

Otero College



COLLEGE STUDENT HANDBOOK

2023-2024 Student Handbook

2023 – 2024 Otero College Calendar

FALL SEMESTER - 2023

Tuesday, August 15	Faculty Report Back
Monday, August 21	Classes Begin
Monday, September 4	Labor Day - No Classes - Campus Closed
Wednesday, September 6	Last Day to Drop Classes & Receive a Refund
Mon-Thurs, October 9-13	Mid-term Week
Friday, October 13	Fall Break
Friday, October 20	Tuition Payment Deadline
Monday, October 23	Early Registration for Spring Semester Begins
Friday, November 17	Last Day to Withdraw from Classes Earning a "W"
Mon-Thurs, November 20-24	Thanksgiving Break
Mon-Thurs, December 11-14	Final Exams
Thursday, December 14	Last Day of Instruction
Mon & Tues, Dec 18-19	Faculty Workdays
Tuesday, December 19	Final Grades Due

SPRING SEMESTER - 2024

Thursday, January 13	Faculty and All Staff Meeting
Friday, January 14	Faculty Workday
Monday, January 15	Martin Luther King Jr. Day, No Classes, Faculty/Staff Work Day
Tuesday, January 16	Classes Begin
Wednesday, January 31	Last Day to Drop Classes & Receive a Refund
Mon-Thurs, March 4-7	Midterm week
Friday, March 15	Tuition Payment Deadline
Mon - Fri, March 18-21	Spring Break
Monday, March 25	Early Registration for Summer/Fall Begins
Thursday, April 11	Last Day to Withdraw from Classes Earning a "W"
Mon-Fri, April 29-May 2	Final Exams
Thurs, May 2	Last Instruction Day of the Semester
Saturday, May 4	Graduation
Tuesday, May 7	Final Grades Due
Mon-Fri, May 6-12	Faculty Workdays

SUMMER SEMESTER - 2024 (8 Week)

Tuesday, May 28	Classes Begin
Monday, June 3	Last Day to Drop Classes & Receive a Refund
Thurs, July 4	Independence Day - No Class - Campus Closed
Monday, July 8	Last Day to Withdraw from Classes Earning a "W"
Friday, July 19	Last Day of the Semester

SUMMER SEMESTER - 2024 (10 Week)

Tuesday, May 28	Classes Begin
Thursday, June 6	Last Day to Drop Classes & Receive a Refund
Thursday, July 4	Independence Day - No Class - Campus Closed
Friday, July 19	Last Day to Withdraw from Classes Earning a "W"
Friday, August 2	Last Day of the Semester

Contents

2023 – 2024 Otero College Calendar	2
GENERAL INFORMATION	8
Accreditation	8
Institutional Mission	8
Vision	8
Value Statement	8
Campus Map	9
Student Bill of Rights	10
Notice of Non-Discrimination	10
Public Information and Student Record Security	11
Otero Alert System	11
II. STUDENT SUPPORT	12
Learning Commons	12
Learning Commons Hours	12
Learning Commons Contact Information	13
Venom Pit Coffee Shop Hours	13
TRiO	13
TRiO Hours	13
TRiO Contact Information	13
AIM	13
AIM Team Contact Information	14
Desire2Learn (D2L)	14
Accessibility Services	14
Accessibility Services Contact Information	15
Military and Veterans	15
International Students	15
Financial Aid	15
Types of Financial Aid Available	16
<i>Rattler Nation Merit Scholarships</i> -	16
<i>Private Donor Scholarships</i>	16
<i>Federal Pell Grant</i>	16
<i>Federal Supplementary Education Opportunity Grants</i>	16
<i>Colorado Student Grant (CSG)</i>	16
<i>Federal Stafford Student Loan</i>	16

<i>Work-Study Employment</i>	17
<i>Part-Time Student Financial Aid</i>	17
Financial Aid Application Procedures	17
Financial Aid Repayment	17
Mental Health Counseling	18
Mental Health Counselor Contact Information	18
Care Team	18
Care Team Members:	18
Process for Crisis Intervention:	18
III. STUDENT ACTIVITIES AND ORGANIZATIONS	19
Associated Student Government	19
Intercollegiate Athletics	19
Student Organizations	19
<i>Agriculture Club</i>	19
<i>Alpine Club</i>	19
<i>Art Club</i>	19
<i>Campus Crusade for Christ</i>	20
<i>Club Cosmetology</i>	20
<i>Green Team</i>	20
<i>International Relations Organization</i>	20
<i>Non-Traditional Students Organization</i>	20
<i>Otero Players</i>	20
<i>Phi Theta Kappa</i>	20
<i>Psychology Club</i>	20
<i>Student Ambassadors</i>	20
<i>Student Nurses' Association</i>	20
IV. ACADEMIC PROCEDURES	21
Transferring Credits	21
Grading and Scholastic Standards	23
Class Attendance	24
Adding/Dropping Courses	25
Withdrawing from Courses	25
Repetition of Courses	25
ACADEMIC STANDING	25
ACADEMIC STANDING VALUES	25

ACADEMIC RENEWAL	26
NOTE	27
Academic Integrity Policy	27
Special Circumstances Regarding Facilitating Academic Dishonesty	29
Levels of Infraction	29
Procedure	30
Appeals Process	31
Special Circumstances Regarding Timing:	32
Distance Education Grievance and Appeal Procedure	32
V. GENERAL STUDENT PROCEDURES	32
Immunization Requirements	32
MMR Vaccine Requirement	32
Medical Exemptions	33
Nonmedical Exemptions	33
Meningococcal Vaccine Requirement	33
Animal and Pet Policy	34
Computer Use Policy	34
Wi-Fi Policy	34
Tuition and Fees	35
Refund/Repayment Policy	35
V. CAMPUS SAFETY, SECURITY, AND STUDENT CONDUCT	35
Process for Reporting Incidents and Emergencies	35
Definitions	35
Process for Reporting Incidents and Emergencies	36
Confidential Reporting	36
STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION	38
Policy Statement	38
Scope	38
Due Process	38
Procedures	38
COLORADO COMMUNITY COLLEGE SYSTEM PROCEDURE	38
Application	39
Basis	39
Definitions	39
Jurisdiction	39

Equity Statement.....	39
Procedure	39
Interim Actions	40
Conduct Resolution Pathways	41
Outcomes.....	42
Appeal of Formal Investigation Decision.....	43
Student Records	45
Financial.....	45
Retaliation	45
Revising this Procedure.....	45
Appendix A	46
Code of Student Behavioral Expectations and Responsibilities	46
(Code).....	46
Statement	46
Code	46
Group Violations.....	51
Amnesty.....	52
Appendix B.....	53
Definitions	53
Alternative conflict resolution	53
Complainant	53
Due Process	53
Notification.....	54
Preponderance of the Evidence.....	54
Reasonable Cause.....	54
Reporting Party	54
Respondent.....	54
Resolution Coordinator	54
Outcomes.....	54
Senior Student Affairs Officer (SSAO).....	54
Student	55
Third Party	55
Title IX Compliance.....	55
Student Disciplinary and Grievance Procedures	55
Distance Education Grievance and Appeal Procedures	56

Building Evacuation	56
Campus Sex Crime Prevention Act	56
The Campus Sex Crime Prevention Act, and Colorado Law, provides a way to track convicted sex offenders. Post-secondary institutions are required to issue a statement advising the campus community where law enforcement agency information may be obtained concerning registered sex offenders. (C.R.S. 23-5-125). Information may be obtained by contacting the La Junta Police Department at: 601 Colorado Ave., La Junta, CO 81050, 719-384-2525.....	
	56
Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking	56
On-Campus Resources	56
Community Resources	57
Online State and National Resources:	57
Adjudication of Violations	58
Confidentiality	59
Sanctions and Protective Measures	60
Sex Offender Registration	60
Prohibition on Retaliation	61
Alcohol and Drug Policy	61
<i>Policy Statement</i> -	61
<i>Legal Sanctions for Violation of the Policy</i> -.....	61
<i>College Sanctions for Violation of the Policy</i> -.....	61
<i>Associated Health Risks</i> -	61
<i>Drug-Free Awareness Program</i> -.....	61
<i>Possession or Use of Marijuana</i> -.....	62
Medical Amnesty Policy	62
Actively assisting requires that an individual:.....	62
The following are not covered by the Medical Amnesty Policy:	62
Actions by the Student Conduct Officer:	62
Medical Amnesty Policy continued.....	63
Annual Campus Security and Fire Safety Report	63
Student Right-to-Know and Campus Security Act	63

GENERAL INFORMATION

Accreditation

Otero College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. The Commission can be reached at: 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60602-1411. Telephone: 312-263-0456 | 800-621-7440 | Fax: 312-263-7462 | www.ncahlc.org

The Nursing Assistant and Practical Nursing programs are approved by the Colorado State Board of Nursing. The ADN Registered Nursing Program is approved by the Colorado State Board of Nursing and accredited by the Accrediting Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Rd. NE, Ste 8-50 Atlanta, GA 30326 404-975-5000.

Institutional Mission

To educate students and provide workforce training that enhances personal and professional growth in a learning environment that facilitates maintaining high academic standards, relationship building, academic and emotional support, and encourages all students to become the best version of themselves.

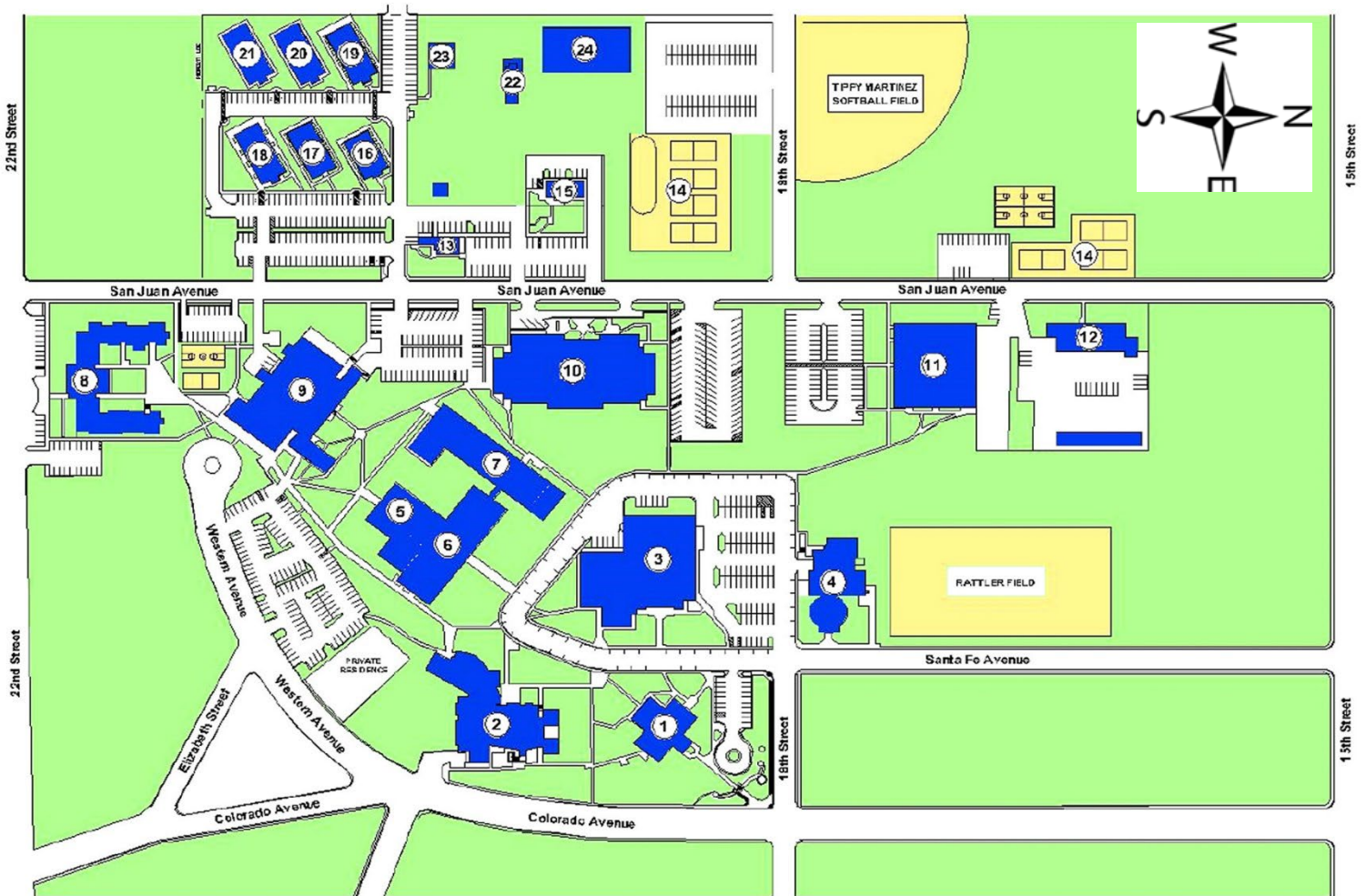
Vision

To be the best rural community College in Colorado.

Value Statement

At Otero College, our work is guided and informed by our commitment to diversity, integrity, learning and innovation, safety, and community.

