



May 2, 2019

The University of New Mexico is committed to maintaining a safe environment for all members of the University community. The safety and well-being of minors visiting University facilities and participating in University-sponsored programs/activities requires special care by all members of the campus.

The University of New Mexico's policy UAP 2205 ("Minors on Campus"): <https://policy.unm.edu/university-policies/2000/2205.html> establishes general standards for minors participating in UNM programs and for minors visiting University workplaces and classrooms.

The policy requires:

- Compliance with the Code of Conduct consistent with Regents' Policy 2.18;
- Meeting the requirement that the ratio of adults to minor program participants following the American Camp Association ratios;
- Criminal background checks for authorized adults;
- Completion of Online Training.

The policy also includes a mandatory Minors on Campus checklist, a Minor Participant Waiver Form and Notice of Risk Form signed by each minor's parent; and a Minor Emergency Contact and Medical Release Forms signed by each minor's parent.

By Friday, May 17, 2019, each dean or unit/department administrator operating or housing a University program for minors this summer must certify that your programs are in compliance with the standards articulated in UAP 2205. Please do so by providing the name of the program and contact person for the program via email to compliance@unm.edu, stating the program is in compliance with the aforementioned policy.

Thank you all for your time, effort, and cooperation in making the UNM campus safe for minors.

For additional information, please visit UAP 2205, please visit <http://compliance.unm.edu/minors-on-campus/index.html>. If you have any questions or want to clarification regarding this policy, please contact Rob Burford via email at rburford@unm.edu or call 505.277.3979.

This policy went into effect in March 2016.

Thank you.

Chief Compliance Officer Francie Cordova
Director of Institutional Compliance Rob Burford

**** Distribution of this message was approved by UNM President's Office, UNM Policy Office, UNM Human Resources and UNM Compliance.**