

Colorado
Mountain
College 
2011 - 2012



**COLORADO MOUNTAIN COLLEGE
STUDENT HANDBOOK**





Academic Year 2011-2012

Welcome to Colorado Mountain College!

On behalf of everyone at Colorado Mountain College, we are pleased that you have chosen us as your place of learning. We are committed to providing you with quality learning experiences in a caring, safe and supportive environment.

Please take a few moments to familiarize yourself with the contents of this student handbook. It is designed to provide you with excellent information about the myriad college and community resources available to you as a CMC student. Being a college student carries with it responsibilities to yourself and others to maintain a college environment that is dedicated to learning. Your success will be determined by your willingness to work hard, meet new people and ask for assistance when you encounter difficulties. We are here to facilitate your success. Have a great school year and take part in the wonderful learning opportunities that are available to you at Colorado Mountain College.

Best wishes for a fabulous year.

Colorado Mountain College Faculty and Staff

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Colorado Mountain College is dedicated to the principle of providing equal opportunity with regard to all prospective and current employees and students. In addition, the College shall continue to take positive steps to ensure non-discrimination based on disability, race, creed, color, sex, age, national origin, ancestry, sexual orientation or religion. Inquiries concerning Title VI and IX may be referred to the Chief of Human Resources Officer and inquiries for Section 504 and ADAAA may be referred to Brad Bankhead, Vice President of Student Services, 802 Grand Avenue, Glenwood Springs, Colorado, 81601, (970) 945-8691, or to the Office for Civil Rights, U.S. Department of Health and Human Services, Region VIII, 1961 Stout Street, Room 1426, Denver, CO 80294, (303) 844-2024; (303) 844-3439 (TDD).



Student Services ▶

The student handbook is designed to provide an easy-to-read explanation of student services, how to get involved in student life and an explanation of your student rights and responsibilities. If you have any questions about the student services or this handbook, please go to your nearest campus and ask to speak with a college counselor.

ADMISSIONS, HOUSING, COUNSELING & STUDENT ACTIVITIES ▶

Student Services staff provide a variety of services for students. Admissions, housing, counseling, career planning, placement services, veterans' counseling, registration and records, financial aid, student activities, and other services are available.

Staff members are available to assist you with any of your concerns. Whenever possible, we suggest you make an appointment by stopping by or calling.

REGISTRATION & STUDENT RECORDS ▶

Registration and student records are handled by the Student Services staff. Talk to them about registering, adding classes, dropping classes and other academic matters. Instructions for all procedures are in the Colorado Mountain College catalog. Drop and add forms must be turned into the Registration Office.

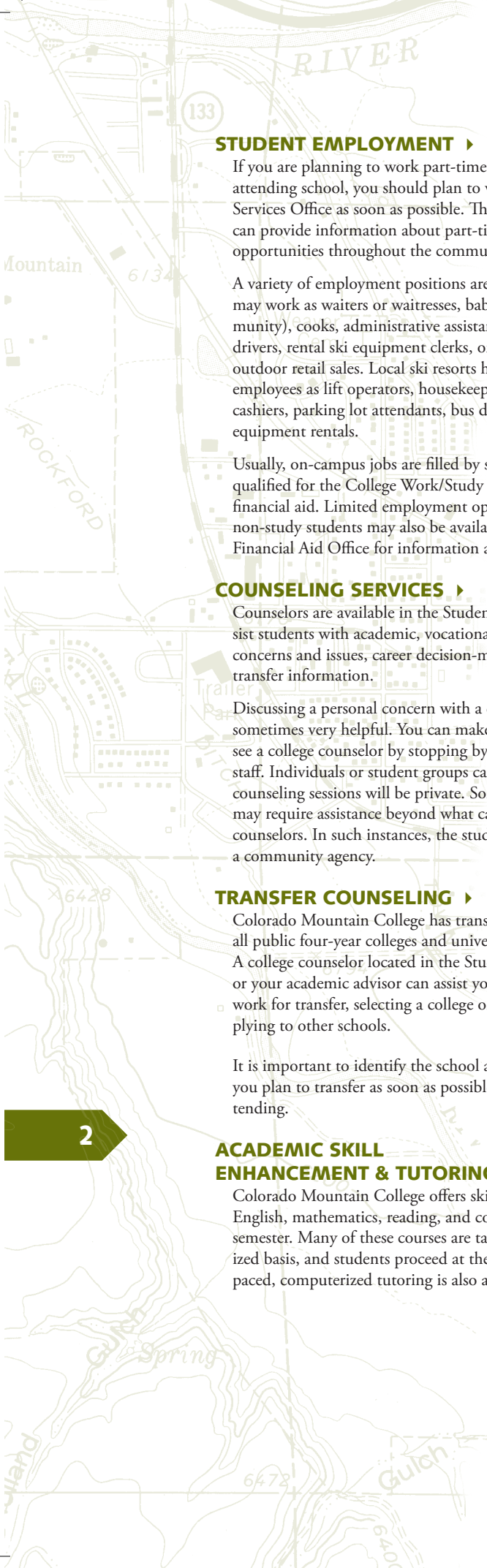
Transcripts may be requested from the District Registrar's Office. To order a transcript, fill out a transcript request form. If you are planning to transfer to another college or university, request an official transcript, and it will be sent directly to the college or university. An "Official, Issued to Student" copy can be obtained for personal use or other purposes. Transcripts are issued from the District Registrar's Office in Glenwood Springs. Allow seven to ten days for processing.

STUDENT ACCOUNTS ▶

The Business Office handles students' paychecks and financial aid checks, tuition, fees, room and board assessments, refunds, outstanding balances and insurance. Library fines and other outstanding balances must be paid before grades or transcripts will be released or before a student may register for the next semester.

FINANCIAL AID ▶

Colorado Mountain College is committed to helping you (and your parents) find the money you need for your education. To meet that end, CMC participates in federal and state financial aid programs such as the Pell Grant, College Work Study, Stafford Loans (formerly Guaranteed Student Loans) and Colorado Student Grants. Financially supporting parents may qualify for Plus Loans. In addition to programs based on financial need, CMC provides scholarships in recognition of a student's outstanding ability and talent. Contact your College or Campus Financial Aid Specialist, or college counselor for more information about various forms of financial aid.



STUDENT EMPLOYMENT ▶

If you are planning to work part-time while you are attending school, you should plan to visit with the Student Services Office as soon as possible. The college counselor can provide information about part-time and full-time job opportunities throughout the community.

A variety of employment positions are available. Students may work as waiters or waitresses, babysitters (in the community), cooks, administrative assistants, housekeepers, bus drivers, rental ski equipment clerks, or in construction and outdoor retail sales. Local ski resorts hire many part-time employees as lift operators, housekeepers, ticket sellers, cashiers, parking lot attendants, bus drivers and in ski equipment rentals.

Usually, on-campus jobs are filled by students who have qualified for the College Work/Study Program through financial aid. Limited employment opportunities for non-study students may also be available. Check with the Financial Aid Office for information about such positions.

COUNSELING SERVICES ▶

Counselors are available in the Student Services Office to assist students with academic, vocational, career and personal concerns and issues, career decision-making, and college transfer information.

Discussing a personal concern with a college counselor is sometimes very helpful. You can make an appointment to see a college counselor by stopping by or calling the office staff. Individuals or student groups can be assured that counseling sessions will be private. Some personal problems may require assistance beyond what can be provided by counselors. In such instances, the student may be referred to a community agency.

TRANSFER COUNSELING ▶

Colorado Mountain College has transfer agreements with all public four-year colleges and universities in Colorado. A college counselor located in the Student Services Office or your academic advisor can assist you in planning course work for transfer, selecting a college or university, and applying to other schools.

It is important to identify the school and program to which you plan to transfer as soon as possible after you begin attending.

ACADEMIC SKILL ENHANCEMENT & TUTORING ▶

Colorado Mountain College offers skill-building courses in English, mathematics, reading, and college study skills each semester. Many of these courses are taught on an individualized basis, and students proceed at their own rate. Self-paced, computerized tutoring is also available.

STUDENTS WITH DISABILITIES ▶

Colorado Mountain College is committed to providing access to everyone with the ability to benefit from a program of higher education. We empower students with disabilities to take responsibility for their education. Services are available to meet your special needs and assist you in meeting your educational goals. These accommodations may include instructional support such as note taking, oral testing, proofing of written work, interpreting, books on tape, and extended testing time. Special equipment may be provided as an accommodation.

