



Colorado Northwestern
Community College
Student Handbook
2020-2021

SPARTANS

Student Handbook

Contents

LETTER FROM THE PRESIDENT:.....	5
WELCOME TO COLORADO NORTHWESTERN COMMUNITY COLLEGE	6
Introduction	6
Mission Statement	6
Vision Statement	6
Value Statement & Core Values	6
Non-Discrimination Statement	7
Career and Technical Education (CTE) – Notice of Non-Discrimination.....	7
Title IX and Sexual Misconduct	7
Handbook Provisions Subject to State and Federal Policy and Regulation.....	8
STUDENT SERVICES	9
Safe Campus Program	9
Accessibility Services	9
Academic Advising & Student Support	10
Personal Support Services.....	10
Gateway Centers	10
Library	11
Identification and Key Cards	11
E-Mail	11
Mail	11
STUDENT RIGHTS AND CONCERNS.....	12
C.A.R.E. Team	12
CCCS Board Policy (BP) 19-40 states that providing a safe learning and working environment throughout the State System of Community Colleges is of paramount importance. The Colleges and the System Office shall take measures reasonably necessary to plan for emergencies and promote the safety of students, employees, facilities, and property throughout the system.	12
Civil Rights Concerns and Grievances.....	12
Equal Employment Opportunity	12
Student Right to Know	13
Student Records	13
Family Educational Rights and Privacy (FERPA).....	13
Reporting a Concern, Incident, Grievance, or Hazard and/or Making a Complaint.....	14
Parental Notification	15
Photography & Recording of College Activities.....	15
Information Technology Services	16
COMPUTER AND NETWORK USE.....	16
Copyrights and Licenses	17
Disclosure	17

CAMPUS LIFE AND ACTIVITIES.....	18
Student Government.....	18
Student Clubs and Organizations	18
Outdoor Recreation	18
Student Activity Areas	19
CONDUCT STANDARDS	20
Code of Conduct Violations	20
College Policy Violations	20
Disorderly Conduct/Behavioral Issues	20
Alcohol.....	21
Drugs	21
Health Issues Associated with Drug Use	21
Federal Sanctions for Drugs	22
Medicinal and Recreational Marijuana Use	22
Fighting.....	22
Firearms, Weapons, and Explosives	23
Tobacco	24
Sexual Misconduct	24
Consent	26
Sex Under the Influence.....	27
Sanctions	27
Awareness Programs.....	27
Medical Attention after an Assault	27
Sexual Misconduct Reporting Procedures	27
Retaliatory Acts	28
If any person who reports an incident of sexual misconduct or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual misconduct, feels they are being subjected to retaliatory acts may report such incidences to the EO or Title IX Coordinator.....	28
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.	28
Academic or Residence Hall Changes.....	28
Rape Trauma Syndrome (RTS).....	28
Pertinent Federal Legislation	29
Prevention	29
Sexual Harassment	29
Student Harassment.....	30
Harassment	30
Hate Crimes	31
Residential Community Violations	31
False Alarms, Fire Safety & Safety Violations.....	32
Violation of Term of Probation	32
Academic Integrity (As referenced from College Catalog)	32
Parking and Driving on Campus	32
Guidelines for Removal from Campus Residence	32
Student Disciplinary Procedure.....	33
Procedure.....	33
The Chief Student Services Officer 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 via the following link:
<https://www.cccs.edu/about-cccs/state-board/policies-procedures/> 33

Appeal 34

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 or committee 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. 34

Additional Process Provisions 35

Definitions 36

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. CNCC’s CSSO is the Vice President of Student Services (VPSS). The CSSO may delegate student discipline to another individual (designee). 36

Revising this Procedure 38

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately. 38

RESIDENCE LIFE GUIDELINES AND REGULATIONS 38

Campus Life Staff..... 39

Housing Requirements for Students 39

Shuttle Transportation 40

Apartments 40

Moving In 40

Moving Out 41

Room Assignment and Changing Rooms..... 41

Lockouts 41

Candles and Incense..... 42

Electrical Appliances..... 42

Overnight Guest Policy 42

Restrictions on Guests in Single Sex Halls 42

Pets..... 42

Food Services 43

Student Provisions..... 43

Entry and Inspection 43

Injury and Property Loss..... 44

Room Alterations and Damages..... 44

List of Replacement, Damage and Sanction Costs 44

Residence Hall/Apartment - Facilities and Services 45

Letter from the President:

Welcome CNCC Spartan,

First and foremost, all of us at Colorado Northwestern Community College want to welcome you to our campuses. You have taken the next step to your future by being a part of CNCC. Our goal is to provide you with the best education possible and to give you all the tools necessary to be successful in your college career here at CNCC.

We are dedicated to our students. We know you can choose any college you want but you decided to come here. We are grateful that we were the college choice you made and will do everything in our power to make your college experience the best you could have at any college. We have some of the best faculty and staff in the region and offer one on one help for you as you take this journey. We believe in an open-door policy, which means you have the opportunity to speak with all faculty, staff, and administration throughout your stay with us.

This handbook is your guideline, your college “bible” and your reference as you start your education experience with us. It provides you all the information you will need to make your educational experience with us a very successful one. We not only provide you the classes you will need but also the full college experience with clubs, athletics, and residence halls. You will find that your experience with us will only be limited by the choices you make.

I personally want to thank you for choosing CNCC and want to say welcome to one of the best colleges not only in Colorado but throughout the northwest region. We are SPARTAN STRONG and are excited that you are now a part of our SPARTAN family.



A handwritten signature in black ink that reads "Ronald Granger". The signature is written in a cursive, flowing style.

