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WELCOME TO COLORADO NORTHWESTERN COMMUNITY COLLEGE

It is our great pleasure to have each student at Colorado Northwestern Community College and it is our goal to provide an exciting and diverse educational experience. We offer a wide range of educational opportunities designed to create good citizens, engage students and support specific academic needs. Whether as an online or on-campus student, or part of one of our satellite campuses, we are committed to supporting the needs of our students. Colorado Northwestern Community College (“the College” or “CNCC”) is providing this student handbook to help our students with the resources necessary to enhance each student's educational experience.

MISSION STATEMENT

Colorado Northwestern Community College provides accessible, affordable, quality education to prepare learners to achieve their educational, workplace and personal goals.

CORE VALUES AS EDUCATORS

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

DIVERSITY STATEMENT

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

STUDENT SERVICES

Colorado Northwestern Community College provides its students many opportunities and services in order to insure success in their educational goals. The following is a list and description of the student services offered on campus and ways to get involved in the CNCC on-campus community.

ACADEMIC ADVISING

Experienced advisors are available to provide guidance and information to students. Academic advisors provide:

- Genuine interest in students
- Semester schedule planning
- Course and program information
- Course sequencing and prerequisites
- Support toward academic achievement
- Referrals to faculty for specific program information
- Four-year school transfer planning
- Course evaluation for graduation
- Career guidance

For Academic Advising and Career planning services contact:

Rangely Campus Director of Counseling & Career Planning Toll Free:
800.562.1105, ext 3205
500 Kennedy Drive, Rangely, CO 81648

COUNSELING SERVICES

CNCC is dedicated to not only academic success but also the positive emotional development and success. Located in Johnson building are two counseling professionals who are there to support students in this endeavor. Students who need to seek emotional support may contact:

Coordinator Counseling & Career Planning
Toll Free: 800.562.1105, ext 3205
500 Kennedy Drive, Rangely, CO 81648

THE LEARNING CENTER

The Learning Center offers academic support to all CNCC students. All learning services are free to CNCC students. Tutoring is available in:

- Writing Fundamentals
- Basic Composition
- English Composition I & II
- Anatomy & Physiology
- Biology
- Chemistry
- Pre-Algebra
- Introductory Algebra
- Survey of Algebra
- College Algebra
- College Trigonometry

For more information on the learning center contact:

Ramona Smalec Learning Center Coordinator
970-675-3211
Hill Hall #16
ramona.smalec@cncc.edu

IT SERVICES

CNCC provides students with extensive IT support services. Computer assistance is available by contacting IT Department. Their contact information is:

IT Director
970-675-2369
McLaughlin Building
CNCCInformationTechnology@cncc.edu

ADVOCACY SERVICES

Colorado Northwestern Community College has access Victims Services within Rio Blanco County. To contact Victims Advocacy:

Director of Residence Life
500 Kennedy Drive, Campus Box 25 Rangely, Colorado 81648
970-675-3220
housing@cncc.edu

GETTING INVOLVED

Because of a small campus size, community, student involvement is very important to the college learning experience. We believe that student involvement fosters student leadership skills which a student carries with them in their future educational or workplace experiences.

STUDENT SENATE

In Student Senate, students have a chance to represent the concerns of the entire student body to that of the administration. Elected students manage an activities budget to promote student involvement and enhance student life. Student Senate is responsible for many of the exciting activities that take place on campus. This organization has opportunities for developing leadership skills and is connected to larger community colleges and universities. For more information contact: student.senate@cncc.edu

THE SPARTAN TIMES

The Spartan Times is the College's student run newspaper. Working for the newspaper allows students to participate in all campus activities and act as a student voice. The Spartan Times is always recruiting and looking for student opinions and suggestions. To get involved with the Spartan Times contact: heather.zadra@cncc.edu

OUTDOOR RECREATION

Experiencing the vast opportunities of living in a rural frontier area is one of the great options offered at CNCC. The outdoor recreational program has a mission to provide a variety of quality recreational and educational outdoor experiences for all CNCC (Rangely, Craig, Hayden, Meeker & South Routt) students. Through these experiences participants learn outdoor leadership skills and lessons, meet people with similar interests, and carry out sport activities they may never have dreamed of doing!

The Outdoor Rec program is loaded with adventures for a variety of interests and ability levels. Join us as we head for the great outdoors and experience what our unique area has to offer:

Rock Climbing

Canoeing

Ice Climbing

Cross-Country Skiing

Spelunking

Whitewater River Rafting

Backpacking

Kayaking

Camping

Rappelling

Snowshoeing

Mountain Biking

Downhill Skiing

Winter Mountaineering

Educational Skills Courses

CNCC SERVICES CONTACT LIST

Academic Advising (970)675-3203
Academic Policies (970)675-3305
Academic Success (970)675-3205
Academic Transfer (970)675-3285
Admission (970)675-3285
Activities (970)675-3220
Athletics (970)675-3341
Billing Questions (970)675-3277
Books and Supplies (970)675-3278
Career Services (970)675-3203
Clubs and Organizations (970)675-3220
Counseling Services (970)675-3203
Dining Hall (970)675-2026
Disability Services (970)675-3205
Discipline Procedures (970)675-3220
Facilities (970)675-3275
Financial Aid and Loans (970)675-3204
Grades (970)675-3285
Housing & Residence Life (970)675-3220
Library (970)675-3334
Mail Room (970)675-3278
President's Office (970)675-3201
Probation - Academic (970)675-3305
RA Duty Phone (970)629-8943
Registrar (970)675-3285
Registration (970)675-3285
Security Duty Phone (970) 629-9761
Security Cell Phone (970)629-0164
Student Government (970)675-3254
Transcripts (970)675-3285
Withdrawal (970)675-3285

RESIDENCE LIFE GUIDELINES AND REGULATIONS

WELCOME TO RESIDENCE LIFE

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

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

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

MEET OUR RESIDENCE LIFE STAFF

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

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

RESIDENCE HALLS RULES AND REGULATIONS

When a student signs a Residence Hall Room and Board Agreement they are agreeing to abide to certain legal requirements, and specific guidelines on how to behave in the residence halls, interact with fellow students and understand what the consequences may be if the act irresponsibly. One of the most important conditions is that each student is agreeing to uphold the College and Residence Life policies and regulations. Every resident shares the responsibility for knowing the residence hall rules and for using common sense to protect the rights of the community. A community that helps each member achieve their personal endeavors must be based on concern, mutual respect, and maturity. This is only possible if everyone makes a significant contribution to building the community and showing respect for these efforts.

