

Colorado Northwestern Community
College
Student Handbook
2016-2017

Student Handbook

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Welcome to Colorado Northwestern Community College

Colorado Northwestern Community College is proud to provide a diverse and quality educational experience to each student who attends the school. Due to the small size of the college and its campuses, we can offer a wide range of educational opportunities that foster citizenship, engagement, and academic success. Whether a student is on-line, on-campus, or part-time, we are committed to supporting student's needs. Colorado Northwestern Community College ("the College" or "CNCC") provides this handbook with this goal in mind.

Introduction

This handbook is designed to provide students with the information they need to have a rewarding experience at CNCC. The foundation of the handbook provides basic information on the services that are provided for students and the standards and codes of conduct to which they are held as members of the student community. In addition, the College has a website and prepares a resource manual to provide specific information on a year-to-year basis. The website and/or Resource Manual should be referenced for contact information and more detailed information relating to services. Residential students will find a Resource Manual available in their rooms. Resource Manuals are available from Information Central on both campuses, the Learning Resource Centers, and each college satellite center. All documents are available on the CNCC website, and in digital, audio, or hard-copy print upon request.

Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee for any term or to promise that any specific process, procedures or practice will be followed or benefit provided by the College. The College reserves the right to modify, change, delete or add to the information in this book as it deems appropriate.

Mission Statement

The mission of Colorado Northwestern Community College is to enhance people's lives through education. To this end, CNCC will:

- Provide accessible, affordable, quality education in safe, rural, small-town environments;
- Prepare our students to achieve their educational, workplace, and personal goals;
- Offer educational programs that respond to evolving workforce environments;
- Offer excellent, two-year general education transfer degrees;
- Provide unique learning, leadership, and recreational experiences in the diverse natural environments of Northwest Colorado;
- Value and promote life-long learning;
- Value and promote diversity, including cultural and ethnic diversity, and diversity of thought and opinion;
- Provide holistic and broadly-based student support;
- Manage fiscal and overall resources to best serve institutional goals and responsibilities;
- Provide campuses and facilities with innovative technology;
- Continue to reach out to the Northwest Colorado community and beyond in order to create meaningful and mutually beneficial partnerships.

Vision Statement

CNCC will be the college of choice for students seeking place-based education in Colorado. We will take full advantage of the surrounding rivers, deserts, and mountains to enhance our curriculum and provide unique learning opportunities. Our recreational, cultural, and athletic activities will engage students and complement our classroom goals. Innovative teaching, outreach education, and continual assessment will ensure that our students have the skills to further their education, succeed at meaningful careers, and prosper in a complex and increasingly diverse world. Our partnerships with local business, industry, and government will serve as the engine for the economic and cultural development of Northwest Colorado.

Core Values as Educators

- Integrity and Honesty
- Diversity and Mutual Respect
- Compassion and Respect
- Learning
- Innovation and Creativity
- Collaboration/Teamwork/Inclusiveness
- Community Development
- Accountability

Diversity Statement

Colorado Northwestern Community College derives strength from diversity. The College recognizes and affirms difference and variety as integral to an inclusive representation of humanity, especially in such areas as color, race and ethnicity, educational and political philosophy, sex, gender, sexual orientation, religion, age, geographic origin, and physical, mental, and sensory capabilities. Students, staff, administration, and faculty serve as mirrors and models for each other in order to reflect and nurture a healthy, pluralistic environment.

Title IX and Sexual Misconduct

Title IX regulations state that no person shall, on the basis of sex be excluded from participation in or be subjected to discrimination under any education program or activity operated by a recipient that receives Federal financial assistance. Title IX protects students from sexual harassment and misconduct in educational programs or activities operated by recipients of federal funding. The protection against sexual harassment and misconduct derives from the general prohibitions against sex discrimination contained in the Title IX. The College must take remedial action if a designated agency official finds that a recipient has discriminated against persons on the basis of sex in an education program or activity. The remedial action taken shall overcome the effects of such discrimination. Instances of believed sexual misconduct are to be reported for investigation using the incident/compliant process outlined in this handbook and available at cncc.edu

The College has a designated Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Janell Oberlander (VP Student Services/Craig Campus) at 970-824-1102 or janell.oberlander@cncc.edu

Non-Discrimination Statement

CNCC 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 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. CNCC will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Students can contact directly 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.

Handbook Provisions Subject to State and Federal Policy and Regulation

This Student Handbook (Handbook) contains pertinent information affecting students, current through the date of its issuance. To the extent that any provision of this Handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President's Procedures (SP's), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Students are expected to be familiar with and adhere to the BPs, SPs as well as College directives, including but not limited to the contents of this Handbook.

To access BPs and SPs, see <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>

Student Services

Colorado Northwestern Community College provides its students many opportunities and services in order to ensure success in attaining their educational goals. This list provides a description of the student services offered by CNCC and ways to get involved in the CNCC community. For specific contact information, please reference the College Resource Manual and website.

Safe Campus Program

In order to maintain a safe living, working, and learning environment, CNCC has developed the Safe Campus Program. The program entails having a Safe Campus Office, contact persons, emergency procedures, and services. All concerns related to a person's health, safety, and well-being should be directed to the Safe Campus Coordinator. Notify the Safe Campus Coordinator if you witness or want to report a crime that has occurred or any other safety-related issues.

Services provided by the department include building security, locks and keys, campus patrols, staff/student escorts, motorist assistance, parking permits, emergency operations, incident reporting, investigations, maintenance of the lost and found, and engraving services to deter theft of items.

Safety and Assistance for Persons with Disability

Safety of all persons is the top priority of the Safe Campus Office. Persons with disabilities may have special needs and challenges. Persons with a disability that may require assistance are asked to inform the Safe Campus Coordinator and discuss options for a plan that can include volunteer assistance from faculty and staff and assistance to safe evacuation areas outside of the buildings in the event of an emergency.

Academic Advising

Being a student-centered community college, we believe that providing student support by advisors is paramount in fostering success for each individual. Along with the student's assigned faculty advisor, the Career Counseling and Advising Office is available every day offering one-on-one guidance. Regular meetings with an advisor best prepares each student to accomplish the requirements needed to achieve their career and academic goals. CNCC's academic advisors provide:

- Career guidance
- Semester schedule planning
- Course and program information
- Course sequencing and prerequisites
- Support for academic achievement
- Transfer coordination
- Referrals to faculty for specific program information
- School transferring planning
- Course evaluation for graduation
- Accommodations for disabilities

Personal Support Services

CNCC is dedicated to Student Success which includes not only academic success but also enhancing self-esteem and positive emotional development. Support staff is available and staff work with students to determine how to provide the support they may need. Our mission is to provide confidential and quality academic and career advising, and limited personal mentoring that can help facilitate counseling to a diverse population of students. Services include:

- Monitoring Counseling needs and Crisis Intervention
- Career Counseling
- Accommodations and Disability
- Accuplacer Testing/Placement Testing
- Academic Success Measurement
- Mediation

Learning Support Services

Learning Support Services offer academic help for all CNCC students. These learning services are free to CNCC students. Tutoring is available for all courses taught at CNCC. Due to the small student body, students are asked to meet with the Learning Support Center Director to schedule tutoring and find out when and what type (personal verses computer) of services can be made available. Services are provided by the Gateway Centers on both campuses.

Library

The libraries are being merged into the Gateway centers on each campus. Staff works to provide an environment for studying and access to services and resources that help students achieve their education, workplace and personal goals. The Library Centers feature:

- Online catalog and databases
- Books and periodicals
- DVDs and videogames
- Wireless access
- Study rooms and/or areas
- Media Equipment such as laptops, DVD players, scientific calculators and more
- One-on-one research
- InterLibrary Loans - at no cost to the student
- Statewide Courier Service

Information Technology Services

Information technology at CNCC is part local and part consortium. CNCC is part of the Colorado Community College System (CCCS) network which supports the entire 13-college consortium and provides a wide range of software for use and standards for hardware and access. Accesses to network resources are available to students through CNCC Crossroads, website, wireless, and campus computers. CNCC Crossroads is a Content Management System (CMS) that makes access to the various software tools available to students in a one-stop shopping portal. This portal provides access to email, Desire 2 Learn (D2L is a learning software platform used by classes throughout the College and CCCS), and financial information. Each student has personalized access. By virtue of the network capacity of the

CCCS system, standard information technology protocols are in place. Protocols include provision for user rights, network and internet access to all students, and network storage. Network access is available in a wireless and wired mode and can be made on personal and open terminals spread throughout the campuses and residence halls. The entire network system is firewalled and platforms for virus protection have been applied system wide. Students have a unique email address and the ability to communicate with their instructors and staff electronically through email and the D2L LMS. Students have open access to IT professionals allowing them the chance to ask questions and further their understanding of the system and their personal hardware and software.

Parking

Parking is available on each campus and next to the residence halls in Rangely. Rangely students are required to have a parking permit. Students and staff in Rangely can pick up a free Parking Permit from the Safe Campus Office in the Weiss building. CNCC parking permits are to hang from the back of the rear view mirror so that the permit number is facing the windshield.

Lost and Found

The Lost & Found department is located at the Safe Campus Office in the Weiss building on the Rangely campus and at Information Central on the Craig campus. Items can be turned into each respective office or may be left with Residence Life personnel in Rangely. A reasonable attempt will be made to return any lost item to its owner. Items will be stored for a minimum of 60 days. After 60 days property may be disposed of properly. For specific details see the CNCC web page or ask at the Safe Campus Office.