Campus Map



- 1 Macdonald Hall & Administration
- 2 Humanities Center & Theater
- 3 McDivitt Center Gym & Fitness Center
- 4 Koshare Indian Museum & Kiva
- 5 Learning Commons
- 6 Wheeler Hall
- 7 Life Sciences
- 8 Wunsch Residence Hall
- 9 Student Center & Food Court
- 10 Student Services - McBride Hall
- 11 McDivitt Hall—Ag, Welding, Cosmetology
- 12 Maintenance

- 13 Student Housing
- 14 Outdoor Recreation Areas
- 15 Forestry Building
- 16 E.J. Conley Residence A
- 17 E.J. Conley Residence B
- 18 E.J. Conley Residence C
- 19 E.J. Conley Residence D
- 20 E.J. Conley Residence E
- 21 E.J. Conley Residence F
- 22 Telescope Facility
- 23 Greenhouse Facility
- 24 Auxiliary Gym

Student Bill of Rights

The General Assembly implemented the Student Bill of Rights (C.R.S.23-1-125) to assure that students enrolled in public institutions of higher education have the following rights:

1. A quality general education experience that develops competencies in reading, writing, mathematics, technology and critical thinking through an integrated arts and science experience;
2. Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;
3. A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;
4. Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;
5. Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;
6. Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;
7. Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements;
8. A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.

Notice of Non-Discrimination

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College (hereafter referred to as Otero or the College) will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has a designated an AFFIRMATIVE ACTION (AA) OFFICER, EQUAL OPPORTUNITY (EO) OFFICER, AND TITLE IX COORDINATOR with the responsibility to coordinate the College's civil rights compliance activities and grievance procedures under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act. If you have any questions, please contact the EO and Title IX Coordinator at 719 384-6824 or EOandTitleIXCoordinator@otero.edu

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

Public Information and Student Record Security

Under the Family Educational Rights and Privacy Act of 1974, the information in student files may only be released under specific conditions. Current or former students at the College have complete access to their records and may view them upon request at the Student Services Center. If records contain errors, appeals in writing must be submitted to the Vice President of Student Services.

The following is considered public information and may appear in College directories, publications, and news releases, or be disclosed to anyone inquiring:

- Name
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Degrees and awards received

Students may withhold disclosure of public information by filing a written request with the Student Services Center. All other information in student records is considered private and not open to the public without written student consent. Only the following individuals, because of their official function, have access to this information:

College officials; state or federal education authorities; officials evaluating application for financial aid; state and local officials requesting reporting data; organizations conducting studies for educational institutions or agencies; accrediting organizations; parents of dependent students (proof of dependency required); and Veterans Administration staff.

In case of judicial orders or emergencies in which information is needed to protect student safety, health or welfare or that of others, Otero may also release information without consent. To review the full Family Education Rights and Privacy Act of 1974, go to:

<https://www.otero.edu/academics/academicpolicies/ferpa.aspx>

Otero Alert System

The Otero Alert System will alert you in case of Campus Emergency - School Closure - Important Messages

You will be contacted by:

- Phone messaging (Up to 4 phone numbers)
- Email
- Text Messaging (You must opt-in to receive)

To confirm or update your contact information go to:

- Otero Website www.otero.edu
- Log on to My Otero

- Go to Update Otero Alert link – located on right side of page under MY OTERO
- Complete the form with all the phone numbers you would like to have contacted in case of an emergency.
- You must Opt-in for text messaging alerts.

II. STUDENT SUPPORT

Learning Commons

Funded in part by a U.S. Department of Education Title III, Part F STEM grant, the Learning Commons is the heart of Otero’s campus and is home to the Otero Wheeler Library, the Academic Success Center, TRiO Student Support Services, Accessibility Services, AIM, and the Venom Pit Coffee Shop. The state-of-the-art facility features updated technology and equipment to facilitate greater learning and collaboration in all academic fields of study. Student ID cards serve as library cards that can be used to access a variety of resources in the Learning Commons.

Resources available in the Learning Commons include:

- Computers and printing services
- Wi-Fi
- Laptops and iPads for daytime and overnight use
- Graphing calculators
- Headphones
- White boards and markers
- Tutoring and study skills assistance
- Study tools
- Instruments and athletic equipment
- Study rooms
- A video editing room
- Reference, non-fiction, and fiction books
- Professional journals
- Mentoring and case management
- Accessibility Services

Students can also access electronic resources and scholarly journal databases through the Learning Commons website at <https://otero.edu/resources/library-learning-commons/>

Learning Commons Hours

- Monday – Thursday: 7:30 a.m. – 10:00 p.m.
- Friday: 7:30 a.m. - 4:00 p.m.
- Saturday and Sunday: Closed

*Hours subject to change

Learning Commons Contact Information

- Learning Commons – 719-384-6882
- Director of Student Engagement and Success – 719-384-6946
- Library Services Coordinator – 719-384-6951
- Accessibility Services Specialist – 719-384-6963
- Tutoring – 719-384-6882

Venom Pit Coffee Shop Hours

Monday – Friday: 7:30 a.m. – 1:00 p.m. and 1:30 p.m. – 4:00 p.m.

TRiO

Student Support Services (SSS) is a federally funded TRiO Program under the U.S. Department of Education. The program is focused on students who are first-generation, low-income and/or disabled. The goal of the program is to increase the retention and graduation rates of its participants and help students make the transition from one level of higher education to the next. Services provided include:

- Financial Aid Assistance and Resources
- Tutorial Services
- Workshops and Cultural Events
- Transfer Tours

All services are provided free of charge to TRiO participants. For application information, please visit: <https://www.otero.edu/servicesandsupport/trio.aspx>

TRiO Hours

- Monday - Thursday, 7:30 a.m. - 5:00 p.m.
- Friday, 7:30 a.m. - 4:00 p.m.
- Saturday and Sunday: Closed

TRiO Contact Information

- TRiO Director – 719-384-6835
- TRiO Front Desk Administrative Assistant/Tutor – 719-384-6846
- TRiO Career/Financial Coach – 719-384-6944
- TRiO Academic/Transfer Advisor – 719-384-6815

AIM

AIM (Accessing Innovative Measures) for Higher Retention is an institutional development grant with the funds to be used to develop programs so Otero can better serve our students and increase performance outcomes. The grant award is funded by the Department of Education's Title V Developing Hispanic-Serving Institutions program (DHSI). Otero was designated as a Hispanic Serving Institution in 2001, with over 38% of the College's student population being of Hispanic descent.

AIM for Higher Retention includes four focus areas which include: developing and implementing orientation programs, mentoring opportunities, expanded student programming,

and intensive professional development. objectives are to increase student retention and completion. Students have the opportunity to participate in the following programs and activities through AIM:

- Financial literacy
- Career exploration programs
- Mentoring and student support programs
- Research and experiential learning activities
- Case management and referral services

AIM Team Contact Information

- Project Director – 719-384-6862
- Case Manager – 719-384-6811
- Mentoring Coordinator – 719-384-6880
- Academic Advisor – 719-384-6878
- Student Success Coach – 719-384-6860
- Faculty Professional Development and Student Research Coordinator - TBD

Desire2Learn (D2L)

Otero uses a learning management program called Desire2Learn (D2L) that uses the Internet for course content delivery for both traditional classes and those that are taught as hybrids (online). The web-based platform allows students to access and submit assignments, take exams, and communicate with the instructor and other students. Instructors can add to their (D2L) courses additional tools such as discussion boards along with content such as documents, video, and web pages. D2L is endorsed as the web platform for all colleges in the Colorado Community College System.

Support for D2L is available 24 hours a day, 7 days a week, 365 days a year.

For assistance log onto: <http://help.cccs.edu/>

Self-help Searches: Search this website for solutions to the most common problems.

- Support over the Phone: Call toll-free any time (888) 800-9198.
- Support via Chat: Chat with an analyst to ask questions in real time.
- Submit a Problem: Don't have time to troubleshoot now? Send a help request and the staff will contact you.

Accessibility Services

Students with documented disabilities should contact the Accessibility Services Specialist, located in the Learning Commons within the first two weeks of the semester about free services available to assist them. It is the responsibility of the student to supply adequate documentation of disability and bear the cost of provision of such documentation. When documentation is received, the student and the specialist determine reasonable and appropriate accommodations and details for permission to conference. Instructors in each of the student's classes are then notified of necessary accommodations. Please note that

accommodations are not retroactive; they start from the day instructors receive notifications of necessary accommodations.

Accessibility Services Contact Information

Office: Learning Commons, Office 123

Email: otero-accessibility@otero.edu

Phone: 719-384-6963

Website: <https://otero.edu/resources/accessibility-services/>

Military and Veterans

Active-duty military personnel (and their dependents) whose permanent change of duty station is Colorado may qualify to pay in-state tuition by submitting written certification through their assigned base/post Education Services Office.

The College is approved for veteran training and works with the Veterans Administration and the Colorado Department of Veterans Affairs to help student veterans who enroll at the College. Veterans need to submit all records of previous education and training to the Student Services Center within one semester of enrollment or risk losing educational benefits.

International Students

International students will have a quality experience at the College. Students from other cultures enrich learning and campus life for everyone. The College is authorized under federal law to enroll non-immigrant students with current visas. These students are classified as international students and will pay the published non-resident student tuition rate.

An international student is any non-immigrant individual in the United States for the purpose of study at an American college or university. The student will hold an F, J or M non-immigrant visa. The term - international student – includes only those on an F-1, M-1 or J-1 student category, visa. International students must follow the general policies of the institution established for all students; however, some specific policies reflect rules and regulations of the USCIS (U.S. Customs & Immigration Services).

Financial Aid

Low tuition and fee rates and the absence of most residential fees keep the cost of attending the College to a minimum. Nevertheless, the College does operate an extensive financial aid program for students who find it impossible or difficult to enter or remain in college without some type of financial assistance.

Financial aid is awarded to students on the basis of need. In determining need in a consistent way for all aid candidates, the College encourages all students and/or parents to submit the Free Application for Federal Student Aid (FAFSA). Information about FAFSA may be obtained from high school guidance counselors or from the College Financial Aid office. The FAFSA website is: www.studentaid.gov.

To be eligible to receive financial aid, students must be a degree-seeking student enrolled in an eligible program and maintain Satisfactory Academic Progress as defined by the Department of Education. Financial aid funds will not be applied to courses taken outside of the student's academic degree path.

Types of Financial Aid Available

Rattler Nation Merit Scholarships - Eligible students must be Colorado residents and enroll in at least 15 credit hours at Otero College the fall semester following their high school graduation date. High School transcripts and Otero college admissions application must be turned in and complete by July 15 for consideration for these scholarships. These scholarships are considered merit based, automatic awards based on criteria.

Private Donor Scholarships - The Director of Financial Aid administers a number of scholarships established by individuals and organizations interested in the College and its students. Eligibility for these awards varies according to the donor's wishes. Information concerning these awards is available from the Director of Financial Aid or on the College website at <https://otero.edu/pay-for-college/scholarships/>.

Federal Pell Grant - These grants are designed to provide financial assistance to those who need it to attend post-high school educational institutions. The maximum award for the 2020-2021 academic year is \$6495. Amount of the award is set each year by the U.S. Department of Education. Grants may be awarded to full-time and part-time students who are U.S. citizens, meet other federally mandated guidelines, and are making satisfactory academic progress.

Federal Supplementary Education Opportunity Grants - One-year grants-in-aid, valued at \$100 to \$4,000 depending on the extent of documented need, are designed to assist students of exceptional financial need, who, for the lack of financial means of their own or of their families, would be unable to attend college. The Federal Supplemental Education Opportunity Grant may be renewed annually upon application, providing the recipient continues to meet eligibility requirements.

Colorado Student Grant (CSG) - The Colorado Student Grant program is designed to assist needy students with educational expenses. To qualify, students must be residents of the State of Colorado and must demonstrate and document financial need. Colorado Student Grants to out-of-state students are not available.

A portion of Colorado Student Grant funding may be awarded to students who do not have lawful immigration status but have resided and attended high school in the state for at least three years prior to graduating high school and have documented financial need. Students should apply for this aid using the Colorado Application for State Aid (CASFA), available online at <https://cdhesnapprod.regenteducation.net/>. Students who are eligible to complete a FAFSA application should not complete CASFA.

Federal Stafford Student Loan - This loan is available to students who have demonstrated financial need. The loan is secured through the William D. Ford Federal Direct Loan Program. A student may obtain a loan up to \$3,500 for freshman status and \$4,500 for sophomore status (students who have completed 30 credit hours or more), based on documented need.

Cumulative loan limits for a four-year degree program are \$23,000. Loan payments are deferred, and interest may be subsidized charged while the student remains in school at least half time. Students must begin repaying the loan at a fixed rate six months after they graduate, leave school, or are enrolled less than half time. These loans are guaranteed by various agencies and reinsured by the federal government.

Work-Study Employment -The work-study program (federal and state) is designed to provide financial assistance in the form of part-time employment for students in need of such assistance to begin or continue their college education. Employment under this program is authorized for any student who shows need for assistance and is enrolled at least half-time. Students from low-income families are given priority for available funds. Students employed under the work-study program are limited to a maximum of 15 hours per week during the regular academic year but may be authorized to work up to 28 hours per week during the summer and other vacation periods. Students employed under work-study are paid at the applicable minimum wage rate.

Part-Time Student Financial Aid - Part-time students who are enrolled for a minimum of three (3) credits are eligible to be considered for financial aid. Contact the Student Services Center for details.

Financial Aid Application Procedures

All students applying for financial assistance should complete the Free Application for Federal Student Aid. Applicants for financial assistance are not considered until they have completed all admission requirements and have been issued an official notice of admission to the College.

The deadline date for submitting the FAFSA application is June 30 each academic year. Students who are seeking financial assistance are urged to submit their completed applications well in advance of the anticipated semester of registration.

Requests for additional information can be obtained by emailing otero-financialaid@otero.edu, visiting the Office of Financial Aid, Otero College at 1802 Colorado Avenue, La Junta, CO 81050, or by calling 719-384-6834.

Financial Aid Repayment

If a student does not attend even one class (a “no show”), all financial aid awards to that student will be canceled and repaid to the funding source.

