



Colorado Northwestern Community College  
Student Handbook  
2021-2022

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# Table of Contents

**WELCOME TO COLORADO NORTHWESTERN COMMUNITY COLLEGE..... 5**

- Introduction .....5
- Mission Statement .....5
- Vision Statement.....5
- Value Statement & Core Values .....5

**STUDENT RIGHTS AND DISCLOSURES..... 5**

- Career and Technical Education (CTE) – Notice of Non-Discrimination .....5
- Civil Rights Concerns and Grievances.....6
- Equal Employment Opportunity .....6
- Family Educational Rights and Privacy (FERPA).....6
- Handbook Provisions Subject to State and Federal Policy and Regulation.....7
- Non-Discrimination Statement .....7
- Student Right to Know .....8
- Student Records.....8
- Title IX and Sexual Misconduct .....8

**Consent .....8**

**Medical Attention after an Assault.....9**

**Title IX Offenses .....9**

**Outcomes .....12**

**Prevention .....12**

**Reporting Title IX Concerns Procedures.....13**

- Parental Notification .....13
- Photography & Recording of College Activities.....13

**STUDENT SERVICES..... 14**

- Accessibility Services.....14
- Academic Advising & Student Support.....14
- C.A.R.E. Team.....14
- E-Mail.....15
- Gateway Centers.....15
- Identification and Key Cards .....15
- Library.....15
- Mail.....16
- Microsoft Office 365 .....16
- Personal Support Services.....16
- Reporting a Concern, Incident, Grievance, or Hazard and/or Making a Complaint.....16
- Safe Campus Program.....18
- Withdrawal from School .....19

**INFORMATION TECHNOLOGY SERVICES ..... 19**

- Computer and Network Use .....19
- Copyrights and Licenses.....20
- Disclosure .....20

**CAMPUS LIFE AND ACTIVITIES ..... 20**

Outdoor Recreation .....	20
Student Activity Areas.....	21
Student Clubs and Organizations .....	21
Student Government .....	21
<b>RESIDENCE LIFE GUIDELINES AND REGULATIONS.....</b>	<b>21</b>
Campus Life Staff .....	22
Checkout after Occupancy.....	22
Contract Termination.....	22
Contract Termination Due to Cause.....	22
Deposit Amount .....	22
Deposit Refund .....	23
Deposit Use.....	23
Electrical Appliances .....	23
Entry and Inspection .....	23
Failure to pay .....	24
Housing Placement Requirements for Students .....	24
Injury and Property Loss .....	24
List of Replacement, Damage and Sanction Costs .....	24
Lockouts.....	25
Moving In.....	25
Moving Out .....	25
Official Checkout.....	26
Overnight Guest Policy.....	26
Payment.....	26
Pets .....	26
Restrictions on Guests in Single Sex Halls .....	26
Room Alterations and Damages.....	27
Room Assignment and Changing Rooms.....	27
Student Provisions .....	27
<b>RESIDENCE HALL/APARTMENT - FACILITIES AND SERVICES.....</b>	<b>28</b>
Cable TV Access: .....	28
Common Areas: .....	28
Food Services:.....	28
Internet Access: .....	28
Laundry Facilities: .....	28
Maintenance and Repairs: .....	28
Shuttle Transportation.....	28
<b>STUDENT CONDUCT AND EXPECTATIONS.....</b>	<b>29</b>
Academic Integrity (As referenced from College Catalog) .....	29
Alcohol.....	29
Candles and Incense .....	29
Code of Conduct Violations.....	29
College Policy Violations .....	29
Disorderly Conduct/Behavioral Issues.....	30
Drugs.....	30
False Alarms, Fire Safety & Safety Violations .....	30
Federal Sanctions for Drugs .....	31
Fighting .....	31
Firearms, Weapons, and Explosives .....	31
Health Issues Associated with Drug Use .....	32
Medicinal and Recreational Marijuana Use .....	32
Parking and Driving on Campus .....	33
Tobacco/Vape/Smoke Free.....	33

Residential Community Violations .....	33
Violation of Rules .....	33
<b>CONDUCT RESOLUTION PROCESS.....</b>	<b>34</b>
Overview of the Conduct Process .....	34
Student Rights during Conduct Proceedings .....	34
Outcomes and Decisions .....	35
Conflict Resolution Pathways Spectrum .....	38
Appeals Procedures.....	38
<b>DISCLOSURES .....</b>	<b>40</b>
Amnesty.....	40

# 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.

## Student Rights and Disclosures

### 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. 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 regarding civil rights or grievance procedures, contact Angela Miller, CNCC Director of Human Resources at 970-675-3235.

### 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.

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](mailto: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.

### 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 is 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

### 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/>.

### Non-Discrimination Statement

Colorado Northwestern Community College is an equal opportunity educational institution and will not discriminate based on 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.

**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:

<a href="#"><u>Non-Discrimination Statement</u></a>	<a href="#"><u>Student Out Come Data</u></a>	<a href="#"><u>Institutional Effectiveness</u></a>
<a href="#"><u>Employee Directory</u></a>	<a href="#"><u>Academic Program Information</u></a>	<a href="#"><u>Family Educational Rights &amp; Privacy Act (FERPA)</u></a>
<a href="#"><u>Financial Assistance and Eligibility</u></a>	<a href="#"><u>Costs of Attendance</u></a>	<a href="#"><u>Services for Students with Disabilities</u></a>
<a href="#"><u>Requirements and Procedures for Withdrawing from CNCC</u></a>	<a href="#"><u>Federal Student Aid Return of Funds</u></a>	<a href="#"><u>Campus Crime Statistics and Sex Offender Information</u></a>
<a href="#"><u>Drug Policy</u></a>	<a href="#"><u>Alcohol Policy</u></a>	<a href="#"><u>Athletic Program Participation Rates and Financial Support Data</u></a>
<a href="#"><u>Accreditation of School and Programs</u></a>	Changes of Schedule -(must log into <a href="#"><u>Crossroads</u></a> )	Degree Verification -(must log into <a href="#"><u>Crossroads</u></a> )
<a href="#"><u>CNCC Catalog</u></a>	<a href="#"><u>Student Handbook</u></a>	

**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](mailto:admissions@cncc.edu), or by visiting the Admissions and Records Office located in the Johnson Building on the Rangely campus.