Identification and Key Cards

Students are required to have identification cards which double as key cards proving building access in Rangely. The Identification Card is the property of Colorado Northwestern Community College. This card provides access to buildings and facilities, is for use in the library, access to the cafeteria for those with meals plans. Students shall present their identification cards when requested to do so by authorized College personnel.

E-Mail

Each student is assigned an e-mail address along with an identification number (S#) after registering as a student in the Colorado Community College System. Students should use this e-mail address for all college-related business and check it on a regular basis.

Mail

In Rangely, each student is assigned a mailbox on campus. Information on the mailbox is available in the bookstore located in the Weiss Building. It is the student's responsibility to check their college mail on a regular basis.

Student Rights and Concerns

Civil Rights Concerns and Grievances

All employees and students at CNCC are expected to obey all civil and criminal laws and shall be subject to punishment for violation of the law in the same manner as other persons. Students who believe there has been a violation of their civil rights may contact the College's Title IX Coordinator to make a complaint and file a grievance. Such complaints shall be investigated and appropriate legal action taken.

Reporting a Concern, Incident, Grievance, or Hazard and/or Making a Complaint

Students may lodge a complaint or report a concern, incident, grievance, or hazard by communicating such with a College official (any viable form of communication will be accepted) or making a report via a web form on the College's website. Any College official (considered any person who is employed by the College) who receives a complaint, or knows of an incident or other concern, is to inform the Safe Campus Coordinator (any viable form of communication will be accepted), who will then submit the complaint or report the situation/incident through the reporting form on the College's Website. The reporting form feeds into a confidential database where all complaints, concerns, incidents, grievances, and hazards are logged and accessed by the Safe Campus Coordinator, Title IX Coordinator and Vice President of Student Services.

A complaint is, by definition, any issue a student has about any process or service provided by the College and/or incident or concern that should be reported to the College, and includes, but is not limited to anything from poor service of a College department, sexual misconduct, or a threat from another student. Each report is reviewed by the Safe Campus Coordinator, and the College authority that is responsible for handling such type of complaint, concern, or incident is confidentially notified as promptly as possible based on the circumstances. Each report is kept in an open status until the Safe Campus Coordinator has been informed as to how it has been resolved. It is the responsibility of the notified College authority to which the report is directed to determine what actions (if any) should be taken and report the outcome back to the Safe Campus Coordinator.

A team of individuals who have responsibility to know about complaints, concerns, incidents, grievances, and hazards and who are committed to keeping the information confidential, review the submitted reports regularly to ensure that each one is properly addressed and records are up date and reflect how the given report is handled.

Equal Employment Opportunity

CNCC provides equal employment opportunities to all applicants and employees based on job related criteria without reference to sex, gender, sexual orientation, race, color, national or ethnic origin, age, creed, religion, disability, veteran status, pregnancy status, or marital status.

Student Right to Know

As an institution of higher education that receives Title IV funds, Colorado Northwestern Community College provides the following information as a "Student's Right to Know." Students at CNCC have the right to be informed of basic consumer information such as: disclosures on equity in athletics, loan counseling, financial assistance, graduation and transfer-out rates, alcohol and drug abuse prevention, misrepresentation, campus security, and the Family Educational Rights & Privacy Act. Students may also

receive a paper copy upon request. Please see the website and/or Resource Manual for more information on the following:

- Non-Discrimination Statement
- Statistical Data
- Employee Directory
- Academic Program Information
- Family Educational Rights & Privacy Act (FERPA)†
- Financial Assistance and Eligibility
- Costs of Attendance
- Services for Students with Disabilities
- Requirements and Procedures for Withdrawing from CNCC
- Federal Student Aid Return of Funds
- Campus Crime Statistics and Sex Offender Information
- Drug Policy
- Alcohol Policy
- Athletic Program Participation Rates and Financial Support Data
- Accreditation of School and Programs
- Changes of Schedule
- Degree Verification
- Transparency Online Project (TOP)†
- CNCC Catalog
- Student Handbook
- Resource Manual

Parental Notification

Colorado Northwestern Community College views the education of each student as a cooperative partnership with students, parents/guardians, and the College. The College may deem it necessary to contact parents or guardians in cases involving students under the age of 18 who have been found responsible for violating campus policies.

Notification to Faculty

As stated previously, CNCC views the education of each student as a cooperative partnership. Final outcomes concerning judicial cases may be given to each student's faculty advisor. Faculty advisors are encouraged to speak with each student concerning their discipline record and how this record may be impacting their academic progress.

Student Records

All judicial records fall within the College's interpretation and guidelines as established by the Family Educational Rights and Privacy Act of 1974. Further information regarding College policy on student records can be found in the most recent publication of the College Catalog. Questions and comments regarding this policy can be directed to the Registrar.

Family Educational Rights and Privacy (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended (sometimes referred to as the Buckley Amendment), is a federal law that protects the privacy of educational records of all students enrolled in schools beyond the high school level. Schools are required to maintain that privacy, primarily by restricting release of records and the access provided to those records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. To learn more about FERPA regulations, please visit the website and Course Catalog for more information.

Campus Life and Activities

CNCC has two campuses and several satellite centers. Due to small student populations, involvement of students in the campus community is very important to the College learning experience. The College believes that student involvement fosters student leadership skills, and helps prepare them for their future educational or workplace experiences.

Community Responsibility

Students are expected to obey all applicable laws, respect the rights, privileges and property of other members of the College community and visitors to the campus, and abide by all policies and regulations of the College. These expectations extend to respecting the dignity of all members of the College community, including visitors to campus, and understanding that any acts that denigrate an individual's sex, gender, sexual orientation, race, color, national or ethnic origin, age, creed, religion, disability, veteran status, pregnancy status, or marital status are not tolerated. Students should pay particular attention to complying with the directions of College officials and their authorized agents acting in the performance of their duties.

Students are expected to not do anything that will interfere with College operations or endanger the health, safety or welfare of other people or themselves. All students are responsible for the behavior of any guests they bring onto campus. If a student or their guests do not comply with College regulation and policy, the student hosting the guest, the guest, and/or any other students involved may be subject to fines, probation, dismissal from the College, and/or other action.

Student Government

Participation in Student Government allows students to have a chance to represent the concerns of the entire student body to the administration. Students elected to Student Government manage an activities budget and are responsible for promoting student involvement and enhancing student life. Student Government is responsible for many of the exciting activities that take place on campus. This organization provides the opportunity for students to develop leadership skills and connect to a larger body of community colleges and universities.

Spartan Times

The Spartan Times is the College's student-run newspaper. Working for the newspaper allows students to participate in all campus activities and act as a student voice. The Spartan Times is always recruiting and looking for student opinions and suggestions.

Outdoor Recreation

Experiencing the vast opportunities of living in a rural frontier area is one of the great options offered at CNCC. The Outdoor Recreational Program has a mission to provide a variety of quality recreational and educational outdoor experiences for all CNCC (Rangely, Craig, Meeker, & South Routt) students. Through these experiences, participants learn outdoor leadership skills and lessons, meet people with similar interests, and participate in sport activities they may never have dreamed of doing. The Outdoor Rec program is loaded with adventures for a variety of interests and ability levels. Students are encouraged to experience the unique outdoor opportunities of the area including:

Rock Climbing
Canoeing
Ice Climbing
Cross-Country Skiing
Spelunking

Whitewater River Rafting
Backpacking
Challenge Course
Camping
Rappelling

Snowshoeing
Mountain Biking
Downhill Skiing
Winter Mountaineering
Educational Skills Courses

Clubs

Students and programs are encouraged to form and maintain clubs to support and enhance student life and activities. There is funding available through Student Government and student activities to help establish, promote and maintain student clubs. Due to the size of the various campuses, the stability of clubs tends to vary and students should ask about which clubs are active. Long-term clubs are exemplified by the Aero Club, which promotes the flight program and provides aviation-based local community events, participates in various community service activities, raises money to support our NIFA precision flight team, and hosts the annual Wings Ceremony. Another club is the Student Member of the American Dental Hygienists' Association, or SADHA, which is a category of membership within the American Dental Hygienists' Association. ADHA is an association dedicated to the advancement and promotion of dental hygiene.

Some newer clubs include the Four Wheelers Club, which is a four wheel drive club in Craig, Colorado, that is a nonprofit organization dedicated to the advancement of vehicle oriented outdoor recreation; the Equine Club designed to promote education, safety, and welfare of horses and horsemanship; and the Rangely Rock and Ice Student Climbing Club. There are also interest groups such as the Campus Christian Fellowship, which provides a means for students to learn about the bible and worship on campus, and the Phi Theta Kappa Honor Society, for students with a 3.5 or higher GPA.

The Den

The Den is a student activities area which has a number of purposes. This student area has a game room, pool tables, and a kitchen, and it is used for dances and events. Students are encouraged to become involved with Student Government to help plan, design, organize, and implement improvements, programs, and activities in the Den.

Conduct Standards

Alcohol

Colorado Northwestern Community College is a dry campus. Use, possession, or presence of alcohol or alcohol paraphernalia is prohibited other than in the President's residence, apartments of faculty and staff living on campus, and as granted by the President for events catered by school food services.