If a student withdraws, drops out, or is expelled within the first 12 class days, that student is treated, for refund/repayment purposes, the same as a “no show.” No Title IV financial aid money is disbursed, the award is canceled, and funds are returned to the funding source.

Financial aid awards are not disbursed to student accounts until after the 12th day of class. After the 12th day, the student will receive 100 percent of the financial aid due, to be applied first against any balance due to the College, with any additional amount being disbursed to student to meet living expenses.

Financial aid eligibility will be recalculated and the amount of any potential refund or repayment will be determined by the Financial Aid Office for students who withdraw or fail to

complete at least one course. Any potential disbursements will be made to the student within a reasonable time after the 12th day. For more information, contact the Financial Aid Office at 719-384-6834.

Mental Health Counseling

Otero's Mental Health Counselor provides and coordinates mental health services for students enrolled at Otero. This counselor works collaboratively with other offices on campus to develop systems and programs that are particularly, but not exclusively, supportive of students who are first generation, low income, and/or students of color. The counselor provides a wide range of clinical services, including individual and group therapy, crisis intervention, outreach, consultation, and training that emphasize students' resilience and other skills and capacities that have brought them to Otero.

Mental Health Counselor Contact Information

Office: Humanities Center 124

Phone: 719-384-6945

Care Team

It is the intention that any crisis involving students at Otero should be immediately brought to the attention of the members of the Care Team. Examples of student crisis can include (but are not limited to): suicide/ suicidal ideation, homicide/ homicidal ideation, assault, trauma, extreme mental health needs, and/ or death of a student/ staff.

Care Team Members:

1. Dean of Students
2. Case Manager
3. Mental Health Counselor
4. Athletic Director
5. Housing/ Resident Life Director
6. Campus Security Officer (as needed)

Process for Crisis Intervention:

1. Crisis event should be brought to the attention of at least one member of Care Team, to start the intervention process.
2. The notified Care Team member will notify the other members, and report to the location of the crisis.
3. Care Team members will call outside resources to come in if needed; or student involved in crisis will be brought to appropriate resource by Care Team member.
4. Care Team members will notify appropriate people of the crisis event.
5. Follow up meeting will be scheduled for Care Team members to review event, and appropriate documentation will be completed.

III. STUDENT ACTIVITIES AND ORGANIZATIONS

Associated Student Government

The student body of the College is represented by an Associated Student Government (ASG), presided over by the student body president. The ASG considers and makes recommendations regarding student affairs and the disbursement of student activity fees. The ASG is responsible for working with the Learning Commons and Student Engagement Coordinator, Dean of Students, Residence Hall Director, and/or those others responsible for the supervision of activities in coordinating and promoting student activities. ASG promotes activities for the entire student body attending the College. The ASG membership is composed of the executive committee: president, vice-president, and secretary.

There are five (5) elected or appointed senators from the freshman class and five (5) elected or appointed senators from the sophomore class. Representatives of all recognized organizations on campus are included. Please contact the ASG Advisor at 719-384-6808 for more information.

Intercollegiate Athletics

The College is a member of the National Junior College Athletic Association. The College competes with Region IX members of the association, along with junior varsity level teams from several area four-year colleges and universities. Specific sports at the intercollegiate level include Men's Sports - baseball, basketball, golf, soccer, and wrestling; Women's Sports - basketball, golf, softball, soccer and volleyball. Otero also belongs to the National Intercollegiate Rodeo Association and competes in the Central Rocky Mountain Region with both a men's and women's rodeo team. For more information, contact the Athletic Director at 719-384-6859.

Student Organizations

Student clubs and organizations are started every year as interest develops. Students are encouraged to work through the Associated Student Government and sponsors of existing organizations and clubs to organize and develop new organizations. Clubs and organizations that have been active in recent years include:

Agriculture Club – The Agriculture Club fosters interest in agriculture for students by organizing agriculture related extra-curricular activities. Members are involved with providing an all-inclusive forum for students engaged in agriculture related activities and organize program events.

Alpine Club - The Alpine Club is dedicated to exposing students to the joys of outdoor recreation in the wild lands of Colorado. Members participate in activities such as rock climbing, hiking, backpacking, skiing and biking. Membership is open to all interested students. No prior outdoor recreation experience is necessary.

Art Club - Activities for the Art Club include trips to the Denver Art Museum, Colorado Springs Fine Arts Center, volunteering with the Otero Arts Festival in the spring, and hosting an Otero Student Art Show in the spring.

Campus Crusade for Christ - The Campus Crusade for Christ is a non-denominational organization which provides an opportunity for fellowship, Bible studies, and prayer. This organization meets generally once each week during fall and spring semesters.

Club Cosmetology - The Cosmetology Career Academy student organization enables Cosmetologists, Hairstylists, Nail Technicians, and Estheticians to participate in a professional student organization. The organization is based on competencies that business and industry representatives have deemed critical to job success. Membership is open to all students attending the Cosmetology Career Academy.

Green Team - The Green Team is an organization dedicated to recycling and preserving the environment. The Green Team spends one afternoon a month picking up recyclable items from across the campus.

International Relations Organization - The International Relations Organization is interested in promoting exchanges between people of different cultures, ethnic traditions, nationalities, and religious differences. They coordinate several intercultural activities on campus and throughout the area to provide opportunities to both share and learn and promote involvement in campus life and personal enrichment through culturally diverse experiences.

Non-Traditional Students Organization - The Non-Traditional Students Organization's mission is to encourage, support, and respond to the unique needs and responsibilities of all non-traditional students contributing to the successful completion of their educational goals. Membership is open to any non-traditional student (i.e., returning, married, parenting, career change, and transitional).

Otero Players - Students with a desire to participate in stage productions are welcome to join the Otero Players. All participants gain experience in performance and aspects of technical production. Emphasis is placed on presenting a varied program of drama, music, and dance to the campus and community.

Phi Theta Kappa - A national honor society of two-year colleges. The Otero Delta Rho chapter offers qualified students support from fellow scholars of all ages, ethnic backgrounds, economic levels and fields of study, as well as opportunities for scholarships. To be eligible for membership, a student must be enrolled at Otero, must have completed at least 12 semester hours of course work leading to a recognized transfer degree, have a cumulative GPA of at least 3.00, and have earned a minimum of 3.5 GPA for the previous semester.

Psychology Club - This organization acquaints students to the profession of psychology and provides opportunities for leadership and growth through collegial relationships. Membership is open to all students.

Student Ambassadors - This organization strives to enhance leadership skills, promote educational growth, and increase service-learning hours by providing ways for students to become involved with college events and serve as host or hostess to college guests. Members will be trained to conduct campus tours and serve as facilitators for on-campus public events.

Student Nurses' Association - This organization acquaints the student nurse to the professional responsibilities of nursing, providing opportunities for leadership, and growth through collegial relationships. Membership is open to all students admitted to the nursing program.

For an updated and current list of active clubs, please visit <https://otero.edu/campus-community/clubs-organizations/> .

IV. ACADEMIC PROCEDURES

Transferring Credits

Students wanting to transfer to Otero should have their previous official college transcript sent to Otero as soon as possible. Unofficial transcripts are not accepted, and an official transcript must come directly from all colleges attended. Once an evaluation has taken place, the students will be sent an evaluation of the credits that are transferable to Otero. This process usually takes three weeks. Transfer students should be aware of the College policy information. Only Otero coursework will be used in computing grade point averages for graduation and for any academic honors. Students must be in an Associate of Arts, Associate of Science, Associate of Applied Science, or an Associate of General Studies degree program. Transfer of academic credit to the College is governed by the following policies and procedures: Otero may examine credits to ensure that the content is not outdated or obsolete; Otero accepts credit from postsecondary institutions that are accredited by one of the approved six regional accrediting associations or by specified articulation agreements; credit may be awarded for courses in which a grade of “D” was received. However, certain programs may exclude the use of coursework in which the “D” grade was received.

Transfer dispute appeals process for Colorado public colleges and universities

1. The College shall adhere to the Colorado Commission on Higher Education policy and general procedures for solution of transfer disputes.
2. Students must file an appeal within 15 days of receiving their transcript evaluation by writing the Registrar at the receiving institution. The decisions made in the transcript review will be binding if the student fails to file a complaint within this time. Upon receipt of the student’s written appeal, the receiving institution will have 15 days to respond in writing to the student.
3. If the dispute cannot be resolved between the student and the staff of the receiving institution, the student may appeal in writing to the sending institution. The campus presidents from the sending and receiving institution will attempt to resolve the dispute within 30 days from the receipt by the sending institution of the student appeal. Agreement between the sending and receiving institution will constitute a final and binding decision which the receiving institution will communicate to the student.

Students preparing themselves in any of the fields under the Associate of Arts or Associate of Science Degree curricula are generally interested in transferring to a four-year institution. Otero staff can make transfer as smooth as possible. If students will keep in mind some general observations concerning transfer, it will assist in planning a good curriculum. These general observations are: Two general patterns of transfer exist.

1. Those colleges and universities that accept the Associate of Arts or Associate of Science degrees, grant junior standing, waive general education requirements, and require the student to fulfill course requirements for a major and minor.

NOTE: A "D" grade may not transfer to another school. A "D" negates the guarantee of the 60 + 60 transfer degree.

a. Those colleges that evaluate all courses individually and apply them toward meeting general education requirements and require the student to fulfill individual course requirements. This type of institution may work out contract agreements with Otero and list courses to be taken before transfer, may require graduation, and also may require a grade point above a C grade or higher.

NOTE: Credits that carry a "D" grade may be counted toward graduation at Otero; however, a "D" grade may not transfer to another school. A "D" negates the guarantee of the 60 + 60 transfer degree.

2. Students who have graduated from a junior college by meeting the C grade or higher requirement has fewer transfer difficulties than do students who transfer without graduating.

i. Students can usually transfer a minimum of 60 semester hours of junior college credit or one-half of the degree requirements, whichever is greater.

ii. Institutions may transfer only those courses for which they have equivalent offerings.

iii. A change of major may extend the time required to complete a degree.

Credits that are transferred are generally evaluated in the following order:

- General Education requirements
- Major and minor courses
- Elective credits

Colorado's state guaranteed general education courses are designed to allow students to begin their general education courses at one Colorado public higher education institution and later transfer to another without loss of general education credits. That is, the state guaranteed general education may be applied to the general education graduation requirement or the graduation requirements of the declared major, whichever is in the student's best interest. Effective fall 2003, Colorado policy ensures that students who successfully complete a state guaranteed general education course will receive transfer credits applied to graduation requirements in all majors at all public institutions unless a specific statewide articulation agreement exists. The state's guaranteed general education curriculum is organized into five categories: communication, mathematics, fine arts and humanities, social and behavioral sciences, and physical and life sciences. To complete the Colorado state guaranteed general education core, students are required to take 11 courses or 38 to 39 semester credit hours and earn a C grade or better in each course. The guarantee is limited to the number of semester credit hours in each general education category.

For the AA/AS degree, the State Guaranteed General Education Transfer Courses and the Colorado Community College General Education Requirements have been incorporated into the degree. Completion of the AA/AS degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public 4-year institution AND

complete any liberal arts or science baccalaureate degree with an additional 60 credits taken at the 4-year institution. NOTE: This guarantee excludes majors in Education, Business, Engineering or Nursing. See your Community College Advisor for these degrees with distinction. The Colorado Community College system has a communication requirement of either COM 115 - Public Speaking or COM 125 - Interpersonal Communication. Students should understand that a "D" grade may fulfill Otero's graduation requirements as an academic elective but will negate the guarantee of the 60 + 60 transfer degree. Students should also understand that any Credit for Prior Learning, Advanced Placement, correspondence courses, CLEP, any credits transferred in from another college, or tested only courses, may not apply to the guaranteed 60 + 60 transfer degree.

Grading and Scholastic Standards

A	Excellent or Superior
B	Good
C	Average
D	Deficient
F	Failure
I	Incomplete
S	Satisfactory
U	Unsatisfactory
S/A	Satisfactory (A-level) work in a developmental course
S/B	Satisfactory (B-level) work in a developmental course
S/C	Satisfactory (C-level) work in a developmental course
U/D	Unsatisfactory (D-level) work in a developmental course
U/F	Unsatisfactory (F-level) work in a developmental course
W	Withdrawal
AW	Administrative Withdrawal (available as an individual college option)
AU	Audit
SP	Satisfactory Progress
Z	Grade not yet reported
R	Repeat Field

Only A's, B's, C's, D's, and F's are used to calculate grade-point averages.

Grade Reports - Final grades will be posted to the student's MyOtero site at www.otero.edu about a week after classes end. Grades are not mailed to students.

Auditing Courses - Students must elect to audit a course within the first 12 class days of a term. Instructors must be notified of the intent to audit within this time limit, and this is indicated on the official class roster. Once a final grade of "AU" is officially reported by the instructor, the grade cannot be changed. Tuition for auditing is the same as those courses for college credit.

Incomplete Grades - Incomplete ("I") grades must be completed the semester immediately following the term the "I" was assigned, excluding summer term. "I" grades not completed the following term will be converted to an "F".

President's List - Students enrolled in 12 or more semester graded credit hours and earn a 4.0 grade point average are eligible for the President's List. Students who receive a grade of F, I, or U will be ineligible for the President's List.

Vice President's List - Students enrolled in 12 or more semester graded credit hours and earn between a 3.75 and 3.99 grade point average are eligible for the Vice President's List. Students who receive a grade of F, I, or U will be ineligible for the Vice President's List

Institutional Recognition List - Students enrolled in 12 or more semester graded credit hours and earn between a 3.50 and 3.749 grade point average are eligible for the Institutional Recognition List. Students who receive a grade of F, I, or U will be ineligible for the Institutional Recognition List.

