



**University of New Mexico-Gallup
Center for Career and Technical Education
Student Code of Conduct Handbook 2025-2026**

Introduction

The purpose of this handbook is to provide all CCTE participants, namely students, instructors, staff members, and other individuals relevant to the program, with the information and tools needed to provide a learning atmosphere in which all can succeed. Situations may arise that may call for policy changes, which CTE Administration will communicate with sending high schools with further approval by the Steering Committee.

How to Use this Handbook

This handbook was designed so that all participants, whether student, instructor, staff member, or community partner, are aware and understand that the success of one's academic and/or career journey with CTE and UNM-Gallup requires communication, collaboration, and accountability from all parties. This handbook shows how participants' actions can impact—whether positively or negatively—their academic success and learning environment, because it takes a village/community to ensure that everyone is supported in achieving their academic and career goals while in CTE.

CCTE Student Selection Guidelines

- Students must have an interest in the career and technical education discipline being considered, as well as an interest in becoming a participating member of CCTE.
- Students must have established a consistent record of attendance in their home high schools. Students with attendance or discipline/behavior issues in their home high schools should not be enrolled in a CCTE program where attendance and behavior are the key to success. Students with such issues but are interested and committed to CCTE may be placed on probation for the first semester.
- Students should be on track for graduation in the spring of their senior year. Students should be prepared to complete an entire academic year of study within the CCTE in a chosen program of study.
- Juniors and seniors will be given first consideration for enrollment with CCTE. Any deviation from this will be discussed by the home school representatives and CCTE Administration on a case-by-case basis.
- These guidelines may be waived for students enrolled in special programs. Sending high schools making such a request must request a meeting with the CCTE Director prior to a student's placement within a CCTE program of study.

Academic Progress

Students enrolled within CCTE must establish and maintain positive academic progress in order to be eligible for admission to colleges and Federal Financial Aid when entering a postsecondary level of education. There are three parts to academic progress within CCTE:

1. A cumulative grade point average
2. Course completion
3. Time frame

Criteria: a student must:

1. Earn a cumulative GPA of 1.70 for the first 30 attempted credit hours
2. Earn a cumulative GPA of 2.00 for 31 or more attempted credit hours
3. Earn a certification in 45 attempted credit hours or earn an Associate's Degree in 90 attempted credit hours

If a student fails to meet any one of the above-listed criteria, he/she can be deemed ineligible for Federal Financial Aid. If a student fails a CCTE course or is dropped from CCTE courses before completion, this could negatively impact their ability to meet the necessary criteria mentioned. Students must receive a 'C' or higher in CCTE courses to establish and maintain positive academic progress.

Shared Responsibilities

- Student Responsibilities
 - Attend CCTE classes as scheduled. When UNM-G is in session, CCTE classes are in session. Should classes be delivered online or remotely, it is the student's responsibility to have accessibility and a working device.
 - Follow established CCTE procedures in regard to absences:
 - CCTE does not accept notes/calls from parents/guardians regarding absences. These must be taken to the student's home high school by the student themselves.
 - CCTE students are both high school and college students. In most college settings, absences are excused by the instructor of record based on their communication and/or agreement with the student. CCTE will not excuse an absence until the student has written agreement from his/her CCTE instructor that states this. Only then will CCTE administration remove the marked absence from their attendance record, if necessary.
 - An excused absence does not mean that a student is excused from accomplishing the class assignments. An excused absence means that a student will be allowed to make up missed class assignments and/or time. Requests to remove marked absences from their attendance record should be communicated to CCTE Administration.
 - CCTE does not excuse a student to remain at his/her home high school to complete assignments for another class—students are scheduled to attend CCTE per his/her class schedule.
 - CCTE instructors are not required to excuse students from class participation and/or activities at the request of counselors or coaches. This type of request needs to be initiated by the student to his/her respective CCTE instructor.
 - Establish and maintain a positive status in academic progress
 - Earn at least a 2.0 GPA in CCTE classes
 - Impact upon future eligibility for CCTE, college admissions and Federal Financial Aid could occur should a student fail to maintain positive academic progress
 - Punctuality
 - Be on time for scheduled class meetings. Late arrivers should proceed to the CCTE office for a late pass and possible conference with the CCTE Director, should the tardiness persist.
 - Students who arrive late because their home school bus did not arrive on time will not be charged a tardy.