Ron Granger

President, Colorado Northwestern Community College

Welcome to Colorado Northwestern Community College

Colorado Northwestern Community College is proud to provide a diverse and quality educational experience to each student. We offer a wide range of educational opportunities that foster citizenship, engagement, and academic success. Whether a student is on-line or on-campus, part-time or full-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 handbook is the foundation of that experience and serves to provide basic information on the services that are available 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 regularly updates resources to provide specific information on a year-to-year basis. The website should be referenced for contact information and more detailed information relating to services available to our students. Resources are available at Information Central Desks, Learning Resource Centers, and in student service offices on both campuses. All documents are available on the [CNCC website](#), and/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 by providing an accessible, affordable, quality education.

Vision Statement

Colorado Northwestern Community College will be the college of choice for students seeking a unique education grounded in the Colorado experience.

Value Statement & Core Values

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.

- **Achievement:** Provide holistic and broadly based student support to prepare our students to achieve their educational, professional, and personal goals.
- **Life-long Learning:** Offer educational programs that encourage continued education as well as respond to evolving workforce environments.
- **Diversity:** Value and promote diversity.
- **Innovation:** Utilize innovation to provide unique learning, leadership, and recreational experiences in the diverse natural environments of Northwest Colorado.
- **Community Involvement & Development:** Create and nurture meaningful and mutually beneficial partnerships with the Northwest Colorado community and beyond.

Non-Discrimination Statement

Colorado Northwestern Community College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, gender, religion, age or disability in its activities, programs, or employment practices. For information regarding civil rights or grievance procedures, contact Angela Miller, CNCC Director of Human Resources at 970-675-3235.

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

Career and Technical Education (CTE) – Notice of Non-Discrimination

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 and 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. The College 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. Additionally, CTE opportunities at the College will be offered without regard to sex, race, color, national origin, and disability. CNCC offers a wide variety of CTE programs varying from Dental Hygiene, Nursing, Cosmetology, Auto Technology, Aviation Maintenance, and Aviation Technology to name a few.

Individuals interested in applying for a CTE program can apply for admission at <https://cncc.edu/admissions/apply-today>. Note that some CTE programs have specific admissions criteria, in addition to the College's general admissions criteria.

The college has a designated John Anderson and Angie Miller with the responsibility to coordinate the college's civil rights compliance activities and grievance procedures under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act. For information, contact John Anderson, Vice President of Student Affairs and the Craig Campus at Colorado Northwestern Community College at 970-824-1110 or john.anderson@cncc.edu. For information regarding civil rights or grievance procedures, contact Angela Miller, CNCC Director of Human Resources at 970-675-3235.

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 regulations. 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 online at <https://www.cncc.edu/report-an-incident-or-concern>

The College has a designated Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact John Anderson, Vice President of Student Affairs and the Craig Campus at Colorado Northwestern Community College at 970-824-1110 or john.anderson@cncc.edu.

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

CNCC provides its students many opportunities and services in order to ensure success in attaining their educational goals. Student can find a list of resources in their student portal referred to as [Navigate](#). This list provides a description of the student services offered by CNCC and ways to get involved in the CNCC community. Contact information is provided with the list of services.

Safe Campus Program

In order to maintain a safe living, working, and learning environment, CNCC has developed the Safe Campus Program. Safety of all persons is the top priority of the Safe Campus Office. 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 College Security & Emergency Management Coordinator. Notify the Coordinator if you witness or want to report a crime that has occurred on campus or any other safety-related issues.

Services provided by the department include managing building access, locks and keys, motorist assistance, emergency operations, incident reporting, investigations, maintenance of the lost and found, and engraving services to deter theft of items. Students should never hesitate to call 911 if they have immediate safety concerns. A student may report any safety concern or issue to any college personnel who will either report the grievance or assist the student in reporting the grievance. Student may also report online at <https://www.cncc.edu/report-an-incident-or-concern>

The Lost & Found department is located at the Safe Campus Office in the Johnson building on the Rangely campus and at the Front Desk on the Craig campus. Items can be turned in to each respective office or may be left with Campus Life. 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.

The Safe Campus Office can be found in the Johnson Building. You may reach the College Security & Emergency Management Coordinator by phone at 970-675-3329.

Accessibility Services

- Accessibility Services is committed to the process of removing barriers for students with disabilities to create equal access and opportunities. The Director of Student Support determines reasonable accommodations and provides support for students with disabilities.
 - Contact the Director of Student Support at 970-675-3205 and caitlan.moore@cncc.edu.
- Persons with a disability that may require assistance are asked to inform either CNCC's Director of Student Support or 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.

For Assistance contact the Director of Student Support at 970-675-3205 or located in the Johnson Building. The College Security & Emergency Management Coordinator by phone at 970-675-3329.

Academic Advising & Student Support

Being a student-centered community college, CNCC believes that providing student support by advisors is paramount in fostering success for each individual. Along with the student's assigned faculty advisor, the Office of Student Support is available every day offering one-on-one guidance. Regular meetings with an advisor best prepare 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 advising
- Referrals to faculty for specific program information
- Course evaluation for graduation

For more information on Student Support, services go to <https://www.cncc.edu/academics/academic-support>. If you are in Craig, you may go to the Information Desk located on the first floor of the main classroom building. In Rangely, you may go to the Advising Office suite located in the Johnson building.

