

Annual Notice of Institutional and Financial Aid Information

The Higher Education Opportunity Act of 2008 requires that colleges annually distribute to all enrolled students a notice of the availability of institutional and financial aid information. If you need any further help after reviewing these sources or after contacting the individuals listed below, contact the Director of Financial Aid at (575) 646-4105 for additional assistance. This list is not a comprehensive list of all HEA disclosures, but only those for which an annual notice must be issued.

Available Financial Assistance

- Availability of federal, state, local, private and institutional financial need-based and non-need-based assistance programs, and for each program a description of –
 - Application form and procedures
 - Student eligibility requirements
 - Terms and conditions of Title IV, HEA loans
 - Selection criteria
 - Criteria for determining the amount of a student's award

- Student Rights and Responsibilities while receiving Title IV and other financial aid –
 - Criteria for continued student eligibility under each program,
 - Satisfactory Academic Progress (SAP) standards that students' must meet to receive financial aid and criteria by which those who have failed to maintain SAP may re-establish aid eligibility
 - The method by which financial assistance disbursements will be made to students and the frequency of those disbursements,
 - The terms and conditions of loans received under the Federal Direct Loan and Federal Perkins Loan program by students as part of their financial assistance package,
 - Terms of any loan that is part of a student's aid package, a sample loan repayment schedule, and the necessity for repaying loans,
 - The general conditions and terms applicable to any employment provided to students as part of their financial assistance package,
 - The terms and conditions of the loans students receive under the Direct Loan and Perkins Loan programs,
 - The requirement to complete entrance counseling before receiving a Federal Direct Loan, Federal Perkins Loan, and Federal Graduate PLUS.
 - The exit counseling information the institution provides and collects from student borrowers under the Federal Direct Loan and Federal Perkins Loan programs, and
 - General terms and conditions of any employment provided as financial aid

This information is accessible through the [Consumer Information](#) section of the University Financial Aid and Scholarship Services website. A paper copy is available upon request by contacting the office of Financial Aid on your campus.

Alamogordo – finaidnmsua@nmsu.edu, 575-439-3600, Student Services Building
Dona Ana – finaid@dacc.nmsu.edu, 575-528-7001, East Mesa Campus – DASR, Room 109
Grants – ssgrants@nmsu.edu, 505-287-6628, Martinez Hall, Student Services

Las Cruces – finacialaid@nmsu.edu, 575-646-4105, Educational Services Center, Room 600

Global – globalFA@nmsu.edu, 1-888-729-6678

Institutional Information

The following links provide a variety of institutional information that will help you stay informed.

- [Academic Program Information](#)
See this link for information on the academic programs offered at all NMSU campuses.
Contact information – [University Student Records Office](#), records@nmsu.edu, 575-646-3411
- [Accreditation and Licensure](#)
See this link for information on NMSU accreditation and licensures as well as information for filing a complaint.
Contact information – Accreditation Office, accreditation@nmsu.edu, 575-646-5095, Guthrie Hall, Room 109
- [Athletic Program Participation](#)
See this link for information related to the athletic program participation and financial support required under the Equity in Athletics Disclosure (EADA).
Contact information – NMSU Athletics Department, 575-646-7630, Fulton Athletic Center, 1st floor
- [Copyright Infringement](#)
See this link for information regarding NMSU's copyright infringement policies.
Contact Information – Information and Communication Technologies, privacy@nmsu.edu, 575-646-1840
- Cost of Attending
 - [Tuition and Fees](#)
See this link for information on understanding tuition and fees, and current rates.
Contact information – [University Accounts Receivable](#), uar@nmsu.edu, 575-646-4911, Educational Services Center, Room 701
 - [Housing](#)
See this link for information on the NMSU housing options and rates available.
Contact information – [Housing and Residential Life](#), housing@nmsu.edu, 575-646-3202, Corbett Center Student Union, Suite 230
 - [Meal Plan](#)
See this link for information on the NMSU meal plan options and rates available.
Contact Information – NMSU Dining Services, crimsonconciierge@nmsu.edu, 575-646-1749, Corbett Center Student Union, Suite 130
 - [Estimated Books/Supplies, Personal Expenses and Transportation](#)
See this link for information on estimated cost for books/supplies, transportation, and personal expenses or contact the office of Financial Aid directly at your campus.
Alamogordo – finaidnmsua@nmsu.edu, 575-439-3600, Student Services Building
Dona Ana – finaid@dacc.nmsu.edu, 575-528-7001, East Mesa Campus - DASR Room 109
Grants – ssgrants@nmsu.edu, 505-287-6628, Martinez Hall, Student Services

Las Cruces – financialaid@nmsu.edu, 575-646-4105, Educational Services Center, Room 600

Global – globalFA@nmsu.edu, 1-888-729-6678

- [Return of Title IV aid Due to a Withdraw](#)

See this link for information on how your Title IV aid will be affected due to a withdraw from a course or the university or contact the office of Financial Aid directly at your campus.

Alamogordo – finaidnmsua@nmsu.edu, 575-439-3600, Student Services Building

Dona Ana – finaid@dacc.nmsu.edu, 575-528-7001, East Mesa Campus – DASR, Room 109

Grants – ssgrants@nmsu.edu, 505-287-6628, Martinez Hall, Student Services

Las Cruces – financialaid@nmsu.edu, 575-646-4105, Educational Services Center, Room 600

Global – globalFA@nmsu.edu, 1-888-729-6678

- [Security and Fire Safety](#)

- [Annual Fire Safety reports](#)

See this link for NMU's Annual Fire Safety reports.