Drugs

Colorado Northwestern Community College intends to comply with the Drug-Free Schools and Communities Act of 1989; as such, it is the policy of CNCC to provide an educational environment that is free of alcohol and drug abuse. The unlawful manufacture, possession, distribution and/or use of controlled substances, drugs, intoxicants, or stimulants is prohibited in/on College-owned or controlled property. Violations of this policy will result in disciplinary sanctions up to and including expulsion. Violations may also be referred to the proper authority for prosecution. The College reserves the right to enter student rooms in order to assist local authorities to enforce civil statutes. Detection of drug paraphernalia, marijuana odor, or a reasonable suspicion of drug use will subject a student to disciplinary action.

Health Issues Associated with Drug Use

Drug abuse refers to the use of natural and/or synthetic chemical substances for non-medical reasons. Drug abuse can affect a person's physical and emotional health and social life. Following are some commonly abused drugs with possible health effects.

Stimulants: These include amphetamines and cocaine that stimulate the central and peripheral nervous system and the cardio-vascular system, resulting in decreased fatigue, interference with sleep patterns and decreased appetite. Health risks include drug-induced psychiatric disturbances, strokes, and destruction of nasal tissue, bronchitis, skin ulcers, increased heart rate, and increased heart rate to cardiac fibrillation, heart attack and death.

Depressants: These include barbiturates, tranquilizers, and metaqualone ("soapers"). Possible effects include disorientation and loss of coordination. An overdose can cause coma or death. Depressants taken in combination with alcohol are especially dangerous.

Hallucinogens: These include lysergic acid diethylamide (LSD, aka "acid"). Health risks include drug-induced hallucinations and other psychiatric disturbances. Birth defects in user's children could also result. Overdose can result in psychosis episodes and even death.

Cannabis: These include marijuana and hashish. Chronic use can result in respiratory difficulties, bronchitis, impairment of heart contraction, impairment of fertility, increased rate of chromosomes breakage and acute memory impairment. Episodic use can result in panic reactions. As with alcohol, impaired perceptions and motor functions, and inability to carry out multi-step tasks, contribute to motor vehicle crashes and other trauma.

Narcotics: These include heroin, morphine, codeine and opium. Risks include infection, malnutrition, hepatitis and respiratory depression. Overdose can result in coma and possible death.

Inhalants: These include aerosol products, lighter fluid and paint thinner. Associated health risks include paralysis; damage to lungs, brain, liver and bone marrow; hallucinations; convulsions; coma; and death.

Federal Sanctions for Drugs

Under Federal law, the manufacture, sale, or distribution of all Schedule I and II illicit drugs (e.g., cocaine, meth-amphetamines, heroin, PCP, LSD, Fentanyl, and all mixtures containing such substances) is a felony.

- For first offenses, maximum penalties range from five years to life (20 years to life if death or serious injury is involved) and fines up to \$4 million for offenses by individuals (\$20 million for other than individuals).
- Penalties vary depending upon the quantity of drugs involved.
- Federal law also prohibits trafficking of marijuana, hashish and mixtures containing such substances.
- For illegal trafficking medically useful drugs (e.g., prescription and over-the-counter drugs), maximum prison sentences for first offenses range up to five years, and up to 10 years for second offenses.
- Federal law also prohibits illegal possession of controlled substances, with prison sentences up to one year and fines up to \$100,000 for first offenses, imprisonment up to two years and fines up to \$250,000 for second offenses.
- Special sentencing provisions apply for possession of crack cocaine, including imprisonment of five to 20 years and fines up to \$250,000 for first offenses, depending upon the quantity of crack possessed.

Medicinal and Recreational Marijuana Use

Colorado Northwestern Community College policy does not allow students to use, possess, transport, or sell marijuana or paraphernalia in or on its facilities or property. Medical and recreational Marijuana use is not permitted under Federal Law or recognized by the American with Disabilities Act (ADA), and its use in any form is not permitted on College property or during sponsored activities as a condition of compliance with Federal Law.

Fighting

No fighting of any kind is allowed on any College premise. Students who engage in this type of behavior are subject to College discipline and may be turned over to the police for further investigation and possible criminal charges.

Firearms, Weapons, and Explosives

Colorado Northwestern Community College prohibits the possession of firearms, weapons, or explosives on campus or College-owned property at all times in accordance with Colorado law (§ 18-12-105.5, C.R.S.).

The following are exempt from this policy:

1. Individuals who have been issued a valid permit to carry a concealed handgun in accordance with Colorado's concealed handguns statutes, § 18-12-201 et seq., C.R.S., and who are acting in compliance with the requirements of said Act;
2. Employees, only if the employee is:
 - a. Required to possess the firearm or weapon as a part of the employee's job duties with CNCC;
 - b. Using the firearm or weapon in conjunction with training received by the employee in order to perform the responsibilities of his or her job with the College; or

- c. Participating in an academic program sponsored by CNCC that requires the use of and provides weapons or firearms to participants, and such weapons or firearms are utilized only during teaching or supervising within the academic program;
3. Students, only if the student is:
 - a. Required to use the weapon as part of the students' job duties or schoolwork;
 - b. Required to use the weapon for student recreational purposes approved under the Student Handbook; or
 - c. Participating in an academic program wherein the firearms or weapons are provided by the academic program and utilized only during supervision by the program instructors;
4. Sworn and certified local, state, or federal law enforcement officers or contracted armored guards who carry proper identification;
5. Individuals granted permission at the discretion of the College President for specific purposes; and
6. Contractors and others on campus whose duties require possession and use of construction equipment, including, but not limited to, pneumatic nail guns, power or hand saws, etc., may possess and use such equipment only in performance of their job duties through a valid contractual or legal relationship with CNCC.

Colorado law prohibits the possession of dangerous or illegal weapons, which are defined as machine guns, firearm silencers, short shotguns or rifles, ballistic knives, gas guns, blackjacks, metallic knuckles, gravity knives, or switchblade knives (§ 18-12-102, C.R.S.). These are prohibited at all times on campus and College-owned property.

If persons without a concealed carry permit want to bring firearms or weapons to campus, they must immediately check them in with the Safe Campus Coordinator and put the firearm or weapon in lockup. Persons with concealed carry permits and personnel with the law enforcement agencies who have permits to carry firearms do not have to disclose this to the Safe Campus Coordinator upon arrival on campus. Persons without concealed carry permits who are discovered to have a weapon can be removed from campus.

The following are considered weapons, firearms, or explosives: fireworks, hunting rifles, shot guns, pistols, air guns, potato guns, swords, hunting knives, bows, M-80s, bottle rockets, or any device used to cause injury. If any person is found in possession of any of the above without authorization, such weapons, firearms, or explosives shall be confiscated and said person will be subject to disciplinary action.

Tobacco

CNCC is committed to providing a safe and healthy environment for its employees, students and visitors. In light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco are significant health hazards, it is the intent of the College to promote a tobacco free environment and smoking is only permitted outside of buildings on the Rangely campus and not at all on the Craig campus. Additionally, the use, distribution, or sale of all types of tobacco in College buildings, at events on College premises, any campus-sponsored events held at off-campus locations, or in College-owned, rented, or leased vehicles, is prohibited.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form. All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain enforced at all times. Violation of this policy may be cause for disciplinary action in accordance with employee and student disciplinary policies, or removal from campus in the case of visitors and contractors.

No tobacco-related advertising or sponsorship shall be permitted on CNCC campus property, at College-sponsored events, or in publications produced by the College, with the exception of advertising in a newspaper or magazine that is not produced by CNCC and which is lawfully sold, bought, or distributed on campus property. For the purposes of this policy, “tobacco-related” applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors, or any other indicia of product identification identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products. CNCC neither solicits nor accepts any grant, gift, or anything else of value from a manufacturer, distributor, or retailer whose principal business is tobacco products.

CNCC has information and provides services to help those students who wish to cease using tobacco products through its counseling center.

Sex Offenses

Incidents of rape, acquaintance rape, and other forms of sexual assault are not tolerated, are violations of Title IX and are considered serious violations of the Student Code of Conduct. All incidents of sexual violation and misconduct shall be handled through the disciplinary process and Title IX investigation, in addition to any legal actions in progress. Students must be aware of the policies and procedures so that they may act in an educated, responsible manner when dealing with sexually coercive and/or violent situations. Abusive sexual behavior within the College is harmful to both the learning environment and the sense of community the College seeks to foster. All members of the College community have the responsibility to refrain from any sexual misconduct. Any student who, either individually or in concert with others, participates in any of the following misconduct is subject to College discipline including suspension or expulsion. A student charged with assault, sexual or otherwise, whether the incident occurred on or off-campus, can be prosecuted under Colorado criminal statutes and/or disciplined, suspended, or expelled under the Code of Conduct and Title IX sanction.

Non-forcible Sexual Offenses

There are two types of non-forcible sexual offenses – statutory rape and incest.

- 1. Statutory rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent. In general, the statutory age of consent in the State of Colorado is 17 years old. *Any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:*
(d) At the time of the commission of the act, the victim is less than 15 years old and the actor is at least four years older than the victim and is not the spouse of the victim; or (e) At the time of the commission of the act, the victim is at least 15 years old but **less than 17 years** old and the actor is at least ten years older than the victim and is not the spouse of the victim.
- 2. Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Forcible Sexual Offenses

There are two types of forcible sexual offenses – sexual assault and rape. Furthermore, there are two degrees of sexual assault.