Part-Time Students Honors List - Students enrolled in six to eleven semester graded credit hours and earn a 3.50 to 4.00 grade point average are eligible for the Part-Time Students Honors List. Students who receive a grade of F, I, or U will be ineligible for the Part-Time Students Honors List.

Permanent Record (Transcript) - All grades submitted to the records office by the instructor are entered upon permanent student records and will only be changed in case of an instructor reporting an error.

Class Attendance

Regular attendance at all class meetings and laboratory sessions is required of all students. College policy provides that at the instructor's discretion a student's grade may be lowered one letter grade after three unexcused absences. Students should always notify faculty and/or instructors of absences beforehand if possible.

Serious illness, military service, jury duty, death in the family, or participation in college-sponsored activities are examples of conditions for receiving an excused absence.

Arrangements for excuses are to be made between the student and the instructor. In case of extended absences, the Student Services Center should be notified.

All students must attend at least one class after registration within the first 12 days of any semester or they will be administratively dropped from the course(s).

Students who are absent from classes are responsible for making arrangements to make up the work missed.

Adding/Dropping Courses

After the first five days of classes, all courses added must be approved by the instructor of each course added. Students may officially drop classes during the first 12 class days of the term. Failure to officially drop by the deadline does not negate any financial obligation. Students wishing to drop or add a course or withdraw from the college must secure necessary forms from the Student Services Center.

Withdrawing from Courses

If a student withdraws from a course any time after the 12th class day until the end of the 12th week of the semester, the grade of “W” will be recorded on the student’s permanent record. A student who withdraws from the College before the end of the semester must obtain a withdrawal form from the Student Services Center. Leaving school before financial obligations are cleared will cause the withholding of all credit earned at the College. Students attending the College under the G.I. Bill are required to notify the Veteran’s Administration whenever there is a change in training status.

The College reserves the right to withdraw students from classes at any time during any given semester. Generally, these withdrawals are initiated as a result of non-attendance of classes, non-payment of tuition, or disciplinary problems. Such withdrawals do not negate any financial obligation on the part of the student.

Repetition of Courses

Students may repeat any course at Otero Duplicate credit will not be granted; only the highest grade and quality points earned when the course is repeated will be counted in the cumulative grade point average. Although repeating a course helps a grade point average, some four-year colleges average all courses attempted whether courses have been repeated or not. It is the responsibility of students to advise the Student Services Center in writing when a course is repeated.

ACADEMIC STANDING

Academic Standing:

Academic Standing describes a student’s successful progression with respect to maintaining progress toward their degree or certificate program. Academic Standing applies to all students who have completed 9 or more credits at Otero College.

ACADEMIC STANDING VALUES

Initial Standing – Student has completed fewer than 9 cumulative credit hours with a cumulative GPA greater than or equal to 2.00 for all classes completed.

Academic Alert– A student has attempted fewer than cumulative 9 credits with a cumulative GPA less than 2.0 for all classes attempted.

Good Standing – A student has attempted at least 9 cumulative credit hours and has a cumulative GPA greater than or equal to 2.0 for all classes attempted.

Performance Support – A student has attempted at least 9 cumulative credit hours and has a cumulative GPA of less than 2.0 for all classes attempted. By the conclusion of the Performance Support term, the student must raise their cumulative GPA to at least 2.0. If this condition is met, the student returns to Good Standing. Otherwise, the student’s academic standing will move to Performance Improving.

Performance Improving – A student on Performance Support or Returning Support earns a term GPA of at least 2.00 for all classes completed during the term but fails to raise their cumulative GPA to at least 2.0, the student will be allowed to attend the next term as Performance Improving.

If the student continues earning a term GPA of at least 2.0 during each term, they will be permitted to continue attending. The student will remain on Performance Improving until the cumulative GPA is at least 2.0, at which time they will return to Good Standing.

If the student does not earn a term GPA of at least 2.0 while on Performance Improving, they will be placed on Academic Suspension.

Academic Suspension - A student on Performance Support, Returning Support or Performance Improving status earns a term GPA of less than 2.0 for all classes completed during the term, the student will be suspended and will not be allowed to enroll at Otero College for the next term unless an appeal is approved. The student may be dropped from all registered courses for an upcoming term at Otero College. **Summer term may not be used as a suspension term.**

All Academic Suspensions are for one term only. If a student who has served a suspension wishes to return, the student will be allowed to re-enroll only after meeting with an academic advisor. The student will be placed on Returning Support for their return semester. **Students suspended from Otero College are not suspended from other CCCS colleges.**

Suspension Appeals:

- Students may appeal their suspension to the Registrar by scheduling a meeting with the Registrar and their Academic Advisor.
- During the meeting, the student will explain their situation, as well as strategies to remedy the situation.
- Following the meeting, the Registrar and the Academic Advisor will make a decision regarding the appeal.
- The student will be contacted regarding the decision. The appeal information will be entered into the student’s academic file.
- If the appeal is approved, the student will be placed on Academic Performance Support.
- If the appeal is not approved, the student will be dropped from all courses they are currently registered for in upcoming terms.

ACADEMIC RENEWAL

Academic Renewal is a program designed to provide students with the opportunity to have prior poor academic standings reconsidered after a time of absence. This program allows

students to enhance their opportunity for academic success. To be eligible to qualify for Academic Renewal:

- Students must be out of school for 2 years before being eligible.
- Students must be enrolled and have completed at least 6 hours with a 2.0 minimum GPA.
- Students can only apply for Academic Renewal once and it is not reversible.
- 30 hours can be excluded from GPA.

Requests for Academic Renewal are processed through the Registrar.

NOTE

The Colorado Community College System (CCCS) has established a procedure for measuring and notifying students of their academic standing (SP 9-80b). The intent of this policy is to inform students of the standards of academic progress that must be met and maintained in order to be a successful student at any CCCS College.

Academic Integrity Policy

In alignment with the institutional mission, Otero values academic integrity, and this policy is meant to uphold quality higher education. As such, all employees and students are expected to comply with the standards described in this document whether or not they are directly involved. In short, it is expected we follow the “see something, say something” spirit of quality higher education at Otero. To understand academic integrity, we must understand academic dishonesty. Academic dishonesty is defined as actions that result in the student receiving credit for work in any academic exercise or discipline that they themselves did not create. The term “academic exercise” refers to any work the student submits for credit or hours in any course at the institution. In the descriptions below, the term “unauthorized” means without the express permission of the instructor. This policy outlines the types of academic dishonesty, levels of infractions, consequences of said infractions, and the appeals process.

It is noted that this policy exists to protect both the student and the institution. When an academic hearing--explained below--is scheduled, the student has a right to appeal. Academic dishonesty is an academic matter, not a criminal one, so the institution reserves the right to follow the rules of “preponderance of evidence” and not “evidence beyond a reasonable doubt.” The spirit of this policy is to give rights to the accused student, educate students on the consequences of academic dishonesty, and to deter further violations.

The following are examples of academic dishonesty. This list is not exhaustive but rather indicative of common types of academic dishonesty with examples. Other types or examples may exist and are subject to the same consequences described herein:

1. Cheating--intentionally using or attempting to use **unauthorized** materials, information, or study aids in any academic exercise.

- a. Possessing **unauthorized** notes or additional sources of information during an exam.
 - b. Possessing term papers, exams, lab reports, or other assignments for distribution, which were supposed to be turned in to the instructor.
 - c. Giving or receiving answers by the use of any signals or technology during an exam or quiz.
2. Fabrication--intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
 - a. Inventing data or providing a false account of how the data was generated or collected, also known as counterfeiting data or research results.
 - b. Providing a false research citation--representing an abstract or review as the primary source itself.
 - c. Falsifying documents for the excuse of absences or missed assignments.
3. Facilitating Academic Dishonesty--being party to any infractions of academic dishonesty described herein.
 - a. Allowing another student to submit one's paper as their own.
 - b. Providing **unauthorized** copies of any previously completed coursework for distribution to other students.
4. Plagiarism--deliberately reproducing another's ideas, words, data, etc. as one's own without giving credit to the original author.
 - a. One quotes another, in whole or in part, without acknowledging the original author--this includes print, video, media, and online sources.
 - b. One completely paraphrases another's words, ideas, data, etc. without acknowledging the author--this includes print, video, media, and online sources.
5. Unauthorized Collaboration--also known as "complicity." One intentionally shares academic information or works in collaboration with another student in an **unauthorized** manner.
 - a. Permitting another student to copy answers on an assignment, exam, etc.
 - b. Taking an exam or any portion of a course for another student. This includes allowing a student to copy a paper, lab report, computer program, or any other assignment for another student.
6. Multiple Submissions--also known as "Self-Plagiarism." Recycling previously completed work from one class to another. It is noted that a student may be allowed multiple submissions of an assignment **if and only if** all instructors involved give express permission.
 - a. Submitting a paper written for one class to another.
 - b. A student is retaking a class and submits the work they used in a previous section of that class.

Special Circumstances Regarding Facilitating Academic Dishonesty

Students who facilitate academic dishonesty but are no longer enrolled in the course section in which the academic infraction occurred are still subject to consequences. However, because they are no longer enrolled in the course--due to passing, withdrawing, etc.--the issue will become a student conduct issue and be judged by student conduct personnel.

Personnel at the College are also subject to consequences for facilitating academic dishonesty. Should any personnel at Otero be found to have facilitated any level of academic dishonesty, the issue and evidence will be submitted to the Vice President of Academic and Student Affairs and the Director of Human Resources. The issue will then be considered a performance and employment issue to be dealt with by those governing bodies.

Levels of Infraction

It is noted that some infractions of academic dishonesty are more egregious than others. To that end, this policy categorizes them from minor to egregious with consequences for each. It is important to note that multiple minor infractions in the same course or across multiple courses can result in an automatic egregious violation with the appropriate consequences.

Students should be aware that they may not withdraw from a course if they are receiving a failing grade due to academic dishonesty.

1. Minor Infraction
 - a. Examples include but are not limited to:
 - i. Repeated improperly formatted citations.
 - ii. Complete omission of references, bibliography, or Works Cited.
 - iii. Patch-writing--also known as a partial paraphrase. The student attempted to reword the original but still relied too much on the original wording or structure.
 - iv. Cut and paste from a source without proper quotation or citation.
 - b. Consequences
 - i. First infraction--the student will schedule training with the Educational Resource Specialist or Coordinator of the Learning Commons.
 - ii. Second infraction--failure of the assignment.
 - iii. Third and all subsequent infractions risk automatic egregious infraction consequence (see "consequences" under "egregious" below).
2. Standard Infractions
 - a. Any instances of cheating, plagiarism, fabrication, or facilitating academic dishonesty as described above.
 - b. Examples include but are not limited to:
 - i. Deliberate omission of all sources.
 - ii. Cheating on an exam.
 - iii. Distributing answers.
 - iv. Falsifying any information on an academic exercise.
 - c. Consequences

- i. First infraction (or multiple minor infractions)--failure of the assignment.
 - ii. Second infraction and subsequent infractions risk and automatic egregious infraction consequence (see “consequences” under “egregious” below).
3. Egregious Academic Violations
 - a. Above and beyond standard academic violations--what constitutes “above and beyond” will be decided at the discretion of the instructor, the Academic Integrity Review Board, and/or the Vice President of Academic and Student Affairs.
 - b. Examples may include but are not limited to:
 - i. Second standard academic violation.
 - ii. Providing prior exams, projects, papers, or coursework for the purpose of cheating.
 - iii. Stealing and/or copying exams.
 - iv. Impersonating another student in any course.
 - v. Obtaining work from another student or professional service.
 - vi. Widespread collusion of student violators.
 - c. Consequences
 - i. Failure of the course. The student may also risk expulsion from the College.

Procedure

If a faculty member believes any infraction of academic dishonesty has occurred, the faculty member is to conduct an independent investigation and gather evidence of the infraction. If the violation is confirmed, the faculty member must notify the chair with the evidence, report to the Associate Vice President of Academic Affairs, and make a reasonable effort to contact the student within five business days. The faculty member is required to make a reasonable effort to schedule a meeting with the accused student, either with or without the chair, and present the evidence within five business days of discovery.

During the initial evidentiary meeting, the instructor will present the evidence to the student, tell the student of the consequence they will receive, and give them information about the appeals process. At the end of the meeting, both the instructor and the student will sign the “Academic Violations Form” as proof the student was given this information. This form is **not** an admission of guilt on the part of the student. Rather, it is an artifact proving the student received evidence, notification of their consequence, and information about the appeals process.

Upon completion of the meeting, the instructor will send digital copies of the evidence and completed Academic Violations Form to the Chair and the Associate Vice President of Academic Affairs. If the student chooses not to appeal the decision, a violation of academic integrity will be placed in their student profile on Navigate in order to track multiple instances of violations across multiple classes. Multiple instances of academic dishonesty across multiple classes can result in an “egregious violation” as described above.

Appeals Process

A student has the right to appeal the decision of the faculty member. During the process, the student is expected to continue to attend class, complete work, and respect the discretion of the process by not sharing with other students. The Academic Integrity Review Board will oversee the hearing for all students. The Academic Integrity Review Board will be made up of the chair of the department from where the accusation was made, the Associate Vice President of Academic Affairs, the Vice President of Academic and Student Affairs, and two additional faculty members from different departments. Should a student choose to appeal, they must contact the Vice President of Academic and Student Affairs within two business days of meeting with the instructor and signing the "Academic Violations Form." Within five business days of notification, the Vice President of Academic and Student Affairs will schedule an appeals meeting with the Academic Integrity Review Board and notify the student of the date of the appeal hearing.