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 are available to 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. Where appropriate and necessary, The College will help connect students with professional counseling services by providing a referral to local mental health professionals. Services include:

- Crisis Intervention
- Counseling Referrals
- Career Counseling
- Accommodations and Disability

For more information, contact the office of Student Support at 970-675-3212 located in the Johnson Building

Gateway Centers

Learning support services is provided through CNCC's Gateway Centers on both campuses. The Gateway Centers provide a comprehensive approach to student learning, at no cost to CNCC students, and includes instruction from both CNCC faculty, professional and peer tutors, and the Gateway Center staff. This range of available academic help allows the student to stay on track with the instructor's schedule, while at the same time providing instruction in a safe, confidential environment. Students are asked to meet with the Gateway Center Coordinator to schedule tutoring and determine when and what types of services can be arranged.

For more information, contact the Gateway Center Coordinator located in Rangely at 970-675-3251 or Gateway Coordinator in Craig at 970-824-1126

Library

Library Staff work to provide an environment for studying and access to services and resources that help students achieve their educational, professional, and personal goals. While the Rangely Library is staffed, the Craig Library is a virtual library. Students on the Craig campus may check out library books and periodicals with the Gateway Center. The Library Centers feature:

- Online catalog and databases
- Books and periodicals
- DVDs and videogames (not available on Craig campus)
- Wireless Internet access
- Study rooms and/or areas
- Media equipment such as laptops, DVD players, scientific calculators and more
- One-on-one research (not available on Craig campus)
- Interlibrary loans - at no cost to the student
- Statewide courier service

Contact the Library Director at 970-675-3334. <https://www.cncc.edu/library>

Identification and Key Cards

Students on the Rangely Campus are required to have identification cards. This card provides access to buildings and facilities, is for use in the library, and provides access to the cafeteria for those with meals plans. Students shall present their identification cards when requested to do so by authorized College personnel. Identification Cards may be procured at the front desk of the Weiss Building in Rangely.

For the Craig Campus students can request ID cards but are not required. Students can make the request and get ID card at the Front Desk in Craig.

E-Mail

Each student is assigned an e-mail address after registration of classes along with an identification number (S#) after admission as a student in the Colorado Community College System. Students are required to use this e-mail address for all official college-related business and check it on a regular basis. After your student e-mail is assigned the college is not permitted to conduct official communication through student's personal emails.

Mail

In Rangely, students may request to have a mailbox on campus assigned to them. 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

C.A.R.E. Team

CNCC established a Campus Assessment Resource and Evaluation (C.A.R.E.) dedicated to prevention, intervention, and response to behaviors of concern and mental health issues.

Campus Assessment Resource and Evaluation (C.A.R.E.) is a centralized, representative group, which meets regularly to support its target audience (students, employees, faculty, and staff) via an established protocol. The team receives reports of behaviors of concern (from co-workers, community members, friends, colleagues, students, etc.), gathers additional information as required, and participates in recommending appropriate mechanisms for support, intervention, warning/notification and response. The team tracks risk factors and trends in behavior and provides feedback to constituents on larger issues of concern within the community.

Behaviors of concern are incidents that are disruptive, concerning, and/or threatening, and indicate that individuals represent a potential risk to themselves or the campus community. Such incidents are necessarily subjective; however, as a guide to the types of behavior, the BIT should review, and the factors to be considered, refer to the National Behavioral Intervention Team Association (NaBITA) 2009 Whitepaper, "Threat Assessment in the Campus Setting." (Sokolow, Brett A., et. al.) <https://nabita.org/docs/2009NABITAWhitepaper.pdf>

CCCS Board Policy (BP) 19-40 states that providing a safe learning and working environment throughout the State System of Community Colleges is of paramount importance. The Colleges and the System Office shall take measures reasonably necessary to plan for emergencies and promote the safety of students, employees, facilities, and property throughout the system.

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 Title IX Coordinator to file a grievance or complaint. Such complaints shall be investigated and appropriate legal action taken.

The College has a designated Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact John Anderson, Vice President of Student Affairs and the Craig Campus at Colorado Northwestern Community College at 970-824-1110 or john.anderson@cnc.edu.

Students may also 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. Tashana Taylor, J.D., Director of Civil Rights Investigations for the Colorado Community College System at 720-858-2444 or tashana.taylor@cccs.edu.

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. Students who have EEO

concerns should contact the Director of Human Resources Angela Miller at 970-675-3325 or visit the Human Resources Office located in the McLaughlin Building on the Rangely Campus.

Student Right to Know

As an institution of higher education that receives Title IV funds, CNCC 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 (FERPA). 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](#)
- [Student Out Come Data](#)
 - [Institutional Effectiveness](#)
- [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 -(must log into [Crossroads](#))
- Degree Verification -(must log into [Crossroads](#))
- [CNCC Catalog](#)
- [Student Handbook](#)

Student Records

All judicial records fall within the College's interpretation and guidelines as established by the Family Educational Rights and Privacy Act (FERPA) of 1974. Further information regarding College policy on student records can be found in the most recent publication of the College Catalog located online at <https://www.cncc.edu/academics/course-catalogs>

Questions and comments regarding this policy can be directed to the Registrar by phone at 1-800-562-1105 and pressing 0, by email at admissions@cncc.edu, or by visiting the Admissions and Records Office located in the Johnson Building on the Rangely campus.

Family Educational Rights and Privacy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the College receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will arrange for access and notify the student of the time and place where the records may be inspected. If the school official does not maintain the records to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
- If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by CNCC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CNCC.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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

Students may lodge a complaint; report a concern, incident, grievance, or hazard at any time:

- 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.
- By communicating such with a College official (considered any person who is employed by the College and by any viable form of communication will be accepted)

- Making a report via a web form on the College's website at <https://www.cncc.edu/about-cncc/consumer-information/campus-safety/forms/incident/>.
- Any College official 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, Human Resources, Title IX Coordinator and Vice President of Student Services and VPSS designees.
- 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 College Security and Emergency Management Coordinator or designated college official has determined what actions should be taken. Once the appropriate action has been determined and taken the report will then be closed.