The section below describes the policies and procedures that help all CNCC students create a cohesive and healthy living, learning community.

COMMUNITY RESPONSIBILITY

1. Students who are in the residence halls agree to obey all applicable laws and to respect the rights, privileges and property of other members of the College community and visitors to the campus. Students are expected to abide by all policies and regulations in their Residence Life contracts and any additional regulations, policies and standards of the College and the Residence Life office. Students are expected to respect the dignity all members of the College community, including visitors to campus, and understand that any acts that denigrate an individual's race, gender, sexual orientation, heritage, culture, religion, national origin, age or disability is not tolerated. Student should pay particular attention to complying with the directions of college officials and their authorized agents acting in the performance of their duties.
2. Students are expected to not do anything that will interfere with college operations or endanger the health, safety or welfare of other people or themselves. Also, all students are responsible for the behavior of any guests they bring onto campus particularly if they are in the residence halls. If a residence hall student or their guests do not comply with college regulation and policy, the attending student hosting the guest and/or the guest may be subject to fines, probation, dismissal from the residence halls, and/or other college action. While on the campus(s) of Colorado Northwestern Community College, students and their guests will not:
 - a) Sell, use or possess illegal drugs (including possession by consumption);
 - b) Sell, use, possess (including possession by consumption) or provide beverages containing alcohol to any residence hall student;
 - c) Possess empty or full kegs of beer, or other common source containers of alcohol (e.g., beer balls, pony kegs, boxed wine, etc).
 - d) Use or possess open beverages containing alcohol in public areas;
 - e) Possess paraphernalia used for drinking excessive amounts of alcohol, such as keg taps or "beer bong";

- f) Gambling as defined by Colorado State Law:
<http://www.colorado.gov/revenue> ;
- g) Remove College furnishings or other property from its assigned location;
- h) Carry or possess any device that produces a projectile through a barrel, ammunition, explosives (including fireworks), dangerous chemicals, martial arts weapons, knives with a blade that exceeds 3 1/2 inches or other dangerous weapons or replicas of any of the above-mentioned items;
- i) Make unreasonable and excessive noise, that is, noise that can be heard in the corridors or beyond the boundaries of their room, including hours outside of quiet hours;
- j) Keep any pets except fish and only in a tank or bowl of less than five gallons in size;
- k) Throw or drop any object from a window and/or stairwell;
- l) Interfere with the security system, tamper with locks or elevators, or prop/unlock doors designated to be locked at all times;
- m) Small appliances such as popcorn poppers and coffee makers are acceptable if the heating element is enclosed. Refrigerators up to 3 cubic feet and microwave which do not exceed 800 watts may be used in residence hall rooms;
- n) Have a space heater in the Residence Halls;
- o) Burn a candle or incense or create an open flame (the exception to this is smoking in designated areas). Decorative candles are allowed in the residence halls as long as the wick is cut off or the candle does not show any sign of being burnt;
- p) Engage in sports or other physical activities inside the residence halls which might endanger the health or safety of other residents or damage college property;
- q) Walk out on, sit on, or otherwise use roofs, or other exterior areas of buildings which are not designed for student use. This could result in immediate eviction from the Residence Halls;
- r) Violate Quiet Hours. Check with your Resident Assistant to find out your hall's specific quiet hours. During quiet hours, all noise must be contained within individual rooms. During final exams, 24-hour quiet hours are in effect beginning at 12:00 a.m. on Sunday right before finals week and ending after the last exam time.

At all other times, courtesy hours are in effect. Courtesy hours are defined as noise levels appropriate for residence hall living and are not disruptive to others. This policy governs activities in individual rooms and outside in close proximity to the halls. Residence Life staff are available to help resolve noise-related problems. It is always best to try to resolve such problems yourself before asking staff to intervene. Noise that is deemed by residents or staff as excessive or disruptive to maintaining conditions that are conducive to study, sleep, and livability is prohibited at all times in college residence halls. This includes excessive yelling, offensive language, slamming of doors, and other actions deemed as disorderly; contradiction for above;

- s) Residence hall students are not permitted to tamper with fire safety equipment. This includes pull stations, smoke detectors, sprinklers or fire extinguishers. Residence hall students will report equipment malfunctions to Resident Assistants and Professional Staff members. Residence hall students must also evacuate the building in a reasonable and timely manner during the sounding of a fire alarm;
- t) Residence hall students will not use their room or any other building facility for commercial purposes without prior written approval from the Professional staff of hall. Solicitation of any kind and the selling or articles or materials within the residence halls is prohibited unless permission is granted by the Director of Residence Life;
- u) Residence hall students understand that their college Identification Card is the property of Colorado Northwestern Community College, and that they must present their card to authorized college personnel upon request;
- v) It is the student's responsibility to check their college email account as well as their campus mailbox on a daily basis;
- w) Each student is assigned a mailbox on campus. You can get a CNCC mailbox in the bookstore located in the Weiss Building. Mail should be addressed as follows:

Student Name
CNCC Box # _____
500 Kennedy Drive
Rangely, CO 81648

ALTERATIONS AND DAMAGES

1. Room Inventory Forms will be completed when a student moves in, changes rooms and moves out. Residence hall students will be held responsible for any changes in the described conditions.
2. Damage or removal of screens in Residence hall rooms will result in a fine of \$250 dollars.
3. Residence hall students will not paint their room or make any permanent changes. Residence hall students will not use mounting material, such as cellophane tape, that will damage the walls when removed.
4. Residence hall students will not make any repairs to the room. If a residence hall student wants repairs made, the residence hall student must make a maintenance request to a Residence Life staff.
5. When a residence hall student vacates their room, they agree to leave their room and all of its equipment in good order, except for reasonable wear, and pay the college the value of anything missing from the room at that time.
6. If a residence hall student damages their room, door or other areas in the Residence Halls -- 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.

7. Residence hall students are responsible for any damage in their room as indicated by the Room Inventory Form (RIF). It is the residence hall student's responsibility to negotiate damage responsibility with their roommate.
8. Residence hall students are responsible for any damage caused by their guests.