If the appeal is for a minor infraction, the entire Academic Integrity Review Board may not be obligated to meet. One additional faculty member from another department may be called upon to review the evidence and support or challenge the instructor's decision. If the decision of the faculty is challenged, then the entire Academic Integrity Review Board will meet. Should the decision of the instructor be upheld, the consequences described above will be enacted and a record of the infraction will be placed on the student's profile in Navigate to track multiple violations.

For standard infractions, two additional people from the Academic Integrity Review Board will be called upon to review the evidence: it will constitute the chair of the department from where the accusation came, two faculty members from another department(s), and the Associate Vice President of Academic Affairs. A 75% majority will be required to uphold the faculty member's decision. Should the decision of the instructor be upheld, the consequences described above will be enacted and a record of the infraction will be placed on the student's profile in Navigate to track multiple violations.

Should a student appeal an accusation of an egregious violation, then the entire Academic Integrity Review Board will meet to review the evidence and decide whether or not to uphold the decision of the instructor. A majority must support upholding the decision. Should the decision of the instructor be upheld, the consequences described above will be enacted and a record of the infraction will be placed on the student's profile in Navigate to track multiple violations. The student may also risk expulsion from the College should the Academic Integrity Review Board deem it appropriate for the level of egregious violation.

Should the decision of the faculty member be overturned in any of these instances, the student is absolved of guilt, the violation will not be placed on their record, and they will receive a grade for the work as if the accusation never took place. The student has the right to request a "second opinion" on the grade they receive on the work should they have evidence a prejudice exists on the assignment in question.

Special Circumstances Regarding Timing:

There are times when the timeline outlined in this policy may not be appropriate for college or life circumstances: illness, travel, scheduled breaks, etc. In such cases, all parties involved will follow the “good faith” rule to comply with the timeline as closely as possible. Should the violation occur at the end of the semester, returning students will face the consequences outlined above. The issue will need to be resolved within two weeks of the end of the semester or wait until the beginning of the semester. The returning student will receive an “I,” or “Incomplete,” grade in the interim. For non-returning students, the same process will be followed as described for “returning students.” Graduating students suspected of violation may walk at graduation if all other graduation requirements have been met. However, they will not receive a diploma until the academic integrity matter has been resolved.

Distance Education Grievance and Appeal Procedure

Students taking any Otero courses, and have a complaint about their experience with Otero, have two options:

1. The student can follow the College’s process for student complaints. Students may also contact the Higher Learning Commission, which is Otero’s accrediting agency, at the following web link:

<http://highered.colorado.gov/Academics/Complaints/default.html>

2. If a student resides outside of Colorado while attending Otero, in many cases they can file a complaint in the state where they are residing. As required by federal regulations, below is a web link of agencies in each state where complaints can be filed.

<http://www.sheeo.org/stateauth/Links%20to%20Complaint%20Process.pdf>

Before exercising either of the above options, students should know that most (if not all) external complaint processes require that the student exhaust all avenues of complaint internal to the institution before they will consider a grievance.

V. GENERAL STUDENT PROCEDURES

Immunization Requirements

MMR Vaccine Requirement

All students in Colorado attending an institute of higher learning are required to provide proof of immunity to measles, mumps and rubella disease if they were born on or after January 1, 1957. Students can meet this requirement in four different ways:

- Submit immunization records showing they’ve received two doses of the MMR vaccine
- Submit a medical exemption
- Submit a nonmedical exemption

Medical Exemptions

Students with a completed Certificate of Medical Exemption (signed by a medical doctor, Doctor of Osteopathic Medicine, advanced practice nurse or delegated physician's assistant) can submit this certificate to the Registrar at otero-admissions@otero.edu.

Nonmedical Exemptions

There are two ways to submit a nonmedical exemption:

1. Submit the Immunization Certificate of Nonmedical Exemption to the Registrar at otero-admissions@otero.edu. This certificate must have a signature from an immunizing provider in Colorado who is a medical doctor, doctor of osteopathic medicine, advanced practice nurse or delegated physician's assistant.

OR

2. Complete the Online Immunization Education Module. The Online Immunization Education Module is available 24 hours a day and seven days a week. It can take up to approximately 20 minutes to complete. Upon completing the module, students will be able to complete an electronic form to obtain a certificate of nonmedical exemption. Students will need to print and submit this certificate to Registrar at otero-admissions@otero.edu to meet the MMR requirement.

Additional information about medical and nonmedical exemptions, along with forms in English, Spanish, Vietnamese, Arabic, Korean, Chinese, Russian, and Somali can be found at: <https://cdphe.colorado.gov/vaccine-exemptions>

Meningococcal Vaccine Requirement

Incoming freshmen residing in student housing are required to complete and return a standard certificate of immunization. Students residing in student housing who have not received a meningococcal vaccine in the last 5 years shall review the information on meningococcal disease and meningococcal vaccine. If the student, or student's parent or guardian for students under age 18, decides not to receive the vaccine, they must sign the Meningococcal Vaccine Waiver form CDPHE Public Portal for Retrieving Immunization Records

Find Your Immunization Record Through Your State's Immunization Information System (IIS).

Contact the IIS in your state or in the state where you or your child received their last shots to see if they have records.

<https://www.cdc.gov/vaccines/programs/iis/contacts-locate-records.html#state>

Contact your immunization provider directory or your local state immunization program for shot records.

All vaccination records or waivers must be submitted to the Registrar at otero-admissions@otero.edu.

Animal and Pet Policy

The college requests that students and staff refrain from bringing unauthorized pets to campus property. Unauthorized pets or animals are not allowed in any campus building, nor are they allowed to be tied to any campus structure or confined on or in parked vehicles on campus property. Service animals are permitted. No unauthorized pets of any kind are permitted in Otero Housing. Your housing arrangements can be immediately revoked for having a pet. Live-in faculty and professional staff may be granted permission to have a dog or cat live in their own apartment. Emotional Support Animals and Service Animals are permitted in campus housing only after a student has provided the College with appropriate documentation and has received written approval. A fine of \$25 per day can be imposed on students who bring any unauthorized animal into Otero Housing.

Computer Use Policy

In support of its mission of teaching and community service, the Colorado Community College System (CCCS) provides access to computing and information resources for students, faculty and staff within institutional priorities and financial capabilities. The Computer Use Procedure contains the governing philosophy for regulating faculty, student and staff use of the System's computing resources. It spells out the general principles regarding appropriate use of equipment, software, networks, and data. In addition to this policy, all members of the CCCS community are also bound by local, state, and federal laws relating to copyrights, security and other statutes regarding electronic media.

To protect themselves and the confidentiality of data, users are prohibited from disclosing their passwords to others.

Wi-Fi Policy

At Otero, students are allowed to connect their personal devices to the Otero network to access the Internet. Logon information is posted within OteroPortal and throughout campus. Students living in the residence halls will not be allowed to bring their own Wi-Fi routers, or any other type of device which would allow other devices to wirelessly connect behind them to access the Internet. Examples of such devices include but are not limited to home routers from Linksys, ASUS, Netgear, etc. These devices interfere with the Wi-Fi devices already in place in the residence halls, and cause disruption in connectivity to other devices in the vicinity. For personally owned devices such as laptops, tablets, cell phones, students will be allowed to connect to the wireless access points already in place in the residence halls.

The networking equipment used by the College can detect wireless routers, and if discovered, will be blocked from accessing the network. Students will be asked to power off these devices, as they will still be generating radio frequencies that will interfere with the campus wireless access points.

For hard-wired connections, there is one port available in each room. If students need to connect more than one hard-wired device, they will be allowed to bring an unmanaged switch with up to eight ports. Otero recommends using the Netgear 4 or 8 port unmanaged switches. These switches are inexpensive, and can be purchased online, or at outlets such as Best Buy.

The complete Computer Use Policy can be found at:

<https://www.cccs.edu/about-cccs/state-board/policies-and-procedures/>

Tuition and Fees

Students who owe a balance from a prior term or who are financially obligated to Otero – whether through a third-party promise-to-pay, outstanding deferred payment, or failure to account for college property in their possession (including library materials) – will not be allowed to register for subsequent terms and will not be issued an official transcript or diploma until the balance owed is paid in full and all obligations satisfied.

Students may pay all or part of their tuition and fees during early registration or may settle their account on the first day of classes. The total balance of all tuition, fees, room, board, and other current charges is due no later than 5:00 p.m. on the 12th class day of the term to which the charges apply.

Balance due is computed by subtracting all confirmed student financial aid grants and scholarships from current charges. The remainder is what must be paid by the twelfth day of the term. If a third-party sponsor arrangement (such as an employer or government agency) is to pay all or a portion of the charges, students will need to provide the college cashier with written evidence of this agreement in order to have the amount deducted from the balance due. Parents or family are not considered third-party sponsors.

Satisfying financial obligations is the final step in the registration process. Students may be administratively dropped from all classes for non-payment of their account. Tuition payment deadlines are posted on the academic calendar for each term.

Refund/Repayment Policy

The first 12 class days of each semester are considered the drop/add period, when students may adjust their class schedules without penalty. If a student officially drops classes by completing the required forms in the Student Services Center before 5:00 p.m. of the 12th class day, full refund of tuition and fees shall be made for the dropped classes except for the non-refundable registration processing fee. The unused portion of room and board charges will also be refunded. However, if a student withdraws after the 12th day, the student will be charged full tuition and fees and the pro-rated amount for room and meals through the day of withdrawal.

V. CAMPUS SAFETY, SECURITY, AND STUDENT CONDUCT

Process for Reporting Incidents and Emergencies

Definitions

- **Incident** – a non-emergency event requiring intervention by college personnel or local law enforcement. Incidents are situation based and may result in criminal charges or reporting to local government agencies.

- **Emergency** – a situation which poses an immediate risk to life and property and which requires urgent attention from first responders (e.g. police, sheriff, fire department, emergency medical services).
- **Disaster** – a sudden event, such as an accident or a natural catastrophe, that causes great damage or loss of life.

Process for Reporting Incidents and Emergencies

Students, staff, faculty, and visitors should call **911** to report any incident, emergency, or disaster that is severe in nature and presents an immediate or ongoing threat to campus community (e.g. act of violence, medical emergency, fire). **911** may be directly dialed from any campus phone without having to dial “9” for an outside line. The reporting party should then call the Student Affairs Campus Emergency number at **6911** to report the incident, emergency or disaster to the Dean of Students, Law Academy Director, and/or Campus Security.

For non-emergency incidents that occur during **regular business hours**, students, staff, and faculty should contact the Student Affairs Campus Emergency number at **6911**. For non-emergency issues that occur **after 5pm**, students, staff, and faculty should contact the Otero Security Team at **(719) 469-2613**, or utilize the **6911** emergency number to be connected with Security.

During regular business hours, the Dean of Students and/or the Law Academy Director take the lead on responding to non-emergency incidents. They may contact other appropriate individuals on or off campus to investigate the report. The nature of the report, including the type and location of the incident, dictates which internal and external resources are contacted, and whether or not an emergency notification or timely warning are issued. Reporting parties complete and submit an incident report or crime report within 24 hours of the incident or reported crime.

During evening hours, the Otero Security Team takes the lead on responding to non-emergency incidents. They may contact other appropriate individuals on or off campus to investigate the report. The nature of the report, including the type and location of the incident, dictates which internal and external resources are contacted, and whether or not an emergency notification or timely warning are issued. Reporting parties complete and submit an incident report or crime report within 24 hours of the incident or reported crime.

Confidential Reporting

Victims or witnesses to crimes can report crimes to any Campus Security Authority (CSA) on a voluntary, confidential basis for inclusion in the annual security report. If the reported crime is severe in nature and presents an ongoing or immediate threat to the facility, staff, or students, the CSA should immediately call **911** and then notify the Dean of Students or the Law Academy Director during regular hours and Otero Campus Security during evening hours.

CSAs are required to submit an electronic crime report form for all Clery crimes reported within 24 hours of being notified of the crime or incident. If the reporting party wishes to remain anonymous, the CSA will refer to the name of the reporting party as “Anonymous”.

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

Student Behavioral Expectations and Responsibilities

BP 4-30

APPROVED: July 14, 1988

EFFECTIVE: July 14, 1988

REPEALED: September 14, 2000

READOPTED: August 25, 2001

REVISED: February 10, 2021

APPROVED:



The Honorable S.R. Heath, Jr., Chair

Policy Statement

The Board delegates to Colorado Community College System (CCCS or System) Presidents the responsibility for student behavioral expectations and responsibilities, subject to this policy.

Scope

This policy applies to the System Colleges.

Due Process

Students who are expelled, suspended, or otherwise face behavioral outcomes shall be provided due process. The College Presidents shall establish due process procedures governing student behavioral expectations and outcomes at their respective institutions.

Procedures

The Chancellor shall promulgate procedures necessary to implement this policy.

SP 4-30a

COLORADO COMMUNITY COLLEGE SYSTEM PROCEDURE

Student Behavioral Expectations and Responsibilities Resolution Procedure

EFFECTIVE: July 1, 1998

RETITLED: September 14, 2000

RETITLED: August 25, 2001

REVISED: January 10, 2011

REVISED: May 9, 2012

REVISED: July 31, 2013

REVISED: June 1, 2014

REVISED: October 1, 2014

REVISED: June 30, 2015

REVISED: October 1, 2019

REVISED: February 10, 2021

REFERENCE(S): Board Policy (BP) 4-30, Student Behavioral Expectations and Responsibilities

APPROVED:

Joseph A. Garcia, Chancellor

Application

This procedure applies to students within the Colorado Community College System, including its Colleges (CCCS or System). This procedure applies to violations of the Code of Student Behavioral Expectations and Responsibilities (Code) (Appendix A).

Basis

If a student is alleged to have violated the Code, this procedure outlines the steps that can be taken in resolving the matter. Students reported to have violated the Code will be given the opportunity to participate in the behavioral expectations and responsibilities process. The procedure aims to engage students in a restorative, fair, educational, and developmental process, and to prevent future occurrences of student misconduct.