CNCC has established a Crossing Points Team. The CPT meets as needed with a minimum meeting once a quarter. The team consists of representations from Safe Campus Coordinator, Human Resources, Title IX Coordinator and Vice President of Student Services and VPSS designees. This team serves as a review team to make sure concerns and complaints are address in an appropriate manor and time scale.

For any questions or concerns please contact the Vice President of Student Services: John Anderson 970 824-1110 or john.anderson@cncc.edu

For IT or Maintenance Concerns/Needs please contact the Director of IT/Facilities or create and submit a CNCC IT Helpdesk Ticket. This can be done at <https://helpdesk.cncc.edu/>

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 of students in the event of health or safety emergencies or in cases where students under the age of 21 have been found in violation of laws or institutional policies regarding possession of alcohol or controlled substances.

Photography & Recording of College Activities

Colorado Northwestern Community College often uses photographs and audio/video recordings of college life, events, ceremonies and other activities for purposes related to the educational mission of the college, including education, research, publicity, marketing and promotion of college programs:

- By being present in areas open to the public or at public college events and activities, individuals authorize use and reproduction by the college, or anyone authorized by the college, of any photographs or recordings taken while at the college event or activity without compensation.
- All such photographs and recordings (including electronic) shall be the sole property of the college.
- The college may work with individuals requesting to be excluded from college photography/recordings when practical. Individuals not wanting to be photographed or recorded have the option of leaving the area being photographed/recorded.

Information Technology Services

Information Technology at CNCC, in conjunction with the Colorado Community College System (CCCS), 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, the CNCC website, wireless, and campus computers. CNCC Crossroads is a Content Management System (CMS) that provides 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 Learning Management Software. 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. Students should submit IT questions and requests online at <https://helpdesk.cncc.edu/open.php> and selecting the applicable help topic for their question or request.

Contact the Instructional Technology Designer/ Associate IT at 970-675-3404

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 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.
- 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.
- 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.

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.
- 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 including, 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/or damaging or vandalizing CNCC computing facilities, equipment, software, or computer files
 - Intentionally develop or use programs which disrupt other computer users, access private or restricted portions of the system
 - Users shall not seek to gain unauthorized access to information resources and shall not assist any other persons to gain unauthorized access.
 - 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 release any individual's (student, faculty, and staff) personal information to anyone without proper authorization.
 - Computer and/or network resources may not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

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.

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.

Campus Life and Activities

CNCC offers Campus Life activities on both Rangely and Craig Campus.

- Student involvement in campus community is very important for the student's overall success and college learning experience.
- CNCC believes that student involvement fosters student leadership skills and helps prepare them for their future educational or workplace experiences.
- Our Campus Life staff priority is making students feel safe, at home, while creating events that foster deeper friendships and growth.
- CNCC creatively includes all students in team building activities while creating a learning environment for each individual person.

Student Government

CNCC has a Student Government Association on each campus that is funded through student fees. 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.

Student Clubs and Organizations

- Students and programs are encouraged to form and maintain organizations to support and enhance Campus Life and activities.
- Student clubs and organizations wishing to affiliate with CNCC must officially register their organization with the Department of Campus Life.
- Students interested in participating in an existing club or organization or starting a new one should consult the CNCC Clubs and Organization website <https://www.cncc.edu/campus-life/clubs-organizations>

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 Programs mission is to provide a variety of quality recreational and educational outdoor experiences for all CNCC students. Through these experiences, participants learn outdoor leadership skills and lessons, meet people with similar interests, and participate in sporting activities unique to Northwest Colorado. While primarily based on the Rangely campus, Outdoor Rec opportunities are made available to students attending the Craig campus. The Outdoor Rec program is

loaded with adventures for a variety of interests and ability levels. Students are encouraged to enhance their CNCC experience by participating in the unique outdoor opportunities of the area including:

Educational Skills Courses	River Rafting	Snowshoeing
Rock climbing	Backpacking	Mountain Biking
Ice Climbing	Challenge Course	Cross country Skiing
Cross-Country Skiing	Camping	Caving

Student Activity Areas

The Den and Garage are student activities areas, which serve a number of purposes. These student areas have a game room, pool tables, and a kitchen, and are used for dances and events. Students are encouraged to become involved with Student Leaders on their campus to help plan, design, organize, and implement improvements, programs, and activities in the Den and Garage.

Conduct Standards

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 proceedings as provided under the Student Code of Conduct.

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 the Code of Conduct. Students are advised to read the Code of Conduct each year in order to be aware of any changes 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

- CNCC is a dry campus. The use, possession, or being in the presence of alcoholic beverages is prohibited on CNCC campuses and CNCC events except as otherwise stated in this Handbook.
- Use, possession, presence, or sale of illegal drugs as defined by state and federal laws;
- Illegal sale of legal or prescription drugs;
- Participation in illegal gambling activities;
- Use of any commercial product (e.g., cleaners, solvents, chemicals) for the purpose of intoxication;
- 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;
- Involvement in vicious or immoral conduct such as indecent exposure;
- Involvement in sexual misconduct in or near a campus building or facility;
- Misuse, abuse, theft, or destruction of College and/or student property;
- Unauthorized possession, use, or sale of keys to College facilities;
- Interference with fire safety equipment;
- The harassment, physical aggression or violence, or the use of real or implied threats against another person, in or near any campus property;
- Smoking inside any building, stairwell, or within 25 feet of any College facility on the Rangely campus; Smoking is prohibited on the Craig campus;
- Failure to pay charges associated with his/her enrollment at the College;
- 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