ROOM ASSIGNMENT AND REASSIGNMENT

1. 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 seven nights per person, per semester. A guest cannot stay for more than three consecutive nights. Residence Hall students are responsible for their guests at all times. A guest must register with the Department of Residence Life before they spend the night in a residence hall. All guests must be at least 18 years or older. If under the age of 18 the student must receive special permission from the Director of Residence Life prior to staying in the Residence Halls. Guests must be escorted at all times.
2. 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.
3. If a residence hall student is occupying a double room by themselves, they may be required to move to another room within two weeks notice for compliance or pay the higher single rate. If a residence hall student does not wish to pay the additional charge or move, it is their responsibility to find an eligible roommate.
4. All room changes must be authorized in writing by the Professional Staff of that building. The first room change is free; any move thereafter will incur a \$20 administrative fee. If a residence hall student makes an unauthorized room change, they will be charged an additional \$50 and charged the room rate for both rooms until they have completely vacated their original room assignment.

If a residence hall student does not complete their authorized room/hall change within 48 hours, and does not follow the proper procedures for completing this change, they will be charged \$50 for improper check-out and will be charged for both rooms until the key to the old room is turned into the hall staff or the Residence Life office located in the Weiss building. If a residence hall student's key is not returned within the 48-hour period, they may be charged to have the lock changed in addition to the fee for improper room/hall change.

ENTRY AND INSPECTION

1. The College reserves the right to enter a residence hall student's room during reasonable hours for inspections and to make repairs and/or alterations or to conduct safety checks.
2. The College will not abuse its right of access or use it to harass a residence hall student. Except in emergencies or where it is impractical, the College will give residence hall students at least 24 hours notice of its intent to enter, and will enter only at reasonable times. When a residence hall student requests maintenance, they will not receive any prior notice that workers will be entering their room.
3. In cases of emergency where immediate access is necessary, residence hall students waive their right of advance notice. Residence hall students can be held responsible for policy violations that are within plain sight of the college official. If a residence hall student moves out without properly checking out of the hall and/or Residence Hall System, they waive all rights of consent.
4. If a residence hall student is not present when a college official enters their room a note will be left to notify the student for the reason for entry.
5. A college official also has the right to enter a student's room with law enforcement in case of drug policy violations.

INJURY OR PROPERTY LOSS

The College takes no responsibility for any injury to any residence hall students or loss or damage to their property. The College will not compensate a residence hall 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.

MOVING IN

Residents are required to formally check in at the beginning of the semester with a member of the residence life staff. Students must officially check in no later than 5pm mountain time on the first day of classes in order to maintain their room assignment. Students who need to arrive after the deadline may have their assignment held for a limited period of time upon request of the Director of Residence Life. Check in will begin based on the student orientation schedule received before school begins. Students who arrive prior to the time stated on the orientation schedule will need to make accommodations to stay off campus. Upon check in, students will be accompanied to their room by a Resident Assistant. The student will review and sign a Room Inventory Form to confirm the present inventory of furniture and condition of the room. The room inventory sheet will become the basis for the assessment of charges due to damage or loss of furnishings. Any discrepancy will be resolved with the Director of Residence Life.

MOVING OUT

1. Residence hall students must thoroughly clean their room and any colleges-provided appliances, and remove all personal belongings before they leave.
2. The College will inspect a residence hall student's room before they turn in their key, and will determine damages and cleaning costs with the student present.
3. Residence hall students must be completely moved out by the deadline published (24 hours after their last final) but no later than 4:00 p.m. on the last day of the semester. Graduating students will be required to check out of their rooms by 5:00pm mountain time on the Saturday of Graduation. Residence hall students will follow proper checkout procedures including but not limited to turning in their keys and completing their Room Inventory Form. Students who do not follow proper check-out procedures may be charged a minimum of \$50 for failure to follow this policy. Residence hall students will also fill out a forwarding address card with the mailroom located in the Bookstore, in the basement of the Weiss Building.
4. If a residence hall student fails to vacate the residence halls by the assigned time that student is subject to immediate residence hall eviction.

RESIDENCE HALL FACILITIES AND SERVICES

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

1. **Maintenance and Repairs:** CNCC has a small but dedicated facilities maintenance staff. If maintenance issues arise please report all maintenance and repair problems immediately. Maintenance requests must be submitted to Housing@cnc.edu. The request will be reviewed by facilities and a notification will be sent upon receipt. Confirmation will be sent as soon as the work is completed. For questions please contact the Department of Residence Life.
2. **Telephone Services:** All Residence Hall rooms have a phone jack. Local service is included in the cost of a residence hall room. Students must provide their own landline phone and telephone cord as well as a long distance card if they wish to make long distance phone calls using their landline. For questions please contact the Department of Residence Life.
3. **Cable Television:** Basic cable is provided in all Residence Hall rooms including several movie channels such as HBO and Showtime. Residents must provide their own Television and cable cord.
4. **Common Areas:** Each residence hall has a commons area which includes a television and entertainment equipment. Common Areas are the responsibility of the entire community. In the event that vandalism occurs the entire community could be charged to repair the damage or replace equipment/furniture.
5. **Laundry Facilities:** Each Residence Hall is equipped with a coin operated laundry facility. The costs of these facilities are: .75/load in the washer machine

and .50 for an hour of drying. If there are maintenance issues with the laundry facilities please contact the Department of Residence Life.

COMPUTER AND NETWORK USE POLICY

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

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

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

Copyrights and Licenses

Computer users must respect copyrights and licenses for software and other on-line information. Copyright protected software shall not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Additionally students shall respect all copyrighted information (to

include but not limited to text, images, music, video, icons, programs, etc.) retrieved from computer or network resources. Use shall be in compliance with applicable copyright and other law. Used material shall be properly attributed and inappropriate use shall be treated as plagiarism in the same way that other printed and reproduced material is protected.

Integrity of Information Resources

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

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

ResNet users shall not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. ResNet users shall ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this policy, and may further lead to civil or criminal legal proceedings.

Unauthorized Access

ResNet users shall not seek to gain unauthorized access to information resources and shall not assist any other persons to gain unauthorized access. ResNet users of computer and/or network resources shall not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by this organization. For example, abuse of the networks to which this organization

belongs or the computers at other sites connected to those networks will be treated as an abuse of CNCC computing privileges.

