

RED ROCKS COMMUNITY COLLEGE

STUDENT HANDBOOK

2021-2022



RED ROCKS
COMMUNITY COLLEGE

LAKEWOOD | ARVADA | ONLINE

2020 - 2021

STUDENT HANDBOOK



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COMMUNITY COLLEGE

LAKWOOD | ARVADA | ONLINE

13300 West Sixth Avenue
Lakewood, Colorado 80228
303.914.6600

10280 W. 55th Avenue
Arvada, Colorado 80002
303.914.6010

You can also find us at:

facebook.com/redrockscclakewood

twitter.com/rccedu

linkedin.com/company/red-rocks-community-college

youtube.com/user/redrockscclakewood/featured

All suggestions for changes should be brought to the attention of the Office of Student Life. Contact Mika Matzen: 303.914.6371 or mika.matzen@rcc.edu

All information listed in this handbook is subject to change.

RRCC Statement of Non-Discrimination

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

The College has a designated Affirmative Action (AA) Officer, Equal Opportunity (EO) Officer and Title IX Coordinator with the responsibility to coordinate the college's civil rights compliance activities and grievance procedures under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education

Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act.

If you have any questions, please contact 303 914-6570, RRCCcivilrights@rrcc.edu, or Human Resources, Box 17, 13300 West Sixth Avenue, Lakewood, CO 80228.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/ Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email arnie.oudenhoven@rrcc.edu.

Deborah Houser, Assistant Director of Human Resources/ Deputy Title IX Coordinator, 303.914.6224 deborah.houser@rrcc.edu. 13300 West Sixth Avenue, Lakewood, CO 80228.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Welcome from the President

It is my pleasure to welcome you to Red Rocks Community College where we are proud to support the educational dreams of our students. Red Rocks enhances our community by providing a superior education full of possibilities that enriches lives and builds careers.

Red Rocks Community College provides a welcoming college environment. We employ top faculty who bring real-world, professional experience along with passion for teaching and mentoring students.

Here are a few more things you should know about our college:

- Known for rigorous academics, Red Rocks transfers more students to Colorado School of Mines than any other college in the nation. RRCC also provides an integrated pathway to nursing degree at University of Colorado Anschutz Medical Campus.
- Our Dr. John U Trefny Honors Program develops future leaders in STEM fields by providing opportunities for advanced research projects, internships, service learning, and travel.
- RRCC is the first community college in the nation to offer a master's degree. Our Master of Physician Assistant Studies prepares students to enter one of the most sought-after careers in the U.S. We celebrated our first graduating master's degree class in 2019.
- The RRCC Foundation has provided over \$5 million in scholarships to nearly 3,000 students to date.
- Our Phi Theta Kappa honor society repeatedly receives international awards, including Top 10 Chapter among 1,300 around the world.
- Thanks to a \$22.5 million expansion, our Arvada campus provides cutting-edge health career training as well as general education instruction in a new state-of-the-art learning environment.

Welcome to our community. We are here to help you succeed!

Dr. Michele Haney

President, Red Rocks Community College

Our Mission

Vision

We envision Red Rocks as a national and international leader in community college education that is recognized for accomplishments of our students' goals, engagement with our community, empowerment in our workplace, and commitment to our values.

Mission

Our mission is to provide students with opportunities for growth and development that set the foundation for self-directed learning, academic achievement, and career accomplishment. We do this through high quality innovative educational programs that convey our passion for learning, our commitment to excellence, our dedication to our students, and the communities we serve.



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RRCC Common Learning Competencies

An RRCC graduate is a Critical Thinker (including information literacy).

Students explore and evaluate texts, instruction, research, media, experience and other relevant sources of information from multiple perspectives; they determine the extent of information required to accomplish a particular purpose; they access the required information effectively and efficiently; they evaluate the information and its sources critically, determining credibility and bias; they understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally; they synthesize the information to effectively and creatively define problems or issues; they identify strategies and propose, evaluate and implement solutions; they evaluate outcomes based upon their own insights and original analysis.

They draw reasonable conclusions by recognizing assumptions and differentiating factual information from opinion and emotion-based arguments, interpreting data, evaluating evidence, reasoning and arguments, and examining implications and consequences. Students make relevant connections between classroom and out-of-classroom learning.

An RRCC graduate is Technologically Literate. Students exhibit technological literacy and the skills to effectively and ethically use technology; they demonstrate the responsible application of intellectual property and privacy; they use technology ethically and effectively to communicate, solve problems and complete tasks; they remain current with technological innovations.

An RRCC graduate is an Effective Communicator. Students demonstrate the ability to utilize oral, written and listening skills to effectively interact with others; they construct effective written communication that conveys accurate, concise and complete information to a target audience while observing the conventions of grammar, sentence structure, punctuation and spelling; they construct and deliver clear, well-organized, verbal presentations. Students utilize writing, speaking, or artistic expression that is appropriate for the context and audience. Students understand and apply conventions of effective writing and oral communication in academic, public, personal and professional discourse.

An RRCC graduate is Globally Aware and understands and respects Diversity. Students consider the interconnectedness of our community and world; they demonstrate how cultural differences, both locally and globally, including diverse beliefs, traditions, customs, religions, ethnicity, sexuality and gender, impact personal and community participation; they can identify and compare diverse social practices and civic structures; they are aware of the social, environmental and economic impacts of their actions, both on an individual level and globally; they consider multiple perspectives in decision making.

An RRCC graduate is Ethical and Professional. Students incorporate ethical reasoning into action; they explore and articulate the values of professionalism in decision-making. They understand the importance of dependability, perseverance, integrity and accountability for their choices and actions; they exhibit self-reliant behaviors by demonstrating the ability to plan, organize, manage, and successfully complete projects within defined time lines; they collaborate effectively with others toward the accomplishment of common goals; they accept supervision and direction as needed.

An RRCC graduate uses Quantitative Reasoning. Students retrieve, interpret and evaluate information and numerical concepts to determine trends, make predictions, and develop informed opinions; they demonstrate mathematical reasoning skills; they use quantitative analytical skills to evaluate and process numerical data.

Accessibility Services

Accessibility Services is committed to the process of removing barriers for students with disabilities to create equal access and opportunities at RRCC. The Accessibility Services staff makes determinations and provisions regarding access and reasonable accommodations, and provides support for students and visitors with disabilities. Sign language interpreting, books in alternative format, testing accommodations and assistive technology are some of the accommodations and services that are provided.

*By appointment on the Arvada Campus

Call: 303.914.6733 or email: access@rrcc.edu

Interpreting for the Deaf or Hard of Hearing People

Call: 303.914.6732 or 720.336.3893 (VP) or stacy.roe@rrcc.edu

Admissions and Records

Assigned Student ID Number (S#)

RRCC assigns you an alternate ID that will protect the confidentiality of your social security number, thereby protecting your identity and privacy. Social security numbers are not used as the “identifier” for students. Your assigned ID number is 8 digits beginning with an “S” and is computer generated.

Example: S12345678

You will be sent your “S” number after you have applied. If you are a continuing student, you can obtain your “S” number by contacting the Admissions office.

Call: 303.914.6600 or email: admissions@rrcc.edu

Assessment

If you are a new student, the state of Colorado mandates you take an assessment test for basic skills in reading, sentence skills, and mathematics. Accuplacer, the assessment test, helps you and your advisor make appropriate course choices.

Call: 303.914.6720 or email: assessment.center@rrcc.edu

Auditing Courses

Auditing courses is a practical way to refresh skills, gain background information, or pursue an interest without the pressure of grades. However, the College Opportunity Fund does not apply to audited classes. Students who audit are responsible for the entire cost of tuition for that class. The deadline date for changing your credit/audit status is the same as the class drop date.

College Opportunity Fund (COF)

Sign up for the College Opportunity Fund (COF) at www.rrcc.edu/cof

The College Opportunity Fund (COF) is a state-funded program that provides a per-credit subsidy for residents attending state-supported and participating private colleges and universities. This money, referred to as the COF stipend, is applied to an in-state student’s tuition, provided the student applies for and authorizes its use.

Call: 303.914.6254 or email: cof@rrcc.edu

Credits and Degrees

Meet with a faculty or academic advisor to learn about the requirements for each degree.

Call: 303.914.6255 or email: advising@rrcc.edu

Drops and Withdrawals

It is important to know the drop and withdrawal dates for all your classes. If the class is a traditional 15-week course (8-9 weeks in summer), the dates are listed on the class schedule calendar page. For all other courses; you can find out what your drop and withdrawal dates are by looking in the class schedule's course listing. All students should print out a detailed student schedule with drop and withdrawal dates any time they register for a class or make changes to their registration.

NOTICE: To drop a class, you must do so by the drop date for that class.

Classes dropped after the drop date result in a "W" grade and are considered a withdrawal. You are responsible for full payment of any withdrawn class. Withdrawals can also impact your eligibility for financial aid and may require repayment of financial aid funds.

Graduation Audit and Graduation Application

When you have successfully completed 42 credits, you are usually only 18 credits away from graduating with one of the associate degrees that RRCC offers. At this point it is important for you to initiate a graduation audit and to meet with a faculty or academic advisor so that they can assist you as you plan to complete the required courses for the degree you are seeking.