- [Annual Security reports](#)

See this link for NMSU's Annual Security reports.

- [NMSU's Emergency Planning and Preparedness](#)

See this link for NMSU's Emergency Planning and Preparedness site.

Contact information – NMSU Police Department, police@nmsu.edu, 575-646-3311

- [Student Activities](#)

See this link for information about the student activities NMSU offers.

Contact information – Student Life, dos@nmsu.edu, 575-646-1722, Corbett Student Union, Room 207

- [Study Abroad Policy](#)

See this link for information on financial aid eligibility while on a study abroad program.

Contact information – University Financial Aid and Scholarship Services, financialaid@nmsu.edu, 575-646-4105, Educational Services Center, Room 600

- [Students Accessibility Services](#)

See this link for information pertaining to accommodations for students with disabilities.

Alamogordo – asdnmsua@nmsu.edu, 575-439-3721, Student Services Building

Dona Ana – sas@dacc.nmsu.edu, 575-527-7548, Espina Campus-DASH Room 117, East Mesa Campus-DASR 104

Grants – ssgrants@nmsu.edu, 505-287-6628, Martinez Hall, Student Services

Las Cruces – das@nmsu.edu, 575-646-6840, Corbett Center Student Union, Room 204

- [Tuition Refund Policy](#)

See this link for information on the refund policy for dropped courses or withdrawing.

Contact information – University Accounts Receivable, uar@nmsu.edu, 575-646-4911, Educational Services Center, Room 701

- [Transfer Credit Policy and Articulation Agreements](#)

See this link for information on NMSU transfer credit policy.

Contact information – University Student Records Office, records@nmsu.edu, 575-646-3411

- [Withdrawal Procedures](#)
See this link for information on withdrawing from a single course or from the university.
Contact information – University Student Records Office, records@nmsu.edu, 575-646-3411
- [Vaccination Policies](#)
See this link for information on the NMSU vaccination policy.
Contact Information – Aggie Health and Wellness Center, campus_health@nmsu.edu, 575-646-1512

The links to all this information are also accessible through the [Consumer Information](#) section of the University Financial Aid and Scholarship Services website. A paper copy is available upon request by contacting the appropriate office directly via the contact information provided.

Student Outcomes

Each year NMSU will report on the school's completion, graduation, transfer, retention and placement rates. The links below will provide more information for the following categories.

- [Retention and Graduation Report](#)
See this link for information pertaining to retention rates of NMSU students
- [Salaries of Graduates One, Five and Ten Years after Graduation by Program](#)
See this link for salary statistics for graduates of New Mexico State University.
- [Subsequent Education of Bachelors Graduates by Program](#)
See this link for information on the types of graduate and professional school education in which graduates of NMSU four-year degree programs enroll.
- [Student Body Diversity](#)
See this link on information about NMSU student body diversity.

A link to this information is also accessible through the [Consumer Information](#) section of the University Financial Aid and Scholarship Services website. A paper copy is available upon request by contacting the Office of Institutional Analysis at nmsudata@nmsu.edu, 575-646-1720, or Academic Research Building, room 109.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the institution receives a request for access. A student should submit to the University Student Records Office, a written request that identifies the record(s) the student wishes to inspect. If the records are not maintained by the University Student Record Office, the school official shall coordinate with other NMSU entities to provide or respond to the request.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask NMSU to amend a record should write the University Student Records Office, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If NMSU decides not to amend the record as requested, NMSU will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

NMSU discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically a person employed by NMSU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of NMSU who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by New Mexico State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Disclosure without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within NMSU whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties

to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance

if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Student directory information

FERPA does permit the school to disclose a student's personally identifiable information when the information is properly designated as "directory information." Directory information is information that would not generally be considered harmful nor an invasion of privacy if disclosed. At New Mexico State University, in accordance with Administrative Rules and Procedures Chapter 5 Section 40, student directory information is defined as:

- Name
- Aggie ID number
- Class (i.e. Freshman, Sophomore, Junior, Senior)
- College and major
- Dates of attendance
- Degree(s) earned
- Honors and awards received, including selection to the dean's or chancellor's list, honorary organization, or the GPA range for the selection
- Address
- Local or contact telephone number
- NMSU e-mail address
- Most recent previous educational institution attended
- Participation in officially recognized activities and sports
- The weight and height and age of members of athletic teams

However, a student has the right to restrict the university's right to disclose directory information, in which case, NO student education information may be disclosed without a court order (subpoena), signed consent from the student, or application of another exception justifying disclosure without consent. To suppress directory information, a student must make a written request by completing and signing the "[No Release of Information](#)" form and submitting it to [University Student Records](#) at records@nmsu.edu.

Students who do not elect to suppress their directory information may still manage their [privacy preferences](#) to control the information that will be displayed in the New Mexico State University Phonebook.

Additional FERPA resources

[NMSU Regents Policy Manual \(5.40 Student Educational Records–FERPA Compliance\)](#)

[NMSU Administrative Rules and Procedures \(5.40 Access to Student Educational Records – FERPA Compliance\)](#)

[U.S. Department of Education: FERPA General Guidance for Students](#)

[U.S. Department of Education: A Parent's Guide to FERPA](#)