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

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

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

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

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

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

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

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

Nondiscrimination

All users have the right to be free from any conduct connected with the use of network and computer resources which discriminates against any person on the

basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity offered. No user shall use CNCC's network and computer resources to transmit any message, create any communication of any kind, or store information which violates any CNCC procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

Disclosure

The organization 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 this organization's network and computer resources. The organization 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 this organization's network and computer must be disclosed if requested by a member of the public. Computer transmissions may be discoverable in litigation.

CONDUCT POLICIES

ALCOHOL POLICY

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

DRUG POLICY

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

Health Issues Associated with Drug Use

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

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

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

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

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

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

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

Federal Sanctions for Drugs

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

- a) 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).
- b) Penalties vary depending upon the quantity of drugs involved.
- c) Federal law also prohibits trafficking of marijuana, hashish and mixtures containing such substances.
- d) For illegal trafficking medically useful drugs (e.g., prescription and over-the-counter drugs), maximum prison sentences for first offenses range up to five years, and up to 10 years for second offenses.
- e) 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.
- f) Special sentencing provisions apply for possession of crack cocaine, including imprisonment of five to 20 years and fines up to \$250,000 for first offenses, depending upon the quantity of crack possessed.

Medicinal Marijuana

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 Marijuana is not recognized by ADA or federal law.

TOBACCO USE

CNCC is committed to providing a safe and healthy environment for its employees, students and visitors. In light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco are significant health hazards, it is the intent of the College to promote a tobacco free environment and smoking is only permitted outside of buildings. Additionally use, distribution, or sale of all types of tobacco in college buildings, at events on college premises, any campus-sponsored events held at off-campus locations, or in college-owned, rented or leased vehicles, is prohibited.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form. All

college employees, students, visitors and contractors are required to comply with this policy, which shall remain enforced at all times. Violation of this policy may be cause for disciplinary action in accordance with employee and student disciplinary policies.

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

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

CANDLES AND INCENSE

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

ELECTRICAL APPLIANCES

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

FIGHTING

No fighting of any kind is allowed on the College. 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.

LOCKOUTS

Students who are locked out of their rooms or lose their keys during the hours of 8am-7pm can ask the Director and Assistant Director of Housing and Residence Life to open their door. From 7pm-8am students must call the RA on duty for a lockout. The duty phone number is: 970-629-8943. There is a \$10.00 charge for all lock outs. The fee will be charged to a student's account.

OVERNIGHT GUEST POLICY

Guests are permitted to stay overnight in the residence halls for no more than three consecutive nights and seven nights total per semester. Any guest staying longer than three nights must obtain special permission from the Department of Residence Life. Students are reminded that they are personally and financially responsible for the actions of their guests and will be held accountable for any damages, loss of property, or behavior initiated by their guests. Guests are not allowed to use restrooms designated for the opposite sex. Guests are required to carry identification at all times. Hosts should accompany their guests at all times while on campus. Overnight guests are required to register with the Department of Residence Life upon arrival. The Department of Residence Life is located in the Weiss building. Overnight guests are required to checkout with the Department of Residence Life in the Weiss building.

PETS

No pets of any kind are permitted in residence halls with the exception of a five gallon aquarium that may only hold fish. Resident arrangements can be immediately revoked for having a pet(s).

SEX OFFENSE POLICIES

Incidents of rape, acquaintance rape, and other forms of sexual assault are not tolerated and are incorporated into the Student Code of Conduct and the disciplinary process, in addition to any legal actions in progress. Students must be aware of the policies and procedures so that they may act in an educated, responsible manner when dealing with sexually coercive and/or violent situations. Abusive sexual behavior within the College is harmful to both the learning environment and the sense of community the College seeks to foster. All members of the College community have the responsibility to refrain from any sexual misconduct. Any student who, either individually or in concert with others, participates in any of the following misconduct is subject to college discipline including suspension, and 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 dismissed under the Code of Conduct.

Non-forcible Sexual Offenses

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

1. Statutory rape- Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in the State of Colorado is 17 years old. *Any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:* (d) At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or (e) At the time of the commission of the act, the victim is at least fifteen years of age but **less than seventeen years** of age and the actor is at least ten years older than the victim and is not the spouse of the victim.

2. Incest- Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Forcible Sexual Offenses

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

First degree sexual assault- This includes, but is not limited to, physical and/or verbal abuse, threats of violence, actual nonconsensual or forcible oral intercourse, or attempted vaginal intercourse by a person(s) known or unknown.

Second degree sexual assault – This includes, but is not limited to, forced sodomy (anal intercourse), forced oral copulation (oral-genital contact), rape by a foreign object (including a finger), sexual battery (the unwanted touching of another person for the purpose of sexual arousal) and/ or any unwanted fondling, kissing or groping. This preceding also includes situations where the survivor is unable to resist due to alcohol or drugs, whether or not the substances were administered by the accused.

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

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

Consent

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

Sex Under the Influence

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

Awareness Programs

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

Sanctions

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

Procedure in Case of Assault

Sexual assault can happen to anyone. There is no typical survivor. Statistics indicate that anywhere from 85-90 percent of all sexual assaults occur between people who know each other. Sexual assault is never the survivor's fault.

For a survivor of assault or rape:

If you have been assaulted or raped, you have control of the choices you can make. The following are recommendations to assist you in dealing with this crime.

- Do not blame yourself.
- Go to a safe location.
- If you are injured, seek medical attention immediately.
- Do not shower, bathe, or douche. The only way medical evidence can be collected is if it is left intact.
- Do not straighten up the area where the assault has taken place.
- Put clothes in a paper bag. The impulse to clean is normal, but evidence that might be needed will be destroyed by these activities.
- Contact a residence life staff member, rape hotline, campus security, faculty or staff, or local police.
- Get to a hospital. Hospitals can treat the physical symptoms of an assault.

If a friend has been assaulted or raped:

- Listen and be supportive.
- Let the friend make her or his own choices.
- Encourage your friend to immediately contact a local rape hotline, a residence hall staff member, campus security, a faculty or staff member, or local police.
- Stay with your friend during interviews and examinations if she or he asks.
- Take care of yourself. Seek assistance as you may need to talk with someone about how this has affected you. The resources listed in this section are for you, too.