- You may request a degree audit by email for all Associate of Arts, Associate of Science, and Associate of General Studies degree plans. Send an email from your Red Rocks student account to advising@rrcc.edu, along with your student number and specific degree. You can expect to have your audit returned within one week of receipt.
- Near the beginning of the semester in which you want to graduate, submit a graduation application form by the date listed in the current semester's schedule. The application form is available online at rrcc.edu/admis/gradap.html

Red Rocks 101 Online Orientation

Red Rocks 101 is an online orientation designed to help students start college on the right track. You'll be introduced to all that Red Rocks Community College has to offer, including 300+ degree and certificate programs, a variety of student services, and plenty of opportunities to get involved on campus! This orientation is mandatory for all students.

You can find the orientation at: <http://www.rrcc.edu/orientation/>

Advising

Experienced advisors are available in the Advising Center on both the Lakewood and Arvada campuses to provide guidance and information to prospective, new, and current students. The following services are available in academic advising:

Academic Advising - Assist you in identifying what courses are needed to fill academic requirements.

Guidance - Help undeclared majors choose next course of action.

Information - Provide information for course sequencing and prerequisites.

Assessment - Help students choose appropriate courses and programs based on assessment results.

Referrals - Refer students to faculty for further program information and assistance in choosing a major.

Semester/Degree Planning - Assist with planning a semester schedule before registration.

Transfer Assistance - Program plan for students intending to transfer to a four year school.

Graduation Evaluation - Evaluate courses to make sure students meet graduation requirements for their degree.

Call: 303.914.6255 or email: advising@rrcc.edu
For the Arvada campus call 303.914.6010

Communication Lab

The Comm Lab is designed to tutor students across the curriculum in all stages of oral presentations. Students can receive help with developing speaking outlines, creating visual aids, increasing confidence in delivery and managing speaker anxiety. Additionally, students have the opportunity to record their presentations in our rehearsal studios and receive tutor feedback. The Communication Lab also provides support in the use of a variety of audio recording and video editing platforms utilized in the creation of digital stories and other multimodal presentations. Come visit us on the Lakewood Campus

Financial Information and Assistance

Financial Aid

Financial Aid eligibility is based on classes that are required by your declared RRCC major. Contact your Pathway Advisor to make sure you are in the right academic program and your classes count toward graduation.

Just about everyone who applies for financial aid is eligible for some form of assistance - and that's the key: you have to apply every year to find out what's available for you. Complete the "Free Application for Federal Student Aid" (FAFSA) for all types of financial aid, including grants, loans, work-study jobs, and some scholarships. The FAFSA is available online at www.fafsa.gov.

Contact RRCC Financial Aid for help applying and to check the status of your FAFSA.

Call: 303.914.6256 or email: rrcc.financialaid@rrcc.edu

More information is at www.rrcc.edu/financial-aid

Call: 303.914.6308 or email: travis.ogburn@rrcc.edu

Student Health Clinics: Lakewood & Arvada

The RRCC Student Health Clinics are full family practice medical clinics available to all students, staff, and employees. Students pay a health clinic fee (\$21.87 spring/fall and \$10.94 per summer semester) for unlimited health care visits. Faculty, staff, and employees may use the clinic for a \$30 co-pay per visit. Services provided include: annual physicals, well women exams, program physicals for signature, evaluation and treatment of common illnesses, minor procedures (\$) (ex: stitches), and vaccinations (\$). Any prescriptions, lab tests, and imaging can be ordered by the providers as needed. Additional costs may apply. Visit www.rrcc.edu/student-health-clinic for more information.

Instructional Services

Call: 303.914.6402 or email: janet.gonzales@rrcc.edu
or visit: www.rrcc.edu/instructional-services

Evaluation and Grading

Instructors evaluate your achievement in relation to your attainment of the objectives of a course. At the beginning of the course, the instructor will explain these objectives, as well as how he/she assigns grades. If you are receiving financial aid, VA benefits, or financial support from other sources, consult your respective funding source for information concerning academic progress and

Center for Multicultural Excellence

The Center for Multicultural Excellence (CME) is a space for students to engage in intercultural dialogue, strengthen leadership skills, and build community at RRCC. Housed within Inclusion & Diversity, the CME offers programming around cultural heritage, civic engagement, and educational equity.

Course Delivery Options

In addition to our regular 15 week class sessions we have a variety of other scheduling options:

CCOnline

CCC (Community Colleges of Colorado) Online combines online courses from the 13 Colorado community colleges on a single website. You can complete classes toward an Associate of Arts, Associate of Science, or complete an entire degree online. You will find a complete list of courses and all information you need for registration, ordering textbooks, and making payments at www.cconline.org

RRCC Online

RRCC Online courses can be taken anywhere you have a reliable Internet connection and allow you to complete full-semester courses (and some accelerated courses) around your other life obligations.

Weekend Classes

Weekend courses are typically accelerated courses that meet Fridays, Saturdays, and/or Sundays. Depending on the credit load, weekend courses may be completed in a single day or over several weekends.

Accelerated

Accelerated courses compress full-semester courses into a shorter time frame, often restructuring a 15-week semester into a 7-week format.

Self-Paced Courses

Self-paced courses are built around the student's schedule and are thus student-directed. Terms of a self-paced course are set by instructor and student at the beginning of the term, and the student will need to adhere to those terms to complete the requirements within the semester.

Service Learning

Service-learning courses enable students to enrich their academic learning with community experience. Service-learning courses may require a commitment to activities outside of the scheduled class sessions.

Hybrid

Hybrid courses at RRCC combine in-class instruction with online learning components or other out-of-class activities.

Honors List

The Honors List recognizes those who have achieved an outstanding level of academic success at RRCC. The Honors List designation is recorded on your official academic transcript and will be noted in the annual Commencement Program. This designation is based on the cumulative GPA for your graduating semester (summer/fall) and at the close of the preceding semester for spring graduates. The diploma and transcript Honors List designation is based on the cumulative GPA achieved after successful completion of all degree/certificate requirements.

To receive this academic honor, you must be graduating and have:

Must be graduating in the current spring semester or have graduated the previous summer or fall semester.

- Must have earned, for all credits, a cumulative grade point average (GPA) of 3.85

- or higher by the graduating term to be recognized during the graduation ceremony.

- Must have earned an overall cumulative GPA of 3.85 for all courses taken at RRCC

- for designation on the transcript and diploma.

- Must have taken at least 15 credits of course work through RRCC.

- Must have completed the requirements for an Associate of Arts, Associate of Science, Associate of General Studies, or Associate of Applied Science degree; or

- have completed a certificate program containing at least 30 credits.

For more information call: 303.914.6496

Learning Support

Library

Looking for resources for an assignment? Go to library.rrcc.edu and search for books, articles, and more on your topic. Having problems finding the resources you need? Book A Librarian for one-on-one research help at library.rrcc.edu (look for the purple Book A Librarian button) or drop in any time the library is open.

Need a quiet place to study or a place to meet up with your classmates to get

work done? Check out a study room. Need to use a computer or print a paper?

Come to the library. Need access to a laptop? Come to the desk and sign one out.

Stumped late a night on a project? Head back to library.rrcc.edu and you have

access to 24/7 research help via chat.

Call: 303.914.6740 or email: Library@rrcc.edu

Online Class Assistance (D2L)

This office helps students with Desire2Learn (a course management system) problems, technology issues, and online course questions.

There is also 24/hour online assistance:

Call: 1.888.800.9198 or visit: <http://help.cccs.edu>

ESL/Foreign Language Lab

Free language tutoring for students enrolled in Spanish, English and other language classes offered at RRCC.

Call: 303-914-6705. Located in Room 2244

International Student Services and Programs

This department provides services for international and resident students including international student immigration advising, admissions and compliance, English language classes for international and resident non-native English language students, as well as study abroad advising for US residents.

This department is also a US passport acceptance facility open to RRCC students, faculty, staff and the public.

Call: 303-914-6416 or email: international@rrcc.edu

Learning Commons

The Learning Commons* is a welcoming place where students can meet with a tutor, a study group, or their instructor. The Learning Commons is located on the second level, just beside the library, and is home the Math Lab, the College Prep Zone, the World Language Lab, and Trio Student Support Services. Walk-in and appointment tutoring are available in a variety of subjects, and tutors can help with D2L and general study skills. The Learning Commons also offers a full computer lab with student printing, study spaces, and other academic resources. Within the Library, you will find the Comm Lab as well as the Writing Center, where tutors can assist you with your speeches, presentations, and writing assignments.

For more information, please visit our website:

<https://www.rrcc.edu/learning-commons> or call 303-914-6704

*Learning Commons and tutoring services also available on the Arvada campus

TRIO SSS Support Services

The Student Support Services (SSS) program assists its participants in achieving academic and personal success. SSS provides services in academic planning, transfer plans, financial aid advising/literacy, tutoring, and scholarship applications. Eligible participants can be first generation, demonstrate financial need, and/or have a documented disability. Call 303-914-6762, click www.rrcc.edu/trio-sss, or stop by the TRIO SSS office located in the Learning Commons, room 2272, for more information.

