




**Office of Institutional Equity/EEO**

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**MEMORANDUM**

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**To:** University Administrative Council (UAC)  
Title IX Committee Members

**From:** Lauri Millot, Executive Director/ Title IX Coordinator/ Section 504 Coordinator 

**Date:** August 9, 2017

**RE:** **Notice of Non-Discrimination and Equal Opportunity and Affirmative Action Statements in University Publications**

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NMSU recently entered into a Resolution Agreement with the Office of Civil Rights which directs that NMSU post and distribute the attached Notice of Non-Discrimination. This action is similarly required by Title VI, Title IX, the Age Discrimination Act and the Boys Scouts Act.

In addition, Federal Law requires that NMSU include equal opportunity statements in both print and online versions of University publications that are made available to students, applicants, employees, program participants and the public. Publications that must include equal opportunity statements include departmental, division, college, and University-wide catalogs, handbooks, applications, magazines, newsletters, brochures, posters and job advertisements.

Below you will find the long, medium and short versions of the NMSU Equal Opportunity Statements, along with explanations of the types of publications in which each version of the statement should be included. Statements for job announcements and advertisements are similarly listed.

The Equal Opportunity Statement should appear in a location that is easy to find, such as the near front cover the document (e.g. inside front cover or title page) or on the inside back cover. As the model language indicates, the department producing the publication should insert contact information for the individual in that department responsible for responding to alternate format requests. I would further suggest that you include the date when the Statement was added as applicable laws change from time to time.

Information as to how to request an accommodation should be provided in all instances where participation or attendance is invited. This includes invitations to attend an interview. Contact information to request an accommodation must be provided. Please insert one of the following contacts as appropriate:

**Students and Applicants for Admission:** Student Accessibility Services, Corbett Center, Room 208, 575-646-6840 (V/TTY) or [sas@nmsu.edu](mailto:sas@nmsu.edu) .

**Employees and Applicants for Employment:** Office of Institutional Equity, O'Loughlin House, 575-646-3536 or [equity@nmsu.edu](mailto:equity@nmsu.edu) .

**Members of the Public:** Your department name, phone number and email address.

For guidance in processing alternate format and reasonable accommodation requests and for answers to other questions, please call Student Accessibility Services at 575-646-6840 or Office of Institutional Equity at 575-646-3536.

Please review your current publications, applications, handbooks, etc. and make the necessary additions and/or modifications to both print and online publications on or before September 1, 2017. I would further ask that you notify OIE when your update is complete. Should you have difficulty with this timeframe, have questions, or need assistance, please do not hesitate to contact me.

It is my expectation that some departments will have a supply of publications that do not contain the required notice(s). The ideal response is to add a “sticker” with the required notice. If that course of action does not work for you, please contact me.

### Notice of Non-Discrimination

*See attached.*

Should be included on all:

1. Bulletin boards that employees and/or students view.
2. Announcements, bulletins, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.
3. Memoranda or other written communication to students and employees.
4. Licensure/degree program applications.
5. Student Code of Conduct.
6. Student and Employee handbooks.

### Long Version of Equal Opportunity/Affirmative Action Statement

*Long form for use in catalogs, employee and student handbooks and application forms.*

New Mexico State University, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. Inquiries may be directed to the Executive Director, Title IX and Section 504 Coordinator, Office of Institutional Equity, P.O. Box 30001, 1130 E. University Avenue, Las Cruces, NM 88003; 575-646-3635; [equity@nmsu.edu](mailto:equity@nmsu.edu) .

NMSU is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request an accommodation, please contact Student Accessibility Services, Corbett Center Student Union, Room 2008, Las Cruces, NM 88003; 575-646-6840 or [sas@nmsu.edu](mailto:sas@nmsu.edu) or the Office of Institutional Equity, O'Loughlin House, 1130 E. University Avenue, Las Cruces, NM 88003; 575-646-3635 or [equity@nmsu.edu](mailto:equity@nmsu.edu) . One week advance notice is appreciated. To request this document in an alternate form, please contact **[name or title, department, phone, TTY (if available), and email]**. (8/2017 version)

### Medium Version of Equal Opportunity Statement

*For use in newsletters, brochures, magazines, annual reports and most other publications where long version is not required. The last two sentences, regarding disability accommodation, need to be included only if the publication invites participation or attendance.*

NMSU does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. Inquiries may be directed to the Executive Director of the Office of Institutional Equity, Title IX and Section 504 Coordinator, O'Loughlin House, 1130 E. University Avenue, Las Cruces, NM 88003; 575-646-3536; [equity@nmsu.edu](mailto:equity@nmsu.edu) .

To request this document in an alternate format or request a disability accommodation, please contact Student Accessibility Services, 575-646-6840 or the Office of Institutional Equity, 575-646-3536, and [equity@nmsu.edu](mailto:equity@nmsu.edu) . For disability accommodation, please contact **[insert appropriate office]**. One week advance notice appreciated. (8/2017 version)

### Short Version of Equal Opportunity Statement for Publications Where Participation or Attendance is Invited

*For use on posters, and other publications with significant space limitations where participation or attendance is invited.*

NMSU is an equal opportunity institution. For disability accommodation, please contact **[department name, phone, TTY (if available), and email]**.

**OR**

AA/EO. For disability accommodation, please contact **[department name, phone, TTY (if available), and email]**.

### Short Version of Equal Opportunity Statement for Publications Without Invitations for Participation or Attendance

*For use on other posters and publications without significant space limitations.*

NMSU is an equal opportunity institution.

**OR**

AA/EO.

**Long Version of Equal Opportunity and Affirmative Action Statement for Job Announcement**  
*For use in job advertisements and recruitment materials for employment.*

New Mexico State University is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, NMSU does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation or protected veteran status in its program or activities, including employment, admissions, and educational programs. Inquiries may be directed to the Executive Director, Title IX and Section 504 Coordinator, Office of Institutional Equity, P.O. Box 30001, 1130 E. University Avenue, Las Cruces, NM 88003; 575-646-3635; [equity@nmsu.edu](mailto:equity@nmsu.edu).

NMSU is committed to providing reasonable accommodation to qualified individuals with disabilities upon request. To request this document in an alternate form or to request an accommodation, please contact the Office of Institutional Equity, O'Loughlin House, 1130 E. University Avenue, Las Cruces, NM 88003; 575-646-3635; [equity@nmsu.edu](mailto:equity@nmsu.edu). (8/2017 version)

**Short Version of Equal Opportunity and Affirmative Action Statement for Job Advertisements**  
*For job advertisements without significant space limitations, use the Long Version above. The short version is for job advertisements with significant space limitations. All electronic job ads must include a link to the position announcement on the NMSU website, which contains instructions for requesting disability accommodation.*

NMSU is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities, and veterans are strongly encouraged to apply.

**OR**

NMSU is an equal opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.

**OR**

NMSU is an equal opportunity and affirmative action employer.