



Program Year
2024-2025



EnergySmart Academy

@ Santa Fe Community College

6401 S Richards Ave | Santa Fe, NM 87508

505-428-1805

www.energysmartacademy.com



RIT, CL, EA, QCI TM



Student Information Packet

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MAIN BUILDING

PARKING

AT Trades and Advanced Technology Center

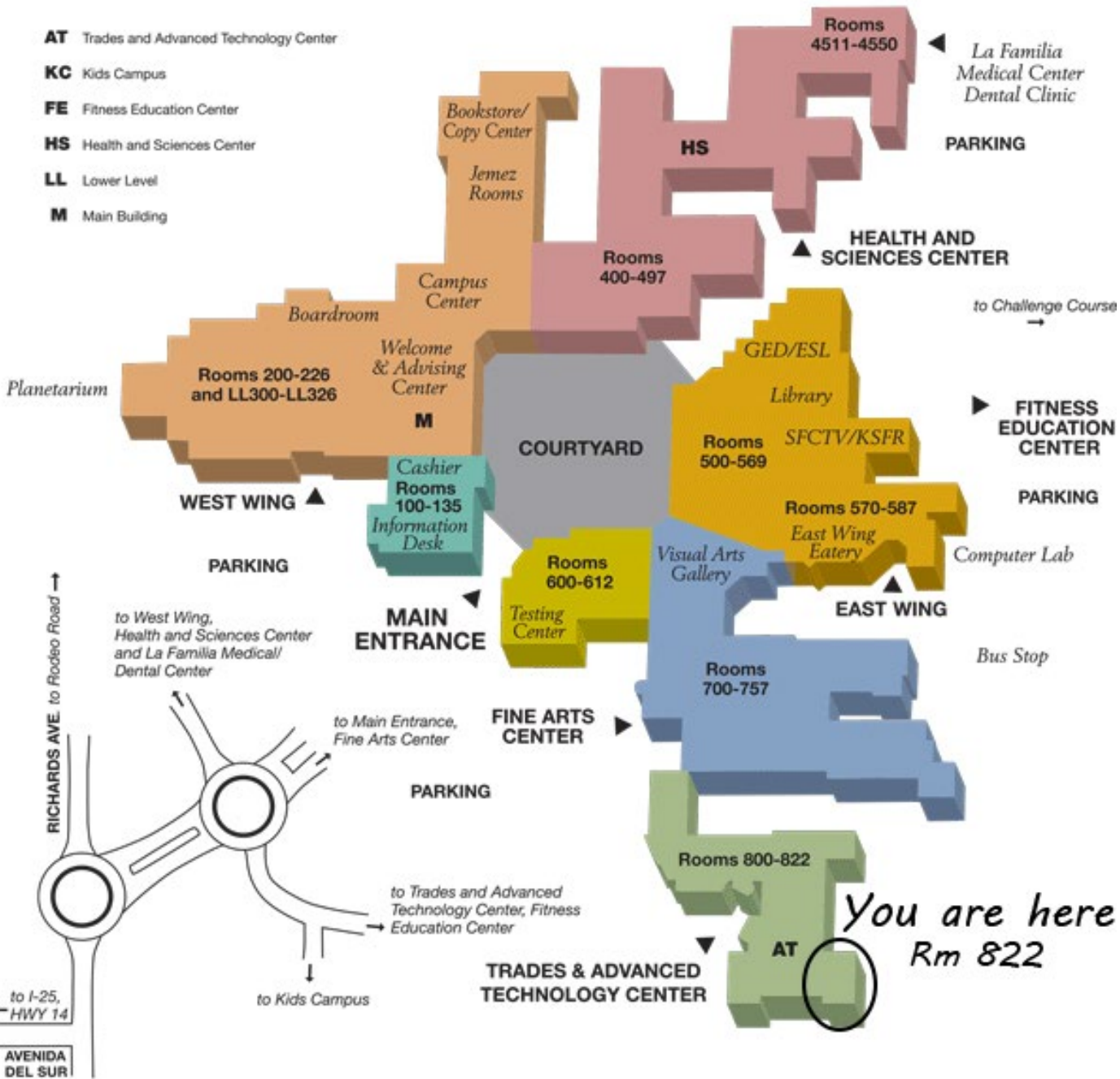
KC Kids Campus

FE Fitness Education Center

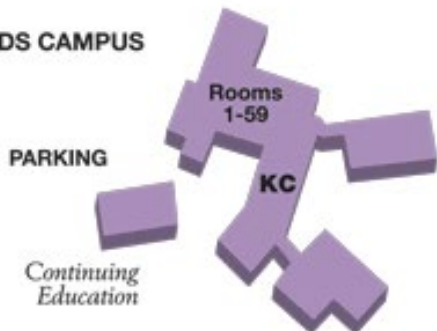
HS Health and Sciences Center

LL Lower Level

M Main Building



KIDS CAMPUS



WILLIAM C. WITTER FITNESS EDUCATION CENTER



Welcome to the EnergySmart Academy at Santa Fe Community College

The mission of the EnergySmart Academy (ESA) is to offer students high-quality, consistent energy efficiency and green jobs professional training throughout New Mexico and its surrounding states; reduce energy and water use, and greenhouse gas emissions; and engage with our community and the greater professional industry. With our state-of-the-art lab and nationally recognized trainers, our training benefits industry professionals, residents and business owners in our state. We invite professionals to join the "New Green Jobs Economy." We train energy auditors, installers, inspectors, infrared thermographers, architects, contractors and other industry-related professionals.

The New Mexico EnergySmart Weatherization Program is administered by the New Mexico Mortgage Finance Authority (MFA). In 2010, SFCC was selected as the MFA's primary training provider for its weatherization contractors and given the opportunity to create the New Mexico EnergySmart Academy. The ESA initially was established to provide comprehensive training in all aspects of energy efficiency and residential weatherization to MFA contractors throughout the state of New Mexico and has since expanded to provide training across the country.

In 2014, ESA was one of the first programs in the country to qualify as an "Accredited Training Program" by the Interstate Renewable Energy Council (IREC) for all four of its core training programs. This accreditation demonstrates our commitment to providing quality training to develop a competent workforce and increase professionalism in the weatherization industry. Implementing the processes to review our goals, evaluating the effectiveness of our program, collecting the information necessary to document our progress, and establishing effective procedures to train weatherization workers are key elements of our programs.

IREC accreditation also demonstrates our accountability to the SFCC Board of Directors, students, faculty, and industry stakeholders. Accreditation provides the mechanism for continuous improvement in the quality and effectiveness of our training program to meet the needs of the emerging energy-efficiency industry, both in New Mexico and nationally. For industry stakeholders and potential employers of our graduates, the credibility associated with accreditation adds to the growing reputation of SFCC and the ESA as a quality institution producing a well-trained workforce.

Campus Phone Numbers

SFCC's main phone number is 505-428-1000

If you are using an office phone on campus, dial the last four digits to connect (1000).

	<u>Phone</u>	<u>Room</u>		<u>Phone</u>	<u>Room</u>
Adjunct Faculty Office	505-428-1632	226	Help Desk (Technology Service)	505-428-1222	528
Admissions	505-428-1270	201C	Higher Education Center	505-428-1725	HEC
Advising and information			Institute of American Indian Arts (IAIA) at SFCC	505-428-1891	HEC
New and non-degree students	505-428-1270	201	Info Line (recorded)	505-428-1777	
Degree students:			Kids Campus	505-428-1354	Kids Campus
School of Arts, Design, & Media Arts	505-428-1731	753	La Familia Dental Clinic	505-984-5048	
School of Business and Education	505-428-1308	LL322	Library	505-428-1352	516
School of Fitness Education	505-428-1651	2000A	Literacy Volunteers of Santa Fe	505-428-1353	514A
School of Science, Health, Engineering & Math	505-428-1323	482	Media Arts Lab	505-428-1248	605
--alternate number	505-428-1754	483	New Mexico Highlands University – Santa Fe	505-424-9185	HEC
School of Liberal Arts	505-428-1370	222	Registrar's Office	505-428-1385	202
School of Trades, Technology, Sustainability & Professional Studies	505-428-1524	801	Safety and Security	505-428-1224	101
Adult Education	505-428-1356	502	Service-Learning/Volunteer in the Community	505-428-1736	
Bookstore	505-428-1218	233	Student Accessibility Services	505-428-1701	LL311
Career Services & International Programs	505-428-1303	204E	Student Development	505-428-1665	LL312
Cashier's Office	505-428-1211	129	Student Employment	505-428-1285	204
Clubs and organizations	505-428-1266	LL312G	Student Government Association	505-428-1418	LL312
Continuing Education (noncredit)	505-428-1676	131	Teacher Education	505-428-1256	Kids
Counseling Services	505-428-1940	201	Testing Center	505-428-1625	611 A&B
Distance Learning	505-428-1166	418F	TRiO Student Support Services Program	505-428-1364	LL313
English as a Second Language	505-428-1356	502	Tutoring Center	505-428-1260	LL326
ENLACE	505-428-1714	LL312F	University of New Mexico-Santa Fe	505-428-1220	HEC
Enrollment and Student Services	505-428-1270	201	Veterans' Benefits	505-428-1314	LL302C
Financial Aid/Scholarship	505-428-1268	202	Veterans' Resource Center	505-428-1314	LL302C
First Year Experience	505-428-1919	204	Weather Watch/Holiday Line (School delays/closures)	505-428-1716	
Fitness Education Center	505-428-1651	1000	Welcome and Advising Center	505-428-1270	201
GED information	505-428-1356	504			

Student Policies

Students are expected to read and understand official student policies. Failure to do so does not absolve them from knowing and complying with the content of such communications.

SFCC Student Code of Conduct – Policy 2-1

Policy Overview

Santa Fe Community College (SFCC) strives to create and maintain an environment that supports and respects all members of the learning community. In order to help achieve this goal, SFCC has established a Code of Conduct which sets out values, expectations and standards of behavior that apply to all students.

Scope and Applicability

The Code of Conduct applies to all students, visitors and guests regardless of status. SFCC recognizes that there is a diverse student body and has established standards so that all students have the opportunity to pursue their educational goals in a respectful and high-quality atmosphere.

Policy Statement

- A. SFCC is committed to providing a safe and welcoming environment for students, faculty, staff and the public. Students at SFCC are expected to behave in a respectful, civil and thoughtful manner at all times.
- B. Any student who has been subjected to misconduct by others or who observes misconduct should report it promptly to the Vice President for Student Success, Student Affairs Officer, and/or to Campus Safety and Security.
- C. SFCC values involvement, integrity, lifelong learning and excellence. In the spirit of these values, every member of the campus community has a personal responsibility to respect the rights of others and to behave in a manner conducive to learning and/or living in an educational environment. As a result of these values, the following conduct is prohibited:

1. Classroom Conduct

- A. Plagiarizing, cheating, or committing any other form of academic misconduct including but not limited to unauthorized collaboration, falsification of information and/or helping someone else violate responsible standards for academic behaviors. Students who are found to have engaged in this type of conduct are subject to both consequences as determined by the instructor and disciplinary action under SFCC policy 2-2 Student Correction Action and Disciplinary Action.
- B. Any behavior that may disrupt others from learning or may interfere with the efforts of a faculty member to instruct a class, for example: use of cell phones or other portable electronics, unless authorized by the faculty member teaching the course.
- C. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or SFCC activities, including its functions on or off campus.

2. Campus Conduct

- A. Conduct that is disorderly, lewd, or indecent; breach of the peace; or aiding, abetting, or encouraging another person to breach the peace on SFCC premises or at activities sponsored by or participated in by SFCC. Engaging in behavior that could reasonably be foreseen to cause disruption of, obstruction of or interference with any service or activity provided or sponsored by the College.
- B. Any violent behavior toward another student, a faculty or staff member or any other individual on campus. A student who exhibits this type of behavior shall face discipline under Policy 2-2 Student Corrective Action and Disciplinary Action, up to and including expulsion.
- C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct that threatens or endangers the health or safety of any person. All threats and threatening behavior shall be taken very seriously and investigated promptly.

- D. Attempted or actual theft of and/or damage or destruction to property of SFCC or property of a member of the College community or other personal or public property, including unauthorized use of property located on the campus or property owned or controlled by SFCC.
- E. Failure to comply with direction of College officials, security personnel or law enforcement officers in the performance of their duties.
- F. Conduct that violates any SFCC policy, seriously threatens the educational mission of SFCC or the health or safety of any member of the College community, even if such conduct occurs off campus.
- G. Unauthorized possession, duplication or use of keys to any SFCC premises or unauthorized entry to or use of SFCC premises.
- H. Possession of any unauthorized pet or animal, excluding trained service animals, while on College-owned or College-controlled property. (SFCC Policy 4-21 Service and Other Animals on Campus.)
- I. Tampering with or disabling any security camera or any other campus safety or security equipment.
- J. Leaving children unattended or unsupervised in campus buildings or on campus grounds or in vehicles.
- K. Camping within campus facilities or grounds, regardless of the duration or purpose of the use.
- L. Clothing and/or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered at SFCC.
- M. Unauthorized displaying or distributing any written notices such as fliers, posters, brochures, etc.
- N. Vending and sales activities unless authorized (SFCC Policy 8-2 Campus Solicitation, Vending, and Political Activity by External Parties.)

3. Discrimination, Harassment, and Sexual Misconduct

- A. Discrimination or harassment on the basis of sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, serious medical condition, spousal affiliation, gender identity or sexual orientation. (SFCC Policy 2-22 Student Sexual Harassment and SFCC Policy 2-23 Student Discrimination and Harassment.)
- B. Sexual misconduct offenses include, but are not limited to, sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), and/or sexual exploitation. (SFCC Policy 2-28 SFCC Student Sexual Violence.)