Veteran Services

Red Rocks Community College welcomes veterans and has an Office of Veteran Services to serve you. Only classes required for your declared degree/certificate program can be reported to the Veteran Administration. Other regulations do apply. Contact the School Certifying Official for more information, including a helpful VA Student checklist.

The Office of Veteran Services is located in 1005. The Military and Veteran Student Center is located in 1007. School Certifying Official 303.914.6353 Military and Veteran Services Coordinator 303.914.6128

U.S. Passport Acceptance Facility

Designated U.S. Passport Acceptance Facility under the auspices of the U. S. Department of State.

Official acceptance and execution of applications for new U.S. passports, passports for children, and replacements for lost, stolen, or damaged passports.

Services available by appointment only between 9:30am and 6:30pm Mondays, Tuesdays, Thursdays, and Fridays.

Call: 303-914-6416 or email: international@rrcc.edu for an appointment.

Children's Center

Located on campus, the RRCC Children's Center provides a comprehensive childcare preschool program for children 18 months to 5 years of age. This service is provided for students, staff, and the community.

Call: 303.914.6328 or email: susan.padgett@rrcc.edu

School-Age Child Care: 303.914.6203

Child Care Innovations: 303.914.6527

Inclusion & Diversity

At RRCC we strive to create a community in which everyone feels respected and valued for their unique talents and contributions. The Center for Inclusion & Diversity provides programming, mentoring, referrals, and education around diversity and inclusion. For more information:

Contact Amanda Mathews amanda.mathews@rrcc.edu or 303.914.6309.

LGBTQ+ Center

Available to all Red Rock students and staff, the LGBTQ Center is a safe and nurturing environment that promotes diversity and inclusion on campus for Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning individuals, as well as anyone else who feels a part of or supportive of these communities. We encourage all students, faculty, and staff to take advantage of the opportunities to learn and experience personal growth provided by this center.

For more information, call: 303.914.6901, or email: amanda.mathews@rrcc.edu

First Year Experience (FYE)

First Year Experience (FYE) is a set of programs, events, services and staff that support students in their first year of college to help them be more successful both academically and personally during their transition to RRCC. This includes providing curricular and co-curricular programming, connections to support services, exploration of study and success strategies, and offering a variety of FYE Pathways courses. You are considered a first-year student through your first full fall, spring and summer semester at Red Rocks Community College.

Contact info: dana.kobold@rrcc.edu; 303.914.6176; www.rrcc.edu/first-year-experience

General Information

Campus Closure

You can learn when bad weather or emergency conditions require that either of the Red Rocks campuses are closed via the news media, campus telephone closure line.

(303.914.6555), or the college website: www.rrcc.edu/closing

Computers for All Students

Computers with Microsoft Office and Internet access, as well as computer assistance, are available in the Learning Commons, the Student Project Center (rm. #1551), or the Library.

Campus-wide printing is limited to 20 pages per student per day.

Call: 303.914.6394 or email: dispatch@rrcc.edu

Student Employment

On-campus jobs are available through the Human Resource Center located at the east end of campus. Off-campus employment can be accessed through

RRCC's CAREER CONNECT service at www.rrcc.edu/career-connect.

Call: 303.914.6300 or email: bob.miller@rrcc.edu

Career Services

Dana Bustamante

Director of Career Services

The HUB, Lakewood Campus

Call: 303.914.6916 or email dana.bustamante@rrcc.edu

Jennifer Lammers

Internship Coordinator

The HUB, Lakewood Campus

Call: 303.914.6361 or jennifer.lammers@rrcc.edu

Make an appointment on Navigate

The Career Success Center provides Red Rocks Community College students and alumni with career exploration, experiential learning, and employment service opportunities to support them to be successful in an ever-changing and competitive job market. Call: 303.914.6916 or visit: www.rrcc.edu/career-services.

Student Life & Student Groups

Student Activities

The office of Student Life offers activities every week from regular happenings like bingo to huge events like New Student Welcome Night. Check the John Letter, Campus Life tab in The Rock student portal, Student Life web site (www.rrcc.edu/studentlife), bulletin boards, and TV displays that can be found all around the campus for details.

Phi Theta Kappa

Phi Theta Kappa (PTK) is the largest and most prestigious honor society serving two year colleges around the world. Phi Theta Kappa offers students numerous opportunities for scholarships, intellectual enrichment, and personal development.

For more information: www.rrcc.edu/ptk

Criteria for Admission

Membership in Red Rocks' PTK chapter, Alpha Kappa Sigma, is by invitation and based on academic achievement.

To be eligible, you must:

- Be enrolled in college-level courses at Red Rocks Community College
- Have completed at least 12 credit hours of college level course work leading to an associate degree program
- Have a cumulative grade point average of 3.5 or higher

Accessibility

Red Rocks welcomes and encourages people with disabilities to become students at the college. Both campuses have ample close-in parking available for vehicles with Disabled plates or tags. Buildings, classrooms, restrooms, etc., are wheelchair accessible. Sign Language interpreters are available.

Call: 303.914.6732 or 720.336.3893 (VP) or email: access@rrcc.edu

Student Recreation Center

The RRCC Student Recreation Center is dedicated to providing students and employees with the tools to reach their fitness and wellness-related goals. The center hosts a variety of cardio and weight machines including treadmills, ellipticals, bikes, free weights, and a strength circuit. The new recreation center has full-size basketball courts, climbing wall and fitness studios.

Hours of Operation* are:

Monday – Friday

7:00am – 6:00pm

Closed on weekends until further notice

Check the SRC website and social media for the most up-to-date hours and information

Follow us on Facebook and Instagram @rrccstudentrec

Contact:

Kirk Fallon

Director - Student Recreation Center

*Hours will vary during breaks

Student Life Desk

The Office of Student Life is the hub for extra-curricular programs and services. Here you can get information on clubs and organizations, rent lockers, get your student ID, check out a video game, buy discount tickets for local movie theaters, visit the student food bank, get copies made, and more. Hours will vary by semester.

Student Project Center

The Student Project Center, located in room 1551, is a non-instructional open lab funded with student fees. The following are available for currently enrolled students:

- High-speed Internet access
- PCs equipped with MS office
- Campus-wide printing; limited to 20 pages per student per day
- Desktop scanners

Semester Hours

Monday - Thursday: 8:00 a.m. - 9:00 p.m.

Friday: 8:00 a.m. - 6:00 p.m.

Saturday & Sunday: 10:00 a.m. - 4:00 p.m.

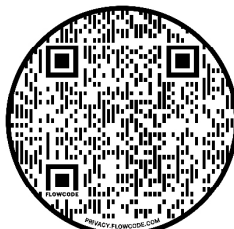
Call: 303.914.6548 or email: mika.matzen@rrcc.edu

The Daily Dispatch

The Daily Dispatch is the virtual Student Life newsletter, updated daily with the latest information about Student Life. You can visit The Daily Dispatch at:

<https://sway.office.com/S8JDDOAN6FiaN2dC> or take a photo of the followign

QR code with your smart device:



The Den

Located adjacent to the bookstore, The Den is a gathering place for students to study, socialize, or just hang out during downtime on campus. Free drinks and popcorn are available daily. Campus activities such as meetings and guest speakers are often held here. Hours vary by semester.

Campus Clubs

There are many student clubs on campus. Up-to-date club lists are available at the Student Life website: www.rrcc.edu/studentlife

If you are interested in starting a club at Red Rocks, contact Sara Oviatt: 303.914.6547 or sara.oviatt@rrcc.edu

Lockers

Located throughout campus, rentals for students are available through the Student Life Desk. Rental fees per semester: large and helmet size-\$8.00

Copy Machines

Located at the Student Life Desk, and the Learning Commons.

\$.10/copy

Student ID Card

Issued at the Student Life Desk. Bring current class schedule and government issued photo ID.

First ID is free, \$10.00 replacement charge if lost or stolen. Student ID pictures can be taken on the Arvada Campus. See the Front Desk.

Study Groups

If you are planning to start a study group, visit Student Life. A room will be reserved for your group to meet on campus. Study snacks and a free tutor* are also supplied. * Tutor based on availability.

The Hub: Center for Engagement & Innovation

The Hub provides opportunities for experiential education. We offer a wide array of such offerings, from entrepreneurship guidance to design-thinking and collaboration in our IDEA Lab makers' space, community engagement through service learning, study abroad, intercultural opportunities, internships, and honors options. There is something for everyone.

Behavioral Health Services

Located within both student health clinics, Behavioral Health Services can provide brief counseling (up to 6 sessions per semester) by a licensed counselor, and is offered for all students at no cost.

Students may be referred to outside services based on need. Visit www.rrcc.edu/behavioral-health-services for more information. For appointments or questions regarding medical and behavioral health, call 303-914-6655. Behavioral Health Services also offers peer-to-peer services through the RRCC Peer Counseling Program. Members of the Peer Counseling Program are extensively and thoroughly trained in recognizing and describing mental health concerns and can assist their peers by offering a listening ear and/or by helping them locate appropriate resources either on campus or in the greater community. Currently this is only offered at the Lakewood Campus. If you are interested in speaking with a Peer Coach regarding a concern or problem you are experiencing, you can make an appointment by calling 303-914-6185 or emailing peer.counseling@rrcc.edu. You can also stop by room 2282, which is found above the Learning Commons, hours do vary depending on semester.