To qualify for services, documentation of the disability should be on file with your local Disability Services Coordinator prior to enrollment. Individual accommodation will be determined from the documentation. You must turn in your Notification of Accommodation to all of your instructors at the beginning of each semester. With these accommodations, students are required to meet the academic standards of the college. For information please contact,

Steamboat and Edwards Campuses:

Debra Farmer at (970) 870-4450 for services.

Aspen, Glenwood Springs and Rifle Campuses:

Dr. Anne Moll at (970) 947-8256 for services..

Breckenridge, Dillon, and Leadville Campuses

Sandi Conner at (719) 486-4200 for services.

STUDENT SUPPORT SERVICES ▶

Student Support Services works with students who have the potential for academic success and who may benefit from academic support and encouragement to reach their scholastic goals. The Student Support Services (SSS) Program is a federally funded program to provide academic support for eligible students who are low income, disabled, and/or first generation college students (neither parent has received a degree). The program is located at the Edwards, Glenwood Springs, Leadville, Rifle and Steamboat Campuses. Students in the program receive tutoring, advising, transfer services and college trips, developmental instruction, career exploration assistance, peer mentoring, admissions and financial aid application assistance, and other support to reach their scholastic goals. For further information or application to the program, please contact the SSS Coordinator at your campus.

PLACEMENT TESTING ▶

All students seeking a degree or certificate and/or enrolling in an English, math, or college-level course are required to take placement assessment in math, reading, and writing prior to their first semester at CMC. These evaluations are regularly scheduled prior to registration each semester. Your academic advisor or the Student Services Office staff can provide you with information about dates, locations, and times.

TESTING ▶

The Student Services staff administers a variety of institutional and national testing programs. The College Level Examination Program (CLEP) tests students' prior knowledge in a variety of subjects. The General Education Development (GED) is offered several times each year. GED test preparation classes are also available. For information on these and other tests, pick up a Testing Services Brochure in the Student Services Office.

Career assessment is available on a regularly scheduled basis. Students may utilize the Career Occupational Preference System (COPS), CHOICES, a computerized assessment tool, the Strong Interest Inventory, the Self Directed Search, or a variety of other assessment instruments. These tests identify career interests, values, abilities, and vocational aptitudes and are useful in career planning. For further information on these tests, please contact the Student Services Office.

INTERNATIONAL STUDENTS ▶

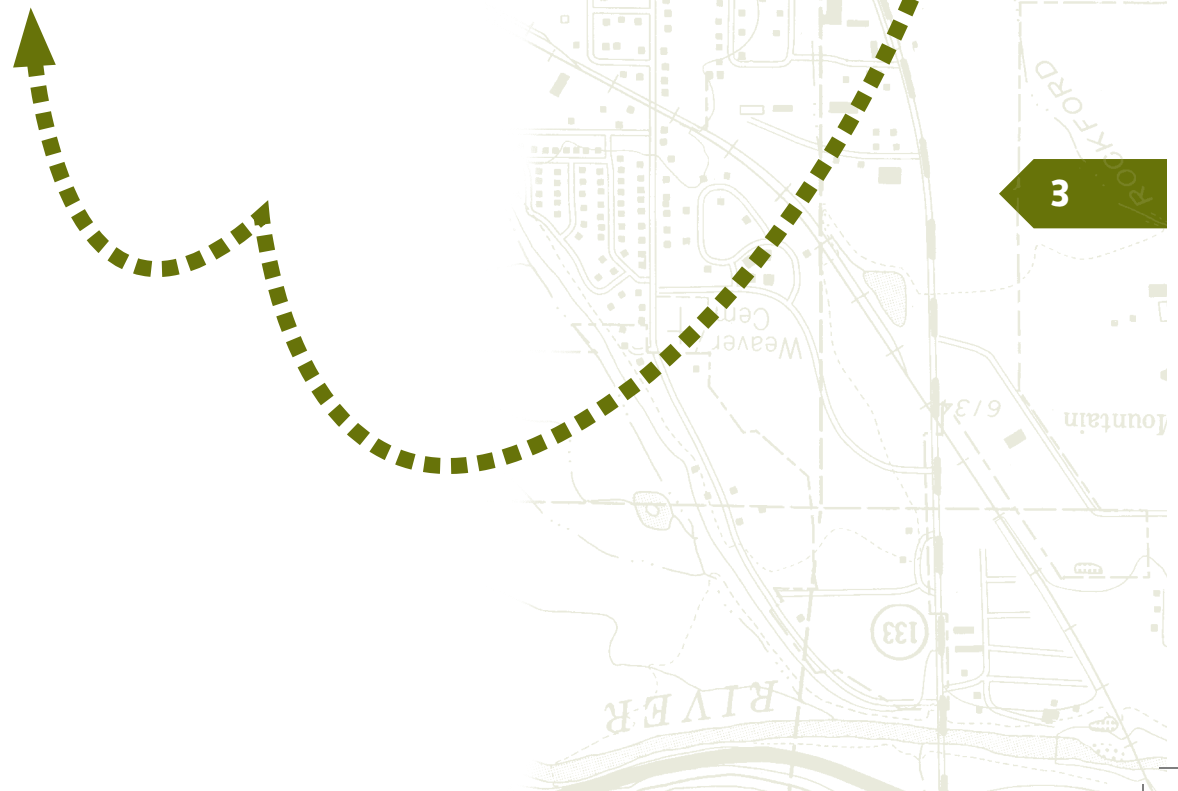
All international students should check in with the Campus CEO or designee, soon after their arrival on campus. International student enrollment is regulated by the U.S. Department of Immigration and Naturalization. If you have questions regarding these regulations or if you need assistance with American culture, academic problems, or community resources, please see the Campus CEO or designee, or Admissions Office.

International students must be enrolled on a full-time basis (12 credit hours or more) to maintain their immigration status. If English is not your native language, it may be recommended that you register for course work in English communications. Otherwise, international students must maintain the academic standards which apply to all students.

JOB PLACEMENT ▶

The Placement Services Office is located in the Student Services Office. Student Services Counselors provide assistance in finding full-time employment following graduation, and summer and part-time work while you are in school. They offer information about full-time job opportunities in the local community, the state and nationwide. Counselors can assist you in exploring career options, writing effective resumes and preparing for interviews.

Your academic advisor is also an excellent source of information about career possibilities in your field. Since your instructors are already involved in your particular field, they may be able to refer you to agencies, businesses or companies which could use your skills. Your instructors are also likely to have information about former graduates—where they are working and what types of positions they hold.



RIVER



Student Life ▶

STUDENT CENTER ▶

The Student Center is the hub of campus life. Food Services, the dining room, student activity and student government offices, the Campus Bookstore, and other student support offices are located in the Student Center.

A comfortable TV lounge is also in the center and is a popular spot for students to relax. College-sponsored dances, concerts, speakers and films are held in the dining hall and commons areas. Community events may also be held in the center. Watch for information on upcoming events.

RESIDENCE HALLS ▶

Colorado Mountain College offers on-campus housing at Glenwood Springs, Leadville and Steamboat campuses. Each room has its own bathroom (shower, sink, toilet), and is furnished with beds, closets, a desk, chest of drawers and local phone service. Laundry rooms, TV lounges, study lounges, computer rooms and other facilities are available.

On-campus residents must participate in the College Food Service Plan. Any student who is enrolled full-time (12 or more in-classroom credit hours) is eligible to live on campus. Students living in the residence halls must take a minimum of 12 semester credits of in-classroom instruction taught on that residential campus. When you are admitted as a full-time student, you will receive a housing reservation form and are eligible to reserve housing. Residences are assigned on a first-come, first-served basis. Housing is limited and usually fills quickly, so we do urge early reservations. New first-year full-time students are required to live on campus for one year.

You may request your roommate if the preference is mutual. If you wish to live with a particular person or persons, your housing reservation forms should be submitted at the same approximate time. When a roommate is assigned, great care is taken, based on a personal questionnaire, to make suitable and compatible arrangements.

Each on-campus resident is assigned a mailbox. Please provide your friends and family with your box number and make certain they also know to include "Colorado Mountain College" in the address.

The Assistant Coordinator of Residence Life and several Resident Assistants reside on campus and provide assistance and supervision. On-campus residents are informed about who these people are and where their rooms are located.

A residence hall handbook, which outlines regulations and resources, is distributed to each campus resident. It is your responsibility to review this information. For more detailed information, contact the Office of Residential Life.