**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>

**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 by force (actual/implied, immediate or



future) whether that force is physical force, threats, intimidation, or coercion, there is not consent. The use of alcohol or drugs by the perpetrator is not an excuse for sexual misconduct. 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. Person(s) who know, reasonably should have known, that another is incapacitated by the use of drugs/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.

### *Medical Attention after an Assault*

If a survivor is inclined, it is imperative that they seek 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 plastic bags and taken to the hospital.

### Rape Trauma Syndrome (RTS)

Rape Trauma Syndrome (RTS) is an acute stress reaction to the threat of being killed or being seriously injured, resulting from either a completed or an attempted sexual assault. Each survivor experiences not all the reactions encompassed by RTS; 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 or eating pattern disturbances, difficulty concentrating, fear, shame, guilt, mood swings, lack of self-esteem, and flashbacks. Reintegration is aided by support from friends, relatives, and others in the survivor's environment.

### *Title IX Offenses*

SP 4-120a (<https://www.cccs.edu/sp-4-120a-sexual-misconduct/>) states Title IX Offenses include, but not limited to:

#### 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** – Suggestive comments, derogatory slurs, off-color jokes, threats, and/or insulting sounds. Verbal harassment includes use phones to harass. Examples are unwanted calls, hang-ups, voicemails, and obscene calls.
- **Non-verbal/ Visual** – 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** – Unwanted physical contact includes touching, interfere of normal activities (studying, work), and assault.

## Harassment of Students

CNCC seeks to create and maintain an academic environment in which all members 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. Persons who harass others compromise their own integrity and credibility. No form of harassment will be tolerated at CNCC.

## Harassment - Sexual

CNCC reaffirms 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, 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. Sexual Harassment behaviors include, but not limited to:
  - **Verbal** – 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** –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.

## 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 CNCC. 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 refers to groups of people classified together based on common history, nationality, or geographic distribution.
- Gender, which refers to one's sexual identity, especially in relation to society or culture.
- Religion is personal/institutionalized systems of beliefs/values/practices learned from spiritual leader or sacred text.
- Sexual orientation, which refers to the gender of other adults to which an adult has feelings of sexual attraction.
- Ethnicity refers to groups that consider themselves, and are regarded by others, as being culturally distinctive.
- Disability, which refers to physical and/or mental impairments.

## 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.

## 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 CNCC is harmful to both the learning environment and the sense of community CNCC seeks to foster. All members of CNCC's 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. 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 statements are epithets engendering offense in employees/students, or offends by mere discourtesy
- Whether the speech or conduct deserves the protections of the First Amendment and/or academic freedom

### *Types of Sexual Misconduct*

- 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.
- **Non-Consensual Sexual Contact** is:
  - Any intentional sexual touching
  - However slight
  - With any object
  - By any individual upon any individual
  - That is performed without consent and/or by force
- **Non-Consensual Sexual Intercourse** is:

- Any sexual penetration or intercourse (anal, oral or vaginal);
- However slight
- With any object
- By any individual upon any individual
- That is performed without consent and/or by force
- **Other sexual misconduct** acts are based on a person's actual or perceived sex or gender include, but not limited to
  - **Threats/causing physical harm**, verbal abuse, or conduct that threatens/endangers any person's health/safety
  - 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**, is conduct directed at a specific person and is unwelcome causing a reasonable person to feel fear.
  - Violation of any other System or College rule.
- **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 is perceived participation in a complaint or investigation of sexual misconduct.
- **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 include, but not limited to:
  - Invasion of sexual privacy.
  - Prostituting another person.
  - Non-consensual video or audiotaping of sexual activity.
  - Going beyond the boundaries of consent (ex. uninvolved person hidden in closet to observe consensual sex).
  - Engaging in voyeurism.
  - Knowingly transmitting a sexually transmitted infection (STI) or human immunodeficiency virus (HIV).
  - 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.
- **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

### *Outcomes*

Members of the college community who participate directly/indirectly in a sexual offense are subject to Title IX investigation and hearing. A student accused of sexual misconduct may face a disciplinary hearing once the Title IX investigation concludes. Possible outcomes Title IX violations, acquaintance rape, or other sex offenses include, but not limited to; mandatory counseling, relocation, suspension, or expulsion.

**For more information, please see** Student Conduct Procedures in this document.

### *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. Do not let sex “just happen.”

- Clearly communicate desires and limits. Do not 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. “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 ones instincts. If it seems wrong, get out of the situation immediately.

### ***Awareness Programs***

Educational programs are held throughout the year on topics such as acquaintance rape, self-defense, and alcohol awareness. Contact Campus Life on the Rangely Campus or the Office of Student Affairs 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.

### **Reporting Title IX Concerns 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 CNCC 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> Contact:

**Tashana Taylor, J.D.**

Director of Civil Rights Investigations

Colorado Community College System

720-858-2444 or [tashana.taylor@cccs.edu](mailto:tashana.taylor@cccs.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.

## 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.

### 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@cnc.edu](mailto:caitlan.moore@cnc.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	1 on 1 Support

For more information on Student Support, services go to <https://www.cnc.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.

### 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/2009NABITWhitepaper.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.

### 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.

### 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

### 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.

### 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>

### 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.

### Microsoft Office 365

All CNCC Students get access to the full Microsoft Office Suite through Microsoft Office 365.

### 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:

On Campus Mental Health Counseling	Mental Health Awareness
Heath Clinic	Accommodations and Disability
Crisis Intervention	Counseling Referrals
Career Counseling	Transfer Services

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

### **CNCC Student Complaint Procedure**

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

The Colorado Community College System (CCCS) is governed by the State Board for Community Colleges and Occupational Education (SBCCOE). The SBCCOE governs the 13 state system colleges.

#### **Definitions**

Complaint – 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.

A complaint can be filed regarding any alleged action which violates or inequitably applies CCCS State Board Policies, System President’s Procedures or Colorado Northwestern Community College Procedures. The student filing the complaint must be personally affected by the violation.