Food & Drink

Food Bank

Activity fee - paying Red Rocks students are eligible to receive free items from the student Food Bank, once per week (check day/time at the Student Life Desk). Current student ID required to use the Food Bank. Available on Arvada Campus.

Call: 303.914.6370

Red Rocks Café

The campus cafeteria offers a variety of breakfast, lunch, snack, and dinner items. Hours vary.

Call: 303.914.6374 or email: kelly.mcdermott@rrcc.edu

Bookstore

The bookstore carries a huge selection of snacks and drinks and is a good place to visit when the other campus food outlets are closed.

Call: 303.914.6232 or email: sm259@bncollege.com

Vending Machines

Several snack and beverage vending machines are located in the Café and other areas of the campus. Available on the Arvada Campus.

Coffee Shop

The Coffee Shop, located in the Student Center, near the bookstore, is the place to go for espresso drinks, quick meals, and snacks. Make song requests, or borrow a book to read while you cozy up with the drink special! Hours vary by semester.

Arvada Campus

The Arvada Campus offers the Smart Track associate degrees which offer a reserved sequence of courses that make it easier for students to complete a degree in two years. The Arvada Campus is also home to RRCC's health programs, as well as general education courses that provide a pathway for transfer to four-year institutions.

The campus will open a new addition in Fall 2016 which will include state-of-the-art instructional space for health sciences, enhanced curriculum for inter-professional education across healthcare programs, room for expanded enrollment, and new programs in step with industry demands.

Campus Safety

Campus Police

The Campus Police Department is located just inside the Main (south) Entrance of Red Rocks' Lakewood campus. The department is responsible for:

- Emergency services
- Criminal investigations
- Traffic enforcement/investigations
- Parking management
- Lost and found
- Vehicle battery jump-starts

Behavioral Intervention Team

Red Rocks has a system in place for referring individuals who are exhibiting behaviors that pose a threat to safety or that cause a significant disruption to the RRCC community. Visit our Behavioral Intervention web-page for more detailed information and to access the Report a Concern Form: <http://www.rrcc.edu/bit/>

Signs to look for include:

- Self-injurious behavior
- Suicide ideation or attempt
- Possession of a weapon
- Danger or threat to others (violence, threats or implied threats of violence and intimidation)
- Inability of an individual to take care of themselves (serious mental health concerns or substance abuse)
- Erratic behavior that is disruptive to the normal proceedings of the College community.

If you believe your referral requires more immediate attention, please call Dr. Lisa Fowler, Vice President of Student Success, at 303.914.6608

NOTE: In cases where a student's behavior poses an imminent threat to you or another, contact 911 or campus police at 303.914.6394

First Aid

First aid is available in the Campus Police Office, located inside the main entrance behind the Information Desk. If you or someone you are with needs first aid, notify an instructor or staff person and he/she will call the Campus Police

Injuries on Campus

If you are injured while on campus, report the incident to the Campus Police. If the injury requires medical attention, any expense claims are subject to General Liability coverage and require processing as such. All expenses will be the injured person's responsibility until such time that the college deems them to be reimbursable. You are encouraged to use your individual health coverage and facilities. If you are working on campus as a student hourly/work-study employee and you are injured, report the injury to the Human Resource Office immediately. If the injury requires medical attention, the police will provide you with an authorization to attend our medical facilities. If the injury causes you to lose time from work, contact the Human Resources office on campus:303.914.6570.

Notification of Rights Under FERPA for Post Secondary Institutions

Family Education Rights and Act of 1974

Red Rocks Community College Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights are afforded to the students at the time of admission. These rights include:

- 1) The right to inspect and review your education records within 45 days of the day Red Rocks Community College (RRCC) receives a request for access. You should submit to the Associate Registrar, a written request that identifies the record(s) you wish to inspect. The Associate Registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by this office, you will be advised of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of your education records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. If you wish to ask RRCC to amend a record, you should write the Associate Registrar of Student Records who will notify the college official responsible for the record; clearly identify the part of the record to be changed and why it is inaccurate or misleading. If the College decides not to amend the record as requested, the College will notify you in writing of the decision and your 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 RRCC discloses personally identifiable information from your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); another system college; a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, the National Student Clearinghouse, state or federal authorities, and accrediting agencies. A College official 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 College. Upon request, the College discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll or after enrollment.

RRCC may share educational records to parents in the following circumstances: for a student who is dependent under I.R.S. tax code, a student under 21 years old who has violated a law or the schools rules or policies governing alcohol or substance abuse, and when the information is needed to protect the health or safety of the student or other individuals in an emergency.

The Colorado Community College System considers the following to be directory information: your name, major field of study, participation in officially recognized activities and sports, dates of your attendance, degrees/certificates and awards earned, most recent educational institution attended, and enrollment status (full time, part time, etc.). RRCC staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing. Additionally, name, address, phone number, birth date, level of education, field of study, and degree received may be released to military recruiters upon request in accordance with the Solomon Amendment.

All other information contained in your records is considered private and not open to the public without your written consent. If you do not want your directory/public information released to a third party you may sign a "Directory Restriction" form. This form will remain in effect until you cancel the request for nondisclosure. For more information contact Student Records at 303.914.6254

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5901

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Fair and Accurate Credit Transactions ACT (FACTA)

In accordance with the Fair and Accurate Credit Transactions Act (FACTA) of 2003, Red Rocks Community College adheres to the Federal Trade Commission's (FTC) Red Flag Rule (A Red Flag is any pattern, practice, or specific activity that indicates the possible existence of identity theft.), which implements Section 114 of the FACTA and to the Colorado Community College System's Identity Theft Prevention and Detection Program, which is intended to prevent, detect and mitigate identity theft in connection with establishing new covered accounts or an existing covered account held by the Colorado Community College System (System or CCCS) or one of its thirteen (13) community colleges, and to provide for continued administration of the Program. For more information go to www.rccc.edu and select "legal". For more online information visit: www.rccc.edu/student-records

Important Information for Students

Academic Integrity

For more information visit: www.rccc.edu/human-resources/policies-and-procedures

Academic Progress

Recent revisions

Suspension: If a student on Academic Probation earns a term GPA of less than 2.0 for all classes attempted, the student will be suspended and will not be allowed to enroll at any CCCS college for the next term without "waiting out" the required number of terms, excluding summer as a "wait out" term.

Suspension Rules

- Summer term may not be used as a "wait out term".

Suspension Reinstatement

If a student wishes to appeal the suspension, the student will need to meet with an academic advisor to complete a Plan for Academic Success and Academic Performance Self-Assessment. Once those are complete, the advisor will review the other steps the student must take to appeal which includes writing a personal statement and scheduling an appointment with the Director of Advising. The Director of Advising will consider the student's appeal and make a final determination. If the Director of Advising approves the appeal, the student will be able to register. The student will remain in suspension and will not be able to make any registration changes without first contacting the Director of Advising.

For more information visit: <http://www.rccc.edu/advising/academic-progress-policy>

Credit Completion Progress

For more information visit: www.rccc.edu/advising/academic-progress-policy

Academic Renewal

For more information visit: www.rccc.edu/human-resources/policies-and-procedures

Repeating Courses

For more information, visit: <http://www.rccc.edu/sites/default/files/student-records-GradeWebInformation.pdf>

Repeat Course Limits

For more information, visit: <http://www.rccc.edu/sites/default/files/student-records-GradeWebInformation.pdf>

Appeal of Final Grades

For more information, visit: <http://www.rccc.edu/sites/default/files/student-records-GradeWebInformation.pdf>

Student Rights and Responsibilities

All students at Red Rocks Community College have rights as students that are outlined below.

Freedom of Access to Higher Education

Red Rocks welcomes high school graduates or non-graduates 17 years or older who might benefit from our instructional programs and courses. High school students under the age of 17 may also have the opportunity to enroll through high school concurrent enrollment programs. Students under the age of 17 may apply for a “Waiver of Admissions Requirements” by contacting the office of the Vice President for Student Services. To be considered for underage admissions, students must complete a waiver application, take the Placement Test in the Assessment Center, and may be required to submit a monitored writing sample. Students under the age of 15 will only be considered if they have received a high school diploma.

A. Admission: Red Rocks has the right to review the applications of all persons wishing to enroll at the College. Those who do not appear to have the qualification to profit from instruction may be denied admission to Red Rocks. When an applicant’s qualification for admission are questionable, the Director of Enrollment Services will determine whether the applicant is to be admitted. The Director’s decision may be appealed to The President of the College.

B. Continued Enrollment: Once admitted, if a student’s actions on campus give reasonable cause to believe that he/she is unqualified to participate in the College’s programs and activities, that student may be denied further enrollment at the institution. Such decision will be made after examination of issues associated with the student’s behavior pattern. This may include consultation with professional staff members at the College as well as a medical or psychiatric evaluation at the student’s expense by an outside consultant if necessary.

