THINGS TO CONSIDER FOR YOUR LAB, STUDIO, WORKSHOP, or STAGE MANUAL

* Who needs to present when the space is being used by a student;
* Major safety concerns relative to equipment, chemicals, electrical cords and outlets and rules related to these;
* Check-out and check-in policies for equipment;
* Times of use;
* Respectful campus policy:
* <http://handbook.unm.edu/policies/section-c/employment-appointment/c09.html>
* https://policy.unm.edu/university-policies/2000/2240.html
* Academic dishonesty policy:
* <https://pathfinder.unm.edu/campus-policies/academic-dishonesty.html>
* Description of consequences of a student’s violation of the lab, studio, workshop, or stage manual.

Suggestion: 1) verbal warning;

2) followed for a second or persistent violation by written warning to student, copied to chair;

3) followed for a third or persistent violation by drop from class, with written notice to student, copied to chair, associate dean of college and dean of students.

*If sufficiently serious 2 and 3 may be combined*

* A hard copy signature sheet, indicating that the student has read and agrees to abide by the rules in the manual and understands the consequences of violation and collected at the beginning of the semester.
* UNM Pathfinder “Code of Conduct”: <https://pathfinder.unm.edu/code-of-conduct.html>

**2. MATTERS SUBJECT TO DISCIPLINARY ACTION**

Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct:  
2.1. Actions which have great potential for physically harming the person or property of others, including that of the University, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.  
2.2. Any type of sexual assault including rape.  
2.3 Making false representations to the University, including forgery and unauthorized alteration of documents; unauthorized use of any University document or instrument of identification.  
2.4. Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.  
2.5. Substantially interfering with the freedom of expression, movement or activity of others.  
2.6. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on University premises.  
2.7. Theft of property or of services. Possession of property that is known to be stolen.  
2.8. Failure to comply with the lawful directions of University officials, including campus police officers and other law enforcement officials, acting in performance of their duties.  
2.9. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the University.  
2.10. Unauthorized presence in or use of University premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.  
2.11. Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.  
2.12. Use or possession of fireworks on University premises or at University-sponsored events, unless expressly authorized in writing by the President.  
2.13. Use, possession or storage of any weapon on University premises or at University-sponsored activities, unless expressly authorized in writing by the President. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.  
2.14. Misusing University computing resources by intentionally making or receiving, accessing, altering, using, providing or in any way tampering with files, disks, programs, passwords or hardware belonging to other computer users without their permission.  
2.15. Violation of published or posted University regulations or policies.  
2.16. Aid to others in committing or inciting others to commit any act mentioned above.  
2.17. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct including failure to appear before any of the University’s disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate University officer.  
2.18. Any other acts or omissions which affect adversely University functions or University-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the University.  
2.19. Violating the terms of any disciplinary sanction imposed in accordance with this Code.