The student complaint process is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by Colorado Northwestern Community College. This student complaint process is designed to provide the student with the opportunity to file a complaint, as defined above, and to provide a process for resolution of the grievance. A student may file a complaint, concerning a policy, procedure, rule, or grade if discrimination on the basis of race, color, religion, national origin, disability, or age is the basis for the grievance.

Sexual Misconduct - The student grievance procedure is not applicable to complaints of sexual misconduct, including complaints of sex/gender-based discrimination or harassment. Student grievances or complaints involving sexual misconduct shall be governed by CCCS Policy (SP4-120A). To review the System Policy (SP4-120A): <https://www.ccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-120a-sexual-misconduct/>



Non-grievable complaint - Matters over which the college has no authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by discrimination and/or harassment.

Associate Dean of Students & Campus Life – The person at CNCC to whom student complaints are initially directed and who will assure that the complaint is communicated to the appropriate party for investigation and resolution.

### **Informal Complaint Process**

Students are encouraged to resolve concerns through direct communication with the individuals or offices involved. If the grievance is not resolved, the student may appeal to the next level of authority. If an appeal does not resolve the complaint, the student may proceed to the appropriate vice president with a written complaint.

The student shall discuss the complaint or grievance fully at each level in the process. At each level of authority, a decision shall be made based on common sense and good judgment of a reasonable person. Each level may seek the appropriate authority, if necessary, to resolve the complaint. The entire informal procedure should take no longer than 30 days. If an informal process is not successful or if the student or the college chooses not to utilize an informal process, then the complaint should be reported under the formal procedures below.

### **Formal Complaint Process**

All complaints should be filed as soon as possible after the occurrence. A significant delay in reporting can make it more difficult to investigate and address a concern.

1. The formal complaint must be submitted in writing to the Associate Dean of Students & Campus Life through the incident form via the college's website at <https://www.cncc.edu/about-cncc/consumerinformation/campus-safety/forms/incident/> and must include the name and contact information for the student who is communicating the concern. The complaint should clearly describe the concern. Supporting materials should be submitted in writing as soon as possible, including information on any informal efforts to resolve the issue.
2. Once a timely complaint is filed with the Associate Dean of Students & Campus Life, the complaint will be directed to the Crossing Points Team (CPT). The CPT will determine if the complaint can be addressed by the college. If it is determined that the concern is non-grievable, the student who filed the complaint will be notified.
3. The formal complaint must be heard by the CPT within ten class days of the request unless extended with the agreement of both the student and the VPSS or appropriate Vice President.
4. If the matter can be addressed by the college, the CPT will request a meeting with the student filing the complaint and with the individual(s) to whom the complaint is directed. Both parties will be given the opportunity to discuss the allegations and offer documentation, witnesses or other information pertinent to the complaint. The CPT may also request meetings with other relevant individuals as part of the investigation. Neither party is allowed representation in the meetings as they are administrative and not legal proceedings.
5. The Crossing Points Team (CPT) will send its decision to the Colorado Northwestern Community College President. A complaint may seek review of an adverse decision through the College President. The decision of the College President shall be final.

CNCC has established a Crossing Points Team (CPT). The Crossing Points Team meets as needed to review formal complaints. This team serves as a review team to make sure concerns and complaints are addressed according to the formal process and within ten class days. The team consists of representations from Coordinator of Campus Safety and Emergency Management, Human Resources, Title IX Coordinator, Student Affairs, Academic Affairs, Administrative Services and *Director of Student Support*. Once a quarter or as needed the CPT will meet with the VPSS to make sure all concerns, complaints, grievances, and code of conduct issues are going through the proper processes.

Please refer to the CCCS System President's Procedure SP 4-31 for additional information: <https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-31a-civil-rights-grievance-and-investigation-process/>

If you have any questions or need assistance filing a complaint, please contact the Vice President of Student Services or Associate Dean of Students & Campus Life at 970-675-3215 or 970-675-3229.

### **Complaint Appeals Criteria**

An Appeal can be filed no later than 7 days after the formal complaint process is complete. The original findings and outcomes will stand if the appeal is not timely or substantively eligible, and the decision is final. A student may appeal only upon one or more of the following grounds:

- Established procedures not following formal complaint process, resulting in findings, outcomes, or both, not being reasonable.
- New information that would have affected the outcome, had the information been presented at the CPT meeting. The new information must be included with the student's request for appeal. The student must show the new information was not known to the individual appealing at the time of the original CPT meeting.

### **Complaint Appeals Process**

Appeals must be filed in writing with the appropriate Vice President based on the complaint (academic or departmental) within seven (7) business days of the notice of the outcome from the formal complaint process. Students may file written appeals by submitting the ***student petition form***. Appeals must be student's original work, not written by a third party. An appeal will not be considered unless it meets one or more of the appeal criteria. The entire appeals process procedure should take no longer than 30 days after the formal complaint process is complete.

1. If a student requests an appeal, the appeal must be in writing and contain: The student's name, S-number and address; The nature of the complaint, including the date it occurred; The corrective action sought; formal complaint process outcome/decision and proof of new information or/and failure to follow formal complaint process.
2. After the appropriate Vice President receives the appeal and if the appeal meets the limited grounds and is timely, they will have 10 days to conduct an appeal hearing/investigation. In conducting the appeal investigation, the VP is authorized to: Require any student or employee to provide additional written statements, along with any documents concerning the events and circumstances that may have given rise to the complaint; require any student or employee to appear and testify; question each individual who testifies; and copy all documents.
3. The VP will send its recommendation to the Colorado Northwestern Community College President. The President can decide to uphold the new decision, remand it to the original decision or, conclude a final decision. The decision of the College President shall be final. The student will be informed of the outcome in writing when the appeal process has been completed.

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/>

### **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.

### **Withdrawal from School**

A Resident must vacate institutional housing and cease using facilities after they withdraw, are withdrawn, or drop out from CNCC.

### **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**

Any person without proper authorization may not use network resources. 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.
- 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.

## 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 comply 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.

## 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.

## 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**

**Rock climbing**

**River Rafting**

**Backpacking**

**Snowshoeing**

**Mountain Biking**

Ice Climbing  
Cross-Country Skiing

Challenge Course  
Camping

Cross country Skiing  
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.