- Disruption of the learning environment in and outside of the classroom;
- Intentionally or recklessly causing physical harm to any person on CNCC property or at any CNCC sponsored event;
- Disruptive behavior that is a result of alcohol or illegal substances;
- Excessive noise;
- Inappropriate behavior, tone of voice, gesture, or language directed towards a campus official;

- Vandalism;
- Lewd or indecent conduct;
- 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;
- Failure to respond to conduct summons by the Judicial Officer or fulfill sanctions as assigned by the Judicial Officer;
- Public nudity or public indecency;
- Unauthorized entry into a campus building;
- Targeted violence or threat of violence to a particular individual or group;
- Theft;
- Purchase of alcohol and/or recreational marijuana for students under the age of 21 by students 21 and over;
- Any other act deemed by a College official to be disruptive or harmful to the well-being of the College community.

Alcohol

CNCC is a dry campus meaning students are not allowed to have alcohol on campus or in the residence halls. 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 the colleges contracted catering services.

Drugs

Based on the Drug-Free Schools and Communities Act of 1989; 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 chromosome 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, 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, methamphetamines, 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 of 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 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 up to and including termination or expulsion from the college.

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.

The following are exempt from this policy:

- 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;
- Employees, only if the employee is:
 - Required to possess the firearm or weapon as a part of the employee's job duties with CNCC;
 - 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
 - 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
- Students, only if the student is:
 - Required to use the weapon as part of the students' job duties or schoolwork;
 - Required to use the weapon for student recreational purposes approved under the Student Handbook; or
 - 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;
 - Sworn and certified local, state, or federal law enforcement officers or contracted armored guards who carry proper identification;
 - Individuals granted permission at the discretion of the College President for specific purposes; and
 - Contractors and others on campus whose duties require possession and use of construction equipment, including, but not limited to, pneumatic nail guns, power or handsaws, etc., may possess and use such equipment only in performance of their job duties through a valid contractual or legal relationship with CNCC.

The carrying of firearms or weapons on campus must be in compliance with applicable federal and state laws and college policies. If persons want to bring legal firearms or weapons to campus, they have the option to check them in with the College Security and Emergency Management Coordinator located in the Johnson Building. Campus Safety will put the firearm or weapon in the designated lockup and store the weapon for the student.

Faculty, staff, or students visiting or residing in residence halls or any college sponsored living accommodations are strictly prohibited from possessing firearms, weapons or explosives in those living accommodations, including those weapons authorized for carry under a concealed carry permit. Such weapons, firearms or explosives must be checked in with the College Security and Emergency Management Coordinator and put in the designated lockup.

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 not permitted on the Rangely campus or the Craig campus.
- 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.

Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking/vaping 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.

Sexual Misconduct

Sexual misconduct includes but are not limited to 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 that may be 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.

According to SP 4-120a (<https://www.cccs.edu/sp-4-120a-sexual-misconduct/>), **Sexual Misconduct Offenses** include, but are not limited to:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

Sexual Harassment may be the result of a hostile environment, quid pro quo, and/or retaliation.

A **hostile environment** exists when a person is subjected to sex- or gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive to alter the conditions of a person's employment and/or unreasonably interfere with a person's ability to participate in or benefit from the System or College's educational program and/or activities, from both a subjective and objective viewpoint.

The determination of whether conduct constitutes prohibited harassment can be based on the following circumstances:

- the frequency of the conduct;
- the nature and severity of the conduct;
- whether the conduct was physically threatening;
- whether the conduct was humiliating;
- the effect of the conduct on the alleged victim's mental or emotional state;
- whether the conduct was directed at more than one person;
- whether the conduct arose in the context of other discriminatory conduct;
- whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
- whether a statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness; and
- Whether the speech or conduct deserves the protections of the First Amendment and/or academic freedom.

Quid pro quo sexual harassment exists when a person engages in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and submission to or rejection of such conduct is used in determining educational and/or employment decisions.

Retaliatory sexual harassment is any adverse employment or educational action taken against a person because of the person's perceived participation in a complaint or investigation of sexual misconduct.

1. Non-Consensual Sexual Contact is:

- a. any intentional sexual touching,
- b. however slight,
- c. with any object,
- d. by any individual upon any individual,
- e. that is performed without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

1. Non-Consensual Sexual Intercourse is:

- a. any sexual penetration or intercourse (anal, oral or vaginal);
- b. however slight,
- c. with any object,
- d. by any individual upon any individual,
- e. that is performed without consent and/or by force.

2. Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the

one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy.
- Prostituting another person.
- Non-consensual video or audiotaping of sexual activity.
- Going beyond the boundaries of consent (such as letting uninvolved persons hide in a closet to secretly observe an act of otherwise consensual sex).
- Engaging in voyeurism.
- Knowingly transmitting a sexually transmitted infection (STI) or human immunodeficiency virus (HIV) to another person.
- Exposing one's genitals in non-consensual circumstances and/or inducing another to expose their genitals.
- Viewing or possessing child or adult pornography at work or on System or College-owned property.
- Sexually based stalking and/or bullying may also be forms of sexual exploitation.