FOOD SERVICE ▶

Meals are prepared in the Student Center and are served cafeteria style. The food service staff plans menus that give proper emphasis to nutrition, quality, and quantity. Two main entries are offered during both lunch and dinner, and includes a selection of vegetables, a comprehensive salad bar, soup, and desserts. Breakfast consists of cereals, eggs, breads, assorted juices, and pastries.

All residence hall students must participate in the food service plan.

STUDENT ACTIVITIES ▶

A number of activities occur through the school year. Some are sponsored by the Student Government Association, and others are sponsored by individual student clubs or organizations. You are encouraged to be a leader in the development of new activities that could benefit the student community as a whole.

Remember that student activities are largely planned and organized by students and you are encouraged to get involved. Work through your Coordinator of Student Life or, better yet, volunteer to serve on the Student Activities Committee.

EDUCATIONAL PROGRAMS ▶

A series of educational and student life programs, and self-help resources are offered to provide a variety of opportunities to inform students regarding areas such as campus safety and security, sexual aggression/date acquaintance rape, drug and alcohol use/abuse, stress management, time management, relationship and communication skills, plus other academic and career development skills. See your Student Life or Student Services Offices for details.

LIBRARIES ▶

Colorado Mountain College has three traditional libraries located on the residential campuses in Glenwood Springs, Leadville and Steamboat Springs. There is also a Virtual Library, available at www.coloradomtn.edu/library/.

The traditional libraries provide extensive collections of books, journals, magazines, maps, government documents, videos, audiobooks, music and course reserves. They also offer a variety of services, including research assistance and Interlibrary Loan service. Additional information about these libraries, including their hours of operation, can be found at www.coloradomtn.edu/library/about.html.

The Virtual Library offers 24/7 access to a wide-ranging collection of online resources and services. You can conduct in-depth research, browse through a favorite magazine or read a book, all in the comfort of your home. The Virtual Library provides a variety of online services such as e-mail reference, research assistance, Interlibrary Loan service and research tutorials.

If you are interested in learning more about library services and resources or are seeking to become more proficient in online information retrieval, contact a librarian.

Contact Information:

Glenwood Springs Campus - Quigley Library: 970-947-8271

Leadville Campus Library: 719-486-4250

Steamboat Campus Library: 970-870-4445

Virtual Library: 970-476-4040 ex. 2520

or reference@coloradomtn.edu

LEARNING LABS & COMPUTER LABS ▶

Colorado Mountain College locations have other resources and staff to assist them with their educational needs. Computer Labs provide access for students and community residents to online resources and educational computing needs. A number of sites also have Alpine Bank Learning Labs or Learning Resource Centers with staff and resources to assist with free tutoring services, individual assistance, self-help materials and videos, equipment for special learning needs, and interactive computerized tutoring. Contact your local site for specific locations and hours of access.

BOOKSTORE ▶

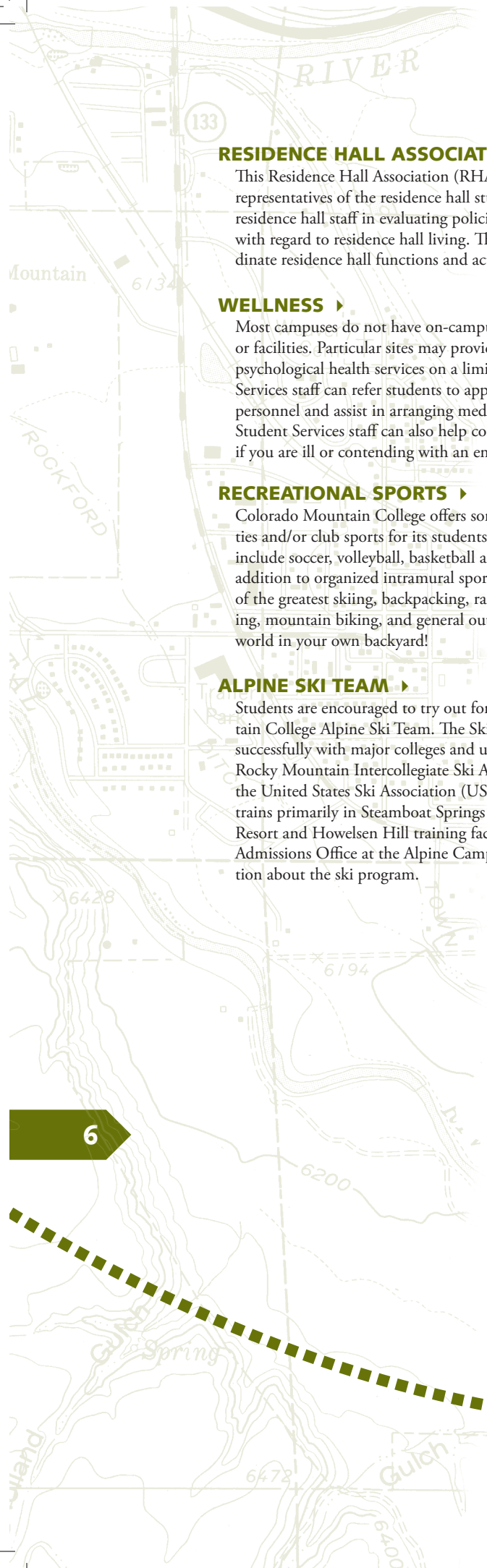
Bookstores at various CMC locations and additional online systems are available to obtain instructional texts and other course materials. A selection of quality CMC recreation wear (T-shirts, caps, etc.), student supplies, textbooks, and other classroom supplies may also be purchased.

All returns must be accompanied by a cash register receipt (no exceptions). For a full refund, books must be in the original packaging (shrink-wrapped applicable), the price tag must still be attached and the book must show no signs of wear, including bent corners. To get a full refund, books must be returned prior to the published course refund date printed in the course schedule. The bookstore will offer a buy back period on selected used books during the last week of each semester.

STUDENT GOVERNMENT & ORGANIZATIONS ▶

The college recognizes clubs and organizations through the Student Government Association. One of the easiest ways for students to expand their educational experience is to join one or more of the established clubs or organizations or to start one of their own. Clubs and organizations offer opportunities for students to take leadership positions and become involved in the college community. They also provide educational, social, and recreational experiences that enrich the students' lives. Club officers gain leadership skills that have tremendous value in their professional lives after graduation. Clubs also provide students with a sense of belonging and the pleasure of spending time with people who have similar interests.

The Student Government Association (SGA) and Student Activities Office sponsor a Clubs and Organizations Fair at the beginning of fall and spring semesters. At this event, students are introduced to the various clubs and organizations, meet representative members and learn about the purpose, goals and activities of each group.



RESIDENCE HALL ASSOCIATION ▶

This Residence Hall Association (RHA) is comprised of representatives of the residence hall students who assist the residence hall staff in evaluating policies and procedures with regard to residence hall living. They also plan or coordinate residence hall functions and activities.

WELLNESS ▶

Most campuses do not have on-campus health services or facilities. Particular sites may provide basic physical or psychological health services on a limited basis. The Student Services staff can refer students to appropriate medical personnel and assist in arranging medical appointments. Student Services staff can also help contact your instructors if you are ill or contending with an emergency.

RECREATIONAL SPORTS ▶

Colorado Mountain College offers some intramural activities and/or club sports for its students. These activities include soccer, volleyball, basketball and flag football. In addition to organized intramural sports, you will find some of the greatest skiing, backpacking, rafting, kayaking, climbing, mountain biking, and general outside activities in the world in your own backyard!

ALPINE SKI TEAM ▶

Students are encouraged to try out for the Colorado Mountain College Alpine Ski Team. The Ski Team competes successfully with major colleges and universities in the Rocky Mountain Intercollegiate Ski Association division of the United States Ski Association (USSA). The Alpine team trains primarily in Steamboat Springs at the Steamboat Resort and Howelsen Hill training facilities. Contact the Admissions Office at the Alpine Campus for more information about the ski program.

SERVICE LEARNING ▶

Colorado Mountain College supports and encourages students to get involved in their community and in community service as part of their education.

Experiential education through community service is reciprocally beneficial for both the community and students. For many community organizations, students augment service delivery, meet crucial human needs and provide a basis for future citizen support. For students, community service is an opportunity to enrich and apply classroom knowledge; explore careers or majors; develop civic and cultural literacy; improve citizenship; leadership and occupational skills; enhance personal growth and self-image; develop job skills; and most of all, foster in students a concern for public and human service and involvement. Most student clubs and organizations and some courses provide community service or service learning opportunities for members. Contact your Student Services Office for further details.



