THE NMSU SYSTEM ACADEMIC REGULATIONS

Privacy Rights

The following information has been designated as directory information and is subject to release to the public under the Buckley Amendment (PL 98-380), "The Family Educational Rights and Privacy Act of 1974." student's name, class level, college and major, dates of attendance, degree(s) earned, honors and awards, address, telephone number, NMSU email address, Aggie ID number, most recent previous educational institution attended, place of birth, and some information about students involved in recognized activities and sports.

Other information regarding disclosure of student data is posted on the University Student Records website (https://records.nmsu.edu) and with University Student Records (USR), in compliance with the Act.

Requests for withholding directory information must be filed in writing with University Student Records . A student may choose to hide his/her address and phone number from the campus phonebook through the myNMSU portal. This will only hide the information from the public but the records will still be officially kept within University Student Records.

Social Security Numbers in Student Records

As required by law, social security numbers are collected from prospective and current students who are either applying for admission to the university or plan to seek employment on campus. The social security number is a confidential record and is maintained as such by the university in accordance with the Family Educational Rights and Privacy Act.

In addition, the university is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service so that applicable educational tax credits may be computed. The social security number is required for tax reporting purposes.

Change in Demographic Information

Students wishing to make a legal name change, citizenship change, social security number update or a gender update can do so through the University Student Records (USR). All students will need to fill out the "Demographic Change Form" located at https://records.nmsu.edu/forms/inventory.html and provide one of the following documents to University Student Records. Legal name changes will only be processed for students currently enrolled at New Mexico State University.

1. **Legal name change**: students will need one legal documentation with the new name on it. This can be a Government Issued ID (drivers license, state card or valid passport), a Birth Certificate, a Court Order, a Marriage Certificate/Divorce Decree or a Certificate of Naturalization/I551 Card. *Note: Documentation is not required to add/delete hyphen, space, apostrophe, or to abbreviate a middle name to initial.*
2. **Citizenship change:** Certificate of Naturalization or I551 card.
3. **Social Security Number Update**: students will need to provide an original signed Social Security Card. Unsigned cards will not be accepted.
4. **Gender Update**: students will need to bring a Government Issued ID (drivers license, state ID card or valid passport) and a Revised Birth Certificate

Students may update their "preferred name", which is the name used in lieu of a student's legal name, on certain documents, such as, the email display name, learning management system, the phonebook, class rosters and advisee lists. This can be done by the student through the myNMSU portal and does not need to be done at the USR.

For more information about the specific documents that are needed please contact the University Student Records at (575) 646-3411.

Changes in Residency Status for Tuition Purposes

University Student Records (USR) does not determine the laws and rulings for determining Residency, these are state laws that USR simply administers. An individual must establish legal residency in New Mexico before he or she is entitled to pay in-state tuition rates.

The student's initial residency status is determined at the time of admission, any changes to this status must be initiated by the student through USR. A continuing student, classified as a non-resident, who has satisfied the requirements to establish residency may submit a Petition for In-State Residency Tuition Classification along with the required supporting documentation to USR. Petitions must be filed on or before the third Friday of the semester for which the student is requesting resident tuition.

For specific information about the process of petitioning for In-State Residency or for information about who is eligible for residency for tuition purposes please visit the https://records.nmsu.edu/students/residency.html website.

Official Transcripts

An official transcript is the University's certified statement of your complete NMSU academic record in chronological order by semester and year. It includes the student's coursework, grades and any degrees that were awarded. Any credit hours earned through transfer work are listed as the equivalent course at NMSU. Grades are not transferred, nor are they used to calculate the NMSU grade point averages. Official transcripts will not be released if the student is in debt to the university.

Transcripts can be ordered online at https://records.nmsu.edu/forms/transcripts.html. A fee will apply, which may vary depending on the total number of transcripts ordered and the selected delivery method. Students can request two types of transcripts: an electronic version sent as a secure PDF or a printed hard copy delivered in a sealed envelope.

The name that will appear on the student's transcript will match the name on the student's official NMSU record. Name changes will only be processed for students currently enrolled at NMSU or any of its Community Colleges.

Purging of Student Files

All academic files for students who attend NMSU are kept for five (5) years following the student's final term enrolled. Only archival documentation will be retained. The files of students who do not enroll within one year after being admitted are destroyed.