Medical Attention after an Assault

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

Local Resources

- ◆ Call 911 for emergency medical treatment or to report rape
- ◆ Rape Crisis 24-Hour Hotline (303)322-7273
- ◆ Counseling and Advocacy in 24-Hour Rangely (970) 629-5729

- ◆ CNCC Counseling Services 8am- 5pm (970) 675-3203

Campus Resources

- ◆ Department of Residence Life 24-hours (970) 675-3220
- ◆ Residence Life Duty Phone 7pm-7am (970) 629-8943
- ◆ Campus Security [24-hours](#)(970) 629-9761

Reporting Procedures

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

Academic or Residence Hall Changes

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

Rape Trauma Syndrome (RTS)

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

Pertinent Federal Legislation

The Student Right-to-Know and Campus Security Act of 1990 and the Campus Sexual Assault Victim's Bill of Rights Amendment of the 1992 Higher Education Reauthorization Act include protections that are intended to help the survivor of sexual assault by requiring colleges to report accurate statistics regarding sexual assaults and rapes. Additionally, if the assault or rape is reported, the survivor can choose to pursue disciplinary action on campus without needing to file charges with the police.

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

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

Prevention

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

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

SEXUAL HARASSMENT POLICY

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

1. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance, creating an intimidating, hostile or offensive academic environment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual;
3. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/ academic program. The College's policy on Sexual Harassment includes, but is not limited to, the following behaviors:
 - a. Verbal- Conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments, obscene phone calls or voice mail or e-mail messages and threats and demands to submit sexual requests as a condition of continued employment or academic advancement, or to avoid some other loss, and offers of preferential treatment in return for

sexual favors and/or retaliation for having reported or threatened to report harassment.

- b. Non-verbal/Visual- Conduct such as derogatory and/or sexuality oriented posters, photographs, cartoons, drawings, or gestures.
- c. Physical- Conduct such as assault, unwanted touching, blocking normal movement or interfering with work or study. Individuals who believe they have been sexually harassed may obtain redress through the established informal and formal procedures of Colorado Northwestern Community College. 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, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. Students should bring instances of harassment to the attention of staff in any of the following departments:
Residence Life: (970)675-3220
Security: (970)629-9761
Dean of Support Services: (970) 675-3341

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

STUDENT HARASSMENT POLICY

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

Harassment

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

1. Verbal- Conduct such as suggestive comments, derogatory slurs, off-color jokes, threats, and suggestive or insulting sounds. Verbal harassment also entails using the telephone to harass others. This includes, but is not limited to, unwanted phone calls, hang-ups, unwanted voice mail messages, obscene calls.

2. Non-verbal/ Visual- Conduct such as derogatory or inappropriate posters, pictures, cartoons, faxes, e-mails, or drawings, suggestive objects or pictures, graphic commentaries, leering, obscene gestures.
3. Physical- Conduct such as unwanted physical contact including touching, interference with an individual's normal work or movement, and assault.

Hate Crimes

Hate crimes (i.e., 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. Failure to abide by this policy may result in suspension or expulsion/ dismissal from the College. Hate crimes include, but are not limited to, any unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work or study effectiveness. Furthermore, the unwelcome behavior is directed towards an individual or group base on the following:

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

STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEEDINGS

INTRODUCTION

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 Colorado Northwestern Community College.

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

COLLEGE REGULATIONS

Inappropriate behavior includes but is not limited to:

Section 1: Campus Facility Violations

Students living in, visiting or guests of a student visiting any college-owned property, any contracted venue, and any shared facility where a CNCC sponsored activity or event takes place are expected to know and abide by the regulations of the College. All of the following listed acts are prohibited. Violations of college regulations will result in judicial procedures. Additional information regarding residence hall policies is found in the Residence Life section of this Handbook.

- a. CNCC is a dry campus, the use, possession or being in the presence of alcoholic beverages is prohibited with the exception of the Residence Life Professional staff apartments and the President's residence;
- b. use, possession, presence or sale of narcotics or dangerous drugs as defined by state and federal laws;
- c. participation in illegal gambling activities;
- d. use of any commercial product(i.e., cleaners, solvents, chemicals) for the purpose of intoxication;
- e. use and/or possession of fireworks, firecrackers or dangerous chemicals;
- f. use and/or possession of firearms, knives with a blade larger than 3 ½ inches, dangerous weapons, hunting arrows, BB guns, air guns, paintball guns (all items listed above must be stored in the weapons locker within the Criminal Justice Department. The presence of weapons within residence hall rooms is prohibited);
- g. involvement in vicious or immoral conduct such as indecent exposure;
- h. involvement in sexual misconduct in or near a campus building or facility;

- i. possession of animals or insects other than fish properly contained in an aquarium no larger than 5 gallons or service/guide animals;
- j. misuse, abuse, theft, or destruction of college and/or student property;
- k. repair or storage of vehicles in parking areas;
- l. use and/or possession of appliances which have an open or exposed heating element;
- m. unauthorized possession, use, or sale of keys to college facilities;
- n. unauthorized guests in the residence halls, exceeding the visitation policy of five nights per semester;
- o. behavior, over a period of time, indicating that a student is not able to adjust to the requirements of community living;
- p. interference with fire safety equipment;
- q. the harassment, physical aggression or violence, or the use of real or implied threats against another person, in or near any campus property;
- r. violations of quiet hours as posted;
- s. movement and/or alteration of college property without the written permission of the Department of Residence Life;
- t. smoking inside any building, stairwell, or within 25 feet of a college facility;
- u. use of an open flame inside a residence hall room, hallway, bathroom, stairwell, and other building areas;
- v. Failure to pay charges associated with his/her enrollment and residence at the College;
- w. window screens removed from the windows;
- x. the playing of sports, the riding of bicycles and skateboards, or the use of roller blades in the hall, and;
- y. 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.