Student's Rights & Responsibilities ▶

Guide to the Rights, Responsibilities & Conduct of Students:

The Guide to the Rights, Responsibilities and Conduct of Students has been prepared by the Offices of Student Affairs and the Campus CEO or designee, and is updated annually to serve as a ready reference to the major policies relevant to students at Colorado Mountain College.

Many of the policies are presented here in an abridged form and more detailed statements may be obtained from the Campus CEO or designee, or a college counselor. Students should also consult the Colorado Mountain College catalog and the advising web page particularly for policies relevant to academic programs. On-campus residents must adhere to specific guidelines, policies and procedures detailed in the Residence Hall Handbook. For purposes of this document and all college-related policies, the "classroom" and "campus" pertain to all college-owned or controlled property, any place of instruction either on or off campus grounds, and any college-sponsored or supervised activities or events.

As an academic community, Colorado Mountain College exists for the pursuit of learning and truth, for the development of students as scholars and citizens, and, ultimately, for the well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. The college's responsibility for creating and maintaining an atmosphere conducive to these freedoms is shared by students, faculty, administrative personnel and the Board of Trustees.

Inherent in the policies of student rights, responsibilities and conduct is the concept that at Colorado Mountain College students must demonstrate respect for authority, public and private property, and the rights and privileges of others. Colorado Mountain College, in return, shall provide the facilities and opportunities and guarantee certain rights necessary for students to achieve a high-quality education in the field of their choice, within the limits of the educational programs available. Each right carries an equal responsibility for both the institution and the student.



Applicable Laws & Policies:

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) ▶

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of the student's permanent educational records. Details of this act and the college's related policies may be found in the current Colorado Mountain College catalog.

- ▶ FERPA gives students certain rights with respect to their education records.
- ▶ Students have the right to inspect and review their education records maintained by the school.
- ▶ Students have the right to request that a school correct records they believe to be inaccurate or misleading.
- ▶ Generally, schools must have written permission from the student in order to release any information from a student's permanent education record. However, FERPA allows schools to disclose those records, without consent, to specified individuals and agencies (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Colorado Mountain College designates the following items as Directory Information: student name, dates of attendance, enrollment status, degrees and awards received, activity and sport participation, and major. The college will disclose any of those items without prior written consent, unless notified in writing to the contrary by the first official class meeting date of each term. This date is found in the college catalog. This notification of non-disclosure is good until rescinded, in writing, by the student.

Colorado Mountain College does not release lists of students for commercial use. The college does release lists of students, upon written request, to military recruiters in accordance to the Federal Solomon Amendment.

EQUAL EMPLOYMENT & EDUCATIONAL OPPORTUNITIES ▶

Colorado Mountain College is dedicated to the principle of providing equal opportunity with regard to all prospective and current students.

In addition, the college will continue to take positive steps to ensure nondiscrimination and an environment free of harassment on the part of all individuals associated with the college, regardless of race, ethnicity, gender, age, religion, and physical or mental disability.

The college will take affirmative action to ensure equal opportunity to students in all areas of student life including recruitment, admissions, financial aid, employment, facilities, services, and activities provided.

Colorado Mountain College will conduct an affirmative program of encouraging women, minorities and handicapped individuals to enroll in college provided courses and programs.

The college further assures that all educational decisions will be based solely on an individual's qualifications.

The college has instituted the following procedures to assure equal opportunity:

1. Active recruitment will occur in order to encourage women and minorities to enroll in the college. To this end, the nondiscrimination policy of the college will be emphasized in catalogs and in interviews with prospective students.
2. Admissions shall be without regard to race, color, religion, national origin, age, gender, or physical disabilities.
3. All scholarships, fellowships, loans and work-study program opportunities shall be administered without discrimination.
4. Curriculum requirements and credit requirements for graduation shall be set without regard to gender.
5. Regulations in college housing facilities shall apply equally to men and women.
6. Student organizations shall be encouraged to evaluate their programs to determine how well the needs of women and minority students are being met, and the degree to which women and minority students participate therein. If deficiencies are found, the organization will be encouraged to develop programs which will appeal to women and minority students.
7. The Campus CEO or designee, or the Campus Vice President/CEO or Director at each facility shall evaluate the status and functions of the various student organizations, to ensure that equal opportunity is given in student government to women and minorities, and that all students are provided with the opportunity to develop leadership skills, particularly women and minority individuals who may not have assumed such positions.

8. The Campus or Center Administration at each site shall compare the quality of the athletic and recreational programs provided for men and women students. Positive steps will be initiated to remedy any inequities which may be found in the programs.
9. Faculty advisors and Student Services personnel will encourage women and minority students to consider a wide range of occupations, not only upon admission, but also after graduation.
10. Placement services of the college shall not be made available to any employer who the college knows has been found by a federal or state agency to discriminate on the basis of race, color, religion, national origin, age, gender or disability.

Any student or potential student who believes they have been discriminated against with regard to their race, color, religion, gender, national origin, age, or physical or mental disability shall have direct access to the Affirmative Action Officer.

The Affirmative Action Officer will review all investigations of discrimination complaints and report said complaints to the President, including any corrective actions taken.

AMERICANS WITH DISABILITIES AMENDED ACT (ADAAA) ▶

In Accordance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans With Disabilities Act Amended Act (2009), Title II, Colorado Mountain College will implement procedures that ensure equal access to educational opportunities for all persons with disabilities. It is the student's responsibility to provide appropriate documentation of disabilities. Reasonable accommodations will be provided based on the college's evaluation of the documentation. With accommodations, students are required to meet the academic standards of the college.

If a student has a complaint about the college's lack of providing ADAAA accommodations, they are to contact the Central Services Student Affairs Office

STUDENT COMPLAINT PROCESS ▶

Colorado Mountain College has four categories of student-related complaints. This procedure is for the fourth (4th) category of complaint as listed below:

1st category:

Alleged violation of the student code of conduct

A faculty/student/staff member may lodge a complaint when a student violates the student code of conduct as listed in the CMC student handbook and catalog. The disciplinary (aka adjudication) policy is followed in this case.

2nd category: Grade appeal

Students have the right to appeal a final course grade if they think that the grade was awarded in a capricious manner. The grade appeal procedure is outlined in the student handbook and college catalog.

3rd category: Financial aid appeal

Students have the right to appeal financial aid decisions, including loan denial and financial aid suspension. The appeal process is outlined in financial aid brochures and appeal forms are available through the Financial Aid specialists or at the District Office.

4th category: All other student complaints

For student-initiated complaints including, but not limited to, CMC policies or processes, CMC staff/faculty behavior toward a student, etc. The following procedure applies to students lodging a complaint against a staff member, faculty member, or another student that is not related to grade appeal, financial aid appeal or violation of the student code of conduct.

Informal complaint process

Students are encouraged to resolve issues or concerns through the informal process. Students may, at any time, bypass the informal process and initiate the formal complaint process.


Special note of exception: If the complaint includes an allegation of sexual harassment, discrimination, or lack of providing ADAAA accommodations, the student is not limited to the timelines herein and may directly contact the EEOC Officer in the Central Services Human Resources Office, or the ADAAA Officer, who is in the Central Services Student Affairs Office respectively.

The goal of the informal complaint process is to provide information to the student that answers the student's questions and concerns and/or to come to a resolution agreeable to the student and the college.

1. The student discusses the complaint informally with the college employee. If the student determines that the complaint may be resolved more appropriately without the employee concerned being involved, the student may discuss the concern with the employee's supervisor.
2. To address complaints in a timely fashion, the student must begin the informal process within ten (10) working days of the latest incident.
3. If the student believes the discussion and any suggested resolution through the informal process did not provide a resolution, the student may file a formal complaint with the Campus CEO or designee.

Formal complaint process

If the student believes the decision offered through the informal process did not provide a resolution or the student chooses to bypass the informal process, the student may initiate the formal complaint process by filing a formal written complaint to the Campus CEO or their designee, or if the complaint is against the Campus CEO, to the College President. The formal complaint must be filed within ten (10) working days from the date the informal decision was offered to the student or of the latest incident.