Definitions

For definitions applicable to this procedure, refer to Appendix B.

Jurisdiction

This procedure applies to behaviors from students that take place on a CCCS campus, at CCCS sponsored events, and may also apply to off-campus and to online behavior when the Senior Student Affairs Officer (SSAO) or designee determines that the off-campus or online behavior affects a substantial CCCS interest. A substantial CCCS or College interest includes, but is not limited to the following, when the circumstances are such that there is a disruption to CCCS or College operations, a significant negative impact to the campus community, or a detriment to the educational interests of the System or College:

- Any action that constitutes criminal offense as defined by federal or Colorado law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the System or the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others; and/or
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the System or the College's control (e.g., not on System or College networks, websites or between System or College email accounts) will only be subject to this procedure when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the First Amendment to the Constitution.

Equity Statement

The Colorado Community College System is committed to a procedure of equity and justice. We accept the responsibility to create an environment free from discrimination.

Procedure

Initiating a Conduct Process

Any member of the System community may allege a violation by any student of the Code by reporting the matter to the appropriate SSAO. The SSAO manages reports of Code violations made under this procedure and may delegate this responsibility. Students, faculty, instructors, staff, authorized volunteers, and guests are encouraged to report behavior that potentially violates the Code or that may be criminal in nature. Formal reports can be made by completing a college incident report. If the conduct is believed to be criminal in nature, the SSAO should immediately report the alleged violation to campus law enforcement or security or external law enforcement.

There is no time limit on reporting violations of the Code; however, the longer someone waits to report, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations. Anonymous complaints are permitted, though doing so may limit the College's ability to investigate and respond to a complaint effectively.

Complaints, concerns, or reports without reasonable cause will not be pursued. Upon receipt of the report, the SSAO or designee shall review the matter to determine if it alleges sufficient information to support reasonable cause that a violation has occurred. If so, the SSAO shall promptly notify the Complainant (if any) and the Respondent in writing of the allegations and any interim action that is being imposed. Should a student withdraw from the institution prior to the conclusion of the conduct process, the College will proceed with or without the student's involvement.

The SSAO will identify a conduct resolution pathway as outlined below based on the nature of the allegations and input from the involved parties. Decisions made by the SSAO shall be final unless subject to appeal. Any outcomes and restrictions imposed take effect immediately unless the SSAO agrees to delay or stay the outcome.

Proceedings initiated under this procedure are separate from civil or criminal proceedings that may relate to the same incident. Investigations or conduct proceedings by the College are not postponed while criminal or civil proceedings are pending unless otherwise determined by the SSAO.

Interim Actions

The SSAO, in consultation with appropriate administrative personnel, may implement interim actions intended to protect the safety and well-being of the CCCS community; preserve CCCS property; address the effects of the reported behavior; and prevent further violations while the matter is under review or investigation. Interim actions may include, but are not limited to:

1. *Interim No Trespass*: The SSAO may issue a "Cease Communications," "No Contact," and/or "No Trespass," directive, also referred to as a *persona non grata*.
2. *Interim Suspension*: This interim suspension includes attending classes and events pending a final outcome. This interim suspension begins immediately upon notice from the SSAO. In cases where a student is banned from campus on an interim basis, they will be subject to immediate arrest for trespass if they are on campus until the exclusion has been lifted. A meeting with an SSAO is then scheduled as soon as possible to determine the appropriate conduct resolution pathway.

3. Any other outcome listed in this procedure below may also be imposed on an interim basis.

In all cases in which an interim action is imposed, the individual will be given the opportunity to meet with the SSAO prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the interim action should not be implemented. The SSAO shall have sole discretion to implement or stay an interim action, and to determine its conditions and duration. Violation of an interim action may be grounds for imposition of an outcome, up to and including expulsion.

Conduct Resolution Pathways

Alternative Conflict Resolution:

The SSAO, in consultation with the involved parties, may determine informally resolving student conduct matters through an alternative conflict resolution process is appropriate to resolve the reported concerns. The primary focus during alternative conflict resolution remains the welfare of the parties and the safety of the CCCS community, but it does not involve a formal investigation.

Alternative conflict resolution includes, but is not limited to, dialogue, conflict coaching, mediation, restorative justice, or shuttle diplomacy. Alternative conflict resolution works best when students take responsibility for their actions, have a desire to restore the impact created in the incident, and actively participate in deciding and agreeing upon an outcome. If a resolution is reached, the matter will be closed without opportunity for an appeal.

At any time during the alternative conflict resolution process, the SSAO may elect to initiate formal investigation as deemed appropriate to resolve the matter. The parties can elect to cease the alternative conflict resolution process at any time before it concludes and proceed with a formal investigation.

Formal Investigation:

Where formal investigation is designated, the SSAO shall investigate the allegations, provide the Respondent an opportunity to be heard, and render a decision as outlined below:

1. Investigation: The SSAO shall provide the Respondent an opportunity to respond to the allegations either by meeting with the SSAO to discuss the allegations or by submitting a written response, or both. The Respondent will have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting. An advisor may only consult and advise their advisee, but not speak for the advisee at any meeting or hearing. The SSAO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

The SSAO may also conduct any other investigation, such as meeting with the Complainant (if any), meeting with other relevant witnesses, and evaluating relevant documents, information, and evidence.

2. Decision: Once the investigation is complete, the SSAO shall render a decision as to whether a violation of the Code has occurred. The determination shall be based on the preponderance of evidence standard: *whether it is more likely than not* that the student violated the Code. The decision shall address whether alleged conduct occurred; whether and how the conduct violated the Code; and impose an outcome, if appropriate.
3. Notification of the decision in writing will be provided by the SSAO to the Respondent and any other involved parties, as appropriate. The decision will include information regarding the applicable appeals process. The decision is part of the student's educational record.

Outcomes

The following outcomes can be implemented by the SSAO as a result of finding a violation in the formal investigation process or as part of an agreed upon alternative conflict resolution. These outcomes are intended to develop an educational and restorative experience for individuals engaging with the conduct process. These outcomes may also be put in place to ensure safety of the individual and/or the CCCS community. Outcomes will be effective immediately upon notice to the student, except that the SSAO may delay or stay the effective date, in their discretion, upon request from the student (e.g., it may be appropriate to stay an outcome pending the resolution of an appeal).

1. Loss of Privileges: The student will be denied specified privileges for a designated period of time, from one to three semesters or one academic year.
2. Building/Access Restriction: The student will be denied access to specific campus locations, from one to three semesters or one academic year.
3. Restriction on Visitation Privileges: Restrictions that may be imposed on a residence hall student or non-residence hall student. The parameters of the restriction will be specified.
4. Eligibility Restriction: The student is deemed "not in good standing" with the College for a specified period of time, from one to three semesters or one academic year. Specific limitations or exceptions may be granted by the SSAO, and terms of this outcome may include, but are not limited to, the following:
 - a. Ineligibility to hold any office in any student organization recognized by the College or maintain an elected or appointed office at the College.
 - b. Ineligibility to represent the College in any way, including, but not limited to participating in the study abroad program, attending meetings, or representing the College at an official CCCS function, event, or intercollegiate competition as a player, manager, or student coach, etc.
5. No Contact Orders: If a "no contact" order is issued, it is the responsibility of the student not to have any contact with the individual(s) named in the order, directly or through third parties, or electronically/online until the order is officially removed by the SSAO.
6. College Housing Reassignment: Reassignment to another College housing facility.
7. Restitution: Compensation for damage caused to the College or any individual's property. This could also include situations such as failure to return a reserved space to proper condition, including labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

8. Referral for Treatment/Assessment: These include, but are not limited to, alcohol or drug education programs, anger management, or other relevant assessment and treatment programs. Some outcomes may include a cost or fee.
9. College/Community Service Requirements: Completion of a specific supervised College/Community service.
10. Confiscation of Prohibited Property: Items whose presence is in violation of college policy (pipes, bongs, weapons, etc.) will be confiscated. Prohibited items may be handled, disposed of, or returned to the owner at the discretion of the SSAO.
11. Educational Program/Project: Requirement to complete an educational or reflection project designed to support students in their understanding of the overall impact of their behavior, or a requirement to attend, present, and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about the violation for which the student was found responsible. Audience may be restricted.
12. Warning: An official notice that misconduct has occurred and/or that future specific behavior could result in more severe restrictions, conditions, and outcomes.
13. Probation: A period of time in which the privilege of continuing as a student is conditioned upon meeting certain requirements. Any violation or failure to comply with restrictions while on probationary status could be escalated for further outcomes, including removal from CCCS. Additionally, students on probationary status typically will be required to meet with SSAO or other college personnel for follow up meetings. Probationary status may range from one semester up to duration of time at CCCS.
14. Suspension: Separation from a college for a specified minimum period of time, after which the student is eligible to petition the SSAO for permission to return. Eligibility for return may be contingent upon satisfaction of specific conditions. The student is required to vacate the campus immediately upon receipt of notification of a suspension. During the suspension period, the student is restricted from college property, functions, events, and activities without prior written approval from the SSAO. Additionally, students may be suspended from one class period per incident by the responsible faculty member or instructor without triggering this procedure. Any longer suspension must be referred to the SSAO.
15. Expulsion: Permanent separation from CCCS. The student is banned from CCCS College properties and the student's presence at any CCCS-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
16. No Trespass: The College may issue a "No Trespass" directive, also referred to as a persona non grata.
17. Other: Additional or alternate restrictions, conditions, or outcomes that promote reflection and holistic student development (e.g., creative expression, community restoration project) may be created and designed as deemed appropriate to the violation.

Appeal of Formal Investigation Decision

A student found responsible for violating the Code through the formal investigation process has a right to appeal if suspension or expulsion are imposed.

If an outcome other than suspension or expulsion is imposed as a result of a formal investigation, a student may request in writing a discretionary appeal to the designated Appellate officer. A request for a discretionary appeal must be in writing and submitted to the

Appellate officer within five (5) business days of the notice of decision. The Appellate Officer must notify the student in writing of whether the appeal will be permitted and if permitted, the below appeal deadlines apply from the date of that decision.

All appeals must be made in accordance with procedures outlined in this section.

1. Important Information about Appeals:

- The appeal is the final step in the conduct process.
- An appeal does not provide a second meeting or review of the case. The appeal process will be based on the existing record and the appeal criteria.
- Situations may occur that shift the timeframe of the appeal process. Considerations will be given for extenuating circumstances, including but not limited to, college holidays, family crisis, trauma, and medical/non-medical emergencies. Any extensions are made at the discretion of the SSAO.
- Students are encouraged to consult with the SSAO and external resources about the appeal process prior to submitting the request for an appeal.

2. Appeals Criteria:

A student may only appeal upon one or more of the following grounds:

- A material procedural error occurred that significantly impacted the outcome of the factual findings, outcomes, or both (e.g., substantiated bias, conflict of interest, or material deviation from established procedures).
- There is new information, unavailable during the formal investigation that could substantially impact the decision or the outcome. The new information must be included with the student's request for appeal and the student must show that the new information was not known to them at the time of investigation. Failure to participate in the initial investigation does not constitute new information for the appeal process.

3. Initial Review of Appeal:

Regardless of if a case is appealed, all outcomes imposed in the case will go into effect immediately unless they are officially stayed pending the appeal decision.

Appeals must be filed in writing within ten (10) business days of the notice of the initial conduct decision or decision allowing discretionary appeal. A student may file a written appeal by completing and submitting the College's appeal form, if applicable, and sending it to the Appellate Officer. It is the student's obligation to provide any and all materials for consideration at the time of appeal submission. Subsequent information and/or revisions to the appeal after initial submission will not be accepted.

Upon receipt of an appeal, the Appellate Officer shall conduct an initial review to determine if the appeal meets the limited appeals criteria and is timely. The student will receive notification about the decision of the initial review of appeal within five (5) business days of receipt of the student's appeal. If the appeal is found to meet these criteria, the Appellate Officer shall give written notice to other involved parties, if applicable, to allow the other parties an opportunity to provide a response to the appeal.

4. Appeal Determination:

If it is determined an appeal meets the appeal criteria, the Appellate Officer will review the appeal.

In reviewing the appeal, the Appellate Officer may only consider the information contained in the record of the case, but may seek clarification of the decision rendered by the SSAO.

Upon review of an appeal, the Appellate Officer shall have the authority to:

- Deny the appeal and affirm the initial decision and outcomes.
- Find that a material procedural error occurred (e.g., substantiated bias, material deviation from established procedures) that impacted the outcome and refer the case back to the SSAO or an alternate designee with instructions to reconvene the investigation and/or the Appellate Officer may otherwise correct the procedural error.
- Find that the student has presented new information that is material to the decision or outcome of the case. Upon this finding, the Appellate Officer shall conduct or request appropriate additional steps (such as requesting additional investigation by the SSAO) and/or modify the decision and outcome accordingly.

The Appellate Officer will notify the student in writing of the decision, typically within ten (10) business days of completing the review. During this appeal process, if the Appellate Officer requires additional time, they shall promptly notify the parties.

Student Records

Student conduct records will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and SP 4-80a, Student Educational Records and Directory Information. Generally, student conduct records are sealed seven (7) years after a final decision is delivered in the resolution process, except as required by law. Student conduct records may be sealed earlier by the SSAO upon written request from the student. Conduct records that result in a separation from the College (suspension or expulsion) and those that fall under Civil Rights, to include a Title IX investigation, will be maintained for seven (7) years.

Financial

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

Retaliation

It is a violation of this procedure to engage in retaliation, such as taking adverse employment or educational action, against any person who reports an incident of a Code violation or because of the person's participation, or perceived participation, in any aspect of this procedure. Retaliation includes acts to intimidate, threaten, coerce, or discriminate against any individual for the purposes of interfering with any right or privilege provided by this procedure.