- 1. First degree sexual assault:** This includes, but is not limited to, physical and/or verbal abuse, threats of violence, actual nonconsensual or forcible oral intercourse, or attempted vaginal intercourse by a person(s) known or unknown.
- 2. Second degree sexual assault:** This includes, but is not limited to, forced sodomy (anal intercourse), forced oral copulation (oral-genital contact), rape by a foreign object (including a finger), sexual battery

(the unwanted touching of another person for the purpose of sexual arousal) and/or any unwanted fondling, kissing or groping. This also includes situations where the survivor is unable to resist due to alcohol or drugs, whether or not the substances were administered by the accused.

Rape: An act of violence, aggression, intimidation, and power, defined as:

1. Sexual intercourse against the will of the survivor accomplished by force, perception of force, intimidation, threats, or coercion where the complainant fears bodily harm if he or she does not submit.
2. Vaginal intercourse against the survivor's will, by person(s) known or unknown, without consent, when the survivor's will is overcome by fear, force, or intimidation that result from the threat of force, drugs, or alcohol administered without consent or being physically unable to communicate consent.

Consent

Consent is defined as informed, freely and actively given, mutually understandable words or actions, which indicate a willingness to participate in a mutually agreed upon sexual activity. When obtained through the use of force (actual or implied, immediate or future) whether that force is physical force, threats, intimidation, or coercion, there is not valid consent. The use of alcohol or drugs by the perpetrator is not an excuse for the violation of the sexual conduct policy. Intoxication of the assailant or survivor does not diminish the assailant's responsibility for the sexual assault or rape. To have sex with a person who is intoxicated is considered rape because a person under the influence of alcohol or drugs is unable to give informed consent. The survivor of sexual aggression is not required to physically or otherwise resist a sexual aggressor. Silence, previous sexual relationships, and/or current relationship with the perpetrator may not be taken as an indication of consent. A person who is under the age of 18, who is incapacitated or helpless by physical or mental illness, who is mentally or physically incapacitated as a result of drug or alcohol consumption, or who is unconscious or unaware, is incapable of giving consent. A person who knows, or reasonably should have known, that another is incapacitated by the use of drugs or alcohol, and engages in sexual activity with that person commits sexual assault or rape.

Sex Under the Influence

Students who choose to drink run the risk of impaired thinking and communication. Some individuals get themselves and their partner's drunk enough to let sex "just happen." Consensual sex requires sober, verbal communication free of threats or other coercion. College policy recognizes that someone who is drunk is unable to give consent. Remember that at least 70% of all sexual assaults involve alcohol; the use of alcohol can be a factor for the survivor, the aggressor, or both; and alcohol lowers inhibitions and impairs judgment, which can lead to a dangerous situation.

Awareness Programs

Special programs are held throughout the year on topics such as acquaintance rape, self-defense, and alcohol awareness. Contact the Department of Residence Life if there is a particular program that you believe students could benefit from and should be sponsored on campus.

Sanctions

Members of the campus community who participate directly or indirectly in a sexual offense are subject to a disciplinary hearing. Possible sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) include, but are not limited to, mandatory counseling, relocation, suspension, or expulsion.

Medical Attention after an Assault

If a survivor is so inclined, it is imperative that he or she seeks immediate medical attention. Physical evidence of a sexual penetration is compromised after 72 hours, at a maximum, and it is best to preserve evidence by having a SANE (Sexual Assault Nurse Examination) administered by a doctor within 48 hours after an assault. Preserving physical evidence is essential to any later criminal prosecution, and it is extremely helpful in campus adjudications. SANE results are sealed by the doctor and safeguarded by the police. Police will be notified when a SANE is administered. Clothing worn at the time of the assault should be placed in paper bags and taken to the hospital. Receiving medical attention is also important if it is possible the survivor has suffered internal injuries, or fears pregnancy or sexually transmitted diseases.

Reporting Procedures

If a sexual offense occurs, students may contact a local rape hotline, any member of the residence hall staff, campus security, or any faculty or staff member with whom they feel comfortable in order to receive support and information. Victims of sex crimes are encouraged to officially report such offenses to the Title IX Coordinator. Students also have the option of notifying the local police at 911 and will be assisted by the College in notifying proper law enforcement authorities if so desired.

Academic or Residence Hall Changes

Initiating any academic or residence changes with the residence life staff is fully confidential and voluntary on the survivor's part, as is seeking disciplinary action.

Rape Trauma Syndrome (RTS)

Rape Trauma Syndrome (RTS) is an acute stress reaction to the threat of being killed or of being seriously injured, resulting from either a completed or attempted sexual assault. Not all the reactions encompassed by RTS are experienced by each survivor; rather, RTS represents a range of possible reactions. RTS reactions vary from person to person. RTS has two major phases: the immediate or acute phase in which the survivor's lifestyle is completely disrupted, and the long-term phase in which the survivor must recognize this disrupted lifestyle. Characteristics of the first phase include shock, disbelief, sleeping and eating pattern disturbances, difficulty in concentrating, fear, shame, guilt, mood swings, lack of self-esteem, and flashbacks to the incident. The reintegration is aided by support from friends, relatives, and others in the survivor's environment.

Pertinent Federal Legislation

The federal law prohibiting sex discrimination in educational institutions is Title IX of the Educational Amendments Act of 1972. Sexual violence is viewed under the law as an extreme form of hostile environment/sexual harassment and must be addressed. The *Student Right to Know and Campus Security Act* 1990 was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and in 1998 (Clery) to expand the reporting requirements and in 2000 and 2008 to added provisions dealing with registered sex offender notification, campus emergency response and provisions to protect crime victims, "whistleblowers", and others from retaliation. Campus Sexual Assault Victim's Bill of Rights, part of the Higher Education Amendments of 1992 provided victims of sexual assault on campus certain basic rights including protections that are intended to help the survivor of sexual assault by requiring colleges to report accurate statistics regarding sexual assaults and rapes. Additionally, if the assault or rape is reported, the survivor can choose to pursue disciplinary action on campus without needing to file charges with the police.

Note: The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and

Note: Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought alleging sexual assault.

Prevention

It can be difficult to discuss sexual expectations with someone – especially when it is early in a relationship. However, both parties must take the responsibility to prevent rape. Although no single method will make someone immune from rape or assault, there are steps parties can take to avoid potentially damaging situations. Consider the following:

- Get to know a partner and discuss sexual expectations before intimacy. Don't let sex "just happen."
- Clearly communicate desires and limits. Don't make assumptions.
- Avoid excessive use of alcohol.
- Be assertive. If you say "no," say it clearly.
- Listen to what the other person has to say. Being told "no" is not a rejection of oneself as a person. It is correct to say "no."
- Pay attention to nonverbal actions and the actions of a partner.
- Accept a partner's decision. Don't try to coerce or manipulate.
- Understand and accept that a person is responsible for their behavior and choices.
- Trust one's instincts. If it seems wrong, get out of the situation immediately.

Sexual Harassment

Colorado Northwestern Community College reaffirms the principle that its students, faculty, and staff have a right to be free from sexual discrimination in the form of sexual harassment by any member of the academic community. Any unwelcome sexual advances, requests, or demands for sexual favors and other physical, verbal, or visual conduct of a sexual nature constitutes sexual harassment when:

1. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment;
2. Submission to or rejection of such conduct by an individual is used as the basis for activity involvement, employment, or academic decisions affecting the individual;
3. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's activity involvement, employment, or academic program. The College's policy on Sexual Harassment includes, but is not limited to, the following behaviors:
 - a. Verbal – such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments, obscene phone calls or voicemail, and threats and demands to submit sexual requests as a condition of continued employment or academic advancement, or to avoid some other loss, and offers of preferential treatment in return for sexual favors and/or retaliation for having reported or threatened to report harassment.
 - b. Non-verbal/Visual – such as derogatory and/or sexually-oriented posters, photographs, cartoons, drawings, e-mail messages, text or multimedia messages, or gestures.
 - c. Physical – such as assault, unwanted touching, blocking normal movement or interfering with activity, work, or study. Individuals who believe they have been sexually harassed may obtain redress through the established informal and formal procedures of CNCC. Complaints about sexual harassment will be responded to promptly and equitably. The right to privacy of all members of the academic community will be respected in both informal and formal procedures. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. Students should bring instances of harassment to the attention of the Title IX Coordinator.

Formal complaints regarding current students may be resolved through the campus judicial system, off-campus law enforcement channels, or the Office for Civil Rights. Avenues for informal resolution can be explored by reporting the incident to appropriate College officials. An individual found to be responsible for sexual harassment is subject to disciplinary action for violations of this policy consistent with existing procedures.

Student Harassment

The College seeks to create and maintain an academic environment in which all members of the community are free of harassment based on sex, gender, sexual orientation, race, color, national or ethnic origin, age, creed, religion, disability, veteran status, pregnancy status, or marital status. Every member of the community should understand that attitudes of condescension, hostility, role stereotyping, and social or sexual innuendo weakens the health of the community. Harassment destroys opportunities for students to develop strong, positive self-concepts and a sense of self-confidence. Additionally, persons who harass others compromise their own integrity and credibility. Consequently, no form of harassment will be tolerated on our campus.

Harassment

Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with activity involvement, work, or study effectiveness. Forms of harassment include, but are not limited to:

1. Verbal – such as suggestive comments, derogatory slurs off-color jokes, threats, and suggestive or insulting sounds. Verbal harassment also entails using the telephone to harass others. This includes, but is not limited to, unwanted phone calls, hang-ups, unwanted voice mail messages, obscene calls.
2. Non-verbal/ Visual – such as derogatory or inappropriate posters, pictures, cartoons, faxes, e-mails, or drawings, suggestive objects or pictures, graphic commentaries, leering, obscene gestures, and text and multimedia messages.
3. Physical – such as unwanted physical contact including touching, interference with an individual's normal activity, studying, work, or movement, and assault.