4. False Alarms and Weapons

- A. Deliberately causing a false fire alarm or creating any sort of false bomb threat or public alarm.
- B. Possession or distribution of any firearms, ammunition, explosives, fireworks, and/ or other dangerous weapons (or chemicals/flammable liquids) unless authorized by an SFCC official, or use/threat of use of any instrument (including, but not limited to, paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

5. Drugs, Alcohol, Medical Marijuana, Smoking and Gambling

- A. Using, being under the influence, manufacturing, possessing, cultivating, distributing, purchasing, or selling of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol or drug paraphernalia while on College-owned or College- controlled property and/or at any function authorized or supervised by SFCC and/or in state-owned or -leased vehicles.
 - 1. Note: The President may make an exception regarding alcohol by granting prior written consent. All laws relating to the sale, purchase and distribution of alcohol must be observed, including age limits.
- B. Although possession and use of medical marijuana consistent with the requirements of the New Mexico State Law is not a crime in the State of New Mexico, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on College-owned or College-controlled property and/or any function authorized or supervised by SFCC and/or in state-owned or -leased vehicles.
- C. Smoking except in designated smoking areas. For the purpose of this policy, smoking shall include the use of tobacco products, e-cigarettes, electronic vaping devices, personal vaporizers, electronic nicotine delivery systems or other such devices that vaporize substances to simulate smoking.

- D. Gambling of any kind, including computer gambling, sports betting pools and pyramid schemes on campus-owned or SFCC-controlled property.

6. *Computing and Networking*

- A. Violation of SFCC policy on the acceptable use of computing and network resources. Unacceptable uses of computing resources include, but are not limited to:
 - i. Use of electronic forums to violate other sections of the Student Conduct Code;
 - ii. Sharing of accounts or computer access;
 - iii. Violation of electronic privacy;
 - iv. Interference with computer use or operations;
 - v. Unauthorized entry into or tampering with computers, networks, or other information resources;
 - vi. Commercial or illegal use of electronic or computer resources;
 - vii. Violation of copyright law or other intellectual property protection laws or policies; or
 - viii. Threats, abuse or harassment, as defined in SFCC policies made or transmitted via electronic forums, social media platforms or electronic mail.
 - ix. Refer to SFCC Policy 7-1 Technology Usage Policy, SFCC Policy 7-3 Information Security Policy and SFCC Policy 8-7 Social Media Policy for more information.

7. *Parking and Campus Traffic Rules*

- A. Failing to follow traffic rules or respect designated handicap parking spaces and fire zone areas in SFCC parking lots.
 - i. Any person who violates traffic or parking rules is subject to having their vehicle towed or immobilized by the use of a boot.
 - ii. If you receive a warning sticker or if your car has been towed or immobilized, see the Campus Safety and Security Office
- B. Using bicycles, skateboards, roller-skates, wheelies, scooters, hover boards, in-line skates and the like in prohibited areas, such as SFCC sidewalks and other campus walkways. These items may only be used on campus streets.
- D. A student who violates any provision of this Code of Conduct may be subject to discipline under the SFCC Policy 2-2 Student Corrective Action or Disciplinary Action. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.

Definitions

1. **Academic Dishonesty** means any behavior that misrepresents or falsifies the student's knowledge, skills or ability with the goal of unjustified or illegitimate evaluation or gain and includes cheating, plagiarism and falsification or fabrication of records. Assisting another student in cheating, plagiarism and falsification of records is also academic dishonesty.
2. **Camping** is defined as using campus facilities or grounds for living accommodations or housing purposes, such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire, or using a portable stove for cooking, lighting or warmth, or the use of tents, motor vehicles, or other structures for living or shelter.
3. **Cheating** includes using or attempting to use unauthorized materials such as notes, texts, visuals, electronic devices, copies of test materials and presenting the work of others to misrepresent the student's knowledge, skills or ability. Unauthorized collaboration also constitutes cheating.
4. **Integrity** is a strict adherence to a standard of values and conduct.
5. **Plagiarism** is the intentional or unintentional representation of another's work as one's own, without proper acknowledgement of the original author or creator of the work.

Policy Process

- A. Students should familiarize themselves with the expectations outlined in this Code of Conduct and ensure they comply with them. Any questions or concerns about this Code of Conduct should be discussed with the Vice President for Academic and Student Affairs, the Student Affairs Officer or their designee.

- B. Students who violate any provision of this Code of Conduct may be subject to discipline under SFCC Policy 2-2 Student Corrective Action and Disciplinary Action up to and including expulsion.
- C. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.
- D. SFCC may also report any apparent violation of law to the appropriate law enforcement authorities.

Statement of Accountability and Responsibility

The President, through the Vice President for Academic and Student Affairs and the Office of Academic and Student Affairs, shall be responsible for enforcing student focused procedures and policies. The Student Affairs Officer, in conjunction with the Vice President for Academic and Student Affairs is responsible for ensuring the adherence to this policy and initiating procedures for any corrective action or disciplinary process. The Office of Academic and Student Affairs shall work with various different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

The policy for Appeal of Academic Decisions is currently under review. The complete and updated policy is available on the SFCC website and on MYSFCC, under “Policies and Procedures.”

SFCC Student Corrective Action and Disciplinary Action – Policy 2-2

Policy Overview

This policy is established to address non-academic types of misconduct including violations of the Santa Fe Community College (SFCC or College) Student Code of Conduct or any other College policy that applies to student conduct. This policy does not deal with grade appeals, academic probation, academic suspension or academic misconduct.

Scope and Applicability

This policy applies to all SFCC students.

Policy Statement

- A. If a student violates SFCC Policy 2-1 Student Code of Conduct or any other SFCC policy, they may be subject to corrective or disciplinary action.
- B. Corrective action is used for less serious violations of the Student Code of Conduct or other College policies (e.g. skateboarding on campus, noise complaint, etc.) and is intended to correct inappropriate behavior. Students will receive a letter of warning outlining expectations for improvement. Corrective action is not subject to appeal.
- C. Disciplinary action is used for serious violations of the SFCC or other College policies (e.g. making threats toward another student, faculty or staff member, bringing a weapon on campus, etc.) and may result in:
 - Removal from class or campus, or other SFCC locations;
 - Institutional response;
 - Non-academic probation;
 - Non-academic suspension; and/or
 - Expulsion.
- D. Disciplinary action may be appealed by requesting a hearing before a College Hearing Panel. The final determination of such appeal is made by the Vice President for Academic and Student Affairs.
- E. The College strictly prohibits retaliation against any student or employee for participating in the corrective action or disciplinary action process. Anyone who is found to have either directly or indirectly retaliated against another individual engaged in this process will be subject to discipline under this policy.
- F. The Student Affairs Officer will maintain a record of all College Hearing Panel reports, along with the Vice President for Academic and Student Affairs’ final decision, and will manage the records in a manner consistent with Family Educational Rights and Privacy Act of 1974 (FERPA) and the confidentiality requirements of the College.

Definitions

1. **College Hearing Panel** refers to a three-member panel that is formed from the College Hearing Council pool on an as-needed basis to hear appeals of disciplinary action taken by the College against an employee or student.
2. **Corrective Action** is a statement of acceptable behavior and a plan designed to assist employees to correct performance issues or conduct that do not meet the expected or required standards at the College. Corrective Action includes verbal coaching, formal verbal warnings and written warnings.
3. **Disciplinary Action** is action taken to address situations where the employee has failed to address concerns outlined in earlier Corrective Action, there has been a serious violation of a policy or a law or there has been a serious performance issue. Disciplinary action may include disciplinary probation, demotion, suspension without pay, or termination for cause.
4. **Expulsion** is action taken which dismisses the student from SFCC for a minimum of three years. Expulsion is the most severe action taken for misconduct.
5. **Institutional Response** means that the Student Affairs Officer may require a student to engage in community service to the College (e.g. write a paper about the impact of the student's conduct or behavior on others, prepare a letter of apology, provide customer service, clean facilities if facilities were damaged, assist departments with a project, etc.)
6. **Probation** is a trial period (on a case-by-case basis) for the purpose of redemption or correction of previous inappropriate conduct.
7. **Suspension** is a removal of the employee from the workplace without pay for disciplinary reasons.

Policy Process

- A. When a report of inappropriate conduct is received, an investigation is conducted by the Student Affairs Officer.
- B. If, as a result of this investigation, a student or students are found to have violated the Student Code of Conduct or other College policy, a determination is made by the Student Affairs Officer about the severity of the situation.
- C. If, in the consideration of the Student Affairs Officer and involved College employees, the violation is relatively minor, corrective action will be taken. The corrective action will include a meeting with the student and a clear written statement by the Student Affairs Officer of what is expected of the student in the future and the steps required by the student to achieve success. For example, a student who is disruptive in class may need to serve as a student aid in a classroom.
- D. Disciplinary action will be taken for more serious breaches as determined by the Student Affairs Officer. The disciplinary action will include a meeting with the student whenever possible and notice via electronic mail (using SFCC student email address) and regular mail of the intended disciplinary action. The student may request a meeting with the Student Affairs Officer within five (5) business days of receiving the notice to discuss the situation. The meeting with the Student Affairs Officer must take place within five (5) days after such request. Subsequent to the meeting, the Student Affairs Officer shall notify the student whether the proposed discipline will be implemented, modified or not implemented.
- E. A student may request a review of the disciplinary action by requesting a disciplinary review which includes a hearing before the College Hearing Panel, with a final decision rendered by the Vice President for Academic and Student Affairs.

Statement of Accountability and Responsibility

The President, through the Vice President for Academic and Student Affairs or designee and the Office of Academic and Student Affairs and the Student Affairs Officer, shall be responsible for enforcing student-related policies and procedures. The Vice President for Academic and Student Affairs and the Student Affairs Officer shall work with different College departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention and remediation.

SFCC Student Concerns and Complaints – Policy 2-3

Policy Overview

This policy is established to address two levels of conflict involving students at Santa Fe Community College (SFCC or College) identified as:

- Concerns such as minor disagreements and the like, and
- Complaints that address more serious issues.

Scope and Applicability

This policy applies to all SFCC students.

Policy Statement

The College encourages informal resolution and dialogue around student concerns and complaints. When a student seeks formal review of a concern or complaint, there are generally recognized parameters accepted by the College that establish limits on the scope of what may be reviewed.

A. Rights and Responsibilities Reserved by the College.

Areas that are reserved by the College as exclusive management rights are not subject to review. The following issues are precluded from review under this policy:

1. Content of College policies;
2. Issues concerning SFCC staff or faculty;
3. Personnel decisions;
4. Final interpretation by the President of a policy or final decision by the President about the application of a policy or resource;
5. A review of a decision involving the same student and the same issue but naming another responding person;
6. Decisions or directives of the Governing Board or other external authorities having jurisdiction or programmatic responsibilities over the College;
7. Funding and program priorities;
8. Allocation of resources, staff, equipment, or space;
9. Scheduling of operations, closures, holidays and other events;
10. Overall allocations for tuition and other fee increases;
11. Class schedules and assignments of faculty members to classes;
12. Parking violations; and
13. Any action taken in compliance with a court order, arbitration decision, statutory directive, city or county ordinance, or the administrative ruling, rules or regulations of an authority having jurisdiction over the College.

B. Students are encouraged to use this process to resolve disputes and the College strictly prohibits retaliation against a student who is using this policy to raise concerns and complaints or to resolve conflicts. Any student who either directly or indirectly retaliates against a student who is engaged in this process may be subject to discipline under SFCC Policy 2-2 Student Corrective Action and Disciplinary Action.

C. SFCC students are functioning in an academic setting, therefore no requirement exists to set a statute of limitation. Matters may be addressed for further review if opened under applicable state statute.

D. The President has discretion, with cause, to accept, modify or reject, in whole or in part, the recommendation of the College Hearing Panel after meeting with them. If the President's decision is different from the College Hearing Panel's recommendation, the President will communicate reasons for that decision in writing or through a meeting with the College Hearing Panel, after which the reasons will be documented. The President's decision is final and binding upon the parties, unless the concern or complaint is with the President, in which case the matter will be resolved by the Governing Board.

Definitions

1. **College Hearing Council:** a list of individuals composed of staff and faculty members who are nominated by the governance groups to be council members, have completed the Office of Human Resources' training, and

may be selected to serve as College Hearing Panel members for appeal hearings brought by employees and students.

2. **College Hearing Panel:** refers to a three-member panel that is formed from the College Hearing Council pool on an as-needed basis to hear appeals of disciplinary action taken by the College against an employee or student.
3. **Complaints:** allegations by a student that a specific College decision or action that directly affects that student constitutes a violation of College policy.
4. **Concerns:** refer to minor disagreements a student has with another student or College employee; or about a College action or decision that can be resolved through mediation or discussion.

Policy Process

- A. A student may submit a concern to resolve any issue in which the student is directly involved. Student concerns are issues that can be resolved through:
 - a. Informal discussion between the parties involved;
 - b. A facilitated discussion with the Student Affairs Officer; or
 - c. As a final resolution, mediation.
- B. A student may submit a complaint about an issue directly affecting them regarding a specific management decision or management action which, if true, would constitute a violation of College policy. Examples would include, but not be limited to, discrimination that the student believes was not properly handled, or racial or sexual harassment not properly or adequately dealt with under the appropriate College policies.
 1. Student complaints may be resolved using the procedural steps for resolving student concerns, or
 2. A student may request that the complaint be reviewed before a College Hearing Panel within 10 days of the incident or management decision that they are protesting.
 3. A student must submit an official SFCC Complaint and Concerns form
- C. SFCC will maintain records and analyze trends in compliance with Title IV of the Higher Ed Act of 1965, the Higher Learning Commission, and other regulations. The Student Affairs Officer is responsible for managing and maintaining records of student concerns and complaints, including College Hearing Panel reports. The Student Affairs Officer will manage the records in a manner consistent with the Family Educational Rights and Privacy Act and the confidentiality requirements of the College.