### 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>

### 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.

### Residence Life Guidelines and Regulations

Colorado Northwestern Community College is committed to providing students with a complete education. We believe that students gain greatly from the experience of living within the Residence Halls. CNCC's 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.

### Checkout after Occupancy

Upon official checkout, the Resident agrees to pay the following charges of room rental, board charges, and associated fees. Residents checking out during or before the end of the first week in which the residence halls are open shall pay the following charges: \$50 for rent, \$75 for meals, \$25 for activity fees, and forfeit the \$200 housing deposit. The deposit may be released to the student if they met one or more of the requirements mentioned above in B. Residents checking out beginning with the eighth day that the residence halls are open shall pay room and board at the rate of ten percent (10%) of the total semester rate for each week of residence hall occupancy beginning with the semester start date.

### Contract Termination

A Resident may terminate this Contract at any time provided the Resident notifies the Campus Life Department in writing 48 hours before the date of checkout if leaving before the end of the semester. If a Resident terminates this Contract prior to the end of the Contract term (end of the semester in which they notified the college they were going to reside), they will forfeit their housing deposit and have to pay all applicable fees prorated for the period of the semester they resided in the residence halls as outlined in Section X.

### Contract Termination Due to Cause

A Resident who withdraws from the College for one of the following reasons will be charged a prorated rent based on days of occupancy: (1) graduation, (2) marriage, (3) military, or (4) medical reasons. The Resident must give the Campus Life Department advance written notice of checkout in accordance with the preceding subsection and provide satisfactory verification of the reasons for withdrawal within 30 days after termination of occupancy. If the Resident fails to provide such verification, the rent due will be as outlined in Section X. Graduation, withdrawal requires verification of graduation from the Records Office. Marriage withdrawal requires a photocopy of the signed marriage license. Military withdrawal requires a photocopy of military orders and withdrawal from CNCC. Medical withdrawal requires the signed approval of a licensed practicing physician and withdrawal from CNCC.

### Deposit Amount

The housing deposit for this Contract is \$200.

### Deposit Refund

A Resident's housing deposit will be refunded if all provisions of this Contract have been complied with and no cleaning/damage charges have been assessed. The deposit will be refunded promptly after termination of the Contract if written notice of cancellation (required Checkout Form is sufficient) of this Contract is completed when a Resident moves out.

### Deposit Use

The deposit is a reservation fee and Contract agreement. Since the deposit is a Contract and reservation security rather than a cleaning/damage deposit, charges cannot be made against the deposit during the Contract term. The deposit is not a rental payment and is not included in the rental amount. At the end of the Contract term, the deposit shall be used to pay outstanding bills due to the Campus Life Department resulting from damage and/or sanctions imposed for which the Resident is responsible. If the Resident contracts to return to on-campus housing, the deposit may be extended as the reservation fee for the contract extension. The Resident will be billed for any cleaning/damage charges if the deposit is extended.

### Electrical Appliances

Students should keep in mind that if they choose to have many electrical appliances in a room, they would 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.
  - Foreman 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

### 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.

### Failure to pay

Residents failing to pay any installment of rent or other charges when due, may at the College's option, be assessed the penalties set forth in Section X hereof in addition to the College's other remedies hereunder. Failure to pay housing charges when due will also result in a hold being placed on the Resident's official transcript and prevent subsequent registration at the College.

### Housing Placement Requirements for Students

- Completed Housing Contract Agreement
- \$200 Housing Security Deposit
- 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>

### 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.

### 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 (i.e.: 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 Drug 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.

### 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.

### Moving In

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

- Students must arrive No Later than ONE hour of check in time from scheduled time in placement letter.
  - Students who need to arrive after the deadline need to contact Campus Life via email or their assignment will not be held.
  - 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 state 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.

### Official Checkout

The Resident is not officially checked out of the residence hall until all of the following occur: (1) all personal property has been removed from the room, (2) the room has been cleaned, and (3) the proper checkout records have been signed and all keys have been turned into the Campus Life Department. Residents who have not completed official checkout will forfeit their housing deposit. The Resident is liable for all housing charges, regardless of occupancy, until the day the Resident properly checks out with an official from Residence Life. A hold may be placed on the Resident's transcript if they move out of the residence halls prior to the end of the contract period without proper notification and/or authorization. The hold will remain in force until all terms and conditions of this Contract are met.

### 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](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.

### Payment

The Resident is responsible for payment of all required rents, deposits, and fees. Payments must be received before or on due dates. No refunds of room or board are granted if the Resident checks in late. The Resident is liable for all applicable rates, deposits, and fees due for the full term of this Contract regardless of occupancy.

### 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](mailto:caitlan.moore@cncc.edu).

### 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.

## 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.

## 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](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.
- 

## 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>

## **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:

### **Cable TV Access:**

All Residence Halls in Rangely have access to expanded cable TV programming.

### **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.

### **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.

### **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.

### **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](mailto:housing@cncc.edu) or by phone at 970-675-3220.

### **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](mailto: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.

### **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, Hayden 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.

### Student Conduct and Expectations

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.

#### 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.

#### 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.

#### 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.

#### 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.

### 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.

### 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.

## 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.

## 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 and 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 on campus and College-owned property.

Colorado Northwestern Community College restricts 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.

The carrying of firearms or weapons on campus must comply with applicable federal and state laws and college policies. If individuals 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. Students who do bring weapons to campus **must be checked in immediately with the College Security and Emergency Management Coordinator** and put in the designated lockup. **Failure to check weapons immediately upon arrival or return to campus will result in disciplinary procedures.**

## Campus Housing

Students, faculty, staff, or visitors/guests 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 carrying under a concealed carry permit. Such weapons, firearms, or explosives must be checked in immediately with the College Security and Emergency Management Coordinator and put in the designated lockup. Failure to check weapons immediately upon arrival or return to campus will result in disciplinary procedures.

The following are exempt from this policy under Colorado Law:

- **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.
- 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
- 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
- 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
- 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.

### 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 methaqualone (“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.