Revising this Procedure

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

Appendix A

Code of Student Behavioral Expectations and Responsibilities (Code)

Statement

A college community is defined by its values for learning, teaching, and service that reflect academic excellence, holistic student development, and societal impact. To guide student success, the Colorado Community College System (CCCS) has created the Code of Student Behavioral Expectations and Responsibilities (Code), which includes standards of behavior that support an engaged learning environment for all students. The Code embraces the institutional values of integrity, excellence, learning, diversity, intellectual freedom, and equal opportunity, and is rooted in conflict resolution practice to support students in resolving their own conflicts.

Each college's Student Affairs Division is authorized to enact the Code and utilize the Code procedures to support students while holding them accountable to the behavior that supports the College mission and vision. The outcomes of the student conduct process are designed to assist students in their development, help them think through their moral and ethical decision-making, and realign their behavior with the College's community expectations. In certain incidents, this may involve separation from the College either temporarily or permanently.

Outcomes are assigned based on the severity of the violation, cumulative conduct history, and educational needs of the student.

Students at each college are provided a copy of the Code and are responsible for reading and adhering to the Code. The Code in no way creates a contractual obligation and CCCS reserves the right to revise the procedure at any time.

Code

The College considers the behavior described in the following subsections as inappropriate and in opposition to the values of the College community. These responsibilities apply to all students including continuing education. The College encourages and expects students, faculty, and staff to engage as active bystanders and report to college officials any incidents that involve the following behaviors. Any student found to have violated or to have attempted to violate the following responsibilities may be subject to the conditions, restrictions, and outcomes outlined in SP 4-30a, Student Behavior Expectations and Responsibilities Resolution Procedure.

The following section is organized alphabetically by violation followed by an explanation.

Abuse of Conduct Process: Abuse or interference with College processes, including conduct and academic integrity meetings:

- Falsification, distortion, or misrepresentation of information.
- Failure to provide, destroying, or concealing information during an investigation of an alleged Code violation.
- Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.

- Inappropriately influencing any member of the campus community with conduct authority prior to, during, and/or following a campus conduct proceeding.
- Influencing or attempting to influence another individual to commit an abuse of the campus conduct process.

Academic Integrity: Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to outcomes as set forth in the Student Behavioral Expectations and Responsibilities Resolution Procedure.

- Cheating: The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to:
 - Using books, notes, or calculators or copying from or conversing with others during examinations (unless such external aids are permitted by the instructor).
 - Having someone else do research, write papers, or take examinations for someone else.
 - Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).
 - Stealing, distributing, selling, and buying tests or having someone take an exam on someone else's behalf.
- Fabrication: The invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to:
 - Inventing the data for a scientific experiment.
 - Inventing the title and author of a publication in order to use the invented publication as a source.
 - Knowingly attributing material to an incorrect source.
- Plagiarism: The act of using someone else's work without giving proper credit to the original source. The work can be written, artistic, musical, language, symbols, or media. Reusing one's own work without proper citation (or approval of instructor) is also plagiarism.

Aiding and Abetting: It is a violation of this Code to actively assist another in violating the Code or covering up the violation after the fact.

Alcohol/Drugs: Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college-owned or college-controlled property, and/or at any function authorized or supervised by the College, and/or in state owned or leased vehicles.

Animals/Pets: Animals are not permitted on campus except as permitted by law or as specifically approved by the College.

- Please see SP 4-120b, regarding Student Disability Services for information related to service animals and emotional support animals.
- Please see the appropriate handbook for regulations and processes for animals and pets in student housing, where applicable.

Bullying/Non-physical abuse: Bullying includes repeated and/or severe aggressive or negative actions or behaviors intentionally or reasonably likely to intimidate, hurt, control, or diminish another person, physically, mentally, or emotionally. Bullying may include direct or indirect communications in verbal or nonverbal form and specifically includes bullying by electronic means (e.g., cyberbullying).

- For more information and compliance, see SP19-10, Bullying/Violence/Firearms on Campus.

Damage and Destruction: Reckless and/or unauthorized damage to, or destruction of, college property or the individual property of another, regardless of intention. Damage or destruction of community, public, or private property.

Deceitful Acts: Engaging in deceitful acts, including, but not limited to: collusion, forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.

- Collusion: Action with another or others to violate the Code.
- Falsification: Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments, including electronic forgery and/or manipulation.

Discrimination and Harassment: Discrimination is any distinction, preference, advantage, or detriment given to a person based on one or more actual or perceived protected classes. Harassment is a form of discrimination that includes Quid Pro Quo and Hostile Environment.

- Hostile Environment occurs when a person is subjected to verbal or physical conduct based on a protected class that is sufficiently severe, persistent or pervasive, and objectively offensive to alter the conditions of a person's employment or unreasonably interfere with a person's ability to participate in or benefit from CCCS educational programs or activities, from both a subjective and objective viewpoint.
- Quid Pro Quo is a type of sexual harassment that exists when an employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Sexual harassment includes, but is not limited to, dating violence, domestic violence, stalking, and sexual assault.
- For more information and how to file a complaint regarding discrimination or harassment, including sexual misconduct, see [SP 19-60](#), Civil Rights and Sexual Misconduct Resolution Process.

Disruptive Behavior: Engaging in any behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting) or disrupts the general operation of the College.

Endangerment or Defacement: Conduct that is detrimental to the College, and/or to community safety. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property or property of others.

Failure to Comply:

- Failure to comply with or follow the lawful directives of college employees acting within the scope of their duties, including those directives issued by a college administrator to ensure the safety and well-being of others.
- Failure to comply with or follow the directives and/or sanctions imposed under CCCS policies and procedures.
- Failure to identify oneself to college officials, acting in their official capacity, when requested to do so.

Fire Safety: Violation of federal, state, local, or campus fire policies including, but not limited to:

- Intentionally, recklessly, or negligently causing a fire that damages the College, individual property, or causes injury.
- Failure to evacuate a college owned, operated, or controlled facility during a fire alarm.
- Improper use of college fire safety equipment.
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on college property. Such action may result in a criminal action.

Gambling: Gambling as prohibited by the laws of the State of Colorado. Gambling may include, but is not limited to, raffles, lotteries, sports pools, and online betting activities. Participation in illegal gambling activities on college-owned or college-controlled property, and/or any function authorized or supervised by the College, and/or in state owned or leased vehicles.

Harm to individuals: Intentionally or unintentionally causing physical harm, threatening to cause harm, endangering the health and/or safety of any individual, or demonstrating violent behavior.

- Violent Behavior includes any act or threat of physical, verbal or psychological aggression, or the destruction or abuse of property by any individual.
- A threat is defined as direct or indirect, verbal or non-verbal conduct (including those made in person, by mail, over the telephone, by email, or by other means) intended to result or reasonably resulting in intimidation, harassment, harm, fear or endangerment of the safety of another person or property.
- For more information and compliance, see SP 19-10, Bullying/Violence/Firearms on Campus.

Hazing: Defined as an act that endangers the psychological, emotional, intellectual, and/or physical health and/or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team, or organization. Additionally, any act that places a student in a subservient role within an organization is considered hazing. Participation or consensual cooperation by the individual(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and failing to report those acts may also violate this code.

Indecent Exposure: Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

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

Rioting: Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or results in damage and/or destruction of property.

Theft: Obtaining, retaining or exercising control over property of another without authorization, or by threat or deception, with the purpose and/or effect of depriving the person(s) to whom the property belongs of its use or benefit.

Tobacco Violation: Smoking and the use of tobacco and related products, including electronic smoking, where contrary to applicable laws or policies established by the College. This includes smoking inside buildings or in areas where smoking is posted as prohibited.

Trademark Violation: Unauthorized use, including misuse, of the College or organizational names and images without the express written consent of the institution or organization.

Unacceptable Use of college Equipment, Network or System: Unacceptable uses of any College-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without the author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity. For more information, see SP 4-32, Student Email Acceptable Use.

Unauthorized Access and Entry: Unauthorized access to any college facility, including misuse of keys, cards, restricted access areas, or unauthorized possession, duplication or use of other individual's means of access to any college facility; failing to provide a timely report of a lost college identification card or key; misuse of access privileges to college premises or

unauthorized entry to or use of facilities, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a college facility.

Violation of Laws, Directives and Signage: Violating any municipal, county, state or federal laws, or executive orders, or violating any public health orders in a manner that adversely impacts the health and well-being of the campus environment and those on campus.

Weapons Violation: Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects, such as arrows, axes, machetes, nunchaku, throwing stars, or knives with a blade of longer than three (3) inches. This includes the unauthorized storage of any item that falls within the category of a weapon, including storage in a vehicle parked on Otero property, other than what is expressly permitted by law.

- Possession of an instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy.
- Intentionally or recklessly using and/or possessing a weapon or any other item in such a way that would intimidate, harass, injure, or otherwise interfere with the learning and working environment of the College shall face increased consequences.
- Students, faculty, and staff possessing valid Colorado Concealed Handgun Licenses are permitted to carry concealed on campus in accordance with state law and CCCS policy. For more details about certain restrictions, please consult with the campus/local police and/or the Housing and Residential Education Handbook, where applicable.
- For more information and compliance, see SP 19-10, Bullying/Violence/Firearms on Campus.

Violation of course, program, or activity rules: Violation of established rules as contained in courses, programs activities, regulations, or guidelines and established by departments, regulatory boards, or licensing bodies, including all Housing and Residential Education policies, as applicable.

Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this Code occur by the organization or its member(s), including the following conditions:

- Violation(s) take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or implied.
- Violation(s) have received the consent or encouragement of the organization or of the organization's leaders or officers.
- Violation(s) were known or should have been known to the membership or its officers.

Conduct meetings for student groups or organizations shall also follow the Student Behavioral Expectations and Responsibilities Resolution Procedure. In any such action, individual determinations as to responsibility will be made and restrictions, conditions, and outcomes may be assigned collectively and individually, and will be proportionate to the involvement of each

individual and the organization. Procedures will begin with communication to the President or leadership of said organization.

Amnesty

Assisting an individual by calling for help in an alcohol or drug-related emergency means neither the person who calls for help, nor the person who needs help will be subject to formal investigation nor receive a formal conduct record for their behavior. Students seeking assistance under these provisions may be required to meet with the SSAO and to complete educational, counseling, or other requirements aimed at addressing health and safety concerns. The requirements will be informal or on a deferred basis.

The student must fully comply with reporting to appropriate college officials for amnesty to be considered.

Appendix B

Definitions

Alternative conflict resolution

Alternative conflict resolution is a process of addressing differences that allow everyone involved to find a way to work together. Differences may be personal, financial, employment, political, emotional, or interpersonal. It is an alternative to formal investigation of a reported violation. There are many types of alternative conflict resolutions that may be utilized to work through conflict that may arise. Examples include¹:

- Dialogue: Students engage in a conversation to gain understanding or to manage a conflict independent of intervention or third-party facilitation.
- Conflict Coaching: Students seek counsel and guidance from the Division of Student Affairs to learn more about their own conflict styles and strategies to engage in conflict in a more effective and independent way.
- Facilitated Dialogue: Students access Division of Student Affairs for facilitation services to engage in a conversation to gain understanding or manage a conflict with another party. In a facilitated dialogue, parties maintain ownership of decisions concerning the conversations or any resolutions of a conflict.
- Mediation: Students access the Division of Student Affairs to serve as a third party to coordinate a structured session aimed at resolving a conflict and/or constructing a resolution agreement for the parties involved.
- Restorative Justice Practices (conferences, circles, and boards): The Division of Student Affairs provides space and facilitation services for students taking ownership for harmful behavior and those parties impacted by the behavior to jointly construct an agreement to restore community.
- Shuttle Diplomacy: A Resolution Coordinator actively negotiates an agreement between two parties who do not wish to directly engage with one another.

Complainant

Complainant is a person who is subject to alleged inappropriate or unlawful behavior. For purposes of this procedure, a Complainant can be a CCCS employee, student, authorized volunteer, guest, or visitor.

Due Process

Due process provides a student reported to be in violation of the Code, a written notice of the allegation of misconduct, time to examine the evidence and formulate a response, and the opportunity to explain their version of events to the SSAO.

¹ Nancy G. Giacomini, et al. *Reframing Campus Conflict: Student Conduct Practice Through the Lens of Inclusive Conflict Excellence*. Sterling, Va: Stylus, 2020.

Notification

Notification is an email from the SSAO requesting a meeting. The email will be sent to the student's college issued email address and will outline the incident in question, process, and rights of the student.

Preponderance of the Evidence

The standard of proof that shows more likely than not that a violation occurred, based on what a reasonable person would consider. This standard is utilized by the SSAO in the formal investigation process.

Reasonable Cause

Reasonable cause is defined as credible information that, if true, supports the proposition that a violation of the Code has occurred, including information provided by an anonymous source.

Reporting Party

Individual(s) who report an incident of concern and possible Code violation. Reporting parties could be students, faculty, staff, law enforcement, or community members.

Respondent

Individual(s) against whom the report was filed.

Resolution Coordinator

A Resolution Coordinator is a college official who is authorized by the SSAO to coordinate conduct resolution.

Outcomes

Outcomes are assigned and used to develop an educational and restorative experience for individuals engaging with the conduct process. Outcomes may also be put in place to ensure the safety of an individual and/or the campus community.

Senior Student Affairs Officer (SSAO)

The individual designated by the College President to oversee student affairs and be responsible for administering the Code of Student Behavioral Expectations and Responsibilities. The SSAO may delegate some or all aspects of this procedure to another individual (designee/Resolution Coordinator). All references in these procedures to the SSAO include any designee. *Note: Previously referred to as Chief Student Services Officer (CSSO); other policies and procedures may also refer to this role as CSSO.