Statement of Accountability/Responsibility

The President, through the Vice President of Academic and Student Affairs or designee and the Student Affairs Officer, shall be responsible for enforcing student-related policies and procedures. The Vice President for Academic and Student Affairs and the Student Affairs Officer shall work with College departments and offices to comply with this policy and to develop procedures that will enforce this policy regarding awareness, prevention and remediation.

SFCC Student Records – Policy 2-12

Policy Overview

This policy addresses the process by which Santa Fe Community College (SFCC or College) provides access to and safeguards student records.

Scope and Applicability

This policy describes the right of students to access their records; a process for students to access their records and challenge records they believe are inaccurate; the extent to which student records are confidential; and the limits of releasing educational records to third parties. This policy applies to all SFCC students, all employees and all individuals who request access to student records.

Policy Statement

SFCC is committed to protecting the confidentiality of student records and to ensuring that students have access to their records and the ability to confirm their accuracy. SFCC is committed to providing a campus environment

where students feel safe to seek counseling services without concern that the information in their medical (counseling) records may be inappropriately disclosed. Campus community health and safety are of the utmost importance and are a high priority.

Definitions

1. **Authorized Representative**, according to FERPA, includes any entity or individual designated by a state or local educational authority or an agency authorized to conduct any audit, evaluation or compliance or enforcement activity in connection with federal legal requirements that relate to federal- or state-supported education programs.
2. **College Officials** includes any employee, board member, or administrator of SFCC as well as any attorneys, consultants, and independent contractors retained by SFCC.
3. **Directory Information** is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student or parent's prior written consent. What the College considers to be Directory Information is published in the SFCC Catalog annually.
4. **Educational Records** as defined by FERPA, includes all documents, computer files and other materials that contain information directly related to a student that are created and maintained by SFCC. Educational Records also includes student records relating to an individual in attendance at the College who is also employed at the College.
5. **Employee** is any member of the college workforce: all staff (regular full-time, regular part-time, term, temporary, probationary and sensitive position); all student employees; all faculty (full-time, part-time, adjunct and probationary); all administrators, including interim; all contract employees.
6. **Legitimate Educational Interest/Need to Know** is identified as a College official who needs to review an education record in order to fulfill their professional responsibilities for SFCC.
7. **Medical Records** According to FERPA guidelines, medical records are generally considered to be Education Records. However, a Medical Record is considered a Treatment Record if it meets the criteria in Definition 8 Treatment Records.
8. **Treatment Record** According to FERPA, a medical record may be considered a treatment record and is not considered an education record. Unless noted otherwise HIPAA, a treatment record must be: a. Directly related to a student who is 14 years or older and/or who is attending SFCC; b. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional such as an SFCC licensed mental health counselor or paraprofessional capacity; c. Made, maintained or used only in connection with the provision of treatment to the student and not available to anyone (including the student) other than persons providing such treatment (such as an SFCC licensed mental health counselor), except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

Policy Process

- A. Students should have reasonable expectations that their records generally will not be shared or will be shared only in accordance with FERPA, and only to further important purposes, such as assuring campus safety.
- B. **Transfer of Rights from Parent to Student.** Rights under FERPA are transferred from a parent to a student when the student reaches the age of 18 or attends a postsecondary school. Thus, student records may not be released to parent of a student over the age of 18 unless the student requests the release, or the student is a dependent of the parent under the Internal Revenue Code. If a parent wants to review the record of a dependent student, they must provide a copy of their most recent tax return listing the student as a dependent. The Registrar's Office does not retain a copy of the tax return but reviews such documentation as evidence that the student is a dependent of the requesting parent.
- C. A student may sign a FERPA Authorization to Release Educational Records (available in the Registrar's Office) to give the College permission to release non-directory information to parents, other family members, or other individuals of their choosing. The document is kept in the Registrar's Office for other College officials to verify that they can provide non-directory information to the individual(s) the student has identified on

the document. This authorization stays in effect until the student notifies the Registrar's Office in writing they no longer want the individuals listed to have access to their records.

- D. **Confidentiality Hold.** A student may request that a confidentiality hold be placed on their record by providing a written request to the Registrar's Office to place such a hold. The hold is in place until the student rescinds it in writing to the Registrar's Office. When a confidentiality hold is in place, the College will not release any information (directory and/or non-directory) to any entities outside of the College, except as outlined in Policy Process J.
- E. The College will publish information about this policy in the College catalog and in the student handbook.
- F. **Student Right to Review Records.** Students have the right to inspect and review their records. Educational Records include: admissions; grades; attendance; disciplinary; correspondence with parents and others; transcripts; participation in special programs; tuition and fees paid and outstanding; financial aid; job placement; and academic awards or recognition.
- G. An employee who violates this policy may be subject to Policy 4-2 Employee Corrective Action and Disciplinary Action, up to and including termination. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.
- H. **Review of Records Under FERPA,** a parent or eligible student (i.e., a student who has reached 18 years of age or attends a postsecondary institution) generally must provide a signed and dated written consent before the agency or institution discloses personally identifiable information from the student's records.
 - 1. **Grades:** If a student wants to review a grade, they may request that record from the Registrar's Office. Students must present their student identification card or their A number and other photo identification. Grades may also be accessed through a student's online account.
 - 2. **Tuition and Fees:** If a student wants to review or obtain a copy of their tuition bill, they must present their student identification card or their A number and other photo identification to the Cashier's Office.
 - 3. **Other Education Records:** If a student wants to review any portion of their education record other than a grade or tuition bill, they should submit a written request to the Registrar's Office. Forms for making this written request are found in the Registrar's Office. Financial aid records should be obtained through the Financial Aid Office.
 - 4. If a particular record is requested and can be obtained immediately, a College employee will allow the student to review it. An employee must be present while the records are reviewed to explain the record and answer any questions the student has about the record. Records must be reviewed in an area that will protect the confidentiality of the records. No document may be removed from the file by the student, but a copy will be provided upon request.
 - 5. If a student requests an Educational Record and it is not immediately available, the Registrar's Office will provide the requested record to the student as soon as possible, but no later than 45 days.
 - 6. **Limitations on Reviewing Records**
 - i. The right to review Educational Records does not extend to:
 - a. Notes and records concerning a student made by a faculty or staff member that are retained and used solely by that faculty or staff member (or designee);
 - b. inspecting financial records of their parents that are maintained by the College or records created by Campus Safety and Security for law enforcement purposes.
 - c. The release of information to a student when it is related to:
 - a confidential recommendation that relates to admission to another educational institution;
 - an application for employment; or
 - a letter recommending an honor or honorary recognition, providing that the student has signed a waiver stating they are not entitled to access that information.
 - d. The student is entitled to request and be notified of the name of the individual, the educational institution or other organization requesting the confidential recommendation.
 - ii. If an educational record contains information about more than one student, the student only has the right to review that portion that relates to them.

- I. Educational records are confidential and may not be released to anyone except the student without the prior written consent of the student except in limited circumstances contained in this policy or as required by law.
- J. FERPA does not require the student's consent before an institution may disclose the student's education records, including medical or treatment records, to appropriate parties if that student poses an articulable and significant threat to self or the health and safety of others. SFCC may disclose education records, including medical or treatment records, to any person (such as law enforcement and public health officials, trained medical personnel, parents) whose knowledge of information from those records will assist in protecting the student or others from the threat. SFCC will limit disclosure of such records to include only that which is necessary to protect the health and safety of the student or others.
- K. Treatment records, as defined by FERPA, are not considered education records and will not be shared under any FERPA exemptions. Once a treatment record has been shared in any capacity outside of those outlined in Definition 8. Treatment Records, item c above (including giving it to the student), it will no longer fall under the treatment record exception and will be considered part of a student's education record under FERPA. Limitations are defined in the SFCC Counseling Services Informed Consent Form.
- L. All grades and scores should be treated as confidential; exceptions to this are outlined in Policy 2-12 Procedures and must be disclosed in the course syllabus/outline. All graded papers and exams must be returned to students in a manner that preserves the confidentiality of the student and the grade to be retained. Faculty must not post grades with any potentially personally identifiable information such as name, social security number or student identification number.
- M. The College will not provide access to or release educational information about a student to any individual, agency or organization without the prior written consent of the student except in certain, limited circumstances. The exceptions are:
- i. Officials of other schools in which a student is seeking or intends to enroll;
 - ii. Other officials, such as state and federal officials of educational and funding agencies and law enforcement agencies, who have the right to obtain copies of students' records, as provided by law;
 - iii. State and local authorities within a juvenile justice system who have the right to obtain copies of a student's records pursuant to state law;
 - iv. Appropriate parties in connection with financial aid to a student;
 - v. Officials conducting studies for, or on behalf of, educational agencies for the purposes of auditing or evaluating educational programs (provided the study is conducted in a manner that does not permit disclosure of personally identifiable information to third parties and the personally identifiable information is destroyed when no longer needed for the study);
 - vi. Accrediting organizations;
 - vii. Parents of students who are dependent students under the Internal Revenue Code;
 - viii. To comply with a subpoena;
 - ix. Appropriate officials in cases of emergencies when it is necessary to protect the health or safety of the student or other individuals; and
 - x. College officials with a legitimate educational interest. Legitimate educational interests include:
 - providing academic, employment or other advice to students;
 - administering College programs;
 - creating and maintaining student records;
 - awarding and administering financial aid;
 - assessing and collecting fees;
 - enforcing student conduct and discipline;
 - representing the legal interests of the College in matters where a student record is relevant; and
 - research related to the College's educational programs of the College.
- N. If the College is required to release the Educational Record of a student it will indicate in the record, the individual, agency or organization that has requested the information, specify the legitimate interest that the person or

entity has in obtaining the information, and include the date of the request and the date the information was released.

O. Request to Amend a Record:

- i. If a student believes their education record is inaccurate, misleading or otherwise in violation of their privacy rights, they may request that the record be amended. This process does not apply to financial aid records.
- ii. If a student believes that there are inaccuracies in the record, they should first contact the faculty member responsible for the grade (or SFCC employee responsible for the record) and request that they review the record and amend it. The student may request the assistance of their academic advisor. The responsible faculty member or staff member should advise the student in writing that they have adjusted the record or that they believe it is correct and the reasons for their decision within 10 calendar days of the student's request.
- iii. If the faculty member or staff member does not amend the record, the student may appeal the decision to the department chair. The request should be made in writing and describe the nature of the alleged inaccuracy or other violation of this policy and the remedy requested by the student. The department chair or appropriate SFCC employee will advise the student in writing that they have amended the record or that they believe it is correct and the reasons for their decision within 10 calendar days of the request.
- iv. If the department denies the student's request to amend the record, the student has the right to request a hearing on the matter. The student should contact the Registrar's Office and submit a written request for a hearing. The hearing will follow the process described in SFCC Policy 2-3 Student Concerns and Complaints.
- v. If, after a hearing, the record is not amended as the student requests, the student may submit a statement to be included in their record stating they disagree with the decision not to amend the record and commenting on the information.

P. The College will maintain electronically stored student files, transcripts, financial information and grade reports according to the Functional Records Retention and Disposal Schedule 1.21.2 NMAC administered by the Registrar.

Q. The College may destroy a student's educational or personal records any time after seven years after the last semester of attendance and in accordance with any record-retention laws. The College shall not destroy any education records if a request is outstanding to inspect or review the records.

R. Transcripts are maintained for 100 years after the student's date of birth.

Statement of Accountability and Responsibility

The President, through the Vice President for Academic and Student Affairs with the Registrar, shall be responsible for enforcing student affairs-related policies and procedures. The Academic and Student Affairs Department shall work with the different departments and offices to comply with this policy and to develop procedures that will enforce this policy regarding awareness, prevention and remediation.

SFCC Student Sexual Harassment Policy 2-22

Policy Overview

Santa Fe Community College (SFCC or College) is committed to maintaining a community in which students and prospective students are free to work, study and participate without being subjected to sexual harassment. Such behavior subverts the mission of all involved. Sexual harassment is a form of discrimination on the basis of gender and is, therefore, prohibited on campus and in programs and activities sponsored by the College. Sexual harassment constitutes an unacceptable and punishable offense at the College.

Scope and Applicability

This policy prohibits sexual harassment. This policy applies to all College students and prospective students.

Policy Statement

The College complies with all federal and state laws that promote equality and prohibit sexual harassment and discrimination. The College prohibits discrimination on the basis of race, color, religion or creed, national origin or ancestry, gender, gender identity, sexual orientation, age, physical or mental disability, serious medical condition, spousal affiliation, veteran status, pregnancy, genetic information, citizenship, and any other basis prohibited by law. Collectively, these categories are referred to as “protected classes” within this policy.

It is illegal to engage in, and the College prohibits, sexual harassment in any aspect of student life. The Vice President for Academic and Student Affairs is the Title IX Coordinator for SFCC. The Vice President for Academic and Student Affairs has designated responsibility to the Student Affairs Officer for coordinating the efforts of the College to comply with and carry out its responsibilities under applicable laws prohibiting sexual harassment, including Title IX of the Educational Amendments of 1972.