Other forms of sexual misconduct include, but are not limited to, the following, when the act is based on a person's actual or perceived sex or gender:

- Threatening or causing physical harm, extreme verbal abuse, or other conduct, which threatens or endangers the health or safety of any person.
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the System or College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity; hazing is also illegal under Colorado law.
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally.
- Stalking, defined as a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.
- Violation of any other System or College rule.

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 with 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 misconduct 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 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.

Sanctions

Members of the campus community who participate directly or indirectly in a sexual offense are subject to a Title IX investigation and hearing. A student accused of sexual misconduct may face a disciplinary hearing once the Title IX investigation has been concluded. 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.

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 and Student Engagement on Rangely Campus and the Office of Student Services on the Craig Campus if there is a particular program that you believe would be beneficial to CNCC students and should be sponsored on campus.

Medical Attention after an Assault

If a survivor is so inclined, it is imperative that he or she seeks immediate medical attention. Receiving medical attention is also important if it is possible, the survivor has suffered internal injuries, or fears pregnancy or sexually transmitted diseases. 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 within 48 hours after an assault. Preserving physical evidence is essential to any later criminal investigation and prosecution, and it is extremely helpful in campus adjudications. SANE results are sealed after examination 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.

Sexual Misconduct 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 or Deputy 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. For information regarding the investigation process, please see SP 4-31a (<https://www.cccs.edu/sp-4-31a-civil-rights-grievance-and-investigation-process/>).

Instances of believed sexual misconduct are to be reported for investigation using the incident/compliant process outlined in this handbook and available online at <https://www.cncc.edu/report-an-incident-or-concern>

Title IX Coordinator, John Anderson, Vice President of Student Affairs and the Craig Campus at Colorado Northwestern Community College at 970-824-1110 or john.anderson@cncc.edu.

Tashana Taylor, J.D., Director of Civil Rights Investigations for the Colorado Community College System at 720-858-2444 or tashana.taylor@cccs.edu.

Retaliatory Acts

If any person who reports an incident of sexual misconduct or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual misconduct, feels they are being subjected to retaliatory acts may report such incidences to the EO or Title IX Coordinator.

It is a violation of this procedure to engage in retaliatory acts against any person who reports an incident of sexual misconduct, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual misconduct. Such act will be subject to discipline, up to and including expulsion for students, termination for CCCS employees, and dismissal for authorized volunteers, guests or visitors.

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.

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 RTS 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 complainant and the respondent are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and

Note: Both the complainant and the respondent 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. Do not 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

CNCC 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:

- 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;
- 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;
- 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:

- 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.
- Non-verbal/Visual – such as derogatory and/or sexually-oriented posters, photographs, cartoons, drawings, e-mail messages, text or multimedia messages, or gestures.
- 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:

- 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, and obscene calls.
- 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.
- 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 will result in disciplinary action up to 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:

- Race, which refers to a group of people united or classified together on the basis of common history, nationality, or geographic distribution.
- Gender, which refers to one's sexual identity, especially in relation to society or culture.
- 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.
- Sexual orientation, which refers to the gender of other adults to which an adult has feelings of sexual attraction.
- Ethnicity, which refers to groups that consider themselves, and are regarded by others, as being culturally distinctive.
- Disability, which refers to physical and/or mental impairments.

Residential Community Violations

Personal possession and/or use of firearms in the residence halls (antique or modern) or other weapons are not permitted. College personnel reserve the right to determine what constitutes as a weapon. Students with a concealed carry license are **NOT** allowed to possess a firearm within the residence hall.

- Possession of animals or insects other than approved service/guide animals.
- Repair or storage of vehicles in parking areas.
- Use and/or possession of appliances, which have an open or exposed heating element.
- Unauthorized possession, use, or sale of keys to College facilities.
- Unauthorized guests in the residence halls, exceeding the visitation policy of five nights per semester.
- Unauthorized entry into a student's room or campus building.
- Behavior and/or hygiene related issues, over a period, indicating that a student is not able to adjust to the requirements of community living.
- Violations of quiet hours as posted.
- Movement and/or alteration of College property without the written permission of the Department of Residence Life and Student Engagement.
- Use of an open flame inside a residence hall room, hallway, bathroom, stairwell, and other building areas.
- Failure to pay charges associated with his/her residence at the College;
- Window screens removed from the windows of residences;
- The playing of sports, the riding of bicycles and skateboards, or the use of roller blades in the residence hall;
- Inappropriate use of sporting equipment in non-athletic areas;

- Inappropriate use of motorized transport devices such as hover boards or scooters inside academic or residential areas.

False Alarms, Fire Safety & Safety Violations

- Giving false alarm of fire;
- Tampering with fire safety equipment;
- Driving on campus property in a reckless or dangerous manner to include speeding;
- Failure to adhere to fire evacuation procedures;
- Tampering with security measures such as door propping, meddling with peepholes, and copying keys;
- 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 efforts in learning and knowledge attainment.

Parking and Driving on Campus

Parking and driving on campus are privileges.

- Violations of parking privileges are considered a conduct violation.
 - Violations include but are not limited to parking in restricted areas, which are marked as fire lane, handicap, maintenance, and 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 students, or tow vehicles at the driver's expense.

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:

- The Vice President of Student Services (VPSS) or designee may make a recommendation for removal.
 - Upon such a recommendation, a letter to the student 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 the residence halls on Rangely or Craig's campuses 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

Taken from Student Disciplinary Procedure (SP4-30) as outlined by the Colorado Community College System at <https://www.cccs.edu/sp-4-30-student-disciplinary-procedure/>

Procedure

The Chief Student Services Officer 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 via the following link: <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>.