Classroom Rights

The instructor in the classroom and in conference must encourage free discussion, inquiry and expression. Student performance must be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression: Students are free to take reasoned exception to the interpretation of data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course in which they are enrolled.

B. Protection Against Improper Evaluation: Students have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for achieving standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure: Information about students' views, beliefs and political associations are considered confidential, and under no circumstances will become a part of their records or transcripts. Judgment of ability and character may be provided upon appropriate circumstances with the consent of the student, in cases where the student is a minor, or if legal mandates dictate.

D. Protection Against Sexual Harassment: Students have protection against sexual harassment by Red Rocks employees as well as other students as outlined in the College Affirmative Action and Equal Opportunities policies.

cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf

E. Protection Against Instructor Unavailability: Students have the right to expect faculty and advisors to post and maintain office hours.

Student Affairs

In student affairs certain standards must be maintained if the freedom of the student is to be preserved.

A. Freedom of Association: Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the College community. They are free to organize and join associations to promote their common interest, as long as they do not disrupt the College or violate its rules and regulations.

1. The membership, policies and actions of a student organization will be determined only by those persons who are enrolled as fee-paying students at Red Rocks.

2. Affiliation with extramural organizations is permitted provided the organization adheres to College policies, procedures and regulations. Such organizations must be open to all students without respect to age, religion, national origin or physical limitations (except for religious qualifications that may be required by the organizations whose aims are primarily sectarian).

3. Campus advisors approved by the Student Life Director are required for each organization. If the student organization cannot secure an advisor, the resources of the Student Life staff may be utilized until an advisor is secured as required by the student organizational council regulations.

Advisors may advise organizations in the exercise of responsibility, but they do not have the authority to control the policy of such organizations.

4. Student organizations are required to submit a statement of purpose, criteria for membership, rules or procedures and a current list of officers as a condition of institutional recognition.

5. A recognized club or organization may lose its official recognition and be suspended if actions of its officers or members, or activities of the organization as a whole, violate College policies, procedures, or regulations.

B. Freedom of Inquiry and Expression:

1. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinion publicly and privately. They shall always be free to support causes by orderly means that do not disrupt the operations of the College. In their public expressions or demonstrations, students and student organizations speak only for themselves.

2. Student organizations may invite anyone they choose to speak or exhibit on campus, provided state and College policies and procedures are followed. If a political speaker is invited, candidates or representatives of other political parties must also be given the opportunity for presentation.

3. Institutional control of campus facilities may not be used as a device for censorship. Sponsorship of guest speakers does not necessarily imply approval of views expressed either by the sponsoring group or the institution.

4. Facilities and services of the College are open to all of its enrolled students provided they are used in a manner appropriate to the College community and in compliance with College procedures. The Student Center maintains information on policies and procedures for use of facilities.

C. Student Participation in Institutional Government: As members of the College community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the Student Government in both its general and specific responsibilities shall be made explicit, and the actions of the Student Government shall be reviewed only through orderly and prescribed procedures.

D. Student Publications: Student publications and the student press are an invaluable aid in establishing an atmosphere of free and responsible discussion and of intellectual exploration at the College. They are means of bringing student concerns to the attention of the faculty and institutional authorities, and of formulating student opinion on various issues at the College and in the world at large.

The institution, as the publisher of the student publication, may have to bear the legal responsibility for the content of the publication. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of student publications, the standards to be used in their evaluation, and the limitations of external control of their operation. At the same time, the editorial freedom of student editors and managers entails responsibilities to be governed by the canons of good journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press shall be free of censorship and advance approval of copy, and its managers and editors shall be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications may not be arbitrarily suspended or removed because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers is the agency responsible for their removal.

3. All student publications financed and published by the College must explicitly state on the editorial page of the publication that the opinions expressed are not necessarily those of the College or its student body.

E. Distribution of Literature: It is the intent of the College to provide for the exchange of ideas in an orderly fashion and without disruption of the College. Red Rocks makes the distinction

Off-Campus Freedom of Students

Red Rocks Community College students are both citizens and members of the College community. As citizens, students may enjoy the same freedom of speech, peaceful assembly and petition rights that all other citizens enjoy. As members of the College community, they are subject to the same obligations that accrue to them by virtue of this membership. Faculty members and administrative officials must ensure that institutional powers are not employed to inhibit the intellectual or personal development of students promoted by their exercise of rights of citizenship both on and off campus.



RED ROCKS
COMMUNITY COLLEGE

LAKWOOD | ARVADA | ONLINE

STUDENT BEHAVIORAL EXPECTATIONS AND RESPONSIBILITIES RESOLUTION PROCEDURE

[Effective for 2021-2022 Academic Year]

SP 4-30a

EFFECTIVE: July 1, 1998

RETITLED: September 14, 2000

RETITLED: August 25, 2001

REVISED: January 10, 2011

REVISED: May 9, 2012

REVISED: July 31, 2013

REVISED: June 1, 2014

REVISED: October 1, 2014

REVISED: June 30, 2015

REVISED: October 1, 2019

REVISED: February 10, 2021

REFERENCE(S): Board Policy (BP) 4-30, Student Behavioral Expectations and Responsibilities

APPROVED:

/ Joe Garcia /

Joseph A. Garcia

Chancellor

APPLICATION

This procedure applies to students within the Colorado Community College System, including its Colleges (CCCS or System). This procedure applies to violations of the Code of Student Behavioral Expectations and Responsibilities (Code) (Appendix A).

BASIS

If a student is alleged to have violated the Code, this procedure outlines the steps that can be taken in resolving the matter. Students reported to have violated the Code be given the opportunity to participate in the behavioral expectations and responsibilities process. The procedure aims to engage students in a restorative, fair, educational, and developmental process, and to prevent future occurrences of student misconduct.

DEFINITIONS

For definitions applicable to this procedure, refer to Appendix B.

JURISDICTION

This procedure applies to behaviors from students that take place on a CCCS campus, at CCCS sponsored events, and may also apply to off-campus and to online behavior when the Senior Student Affairs Officer (SSAO) or designee determines that the off-campus or online behavior affects a substantial CCCS interest. A substantial CCCS or College interest includes, but is not limited to the following, when the circumstances are such that there is a disruption to CCCS or College operations, a significant negative impact to the campus community, or a detriment to the educational interests of the System or College:

Any action that constitutes criminal offense as defined by federal or Colorado law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the System or the College is located;

Any situation where it appears that the accused individual may present a danger or

threat to the health or safety of self or others; and/or

Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the System or the College's control (e.g., not on System or College networks, websites or between System or College email accounts) will only be subject to this procedure when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the First Amendment to the Constitution.

EQUITY STATEMENT

The Colorado Community College System is committed to a procedure of equity and justice. We accept the responsibility to create an environment free from discrimination.

PROCEDURE

Initiating a Conduct Process:

Any member of the System community may allege a violation by any student of the Code by reporting the matter to the appropriate SSAO. The SSAO manages reports of Code violations made under this procedure and may delegate this responsibility. Students, faculty, instructors, staff, authorized volunteers, and guests are encouraged to report behavior that potentially violates the Code or that may be criminal in nature. Formal reports can be made by completing a College incident report. If the conduct is believed to be criminal in nature, the SSAO should immediately report the alleged violation to campus law enforcement or security or external law enforcement.

There is no time limit on reporting violations of the Code; however, the longer someone waits to report, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Anonymous complaints are permitted, though doing so may limit the College's ability to investigate and respond to a complaint effectively.

Complaints, concerns, or reports without reasonable cause will not be pursued. Upon receipt of the report, the SSAO or designee shall review the matter to determine if it alleges sufficient information to support reasonable cause that a violation has occurred. If so, the SSAO shall promptly notify the Complainant (if any) and the Respondent in writing of the allegations and any interim action that is being imposed. Should a student withdraw from the institution prior to the conclusion of the conduct process, the College will proceed with or without the student's involvement.

The SSAO will identify a conduct resolution pathway as outlined below based on the nature of the allegations and input from the involved parties. Decisions made by the SSAO shall be final unless subject to appeal. Any outcomes and restrictions imposed take effect immediately unless the SSAO agrees to delay or stay the outcome.

Proceedings initiated under this procedure are separate from civil or criminal proceedings that may relate to the same incident. Investigations or conduct proceedings by the College are not postponed while criminal or civil proceedings are pending unless otherwise determined by the SSAO.

Interim Actions:

The SSAO, in consultation with appropriate administrative personnel, may implement interim actions intended to protect the safety and well-being of the CCCS community; preserve CCCS property; address the effects of the reported behavior; and prevent further violations while the matter is under review or investigation. Interim actions may include, but are not limited to:

Interim No Trespass: The SSAO may issue a “Cease Communications,” “No Contact,” and/or “No Trespass,” directive, also referred to as a persona non
Interim Suspension: This interim suspension includes attending classes and events pending a final outcome. This interim suspension begins immediately upon notice from the SSAO. In cases where a student is banned from campus on an interim basis, they will be subject to immediate arrest for trespass if they are on campus until the exclusion has been lifted. A meeting with an SSAO is then scheduled as soon as possible to determine the appropriate conduct resolution pathway. Any other outcome listed in this procedure below may also be imposed on an interim basis.