Discriminatory practices under this policy also include:

- Harassment on the basis of membership in a protected class;
- Retaliation against an individual for filing a charge of sexual harassment, participating in an investigation, or opposing sexual harassment practices.

Definitions

Sexual harassment a form of unlawful sex discrimination that is defined as unwelcome conduct of a sexual nature or unwelcome conduct directed at a person because of their gender. Types of sexual harassment include Quid Pro Quo Harassment and Hostile Environment Harassment. Quid Pro Quo Harassment involves unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature which is made an explicit or implicit condition of participation in a College program or activity or College employment or an employment decision. Hostile Environment Harassment occurs when unwelcome sexual conduct is so severe or pervasive that it has the effect of unreasonably interfering with an employee’s work performance or a student’s ability to participate in or benefit from an education program or activity or creates an intimidating, threatening or abusive educational or employment environment. For more information about sexual harassment and examples of sexual harassment see Policies 2-22 Student Sexual Harassment and 4-10 Sexual Harassment.

Policy Process

- A. Reporting Sexual Harassment. If a student believes that they are being subjected to sexual harassment, or believes that another student, prospective student or applicant is being subjected to sexual harassment, they should, as soon as possible, notify the Student Affairs Officer, the Acting Director of Human Resources, a Dean, a Department Chair, a Student Advisor or Campus Security. If a student is not certain whether sexual harassment is taking place, they should nevertheless report their concerns.
- B. The Equal Employment Opportunity Officer and the Vice President for Academic and Student Affairs as Title IX Coordinator will oversee the efforts of the College to comply with and carry out its responsibilities under applicable laws prohibiting discrimination and harassment, including Title IX of the Educational Amendments of 1972.
- C. Time Frame for Reporting Sexual Harassment. SFCC encourages the reporting of sexual harassment in a timely manner. In order to allow for a prompt and timely investigation, a student’s report should be made as soon as possible following the latest alleged incident of sexual harassment.
- D. Retaliation Prohibited. Retaliation against a student, prospective student or applicant for admission who makes a complaint of sexual harassment or reports that another student, prospective student or applicant for admission is being sexually harassed or who cooperates in an investigation of a complaint of sexual harassment is prohibited. If a student believes they have been retaliated against or that someone else has been retaliated against for reporting sexual harassment, they should follow the same reporting requirements for reporting incidents of sexual harassment set forth above.
- E. The investigation and resolution of reports of sexual harassment will be handled pursuant to this policy and any relevant disciplinary policy (see Authority below). The College reserves the right to investigate

any reports of sexual harassment as the College deems appropriate, whether or not the student involved participates in the investigation.

1. Appropriate disciplinary action will be taken against any student or employee, including staff member, faculty member or administrator, who is found to have engaged in sexual harassment or retaliation. The College will also take appropriate action, to the extent possible, against non-employees, such as contractors and guest lecturers, who are found to have engaged in sexual harassment or retaliation.

Statement of Accountability and Responsibility

The President, through the Vice President for Academic and Student Affairs and the Student Affairs Officer, shall be responsible for enforcing academic policies and procedures. The Vice President for Academic and Student Affairs shall work with the different departments and offices to comply with this policy and to develop procedures that will enforce this policy regarding awareness, prevention and remediation.

Student Discrimination and Harassment – Policy 2-23

Policy Overview

Santa Fe Community College (SFCC or College) is dedicated to providing a learning and working environment free of discrimination and harassment. This policy addresses the protection for students against discrimination and harassment and from harassing or expressing discrimination to others. All students are expected to treat their peers, supervisors, faculty, administrators, staff, board members and the members of the greater community in a manner that reflects equality and respect. This policy provides the guidelines by which students may report incidents of discrimination or harassment.

Scope and Applicability

This policy prohibits discrimination against all College students or prospective students by any member of the College community.

Policy Statement

The College complies with all federal and state laws that promote equality and prohibit discrimination. The College prohibits discrimination on the basis of: race, color, religion or creed, national origin or ancestry, gender, gender identity, sexual orientation, age, physical or mental disability, serious medical condition, spousal affiliation, veteran status, pregnancy, genetic information, citizenship, and any other basis prohibited law. Collectively, these categories are referred to as “protected classes” within this policy.

It is illegal to engage in, and the College prohibits, discrimination in any aspect of student life, including admissions, recruitment, extracurricular activities, financial assistance, counseling, guidance and course offerings. The Vice President for Academic and Student Affairs has designated the Student Affairs Officer the responsibility for coordinating the College’s efforts to comply with and carry out its responsibilities under applicable laws prohibiting discrimination and harassment, including Title IX of the Educational Amendments of 1972.

Definitions

1. **Discrimination** unequal treatment of a person based on race, color, religion or creed, national origin, ancestry, gender, gender identity, sexual orientation, age, physical or mental disability, serious medical condition, spousal affiliation, veteran status, pregnancy, genetic information, citizenship, and any other basis prohibited law.
2. **Harassment** the act of systematic and/or unwanted and annoying action of one party or a group, including threats and demands.
3. **Protected Classes** the basis or (bases) on which the College prohibits discrimination. These include race, color, religion or creed, national origin, ancestry, gender, gender identity, sexual orientation, age, physical or mental disability, serious medical condition, spousal affiliation, veteran status, pregnancy, genetic information, citizenship, and any other basis prohibited law.

Policy Processes

- A. To facilitate an effective investigation:
1. A student who believes they has been discriminated against or harassed is encouraged to report as quickly as possible to the Student Affairs Officer, a Department Chair, a Student Adviser, a Director, a Dean, or Campus Security. All reports of discrimination or harassment will be referred to the Student Affairs Officer for investigation.
 2. If a student believes that another member of the College community is being subjected to discrimination or harassment, or if a student believes that a specific administration decision or administration action has violated this policy, that student is encouraged to notify the College immediately.
 3. Retaliation Prohibited. Retaliation against an individual for reporting suspected discrimination, participating in an investigation of discrimination, or opposing discriminatory practices is strictly prohibited. Any member of the College community who either retaliates against another for doing so may be subject to discipline under Policy 2-2 Student Corrective Action or Disciplinary Action or Policy 4-2 Employee Corrective and Disciplinary Action.
 4. Corrective Action and Disciplinary Action. A student who violates this policy may be subject to corrective action or disciplinary action up to and including expulsion.

Statement of Accountability and Responsibility

The President, through the Vice President for Academic and Student Affairs and the Student Affairs Officer, shall be responsible for enforcing academic policies and procedures. The Vice President for Academic and Student Affairs shall work with the different departments and offices to comply with this policy and to develop procedures that will enforce this policy regarding awareness, prevention and remediation.

SFCC Student Policy on Sexual Violence – Policy 2-28

Policy Overview

Santa Fe Community College (SFCC) is committed to providing a safe and welcoming environment for students, faculty, staff and the public. SFCC has established this policy to facilitate reporting of sexual violence and misconduct as well as other acts of violence, and to ensure that allegations are promptly and thoroughly investigated.

Scope and Applicability

This policy includes information for students on resources available following an act of sexual violence or misconduct, SFCC responses, education, and prevention programs and possible disciplinary sanctions. See SFCC Policy 4-50 Employee Policy on Sexual Violent, Sexual Misconduct, Relationship Violence, Domestic Violence and Stalking regarding situations involving employees.

IF YOU ARE EXPERIENCING AN EMERGENCY – DIAL 911	
If the incident occurred on the SFCC campus, dial Campus Safety and Security Department. 24 hours a day – 365 days a year. Your report can be anonymous.	Campus Safety & Security Office: (505) 428-1224

Policy Statement

- A. The SFCC Code of Conduct prohibits sexually violent acts, termed Sexual Misconduct.
- B. SFCC is committed to providing intervention and awareness programs for the safety and benefit of its students and employees. For more information see the Office of Student Development or call 428-1665.
- C. Violence, including verbal or physical threats, coercion, intimidation and physical assault or abuse, is prohibited. All threats and threatening behavior shall be taken very seriously and investigated promptly.
- D. Any individual who engages in threatening or violent behaviors while on SFCC owned or controlled property may be removed and/or barred from the premises pending the outcome of an investigation.

- E. Any student, who engages in any violent or threatening behavior toward a student, staff or faculty member, or any other individual on campus, is subject to discipline under Policy 2-2 Student Corrective Action and Disciplinary Action Policy, up to and including suspension or expulsion.
- F. Individuals who have experienced sexual violence or misconduct are encouraged to report what happened to law enforcement and to seek assistance from any of the Campus Resource Offices or community resources listed below in this policy. A report of sexual violence or misconduct will be taken seriously and addressed in accordance with SFCC policies and procedures. An employee wishing to officially report such an incident may do so by contacting any of the following offices:
- i. Associate Vice President for Student Success, 505-428-1409;
 - ii. Human Resources, 505-428-1228;
 - iii. Vice President for Academic and Student Affairs, 505-429-1486
 - iv. Counseling Services 505-428-1682 or 505-428-1839;
 - v. Campus Safety and Security 505-428-1224.
 - If a student is involved in an incident, the Vice President for Academic and Student Affairs/Title IX Coordinator must be notified.
 - Emergency situations should be reported to Campus Safety and Security or the police immediately.
- G. Title IX of the Education Amendments of 1972 (Title IX) is a federal civil rights law that prohibits discrimination on the basis of sex (including gender, sex stereotyping, and gender identity) in federally funded education programs and activities. Sexual harassment, which includes acts of sexual violence and sexual misconduct, is a form of sex discrimination prohibited by Title IX. This SFCC policy on Sexual Violence which includes acts of sexual violence and sexual misconduct applies to any allegation of sexual violence or misconduct made by or against a student, or a staff or faculty member, regardless of where the alleged sexual violence or misconduct occurred. If the circumstances giving rise to the complaint are related to SFCC's programs or activities, this policy may apply regardless of the affiliation of the parties involved.
- H. Sexual violence and misconduct could be committed by anyone, including a stranger, an acquaintance, a friend, or someone with whom the victim is involved in an intimate or sexual relationship. Individuals who have experienced sexual violence or misconduct are encouraged to report what happened to law enforcement and to seek assistance from any of the campus resource offices or community resources listed below in this policy.
- I. The Vice President for Academic and Student Affairs is SFCC's Title IX Coordinator. As Title IX Coordinator, the Vice President for Academic and Student Affairs oversees institutional compliance with Title IX.
- J. This policy includes information for staff and faculty on resources available following an act of sexual violence or misconduct, SFCC responses, education, and prevention programs and possible disciplinary sanctions.
- K. Handling of Protective or Restraining Orders: Any member of SFCC community who obtains a protective or restraining order barring an individual from campus due to domestic violence, dating violence, stalking, and/or sexual misconduct, or receives a protective or restraining order that lists SFCC owned or leased property as a protected area shall immediately provide Campus Safety and Security with a copy of such order. Campus Safety and Security shall determine and initiate any appropriate action that should be taken in response to receipt of the order.
- L. False Reports: Any individual who intentionally files a false report shall be subject to disciplinary action that may include dismissal, expulsion, and/or legal action.
- M. Prevention Programming
1. It is the policy of SFCC to offer programming each year to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking. Educational programs are offered to raise awareness for all incoming students. These programs are conducted during new student orientation and throughout an incoming student's first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention that explains and illustrates healthy relationship and dating behavior, as well as awareness of surroundings. Included in the programs are intervention strategies which provide instruction on safety measures during the intervention and encourages students to be not bystanders but stakeholders in the safety of the community. SFCC

student policies on sexual misconduct are reviewed during New Student Orientation and are included in the Student Handbook.

2. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based smart phone apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to insure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.
3. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students, often taking the form of campaigns, emails, guest speakers and events.
4. In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating/relationship violence, or domestic violence do occur, SFCC takes the matter very seriously. SFCC employs interim protective measures such as interim suspension and/or no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern or predating.