- Students who arrive late because of a district or school's delayed start policy will not be charged a tardy.
 - Be prepared for class activities:
 - Have a working writing utensil (working pen, sharpened pencil, etc.)
 - Bring assigned textbook and/or workbook to class meetings
 - Have assigned readings completed before the start of class
 - Submit assignments per the due dates given by the instructor and/or listed on the course syllabus
 - Follow the format for assignments given by the instructor (typed and printed, or online submission)
 - Participate in class activities. CCTE programs incorporate class lectures and discussions with hands-on activities to meet different learning styles. You will be graded on overall class participation
 - Cellphones and Electronic Devices
 - Cellphones and/or electronic devices should not be used during CCTE class time without the express permission of the instructor.
 - Some CCTE classes may allow or even require the use of electronic devices to access learning apps, websites, videos, etc. Students should follow their instructor's requirements for electronic device usage during class.
- CCTE Responsibilities
 - Family Educational Right to Privacy Act (FERPA)
 - All CCTE faculty, staff, students, and relevant participants should abide by FERPA. All UNM-enrolled students are protected under this federal privacy law, which does not permit individuals other than the student to access educational information such as grades and performance feedback, unless a proxy form is filled out by the student. Proxy forms can be requested from the CCTE office.
 - Collect and report student attendance to sending high schools on a daily basis.
 - Collect and report progress, quarter, and semester grades to sending high schools if requested. Instructors are responsible for entering college grades into the UNM system on a semester basis at the end of each semester by the grade submission deadline
 - Offer opportunities to become involved in campus events (e.g., SkillsUSA, Holiday in New Mexico, CCTE Recognition Ceremony)
 - Intervene in situations involving violations of CCTE policy and/or the UNM Student Code of Conduct
 - Maintain contact with representatives from sending high schools and the community
 - Tools and Equipment

- CCTE instructors are responsible for the proper care and security of tools and equipment assigned to them from UNM-Gallup
- Missing, defective, or damaged equipment shall be reported immediately to the CCTE Director and the respective Division Chair.
- Equipment inventories shall be conducted per UNM Policy
- Textbooks will be purchased and charged to the students' home school districts. In turn, home schools will be notified of the loss of books or equipment, including the student's name, cost of the book, and title of the book. CCTE instructors should keep an inventory of textbooks and a sign-out mechanism to determine the books that are distributed to students.
- Instructional Areas
 - Classrooms, shops/labs, and other instructional areas will be kept clean and neat. All materials, supplies, and equipment need to be properly stored when not in use.
 - Instructors will ensure that students take their share of the responsibility for keeping a clean and attractive instructional area.
 - Instructors will make the determination whether to allow food and/or drinks in instructional areas during CCTE class time, except in spaces with specific regulations, such as the Cosmetology program classrooms and labs.
- Safety
 - Safety is a critical part of career and technical education. Instructors will ensure that students are given the appropriate safety lessons and that each student shows satisfactory knowledge and skills in this subject
 - Students will not work in shop/lab areas until appropriate safety instruction and testing is successfully completed.
 - Instructors will ensure that students wear appropriate eye and ear protection while in the shop/lab environments
 - All students must comply with safety rules that have been established by the instructor and profession of their respective CCTE program of study.
- Accidents and Illnesses
 - Call 911 immediately for any emergency related situations that may require immediate medical or professional attention.
 - During non-emergencies: If because of an accident or illness a student requires medical attention, the procedures listed below should be followed:
 1. Contact the CCTE office