Section 2: Disorderly Conduct/Behavioral Issues

The following constitutes a violation:

- a. Intentionally or recklessly causing physical harm to any person on CNCC property of sponsored event;
- b. disruptive behavior that is a result of alcohol or illegal substances;
- c. excessive noise;
- d. inappropriate behavior, tone of voice, gesture, or language directed towards a campus official;
- e. vandalism
- f. lewd or indecent conduct;
- g. Public display of literature, films, pictures or other materials that a reasonable person would find obscene or harassing on the basis of race , color, national origin, age, religion, gender, sexual orientation, or disability;
- h. failure to respond to conduct summons by the judicial officer or fulfill sanctions as assigned by the Judicial Officer;
- i. public nudity;
- j. unauthorized entry into a student's room or campus building;

- k. targeted violence or threat of violence to a particular individual or group;
- l. theft;
- m. Any other act deemed by a Colorado Northwestern Community College official to be disruptive or harmful to the well-being of the college community.

Section 3: False Alarms, Firesafety & Safety Issues

The following constitute a violation:

- a. Giving false alarm of fire;
- b. tampering with fire safety equipment;
- c. failures to adhere to fire evacuation procedures;
- d. tampering with security measures such as door propping, tampering with peepholes and copying keys;
- e. setting property, flyers, or other flammable articles or materials on fire.

Section 4: Firearms, Fireworks, Explosives, and Weapons

Personal possession and/or use of firearms in the residence halls (antique or modern) or other weapons is not permitted. Fireworks are also prohibited on campus in accordance with the regulations of the Town of Rangely. Colorado Northwestern Community College personnel reserve the right to determine what constitutes as a weapon. Students who own a weapon and would like to use it while off campus should contact the Criminal Justice Department to safely store and manage weapon(s).

Section 5: Violation of Term of Probation

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

Section 6: Academic Integrity (As referenced from College Catalog)

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

JUDICAL PROCEDURES

Basis:

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College and if a student is charged with violating his/her College's Code, he/she is entitled to have these procedures followed in the consideration of the charge.

Definitions:

1. Code of Conduct: A document developed and published by each college which defines prescribed conduct of students.
2. Impartial Decision Maker: The individual/committee designated by the college president to hear student disciplinary appeals.
3. Chief Student Services Officer: The individual designated by the College President to administer student affairs and be responsible for administering the College's Student Conduct Code and this procedure.
4. Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery or mailing by certified mail to the address the student has filed with the College's admissions and records office. If notice is mailed, student shall be given three (3) additional days to respond.
5. Sanctions: One or more of the following may be given when there is a finding that a student has violated the College's Code of Conduct.
 - a. Warning: A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.
 - b. Probation: After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
 - c. Other disciplinary sanction: fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community; or other sanction that doesn't result in the student being denied the right of attending classes.
 - d. College suspension or expulsion: An involuntary separation of the student from the College for misconduct apart from academic performance for a specified period of time not to exceed one/two academic terms. Suspension differs from expulsion in that after the stated time period the student is eligible for re-admission. Expulsion is a separation for more than two academic terms; student is not eligible for re-admission unless at the end of the separation he/she can prove that the behavior that resulted in the expulsion has been resolved. Students may be suspended from a class, residence hall, and use of a College facility or an activity in the sole determination by an authorized College employee that the conduct is in violation of the Code subject only to an appeal to the Chief Student Services Officer to ensure that the action was taken pursuant to college policies. Students may be suspended from one class period by the responsible faculty member, longer suspensions can be done only in accordance with college procedures.
 - e. Summary Suspension: An immediate action taken by the Chief Student Services Officer to ensure the safety and well-being of members of the college community or

preservation of college property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the college. In such event, the hearing before the Impartial Decision Maker (if requested by the student), shall occur as soon as possible following the suspension.

6. Day: Refers to calendar day unless otherwise noted below.

1. DECISION

Chief Student Services Officer or his/her designee shall receive all allegations of student misconduct, investigate the complaints and make a Decision. He/she may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to him/her. If an administrative resolution is not achieved, the Chief Student Services Officer or designee shall issue a Decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College policies or procedures; and impose a sanction(s) if appropriate. The student shall receive written Notice of the Decision and be advised of his/her right to appeal the Decision by filing a written appeal with the Chief Student Services Officer within seven (7) days of service of the Decision. In the case of suspension or expulsion, the sanction shall be imposed no earlier than six days after service of the Notice unless it is a summary suspension or the sanction is agreed to by the student. If an appeal is requested, suspension and/or expulsion shall not be imposed until the appeal procedures below have been completed.

2. APPEAL

a. In the event of an appeal, the Chief Student Services Officer shall give written Notice to the student and the Impartial Decision Maker which describes the conduct to be inquired into; the Code of Conduct and/or College policies or procedures which were allegedly violated; the date, time and place of the alleged violation; the sanction that is threatened and the date, time and place of the hearing before the Impartial Decision Maker. The Notice shall be given at least seven (7) days prior to the hearing, unless a shorter time is agreed to by the parties.

b. Conduct of Hearings. The Impartial Decision Maker shall determine its own hearing procedures, keeping in mind the following guidelines:

1. Student shall have the right to be heard by the Impartial Decision Maker. In the event that the student is under the age of eighteen or incapacitated, he/she may have an advisor present to assist him/her in presenting his/her case.

2. Students do not have the right to be represented by an attorney during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only. The Student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except as provided in #1 above.

3. Student shall have the right to identify documents, witnesses and other material he/she would like the Impartial Decision Maker to review before making a final decision.

4. Hearings shall be conducted in private unless all parties agree otherwise.

5. A record of the hearing should be maintained by the Impartial Decision Maker.

c. Determination by Impartial Decision Maker. The Decision Maker shall make its findings and determinations in closed meeting out of the presence of the Chief Student Services Officer and the student charged. Separate findings are to be made as to the conduct of the student, and on the sanction(s), if any, to be imposed. No discipline shall be imposed on the student unless the Impartial Decision Maker is persuaded by a preponderance of the evidence that the student committed the alleged conduct and that it constituted a violation of the Code of Conduct and/or College regulations; that the student should be sanctioned (including modifying the sanction imposed below) and that the discipline is reasonable given the violation. The student and the Chief Student Services Officer shall be given written Notice of the decision. The decision shall be issued within five calendar days of the close of the hearing and it shall become final unless a petition for review is filed.

d. Petition for Review. The Chief Student Services Officer or the student may petition the president to review the Impartial Decision Maker's decision by filing a written petition within five (5) days after notification of the decision. If a review is requested, the other party will be given three (3) days to respond to the petition and his/her response materials will be given to the president to review before a decision on the petition is made.

e. President's Decision. The president shall review the record of the case and the petition and may affirm or reverse the decision of the Impartial Decision Maker. The record shall consist of the Impartial Decision Maker's written documents and the recording of the hearing and any written materials submitted in support of the Petition for Review. The president shall notify the Chief Student Services Officer and the student in writing of his/her decision within fourteen (14) days of service of the Petition for Review. The president's decision is final.