Definitions

1. **Campus Violence.** Threatening and/or violent behavior that can include but is not limited to:
 - a. Physically assaulting an individual, by slapping, hitting, punching, pushing, poking or kicking; or physical and verbal threats to inflict physical harm;
 - b. Arson, sabotage, equipment vandalism, damaging or destroying property, throwing or hitting objects;
 - c. Displaying a weapon or an object which appears to be a weapon in a threatening manner; carrying a firearm of any kind onto SFCC owned or controlled property; or using a weapon to harm someone (Please refer to Policy 5-6 Firearms Control on Campus and Policy 5-7 Weapons Possession on Campus);
 - d. Intimidating or threatening gestures, bullying or hazing;
 - e. Intimidating, threatening, hostile or abusive language directed toward another person that communicates the intention to engage in violence against that individual and leads a reasonable individual to expect that violent behavior may occur;
 - f. Stalking another individual.
2. **Consent:** An affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed upon sexual activity.
 - a. Consent is *voluntary*. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.
 - b. Consent is *revocable*. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately. Consent can be withdrawn by verbal or electronic means such as by telephone, texting, social media or email.
 - c. Consent cannot be given when a person is *incapacitated*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment, including impairment caused by the consumption of drugs or alcohol, or a disability.¹

¹ SFCC has developed this definition of "consent" for use in this Policy and Policy 2-28. The Violence Against Women Reauthorization Act amendments to the Jeanne Clery Act provide that consent be defined as it is defined in this jurisdiction. New Mexico law, however, does not define "consent" in a way that is helpful to this policy or the SFCC community. Rather, in New Mexico, the absence of consent is not an element of the

3. **Course of conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through third parties, by an action, method, electronic device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
4. **Dating violence.** Sexual or physical abuse or the threat of such abuse excluding acts covered under the definition of Domestic Violence. This type of violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim which is determined by the reporting party's statement, length and type of relationship and the frequency of interaction between the persons in the relationship.
5. **Domestic violence.** Felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of victim, a person with whom the victim shares a child in common, a person who is cohabitating with, or has cohabitated with, the victim as a:
 - a. Spouse
 - b. Intimate partner
 - c. Person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - d. Another person who is an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
6. **Hate crime.** A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
7. **Non-confidential SFCC entity** is any employee who is not one of those listed in Policy Statement F or a member of the counseling staff.
8. **Non-consensual oral sex.** Non-consensual contact between one person's mouth and the genitals or anus of another person.
9. **Rape/Sexual Assault.** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
10. **Responsible parties.** Any person who has significant obligation for student and any campus activity including but not limited to student and employee discipline and in identifying and reporting violations of policy on campus. To include but not limited to:
 - a. Campus Safety and Security
 - b. Non-security personnel responsible for monitoring College property
 - c. People/offices designated under College policy as those to whom/which violations should be reported
11. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
12. **Sexual contact/battery.** Non-consensual touching, kissing, or fondling of another person in a sexual way, whether the person is clothed or unclothed; or forcing someone to touch another in a sexual way.
13. **Sexual exploitation.** Taking sexual advantage of another person without consent, including, without limitation, indecent exposure; voyeurism; non-consensual recording, photographing, or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; and/or allowing third parties to observe private sexual acts.
14. **Sexual harassment.** A form of sex discrimination, is defined as unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, request for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature. There are two typical types of sexual harassment: "quid pro quo" and "hostile

crime of criminal sexual penetration. What this means is that a prosecutor does not have to prove beyond a reasonable doubt that sexual intercourse took place without the victim's consent in order to convict the defendant of criminal sexual penetration. A defendant can, however, claim as a defense to a charge of criminal sexual penetration that the accuser consented to the sexual act. Consent may be used to negate the element that "force or coercion" was used by the accused.

work environment.” Policy 2-22 Sexual Harassment describes the College’s prohibition of all forms of sexual harassment.

15. **Sexual misconduct.** Includes inappropriate sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking and sexual harassment. While SFCC’s standards and definitions may differ from the New Mexico Code, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating/ relationship violence and domestic violence and by electronic means such as by social media applications, telephone, email, and texting commonly referred to as “sexting,” “cyberstalking,” and “cyberbullying.” (See Policy 2-22 Student Sexual Harassment.)
16. **Sexual violence.** Refers to physical sexual acts perpetrated with force or coercion against a person’s will; or where a person has not given consent as defined in this policy or is unable to consent due to their use of alcohol or drugs, or disability, or age. Examples include, but are not limited to:
 - a. Rape/sexual assault
 - b. Non-consensual oral sex
 - c. Sexual contact/battery
 - d. Sexual exploitation
 - e. Domestic violence
 - f. Domestic abuse
 - g. Dating violence
 - h. Stalking
 - i. Sexual harassment
17. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. Stalking can also be conducted through electronic means by social media applications, telephone, email, texting, or what is commonly referred to as “sexting” or “cyberstalking.”
18. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
19. **Threatening behavior.** Any behavior, intentional or reckless, that by its nature would be interpreted by a reasonable person as intent to harm another person or damage to property. Threats may be oral, written, or communicated through gestures, conventional mail, electronic mail, texting, fax, telephone and may be direct or implied.
20. **Violent behavior.** Any behavior, intentional or reckless, which results in bodily harm to another person and/or damage to property.

Policy Process

A. Reporting Acts of Sexual Violence

1. The College urges any individual who has experienced sexual violence or misconduct, or has knowledge about an incident of sexual violence or misconduct, to make an official report.
2. In order for the College to respond effectively to individuals who have experienced sexual violence or misconduct, SFCC staff and faculty who receive information about a person who has experienced sexual violence or misconduct must report the information to Vice President for Academic and Student Affairs/Title IX Coordinator within 24 hours, or as soon as reasonably practicable, by calling the office of the Vice President of Academic and Student Affairs/Title IX Coordinator at (505) 428-1409.

- B. Jurisdiction.** The Office of the Vice President for Academic and Student Affairs/Title IX Coordinator is not a law enforcement agency. As such, while it is charged with investigating allegations of sexual violence and misconduct as provided in this policy, the office of the Vice President for Academic and Student Affairs/Title IX Coordinator and SFCC do not enforce criminal statutes. Enforcement of criminal statutes is the sole jurisdiction of law enforcement agencies. The information received from an individual will be reviewed and a determination will be made regarding how to proceed with the investigation.
- C. Off-campus Conduct.** Conduct that occurs off-campus can be the subject of a complaint or report and will be evaluated to determine whether it implicates this policy or the Student Code of Conduct Policy 2-1. If off-campus sexual violence has continuing effects that create a hostile environment on campus for an individual who has experienced sexual violence or misconduct, the College will take interim measures to address the campus needs of the students involved.

The Vice President for Academic and Student Affairs/Title IX Coordinator or designee has the authority

1. to implement interim measures which stay in place until the end of any review or appeal process.
2. to impose a “no contact” order, which typically directs the complainant and respondent not to have contact with each other, either in-person or through electronic communication, pending the investigation and resolution of a complaint.
3. to arrange for changes in academic situations as needed.
4. to implement other interim measures before the final outcome of the investigation and afterwards as needed.

D. Protocol to Follow if Sexual Violence or Misconduct Happens to You

1. IF YOU ARE IN DANGER, DIAL 911 FOR ASSISTANCE.
2. If you are on the SFCC campus, you may contact Campus Safety and Security (428- 1224) for immediate assistance. If you are calling from off campus in Santa Fe, you may dial the Regional Dispatch Office (428-3720) and you will be connected with the Santa Fe City and/or County Police Department.
3. You may also want to call a trusted family member or a friend.
4. Seek medical attention. If you have serious injuries, seek emergency medical attention at a medical facility such as your doctor’s office, urgent care centers or the hospital. In the Santa Fe area, you can contact SANE (Sexual Assault Nurse Examiners) at (505) 989-5952 for information about receiving a sexual assault examination. You can also contact the Rape Crisis Center of Central New Mexico at (505) 266-7711 or (888) 881-8282. The Rape Crisis hotline is available 24 hours a day, 7 days a week, and 365 days a year. An advocate from Rape Crisis Center will accompany you to a sexual assault examination at the office of the Sexual Assault Nurse Examiners.
5. All those who have experienced a crime have the right to report a crime to police at any time, regardless of when it occurred. However, the sooner you file a report of a sexual assault, the better the chances that helpful evidence can be collected to support a criminal case, that you will be able to convey a clear account of what happened, and that police will be able to identify and speak with witnesses.

E. Investigation and Disciplinary Protocol

Investigation and Discipline
The Vice President for Academic and Student Affairs/Title IX Coordinator reviews report to determine whether an investigation under this Policy 2-28 is appropriate and where to assign the investigation. This review and assignment process will usually occur within 1 to 3 business days of receipt of the report.
The assigned investigator(s) meets with reporting party (referred to as "Complainant," unless the report is submitted by a third party) and responding party (referred to as "Respondent") to determine scope of investigation and explain procedure. These initial meetings will usually occur within 1 to 5 days of being assigned the investigation.
The assigned investigator(s) gathers evidence from parties and analyzes the evidence to determine if it demonstrates that a violation of SFCC policy more likely than not occurred referred to as the "preponderance of the evidence" standard. The investigator will then issue an investigation report and recommendation to the Vice President for Academic and Student Affairs/Title IX Coordinator. Depending on the complexity of the case, the investigator will issue the investigation report and recommendation within 45 days of being assigned the investigation. For good cause shown and with written notice to the Complainant and the Respondent, that time may be extended.
Within five business days of receiving the investigation report and recommendation, the Vice President for Academic and Student Affairs/Title IX or their designee will issue the Results of the investigation and disciplinary proceeding. For purposes of this policy, Results means any initial, interim, and final decision and will include any sanctions imposed by the institution and the rationale for the result and sanctions. The Complainant and the Respondent will simultaneously receive, in writing, notification of the Result, the appeal procedures, any change in the Result, and when the Result becomes final. If the Vice President for Academic and Student Affairs/Title IX finds, by a preponderance of the evidence that this Policy 2-28 was violated a Letter of Intent to Discipline will be issued to the Respondent.
Upon receipt of the Result, Complainant and Respondent have 5 working days to submit any new information that the VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS or their designee has not considered or previously seen, and to request a pre-action hearing.
Following receipt of any new information and/or a pre-action hearing, the Vice President for Academic and Student Affairs/Title IX Coordinator or their designee has five days to issue a Final Letter of Determination (FLOD), either upholding the Result and finding in the Letter of Intent to Discipline, if applicable, or altering it based on the new information submitted.
Either party has 5 working days following receipt of the FLOD to request an appeal through the Hearing Panel per policy 2-2 Student Corrective Action and Disciplinary Action.

1. A student who experiences an act of sexual violence or misconduct committed by a another SFCC student, staff or faculty member, or a visitor to the SFCC, has the option of filing a complaint with the Vice President for Academic and Student Affairs/Title IX Coordinator or others as outlined in the Policy Statement above.
2. The investigation and disciplinary proceeding will be conducted by SFCC officials who do not have any conflict of interest or bias against the Complainant or the Respondent.
3. Investigators and other SFCC officials involved in investigations and disciplinary proceedings under this Policy 2-28 will receive annual training on the issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
4. An individual reporting to a non-confidential SFCC entity that they experienced sexual violence or misconduct ("Complainant") may request that their name not be revealed to the alleged perpetrator ("Respondent"). They may ask the Vice President for Academic and Student Affairs/Title IX Coordinator or their designee not to investigate the allegations of sexual violence. If this request is made, the Complainant will be informed that honoring the request may limit SFCC's ability to fully process the allegations, including pursuing disciplinary action against the Respondent. SFCC's prohibition against retaliation will also be explained to the Complainant. If the Complainant still insists that their name not be disclosed to the Respondent, or he/she continues to ask SFCC not to investigate the allegations, the Vice President for Academic and Student Affairs/Title IX Coordinator will determine whether SFCC can honor the request while still providing a safe and nondiscriminatory working and learning environment for the Complainant and others. The Vice President for Academic and Student Affairs/Title IX Coordinator will strive to abide by the Complainant's request. However, the Vice President for Academic and Student Affairs/Title IX Coordinator reserves the right to determine that it is essential to disclose the Complainant's identity and/or to investigate the allegations despite the Complainant's request not to in order for SFCC to fulfill its obligations under Title IX. In such cases, the Vice

President for Academic and Student Affairs/Title IX Coordinator will inform the Complainant prior to starting an investigation and will share information only with SFCC officials who are responsible for processing the allegations in the complaint and therefore need to know that information.

5. In all cases, regardless of a Complainant's request for anonymity, the federal Clery Act requires that disclosure of crimes of sexual violence or misconduct domestic violence and stalking will be reported in SFCC's required Clery Act Crime Statistics report. This data is aggregate data and does not include identifying information.
6. If the victim files a complaint with the Vice President for Academic and Student Affairs/Title IX Coordinator or designee and authorizes an investigation of the allegations made, the Vice President for Academic and Student Affairs/Title IX Coordinator or designee will first make an assessment of whether it should be investigated under this policy or another SFCC policy. If the Vice President for Academic and Student Affairs/Title IX Coordinator or designee determines that the allegations should be investigated under another SFCC Policy, those issues will be referred to the appropriate body, if any.
7. The investigation and disciplinary proceeding under this policy will be conducted in a prompt, fair, and impartial manner from receipt of the initial report to the final result. The Complainant and Respondent will receive timely notice of all meetings at which the Complainant, Respondent, or both, may be present. The disciplinary proceeding will provide timely and equal access to the Complainant, the Respondent, and the appropriate SFCC officials to any information that will be used during informal and formal disciplinary meetings and hearings.
8. As part of that investigation, the investigator will make reasonable attempts to contact the respondent to notify them of the allegations made, their right to respond to the allegations made, and present information they deems relevant to the matter, and the Vice President for Academic and Student Affairs's investigation procedure. If the Vice President for Academic and Student Affairs/Title IX Coordinator or their designee is unable to contact the respondent or if the Respondent elects not to provide a response to the allegations made or information pertinent to the matter, the Vice President for Academic and Student Affairs/Title IX Coordinator or their designee will make a determination based on the available information.
9. Once a complaint is filed, both the Complainant and Respondent have equal rights to present evidence to the investigator during its investigation. Once its investigation is complete, the Vice President for Academic and Student Affairs/Title IX Coordinator uses a preponderance of the evidence standard to evaluate the evidence and determine whether an act of sexual violence or misconduct occurred. The preponderance of the evidence standard means that, on evaluation of all of the evidence, it is more likely than not that the alleged act of sexual violence or misconduct occurred.
10. The evidence that is gathered during its investigation will be maintained by the Vice President for Academic and Student Affairs/Title IX Coordinator and kept confidential to the extent authorized by law and policy.
11. Should a Complainant or Respondent appeal the determination or any sanctions issued by the Vice President for Academic and Student Affairs/Title IX Coordinator, the Vice President for Academic and Student Affairs/Title IX Coordinator may be required to release evidence upon which its determination is based to the appealing party or the entity to which the appeal is made or both.
12. Any incident reported resulting in an investigation reported to SFCC will be documented. All documentation will be retained by the Vice President for Academic and Student Affairs. In accordance with the provisions of the Victim Counselor Confidentiality Act, N.M. STAT. §31-25-2 (A), any information exchanged between a victim and a victim counselor in private, disclosed in the course of the counselor's treatment of the victim for any emotional or psychological condition resulting from a sexual assault will be kept confidential. The identity of the individual reporting the incident along with the individual responsible for the incident may become apparent, or disclosed, as a result of the actions taken to resolve the investigation.
13. If, after investigation, it is determined that it is more likely than not that a student or visitor committed an act of sexual violence or misconduct through a determination of preponderance of evidence, the SAO in collaboration with the Vice President for Academic and Student Affairs/Title IX Coordinator will decide on the sanction to be imposed on the offender.