In all cases in which an interim action is imposed, the individual will be given the opportunity to meet with the SSAO prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the interim action should not be implemented. The SSAO shall have sole discretion to implement or stay an interim action, and to determine its conditions and duration. Violation of an interim action may be grounds for imposition of an outcome, up to and including expulsion.

Conduct Resolution Pathways

ALTERNATIVE CONFLICT RESOLUTION:

The SSAO, in consultation with the involved parties, may determine informally resolving student conduct matters through an alternative conflict resolution process is appropriate to resolve the reported concerns. The primary focus during alternative conflict resolution remains the welfare of the parties and the safety of the CCCS community, but it does not involve a formal investigation.

Alternative conflict resolution, includes, but is not limited to, dialogue, conflict coaching, mediation, restorative justice, or shuttle diplomacy. Alternative conflict resolution works best when students take responsibility for their actions, have a desire to restore the impact created in the incident, and actively participate in deciding and agreeing upon an outcome. If a resolution is reached, the matter will be closed without opportunity for an appeal.

At any time during the alternative conflict resolution process, the SSAO may elect to initiate formal investigation as deemed appropriate to resolve the matter. The parties can elect to cease the alternative conflict resolution process at any time before it concludes and proceed with a formal investigation.

FORMAL INVESTIGATION:

Where formal investigation is designated, the SSAO shall investigate the allegations, provide the Respondent an opportunity to be heard, and render a decision as outlined below:

Investigation: The SSAO shall provide the Respondent an opportunity to respond to the allegations either by meeting with the SSAO to discuss the allegations or by submitting a written response, or both. The Respondent will have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting. An advisor may only consult and advise their advisee, but not speak for the advisee at any meeting or hearing. The SSAO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

The SSAO may also conduct any other investigation, such as meeting with the Complainant (if any), meeting with other relevant witnesses, and evaluating relevant documents, information, and evidence.

Decision: Once the investigation is complete, the SSAO shall render a decision as to whether a violation of the Code has occurred. The determination shall be based on the

preponderance of evidence standard: whether it is more likely than not that the student violated the Code. The decision shall address whether alleged conduct occurred; whether and how the conduct violated the Code; and impose an outcome, if appropriate. Notification of the decision in writing will be provided by the SSAO to the Respondent and any other involved parties, as appropriate. The decision will include information regarding the applicable appeals process. The decision is part of the student's educational record.

Outcomes:

The following outcomes can be implemented by the SSAO as a result of finding a violation in the formal investigation process or as part of an agreed upon alternative conflict resolution. These outcomes are intended to develop an educational and restorative experience for individuals engaging with the conduct process. These outcomes may also be put in place to ensure safety of the individual and/or the CCCS community. Outcomes will be effective immediately upon notice to the student, except that the SSAO may delay or stay the effective date, in their discretion, upon request from the student (e.g., it may be appropriate to stay an outcome pending the resolution of an appeal).

Loss of Privileges: The student will be denied specified privileges for a designated period of time, from one to three semesters or one academic year.

Building/Access Restriction: The student will be denied access to specific campus locations, from one to three semesters or one academic year.

Restriction on Visitation Privileges: Restrictions that may be imposed on a residence hall student or non-residence hall student. The parameters of the restriction will be specified.

Eligibility Restriction: The student is deemed "not in good standing" with the College for a specified period of time, from one to three semesters or one academic year. Specific limitations or exceptions may be granted by the SSAO, and terms of this outcome may include, but are not limited to, the following:

Ineligibility to hold any office in any student organization recognized by the College or maintain an elected or appointed office at the College.

Ineligibility to represent the College in any way, including, but not limited to participating in the study abroad program, attending meetings, or representing the College at an official CCCS function, event, or intercollegiate competition as a player, manager, or student coach, etc.

No Contact Orders: If a "no contact" order is issued, it is the responsibility of the student not to have any contact with the individual(s) named in the order, directly or through third parties, or electronically/online until the order is officially removed by the SSAO.

College Housing Reassignment: Reassignment to another College housing facility.

Restitution: Compensation for damage caused to the College or any individual's property. This could also include situations such as failure to return a reserved space to proper condition, including labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

Referral for Treatment/Assessment: These include, but are not limited to, alcohol or drug education programs, anger management, or other relevant assessment and treatment programs. Some outcomes may include a cost or fee.

College/Community Service Requirements: Completion of a specific supervised College/Community service.

Confiscation of Prohibited Property: Items whose presence is in violation of College policy (pipes, bongs, weapons, etc.) will be confiscated. Prohibited items may be handled, disposed of, or returned to the owner at the discretion of the SSAO.

Educational Program/Project: Requirement to complete an educational or reflection project designed to support students in their understanding of the overall impact of their behavior, or a requirement to attend, present, and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about the violation for which the student was found responsible. Audience may be restricted.

Warning: An official notice that misconduct has occurred and/or that future specific behavior could result in more severe restrictions, conditions, and outcomes.

Probation: A period of time in which the privilege of continuing as a student is conditioned upon meeting certain requirements. Any violation or failure to comply with restrictions while on probationary status could be escalated for further outcomes, including removal from CCCS. Additionally, students on probationary status typically will be required to meet with SSAO or other College personnel for follow up meetings. Probationary status may range from one semester up to duration of time at CCCS.

Suspension: Separation from a College for a specified minimum period of time, after which the student is eligible to petition the SSAO for permission to return. Eligibility for return may be contingent upon satisfaction of specific conditions. The student is required to vacate the campus immediately upon receipt of notification of a suspension. During the suspension period, the student is restricted from College property, functions, events, and activities without prior written approval from the SSAO. Additionally, students may be suspended from one class period per incident by the responsible faculty member or instructor without triggering this procedure. Any longer suspension must be referred to the SSAO.

Expulsion: Permanent separation from CCCS. The student is banned from CCCS College properties and the student's presence at any CCCS-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

No Trespass: The College may issue a "No Trespass" directive, also referred to as a persona non

Other: Additional or alternate restrictions, conditions, or outcomes that promote reflection and holistic student development (e.g., creative expression, community restoration project) may be created and designed as deemed appropriate to the violation.

Appeal of Formal Investigation Decision:

A student found responsible for violating the Code through the formal investigation process has a right to appeal if suspension or expulsion are imposed.

If an outcome other than suspension or expulsion is imposed as a result of a formal investigation, a student may request in writing a discretionary appeal to the designated Appellate officer. A request for a discretionary appeal must be in writing and submitted to the Appellate officer within five (5) business days of the notice of decision. The Appellate Officer must notify the student in writing of whether the appeal will be permitted and if permitted, the below appeal deadlines apply from the date of that decision.

All appeals must be made in accordance with procedures outlined in this section.

Important Information about Appeals:

The appeal is the final step in the conduct process.

An appeal does not provide a second meeting or review of the case. The appeal process will be based on the existing record and the appeal criteria.

Situations may occur that shift the timeframe of the appeal process. Considerations will be given for extenuating circumstances, including but not limited to, College holidays, family crisis, trauma, and medical/non-medical emergencies. Any extensions are made at the discretion of the SSAO.

Students are encouraged to consult with the SSAO and external resources about the appeal process prior to submitting the request for an appeal.

Appeals Criteria:

A student may only appeal upon one or more of the following grounds:

A material procedural error occurred that significantly impacted the outcome of the factual findings, outcomes, or both (e.g., substantiated bias, conflict of interest, or material deviation from established procedures).

There is new information, unavailable during the formal investigation that could substantially impact the decision or the outcome. The new information must be included with the

student's request for appeal and the student must show that the new information was not known to them at the time of investigation. Failure to participate in the initial investigation does not constitute new information for the appeal process.

Initial Review of Appeal:

Regardless if a case is appealed, all outcomes imposed in the case will go into effect immediately unless they are officially stayed pending the appeal decision.

Appeals must be filed in writing within ten (10) business days of the notice of the initial conduct decision or decision allowing discretionary appeal. A student may file a written appeal by completing and submitting the College's appeal form, if applicable, and sending it to the Appellate Officer. It is the student's obligation to provide any and all materials for consideration at the time of appeal submission. Subsequent information and/or revisions to the appeal after initial submission will not be accepted.

Upon receipt of an appeal, the Appellate Officer shall conduct an initial review to determine if the appeal meets the limited appeals criteria and is timely. The student will receive notification about the decision of the initial review of appeal within five (5) business days of receipt of the student's appeal. If the appeal is found to meet these criteria, the Appellate Officer shall give written notice to other involved parties, if applicable, to allow the other parties an opportunity to provide a response to the appeal.

Appeal Determination:

If it is determined an appeal meets the appeal criteria, the Appellate Officer will review the appeal.

In reviewing the appeal, the Appellate Officer may only consider the information contained in the record of the case, but may seek clarification of the decision rendered by the SSAO.

Upon review of an appeal, the Appellate Officer shall have the authority to:

Deny the appeal and affirm the initial decision and outcomes.

Find that a material procedural error occurred (g., substantiated bias, material deviation from established procedures) that impacted the outcome and refer the case back to the SSAO or an alternate designee with instructions to reconvene the investigation and/or the Appellate Officer may otherwise correct the procedural error.

