who refuse to submit to the requested drug or alcohol testing will be sent home immediately. Students who are tested and determined to be under the influence during class, testing or any other student activity are subject to disciplinary action, up to and including dismissal from the program.

Smoking is not permitted on the UNM-Gallup campus.

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. Expect to be asked for a picture ID for those people who appear to be too young to smoke or use other tobacco products. Only one warning will be given; then the UNM PD will be involved.

## Communication

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

## Release of Information

The Buckley Amendment (PL 98-380) states "The Family Educational and Privacy Act of 1974" applies to students who are over 18 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

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

## Applying for HiSET Certificate

The Education Specialist for Testing and the AE Advisor 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

	<p>Jacinta Sice Program Director, Math Instructor <a href="mailto:jsice@unm.edu">jsice@unm.edu</a> 505-863-7554</p>
	<p>Denise Silva Program Coordinator <a href="mailto:dsilva@unm.edu">dsilva@unm.edu</a> 505-726-6473</p>
	<p>Ashley Smith Education Specialist, Testing and Onboarding <a href="mailto:Ash10rm@unm.edu">Ash10rm@unm.edu</a> 505-863-7516</p>
	<p>Jovena Laate Senior Tutor, Math Instructor <a href="mailto:jolaate@unm.edu">jolaate@unm.edu</a> 505-863-7523</p>
	<p>Zachary Romero Tutor, Reading/Writing Instructor <a href="mailto:zaromero@unm.edu">zaromero@unm.edu</a> 505-863-7644</p>