14. If the Vice President for Academic and Student Affairs/Title IX Coordinator or designee makes a determination of preponderance of evidence that a staff or faculty member committed an act of sexual violence or misconduct in violation of SFCC policy, the Vice President for Academic and Student Affairs/Title IX Coordinator will refer the matter to the OHR and that individual's direct supervisor to take appropriate action, including taking disciplinary action. Misconduct by faculty and staff and the imposition of disciplinary action is handled pursuant to Policy 4-2 Employee Corrective Action and Disciplinary Action. Appeals are addressed in Policy 4-2.
15. The Vice President for Academic and Student Affairs/Title IX Coordinator does not make any determinations regarding whether a respondent has committed an act of sexual violence or misconduct in violation of criminal statute. Rather, such determinations are the sole jurisdiction of state and federal police and prosecutorial agencies.
16. In any disciplinary meeting or proceeding held by the SAO, both the Complainant and the Respondent are allowed to bring one advisor. An advisor means any individual who provides the Complainant or the Respondent support, guidance, or advice, including an attorney. However, an advisor is not authorized to speak on behalf of the individual they are advising. Rather, the Complainant and Respondent must present their own case during the proceeding, and advisors' participation is limited to advising the person they are advising. In addition, both the Complainant and Respondent will be notified in writing of the decision on sanctions to the extent permitted by the federal Family Educational Rights and Privacy Act (FERPA), and both parties have the right to appeal the sanctions decision. More information about the disciplinary process can be found in Policy 2-2 Student Corrective Action and Disciplinary Action Procedure.
17. Individuals who have experienced sexual violence or misconduct are encouraged to report the crime to the appropriate law enforcement authority. The SAO is available to meet with a student to discuss and help implement interim measures, including academic adjustments, issuance of protective, restraining, or "no contact" orders and other measures as needed. Interim measures may also be provided for staff or faculty who experience sexual violence or misconduct, as directed by the appropriate supervisory authority.

F. Policy Violation

1. Under the SFCC Student Code of Conduct, a student who commits a violation of this Code, including an act of sexual violence or misconduct, is subject to the following possible sanctions:
 - i. Verbal warning;
 - ii. Written warning;
 - iii. No contact order;
 - iv. Counseling;
 - v. Loss of privileges;
 - vi. Limited access to campus;
 - vii. Online education;
 - viii. Alcohol and drug assessment and counseling;
 - ix. Probation;
 - x. Suspension;
 - xi. Expulsion.

G. Retaliation is Prohibited

2. It is a violation of Title IX and SFCC policy to retaliate against any person who makes a complaint of sexual violence or misconduct or testifies, assists, or participates in an investigation or proceeding regarding an allegation of sexual violence or misconduct.
3. Concerns that a student, staff, or faculty member has threatened to retaliate or has retaliated against another student, staff, or faculty member should be reported promptly to the Vice President for Academic and Student Affairs/Title IX Coordinator or designee.
4. A staff, faculty member, or student who retaliates against a person who makes a complaint of sexual violence or misconduct, testifies, assists, or participates in an investigation or proceeding regarding an allegation of sexual violence or misconduct, or seeks assistance from the Vice President for Academic and Student Affairs/Title IX Coordinator or designee, may be subject to disciplinary action, including dismissal or expulsion.

Statement of Accountability and Responsibility

The President, through the Vice President for Academic and Student Affairs, shall be responsible for enforcing student procedures and policies. The Vice President for Academic and Student Affairs, as the Title IX Coordinator, is responsible for this policy in regards to thoroughly investigating and deciding jurisdiction in all sexual misconduct cases. Vice President for Academic and Student Affairs/Title IX Coordinator or their designee shall work with the different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

Student Support Services

Campus Cupboard

PHONE: 505-428-1775

LOCATION: Downstairs Campus Center, Room 302E

Campus Cupboard provides free groceries and personal products to anyone in the SFCC community in need. Located downstairs in the Campus Center. Visit www.sfcc.edu/offices/campus-cupboard/ for information about location and hours of operation.

Career Services

PHONE: 505-428-1406

LOCATION: Welcome and Advising and Career Services Center, Room 204G

Career Services provides guidance in career exploration, job search, and education and training through classroom presentations, seminars, job fairs and individual appointments. Services include career interest assessments, access to a vast information database, resumes and cover letters, job postings, job search coaching, interview practice, self-marketing workshops, job referrals, matching education and training with career goals, internship opportunities and connecting to other colleges and non-traditional education and training options.

Sign up for SFCC's Career Coach for free online career exploration, job postings, and resume building:

<https://sfccnm.emsicc.com/?radius=®ion=State%20Of%20New%20Mexico>

All service are free to students and community members. For more information, visit <https://www.sfcc.edu/offices/career-services/> or call the Career Services Counselor at 505-428-1406.

Counseling Services

PHONE: 505-428-1682

Call or email counselingservices@sfcc.edu to schedule an appointment.

LOCATION: Welcome and Advising Center, Room 201

Licensed counselors are available to meet with you on campus or using a Telehealth HIPAA compliant platform. Counseling is a confidential respectful process that offers ways to deal with personal issues and stressors impacting college success. We are committed to meeting the needs of all individuals regardless of race; religion; color; national origin; ancestry; sex; sexual orientation; gender identity; age; physical or mental disability or handicap; serious medical condition; veteran's status; spousal affiliation; and any other basis prohibited by law. To be eligible for counseling you must be enrolled in an SFCC credit course. For more information, visit www.sfcc.edu/offices/counseling-services.

We provide support services for students in the following areas:

- Assistance and support for personal and academic issues

- Help with resolving conflicts with family, friends or co-workers
- Addressing feelings of depression or anxiety
- Learning stress management and problem-solving skills
- Discussing concerns related to identity, gender, sexuality, and relationships
- Support in obtaining education interests and goals
- Referrals to outside wellness and mental health agencies

Student Resource Center

PHONE: 505-428-1194

The Student Resource Center is a new department with a bilingual Student Resource Coordinator. This department focuses on helping students who may be experiencing non-academic barriers such as lack of food, housing or financial help, which may affect academic performance. With colleagues' help, knowledge of community resources and contacts, we look forward to helping SFCC students achieve their dreams and educational goals.

For more information, visit www.sfcc.edu/student-resources-2/

Library

PLEASE SEE THE LIBRARY'S WEBSITE FOR HOURS.

PHONE: Circulation 505-428-1352 Reference 505-428-1234

LOCATION: Room 516

EMAIL: library@sfcc.edu

- The SFCC Library is a welcoming place for research, studying, and relaxation. Inside the Library, you'll find private study rooms, computers, printing and scanning equipment, and lots of cozy reading nooks. Through Course Reserves, the Library also provides textbooks and other required materials for some classes. These materials can be used in the Library. The Library collects materials that support SFCC's academic programs, reflect the diverse population and inspire life-long learning. Our physical collections include books, DVDs, CDs, audiobooks, magazines and newspapers. Digital collections include eBooks, scholarly articles, streaming videos, high-resolution images, and more. All digital resources are accessible from off campus to current students through MySFCC.
- Professional librarians are available at the Library and virtually for questions and consultation by chat, email, Zoom, Microsoft Teams and over the phone. In agreement with other New Mexico libraries, the SFCC Library offers "passports," which allow students to borrow materials from other academic libraries. The Library's interlibrary loan services allow users to request items from libraries around the country.

Visit the Library on-campus, on the web online at www.sfcc.edu/library, and through the Library tab on MySFCC. Utilizing the library is the key to your academic success.

On-Campus Employment

PHONE: 505-428-1285

LOCATION: Welcome and Advising Center, Room 202F

- The Student Employment Office provides students the opportunity to earn valuable work experience and income while they attend college. Programs and services are designed to match students' interests, skills, academic majors and class schedules with on-campus employment opportunities.
- To be eligible for student employment, a student must complete a FAFSA, be enrolled at least half time in an eligible major and maintain satisfactory academic progress.

Student Accessibility Services

PHONE: 505-428-1711

LOCATION: West Wing, Lower Level Room LL311

Student Accessibility Services recognizes individuals with disabilities as an integral part of a diverse community. In order to create equitable, inclusive and practical learning environments, wherever possible, we are committed to safeguarding access to all the college's programs.

- Students who have accessibility needs as the result of a disability may receive academic support through Student Accessibility Services. Some of the services provided academic advising, case management, assistive technology and classroom accommodations.
- Please be prepared to submit documentation of your disability in order to receive accommodations. If documentation is not readily available, please discuss with a member of the Student Accessibility Services staff. We may be able to assist you in obtaining the appropriate materials.
- Students with accessibility needs are encouraged to call or stop by Student Accessibility Services to make an appointment.

Testing Center

HOURS: Monday - Friday, 8 a.m. to 5 p.m.

Please see our website for updates to hours of operations www.sfcc.edu/offices/testing-center/

PHONE: 505-428-1625

LOCATION: East Wing, Room 611

EMAIL: testingcenter@sfcc.edu

- The Testing Center provides assessment services for SFCC and the surrounding community. The Center administers ACCUPLACER (the college's placement exam); some exams for certain courses; and make-up exams for students who are unable to test with their class (at the instructor's discretion). The Center also offers the GED and HiSET high school equivalency exams, WorkKeys assessments, and proctoring services for students who are taking online courses from other schools. In addition, it offers many for-fee exams such as NES, NREMT, various IT certification exams and many others. Students seeking to earn credit for college-level learning gained outside the traditional college classroom through CLEP or DSST exams, course challenge exams or prior learning portfolios should visit the Testing Center as well.
- The Testing Center will provide testing accommodations for students who have documented disabilities. If you need accommodations for a disability, you should register with Student Accessibility Services and have those accommodations approved. The Testing Center verifies all accommodation requests with Accessibility Services prior to testing.
- If you have any testing or assessment need, contact the Testing Center for assistance. Each test and service may have specific conditions for pre-registration, payment of fees, and other requirements. Speak to a Testing Center staff member for detailed information.

TRiO/Student Support Services (SSS)

PHONE: 505-428-1364

LOCATION: West Wing, Lower Level, Room LL313

Email: trio@sfcc.edu

- TRiO/SSS is a federally-funded grant designed to work with 160 Santa Fe Community College students. The program serves income-eligible, first-generation students and students with disabilities.

What Does TRiO/SSS Offer Students?

- Educational Planning: course selection, degree planning, transferring, etc.
- Academic Support: tutoring, mentoring, study skills, test-taking, online resources
- Personal Advising: time and money management, managing stress, life skills, etc.
- Cultural activities and field trips

- Assistance with scholarship applications
- Computer lab and private study spaces
- Connection with other students to help each other succeed
- Personalized case management approach
- Peer mentors

To receive assistance in TRiO/SSS, students must be enrolled in an SFCC degree program. Student must meet eligibility criteria, apply to, and be accepted into the program. For information, contact the TRiO/SSS Office or call 505-428-1364, or email trio@sfcc.edu.

Tutoring Center

HOURS: Monday through Thursday, 9 a.m. to 6 p.m.
 Friday, 9 a.m. to 3 p.m.
 Saturday, 10 a.m. to 2 p.m.

PHONE: 505-428-1260

LOCATION: West Wing, Lower Level Room LL326

- Tutoring is available in the Tutoring Center for all SFCC students, Monday through Saturday during the fall and spring semesters and Monday through Friday during the summer sessions. Subjects covered include writing in all areas, math, science, office technologies, accounting/business, basic computer application and study skills.
- Math and science tutoring is on a drop-in basis while other tutoring is done by appointment. In the latter case, tutoring is limited to four half-hour sessions or two one-hour sessions for a total of two hours per week for each subject.
- Appointments are on a first-come, first-served basis.
- For help with writing assignments, including research papers, make an appointment in advance and bring your instructor's directions and any drafts.
- Tutors are available to assist with organization, thesis statements, grammar issues, and MLA or APA documentation.
- Students are encouraged to drop by the Tutoring Center for information about tutors and the times they are present. Additional information is also available on MySFCC.

Veterans' Benefits/Resource Center

HOURS: Fall/Spring -- Monday through Friday, 8 a.m. to 5 p.m.

Summer – Monday through Thursday, 8 a.m. to 5 p.m.; Fridays Closed

PHONE: 505-428-1314

LOCATION: West Wing, Lower Level Room LL302C

The SFCC Veterans' Resource Center is committed to supporting our veterans, active-duty military, and their families in achieving their academic and personal goals. We offer peer-to-peer mentoring, academic counseling and career guidance. The VRC offers a computer lab with printer, study area and conference room. Come in and take break in our lounge. This area is for our student veterans and their dependents which includes a TV, movies and PlayStation. Throughout the semester Veterans Resource Center staff and students participate in giving back to our community with various community service projects. Stop by the Veterans Resource Center to learn about available resources and meet other student veterans. We are here to help you succeed beyond the battlefield.