### 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.



## Parking and Driving on Campus

Parking and driving on campus are privileges.

- Violations of parking privileges are considered a conduct violation.
- CNCC reserves the right to warn, fine students, or tow vehicles at the driver's expense.

## Tobacco/Vape/Smoke Free

### Tobacco Free Policy in the Student handbook:

Tobacco/Vape/Smoke/Nicotine Free and 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. Definitions: 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. Colorado Northwestern Community College (CNCC) Student Handbook Revision 10.2.2020 Page 30 of 42
- Violation of this policy may be cause for disciplinary action in accordance with student disciplinary policies.

## 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.

## Violation of Rules

Noncompliance with the rules and regulations of the residence halls, College policies, local laws, or federal and state laws, where applicable, and damage from fire, smoke, or other causes making the premises unlivable caused by the Resident may result in this Contract being terminated and the Resident being evicted from housing. If the termination of this

Contract is based upon disciplinary action, the Resident shall remain liable for all room and board charges due hereunder for the then-current semester. Moreover, no previously paid room or board charge or deposit shall be refunded to the Resident in such a case. In addition, or as an alternative to terminating this Contract, the College and Campus Life Department reserve the right to pursue the disciplinary procedures specified in the CNCC Student Handbook for violations of the codes of conduct.

## Conduct Resolution Process

### *Overview of the Conduct Process*

Students behaving incompatibly with the Code of Conduct may be required to participate in the student conduct resolution process. CNCC has designed resolution procedures that aim to engage students and recognized student organizations in a restorative, fair, educational, and developmental process. This overview gives a general idea of how CNCC conduct proceedings work, but not all situations are of the same severity/complexity. Thus, procedures are flexible, and are not the same in every situation, though consistency in similar situations is a priority. Understanding that rules of process, procedure, or evidence established/applied in the civil/criminal justice systems do not apply to this process is important.

The VPSS or designee shall receive allegations of student misconduct not to include academic conduct, 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, CNCC will investigate incidents through the Civil Rights Grievance & Investigation Process, System President's Procedures (SP)3-50b and (SP)4-31a found here: <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 VPSS or designee shall render a Case Outcome. The VPSS 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 VPSS or designee shall issue a decision, which determines whether the alleged conduct occurred; whether the conduct violated the Code or CNCC procedures; and render a Case Outcome.

The following process will be used for student conduct proceedings, except Title IX violations. More information found in Title IX section of this document or the Civil Rights & Sexual Misconduct Resolution [SP19-60](#) on the CCCS Website.

### *Student Rights during Conduct Proceedings*

Students have the following rights during the resolution process:

1. **The Right to Know Allegations.** Students have the right to know what specific code violations are being considered.
2. **The Right to an Advisor.** An advisor (See Advisors section for more information) may accompany a student.
3. **The Right to Privacy.** Meetings are considered private, educational interactions between the student(s) and CNCC. Deliberations between College Officials are closed. Inclusion of any other individual (other than the Advisor described above) in the meeting shall be at the discretion of the Coordinator. The VPSS or designee should maintain a record of the hearing. Records of this meeting are considered part of the Student's Educational record, which is protected by Family Educational Right to Privacy Act (FERPA).
4. **Students have the right to a meeting.** The students will have the opportunity to provide their own narrative of the incident. Additionally, the student can provide information that supports their perspective of the situation. Information may include and is not limited to witness statements, recordings, or other resources.
5. **The Right to Evidence:** Student shall have the right to identify documents, witnesses and other material he/she would like the VPSS or designee to review before making a final decision.
  - a. **Audio and/or Video Recording:** CNCC, at its discretion, may audio or video record any meeting throughout the process. Should a recording exist, the student may request a copy. No other audio/video recording allowed.

6. **The right to prepare for meetings.** Meetings are scheduled between three and fifteen business days after the student has been notified. Considerations will be given for extenuating circumstances, including but not limited to College Holidays, family crisis, confirmed trauma, and medical/non-medical emergencies.
  - a. **Expedited Process:** When the Coordinator determines a prompt review is essential (e.g., end of the semester, the student is graduating, or there is substantial concern for the health, safety, or welfare of CNCC's college community), the Coordinator may require the student meet within a shorter or longer period at their discretion.
7. **The right to a safe environment.** The Coordinator may provide availability and/or remote location of witnesses through meeting phone calls or other alternate means. Accommodations may also be made related to concerns for the individual safety, well-being, and/or fears of confrontation of the person making the complaint, and/or other witnesses during the meeting by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, College Public Safety as determined in the sole judgment of the Coordinator to be appropriate.
8. **Time Extensions:** All timelines may be extended as agreed upon by both parties.
9. **The Right to Waive:** The student may waive the procedural rights afforded to students above.
10. **The Right to Utilize Accommodations.** The Coordinator will honor disability accommodation requests as determined by Disability Support Services (DSS). Please contact DSS in a timely manner to obtain an accommodation request, so that the Coordinator is prepared for the meeting. Students have the right to bring language interpreters as needed.

### Meetings

During a meeting with the Coordinator, dialogue will occur to identify the specific Code values and violations being considered, and which Conflict Resolution Pathway is suitable. Conflict Resolution Pathways can be found under the Conflict Resolution section of this document. Additionally, if the meeting involves more than one student, the Coordinator, at their discretion, may permit the meetings to be conducted either jointly or separately.

**If the student does not attend the meeting,** the Coordinator may decide the outcome in the student's absence. A Registration and/or Transcript/Diploma hold may be placed on the student's account to ensure that the student completes conduct requirements in order to continue academic progress.

### *Outcomes and Decisions*

After the meeting concludes, the Coordinator will review all pertinent information and make a determination related to each of the violations specified in the Code. The determination is based on the preponderance of evidence standard, whether it is more likely than not, that the student violated the Code. The involved students may provide an impact statement or character references for consideration during the resolution process.

Coordinators have the authority to determine the appropriate outcome action taking into consideration the severity of the infraction, impact on individuals or community, and past conduct records. In addition to the restrictions, conditions, and outcomes listed below, Coordinators may place limits or conditions, requiring relocation or removal from student housing, restitution, community service, and/or specify participation in educational programs or interventions.