Once a written complaint is submitted the Campus CEO or designee will have ten (10) working days to notify the complainant and respondent in writing identifying who will be handling the complaint, a non-retaliation mandate, and a copy of the submitted complaint form. The Campus CEO or designee establishes the investigation and hearing process including timelines and notifies the complainant and respondent thereof.

APPROPRIATE USE OF TECHNOLOGY POLICY STATEMENT ▶

Colorado Mountain College owns and operates a variety of technology and telecommunications equipment, systems, networks and resources which are provided for use by faculty, students, administration and staff in support of the programs and mission of the college, and are to be used only for education, instruction, administration, public service and other purposes related to the mission of the college. Commercial uses are prohibited.

Use of the college's technology and telecommunications resources is not a right, but a privilege, much like the privilege of using CMC libraries. All users of college technology resources are expected to use those resources in a responsible, ethical, efficient, and professional manner consistent with all applicable laws and policies. Violation of these policies may be grounds for loss of privileges, disciplinary action under other college policies, or legal sanctions under federal, state, and local laws.

Complete detail of the Appropriate Use of Technology Policy may be obtained through the Campus CEO or designee, or college counselor at your site.

DRUG AND ALCOHOL USE/ ABUSE PREVENTION PROGRAM ▶

Colorado Mountain College complies with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law). The college adopts the following drug and alcohol abuse prevention program:

1. Standards of conduct

Students and employees shall not engage in the unauthorized or unlawful use, possession, manufacture, distribution, or dispensation of alcohol and/or illicit drugs on college property or as part of college courses or activities. Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college property including residence halls or as part of college courses/activities.

2. Penalties that may be imposed by the college

Students and/or employees who violate the above standard of conduct will be subject to disciplinary action under employee and student disciplinary policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; suspension from college housing; expulsion from the college or termination of employment; and/or referral to authorities for prosecution.

3. Legal sanctions that may be imposed by law enforcement agencies

The unauthorized or unlawful possession, use, or distribution of illicit drugs or alcohol may subject the individual to certain penalties. The penalties include imposition of a citation and fine to a jail term. Any student or employee who is convicted of the unlawful possession, use of, or distribution of illicit drugs or alcohol is subject to criminal penalties under local, state, and federal law. The exact penalty assessed depends upon the nature and severity of the individual offense, and the municipality where the event occurred.

4. Health risks associated with use of illicit drugs and alcohol abuse

Health risks associated with drug and alcohol include, but are not limited to, malnutrition, brain damage, heart disease, pancreatic disease, cirrhosis of the liver, mental illness, death, low birth weight babies and babies with drug addictions.

5. Available counseling, treatment, rehabilitation or re-entry program

Counseling, treatment, rehabilitation, or re-entry program information can be procured from the Campus Vice President/CEO or designee at each site.

TOBACCO POLICY ▶

Colorado Mountain College has a responsibility to its employees and students to provide a safe and healthful environment. CMC has initiated a tobacco use policy that specifies:

Each campus and center will identify designated smoking areas. Smoking will be limited to these designated areas only. All smoking areas shall be clearly marked with signs. For more information on designated smoking areas, please contact student services or the Assistant Vice President of Student Affairs, Dr. Mark McCabe.

The Summit Campus is tobacco free. This means the use of tobacco products is prohibited at the Summit Campus and Dillon Center.

SEXUAL HARASSMENT POLICY STATEMENT ▶

All Colorado Mountain College students have a right to work and to learn in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

1. is made either explicitly or implicitly a term or condition of an individual's educational status or employment;
2. is used as a basis for educational or employment decisions affecting such individuals; or
3. has the purpose or effect of interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or working environment.

The college recognizes its responsibility to make every effort to maintain a work and educational environment free of sexual harassment and/or intimidation. For purposes of these regulations, examples of conduct that may constitute sexual harassment and are outside the standards of acceptable conduct include, but are not limited to:

1. Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
2. Request or demands for sexual favors. This includes subtle or blatant expectation, pressures, or requests for any type of sexual favors accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment or educational status.
3. Verbal abuse or kidding that is sex-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment), off-color jokes that are clearly unwanted or considered offensive by others, or any other tasteless, sex-oriented comments, innuendoes, or offensive actions.
4. Any sexually oriented conduct that would unreasonably interfere with another's educational experience.
5. Participation in fostering a work or educational environment that is generally intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.

Students of Colorado Mountain College who believe they are the victims of sexual harassment shall have direct access to the Campus CEO or designee, or the Affirmative Action Officer.

The complaints will be reviewed and investigated through the Affirmative Action Officer. For additional information concerning procedures, contact the Campus CEO or designee, or a college counselor.

SEXUAL AGGRESSION ▶

The college recognizes its responsibility to make every effort to maintain a safe work and educational environment. Students are strongly encouraged to exercise reasonable caution in insuring their personal safety, including, but not limited to, locking residence room doors, not leaving exterior residence hall doors propped open, not allowing strangers to enter the residence hall unattended, not traveling alone in risky situations, and being cautious walking at night in areas of low lighting, concealing barriers or other isolated areas.

Students are urged to attend educational programs regarding sexual aggression, date/acquaintance rape, relationship violence, or other programs offered to heighten awareness or improve personal safety. In addition, information is provided by specific local victim advocacy agencies.

In the event of a sexual aggression, date/acquaintance rape, or violent/inappropriate relationship incident, students should inform a college staff person as soon as possible following the event. The Campus CEO or designee, college counselor, Student Life Coordinator, and/or the Assistant Coordinator of Student Life will be notified immediately. The staff member(s) contacted may contact local mental health or advocacy agencies to support the alleged victim. Students will have the opportunity to notify the law enforcement authorities and be assisted by college personnel in this process.

The victims' academic living situation can be changed as mutually agreed upon by the victim and college staff assisting the adjudication process.

STUDENT RIGHTS IN THE CLASSROOM ▶

1. Students have the right to inquire, to discuss, and to express their views by orderly means that do not infringe upon the rights of others or impede the progress of the course.
2. Students have the right to expect that instructors will conduct themselves professionally in the classroom in accordance with college policy.
3. Students have the right, through a printed syllabus and course outline, to be informed of the academic standards expected of them in each course. Academic standards shall include, but are not limited to, class participation requirements, objectives to be achieved and grading criteria that will be applied to a particular course of study.
4. Students have the right to be protected through established procedures against prejudiced or capricious academic evaluation. Students have the right to be evaluated on their academic performance and course requirements defined in the syllabus, in established program expectations, or in the student code of conduct, and not on their opinions or conduct in matters unrelated to academic standards. Students may appeal a grade through the official CMC grade appeal procedure.

Student Rights & Responsibilities:

5. Students have the opportunity, through established institutional mechanisms, to assess the value of a course, services, facilities and equipment. Students have the right to make suggestions as to the course's direction and to evaluate both the instructor and the instruction they have received.
6. Students have the right to privacy. Personal or scholastic information about students shall be considered confidential and shall not be disclosed to others except in accordance with college policy, Colorado State Open Records Act, the Family Educational Rights and Privacy Act, and Freedom of Information statutes.
7. No qualified individual with a documented disability shall, by reason of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by such entity.

STUDENT RESPONSIBILITIES IN THE CLASSROOM ▶

1. Students have the responsibility to inquire about course requirements if they do not understand them or are in doubt about them.
2. Students have the responsibility to maintain standards of academic performance established for individual courses and for programs of study.
3. Students have the responsibility to initiate an investigation if they believe their academic rights have been violated. (See Grade Appeals Procedure)
4. Students have the responsibility to learn the content of any course of study.
5. Students with a disability have the responsibility to request accommodations and services, if desired, from the Disability Services Coordinator.
6. Students have the responsibility to act in accordance with commonly accepted standards of academic conduct:

Free discussion, inquiry and expression are encouraged in class. Classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of students to benefit from the instruction is not acceptable. Examples may include routinely entering class late or departing early; use of beepers, cellular phones, or other electronic devices; repeatedly talking in class without being recognized; talking while others are talking; or arguing in a way that is perceived as crossing the civility line. If a student legitimately needs to carry a beeper/cellular phone to class, prior notice and approval by the instructor is required.