Computer Services

Information Technology Service Desk

HOURS: Semester – Monday through Thursday 7:30 a.m. to 6 p.m.; Friday 7:30 to 5 p.m.; Saturday 8 a.m. to noon

Non-Semester – Monday through Friday 7:30 a.m. to 5 p.m.

PHONE: 505-428-1222

LOCATION: Room 528 (across from the Library)

For additional information visit: www.sfcc.edu/offices/office-of-information-technology/

Username and Password

- Your SFCC User ID and password are required to log into campus computers and devices, SFCC wireless, Office 365, Papercut Printing, MySFCC and more. Your SFCC User ID is typically firstname.lastname@sfcc.edu; it may also contain a number.
- On your first login, visit my.sfcc.edu and click First-Time Users. Follow the instructions to claim your account. You will be asked to answer several account recovery questions and provide a personal email address. This will allow you to manage your account and password without assistance.
- You may manage your personal email address, security answers and passwords at any time through the Password Manager in MySFCC.
- Your password expires every 180 days and must be a minimum of 8 characters.

Tips for creating a strong password:

- Use a unique password for each account or website,
- Use phrases to make the password difficult to guess,
- Avoid using names of people or family pets,
- When you change your password make it completely new,
- Make it more than 8 characters, and
- Don't share your password with anyone!

MySFCC

MySFCC is a web portal that enables you to connect to college information, announcements and services. Visit MySFCC (my.sfcc.edu) for important activities:

- Register for classes.
- Pay your bill.
- Drop, withdraw, or switch classes to audit.
- View your course schedule and determine where your classes are located.
- Check your midterm and final grades.
- Print your unofficial academic transcript.
- Learn about events on campus.
- Access your email.

Go to MySFCC by typing my.sfcc.edu into your preferred browser. Log in using your SFCC User ID and password.

Be sure to log in to your MySFCC account every day to learn about what is happening on campus. Campus and Personal announcements change almost daily and can be found in MySFCC by clicking on "Home."

Email

- Students are assigned a college email address (all student email addresses end with @sfcc.edu). An example of this would be firstname.lastname@sfcc.edu.
- All students are required to use their SFCC email (SFCC Policy 7-4 Electronic Mail).
- Check your SFCC email account on a regular basis to receive communications from the college staff and/or your instructors. Since some emails might contain some personal information (your A number for example), SFCC will only send emails to your SFCC email account.
- You can check your email by first logging into MySFCC and clicking on the Outlook icon in the Application Section.

Computer Labs

Open Computer Laboratories, Room 583 and Room 808

HOURS: Monday through Friday: 8 a.m. to 10 p.m.; Saturday: 8 a.m. to 8 p.m.; Sunday: noon to 6 p.m.

Open labs are occasionally closed for maintenance. The Office of Information Technology will make every effort to provide an alternative location.

Open Labs are closed when the College is closed.

Wireless

- Students may bring their personal devices (laptops, tablets, smart phones, etc.) to access the SFCC internet and many campus services.
- Wireless Instructions can be found here: www.sfcc.edu/new-sfcc-wi-fi-onboarding-instructions/

Printing

To encourage less printing and waste SFCC has implemented PaperCut.

- Each student is provided with \$15.00 per semester, which is approximately 200 double-sided black and white pages.
- Currently enrolled students may request an additional five dollars once per semester.
- Unused printing funds do not rollover to the next semester.
- Refunds for unused printing are not available.
- Wireless printing is available for many classroom printers. Visit the Office of Information Technology website for instructions: www.sfcc.edu/offices/office-of-information-technology/.

Office 365

Students currently enrolled in credit courses have access to Office 365.

- Log into MySFCC and click on the Office 365 icon in the Launchpad or visit: log-in.microsoftonline.com.
- You will be able to download and register Microsoft Office on up to five devices and utilize 1TB of One Drive cloud storage.

Network File Storage

- Students may store college-related electronic files in a personal student folder on the college network that can be accessed from any computer lab.
- The personal student folder is available from the first day through the last class day of the semester.
- Students are encouraged to save all their files to their network folder. Any file saved on SFCC computers locally may be lost permanently.
- Students are encouraged to save all their files to their personal student folder and back them up to USB or cloud storage. Any file saved locally on SFCC computers may be lost permanently.
- All student folder files are deleted at the end of each semester.

College Communication Tools

SFCC Website

The SFCC website (www.sfcc.edu) provides public information about the college, including course registration, academic degree and certificate programs, weather delay and closure alerts, employee directory, job openings, news and events, giving to SFCC, and much more.

SFCC Operator

The SFCC operator, at 505-428-1000, can connect callers to faculty, staff, academic departments and administrative offices.

Social Media

SFCC and some of the College's unique programs and services can be found on Facebook, Twitter, Instagram, YouTube, and LinkedIn. Join the discussion on these sites:

facebook.com/SFCCNM

twitter.com/SFCCNM

www.instagram.com/sfccnm

<http://www.linkedin.com/company/santa-fe-community-college>

youtube.com/SFCCNM

SFCC Alert Emergency Text Messages

The college is committed to keeping students, faculty and staff as safe and informed as possible. *SFCC Alert* is an Emergency Text Messaging System. During an emergency, *SFCC Alert* sends registered mobile phone users quick and straightforward information using text and email messages. The service will be used only when safety on campus is jeopardized or the college's hours of operation are changed due to weather or other emergencies. All SFCC students, enrolled in credit courses, are automatically enrolled in *SFCC Alert* to receive notification via e-mail at their sfcc.edu address. You must log in to update preferences, such as adding or changing a mobile phone number, at sfcc.edu or at <https://www.getrave.com/login/sfcc>.

Emergency updates are also posted at www.sfcc.edu, on Facebook and Twitter.

Campus Information

Parking

- Students and visitors may park in any spot in the campus parking lots that is not designated as reserved or for carpools. School parking permits are not required.
- Do not park along the roads or curbs that surround the campus. Do not park in an area designated "handicapped" unless you have an official placard or license plate displayed. The fine for illegally parking in a handicapped space is \$500.
- You may pick up, drop off, or make deliveries in green zones for up to 20 minutes, although someone must remain in the car at all times.
- Red zones are fire lanes and for emergency vehicles only. The fine, issued by law enforcement, for illegally parking in a red zone is \$25. Numerous violations of parking policy may result in warning stickers placed on the vehicle and/or a "boot" may be placed on the tire to immobilize the vehicle.
- Yellow zones are no parking zones.

SFCC Bookstore

HOURS: Monday through Friday 8:30 AM – 4:30 PM. Please contact the Bookstore at 505-428-1218 or email sfcc@bkstr.com

BOOKSTORE PHONE: 505-428-1218

LOCATION: Main Hallway, Room 233 (past the Campus Center and Food Services)

Food Services

HOURS: Monday through Friday 8:00 AM – 2:30 PM. Please contact the cafeteria at 505-428-1363

CAFETERIA PHONE: 505-428-1363

LOCATION: Campus Center

East Wing Eatery

HOURS: Monday through Thursday 8 a.m. to 2 p.m.; Closed Friday through Sunday

PHONE: 505-428-1313

LOCATION: East Wing

- The East Wing Eatery menu items are prepared by SFCC Culinary Arts students under the direction of the Chef-manager.
- The East Wing Eatery strives to use sustainably- and organically-produced local and regional products whenever possible. Selections are made to order and specialties include house-made pastries, and breads baked daily; freshly-prepared salads and sandwiches made with top quality ingredients; and an assortment of desserts made in-house.

Fitness Education Center

HOURS: Monday through Thursday 6:30 a.m. to 9 p.m.; Friday 6:30 a.m. to 7 p.m.; Saturday 9 a.m. to 5 p.m.

PHONE: 505-428-1615

LOCATION: William C. Witter Fitness Education Center

Stay physically fit while relieving stress and potentially increasing your academic performance. Take advantage of the Resistance Training Center, gymnasium, indoor track, lap pool, warm water pool, whirlpool and tennis courts.

Here's how to acquire access the facility:

- Enroll in a Physical Education (PHED) class for the semester. A SFCC student photo I.D. is required for class attendance and general use.
- Purchase a one-time day pass for \$8.00, a five-time day pass for \$30.00, or a \$50.00 unlimited monthly pass. Passes and a photo I.D. must be presented with every visit.
- Specific exercise rooms are closed for general workout use when a PHED or DANCE class is scheduled in that room. The schedules posted at www.sfcc.edu are subject to change.
- All users of the Fitness Education Center need to be at least 16 years of age.

Locker rentals are available, one per person, on a first-come, first-served basis. A \$10.00/semester rental fee is payable at the Reception Desk. Annual lockers are available for \$30.00/year. You must be registered in a current semester's PHED course to rent a locker. Locker contents must be removed during Finals Week. Day lockers are available for free using your own lock.

Safety and Emergency Services

Annual Security Report (Clery Act)

As required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), SFCC has compiled a comprehensive Annual Security Report that contains information related to enforcement authority and practices of campus police and security forces, incident reporting procedures for students and employees, and policies that have been used in preparing this report. Also included is information on how the campus community is notified regarding immediate threats, emergency response and evaluation procedures, campus crime statistics, as well as information about campus and community resources available to the campus community and important safety tips. The report may be accessed online at the link: <https://www.sfcc.edu/clery-annual-security-report/>. Please take a few minutes to review this information.

Hard copy reports are available in Safety and Security Room 101 and the Library. You may request a hard copy of the report by mail sending the request to:

SFCC Safety and Security Department, Room 101
Santa Fe Community College
6401 Richards Avenue
Santa Fe, NM 87508

Campus Safety & Security:

PHONE: 505-428-1224; cell 505-690-1477

LOCATION: Main Hallway, Room 101

SFCC does not maintain a college police force. Security and enforcement matters are left to officers of the appropriate law enforcement agencies. If you witness a situation where someone is at risk or believe that a law is being broken, first contact the police (911) and then contact security at 505-428-1224.

- SFCC's Lost and Found is located in the Campus Safety and Security Office in Room 101. Students can find lost articles that have been turned in. Items including phones, credit cards, wallets, assignments and flash drives have been turned into Campus Security in the past. Please help others by being aware of abandoned articles and turning them into Campus Safety.
- If you have personal knowledge or have heard of any crime that has occurred on or off SFCC property, but would like to remain anonymous, please report the crime by filling out the Silent Witness Report Form online at www.sfcc.edu. Enter "silent witness" in the search box to locate the form.
- Call Campus Safety and Security for urgent situations that are not life threatening. While safety officers cannot administer medical assistance, Campus Safety in Room 101 can provide some privacy until medical assistance is available. When reporting an emergency, inform the official if the situation is not life threatening.
- Campus Safety and Security officers regularly patrol campus to observe, report and assist with matters related to your welfare. As in any public space, students and visitors are encouraged to be alert and attentive while in the campus parking lots.
- Security officers can escort students to the parking lot or to other areas on campus. To request an escort, contact the Campus Safety and Security Office at extension 1224.

Emergency Phone Towers

Seven emergency phone towers are located on campus. When activated, these towers will connect you directly to Campus Safety and Security. Stay at the tower and Campus Safety Officers will talk with you directly and dispatch emergency personnel to the scene.

- Kids Campus – Two emergency phone towers in front of the building
- Fitness Education Center – Two emergency phone towers in the parking lot
- Main Facility – One emergency phone tower on the walkway by the library; one emergency phone tower in the West Wing parking lot; one emergency phone tower in front of the main entrance.

Life-Threatening Accidents and Emergencies

- Dial 9-911 on a campus-system phone or immediately activate an emergency phone in cases such as unconsciousness, heart attack, severe bleeding, severe shock, head injuries, emergency childbirth, severe fractures, drowning and other emergency situations.
- After the appropriate emergency authority has been notified, call Campus Safety Officers to inform them of the situation.

Be in the Know about Snow, Delays, and Closures

Notifications about campus closures, delays, and emergencies primarily are made through the college's automated alert system, SFCC Alert.

If you are registered in credit classes, or you are a faculty or staff member, you are already enrolled in the system.

In the event of a weather delay or closure, an email will be sent to your SFCC address. You may also choose to receive a text message by manually setting your preferences at www.sfcc.edu/sfcc_alert.

Continuing Education and Adult Education students and instructors and members of the local community are not automatically enrolled. To enroll in SFCC Alert and receive weather and emergency notifications, go to www.getrave.com/login/sfcc and click on "Register."

Regardless of whether you are automatically enrolled or set your preferences in the past, you can always customize your notification methods again. Visit www.sfcc.edu/sfcc_alert, sign in with your SFCC email address, and make your selection.

When a snow delay or closure occurs, SFCC makes every effort to get a notification out by 6 a.m. or as soon as possible, depending on the timing of the weather circumstances.

When Santa Fe public schools are delayed or closed, this is often, but not always, an indicator that SFCC will also be delayed or closed.

In addition to SFCC Alert, you can find out about an SFCC delay or closure through the following methods, listed in order of reliability:

- Visit www.sfcc.edu and see a notification on the homepage
- Call the special WeatherWatch Line at 505-428-1716 directly, or get to it through the college's main number at 505-428-1000
- Check the SFCC's Facebook page and X accounts
- Check your SFCC email account
- Listen/watch the local news (radio, TV, newspapers online)

It is a good idea to check several sources, because occasionally texts and emails are delayed, depending on individual plans or technological issues.

Bottom line: you make the final decision on whether or not to travel in inclement weather. Be cautious on the road and always use your best judgement.

Facility Emergencies

- Dial 9-911 on a campus-system phone or activate an emergency phone for situations such as fire, bomb threats, or uncontained chemical spills.
- After you have informed the appropriate emergency authority, call Campus Safety Officers at 505-428-1224 to advise them of the situation. The college procedure for evacuation of buildings will immediately be set in motion.