Written notice of the Coordinator's decision will be sent promptly to Student Email. The notification shall consist of the determination of responsibility, level of resolution imposed, and a complete description of any restrictions, conditions, and outcomes or requirements. In disputed cases, when the student is found responsible for the violations, the notification will also include a summary of the basis for the determination. The Coordinator may communicate resolutions with appropriate campus offices when relevant to academic, financial, student involvement, or safety issues. Restrictions, conditions, and outcomes imposed for misconduct will be based upon a consideration of all of the circumstances in a particular case. Mitigating and/or aggravating circumstances will be considered. Repeated violations are likely to result in progressively severe outcomes. All decisions will be given to students via email or in writing.

Throughout the process, the Coordinator will seek to resolve cases at the level most appropriate for the behavior/incident. The Coordinator will seek to utilize conflict resolution mechanisms and relevant institutional outcomes. One or more restriction, condition, and/or outcome may be imposed on any student for any Code violation.

### Outcomes, Restrictions, and Conditions

1. **Conflict Resolution:** Conflict resolution results could include conflict coaching, mediation, facilitated dialogue, restorative justice, and other alternative dispute resolution practices. Conflict resolution works best when students take responsibility for their actions, and desire to restore the impact created in the incident. Conflict Resolution is recommended. If students do not utilize Conflict Resolution, the Coordinator will assign required outcomes.
2. **Loss of Privileges:** The student will be denied specified privileges for a designated period.
3. **Building/Access Restriction:** Student will be denied access to specific campus locations.
4. **Restriction of Visitation Privileges:** May be imposed on any student. Parameters of the restriction will be specified.
5. **Eligibility Restriction:** The student is deemed “not in good standing” with CNCC for a specified period. Limitations or exceptions may be granted by the VPSS and terms of this outcome may include, but not limited to, the following:
  - Ineligibility to hold any office in any CNCC Student Organization or hold an elected/appointed office at CNCC.
  - Ineligibility to represent CNCC to anyone outside CNCC’s College Community in any way including: participating in the study abroad program, attending meetings, or representing CNCC at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
6. **No Contact Orders:** If a “no contact” order is issued, it is the responsibility of the student not to have any contact with the individual(s) named in the order, directly or through third parties, or via electronic means as specified in this notice. Failure to comply with this order may result in additional restriction, conditions, or outcomes.
  - The student is also prohibited from having any contact with the individual(s) named, directly or through third parties, or via electronic means as specified. Failure to comply may result in conduction violations.
  - The no contact will remain in place until officially removed by Coordinator and with the agreement of all parties.
7. **College Housing Reassignment:** Reassignment to other student housing is determined by the VPSS or Campus Life
8. **Restitution:** Compensation for damage caused to CNCC or any individual’s property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
9. **Discretionary/Educational Outcomes:** Include, but not limited to, alcohol/drug education, anger management, counseling, mental health assessment, restriction of privileges, or an educational/reflection project designed to student’s understanding of the overall impact of their behavior. Some outcomes may include a costs or fees.
10. **Community/College Service Requirements:** Students/organizations assigned to complete supervised college service.
  - Failure completing service hours may result in fines of \$20 per hour for the uncompleted hours assigned.
11. **Confiscation of Prohibited Property:** Items in violation of CNCC’s policy (pipes, bong, etc.) will be confiscated and become property of CNCC. Prohibited items may be returned at the discretion of Campus Safety, where applicable.
12. **Educational Program:** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific issue or topic related to the violation for which the student or organization was found responsible. Mediation, letters of reflection, attendance at a workshop, seminar, or training, letters of apology may also be forms of educational programs used by the Coordinator of Campus Safety. Audience may be restricted.
13. **College Warning:** An institutional status within the conduct records that is considered an official notice that future specific behavior could result in a more severe restrictions, conditions, and outcomes.
14. **College Probation:** An institutional status within the conduct records. Any violation while on probationary status could be escalated to removal from CNCC. Students on probationary status will be required to meet with Coordinator of Campus Safety for follow up meetings. Probationary statuses range from 1 semester to duration of time at CNCC.
15. **College Suspension:** Separation from CNCC for a specified minimum period of time, after which the student is eligible to return. Eligibility for return may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student may not be eligible for admission or re-admission at CNCC. Suspension can apply to the CNCC as a whole, departments, programs, classes, facilities, events, activities, and/or resident halls (student housing). During the suspension terms:

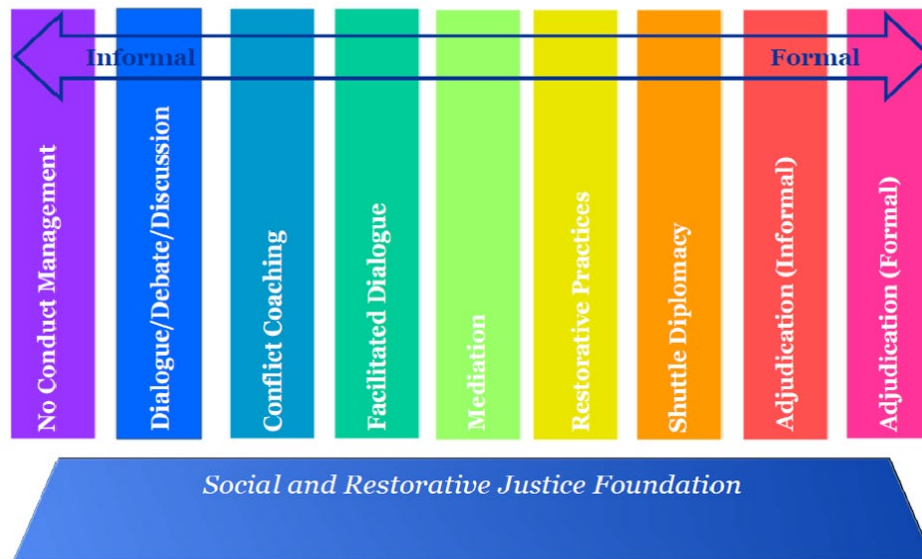
- The student is required to vacate the campus within 48 hours of notification of a decision
  - Students are restricted from CNCC property, functions, events, and activities unless written approval from VPSS This outcome will be noted as a Conduct Suspension on the student's official academic transcript.
  - The student is not eligible for admission or re-admission at any of the Community Colleges within CCCS.
  - A student who is suspended by CCCS/CNCC attempts to enroll at one of the Community Colleges within CCCS, may be denied pursuant to CCCS BP4-10, Admission, Continued Enrollment and Re-enrollment of Students.
  - The responsible faculty member or adjunct instructor may suspend students from one class period. The VPSS or designee in accordance with this procedure can only implement longer suspensions.
16. **College Expulsion:** Permanent and indefinite separation from CNCC. Consequently:
- The student is required to vacate the campus within 48 hours of notification of a decision
  - The student is banned from CNCC property and the student's presence at any college-sponsored activities or events is prohibited. This action may be enforced with a trespass action as necessary.
  - This sanction will be noted as a Conduct Expulsion on the student's official academic transcript.
  - The expelled student may not be eligible for admission or re-admission at any of the Community Colleges within CCCS. Expelled students at CCCS/CNCC, that attempt to enroll at one of the Colleges within CCCS, the student may be denied pursuant to BP 4-10, Admission, and Continued Enrollment & 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 CNCC's discretion to admit or deny the student.
17. **Other:** Additional or alternate restrictions, conditions, or outcomes that promote reflection and holistic student development (i.e., creative expression, community restoration project) may be created and designed as deemed appropriate to the violation with the approval of the Coordinator of Campus Safety.