Find that the student has presented new information that is material to the decision or outcome of the case. Upon this finding, the Appellate Officer shall conduct or request appropriate additional steps (such as requesting additional investigation by the SSAO) and/or modify the decision and outcome accordingly.

The Appellate Officer will notify the student in writing of the decision, typically within ten (10) business days of completing the review.

During this appeal process, if the Appellate Officer requires additional time, they shall promptly notify the parties.

Student Records:

Student conduct records will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and SP 4-80a, Student Educational Records and Directory Information. Generally, student conduct records are sealed seven (7) years after a final decision is delivered in the resolution process, except as required by law. Student conduct records may be sealed earlier by the SSAO upon written request from the student. Conduct records that result in a separation from the College (suspension or expulsion) and those that fall under Civil Rights, to include a Title IX investigation, will be maintained for seven (7) years.

Financial

Students who are suspended or expelled as a result of the conduct process will not receive a refund of any tuition, fees, or other charges, and will be responsible for any outstanding balances owed to the College. Students who are terminated from housing will be responsible for fulfilling their housing and dining contract fees, if applicable.

RETALIATION

It is a violation of this procedure to engage in retaliation, such as taking adverse employment or educational action, against any person who reports an incident of a Code violation or because of the person's participation, or perceived participation, in any aspect of this procedure. Retaliation includes acts to intimidate, threaten, coerce, or discriminate against any individual for the purposes of interfering with any right or privilege provided by this procedure.

REVISING THIS PROCEDURE

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

APPENDIX A

CODE OF STUDENT BEHAVIORAL EXPECTATIONS AND RESPONSIBILITIES STATEMENT (CODE)

A College community is defined by its values for learning, teaching, and service that reflect academic excellence, holistic student development, and societal impact. To guide student success, the Colorado Community College System (CCCS) has created the Code of Student Behavioral Expectations and Responsibilities (Code), which includes standards of behavior that support an engaged learning environment for all students. The Code embraces the institutional values of integrity, excellence, learning, diversity, intellectual freedom, and equal opportunity, and is rooted in conflict resolution practice to support students in resolving their own conflicts.

Each College's Student Affairs Division is authorized to enact the Code and utilize the Code procedures to support students while holding them accountable to the behavior that supports the College mission and vision. The outcomes of the student conduct process are designed to assist students in their development, help them think through their moral and ethical decision-making, and realign their behavior with the College's community expectations. In certain incidents, this may involve separation from the College either temporarily or permanently.

Outcomes are assigned based on the severity of the violation, cumulative conduct history, and educational needs of the student.

Students at each College are provided a copy of the Code and are responsible for reading and adhering to the Code. The Code in no way creates a contractual obligation and CCCS reserves the right to revise the procedure at any time.

CODE

The College considers the behavior described in the following subsections as inappropriate and in opposition to the values of the College community. These responsibilities apply to all students including continuing education. The College encourages and expects students, faculty, and staff to engage as active bystanders and report to College officials incidents that involve the following behaviors. Any student found to have violated or to have attempted to violate the following responsibilities may be subject to the conditions, restrictions, and outcomes outlined in SP 4-30a, Student Behavior

Expectations and Responsibilities Resolution Procedure.

The following section is organized alphabetically by violation followed by an explanation.

Abuse of Conduct Process: Abuse or interference with College processes, including conduct and academic integrity meetings:

Falsification, distortion, or misrepresentation of information.

Failure to provide, destroying, or concealing information during an investigation of an alleged Code violation.

Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.

Inappropriately influencing any member of the campus community with conduct authority prior to, during, and/or following a campus conduct proceeding.

Influencing or attempting to influence another individual to commit an abuse of the campus conduct process.

Academic Integrity: Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to outcomes as set forth in the Student Behavioral Expectations and Responsibilities Resolution Procedure.

Cheating: The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to:

Using books, notes, or calculators or copying from or conversing with others during examinations (unless such external aids are permitted by the instructor).

Having someone else do research, write papers, or take examinations for someone else.

Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).

Stealing, distributing, selling, and buying tests or having someone take an exam on someone else's behalf.

Fabrication: The invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to:

Inventing the data for a scientific experiment.

Inventing the title and author of a publication in order to use the invented publication as a source.

Knowingly attributing material to an incorrect source.

Plagiarism: The act of using someone else's work without giving proper credit to the original source. The work can be written, artistic, musical, language, symbols, or media. Reusing one's own work without proper citation (or approval of instructor) is also plagiarism.

Alcohol/Drugs: Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on College-owned or College-controlled property, and/or at any function authorized or supervised by the College, and/or in state owned or leased vehicles.

Animals/Pets: Animals are not permitted on campus except as permitted by law or as specifically approved by the College.

Please see SP 4-120b, regarding Student Disability Services for information related to service animals and emotional support animals.

Please see the appropriate handbook for regulations and processes for animals and pets in student housing, where applicable.

Bullying/Non-physical abuse: Bullying includes repeated and/or severe aggressive or negative actions or behaviors intentionally or reasonably likely to intimidate, hurt, control, or diminish another person, physically, mentally, or emotionally. Bullying may include direct or indirect communications in verbal or nonverbal form and specifically includes bullying by electronic means (e.g., cyberbullying).

For more information and compliance, see SP19-10, Bullying/Violence/Firearms on Campus.

Damage and Destruction: Reckless and/or unauthorized damage to, or destruction of, College property or the individual property of another, regardless of intention. Damage or destruction of community, public, or private property.

Deceitful Acts: Engaging in deceitful acts, including, but not limited to: collusion, forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.

Collusion: Action with another or others to violate the Code.

Falsification: Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments, including electronic forgery and/or manipulation.

Discrimination and Harassment: Discrimination is any distinction, preference, advantage, or detriment given to a person based on one or more actual or perceived protected classes. Harassment is a form of discrimination that includes Quid Pro Quo and Hostile Environment.

Hostile Environment occurs when a person is subjected to verbal or physical conduct based on a protected class that is sufficiently severe, persistent or pervasive, and objectively offensive to alter the conditions of a person's employment or unreasonably interfere with a person's ability to participate in or benefit from CCCS educational programs or activities, from both a subjective and objective viewpoint.

Quid Pro Quo is a type of sexual harassment that exists when an employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Sexual harassment includes, but is not limited to, dating violence, domestic violence, stalking, and sexual assault.

For more information and how to file a complaint regarding discrimination or harassment, including sexual misconduct, see SP 19-60, Civil Rights and Sexual Misconduct Resolution Process.

Disruptive Behavior: Engaging in any behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting) or disrupts the general operation of the College.

Endangerment or Defacement: Conduct that is detrimental to the College, and/or to community safety. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of College property or property of others.

Failure to Comply:

Failure to comply with or follow the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.

Failure to comply with or follow the directives and/or sanctions imposed under CCCS policies and procedures.

Failure to identify oneself to College officials, acting in their official capacity, when requested to do so.

Fire Safety: Violation of federal, state, local, or campus fire policies including, but not limited to:

Intentionally, recklessly, or negligently causing a fire that damages the College, individual property, or causes injury.

Failure to evacuate a College owned, operated, or controlled facility during a fire alarm.

Improper use of College fire safety equipment.

Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a criminal action.

Gambling: Gambling as prohibited by the laws of the State of Colorado. Gambling may include, but is not limited to, raffles, lotteries, sports pools, and online betting activities. Participation in illegal gambling activities on College-owned or College-controlled property, and/or any function authorized or supervised by the College, and/or in state owned or leased vehicles.

Harm to individuals: Intentionally or unintentionally causing physical harm, threatening to cause harm, endangering the health and/or safety of any individual, or demonstrating violent behavior.

Violent Behavior includes any act or threat of physical, verbal or psychological aggression, or the destruction or abuse of property by any individual.

A threat is defined as direct or indirect, verbal or non-verbal conduct (including those made in person, by mail, over the telephone, by email, or by other means) intended to result or reasonably resulting in intimidation, harassment, harm, fear or endangerment of the safety of another person or property.

For more information and compliance, see SP 19-10, Bullying/Violence/Firearms on Campus.

Hazing: Defined as an act that endangers the psychological, emotional, intellectual, and/or physical health and/or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team, or organization. Additionally, any act that places a student in a subservient role within an organization is considered hazing. Participation or consensual cooperation by the individual(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and failing to report those acts may also violate this code.

Indecent Exposure: Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Retaliation: Retaliatory acts include, but are not limited to intimidation, verbal or physical threats, harassment, coercion, or other adverse action(s) against a person who reports an incident of misconduct.

Rioting: Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or results in damage and/or destruction of property.

Theft: Obtaining, retaining or exercising control over property of another without authorization, or by threat or deception, with the purpose and/or effect of depriving the person(s) to whom the property belongs of its use or benefit.

Tobacco Violation: Smoking and the use of tobacco and related products, including electronic smoking, where contrary to applicable laws or policies established by the College. This includes smoking inside buildings or in areas where smoking is posted as prohibited.

Trademark Violation: Unauthorized use, including misuse, of the College or organizational names and images without the express written consent of the institution or organization.