3. MISCELLANEOUS

a. College disciplinary proceeding may be instituted against a student charged with violation of a law if the violation occurred at the College or College-sanctioned activities or was of such a nature as to impact upon the College which is also a violation of the College's Student Code of Conduct. Proceedings under this Procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

b. Time limits for scheduling of hearings may be extended at the discretion of the Impartial Decision Maker.

c. The procedural rights afforded to students above may be waived by the student.

BASELINE SANCTIONS

To facilitate the employment of consistent and fair sanctions, and as an aid to the Hearing Officer, guidelines have been developed which reflect the baseline sanctions for minimum involvement in severe categories of incidents. Minimum involvement is defined as: being present in an area where violation has been authorized, directed, tolerated, supported, or committed. Incidents maybe categorized based on degree of

severity. Colorado Northwestern Community College ranks violations according to the classification with Class III violations being the most serious. The following is a list of common violations and the baseline sanction for those violations. This list does not exhaust all possible violations or sanctions, but provides a guide for your information.

Class III violations:

1. Physical assault.
2. Sexual Assault.
3. Harassment.
4. Hate Crimes.
5. Threatening conduct.
6. Arson.
7. Malicious tampering with fire safety equipment.
8. Disregard of fire safety with intent to harm or do damage.
9. Possession of firearms or explosives (excluding fireworks).
10. Weapons possession including, but not limited to, BB guns, paint guns, pellet guns, air guns, Billy clubs, explosive devices, knives, numchuks, metal knuckles, switchblades, and firearms.
11. The setting off of fireworks.
12. Use, possession, or in the presence of marijuana.
13. Vandalizing while intoxicated.
14. Theft.
15. Vandalism.
16. Lewd behavior.
17. Hazing.
18. Assault behavior while intoxicated.
19. Danger to self or others while intoxicated.
20. Alcohol policy violation.
21. Use of keg or party ball in an alcohol violation.
22. Contributing to the delinquency of minors.
23. Hosting an illegal party on campus.
24. Drug possession.
25. Sale, distribution, or production of controlled substances or drugs.
26. Menacing/threatening with a weapon.
27. Vandalism in excess of \$200.
28. Failure to live within the guidelines of the community standards.
29. Repeat of a Class II violation.
30. Violating Code of Conduct while on probation for a previous Code of Conduct violation.

Typical sanctions for Class III violations, include, but are not limited to, any combination of removal from the residence hall community, probation, suspension from the College, expulsion from the College, counseling, restitution service hours, or other methods of sanctioning.

Class II violations:

1. Failure to comply with the directives of a college official.
2. Aiding and abetting.
3. Providing false information.
4. Disorderly conduct not included as a Class III violation.
5. Not exiting a building during a fire alarm.
6. Fire safety negligence.
7. Public nudity.
8. Student activities and organizations violations.
9. Repeat of a Class I violation.

Typical sanctions for Class II violations include, but are not limited to, any combination of probation, developmental sanctioning, sponsoring a program, counseling, passive programming, papers, service hours, fines, and restitution.

Class I violations:

1. Violation of the pet policy.
2. Leaving personal belongings in the hallways or suites.
3. Illegal use or possession of unauthorized appliances.
4. Unauthorized room and hall changes.
5. Unauthorized guests.
6. Noise violations.
7. Smoking policy violation.

Typical sanctions for a Class I violation includes, but are not limited to, any combination of probation, developmental sanctions, programs, counseling, passive programming, service hours, papers, fines or restitution.

Multiple Violations

In cases of multiple violations, each infraction is to be taken into account and the sanction adjusted upward accordingly. Adjustment increments shall reflect the minimum baseline sanction of each violation. Sanctions may also be adjusted on the basis of extenuating circumstances or the degree of involvement. Sanctions that deviate from the baseline must be strongly supported by the evidence and should be documented in the follow-up letter.

SANCTIONS

If it is determined that a rule infraction did occur, a formal sanction is to be issued against the student. The severity of the sanction should fit the severity of the infraction in the judgment of the College. Once a student has received a sanction, further violations will always result in a more severe sanction, or an extension of the current sanction. It is not possible for a student to receive a lesser sanction during a period of written warning or disciplinary probation. A student would either have additional requirements added to their sanction, have the probation extended, or be recommended for removal from the residence halls, depending on the circumstances. The following sanctions may be imposed upon any student found to have violated the student Code of Conduct or Colorado Northwestern Community College policies:

- a. **No Further Action** -- In cases where the student is found responsible for the violation(s), and where the discussion with the administrative officer has been sufficient, further action may not be deemed necessary. However, the violation is still noted in the student's record in the Department of Residence Life.
- b. **Warning** -- In instances of minor violations, the student may be warned in writing of the possible consequences of continuing such behavior. Additional conditions may be applied as appropriate.
- c. **Probation** -- A student placed on probation is not in good standing with the College for a specified period of time and conditions may be placed on his or her actions. The probation usually extends over a stated period, during which it is clearly understood that the student is subject to further disciplinary action, which may include removal from the residence halls and/or college suspension or dismissal, if he or she violates the terms of the probation or in anyway fails to conduct himself or herself as a responsible member of the community.
- d. **Loss of Privileges** -- Denial of specified privileges for a designated period of time.
- e. **Fines** -- Previously established and published fines may be imposed.
- f. **Restitution** -- Compensation for loss, damage, or injury. This may take the form of appropriate community service and/or monetary or material replacement.
- g. **Educational Sanctions** -- Work assignments, service to the College, developing/implementing programs, writing papers, creating flyers/brochures, or other related educational assignments (such assignments must have the prior approval of the Hearing Officer or his/ her designee).
- h. **Residence Hall Relocation** -- Mandatory relocation of resident student to a different room or different residence hall. The student is responsible for any charges involved in changing rooms (i.e. from a double room to a single room).
- i. **Residence Hall Suspension** -- (Persona Non-Grata) Separation of a residential or non-residential student from the residence halls for a definite period of time, after which, the student is eligible to apply to return. Conditions for readmission may or may not be specified. If the person lives in the residence halls, he or she will be required to move out of the residence halls with no refund of room and board fees. The student will be excluded from the residence halls area (defined as the residential buildings and the adjacent outside areas). Violation of the conditions of residence hall suspension may be cause for further disciplinary action in the form of possible suspension or expulsion from the College.