Hate Crimes

Hate crimes (e.g., harassment, assault, arson) are defined as offenses motivated by hatred against a victim or group of victims based on their actual or perceived race, gender, religion, sexual orientation, ethnicity, and/or disability. Hate or Bias Crimes are strictly prohibited. Failure to abide by this policy may result in suspension or expulsion from the College. Hate crimes include, but are not limited to, any unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with activity involvement, work, or study effectiveness. Furthermore, the unwelcome behavior is directed toward an individual or group based on the following:

1. Race, which refers to a group of people united or classified together on the basis of common history, nationality, or geographic distribution.
2. Gender, which refers to one's sexual identity, especially in relation to society or culture.
3. Religion, which refers to a personal or institutionalized system of beliefs, values, and practices based on the teachings of a spiritual leader and/or sacred text.
4. Sexual orientation, which refers to the gender of other adults to which an adult has feelings of sexual attraction.
5. Ethnicity, which refers to groups that consider themselves, and are regarded by others, as being culturally distinctive.
6. Disability, which refers to physical and/or mental handicaps.

Computer and Network Use

Network resources may not be used by any person without proper authorization. Computer and Network systems are for students and authorized CNCC guests only. Use priority is based on the need for access where education and administration are given first priority, and students have priority over guests.

This policy applies to all individuals utilizing computer and/or network resources. This refers to all computer and/or network resources whether individually controlled or shared, stand-alone or networked, and applies to all computer and computer communication facilities connected to the CNCC network accessed by residential students (ResNet). This includes desktop and laptop computers, workstations, mainframes, mini and netbook computers, smart phones, tablets, and associated peripherals, software, and information resources, regardless of whether used for administration, research, teaching, or other purposes. Users will be required to accept the agreement via the Campus Manager; if the user's machine has no virus protection, that machine will be put in remediation until that issue is resolved. If end users decline to accept the Campus Manager agreement, the user will not be able to use the ResNet. This registration process will need to be renewed every 7 days to insure no viruses have been downloaded to any computers on the ResNet.

This policy exists within the framework of the College's policies and state and federal laws. A user of computer and/or network resources who is found to have violated any of these policies will be subject to disciplinary action, including, but not limited to, loss of information resources privileges, disciplinary suspension or termination from employment or expulsion, and/or civil or criminal legal action. Any disciplinary action will follow applicable jurisdiction laws and practices.

Copyrights and Licenses

Computer users must respect copyrights and licenses for software and other on-line information. Copyright protected software shall not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Additionally, students shall respect all copyrighted information (including, but not limited to, text, images, music, video, icons, programs, etc.) retrieved from computer or network resources. Use shall be in compliance with applicable copyright and other law. Used material shall be properly attributed and inappropriate use shall be treated as plagiarism in the same way that other printed and reproduced material is protected.

Integrity of Information Resources

Computer users must respect the integrity of computer-based information resources. ResNet users shall not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

ResNet users shall not interfere with others' access and use of the College's computers. This includes, but is not limited to, the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a CNCC computer or network; and damaging or vandalizing CNCC computing facilities, equipment, software, or computer files.

ResNet users shall not intentionally develop or use programs which disrupt other computer users, access private or restricted portions of the system, or damage the software or hardware components of the system. ResNet users shall ensure that they do not use programs or utilities that interfere with other

computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this policy and may further lead to civil or criminal legal proceedings.

Unauthorized Access

ResNet users shall not seek to gain unauthorized access to information resources and shall not assist any other persons to gain unauthorized access. ResNet users of computer and/or network resources shall not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by CNCC. For example, abuse of the networks to which the College belongs or the computers at other sites connected to those networks will be treated as an abuse of CNCC computing privileges.

ResNet users who have been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of CNCC policy and may violate applicable law.

Computer users shall not use electronic communication facilities to intentionally send or access defamatory, fraudulent, harassing, obscene, threatening, or other materials that violate applicable federal, state, or other law, or which constitute the unauthorized release of confidential information.

Computer users shall not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

Computer users shall not release any individual's (student, faculty, and staff) personal information to anyone without proper authorization.

Computer users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

Computer and/or network resources may not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

Computer and/or network resources may not be used for commercial purposes. Users also are reminded that the ".edu" domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not appropriately within the those domains.

Nondiscrimination

All users have the right to be free from any conduct connected with the use of network and computer resources which discriminates against any person on the basis of sex, gender, sexual orientation, race, color, national or ethnic origin, age, creed, religion, disability, veteran status, pregnancy status, or marital status in any program or activity offered. No user shall use CNCC's network and computer resources to transmit any message, create any communication of any kind, or store information which violates any CNCC procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

Disclosure

Colorado Northwestern Community College reserves the right to monitor all use of its network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the College's network and computer resources, however, employees will exercise this right only for legitimate CNCC purposes, including, but not limited to, ensuring compliance with this policy and the integrity and security of the system.

Computer users must be aware of the possibility of unintended disclosure of communications and that information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

The Colorado Open Records Act includes certain computer transmissions in the definition of “public record” and nonexempt communications made on CNCC's network and computer must be disclosed if requested by a member of the public. Computer transmissions may be discoverable in litigation.

Student Conduct and Disciplinary Proceedings

Students of the College, in addition to being members of our academic community, are also citizens of local, state, and national governments. College students are expected to conduct themselves as law-abiding citizens of each community. College students are expected to conduct themselves in a manner that does not disrupt the normal processes of teaching, learning, research or the normal operation and administration of CNCC. Violating any of the following College regulations can be cause for discipline under the Student Code of Conduct after disciplinary proceedings.

Code of Conduct Violations

Ignorance of policies and procedures is not a valid excuse for violating the Code of Conduct or failure to follow up according to established procedures. It is the responsibility of each student to know to understand the Code of Conduct. Students are advised to read the Code of Conduct each year in order to be aware of change that may have occurred. Please be aware that changes to the Code of Conduct may happen during the year. If changes do occur, students will be given updated information regarding those changes.

College Policy Violations

- a. CNCC is a dry campus. The use, possession, or being in the presence of alcoholic beverages is prohibited except as stated otherwise in this Handbook;
- b. use, possession, presence, or sale of narcotics or dangerous drugs as defined by state and federal laws;
- c. participation in illegal gambling activities;
- d. use of any commercial product (e.g., cleaners, solvents, chemicals) for the purpose of intoxication;
- e. use and/or possession of fireworks, firecrackers, or dangerous chemicals; use and/or possession of firearms, knives with a blade larger than 3½ inches, dangerous weapons, hunting arrows, BB guns, air guns, or paintball guns;
- f. involvement in vicious or immoral conduct such as indecent exposure;
- g. involvement in sexual misconduct in or near a campus building or facility;
- h. misuse, abuse, theft, or destruction of College and/or student property;
- i. unauthorized possession, use, or sale of keys to College facilities;
- j. interference with fire safety equipment;
- k. the harassment, physical aggression or violence, or the use of real or implied threats against another person, in or near any campus property;
- l. smoking inside any building, stairwell, or within 25 feet of any College facility;
- m. failure to pay charges associated with his/her enrollment at the College;
- n. use of tobacco in violation of the College policy and/or inappropriate disposal of tobacco byproducts including but not limited to cigarette butts and chew spit.

Disorderly Conduct/Behavioral Issues

- a. Intentionally or recklessly causing physical harm to any person on CNCC property or sponsored event;
- b. disruptive behavior that is a result of alcohol or illegal substances;
- c. excessive noise;
- d. inappropriate behavior, tone of voice, gesture, or language directed towards a campus official;
- e. vandalism;
- f. lewd or indecent conduct;

- g. Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.
- h. failure to respond to conduct summons by the Judicial Officer or fulfill sanctions as assigned by the Judicial Officer;
- i. public nudity;
- j. unauthorized entry into a campus building;
- k. targeted violence or threat of violence to a particular individual or group;
- l. theft;
- m. purchase of alcohol and/or recreational marijuana for students underage of 21 by students over 21;
- n. any other act deemed by a College official to be disruptive or harmful to the well-being of the College community.

Residential Community Violations

- a. Personal possession and/or use of firearms in the residence halls (antique or modern) or other weapons is not permitted. College personnel reserve the right to determine what constitutes as a weapon.
- b. possession of animals or insects other than fish properly contained in an aquarium no larger than 5 gallons or service/guide animals;
- c. repair or storage of vehicles in parking areas;
- d. use and/or possession of appliances which have an open or exposed heating element;
- e. unauthorized possession, use, or sale of keys to College facilities;
- f. unauthorized guests in the residence halls, exceeding the visitation policy of five nights per semester;
- g. unauthorized entry into a student's room or campus building;
- h. behavior and/or hygiene related issues, over a period of time, indicating that a student is not able to adjust to the requirements of community living;
- i. violations of quiet hours as posted;
- j. movement and/or alteration of College property without the written permission of the Department of Residence Life;
- k. use of an open flame inside a residence hall room, hallway, bathroom, stairwell, and other building areas;
- l. failure to pay charges associated with his/her residence at the College;
- m. window screens removed from the windows of residences;
- n. the playing of sports, the riding of bicycles and skateboards, or the use of roller blades in the residence hall.