Once the investigation is complete, either through this process or through 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 or committee 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 affect 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 or committee 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 CSSO or designee cannot cure the procedural or substantive error, the Appeals Officer or committee may order that a different individual acting in the place of the designated CSSO or designee hold a new hearing. 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 or committee 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 or committee 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 include the following:

- 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 or committee 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 or committee 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 or committee will render a written decision on the appeal to all parties within seven (7) days of receiving the appeal request. The committee's 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 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.
- The CSSO or designee should maintain a record of the hearing.
- Audio and/or Video Recording – 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.
- Standard of proof – the College will use 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 student may waive the procedural rights afforded to students above.
- All timelines may be extended as agreed upon by both parties.

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. CNCC's CSSO is the Vice President of Student Services (VPSS). 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 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. A substantial College interest is defined to include the following:

- Any action that constitutes criminal offense as defined by federal or Colorado law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the System or the College is located.
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others.
- 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, cyber-stalking, cyber-harassment, etc. occurring completely outside of the System or the College's control (e.g., not on System or College networks, websites or between System or College email accounts) will only be subject to this procedure when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the First Amendment to the Constitution.

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: 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 Colorado Community College Campus, he or she will not be eligible for admission or re-admission at the CNCC.

Consequently, if a student is suspended at CCCS or CNCC 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, CCCS or CNCC, 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.

The responsible faculty member or adjunct instructor may suspend students from one class period. The CSSO or designee in accordance with this procedure can only implement longer suspensions.

Expulsion: *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.*

Consequently, if a student is expelled at CCCS or CNCC attempts to enroll at one of the thirteen 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.

In exceptional cases 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.

Cease Communications/No Contact/No Trespass: 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.

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.

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. CNCCs Department of Campus Life and Student Engagement is a self-supporting organization committed to helping students succeed through extracurricular and leadership development activities in a challenging and supportive learning environment.

Campus 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 and around campus. 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 heavily involved with resident students
- A constant offering of diverse, engaging group activities that strengthen the bond of community involvement and fulfill personal enjoyment

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 defame or degrade 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 are expected to not 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.

Campus Life Staff

Professional Staff: Colorado Northwestern Community College employs a Director of Campus Life and one Campus Life Coordinators on the Rangely/Craig campuses In Rangely; they are full-time, live-in specialists whose primary focus is to create a positive learning environment within the residence halls. In Craig, they share the same responsibility but do not reside on campus. They are responsible for the entire operation of CNCC Campus 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 student members of the Campus 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 talk to should seek out an RA. The Resident Assistant's most important role is to help students create a safe and healthy community.

Housing Requirements for Students

- Completed Housing Contract Agreement
- Students Must Maintaining Full Time Status
 - 12 Credit Hours for Fall and Spring
 - 6 Credits in the Summer
 - Student may petition to Campus Life Director for exceptions
- Student Agrees to follow CNCC Policies located in CNCC Catalog and Student Handbook
 - Link: <https://www.cncc.edu/handbook>
 - Link: <https://www.cncc.edu/academics/course-catalogs>

Shuttle Transportation

Due to the remote location of the campuses of CNCC and the limited transportation options to the towns where they are located:

- Transportation for students are on a pre-scheduled basis.
 - Student is responsible for signing up for shuttle.
- Shuttle runs the beginning and ending of each semester.
 - CNCC will provide a time and date for shuttle.
- Shuttle Locations.
 - Grand Junction airport and Dinosaur bus station.
- Students are responsible for making any additional plans necessary to coincide with the shuttle
 - Potential hotel arrangements, cab fares, etc.
- CNCC reserves the right to not offer transportation services outside those regularly scheduled.
 - Students need to contact campus life staff for transportation accommodation ahead of arrival time.

Apartments

The College has a limited number of apartments on the Rangely and Craig campuses.

- Rangely apartments are reserved for accommodation purposes
 - Students need to contact Director of Campus Life for accommodation information.
- Apartments are a first come first serve basis
 - This is determined by completion of housing deposit and housing application
 - A waiting list will be established after occupancy is full.
- Students who accepts the rental agreement is granted the apartment until it is relinquished, or one-month payment is past due whichever occurs 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
 - Students are first priority

Moving In

Students Checking-in to their resident room must officially check with Campus Life upon arrival.

- Students must arrive **No Later** than 5:00 p.m. Mountain Time on their scheduled check-in day.
 - Students who need to arrive after the deadline may have their assignment held for a limited period of time upon request through Campus Life.
 - Students planning to arrive early will need to make accommodations to stay off campus as on-campus accommodations are not guaranteed until the scheduled opening date.
 - Students are financially responsible for housing cost outside designated contract periods.
- Upon check-in, the student will inspect his/her room and sign their Room Condition Form (RCF)
 - Noting any damage or missing furniture
 - By signing the RCF the students states the current condition of the room as well as its current inventory of furniture and key.
 - The RCF will become the basis for assessing charges upon the student moving out due to damage, loss of furnishings or key.
- Upon move out, any discrepancy will have to be resolved with the managing Campus Life Coordinator for the residence hall where the student resided.

Moving Out

- Students must schedule a check out time with Campus life staff (Resident Assistant and/or Residence) before leaving the College and complete the Checkout Form.
 - 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.
 - The College will inspect a student's room and will determine damages and cleaning costs.
 - 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.
 - Not follow proper checkout procedures may be charged improper checkout fee.
 - 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 1:00 p.m. Mountain Time on the Saturday of Graduation.
 - If a student fails to vacate the residence halls by the assigned time, they are subject to immediate residence hall eviction and/or any associated charges for time spent over that contracted period.
- Upon move out, any discrepancy will have to be resolved with the managing Campus Life Coordinator for the residence hall where the student resided.
- 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.