- j. **Residence Hall Expulsion-** Permanent separation of a student from the residence halls. If the person lives in the residence halls, he or she will be required to move out of the residence halls with no refund of room and board fees. The student will be excluded from the residence halls area. Violation of the conditions of residence hall expulsion may be cause for further disciplinary action in the form of possible suspension or expulsion from the College.
- k. **Persona Non-Grata, Day Student-** Permanent separation of the student from the College campus for any reason, with the exception of attending classes or academic functions (library, academic speaker programs).
- l. **Counseling or Rehabilitation-** Student is required to attend a certain amount of counseling sessions with either CNCC counseling staff or an approved off-campus counselor.
- m. **College Suspension-** Enforced separation of the student from the institution. Suspension may extend for a semester, for a specified period, until a specifically designated date, or until a stated condition has been met. During the period of suspension, the student will be excluded from all classes, seminars, and programs; will not be allowed to participate in college-sponsored events or activities on or off campus; and will not be allowed on college premises.
- n. **College Expulsion (Involuntary Withdrawal)-** Permanent separation of the student from the College. The student will be excluded from all classes, seminars, and programs; will not be allowed to participate in college-sponsored events or activities on or off campus; and will not be allowed on college premises. .

SANCTION TIMELINES

Sanctions are given for a specific period of time, measured in calendar weeks that begin the day the residence halls open for the fall semester and ending with the day the residence halls close for the spring semester. Depending on the circumstance, sanction timelines and parameters may also include winter, spring, and summer breaks.

COMMUNITY SERVICE AND RESTITUTION

The student will be notified concerning the sanction. A specific number of hours will be assigned at the discretion of the Judicial Officer. Each hour will be equivalent to a \$25 fine (except for restitution for property damage). Restitution assignments will be assigned by the hearings officer. If the work assignment is not completed during the specified time frame, the hours will automatically be converted to a fine and charged to the student's account.

FAILURE TO COMPLETE ASSIGNED SANCTIONS

Should a student choose not to complete assigned sanctions by the indicated deadlines, a hold will be placed on their student record which will prevent them from registering for the next semester, receive transcripts, or receive grades until the sanctions have been completed. In addition, the sanctions may be increased due to failure to meet the original sanctions.

GUIDELINES FOR REMOVAL FROM RESIDENCE HALLS

There are times when a student may be viewed by the college community as unsuitable for continued occupancy in campus residence. In those cases, a recommendation for removal is to be made to the Dean of Support Services or a designee. Upon receiving such a recommendation, the Dean of Support Services or a designee shall send a letter to the student (using prescribed procedures) indicating that a recommendation for removal has been submitted and citing the grounds of the recommendation (a listing of the alleged violations and past discipline history shall be cited as grounds for removal). The letter is to include instructions on scheduling a discipline hearing. The student then has three (3) business days after receipt of the letter to schedule and meet with the Dean of Support Services or a designee. As a result of the discipline hearing, the Dean of Support Services or a designee may:

- 1) Call upon certain individuals for questioning in order to clarify or gain more information before making a decision;
- 2) Impose other appropriate discipline sanctions; or
- 3) Follow through with the removal.

If removal from residence is warranted, the Dean of Support Services or a designee will send a letter indicating when the student would be required to vacate the room. Should the student opt to file an appeal, the student may be required to move to another campus residence facility or move off-campus during the appeal process. The Dean of Support Services or a designee and the Hearings Coordinator recommend removal from campus as part of sanctions rendered through the disciplinary process. In these cases, students are expected to either abide by the sanction or file an appeal within three (3) business days to the Department of Residence Life. Limitations placed on a student for removal from campus residence include restriction from the residence halls at any time for any reason, restriction from the grounds portion of campus extending from Ross Hall, Nichols Hall and Holland Hall with the exception of the Admission and Administration Buildings for official purposes, and restriction from accessing the cafeteria. If a student who has been removed from campus residence is found in or around the residence halls, they may face additional Code of Conduct violations in addition to possible arrest for trespassing. No refunds of room and board fees will be granted to a student that is required to move out of the residence halls due to disciplinary reasons. Additional limitations may be placed on a student depending on the degree of severity of the incident.

GUIDELINES FOR COLLEGE SUSPENSION OR EXPULSION

When the investigation and hearing, conducted by the Hearings Officer or a designee, determines the appropriate sanction is college suspension or expulsion, a full report, including past discipline record and all facts pertinent to the incident at hand will be forwarded, with a statement recommending the sanction, to the appropriate Vice President or a designee. The Vice President or a designee will send a letter, using the prescribed methods, to the student requesting a meeting. This will not be a fact-finding

hearing, but rather a developmental, educative meeting to discuss the recommended sanction and the potential impact of college suspension or expulsion with the student. After receipt of the letter, the student will have three (3) business days to meet with the Vice President. This process will be deemed to constitute a student's appeal from the recommendation of the Hearings Officer and the student should prepare all information upon which the Vice President is expected to reply. Based upon the outcome of that meeting and any written information, which the student timely provides to the Vice President, one of the following courses of action can occur:

1. Deny the recommendation and impose another appropriate sanction.
2. Accept the recommendation and forward the orders to suspend/expel to the Registrar requesting an immediate involuntary suspension or withdrawal from the College.

The decision of the Vice President shall be final and binding and a follow-up letter shall be sent, using the prescribed methods, outlining the final decision and the rationale for the decision. The letter shall also contain information regarding other limitations placed on the student (i.e., no access to campus facilities or services, last date of admission).

All students have the right to appeal the judicial process with the President of the College. The President will decide whether the appeal process was handled properly and ethically and will either uphold the decision of the Vice President or name an impartial decision maker in the event the judicial process was not filed correctly.

PARENTAL NOTIFICATION

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

NOTIFICATION TO FACULTY

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

STUDENT RECORDS

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