False Alarms, Fire Safety & Safety Violations

- a. Giving false alarm of fire;
- b. tampering with fire safety equipment;
- c. driving on campus property in a reckless or dangerous manner including speeding;
- d. failure to adhere to fire evacuation procedures;
- e. tampering with security measures such as door propping, meddling with peepholes, and copying keys;
- f. setting property, flyers, or other flammable articles or materials on fire.

Violation of Term of Probation

Failure to comply with the terms of any disciplinary sanction imposed in accordance with the student Code of Conduct can lead to additional sanction up to eviction from campus residence and/or expulsion from the College. Students who violate the condition of their probation are subject to judicial action that includes additional sanctioning that could include expulsion.

Academic Integrity (As referenced from College Catalog)

The College expects that students will do their own work and that their quizzes, tests, examinations, laboratory work, research papers, essays, projects, internships, and all other assignments honestly reflect their own learning and knowledge in their work.

Computer Internet Use Violations

CNCC follows the CCCS Appropriate Use Policy (SP 3-125c) which prohibits violations of federal law or any other conduct that unreasonably interferes with the operations of CCCS. These provisions make any copyright infringement by a student, faculty, or staff member a violation of State Board policy. In addition, this policy prohibits any use of the CCCS network for unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, movies, and the installation of any copyrighted software for which CCCS or the College does not have an active license. Unauthorized distribution of copyrighted material through peer-to-peer file sharing is explicitly prohibited.

Parking and Driving on Campus

Parking and driving on campus is a privilege. Parking permits are required on the Rangely campus and shall be visible in the window of the parked vehicle with the number facing outward. Violations of parking privileges include parking in restricted areas which are marked as fire lane, handicap, maintenance, faculty/staff only, motorcycle only, and no parking. Driving violations include, but are not limited to, driving on the lawns, sidewalks, fields, gravel, and areas where normal driving does not occur. CNCC reserves the right to warn, fine, or tow vehicles at the driver's cost and is considered a conduct violation.

Guidelines for Removal from Campus Residence

There are times when a student may be viewed by the College community as unsuitable for continued occupancy and needs to be immediately removed from campus housing. In those cases, a recommendation for removal may be made by the Chief Student Services Officer (CSSO). Upon such a recommendation, a letter to the student (using prescribed procedures) shall be delivered to the student indicating that a recommendation for removal has been submitted and citing the grounds of the recommendation (a listing of the alleged violations and past discipline history shall be cited as grounds for removal). The letter shall include instructions on the disciplinary procedure and the appeals process.

Limitations placed on a student for removal from campus residence include restriction from the residence halls at any time for any reason, restriction from the grounds portion of campus extending from Ross Hall, Nichols Hall, and Holland Hall with the exception of the Admission and Administration Buildings for official purposes, and restriction from accessing the cafeteria. If students who have been removed from campus residence are found in or around the residence halls, they may face additional Code of Conduct violations in addition to possible arrest for trespassing. No refunds of room and board fees will

be granted to a student that is required to move out of the residence halls due to disciplinary reasons. Additional limitations may be placed on a student depending on the degree of severity of the incident.

Student Disciplinary Procedure (SP4-30 Revision-June 30, 2015)

The procedure applies to students within the Colorado Community College System (CCCS).

Basis

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College. If a student is charged with violating her/his College's Code, these are the procedures to be used in resolving the charge.

Procedure

The CSSO or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the College will investigate those incidents through the Civil Rights Grievance and Investigation Process, System President's Procedures (SP) 3-50b and (SP) 4-31a.

Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation Process, the CSSO or designee shall render a sanction decision. The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate.

In cases of domestic violence, dating violence, sexual assault and stalking, the complainant and the respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final and shall be given the rationale for the discipline decision.

The student shall receive written notice of the decision and be advised of her/his right to appeal the decision, subject to the grounds below, by filing a written appeal with the CSSO or designee within seven (7) days of service of the decision.

Appeal

In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the Appeals Officer for initial review to determine if the appeal meets the limited grounds and is timely. The original finding(s) and sanction(s) will stand if the appeal is not timely or substantively eligible, and the decision is final.

If the appeal has standing, the documentation is reviewed. Because the original finding(s) and sanction(s) are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The only grounds for appeal are as follows:

A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or to consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding. Failure to participate in the initial process does not constitute as new information for the appeal process

If the Appeals Officer determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO or designee with instructions to reconvene, in order to cure the error. In rare cases of bias, where the procedural or substantive error cannot be cured by the CSSO or designee, the Appeals Officer may order that a new hearing be held by a different individual acting in the place of the designated CSSO or designee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed once on (either or both of) the two applicable grounds for appeals.

If the Appeals Officer determines that new evidence should be considered, it will return the complaint to the CSSO or designee to reconsider in light of the new evidence, only. If the subject matter pertains to civil rights violations pursuant to SP 4-31a, the Appeals Officer will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the CSSO, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals shall include that all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision. If the Appeals Officer determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSSO or designee for reconsideration (remand) should be pursued.

Appeals are not intended to be a full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity for an Appeals Officer to substitute their judgment for that of the CSSO or designee, merely because they disagree with her/his finding and/or sanctions. Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.

Sanctions imposed are implemented immediately, unless the CSSO or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal. The Appeals Officer will render a written decision on the appeal to all parties within seven (7) days of receiving the appeal request and the decision to deny appeal requests is final.

Additional Process Provisions

The student may 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 or hearing. An advisor may only consult and advise her/his advisee, but not speak for the advisee at any meeting or hearing. These procedures are entirely administrative in nature and are not considered legal proceedings. The CSSO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

The student is responsible for presenting her/his own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing, except when the student is under the age of eighteen (18) or incapacitated. Student shall have the right to identify documents, witnesses and other material he/she

would like the CSSO or designee to review before making a final decision. Any hearing held shall be conducted in private unless all parties agree otherwise. A record of the hearing should be maintained by the CSSO or designee. The College, at its discretion, may audio or video record any meeting throughout the process. Should a recording exist, the student may request a copy at the end of the process. No other audio or video recording will be allowed.

If student has a disability and would like to request an accommodation to assist her/him through the discipline process, he/she may do so by informing the CSSO or designee. The CSSO or designee will then work with disability support services to accommodate the request. Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

The College will use as a standard of proof the preponderance of evidence standard in the disciplinary proceedings, meaning the College will determine whether it is more likely than not that a conduct code was violated. All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the CSSO or designee for special consideration in exigent circumstances, but the presumptive stance of the College is that the sanctions will stand. Graduation, study abroad, internships/externships, clinical placements, extra-curricular activities, etc. do not (in and of themselves) constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the College or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term. The procedural rights afforded to students above may be waived by the student. All timelines may be extended as agreed upon by both parties.

Retaliatory Acts

It is a violation of this procedure to engage in retaliatory acts against any employee or student who reports an incident(s) of Code of Conduct violations or any employee or student who testifies, assists or participates in the discipline proceeding, investigation or hearing relating to such allegation(s) of Code of Conduct violations.

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.

Definitions

Chief Student Services Officer (CSSO): The individual designated by the College President to administer student affairs and be responsible for administering the College's Student Code of Conduct and this procedure. The CSSO may delegate student discipline to another individual (designee).

Code of Conduct: A document developed and published by each College which defines prescribed conduct of students.

Complainant(s): A person(s) who is subject to the alleged misconduct or related retaliation. For purposes of this procedure, a complainant can be a CCCS employee(s), student(s), authorized volunteer(s), guest(s), or visitor(s).

Day: Refers to working day unless otherwise noted below.

Jurisdiction: Applies to behaviors that take place on the campus, at System or College sponsored events; and may also apply off-campus and to online activity when the Chief Student Services Officer (CSSO), or designee, determines that the off-campus conduct affects a substantial System or College interest.

Substantial College Interest: is defined to include the following:

- Any action that constitutes criminal offense as defined by federal or Colorado law including, 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;
- 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; and/or
- Any situation that is detrimental to the educational interests of the System or the College.
- Any online postings or other electronic communication by students, including cyber-bullying, cyberstalking, 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.

Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or emailing the student to their official College email address requesting a delivery receipt notification. If notice is mailed, student shall be given three (3) additional days to respond.

Respondent: A student whose alleged conduct is the subject of a complaint or incident.

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

Sanctions: One or more of the following may be imposed when there is a finding that a student has violated the College's Code of Conduct:

Warning: A Notice served upon the student advising her/him that he/she is violating or has violated College regulations.

Probation: After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.

Other Disciplinary Sanction: Fines, restitution, denial of privileges (including extra-curricular activities or holding office in student organizations), assignment to perform services for the benefit of the College or community; educational sanctions such as mediation, letter of reflection, attendance at a workshop, seminar, or training writing a letter of apology seeking academic advising; re-assignment or eviction from campus housing, substance abuse screening, re-assignment to another class section, including a potential online section, or other sanction that doesn't result in the student being denied the right of attending classes, or any combination of these.

College Suspension or Expulsion: An involuntary separation of the student from the College for misconduct not based on academic performance for a specified period of time. Suspension is a separation that shall not exceed three academic terms (including summer term) per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community Colleges within the System. Additionally, if a student is suspended at any of the other Auraria Campus Institutions (i.e., Metropolitan State University of Denver [MSUD] or the University of Colorado Denver [UCD]), he or she will not be eligible for admission or re-admission at the Community College of Denver (CCD). Consequently, if a student is suspended at MSUD or UCD and attempts to enroll at one of the other twelve community Colleges within the System, he or she may be denied pursuant to the process under Board Policy 4-10, Admission, Continued Enrollment and Re-enrollment of Students. Once the suspension is lifted at any of the community Colleges within the System, MSUD or UCD, the student may be eligible for admission or re-admission. Examples of suspension include, but are not limited to the following: the College, a department or program, a class, use of a College facility or an activity.