### Types of Conflict Resolution

Conflict resolution is a process of addressing differences that allows everyone involved to find a way to work together. Differences may be personal, financial, employment, political, emotional or interpersonal. There are eight types of conflict resolution that may be utilized to work through conflict that may arise.

- **Dialogue:** Engaging conversation to understand/manage conflicts independent of intervention or third party.
- **Conflict Coaching:** Students seek counsel and guidance from the Division of Student Affairs to learn more about their own conflict styles and strategies to engage in conflict in a more effective and independent way.
- **Facilitated Dialogue:** Students access Division of Student Affairs for facilitation services to engage in a conversation to gain understanding or manage a conflict with another party. In a facilitated dialogue, parties maintain ownership of decisions concerning the conversations or any resolutions of a conflict.
- **Mediation:** Students access the Division of Student Affairs to serve as a third party to coordinate a structured session aimed at resolving a conflict and/or constructing a resolution agreement for the parties involved.
- **Restorative Justice Practices (conferences, circles, and boards):** The Division of Student Affairs provides space and facilitation services for students taking ownership for harmful behavior and those parties impacted by the behavior to jointly construct an agreement to restore community.
- **Shuttle Diplomacy:** A Coordinator actively negotiates agreements between two parties that do not wish engage with one another. An alternative to formal adjudication or part of the process associated with the Code.
- **Conduct Meeting (informal adjudication):** Using the conduct process outlined in the Code of Conduct, a Coordinator of Campus Safety meets with the students to resolve the alleged incident. An informal resolution is achieved when the student accepts responsibility and agrees to fulfill the conditions, restrictions, and/or educational/restorative outcomes assigned to them. A discipline records are kept of any code violations in the Division of Student Affairs.
- **Conduct Meeting (formal adjudication):** Using the conduct process outlined in the Code of Conduct, a Coordinator of Campus Safety facilitates a formal process that includes a conduct meeting. The Coordinator determines whether a Code violation occurred and issues conditions, restrictions, and/or educational/restorative outcomes. A

discipline record is kept of any code violations in the Division of Student Affairs. Alleged civil rights or sexual misconduct violations are investigated per the resolution process outlined in SP19-60.



### Outcomes - Transcripts and Holds

The Division of Student Affairs will only make notations of disciplinary action on the student's transcript. Disciplinary expulsion will be permanently noted on the academic transcript. Suspension holds shall be placed on a student's record if they are suspended as the outcome of the conduct proceedings until the suspension period is over and all restrictions and outcomes have been completed. Additional notation shall be added signifying "returned in good standing" upon successful completion of requirements imposed under suspension, resulting in two notations on academic transcript.

While conduct proceedings are pending, CNCC may place a hold on the student's records. The hold prevents the student from withdrawing or registering for classes until the conduct process has been completed. The hold also prevents the academic transcript from being released until all actions have been completed.

### Outcomes - Failure to Complete

The Conflict Resolution pathways are designed to encourage student accountability and responsibility. All students, as members of CNCC's College Community, are expected to comply with conduct restrictions, conditions, and outcomes within the timeframe specified by the Coordinator of Campus Safety. Failure to complete conduct restrictions, conditions, and outcomes by the date specified, whether by refusal, neglect or any other reason, may result in additional restrictions, conditions, and outcomes; a registration, transcript, and diploma hold may be placed on the student's account, and/or suspension from CNCC. A hold or suspension may be given and will only be lifted when compliance with conduct restrictions, conditions, and outcomes is satisfactorily achieved. The Coordinator will make this determination.

### Refund Policy after Disciplinary Action

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

### Appeals Procedures

A student found responsible for violating the Code may only appeal if Termination of Housing (if applicable), Suspension, or Expulsion were imposed. The reporting party of a crime of violence (as defined by the Campus Security

Act) may file a request for appeal in any case. All appeals, whether filed by a reporting party or a student found responsible for violating the Code, must be made in accordance with procedures outlined in this section.

### Appeals - Important Information

- The appeal is the final step in the conduct process.
- An appeal does not provide a second meeting or re-hearing of the case. The review will be based on the existing record, or new information provided as outlined below.
- Situations may occur that shift the timeframe of the appeal process. These situations will be communicated to the student found responsible for violating the Code or reporting party, and may not be used for grounds for appeal. Considerations will be given for extenuating circumstances, including but not limited to College Holidays, family crisis, confirmed trauma, and medical/non-medical emergencies.
- Students are encouraged to consult with the VPSS about the appeal process prior to submitting the appeal.