Other Medical Emergencies

For urgent situations that are not emergencies (e.g. sprains, cuts, contusions, fatigue), call Campus Safety at 505-428-1224. Campus Safety and Security will also dispense Band-Aids to individuals who request them.

Emergency Telephone Numbers

(from on-campus phones)

- Ambulance, 9-911
- Campus Safety Office, extension 1224
- City police substation, 9-505-955-2080
- Fire and city police and sheriff, 9-911
- Poison control, 9-1-800-432-6866
- Sheriff, 9-505-428-3720
- State police, 9-505-827-9300
- SFCC's Weather Line 9-505-428-1716

Personal Safety Tips

- Stay in well-lit areas after dark.
- Walk to your vehicle with others or request an escort from a Campus Safety Officer.
- Keep your windows closed and your vehicle locked.
- Do not leave valuables in your vehicle or, if you must, place them out of sight.
- Report suspicious behavior to a Campus Safety Officer or any member of the staff.
- Report incidents that occur on campus to Campus Safety Officers who will work with local law enforcement agencies on prosecution.

Smoking Policy

No smoking or vaporizing is allowed inside any college building. Smoking is only allowed outside in the designated smoking areas; this includes e-cigarettes and similar devices of any kind (SFCC Policy 4-20 Smoking).

SFCC is a Drug and Alcohol Free Campus

SFCC is committed to providing an environment that supports the educational pursuits of its students and promotes the good health and welfare of the college community as a whole. Abuse of alcohol and drugs impair work and academic performance, poses a threat to the health and safety of the SFCC community and undermines the learning environment. SFCC is committed to maintaining a drug free campus as well as helping students and staff solve drug and alcohol-related problems. SFCC prohibits the possession, use, dispensing, distribution, and manufacture of any illegal substance both on campus and at any college-hosted function held off campus property.

Illegal Drugs and Alcohol

- A. The *Student Code of Conduct* covers all property and facilities owned, used, leased or controlled by SFCC and any other site where SFCC business is being conducted, including motor vehicles.
- B. Controlled substances are defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812 and implementing regulations, 21 CFR 1308.11-08.15. Controlled substances include but are not limited to, marijuana hashish, cocaine (including crack), amphetamines, heroin, PCP, hallucinogens, anabolic steroids, certain prescription, and certain controlled substance analogs. Possession, use, sale, or trafficking of controlled substances and glues is prohibited and punishable as a crime.
- C. Illegal uses of alcohol include, but are not limited to, serving, buying, or drinking alcohol by a minor; assisting a minor or an intoxicated person to get alcohol; selling alcohol without a license and driving while under the influence. Possession of alcohol is prohibited on all SFCC properties and in SFCC vehicles. (The President may make an exception to allow alcohol at a college social function by granting prior written consent. All laws relating to the sale, purchase and distribution of alcohol must be observed, including age limits).
- D. This *Code of Conduct* is not intended to supersede or negate any existing policies on substance abuse, student or employee discipline or any additional requirements imposed on its students, instructors or staff by federal or state law.
- E. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on SFCC property or as part of any of its activities by any member of the SFCC community is strictly prohibited.
- F. As a condition of continued registration and enrollment, all students shall abide by the *Code of Conduct*. Violation of this policy shall result in disciplinary action, up to and including expulsion.
- G. SFCC's response to any violation of this policy may include, as a total or partial alternative to disciplinary action, a requirement that the student participate satisfactorily in an approved substance-abuse treatment or rehabilitation program as a condition of continued employment or registration/enrollment.

Legal Sanctions and Health Risks

- A. Penalties for even the most minor violation of the New Mexico Liquor Control Act can include fines up to \$300, confiscation of property and imprisonment for up to seven months. More serious violations carry greater penalties, with larger fines and longer imprisonment.
- B. Penalties for illegal drug use can include significant fines and imprisonment. Penalties for illegal sale of drugs are greater and may include property confiscation. Alternative penalties for illegal drug and alcohol use may include mandatory community service. Violation of laws by a foreign national may result in deportation.
- C. Driving or using machinery after drinking or using drugs creates the risk of injury or even death for the user and others. Penalties include criminal charges, up to and including homicide, monetary fines, as well as the loss of the driver's license and impoundment of the vehicle. The minimum blood alcohol levels at which drivers' licenses are revoked in New Mexico are .02% for those under 21 and .08% for those 21 and over. All drivers in New Mexico are presumed to be intoxicated at the .08% level.

D. In drug-related cases, a court may permanently suspend eligibility for federal benefits, including student financial aid. A criminal record can seriously hurt education and career opportunities.

Health Risks Associated with Use of Illicit Drugs and the Abuse of Alcohol

- A. Excessive alcohol consumption and abuse of illicit drugs can lead to certain types of cancer, pathological changes in the liver, brain, heart, and muscle which can lead to disability and death, as well as addiction, birth defects, shortened life span, stomach ulcers, phlebitis, varicose veins and other health problems.
- B. Alcohol is significantly involved in all types of accidents: motor vehicle, home, industrial and recreational. Alcohol and drugs are also factors in homicide assaults, rapes, suicides and family and date violence.
- C. Unintended pregnancies and sexually transmitted diseases are often associated with alcohol and other drug abuse. Intravenous (IV) drug use is a high-risk factor for AIDS, which is a serious and often fatal disease.
- D. Substance abuse negatively impacts on personal, work and academic relationships.

For more information on the possible effects and health risks associated with the use of illicit drugs and alcohol, contact one of the Counselors on staff at SFCC.

Campus and Community Resources for Substance Abuse Problems

Any member of the SFCC community who is concerned about substance-abuse can receive free, confidential assistance from a licensed Counselor on staff at SFCC. Students may receive counseling on campus or be referred to the most appropriate community agency.

Other community resources include (all are in Santa Fe unless noted otherwise):

New Mexico Treatment Services LLC	505 982-2129
Santa Fe Recovery Center	505 471-4985
The Life Link	505 438-0010
Turning Point Recovery Center (Albuquerque)	505 217-1717

ESA Classes Offered 2024-2025

Retrofit Installer Technician	BPI Building Science Principles	OSHA 10-hour for General Construction
Crew Leader	BPI Healthy Homes Evaluator	OSHA 30-hour for General Construction
Energy Auditor	Cold Climate Heat Pumps	Hotel Water Auditing
Quality Control Inspector	Subject Intensive Courses	Water Efficiency Rating Score
Multi-Family QCI	Building Operator Level 1	Restaurant Water Auditing

Energy Smart Academy Policies:

Accessing Online Courses

Online and blended courses require access to a computer, tablet or smart phone that can access the internet. You can use any internet browser. The courses heavily rely upon videos, so you will need sufficient bandwidth to watch videos online. You will also need a camera or smart phone that can take digital photos and video that can be uploaded to the internet or emailed to your instructor.

Courses use the Canvas Learning Management System by Instructure. Once you have provided us with your email address, you will receive an email from Instructure that provides you access to the course. You will need to create a password. Please write it down somewhere so you don't forget it.

Once you access the course, you will see a video on the Home Page that walks you through the steps of using the online course. Please watch it carefully. If you require any assistive technologies, please contact your instructor. In the future you can get to Canvas at <https://sfcc.instructure.com>.

Assignments in online courses are designed to prepare you for certification and should not be taken lightly. It is your responsibility to pace through the course and reach out to the instructor if you need any help.

In the event of scheduled online maintenance or outages, you will receive email notification at least one week in advance so that you can plan accordingly. In the rare event of unforeseen outages, email notification is sent out as soon as possible to alert students and instructors will adjust deadlines to accommodate any outage exceeding a 24-hour period.

Accommodations

For students with special needs or those who require accommodations, please alert your instructor either before class has begun or, at the latest, on the first day of class. Extra time for written exams, assistance reading exam questions, translation into an alternate language, unencumbered access to appliances and test sites, larger text handouts and presentations, etc can be arranged ahead of time with prior notification. It is a goal of the EnergySmart Academy to accommodate every learner. We will not ask private questions or violate your confidentiality, but please allow us time to meet your needs. If you prefer, you may contact the SFCC Student Accessibility Services directly at 505-428-1711, or in the West Wing, Lower Level Room LL311.

Safety in the Classroom

ESA instructors are expected to introduce students to ESA equipment safety procedures and SFCC on-campus health and safety procedures. Based upon these expectations, instructors will foster a safe work/training environment. In order to facilitate a safe environment, instructors may:

- 1) Postpone or discontinue training activities that involve an identified unsafe condition until the unsafe condition can be remedied.
- 2) Remove a student from a task, or class, for repeated violations of safe work practices. All related coursework may be marked zero or null.

Whenever an instructor utilizes either of these options, details regarding the unsafe condition, remedy (or proposed remedy), and other pertinent data will be included in the ESA Instructor's Report.

In the event that an unsafe condition occurs, or is likely to occur, relating to any piece of training equipment, details about the cause (maintenance or other) will be included in the ESA Instructor's Report. Upon notification of an unsafe condition relating to equipment, the Program Director will schedule and document appropriate repairs or maintenance.

In the event an injury occurs during a training session, the SFCC Safety Officer will be notified immediately and SFCC policy will be followed. In an emergency, SFCC Emergency Procedures will be followed (see below). Additionally, details regarding the incident will be recorded and submitted to the Program Director within 24 hours. The Program Director will verify all information regarding the incident and coordinate any necessary actions with the SFCC Safety Officer. If the Program Director is not immediately available, then a designee, other than the instructor(s) of that class, may be assigned the above responsibilities.

Use of Electronic Devices during In-Person Training

The ESA provides professional development training for adults who have families and often already are employed in the field. Our instructors understand the need to keep a cellular phone handy and turned on during class. Reasonable use of electronics will be permitted throughout classroom instruction, with ringers turned down to minimize distraction. During exams and task assessments, however, it is required that all electronic devices be turned off and stowed where they cannot be a distraction to other students. Similarly, if a student is regularly engaging in recreational use of their electronic or in a prolonged text conversation, said student may be asked to remove the electronic device from the classroom or to step outside until the conversation is complete. It is the responsibility of the student to keep up with material covered in class.

Exams and Assessments

With the exception of prescribed courses, such as OSHA 10-hour and Lead RRP, most ESA courses culminate in a written exam and a task assessment. For additional information on certification thresholds, as well as testing protocol, carefully read the syllabus provided for your class. Written exams can be either paper or on a computer. Task assessments can use a rubric for scoring or a checklist field guide, and can be on-site at the school or at a field location. In addition, exams and task assessments may need to be video-taped. Please make sure you are aware of testing protocol and expectations before the day of your evaluation.

Course Surveys and Evaluations

The Program Director reviews all evaluations from students, faculty and instructors. Survey responses are used to improve courses and to gauge interest in additional course offerings. Confidentiality of survey responses are maintained in accordance with the ESA/SFCC Confidentiality Policy. In addition, course evaluations may be used for marketing, grant-writing, and auditing purposes, with the signed approval of the student.

In addition, ESA welcomes outside participation in our curriculum development process. If you are interested in reviewing our curriculum, please contact amanda.hatherly@sfcc.edu.

Certification and Maintenance

ESA courses are designed to align with industry certifications and standards, including those set forth by the DOE and Building Performance Institute (BPI). The ESA uses the Credly Acclaim digital badging platform. After successful completion of Energy Auditor, Retrofit Installer Technician, Crew Leader or Quality Control Inspector coursework (and also relevant subject intensive courses) students receive a digital badge, which may be downloaded as a certificate. Students are encouraged to share their badge with employers and contractors to verify that instruction has been received and completed successfully. Students may also elect to challenge the relevant national BPI exams. Maintenance of BPI certifications is determined by the Building Performance Institute.

Most BPI certifications have an expiration date of 3 years that can be renewed by completing a set number of hours of related training either at a conference, through a webinar, or as Continuing Education Units (CEUs) available through BPI (currently 30 for Building Analyst, 24 for EA and 6 for QCI). Evidence of training will be verified before being credited toward the recertification requirement.

The RIT, CL and Multi-Family Quality Control Inspector courses do not have a corresponding national certification. As a result, the development of these courses has been focused on creating an examination and

certification on par with national industry standards. The exam for this is reviewed by Subject Matter Experts for quality assurance.

Complaint, Resolutions and Appeals

Participants should submit complaints or disputes in writing to the ESA Director within 7 days of the incident. The submission should clearly describe the issue, the parties involved, and any evidence supporting the complaint or dispute.

The ESA Director will acknowledge receipt of the complaint or dispute within 24 hours and a response or resolution will be provided within 48 hours of the acknowledgment.

If the complainant or disputant is dissatisfied with the decision or resolution, an appeal can be lodged within 7 days of receiving the decision. Appeals should be submitted in writing to the Dean of Contract Training, detailing the grounds for the appeal. The Dean will review the case and make a final decision within 14 days of receiving the appeal.

The decision of the appeal committee is final and binding on all parties. All complaints, disputes, and appeals will be handled with strict confidentiality and in accordance with applicable privacy laws.

Additional Contact Information

Building Performance Institute: <https://www.bpi.org> 877-274-1274

Environmental Protection Agency (Lead RRP): <https://www.epa.gov/lead/getcertified>

Water Efficiency Rating Score: www.wers.us info@greenbuildercoalition.org

Northwest Energy Efficiency Council (Building Operator Certification): maintain@theboc.info
<http://www.theboc.info/certifications/maintaining-certification/> 877-850-4793

Occupational Safety and Health Administration: www.osha.gov/training