- Students may be suspended from one class period by the responsible faculty member or adjunct instructor.

- Longer suspensions can only be implemented by the CSSO or designee in accordance with this procedure.

Expulsion is an indefinite separation from the College. The expelled student is not eligible for admission or re-admission at any of the community Colleges within the System. Additionally, if a student is expelled at MSUD or UCD, he or she will not be eligible for admission or re-admission at CCD. Consequently, if a student is expelled at MSUD or UCD and attempts to enroll at one of the other twelve community Colleges within the System, he or she may be denied pursuant to the process under Board Policy 4-10, Admission, Continued Enrollment and Re-enrollment of Students.

Exceptional Cases of Suspension/Expulsion: where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove that the behavior resulting in the expulsion has been resolved. It is the College's discretion to admit or deny the student.

Interim Action: An immediate action taken by the CSSO or designee, to ensure the safety and well-being of members of the System or College community; preservation of System or College property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the System or College. In the event of an interim action, the hearing before the CSSO or designee shall occur as soon as possible following the interim action. If the College issues a permanent sanction, the student shall be afforded appeal rights as discussed below. If the College does not implement a permanent sanction, the interim action will be removed from the student's record. The College may issue a "Cease Communications", "No Contact", and/or "No Trespass" directive, also referred to as a persona non grata.

Student: All persons 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. Persons who are not officially enrolled for a specific term, but who have a continuing relationship with the College are considered students.

Continuing Relationship: A student registered for an upcoming term or has indicated intent via a transaction such as a financial aid application to register for an upcoming term. A continuing relationship also includes students who are first time enrollees who engage in misconduct prior to the time of enrollment. For students in a continuing relationship status, jurisdiction and the reasonable person standard must be considered in pursuing disciplinary charges. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Title IX Coordinator(s) and Title VI and VII Coordinator(s) (EO Coordinator): Designated by the College President to oversee all civil rights complaints.

Training: All College officials involved with the investigation and discipline process will be trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking.

Residence Life Guidelines and Regulations

Colorado Northwestern Community College is committed to providing students with a complete education. We believe that students gain greatly from the experience of living within the Residence Halls. CNCC Residence Life is a self-supporting organization committed to helping students succeed through opportunities, leadership, and development in a challenging and supportive learning environment.

Residence Life at CNCC is part of the complete learning experience where students integrate what they learn in the classroom with the opportunities they encounter in the Residence Halls. Living on Campus provides:

- A safe, secure environment;
- Support to develop personal responsibility and empowerment;
- Values of respect, honesty, and genuine consideration in all our communications and actions;
 - A personally committed staff that is constantly aware and involved with every resident student;
 - A constant offering of diverse, engaging group activities that strengthen the bond of community involvement and fulfill personal enjoyment.

Residence Life Staff

Professional Staff: Colorado Northwestern Community College employs several Residence Life Coordinators. They are full-time, live-in specialists whose primary focus is to create a positive learning environment within the residence halls. They are responsible for the entire operation of CNCC Residence Life, including the selection, training, and supervision of Resident Assistants, reporting maintenance related issues to the maintenance staff, and serving as conduct officers in the CNCC judicial system.

Resident Assistants: Resident Assistants (RAs) are continuing CNCC students who have knowledge and experience of student concerns and campus resources. As members of the Residence Life staff, they are trained to help make each student's stay in the residence halls a positive experience. Students who need information, have a concern, or are looking for a person to whom to talk should seek out an RA. The Resident Assistant's most important role is to help students create a safe and healthy community.

Residence Hall Rules and Regulations Agreement

Full time students are offered the opportunity to reside on campus. Residence on campus requires that a student sign a Residence Hall Room and Board Agreement in which they agree to abide by certain legal requirements and specific guidelines. These include maintaining full time status as a student (unless granted a variance from the Dean of Student Support Services) behaving in the residence halls, properly interacting with fellow students, and understanding what the consequences may be if they act irresponsibly. One of the most important conditions of agreeing to the contract is that each student is accepting responsibility to uphold the College and Residence Life policies and regulations. Every resident shares the responsibility for knowing the residence hall rules and for using common sense to protect the rights of the community and those of other students. A community that helps each member achieve their personal endeavors must be based on concern, mutual respect, and maturity. This is only possible if everyone makes a significant contribution to building the community and shows respect for these efforts.

Apartments

The College has limited number of apartments. They are offered on first come basis and a waiting list is established. When an apartment is available it is offered to the next person on the list. The first person

who is contacted and accepts the rental agreement is granted the apartment until it is relinquished or one month payment is past due whichever is first. Payment is required for each month of residency irrespective of whether school is in session or not and past due payment can result in removal from the apartment. The College reserves the right to rent apartments out to faculty and staff when an apartment is available (college has first priority on the waiting list).

List of Replacement, Damage and Sanction Costs

The following list of replacement, damage and sanction costs and fines can be imposed for students who do not act responsibly and are as follows, but not limited to:

- \$10 for each time a student locks themselves out of their room after the first two week grace period at the beginning of each new semester;
- \$30 for tampering with door decoration;
- \$30 for missing and not showing up/or failing to notify for rescheduling of a conduct hearing meeting;
- \$30 per hour for failure to complete campus community service hours;
- \$50 for tampering with fire detector or alarm system;
- \$50 for propping outside doors open;
- \$50 for theft of College property (ie: signs, traffic cones, traffic signs, couches, chairs, tables, etc.);
- \$100 for improper Check-Out of residence halls;
- \$100 for tampering with security doors;
- \$100 for guest policy violation;
- \$100 for additional clean-up required due to a lack of unclean and unhygienic conditions (includes, but not limited to, residence hall rooms including bathrooms, lounges, study rooms, den, and laundry rooms);
- \$100 for core replacement and/or lost keys or keys not returned to the college;
- \$100 for impermissible animal on premises after first warning;
- Replacement Cards-first card free; \$10 dollars for next card, and double the cost for each card thereafter;
- Violations of conduct that result in sanction fines can vary due to unique circumstances and the findings determined at the conduct hearing meetings.

Transportation to and from Campus(s)

Due to the remote location of the campuses of CNCC and the limited transportation options to the towns where they are located, CNCC will provide transportation for students on a scheduled basis. At the beginning and ending of each semester the college will announce the times and dates for shuttle service to be picked up or dropped off at the Grand Junction airport and bus station. Students may sign up for transportation free of charge. Students who request transport outside the periods offered may be provided an opportunity to be picked up and/or dropped off by CNCC only if it can be reasonably arranged by the College and they agree in writing to pay for the entire cost of the trip including overnight stays, mileage and meals for staff to accommodate their needs. CNCC reserves the right to not offer transportation services outside those regularly scheduled. Students who are dropped off or picked up at the bus stop in Dinosaur need to contact residence life staff for transportation accommodation. Due to the location this accommodation is flexible.

Shuttle Costs

- Free shuttle for scheduled requests from or to Dinosaur CO.
- Free for each regularly scheduled shuttle run by the Residence Life Department from or to Grand Junction CO or Vernal UT.
- Special request shuttles are \$300 for each special shuttle from or to Grand Junction CO or Vernal UT.
- Shuttles are only available from or to Grand Junction CO, Dinosaur CO, or Vernal UT.

Moving In

Residents are required to formally check in at the beginning of the semester with a member of the Residence Life Staff. Students must officially check in no later than 5:00 p.m. Mountain Time on the first day of classes in order to maintain their room assignment. Students who need to arrive after the deadline may have their assignment held for a limited period of time upon request. Check-in begins 36 hours prior to student orientation. Students who arrive prior to the scheduled opening of the residence halls may need to make accommodations to stay off campus as accommodation is not ensured until the scheduled opening date. Early check-in can be arranged if staff is given a minimum of two weeks' notice.

Upon check-in, students will be accompanied to their room by a Resident Assistant. The student will review and sign a form that states what the condition of the room is and what is the present inventory of furniture. The room inventory sheet will become the basis for assessing charges upon the student moving out due to damage or loss of furnishings. Upon move out, any discrepancy will have to be resolved with the managing Residence Life Coordinator.

Room Assignment, Guests, and Changing Rooms

Only the people assigned to a room may reside in that room. With the permission of a residence hall staff member and the roommate, residence hall students may have overnight guests for up to five nights per guest, per semester. A guest cannot stay for more than three consecutive nights. Residence Hall students are responsible for their guests at all times. A guest must register with the Department of Residence Life before they spend the night in a residence hall. All guests must be at least 18 years or older. Guests under the age of 18 must be relatives of the student who resides in the room and must receive special permission from the Residential Life Coordinator prior to staying in the residence hall.

Members of the opposite sex are restricted from residing or being guests that stay overnight in single sex halls/floors. A member of the opposite sex in a single sex hall/floor is allowed to be present from 8 am to 12am (midnight) seven days a week.

The College reserves the right to reassign rooms at any time for the sake of individual or group welfare, to accommodate disabled students, or to use available space more efficiently.

If a student is occupying a double room by themselves, they will be required to move to another room if available after a two week notice. If rooming space is available and they choose not to move they are required to pay the single room rate. If a residence hall student does not wish to pay the single rate or move it is their responsibility to find an eligible roommate within two weeks.