### Appeals Criteria

A reporting party or a student found responsible for violating the Code may only appeal if the outcomes of termination, suspension, or expulsion were imposed. A student may appeal upon one or more of the following grounds:

- Established procedures not followed in significant way, resulting in findings, outcomes, or both, not being correct.
- New information that would have affected the outcome, had the information been presented at the meeting. The new information must be included with the student's request for appeal. The student must show the new information was not known to the individual appealing at the time of the original meeting.

### Appeals Process

Regardless if a case is appealed, all restrictions, conditions, and outcomes imposed in the case will go into effect immediately. In cases of interim suspension or where there is a concern, regarding health and safety of an individual or the community, Coordinator or designee may determine certain restrictions remain in effect during the appeal process.

An appeal will only be considered if it includes both the student's criteria and rationale for appeal. It is the student's obligation to provide all materials for consideration at the time of appeal submission. Subsequent revisions to an appeal after initial submission will not be accepted. Appeals must be student's original work, not written by a third party.

Appeals must be filed in writing with the Vice President of Student Services within seven (7) business days of the notice of the outcome to the meeting, barring exigent circumstances. Any exceptions to this timeframe are made at the discretion of the Coordinator or designee. Students may file written appeals by submitting the student petition form.

Upon receipt of an appeal by the VPSS or designee written notice shall be given to the other party, the request shall then be forwarded to the President of CNCC and Appeal Reader. If the appeal meets the limited grounds and is timely, the Appeal Reader can decide to uphold the decision or remand it to the original decision maker or another Coordinator, typically within seven business days. The original finding(s) and outcomes(s) will stand if the appeal is not timely or substantively eligible, and the decision is final. If a student files an appeal, they will be informed of the outcome in writing when the appeal process has been completed.

### Appeals - Conduct Readers

The expectations of conduct appeal readers are as follows:

- The conduct appeal readers shall have no prior involvement with the case through the investigation or Coordinator of Campus Safety. The readers shall only consider information contained in the record of the case, they may request, however, clarification of the decision rendered by the Coordinator
- Any conduct appeal reader who believes they are unable to be an objective participant for a given appeal is expected to remove himself or herself from that particular appeal. The reporting party or a student found responsible for violating the Code may also challenge an appeal reader if they believe there is a potential for bias

- The conduct appeal reader will review the student's appeal and decide on an action. They will then compose an appeal decision letter to the student and submit it to the Coordinator of Campus Safety. The Coordinator will provide a copy of the Appeal Decision Letter to the student in their Campus email

#### Actions Available to the Conduct Appeal Reader

The conduct appeal reader shall have the authority to:

- Deny the appeal and affirm the initial decision and restrictions, conditions, and outcomes
- Find that improper procedures were used, to the prejudice of the student. In this case, they shall refer the case back to the Coordinator of Campus Safety with a recommendation on how to correct the procedures. The Coordinator may make a new decision on the case. Students may submit another request for appeal if again grounds to appeal the new decision
- Find that (a) the student has presented information that would have been material to the outcome of the case, had the information been presented at the meeting, and, (b) the information was not known to the individual appealing at the time of the original administrative review. In this event, they will refer the case back to the Coordinator for reconsideration in light of the new information. If the subject matter pertains to civil rights violations pursuant to SP 4-31a, the Appeals Officer will return the complaint to the Title IX/EO Coordinator to reconsider the new evidence

#### Appeals - Other Guidelines

- All parties shall be informed within seven days of a requests for appeal, appeal consideration, and appeal results
- Every opportunity to return the appeal to the original decision-maker for reconsideration should be pursued
- Appeals do not warrant a second meeting of the initial violation. In most cases, appeals are confined to a review of the written documentation or record of the original meeting, and pertinent documentation regarding the grounds for appeal; witnesses may be contacted, if necessary
- Appeals are not an opportunity for appeal readers to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or restrictions, conditions, and outcomes. Appeal decisions are to be deferential to the original decision-maker, making changes to the outcome only where there is clear error and compelling justification to do so
- The Coordinator of Campus Safety decision will be given appropriate influence on the appeal by the Appeal Reader because the Coordinator's primary responsibility is to speak with the students and all other witnesses, observe demeanor, examine information, and make judgments on these factors and the educational needs of students. The compiled insight/reasoning of the Coordinator will reflect in the written documents provided as part of the case

#### Disclosures

##### *Amnesty*

Amnesty policies encourage students to seek assistance for oneself and others because the health and safety of members of CNCC are the primary concern of CNCC. CNCC is committed to ensuring that students obtain timely assistance and resources for themselves and for their peers. To this end, we have instituted several amnesty policies to encourage students to seek needed assistance for themselves and others. Amnesty policies mean that students who seek assistance that falls within these policies will not face a formal conduct process nor receive a formal conduct record for the behavior. Students seeking assistance under these provisions may be required to meet with a Coordinator of Campus Safety and to complete educational, counseling, or other requirements aimed at addressing health and safety concerns. The requirements will be informal or on a deferred basis.

- **For Victims and Witnesses.** CNCC provides amnesty to victims/witnesses who may be hesitant to report (assault, sexual violence, etc.) to College officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, drug use, etc., at the time of the incident.
- **For Those Who Offer Assistance.** To encourage students to offer help and assistance to others, CNCC pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the



Coordinator of Campus Safety, amnesty may also be extended on a case-by-case basis to the individual receiving assistance. Based on the Coordinator's judgment, educational options and requirements will be explored, but no conduct proceedings or conduct record will result.

- **For Those Who Report Serious Violations.** Students who are engaged in minor violations (underage drinking, marijuana use, etc.) but who choose to bring related serious violations (sexual assault, threat of violence) by others to the attention of CNCC are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result. Abuse of amnesty requests can result in a decision by the Coordinator not to extend amnesty to the same individual repeatedly.
- **Safe Haven.** CNCC has a Safe Haven rule for students. CNCC believes that students who have a drug and/or addiction problem deserve help. If any CCCS student brings their own use, addiction, or dependency to the attention of college officials outside the threat of drug tests or conduct outcomes and seeks assistance, a conduct complaint will not be pursued. The student may use a written action plan to track cooperation with the Safe Haven program. Failure to follow action plans will nullify the Safe Haven protection and campus conduct processes will be initiated.