2. The instructor will stay with the student until a parent/guardian, school official, or medical personnel assume supervision.
 3. The parent/guardian and home school will be contacted by the CCTE office.
 - It is imperative that a Student Emergency Information Form is completed and on file in the CCTE office for all currently enrolled students
- Sending High Schools' Responsibilities:
 - Enroll students who are truly interested in a CCTE program of study by communicating and submitting student lists to CCTE Administration
 - Utilize a student's Next Step Plan to ensure proper placement in a CCTE program of study that will be meaningful and relevant to the student. This means that schools should take the time to sit down with each student to discuss whether or not CCTE is the right fit for them.
 - Provide each student with a printed schedule of classes to verify attendance and placement in a CCTE program of study
 - Not overload a CCTE program of study. Slot allocations are shared with all school representatives and must be adhered to in order to ensure consistent and equitable enrollment for all schools
 - Uphold and adhere to FERPA regulations
 - Pay for student fees, which are \$52.50 per student per semester. The number of students per district is calculated after the last day of registration (third Friday of the semester, also known as the 'census date'). The districts will be invoiced by UNM-G Business Operations.
 - Pay for students' textbooks and workbooks. The districts will be invoiced by UNM-G Business Operations
 - UNM-Gallup Campus Responsibilities
 - Uphold FERPA regulations
 - Schedule course offerings for CCTE students
 - Secure instructors for CCTE program of study course offerings
 - Secure instructional space for CCTE programs of study

Weather Delays/Closures

- UNM-G generally follows the Gallup McKinley County school district delay and closure schedule
- CCTE Administration will communicate delays and closures to sending high schools and CCTE instructors to communicate with their respective students.

Religious, Cultural, and Ceremonial Observance

UNM-Gallup respects the cultural and ceremonial obligations of our students. Absences may be excused for: 1) recognized religious holidays, 2) traditional Navajo or Pueblo ceremonies, 3) family or cultural obligations, and 4) documented community ceremonies. Students are encouraged to notify their instructors in advance when participating in a religious, cultural, or ceremonial observance via email or in person.

Attendance, Performance, and Behavior

- Home high schools do not always notify the CCTE office of school-sponsored absences; it is the student's responsibility to inform their CCTE instructor of said absences.
- Student Drops:
 - Student drops from a CCTE program of study may be initiated by both the sending high school and CCTE course instructor. This may occur because of excessive absences, inability to maintain socially acceptable behaviors on the UNM-G campus/relevant locations such as the nearby GMCS Early Childhood Center, or inability to follow CCTE policies and procedures.
 - Students enrolled in the CCTE are expected to fully participate in their once-a-week fitness training courses for Criminal Justice and Fire Science Technology students and labs for Cosmetology and Health Careers. This means that students are dressed in appropriate clothing and are engaged in the activity presented during a given class meeting. This also means that since CCTE fitness and some lab courses are once-a-week, regular attendance is crucial in order to succeed in these classes.
 - Being dropped from college courses can have a negative impact upon an individual's future eligibility for college admissions and/or Federal Financial Aid. It is in the CCTE student's best interest to attend their classes on a regular and consistent basis and earn at least a C in all of these classes.
- Behavior and Discipline:
 - Refer to the UNM Pathfinder Student Handbook for details on the UNM Student Code of Conduct, matters subject to disciplinary action, rights of students in disciplinary matters, sanctions, and implementation.
 - CCTE participants should also be familiar with the UNM Administrative Policy 2240: Respectful Campus.
 - Students accused of misbehavior will be addressed based on the situation, but sending high schools will be notified when this happens.

- Students committing criminal acts that endanger the lives or property of students and staff, or who willfully interfere with the educational process will be referred to law enforcement for disposition. The home school will be notified immediately.
 1. Instructors will be notified of the disposition taken by CCTE Administration and the student's sending high school
 2. If a student is suspended from his/her home high school, a notice of suspension should be provided by the sending high school to the CCTE Director. The student may petition for continued attendance in CCTE, however petitions for offenses that include violence or illegal substances will not be granted.