STUDENT RIGHTS AND RESPONSIBILITIES OUTSIDE THE CLASSROOM ▶

1. Outside the classroom, students have the right to discuss and express by orderly means any view in support of any cause, providing it does not disrupt the operation of the institution or infringe on the rights of other members of the college community, subject only to reasonable time, place, and manner restrictions.
2. Students have the right to be free from discrimination based on the College's affirmative action policy.
3. Students have the responsibility to appreciate and respect the diverse population of campus.
4. Students have the responsibility to resolve issues that affect their academic performance and the right to seek assistance in resolving those issues.
5. CMC and the department of Residence Life are committed to creating a community environment where residents develop a high standard of behavior and personal values. Being a member of such a community is a difficult task but one that individuals are capable of achieving if the following guidelines are maintained:
 - Respect and tolerance for the rights and dignity of others;
 - Respect for the rights and needs of the CMC community to develop and maintain an atmosphere conducive to academic study and personal development;
 - Willingness to assist others in need of support, guidance, or friendship;
 - Respect for federal, state, and local laws and ordinances;
 - Respect for the policies and procedures established by CMC for the well-being of the college community, as well as respect for those given the authority to administer them;
 - Respect for the individuals and resources of the local neighborhoods and communities in which we reside.

Academic Policies & Requirements:

All academic policies and regulations concerning the following can be found in the current Colorado Mountain College catalog: grading system, incompletes, audits, credits, withdrawal, repetition of courses, course load, attendance, degree requirements and academic standards. See Students Services Counselors and Campus Administration for more details in these areas.

ACADEMIC EXPECTATIONS ▶

In order to encourage and foster academic excellence, the college expects students to conduct themselves in accordance with generally accepted norms of scholarship and professional behavior. Because of this expectation, the college does not condone any form of academic misconduct. Academic misconduct includes but is not limited to plagiarism, cheating, fabrication, and knowingly or recklessly encouraging or making possible any act of plagiarism, cheating or fabrication.

Academic misconduct is an unacceptable activity in scholarship and is in conflict with academic and professional ethics and morals. Consequently, students who are judged to have engaged in some form of academic misconduct shall be subject to: (1) a zero or an "F" on the work in question; (2) other academic penalties as outlined in the instructor's course requirements and expectations; (3) disciplinary action, or (4) any combination thereof.

Generally, a student's intentions will not be the primary consideration in the determination of whether academic misconduct has occurred. A student's intentions will usually be considered only during the process of deciding on the appropriate sanctions or penalties.

Plagiarism is the act of appropriating another person's written, artistic, or musical composition, or portions thereof, or ideas, language or symbols, and conveying the material as the product of one's own mind, without giving credit to the originator.

Regarding written work in particular, direct quotations, statements which are the results of paraphrasing or summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of identification shall be used to indicate all direct quotations.

As long as a student adequately acknowledges his/her sources and there is no reason to believe that the student has attempted to pose as the originator, the student will not be charged with plagiarism even though the form of the acknowledgment may be unacceptable to the instructor.

Cheating is the act of using or attempting to use, in 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, calculators, copying from or conversing with others during an examination (unless such external aids are permitted by the instructor); having another person do research, write papers, or take examinations for someone else. The submission of large portions of the same work as part of the academic work for more than one course can be considered cheating unless such submission is permitted by the instructor.

Fabrication is 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; or knowingly attributing material to an incorrect source.

ACADEMIC STANDARDS ▶

Each semester, the Registrar reviews the academic performance of students who have declared program (major) intent. This review determines the student's academic status.

Students with a declared program intent and who have completed six or more hours in the semester under review and have earned a cumulative grade point average of 3.5 to 3.99 are admitted to the Dean's Honors List. Students meeting the above criteria with a 4.0 cumulative grade point average are admitted to the President's Honors List.

Students who have attempted 12 or more hours at Colorado Mountain College and have earned a cumulative grade point average of 1.0 to 1.99 are placed on academic probation. Probationary status remains for the next semester of enrollment.

Students who are placed on academic probation have one semester of enrollment to bring their cumulative grade point average up to at least 2.0. If, at the end of the next term of enrollment, the student's cumulative grade point average is not 2.0 or better, he or she will be placed on academic suspension.

Students who have attempted 12 or more hours at Colorado Mountain College and who have earned a cumulative grade point average of less than 1.0 will be placed on academic suspension.

Students placed on academic suspension have a right to appeal the suspension. Please contact the registration office at your site for instructions related to the appeal. Usually, suspensions remain for at least one semester. Students suspended for academic reasons must, even after one semester, appeal in writing for reinstatement prior to the semester they are requesting permission to attend.

Letters of appeal should explain any circumstances which adversely affected the past academic record, any current considerations related to performance or reason for appeal, and future academic intentions and goals. Please include a current address and telephone number. Students appealing will be notified of the outcome of the review by the Chair of the Academic Standards Committee at your site.

GRADE APPEAL PROCEDURES ▶

Colorado Mountain College recognizes the faculty members' right and responsibility to award a fair and impartial grade. Likewise, the college recognizes the importance of the grade received by the student and the student's right to have the evaluation system be fair and equitable. An appeals process has been put in place for students questioning their grades.

Students may appeal the grade assigned if they think that the grade was awarded in a capricious manner. Capricious grading is defined as one or both of the following:

1. The faculty member used criteria other than performance in the course.

2. The standards used to assign the final grade deviated substantially from the standards announced and/or were not uniformly applied to others in the class.

Please note, simple disagreement with the subjective judgment of the instructor does not support the charge of capriciousness.

Students wishing to appeal a grade must discuss the grade assignment with the instructor. If the matter is not resolved, a written notice of appeal must be submitted to the Dean/Director of the Colorado Mountain College campus center that offered the class. This notice of appeal must be received within 30 days after the first day of classes for the following term.

Student Code of Conduct & Adjudication Process:

Students are subject to the same federal, state, and local laws as non-students and are the beneficiaries of the same safeguards of individual rights. As members of the academic community, students are expected to conduct themselves in a reasonable manner. Students should at all times try to promote a sense of cooperation and work to build an atmosphere that will be most conducive to the goals of higher education.

Members of the college community shall recognize the authority of the college to publish and maintain its own set of rules and regulations. It is the responsibility of all members of the college community to make themselves aware of the rules and regulations of the institution and comply with those rules and regulations.

All members of the college community, while on and off campus are expected to comply with college rules and regulations. The conduct listed below is not compatible with the college's mission, is considered misconduct, and is subject to sanctions as set forth below. The college may impose sanctions for misconduct on college-owned or -controlled property, misconduct at off-campus activities or functions sponsored or supervised by the college or recognized student organizations, or misconduct at other off-campus locations that adversely affects the college community or the pursuit of its objectives.

Specific acts that are not in accordance with the CMC Code of Conduct include:

1. Plagiarizing, cheating, and/or facilitating violations of reasonable standards of academic behavior. Matters relating to academic standards and achievement fall within the responsibility of instructional staff.

Examples of the above may include but are not limited to:

- a) Copying, writing, or presenting another person's information, ideas, or phrasing without proper acknowledgment of their true source.
- b) Using a commercially-prepared term paper or project.
- c) Copying information from the test of another student.

- d) Using unauthorized materials during an examination.
 - e) Obtaining illegally or attempting to obtain unauthorized knowledge of a test.
 - f) Giving or selling to another student unauthorized copies of tests.
 - g) Taking a test in place of another student or having someone take a test in his/her place.
 - h) Unauthorized collaboration between two or more students on a test, paper, project, or activity.
 - i) Forging, altering, or misuse of academic materials, documents, records, forms, or instruments.
2. Theft or abuse or misuse of information technology, e.g. computer, computer time, electronic mail, voice mail, telephone or fax, including but not limited to:
 - a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - b) Unauthorized transfer or distribution of a file.
 - c) Unauthorized use of another individual's identification and password.
 - d) Use of information technology to interfere with the work of another student, faculty member, or college official.
 - e) Use of information technology to send obscene or threatening messages.
 - f) Use of information technology to interfere with normal operations of the college's systems.
 - g) Any violation of the college Appropriate Use of Technology Policy (listed earlier in this document).

3. Disruption or obstruction of teaching, research, administration, disciplinary procedures, and other college activities, as well as unauthorized entry, use, or occupation of CMC facilities.
4. Forgery, alteration, falsification, or misuse of college documents, records, or identification provided to the college or to other agencies or educational institutions.