Unacceptable Use of College Equipment, Network or System: *Unacceptable uses of any College-owned or operated equipment, network or system including, but not limited to:* knowingly spreading computer viruses; reposting personal communications without the author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity. For more information, see SP 4-32,

Unauthorized Access and Entry: Unauthorized access to any College facility, including misuse of keys, cards, restricted access areas, or unauthorized possession, duplication or use of other individual's means of access to any College facility; failing to provide a timely report of a lost College identification card or key; misuse of access privileges to College premises or unauthorized entry to or use of facilities, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a College facility.

Violation of Laws, Directives and Signage: Violating any municipal, county, state or federal laws, or executive orders, or violating any public health orders in a manner that adversely impacts the health and well-being of the campus environment and those on campus.

Weapons Violation: Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects, such as arrows, axes, machetes, nunchaku, throwing stars, or knives with a blade of longer than three (3) inches. This includes the unauthorized storage of any item that falls within the category of a weapon, including storage in a vehicle parked on College property, other than what is expressly permitted by law.

Possession of an instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy.

Intentionally or recklessly using and/or possessing a weapon or any other item in such a way that would intimidate, harass, injure, or otherwise interfere with the learning and working environment of the College shall face increased consequences.

Students, faculty, and staff possessing valid Colorado Concealed Handgun Licenses are permitted to carry concealed on campus in accordance with state law and CCCS policy. For more details about certain restrictions, please consult with the campus/local police and/or the Housing and Residential Education Handbook, where applicable. For more information and compliance, see SP 19-10, Bullying/Violence/Firearms on Campus.

Violation of course, program, or activity rules: Violation of established rules as contained in courses, programs activities, regulations, or guidelines and established by departments, regulatory boards, or licensing bodies, including all Housing and Residential Education policies, as applicable.

Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this Code occur by the organization or its member(s), including the following conditions:

Violation(s) take place at organization-sponsored or co-sponsored events, whether

sponsorship is formal or implied.

Violation(s) have received the consent or encouragement of the organization or of the organization's leaders or officers.

Violation(s) were known or should have been known to the membership or its officers.

Conduct meetings for student groups or organizations shall also follow the Student Behavioral Expectations and Responsibilities Resolution Procedure. In any such action, individual determinations as to responsibility will be made and restrictions, conditions, and outcomes may be assigned collectively and individually, and will be proportionate to the involvement of each individual and the organization. Procedures will begin with communication to the President or leadership of said organization.

Amnesty

Assisting an individual by calling for help in an alcohol or drug-related emergency means neither the person who calls for help, nor the person who needs help will be subject to formal investigation nor receive a formal conduct record for their behavior. Students seeking assistance under these provisions may be required to meet with the SSAO and to complete educational, counseling, or other requirements aimed at addressing health and safety concerns. The requirements will be informal or on a deferred basis.

The student must fully comply with reporting to appropriate College officials for amnesty to be considered.

APPENDIX B DEFINITIONS

Alternative Conflict Resolution

Alternative conflict resolution is a process of addressing differences that allow everyone involved to find a way to work together. Differences may be personal, financial, employment, political, emotional, or interpersonal. It is an alternative to formal investigation of a reported violation. There are many types of alternative conflict resolutions that may be utilized to work through conflict that may arise. Examples include[1]:

Dialogue: Students engage in a conversation to gain understanding or to manage a conflict independent of intervention or third-party facilitation.

Conflict Coaching: Students seek counsel and guidance from the Division of Student Affairs to learn more about their own conflict styles and strategies to engage in conflict in a more effective and independent way.

Facilitated Dialogue: Students access Division of Student Affairs for facilitation services to engage in a conversation to gain understanding or manage a conflict with another party. In a facilitated dialogue, parties maintain ownership of decisions concerning the conversations or any resolutions of a conflict.

Mediation: Students access the Division of Student Affairs to serve as a third party to coordinate a structured session aimed at resolving a conflict and/or constructing a resolution agreement for the parties involved.

Restorative Justice Practices (conferences, circles, and boards): The Division of Student Affairs provides space and facilitation services for students taking ownership for harmful behavior and those parties impacted by the behavior to jointly construct an agreement to restore community.

Shuttle Diplomacy: A Resolution Coordinator actively negotiates an agreement between two parties who do not wish to directly engage with one another.

Complainant

Complainant is a person who is subject to alleged inappropriate or unlawful behavior. For purposes of this procedure, a Complainant can be a CCCS employee, student,

authorized volunteer, guest, or visitor.

Due Process

Due process provides a student reported to be in violation of the Code, a written notice of the allegation of misconduct, time to examine the evidence and formulate a response, and the opportunity to explain their version of events to the SSAO.

Notification

Notification is an email from the SSAO requesting a meeting. The email will be sent to the student's College issued email address and will outline the incident in question, process, and rights of the student.

Outcomes

Outcomes are assigned and used to develop an educational and restorative experience for individuals engaging with the conduct process. Outcomes may also be put in place to ensure the safety of an individual and/or the campus community.

Preponderance of the Evidence

The standard of proof that shows more likely than not that a violation occurred, based on what a reasonable person would consider. This standard is utilized by the SSAO in the formal investigation process.

Reasonable Cause

Reasonable cause is defined as credible information that, if true, supports the proposition that a violation of the Code has occurred, including information provided by an anonymous source.

Reporting Party

Individual(s) who report an incident of concern and possible Code violation. Reporting parties could be students, faculty, staff, law enforcement, or community members.

Respondent

Individual(s) against whom the report was filed.

Resolution Coordinator

A Resolution Coordinator is a College official who is authorized by the SSAO to coordinate conduct resolution.

Senior Student Affairs Officer (SSAO)

The individual designated by the College President to oversee student affairs and be responsible for administering the Code of Student Behavioral Expectations and Responsibilities. The SSAO may delegate some or all aspects of this procedure to another individual (designee/Resolution Coordinator). All references in these procedures to the SSAO include any designee. *Note: Previously referred to as Chief Student Services Officer (CSSO); other policies and procedures may also refer to this role as CSSO.

Student

Anyone who has been admitted within the prior three terms or who has completed a non-credit or academic course within the prior three terms. Withdrawal does not change student status. Students include those currently taking courses at or sponsored by the College(s), pursuing either credit or non-credit courses (or both), including those concurrently attending secondary or post-secondary institutions and College.

Third Party

An individual or group that are external to the incident or situation that are not directly involved.

RRCC SMOKING AND TOBACCO POLICY

State Executive Order Making RRCC A Tobacco-Free Campus on July 1, 2019

On November 2, 2018 the Governor of Colorado enacted an Executive Order making all State owned or leased buildings and grounds 100% tobacco-free. The campuses of the Colorado Community College System are covered by this order. On July 1, 2019 the policy will go into effect on the Red Rocks Community College (RRCC) campuses/properties. The information, below, has been provided to support students, staff, faculty and visitors in understanding and preparing for this policy change.

WHAT IS INCLUDED IN THE EXECUTIVE ORDER?

The Governor's Executive Order (B 2018 011) states that "sale and use of tobacco products, vaping products and e-cigarettes are prohibited in all buildings and on all grounds owned or leased by the state." To read the full Executive Order visit <https://www.colorado.gov/pacific/dca/news/smoke-free-state-buildings-grounds>(link is external).

Not included in the order are nicotine replacement therapies (nicotine patches, gum, lozenges, inhalers, etc.) approved by the Food and Drug Administration (FDA) for tobacco cessation.

HOW WILL THIS AFFECT RRCC CAMPUSES?

RRCC is committed to providing an environment for students, faculty, staff, and guests that is conducive to learning and working and that promotes the health and well-being of all members of the community. As part of this commitment, RRCC campuses will be tobacco-free beginning July 1, 2019 in alignment with and support of the intention of the State Executive Order.

RRCC has formed a work group to organize educational opportunities, provide support and information to assist the campus community in preparing for this policy change. Having a campus environment where all staff, students, faculty and visitors are welcomed, valued and respected is of utmost importance.

WHERE STUDENTS, FACULTY, STAFF, VISITORS CAN/CAN NOT USE ANY FORM OF TOBACCO:

Starting July 1, 2019, smoking and vaping in any form (cigarettes, pipes, water pipes/hookah, electronic smoking devices, etc.) and all other forms of tobacco use (use of chew, snuff, snus, dip, etc.) is prohibited on all properties of RRCC, including in buildings, parking lots, recreational areas, and all areas currently designated for tobacco use. Use is permitted only in areas that are not State/RRCC property. Reminder: The Cities of Arvada and Lakewood prohibits smoking/vaping at public transit waiting areas (bus stops/shelters, light rail platforms, etc.).

HOW THE POLICY WILL BE ENFORCED:

A workgroup has been formed to develop and implement activities and protocols to support compliance and respond appropriately to policy violations. It is the hope of campus leadership that punitive enforcement activities are rarely if ever needed.

For additional information, contact: Karen York in Human Resources at RRCC (Lakewood Campus) 303-914-6570 or email Karen.York@rrcc.edu(link sends e-mail) or Donna Viverette at Jefferson County Public Health, 303-275-7555 or email dviveret@jeffco.us(link sends e-mail).