Dismissal of CCTE Students

- Students will not be dismissed before scheduled hours of instruction except with the approval of the CCTE instructor and CCTE Director
- CCTE instructors may not permit individual students to leave before the regular dismissal time without first being checked out through the CCTE office. No student will be permitted to leave CCTE at the request of or in the company of anyone other than a home school employee, police officer, court official, and/or custodial parent/guardian.
- Students will not be excused from class to accomplish off-campus errands or activities during hours of CCTE instruction.
- Students will not be released to law enforcement or other authorities until identification and need for release is verified with the appropriate agency and the home school notified. Law enforcement officials should report to the CCTE office for verification of identification; should an official go directly to a CCTE program classroom/lab requesting to speak with or remove a student, the instructor should immediately contact the CCTE office. As a professional courtesy, law enforcement officials should report to the UNM-G Campus Police who, in turn, can escort them to the CCTE office.

Grading

- Students will be informed of what will be expected of them in their courses before instruction begins. Each student will receive a course syllabus illustrating these expectations.
- Progress, quarter, and semester grades will be reported to the student's home high school based on the high school's request and assigned due dates. College grades will be posted online at the end of the semester by the respective CCTE instructor.
- It is the student's responsibility to initiate contact with a CCTE instructor regarding their performance or grades in a given class.

- Grading scale for CTE follows the UNM grading scale:

A+ (97-100)	C+ (77-79)
A (93-96)	C (73-76)
A- (90-92)	C- (70-72)
B+ (87-89)	D+ (67-69)
B (83-86)	D (63-66)
B- (80-82)	D- (60-62)
F (<60)	

- Students are responsible for complying with all regulations of the University. This includes FERPA and its regulations and guidelines on student privacy.
- Should a question exist regarding a student grade, it is the student's responsibility to contact the respective instructor. CTE Administration cannot and will not make grade changes. Should the CTE office be contacted by a student's parent/guardian, this process will be explained to them.
- CTE students need to maintain positive academic progress or at least a 2.0 GPA in their college classes—which include CTE classes—in order to establish and maintain positive academic progress.

Tobacco/Nicotine Use

UNM is a tobacco-free campus and all CTE students must follow this while on campus. This includes avoiding the use of tobacco and nicotine related products such as vapes and e-cigarettes.

Vehicles

- CTE students from the Gallup McKinley County Schools, Wingate, Hozho Academy, Zuni High School, and Twin Buttes Academy are all provided with bus transportation to the UNM-Gallup campus and back to their home high schools.
- Students will not drive personal vehicles to the UNM-Gallup campus unless prior approval is granted. Students who have been granted approval for driving privileges will comply with all state and local laws governing the operation of motor vehicles on the campus.
- Vehicles driven to CTE for class projects will conform to laws regulating insurance and registration of motor vehicles. The home school will be notified of vehicles used as class projects.
- Instructors will ensure that vehicles becoming projects satisfy the requirements listed above.
- The following procedure must be followed in order for a CTE student to obtain permission to drive a personal vehicle to attend CTE:
 1. Request and receive a Student Parking Permit from the CTE office.
 2. All requested information must be supplied, including the following signatures and their order of approval:

- a) Parent/Guardian
 - b) High School Counselor/Advisor
 - c) High School Principal/Designee
 - d) CTE Director
3. Parent/Guardian must also write and attach a brief justification for the student as to why they should be using a personal vehicle instead of the provided school bus going to CTE classes.
 4. Student must provide the following documents in order to secure a parking permit:
 - a) Valid Driver's License
 - b) Vehicle registration
 - c) Proof of insurance
 - d) Copy of student's class schedule
 5. Once all steps have been fulfilled, student will be accompanied by CTE staff to the UNM-Gallup Campus Police to obtain a UNM-G Parking Permit.
- Citations will be issued by the UNM-Gallup Campus Police for vehicles parked on campus parking lots without displaying a UNM-G Parking Permit.