5. Physical abuse, which includes any action which is likely to be detrimental to the health, safety, and/or well-being of another, or psychological abuse which includes any action which unreasonably interferes with the psychological well-being of another (e.g., hazing, assault, harassment).
6. Sexual aggression, defined as any sexual contact/intrusion/penetration that is absent of or without consent by all parties. Examples include, but are not limited to:
 - a) touching another's genitals/breasts without their consent (through clothing or skin to skin contact);
 - b) having sexual contact/intrusion/penetration with someone who is incapacitated (one who is incapable appraising the nature of his or her conduct, e.g. from alcohol/drug usage);
 - c) continuing sexual activity after either party has made it clear, either verbally or by conduct, that they do not wish to have physical contact.
7. Stalking: A pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.
8. Sexual harassment, which includes but is not limited to non-consensual verbal or physical conduct related to sex which unreasonably interferes with an individual's work, educational, or social performance or creates an intimidating, hostile, or offensive work, educational, or social environment; or is a violation of an individual's privacy. (See the college Sexual Harassment Policy Statement listed earlier in this document.)

Sexual Misconduct. Sexual misconduct is any intentional sexual touching, however slight, with any object by a man or woman upon a man or woman without effective consent. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another or any other bodily contact in a sexual manner. Sexual misconduct also includes disrobing of another or exposure to another by a man or woman without effective consent.

9. Disorderly, indecent, or obscene conduct or expression.
10. Unlawfully discriminatory acts against or harassment of individuals due to race, color, religion, sex, sexual orientation, national origin, age, and or mental or physical disability.
11. Conduct that threatens or endangers the health, safety, or welfare of any person.
12. Intentional or reckless destruction, damage, abuse or misuse of college property or the property of others.
13. Theft or conversion of property or of service belonging to the college, members of the college community, or others.

14. Using, possessing, or storing firearms, explosives, or other dangerous weapons – instruments that are designed to, or could potentially produce bodily harm or destruction. This policy shall not apply to a police officer or peace officer authorized by the state or the Campus CEO or his/her designee. Weapons may include, but are not limited to BB guns, pellet guns, paint guns, martial art devices, brass knuckles, hunting knives, daggers, or similar knives or switchblades. Any instrument that is designed to look like a firearm, explosive, or dangerous weapon or that is used by a person to cause fear in or to harass another person is expressly included with the meaning of a firearm, explosive, or dangerous weapon.
15. Intentional initiation or circulation of any false report, warning, or threat of fire, bombs, or explosives.
16. Alteration, misuse of, abuse of, or damage to fire or other safety equipment.
17. Possessing, consuming, or distributing any alcoholic beverage; alcoholic packaging or paraphernalia; or, appearing while intoxicated as defined by state and local laws.
18. Illegally possessing, using, distributing, or manufacturing any narcotic, drugs, or controlled substance or drug paraphernalia, as classified by federal, state, and local laws or appearing while under the influence of any illegally-obtained narcotic, drug, or controlled substance. Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college property including residence halls or as part of college courses/activities.
19. Failure to comply with the verbal or written directions of college officials acting in performance of their duties. Failing to comply with contractual obligations with the college (such as behavioral contract, payment obligation/agreement, housing and food service agreement, etc.).
20. Leaving children or pets unattended or unsupervised in campus buildings or on campus grounds.
21. Influencing or attempting to influence any employee or any student enrolled in the college through the offering or acceptance of favors (included sexual), bribery, or any kind of threats.
22. Intentionally publishing or disseminating any written instrument, sign, picture, object, or verbal statement that impeaches the honesty, integrity, or reputation of another person, with knowledge or reckless disregard of its falsity.
23. Violation of any college policies, regulations, or procedures.

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24. Violations of federal, state, or municipal laws, or any other conduct not included above, which unreasonably or unlawfully interferes with the operations of the college, and the pursuit of its educational purposes and objectives or the rights of others; or which renders a person or organization unfit or unsuitable for continued association or affiliation with the college.
 25. Abuse of the student adjudication system, including but not limited to:
 - a) Failure to obey the direction of an adjudication body or college official.
 - c) Falsification, distortion, or misrepresentation of information before an adjudication body.
 - d) Disruption or interference with the orderly conduct of an adjudication proceeding knowingly without cause.
 - e) Initiation of an adjudication proceeding knowingly without cause.
 - f) Use of intimidation in an effort to discourage an individual's proper participation in, or use of, the adjudication system.
 - g) Attempting to influence the impartiality of a member or an adjudication body prior to and/or during the course of the judicial proceeding.
 - h) Harassment (verbal or physical) and/or intimidation of a member of an adjudication body or a student witness prior to, during, and/or after an adjudication proceeding.

- i) Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- j) Influencing or attempting to influence another person to commit an abuse of the adjudication system.

26. Aiding, abetting, or inciting others to commit any of the acts listed above.

Please note: Additional disciplinary policies may be in effect for select instructional programs. Please refer to these programs for specific information. Students in these programs do not in any way forgo their right to due process through the adjudication procedure.

Students may be required to withdraw from CMC for an extended period of time or indefinitely for failing to meet academic standards, to observe the standards of conduct or other CMC regulations, or to meet financial obligations to CMC.

Students may be held independently accountable to both civil authorities and to the college for acts which constitute violations of law and/or violations of college policies, regulations, or procedures. Disciplinary action will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are in process.

Adjudication Process:

PHILOSOPHY ▶

From the students' perspective, the adjudication process at Colorado Mountain College is designed to provide a learning experience that encourages growth and personal understanding of one's responsibilities and privileges within the college environment. From the college's perspective, the goal of the adjudication process is to balance an understanding and knowledge of students and their needs, with the needs of other students and the college community.

The aim of the college adjudication proceedings is to arrive at decisions that ensure that individuals assume full responsibility for their actions and that ensure the rights, freedom, and safety of all members of the college community.

Corrective and punitive actions by the college may be required if a student violates certain rules of conduct or if his or her actions may endanger the property or well-being of individuals or organizations. The college takes corrective actions so as to reorient students while protecting the college community.

The authority of the college to discipline students for violations of its regulations differs from the power of civil authority to deal with violations of criminal law. Adjudication proceedings in the college community are administrative rather than criminal in nature. The standard used in determining whether a violation occurred is "preponderance of information," which means it appears "more probable than not" that the incident occurred as alleged.

Students may be held independently accountable to both civil authority and to the college for acts that constitute violations of law and/or violations of college policies, regulations, or procedures. Disciplinary action will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are in process.

STANDARDS OF CONDUCT ▶

Students are expected to comply with all college policies and procedures at all times. Standards of conduct and rules and regulations are set forth primarily in the Colorado Mountain College Catalog, Student Handbook, and the Residence Hall Handbook. Students are expected to read all pertinent materials so that they may make informed choices about their actions. Ignorance of policies is not an acceptable excuse for violating them.

ADJUDICATION RECORDS ▶

Any student records or files produced by an adjudication officer/board become the property of Colorado Mountain College. They are maintained by student services staff and are not available to persons other than the student, except as provided by the Family Educational Rights and Privacy Act and Colorado Open Records Law.

CAMPUS ADJUDICATION PROCESS ▶

The process, in brief, consists of (1) a reported incident; (2) contact and notification of alleged involvement; (3) discussion between the accused student and a code of conduct officer; (4) examination of all relevant information; (5) decision determining involvement; and (6) application of sanctions, if appropriate.

1. Reported violation

Any student or staff member may report a violation of policy. The residence life department incident report form or Colorado Mountain College incident report forms are the most common methods for doing so. Security reports, police reports or any written statements are also acceptable as long as they are signed and specific.

2. Contact and notification

A staff member, after reviewing an incident report form, may determine that a meeting is required. In this case, an incident notification card or a letter will be delivered to the student(s) involved. Failure to comply with a request for a meeting will be considered in itself a violation of the student code of conduct.

3. Discussion/informal meeting with code of conduct officer

Whenever possible, decisions will be made by the hearing officer having the closest jurisdiction to the student(s) involved. Incidents occurring on a residential campus in student life areas (such as in the residence hall or food service) are typically handled by the Coordinator of Student Life. Other campus-wide incidents are typically handled by the Campus CEO or designee. The Campus CEO has final determination pertaining to jurisdiction.

4. Examination of the information

During the hearing/discussion, the student should be aware of his/her rights in the adjudication process. Students are ensured the following:

- a. Written notice to the student regarding the nature of the charges;
- b. The right to a fair and timely hearing before a hearing officer;
- c. The right to present witnesses on their behalf;
- d. The right to the assistance of any person of their choosing;**
- e. The right to appeal.

The Code of Conduct Officer will ask the accused to discuss his/her involvement in the incident in question. The intent of the discussion is to allow the Code of Conduct Officer to gather enough information to make a decision as to the student's involvement in the matter and the level of responsibility.