Student

Anyone who has been admitted within the prior three terms or who has completed a non-credit or academic course within the prior three terms. Withdrawal does not change student status. Students include those currently taking courses at or sponsored by the College(s), pursuing either credit or non-credit courses (or both), including those concurrently attending secondary or post-secondary institutions and college.

Third Party

An individual or group that are external to the incident or situation that are not directly involved.

Title IX Compliance

The College prohibits and will not tolerate discrimination or harassment that violates federal or state law, Board Policy 3-120 or Board Policy 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation. The College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Pregnancy Discrimination Act of 1978, Vietnam Era Veterans Readjustment Assistance Act of 1974; Executive Order 11246, and sections 24-34-301, C.R.S. et seq. For information regarding civil rights or grievance procedures, contact: Title IX Compliance/Equal Opportunity Officer, Director of Human Resources, Business Office and Human Resources, McDivitt Hall, 1619 San Juan Ave, La Junta, CO 81050 719-384-6824.

Student Disciplinary and Grievance Procedures

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College; and if students are charged with violating this College's code, they are entitled to have these procedures followed in the consideration of the charge. Copies of the Student Disciplinary Procedure are available from the Dean of Students.

The Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants actions, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, disability, or age, and have the issue considered in a prompt and equitable fashion. Copies of the Student Grievance Procedure are available from the Dean of Students.

If the basis of the claim is discrimination and/or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process. If the accused (respondent) is a student, please refer to SP 4-31a. If the respondent is an Otero employee, please refer to SP 3-50a. Copies of the policies can be viewed at: <https://otero.edu/about/policies-procedures/>.

Distance Education Grievance and Appeal Procedures

Students taking any Otero courses, and have a complaint about their experience with the College, have two options:

1. The student can follow Otero's process for student complaints. Students may also contact the Higher Learning Commission, which is Otero's accrediting agency, at the following web link:

<http://higherred.colorado.gov/Academics/Complaints/default.html>

2. If a student resides outside of Colorado while attending Otero, in many cases they can file a complaint in the state where they are residing. As required by federal regulations, below is a web link of agencies in each state where complaints can be filed.

<http://www.sheeo.org/stateauth/Links%20to%20Complaint%20Process.pdf>

Before exercising either of the above options, students should know that most (if not all) external complaint processes require that the student exhaust all avenues of complaint internal to the institution before they will consider a grievance.

Building Evacuation

- Do not ignore a fire alarm. Notify the Otero Physical Plant at 719-384-6818. If you see smoke, immediately call 911.
- Instructors should take charge of the classroom. Direct all room occupants to evacuate the classroom in a safe and orderly fashion.
- Be familiar with the classroom and building exits. Refer to the Evacuation Plans that are posted in all campus buildings.
- Exit the building through the nearest corridor away from smoke or fire. Some classrooms have direct exits to the outside. Do not exit the building through a storage area. Do not use the elevator.
- Remain as a group outside the building until the source of the alarm condition has been verified by a Physical Plant employee.

Campus Sex Crime Prevention Act

The Campus Sex Crime Prevention Act, and Colorado Law, provides a way to track convicted sex offenders. Post-secondary institutions are required to issue a statement advising the campus community where law enforcement agency information may be obtained concerning registered sex offenders. (C.R.S. 23-5-125). Information may be obtained by contacting the La Junta Police Department at: 601 Colorado Ave., La Junta, CO 81050, 719-384-2525.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

On-Campus Resources

Department	Location	Phone
Academic Affairs	Macdonald Hall Suite 200	719-384-6976
Student Affairs	McBride Hall Room 132	719-384-6859
Mental Health Office	Humanities Center Room 124	719-384-6945

Community Resources

Agency	Address	Phone
Local Police	601 Colorado Ave.	719-384-2525
AVRMC	1100 Carson Ave.	719-384-5412
Otero County Courthouse	3 rd & Colorado	719-384-3166

Online State and National Resources:

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.ccasa.org/> - Colorado Coalition Against Sexual Assault

<http://ccadv.org/> - Colorado Coalition Against Domestic Violence

<http://coavp.org/> - Colorado Anti-Violence Program, Building Safety and Justice for LGBTQ Communities

<https://www.colorado.gov/c-seap> - Colorado State Employee Assistance Program

<http://www.rainn.org> - Rape, Abuse and Incest National Network

<http://www.nsvrc.org> - National Sexual Violence Resource Center

<http://www.nrcdv.org/> - National Resource Center on Domestic Violence

<http://www.thehotline.org/> - National Domestic Violence Hotline

<http://www.survivorproject.org/> - Survivor Project (a resource for Intersex and Trans people)

<http://www.mencanstoprape.org/> - Men Can Stop Rape

<http://www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-information/> - Stalking Resource Center

<http://maketheconnection.net/conditions/military-sexual-trauma> - Make the Connection (Support for Veterans)

<http://www.whitehouse.gov/1is2many> - 1 is 2 Many (Focus on teens and young women ages 16-24)

<https://www.notalone.gov/> - Not Alone Together Against Sexual Assault

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

Adjudication of Violations

Whether or not criminal charges are filed, the College or a person may file a complaint under the Civil Rights Grievance and Investigation Process. If the respondent to a complaint is a CCCS employee, authorized volunteer(s), guest(s), or visitor(s), SP 3-50b will apply. If the respondent is a student, SP 4-31a applies. The procedures can be located at <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Security will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The College's civil rights grievance and investigation process, as well as the discipline process, will provide prompt, fair, and impartial investigation and resolution that is:

- Completed within reasonably prompt timeframes which, pursuant to our procedure, is sixty (60) days. If the college finds it necessary to extend this timeline, they may do so for good cause. The college will provide written notice to the accuser and the accused of the delay and the reason for the delay;
- The processes shall be conducted in a manner that is transparent to the accuser and accused;
- The processes allow for timely notice of meetings at which the accuser or accused, or both, may be present;
- Provides timely access to the accuser, the accused, and appropriate officials to any information that will be used after the fact-finding investigation but during the disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

All college officials involved with the investigation and discipline process are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking. These employees are taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

After the civil rights grievance and investigation process is concluded, the findings are shared with the disciplinary authority to begin the College's discipline process.

If the accused is an employee, sanction decisions are outlined in:

- For faculty, disciplinary action will be in compliance with BP 3-20:
<https://www.cccs.edu/wp-content/uploads/2012/08/BP3-20.pdf>
- For classified employees, disciplinary action will be taken pursuant to the State Personnel Rules and Regulations:
<https://www.colorado.gov/spb/rules-0>

- For administrative and professional/technical employees, there is no specific procedure outlined on discipline; therefore, the appointing authority will conduct a discipline process as outlined above.
- For authorized volunteers, guests and visitors, there is no specific applicable procedure; therefore, the appointing authority will conduct a discipline process as outlined above.

If the accused is a student, SP 4-30, Student Disciplinary Procedure, applies. The procedure can be located at <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>.

The discipline process, in all cases, provides that:

1. The accuser and the accused each have the opportunity to meet with the CSSO, for students, or the Appointing Authority/Disciplinary Authority, for CCCS employees, authorized volunteers, guests and visitors;
2. Attend a hearing before a properly trained hearing panel or person;
3. The accuser and the accused each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing.

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

4. An employee and student conduct decision should be based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused violated SBCCOE Policy or CCCS or College Procedure?”;

5. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final and shall be given the rationale for the discipline decision.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the College’s ability to respond to the complaint may be limited.

Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation(s) has occurred may lead to the initiation of disciplinary procedures against the accused individual.

Examples of college sanctions may include, but are not limited to:

- For students-warning, probation, fines, restitution, denial of privileges, assignment to perform services for the benefit of the College or community, re-assignment to another class section including on-line, suspension, expulsion, a "Cease Communications" directive, or a "No trespass" directive (PNG).
- For CCCS employees-warning, written warning, corrective actions, probation, restitution, denial of privileges, suspension, demotion, termination of employment, a "Cease Communications" directive, or a "No trespass" directive (PNG).
- For authorized volunteers, guest(s), or visitors-warning, writing warning, denial of privileges, dismissal from the College, a "Cease Communications" directive, or a "No trespass" directive (PNG).

Additionally, the College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: Changes in academic schedule, limited access to certain areas on campus, adjustment to work schedule, relocation of residence hall location, reassignment to different supervisor are just a few examples of actions that may be taken. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measures should be implemented, and if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include but are not limited to: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the College.

Sex Offender Registration

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College

is providing a link to the Colorado State Sex Offender Registry. All sex offenders are required to register in the state of Colorado and to provide notice of each institution of higher education in Colorado at which the person is employed, carries a vocation or is a student.

In Colorado, convicted sex offenders must register with the Colorado Bureau of Investigation (CBI). The Colorado sex offender website is <https://www.colorado.gov/apps/cdps/sor/>.

Prohibition on Retaliation

An institution, or an officer, employee, or agent of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this policy.

Alcohol and Drug Policy

Colorado law prohibits the possession, consumption, or distribution of alcohol and controlled substances on campus. In compliance with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law), Otero has developed a Drug and Alcohol Abuse Prevention Program.

Policy Statement - Students, whether full-time or part-time, shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or use as a part of any college activities.

Legal Sanctions for Violation of the Policy - Any student who is convicted of the above violations is subject to criminal penalties under local, state and federal law. These penalties may range in severity from a fine of up to \$100.00 to life imprisonment and/or a fine of \$8,000,000. The exact penalty assessed depends upon the nature and severity of the individual offense.

College Sanctions for Violation of the Policy - Since observation of the policy is a condition of enrollment, any violation may subject the student to appropriate disciplinary action up to and including suspension from the institution. Students may also be required to complete an appropriate rehabilitation or re-entry program as a condition for re-enrollment or continued enrollment in the College.

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

Drug-Free Awareness Program - Although there are no alcohol/drug counseling programs on campus, the College does have referral agreements with the Southeast Mental Health Services and Region Six Alcohol and Drug Abuse Treatment Center. Referrals are made through the Care Team or the student may contact the Colorado Department of Health directly.

Possession or Use of Marijuana - Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession or use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substance Act and Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college-controlled property, and/or any function authorized or supervised by the College and/or in state-owned or leased vehicles.

Medical Amnesty Policy

Student health and safety are of primary concern at Otero. As such, in cases of significant intoxication as a result of alcohol or other substances, the College encourages individuals to seek medical assistance for themselves or others.

If medical assistance is sought, the Dean of Student Affairs will not pursue conduct charges against the following individuals for violations of the College's alcohol or drug policies:

The intoxicated student and - Student(s) actively assisting the intoxicated student.

Actively assisting requires that an individual:

- Call La Junta Police Department (719-384-2525 or 911) or seek another individual qualified to assess the student's condition such as a Resident Hall Manager or other Resident Hall professional and
- Monitor the intoxicated student's condition.

The following are not covered by the Medical Amnesty Policy:

- Students waiting until the police or other authority arrive before seeking assistance
- Action by police or other law enforcement personnel
- Violations of the Code of Conduct other than the alcohol/drugs policy
- Possession with the intent to distribute drugs

Actions by the Student Conduct Officer:

- The intoxicated student (and possibly those who were attending to/assisting the student) will be required to meet with the Dean of Student Affairs or designee who may issue educational requirements that may include, but are not limited to, alcohol and/or drug education, counseling, and/or a substance abuse assessment.
- Serious or repeated incidents will prompt a higher degree of concern/response.
- Failure to complete the educational assignments or treatment recommendations normally will result in disciplinary action.
- The student will be responsible for any costs associated with drug or alcohol education interventions.

No individual may receive amnesty under this section more than once in a two-year period. Records of all requests for assistance under this policy shall be maintained by the Dean of Student Affairs. Participation in any program as a result of this policy shall not be noted on the student's judicial record. In the event an individual who previously utilized the Medical

Amnesty Policy is involved in a subsequent alcohol-related incident, this incident and any resulting charges shall be treated as an alleged second offense.

The Medical Amnesty Policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Student Conduct. In cases where repeated violations of the Code of Student Conduct occur, the College reserves the right to take disciplinary action on a case-by-case basis regardless of the manner in which the incident was reported.

Medical Amnesty Policy continued...

MEDICAL AMNESTY applies only to alcohol or other drug-related emergencies but does not apply to other conduct violations such as assault, property damage, or distribution of illicit substances. If other violations occur, then a student will face disciplinary charges for those violations. The use/or abuse of alcohol or drugs is never considered a mitigating circumstance for any other violations of the Student Code of Conduct.

Annual Campus Security and Fire Safety Report

The College provides to all prospective students and Otero employees, the Campus Security and Fire Safety Handbook, including the most recent campus crime statistics. This is part of the Federal Law No.101-542, the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990).

This report includes crime rates and fire safety reports for the campus proper along with any building or property owned or controlled by an institution within the same contiguous geographic area of the institution. You can access the most recent report at:

https://www.otero.edu/about/policies/campus_security/2021_ASFSR_for2018-20.pdf

Student Right-to-Know and Campus Security Act

The Student Right-to-Know and Campus Security Act of 1990, (Title I of Public law 101-542) is a federal law that requires institutions of higher education receiving federal assistance to make available several key points of information. For more information on Student Right to Know select the links below:

- [Campus Security and Fire Safety Report](#)
- [Alcohol and Drug Policy](#)
- [Biennial Review - Alcohol and Other Drug Report](#)
- [Medical Amnesty Program](#)
- [Campus Sex Crime Prevention Act](#)
- [Building Evacuation](#)
- [Campus Traffic Regulations](#)
- [Use of OJC Facilities Policy](#)