Room Assignment and Changing Rooms

- Room Assignments are first come first served by housing deposits and housing application.
- 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 Campus Life
 - Student can request by https://cncc.formstack.com/forms/roommate_change_request
 - 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 of \$50.00. 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.

Lockouts

Students who are locked out of their rooms or lose their keys during the hours of 8am-7pm must contact 970-675-3220 to have their room unlocked. As soon as Campus Life staff member is available, they will come to unlock the door. From 7pm-8am, students must call the RA on duty for a lockout. There is a \$20.00 charge for all lockouts occurring after the first two weeks of school. 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

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.

- Any such electrical equipment may not be used and if found in Resident halls may be confiscated:
 - Heating or air-conditioning equipment.
 - Supervisor grills, electric skillets, hot plates, toasters, toaster ovens, open burners, gas cook stoves, full-sized refrigerators.
 - Refrigerators are limited to 3 cubic feet and microwaves cannot exceed 800 watts
- Electrical equipment that is permitted
 - Popcorn poppers, electric coffee pots, electric kettle, small microwaves, micro-refrigerators, stereos, DVD, and televisions

Overnight Guest Policy

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 Campus Life before guest arrives https://cncc.formstack.com/forms/guest_registration_form
 - 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 Campus Life Coordinator prior to staying in the residence hall.
 - 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.
 - Hosts should accompany their guests at **all times** while on campus and must accompany their guests at **all times** in the residence halls.

Restrictions on Guests in Single Sex Halls

- Members of the opposite sex are restricted from residing or being guests that stay overnight in the residence halls.
 - 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.

Pets

No pets of any kind are permitted in residence halls.

- Resident assignments can be immediately revoked for having a pet.
- Service and assistance animals are not considered pets and are permitted in the residence halls.

- Emotional Support Animals must have the appropriate paperwork submitted and approved by the Accessibility Coordinator in the Office of Student Support **before** the animal is brought on campus.
- For more information visit <https://www.cncc.edu/accommodations-accessibility-services> or contact the Director of Student Support at 970-675-3205 and caitlan.moore@cncc.edu.

Food Services

CNCC contracts with Sodexo to provide food services.

- The dining hall provides meals at set times and students should familiarize themselves with the dining hours.
 - Students with dietary restrictions should meet with the Campus Life Department to ensure their needs and concerns are communicated with Sodexo staff to ensure appropriate meal accommodations are made.

Student Provisions

- 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 (Rangely only), and internet (Rangely only).
- A list of recommended items students should <https://www.cncc.edu/wp-content/uploads/2014/01/Packing-List.pdf>

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 Department of Campus Life reserves the right to maintain and preserve the residence halls. The Resident, by agreeing to the Housing Contract, understands that Campus 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.
- Campus 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 Campus 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.
- College personnel will knock three times, announce themselves before all inspections or checks and allow sufficient time for a response prior to entering. 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. 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, loss, or damage to any student's 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 to be used for placing markings on property so it can be identified and help reduce incidents of theft is available in the Safe Campus Office located in the Johnson building.

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 pushpins, 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 (<https://helpdesk.cncc.edu/open.php>) and selecting the appropriate item from the dropdown Help Topic menu.
- 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.

List of Replacement, Damage and Sanction Costs

The following list of replacement, damage and sanction costs/fines for first time offenses that will be imposed on students who violate CNCC or CCCS policies. The follow examples are common occurrences, but not limited to:

- **Locked Out of Room:** \$20 for each occurrence after the first two-week grace period at the beginning of each new semester.
- **Replacement ID Cards:** \$20 dollars for each card replaced

- **Failure to complete campus community service hours:** \$20 per hour
- **Tampering with or damaging door decoration:** \$50
- **Room Change fee:** \$50 A first room change is free; any move thereafter incurs a fee
- **Propping Doors Open:** \$100
- **Unauthorized Guest Policy Violation:** \$100 per night
- **Impermissible Animal First Warning:** \$100
- **Missing or not showing up for conduct hearing meeting:** \$200
- **Tampering with Fire Detector or Alarm System:** \$200
- **Theft of CNCC Property:** \$200 (ie: signs, traffic cones, traffic signs, couches, chairs, tables, etc.)
- **Improper Check-In or Check-Out:** \$200
- **Tampering with Security Equipment:** \$200
- **Additional clean-up required due to a lack of unclean and/or unhygienic conditions:** \$200
- **Lost or not returned room keys resulting in key core replacement:** \$100
- **Hosting a Party: \$250 per person if Drugs or Alcohol are present**
- Violations of conduct that result in sanction fines can vary due to unique circumstances and the findings determined at the conduct hearing meetings.

Residence Hall/Apartment - Facilities and Services

Colorado Northwestern Community College has three residence halls on the Rangely campus (Ross Hall, Nichols Hall, and Holland Hall) and off-campus apartments available on the Craig campus. The following are a list of facilities and conveniences provided with a residence hall room:

- **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 (<https://helpdesk.cncc.edu/open.php>) 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.
- **Internet Access:** All Residence Halls in Rangely have wireless internet access. Some halls may have hardwired internet access. This access is open to all students. However, for the best connection possible students are encouraged to connect to the designated Ethernet ports in their room.
- **Common Areas:** Each residence hall in Rangely 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 may be charged to repair the damage or replace equipment/furniture.
- **Laundry Facilities:** Students have access to the laundry facility in their residence hall on Rangely campus 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 Campus Life by email at housing@cncc.edu or by phone at 970-675-3220.