Changing rooms requires the authorization of the Residence Life Coordinator of that building after a student has made the change request using the proper form. Changes will be made if space is available and it does not adversely affect another student.

A first room change is free; any move thereafter incurs an administrative fee. If a residence hall student makes an unauthorized room change, they will be charged for improper checkout and required to move

back to their original room unless it is clear the move can be accommodated amongst all the students involved. All charges, fees, and penalties are listed in the Student Resource Manual.

Student Provisions

Students who reside on campus are asked to provide some items for themselves and some are provided by the College. The residence halls have differing living arrangements so there is some variability based on room assignment. All rooms include bed, desk, chair, closet, shower curtain, mirror, window blinds, carpeted floors (except in some specific ADA accommodated rooms), basic cable, and internet. A list of recommended items students should bring with them to campus is provided in the Student Resource Manual.

Entry and Inspection

The College shall at all times retain legal ownership and ultimate possession and control of the Resident's room and/or College property assigned to such room. The Residence Life Department reserves the right to maintain and preserve the residence halls. The Resident by agreeing to the Housing Contract understands that Residence Life personnel and/or College facilities personnel may enter the Resident's room at any time for safety inspections, maintenance, cleaning, inventory, emergencies, pest control, occupancy verification, welfare status, potential serious conduct violations, and/or general repair. Residence Life will give notification of entering the Resident's room or will have received a notification or concern giving probable cause to enter the room before entering said room. The Resident by agreeing to the Housing Contract also authorizes Residence Life personnel to allow any law enforcement officer access to the Resident's room when the officer possesses a facially valid search or arrest warrant.

The College reserves the right to enter a student's room during reasonable hours for inspections or to make repairs and/or alterations. College personnel will knock and ask permission to enter before all inspections and checks. The College intends to not abuse its right of access or use the right to harass residence hall students. In cases where a student believes the right of access has been abused, a complaint should be lodged following the College's complaint process. Except in emergencies and health, welfare, and safety checks, College personnel will attempt to give 24 hours' notice prior to intent to enter. When a student requests room maintenance, response can be paramount so they will not receive any prior notice that workers will be entering their room although all maintenance and custodial workers will knock and announce themselves before entering a room. Residence hall students can be held responsible for policy violations that are within plain sight of College official. If a student moves out without properly checking out of the hall and/or Residence Hall System, they waive all rights of consent. If a student is not present when a College official enters their room, a note will be left to notify the student for the reason for entry. A College official also has the right to enter a student's room with law enforcement in case of drug policy violations.

Injury and Property Loss

The College takes no responsibility for any injury to any students or loss or damage to their property. The College will not compensate a student for any such injury, damage, or loss unless it was solely a result of the College's negligence. The College recommends that residence hall students carry appropriate insurance against such injury, loss, or damage. An engraver is available in the Safe Campus Coordinators office to engrave markings on property so it can be identified and help reduce incidents of theft.

Room Alterations and Damages

A form that states the condition of a room will be completed when a student moves in, changes rooms, or moves out. Students may not paint their room or make any permanent changes. Students will be held responsible for any permanent changes to a room.

- Damage or removal of screens on residence hall rooms will result in an administrative penalty.
- Students may not use mounting material such as cellophane tape, or push pins, nails or screws that will damage the walls when removed. Use of damage free hanging solutions such as “Command Strips” is permissible.
- Students may not make any repairs to the room. If a student wants repairs made, the student must put in a maintenance request using the College's Maintenance Request Form on the website.
- When a residence hall student vacates their room, they agree to leave their room and all of the furniture, fixtures, and equipment in good working order and condition, except as might be expected for reasonable wear, and compensate the College the value of anything missing from the room.
- If a student damages College property, any residence hall room, a door, or other property feature, either purposefully or through negligence, they will be responsible for the cost of the repair. If there is damage to the residence halls and no one is found to be liable, the cost of repair will be divided among the students in that floor/hall.
- It is the residence hall student's responsibility to negotiate damage responsibility with their roommate during checkout. If roommates do not inform the school as to how costs for damage will be divided, it will be divided equally between the roommates.
- Room residents are responsible for any damage caused by their guests.

Moving Out

1. Students must inform Residence life staff (Resident Assistant and/or Residential Life Coordinator) before leaving the College and complete the Checkout Form.
2. Students must clean their rooms and any College-provided appliances and remove all personal belongings, before they leave as outlined in the Student Checkout guidelines.
3. The College will inspect a student's room before they turn in their key, and will determine damages and cleaning costs.
4. Non-graduating students must be completely moved out by the deadline published (24 hours after their last final) but no later than 1:00 p.m. on the last day of the semester. Graduating students will be required to check out of their rooms by 5:00 p.m. Mountain Time on the Saturday of Graduation. Students are required to follow proper checkout procedures, including, but not limited to, turning in their keys and completing the form stating the room condition at release. Students who do not follow proper check-out procedures may be charged an administrative penalty.
5. Students are required to provide a forwarding address by filling out a forwarding address card in the mailroom located in the Bookstore in the basement of the Weiss Building.
6. If a student fails to vacate the residence halls by the assigned time, they are subject to immediate residence hall eviction.

Residence Hall Facilities and Services

Colorado Northwestern Community College has three residence halls: Ross Hall, Nichols Hall, and Holland Hall. The following are a list of facilities and conveniences provided with a residence hall room:

1. Maintenance and Repairs: CNCC has a small but dedicated facilities maintenance staff. If maintenance issues arise please report all maintenance and repair problems immediately. Maintenance requests must be submitted online via the maintenance request form or to Housing@cncc.edu. The request will be reviewed by facilities and a notification will be sent upon receipt. Confirmation will be sent as soon as the work is completed. For questions please contact the Department of Residence Life.

2. Internet Access: All Residence Halls have wireless internet access. This access is open to all students.
3. Cable Television: Basic cable is provided in all Residence Hall rooms including several movie channels such as HBO and Showtime. Residents must provide their own television and cable cord.
4. Common Areas: Each residence hall has a commons area which includes a television and entertainment equipment. Common Areas are the responsibility of the entire community. In the event that vandalism occurs, the entire community could be charged to repair the damage or replace equipment/furniture.
5. Laundry Facilities: Students have access to the laundry facility in their residence hall and the facilities are freely available as the operating cost is incorporated into their overall room rate. If there are maintenance issues with the laundry facilities please contact the Department of Residence Life.

Lockouts

Students who are locked out of their rooms or lose their keys during the hours of 8am-7pm can ask the Residence Life Coordinator(s) to open their door. From 7pm-8am students must call the RA on duty for a lockout. There is a \$10.00 charge for all lockouts. The fee will be charged to a student's account.

Candles and Incense

The burning of candles, incense and use of plug in incense, oil and wax warmers is not permitted in CNCC Residence Halls. Anytime smoke is detected in public areas such as the Ross Commons, a search of the surrounding rooms will take place by appropriate College staff.

Electrical Appliances

Heating, cooking, or air-conditioning equipment may not be used in the residence hall rooms. Any such equipment found may be confiscated; this includes, but is not limited to, Foreman grills, electric skillets, hot plates, toasters, toaster ovens, open burners, gas cook stoves, full-sized refrigerators, and space heaters. Popcorn poppers, electric coffee pots, small microwaves, micro-refrigerators, stereos, VCRs, and televisions are permitted. Students should keep in mind that if they choose to have many electrical appliances in a room, they will need to use a surge protector and avoid plugging everything into one outlet. Overloading the outlets will cause a breaker to trip and is considered a fire hazard. Refrigerators are limited to 3 cubic feet and microwaves cannot exceed 800 watts.

Overnight Guest Policy

Guests are permitted to stay overnight in the residence halls for no more than three consecutive nights and five nights total per semester. Any guest staying longer than three nights must obtain special permission from the Department of Residence Life. Students are reminded that they are personally and financially responsible for the actions of their guests and will be held accountable for any damages, loss of property, or behavior initiated by their guests.. Guests are required to carry identification at all times. Hosts should accompany their guests at all times while on campus and must accompany their guests at all times in the residence halls. Overnight guests are required to register and checkout with the Department of Residence Life upon arrival and when leaving with a Resident Assistant or Residence Life Coordinator. .

Restrictions on Guests in Single Sex Halls

Restrictions apply to single sex halls such as Nichols. Guests of the opposite sex cannot stay in single sex halls. A member of the opposite sex in a single sex hall is allowed to be present 8am until 12 am (midnight) any day of the week. Guests are not allowed to use restrooms designated for the opposite sex. Violators of the guest policy in single sex halls will be fined for a first offense; the fine will be doubled on

a second offense; tripled on a third offense and on a fourth offense Residence Hall privileges can be revoked.

Pets

No pets of any kind are permitted in residence halls with the exception of aquariums of less than five gallons that may only hold fish. Resident arrangements can be immediately revoked for having a pet(s). Service and assistance animals are permitted if the appropriate paperwork is submitted and approved by the American Disability Act (ADA) Coordinator in the counseling and advising office before the animal is brought on campus. Certain limitations can apply to the animals presence on campus based on the reason the animal is permitted.

Food Services

CNCC contracts with Sodexo to provide food services. The dining hall provides meals at set times and students need to familiarize themselves with the dining hours. Special meals for sensitive individuals are available. Students should meet with Residential Life staff to ensure their needs or concerns are communicated and menus facilitated with Sodexo staff.