



# Student Handbook 2025-2026

## 2025-2026 Otero College Calendar

### Fall Semester – 2025

Tuesday, August 5	Faculty Report Back
Monday, August 18	Classes Begin
Monday, September 1	Labor Day – No Class – Campus Closed
Thursday, September 4	Last Day to Drop Classes & Receive a Refund
Thursday, November 13	Last Day to Withdraw from Classes Earning a “W”
Monday, November 24- Friday, November 28	Thanksgiving Break
Friday, December 5	Last Day of Instruction
Monday, December 8 – Tuesday, December 9	Faculty Work Day/Grades
December 25 – January 1	Christmas – Campus Closed

### Spring Semester – 2025

Wednesday, January 14	Faculty Report Back
Monday, January 19	MLK Day – No Class – Campus Open
Tuesday, January 20	Spring Classes Begin
Wednesday, February 4	Last Day to Drop Classes & Receive a Refund
Monday, March 16 – Friday, March 20	Spring Break
Thursday, April 16	Last Day to Withdraw from Classes Earning a “W”
Friday, May 8	Last Day of Instruction
Friday, May 8	Graduation
Monday, May 11-Tuesday, May 12	Faculty Work Day – Final Grades Due
Wednesday, May 14	Faculty Retreat
Wednesday, May 20	Cosmetology Classes Begin

### Summer Semester – 2025

Monday, May 25	Memorial Day – No Class – Campus Closed
Tuesday, May 26	Classes Begin (8 & 10 week)
Monday, June 2	Last Day to Drop Classes & Receive a Refund (8 week)
Thursday, June 4	Last Day to Drop Classes & Receive a Refund (10 week)
Friday, June 19	Juneteenth – No Class – Campus Closed
Friday, July 3	Independence Day Observed– No Class – Campus Closed
Monday, July 7	Last Day to Withdraw from Classes Earning a W (8 week)
Thursday, July 9	Last day of Cosmetology Semester
Friday, July 18	Last Day of Semester (8 week)
Wednesday, July 22	Last Day to Withdraw from Classes Earning a W (10 week)
Friday, July 31	Last Day of the Semester

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## 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](http://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.

## 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](mailto: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://otero.edu/about/policies-procedures/>.

### 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](http://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 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.

## 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](mailto: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](mailto: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](mailto: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](mailto: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 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.

### *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”.

#### **BP 3-40**

## STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

### Student Behavioral Expectations and Responsibilities

BP 4-30

#### 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.

To view full policy, please follow this link: <https://cccs.edu/about/governance/policies-procedures/sp-4-30a-student-behavioral-expectations-and-responsibilities-resolution-procedure/>

### 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 Behavioral Expectations and Responsibilities procedure of the College; and if students are charged with violating this, 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/>.

## 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 <sup>rd</sup> & Colorado	719-384-3166

## 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://cccs.edu/about/governance/policies-procedures/bp-3-20-due-process-for-faculty/>
- 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* 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/wp-content/uploads/2023/09/ASF SR2023for20-22.pdf>