In most circumstances, enough relevant information is available to allow the Code of Conduct Officer to render a fair decision. In the event that an incident is complex or involves many students, additional meetings may be necessary to gather sufficient information.

**The student will be allowed to bring an advisor or observer of his/her choice and expense. Such advisor may be an attorney. The advisor is limited to counseling the student. The advisor may not act as a representative of the student or speak on the student's behalf.

5. Decision

Decisions regarding incidents and/or involvement will be based on a preponderance of information available, even if the student involved chooses not to attend the hearing. Once all relevant information has been presented, the Code of Conduct Officer will render a decision regarding whether it is more probable than not that the student violated the student code of conduct.

The Code of Conduct Officer will attempt to notify the student of the decision or the course of action in writing within five business days of the hearing. Any decisions or sanctions are in effect once the student is notified either in person or in writing.

6. Application of sanctions

If the student has admitted to or has been found guilty of violating college policies, the Code of Conduct Officer will also determine which sanctions are appropriate for that behavior (see Code of Conduct Sanctions). Students are advised that violations are cumulative in nature.

A sanction imposed by one campus is applicable at all sites college-wide. Decisions to alter a sanction within the terms of the sanction imposed may be adjusted by review of the primary site of desired future attendance with the site of the originating decision.

The Code of Conduct Officer has a wide range of sanctions that may be applied in cases where the student has been determined in violation of the student code of conduct or college policy. Sanctions may be assigned individually or in combination with other sanctions. Failure to comply with certain conditions, guidelines, or requirements may result in more severe disciplinary action.

Any record of prior conduct will be taken into consideration in determining sanctions. Sanctions are in effect from the time of notification, either in person or in writing. All college-imposed sanctions shall be confirmed in writing.



7. Appeal procedures

A student is entitled to one appeal of a decision rendered in an initial adjudication action. If an appeal is requested, suspension and/or expulsion shall not be imposed until the appeal procedures below have been completed unless an immediate or summary suspension has been imposed. Other mandated sanctions remain in effect during the appeal process and until such time as they may be reversed or modified. All appeals must be submitted in writing, and must be submitted to the appropriate appeal officer within the timeframe determined by the Code of Conduct Officer. The student must submit the appeal form and any additional supporting material to the Code of Conduct Officer within three (3) business days after receipt of the decision of the Code of Conduct Officer. If not filed within this defined timeframe, the student will forfeit his or her appeal opportunity.

The written appeal petition must clearly explain, in detail, the basis for the appeal. Basis for the appeal must address one or more of the following:

1. Whether appropriate adjudication procedures were followed.
2. Whether the sanction(s) imposed is (are) appropriate, reasonable, and just.

3. Whether the decision was supported by the evidence.
4. Whether all relevant information was available at the time of the original hearing.

The Campus CEO or their designee will serve as the appeals review body.

If the student fails to follow through with the above outlined process, the appeal opportunity will be forfeited.

8. Appeal decision

The appeals review body is charged with upholding the policies and procedures of the college and the rights of the students.

The appeals review body has the authority to uphold or overturn (and may modify) the initial decision. The Campus CEO or designee must ensure adjudication proceedings and decisions adhere to the college's policies and procedures.

All appeal decisions will be rendered to the student within five (5) business days of the conclusion of the review. All appeal decisions are final.

Sanctions for Misconduct:

The college seeks to ensure fair and equal treatment of students and recognized student organizations subject to disciplinary or academic sanctions and to impose similar sanctions under similar circumstances. Any record of prior conduct will be taken into consideration in determining sanctions. All college-imposed sanctions shall be confirmed in writing. A sanction imposed by one campus is applicable to all sites college-wide. Decisions to alter a sanction within the term of the sanction imposed may be adjusted only by review of the primary site of desired future attendance, and in consultation with the site of the originating decision.

CODE OF CONDUCT SANCTIONS ▶

Sanctions for violations of college policy by individuals or recognized student groups include:

1. College or residence hall warning:

A college or residence hall warning is an official notice to a student or recognized student organization that the conduct is in violation of college standards of conduct. The continuation of such conduct or actions may result in further disciplinary action.

2. Residence hall probation:

Residence hall probation is a period of observation and review of conduct during which the student must demonstrate compliance with college and Residence Hall Standards of Conduct. Terms of this probationary period will be determined at the time probation is imposed.

A written reprimand for violation of specified regulations will be given. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any college or residence hall standards of conduct during the probationary period. Individual violations are considered on a cumulative basis.

3. Residence Hall Suspension:

Residence hall suspension is the separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for application and readmission to the residence hall may be specified.

Students suspended from the residence hall will typically have up to 72 hours from the moment of the incident or decision to vacate his or her residence, unless the severity of the incident or related issues mandate a more prompt departure. Residence hall suspension may or may not include exclusion from the residence halls and/or revoking of cafeteria privileges. Residence hall suspension results in the loss of all room and board charges, plus the security/damage deposit. Sanctions may also exclude the student from residential, dining, and/or student life areas of the college, plus college-sponsored activities.

4. Residence hall expulsion:

Residence hall expulsion is the act of permanently terminating a student's college residence and/or campus boarding privileges. The student may also be prevented from returning to college premises. This sanction may be imposed in conjunction with additional college disciplinary action.

5. College disciplinary probation:

Disciplinary probation is a period of observation and review of conduct during which the student or recognized student organization must demonstrate compliance with college standards of conduct. Terms of this probationary period will be determined at the time probation is imposed.

A written reprimand for violation of specified regulations will be given. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating college standards of conduct during the probationary period.

6. College disciplinary suspension:

Disciplinary suspension immediately suspends the student's enrollment. The suspension may be for a specified period of time or for an indefinite period of time until stated conditions are met. The student may also be prevented from returning to college premises. This suspension is subject to a formal hearing.

7. Summary suspension:

Summary suspension is immediate suspension of a student's privilege to attend the college and all of its related functions. Summary suspension is appropriate when there is a reasonable cause to believe that the student has been involved in a code of conduct violation and the continued presence of the student on campus (1) presents a danger to the student or other members of the campus community, or (2) threatens to disrupt college operations or activities.

A student who has been summarily suspended may not attend classes, may not participate in any college activities, and may be excluded from college property.

The authority for summary suspension is vested in the Campus CEO or designee. The Campus CEO or designee may summarily suspend a student without a pre-suspension hearing. In the event of a summary suspension, the student will be afforded the opportunity within five (5) business days to have a suspension hearing before the Campus CEO or designee. At the suspension hearing, the Campus CEO or designee may determine that suspension of the student continues to be necessary pending the outcome of any campus adjudication process, or that suspension of the student continues to be necessary pending the resolution of the campus adjudication process to protect the student or other members of the campus community, or to avoid disruption of college operations or activities. A student subject to summary suspension remains entitled to participate in the campus adjudication process, and subject to the application of sanctions by that process.

8. College expulsion:

Expulsion is the act of terminating a student's academic program and the right to future enrollment. The student may also be prevented from returning to college premises. Expulsion is subject to a formal hearing.

9. Non-academic withdrawal:

In certain cases where a student's behavior or mental or emotional health may render him/her unfit for continued participation within the college community, the Campus CEO or designee, may require the student withdraw from the college. The college may require that certain conditions be met prior to allowing the student to be readmitted.

10. Loss of recognition:

Recognized student organizations may lose recognition after an administrative hearing before the Campus CEO or designee. This action deprives the organization of the use of campus resources, the use of the college's name, and the right to participate in college sponsored activities. This loss of recognition may be for a specific period of time or for an indefinite period of time or until stated conditions are met.

11. Fines:

In addition to restitution or other sanctions, a student may be assessed fines for violation of established standards of conduct or residence hall rules and regulations. Previously established and published fines may be imposed.

12. Restitution:

The student, group of students, or recognized student organization may be required to make payment to the college or to other persons, groups, or organizations for damages caused. Restitution includes compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary payment or material replacement.

13. Other sanctions:

For educational purposes, other sanctions may be imposed instead of, or in addition to, specific sanctions listed in this section. These include but are not limited to recommendation or requirement for counseling, work sanctions, restriction of privileges, establishment of mandatory behavioral conditions required as a condition of continuing enrollment and/or re-enrollment, or a special educational project designed to assist the student in better understanding the overall impact of his/her behavioral infraction.



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