

2009-2010 Student Handbook

A STUDENT AFFAIRS Publication

Dear Student:

Welcome to ACC, where students are our first priority. These five tips can help ensure your success and satisfaction:

1. **Get involved!** Participate in the clubs, activities and events we have on campus – there's something for everyone! This is a great opportunity to make friends with other students who have the same interests as you, meet Instructors, find mentors and just feel connected.
2. **Learn the ropes** - the policies and procedures to navigate college life. See the academic calendar for important deadlines, review the catalog and the information section in the schedule of classes.
3. **Check your ACC e-mail regularly.** Our primary mode of communicating with you about important dates, deadlines and events is your cccs.edu e-mail. Stay informed by reading your e-mails from ACC.
4. **Learn about our many resources**—free tutoring through the Student Success Center, mentoring, advising, the fitness center, computer labs, career planning services, the library and much more.
5. **Ask questions!** Staff members can help you find answers to all your questions or concerns...but you need to ask us. Get to know a staff member, advisor, faculty member or a peer mentor with whom you will be comfortable talking. No question is too insignificant because we really are **invested in your success.**

Again, welcome to our campus. I wish you a successful and enjoyable ACC experience.

Connie G. Simpson
Dean of Student Services

NOTE: To activate your ACC student e-mail account, go to this page:
<http://www.arapahoe.edu/student-email.html>

VISION

To be the leader in community college education for the State of Colorado.

MISSION

To provide innovative and responsive educational and economic opportunities in an accessible, inclusive environment that promotes success for students, employees and the community.

VALUES

Life-long Learning

We uphold the highest academic standards and support the growth and success of each individual.

Integrity

We encourage the free exchange of ideas in an open environment that embraces honesty, respect and personal responsibility.

Community

We foster trusting relationships and respectful communication through collaboration with our students, employees and community partners.

The statements in this Handbook outline the current rules, regulations and policies of Arapahoe Community College and the Colorado Community College System. While the provisions of this Handbook will normally be applied as stated, the College reserves the right to make changes at any time. Our Web site will contain any changes and is the most current source of information and is the basis of the College's contract with its students. It is the responsibility of each student to stay abreast of changes to his/her area of study as presented on the Arapahoe Community College Web site (<http://www.arapahoe.edu>).

An alternate format of the Student Handbook is available upon request.

5900 South Santa Fe Drive - P.O. Box 9002 - Littleton, CO
80160-9002 - 303.797.4222

Table of Contents

Academic Calendar	6
Student Services	
Academic Advising Center	7
Admissions and Records	7
Career Center	7
Disability Services	7
Information Central	8
Pre-Enrollment Services	8
Student Affairs Office	8
Student Success Center	8
Testing Center	9
TRiO Educational Talent Search	9
Campus Life	
Fitness Center	9
Phi Theta Kappa	9
Student Activities and Recreational Services	10
Student Clubs	10
Student Government	10
Student Newspaper/Media	10
Swimming Pool	10
Student Essentials	
Directory of Services	11
ACC Extended Campus Sites	12
Bookstore	13
Bicycle Racks	13
Cafeteria	13
Campus Police	13
Child Development Center	14
Copies, Printing and Faxing	14
Emergency Messages	14
Emergency Phones on Campus	14
Family and Early Childhood Resource Center	15
Financial Aid	15
Housing	15
Lockers	15
Lost and Found	15

Money	15
Open Computer Lab (OCL)	15
Parking and Motorist Assistance	16
Posting Policy	17
Printing Services	17
Renting a Graphing Calculator	17
RTD Passes and Maps	17
School Closures	17
Smoking Policy	18
Student Health Insurance	18
Student ID Cards	18
Telephones	18
Vending Machines	18
Weber Center for Learning Resources (Library)	18
ACC Refund Policy	19
Financial Aid and Veterans Affairs Policies	
Return of Financial Aid and Title IV Funds	20
Veterans Programs	21
Veterans Assistance	21
Veterans Attendance	21
Frequently Asked Questions	
Advising	22
Student ID Cards	22
Books	23
Payments	23
Parking and Transportation	23
Schedules and Scheduling	24
Admissions and Records	25
Graduation	26
Academic Assistance	27
Getting Involved at ACC	28
Student Essentials	28
Club Guide	
General Information	29
Inter Club Council	30
New and Continuing Clubs	30
Basic Club Policies	31
Club Status	32

Club Funding and Expenditures	33
Other Policies	36
Club Travel	38
Advisors and Coaches	39
Promoting Clubs	41
Local, State and Federal Statutes	
Accommodations for Students with Disabilities	42
Accreditation	42
Campus Security Policy and Campus Crime Statistics Act	43
Drug and Alcohol Prevention	43
Equal Opportunity Statement	44
Financial Aid Information	45
Public Information and FERPA	45
Sex Offender Registry Information	45
Sexual Harassment Policy	46
Student Right-to-Know	47
U.S. Communicable Diseases	47
Voter Registration Information	47
ACC Posting Policy	
AP 14-17	48
Student Code of Conduct: Responsibilities and Rights	
AP 4-30a	51
Student Grievance Procedures	
AP 4-31	58
BP 4-31	61
SP 4-31	62
Student Disciplinary Procedures	
AP 4-30	64
BP 4-30	65
SP 4-30	66

Academic Calendar 2009-2010

FALL SEMESTER 2009 (201020) 8/17/09-12/07/09

April 13-Aug. 9	Fall registration for all students
July 1	Graduation Application Deadline for Fall Semester
Aug. 10-15	Last Minute registration, MTWR 8 a.m.-6 p.m.; F 8 a.m.-5 p.m.; S 10 a.m.-1 p.m.
Aug. 17	FALL SEMESTER BEGINS
Sept. 5 – 6	Labor Day Holiday - CLASSES NOT IN SESSION: Most <i>administrative services not available</i>
Sept. 7	Labor Day Holiday - College closed: No services available
Oct. 12	Columbus Day - College open - classes in session
Oct. 31	Late Graduation Application Deadline for the Fall Semester
Nov. 1	Graduation Application Deadline for Spring Semester
Nov. 11	Veteran's Day - College open - classes in session
Nov. 23-25	Fall Break, CLASSES NOT IN SESSION, Offices open 8 a.m. -5 p.m.
Nov. 26	Thanksgiving - College closed: <i>No services available</i>
Nov. 27	Fall Break - CLASSES NOT IN SESSION, Offices open 8 a.m.-5 p.m.
Nov. 28-29	Fall Break - CLASSES NOT IN SESSION , Most <i>administrative services not available</i>
Dec. 7 (Mon.)	Last day of classes , end of Fall Semester
Dec. 11	Grading deadline
Dec. 25 - Jan. 1	Holiday season - College closed: No services available
Jan. 4 (Mon.)	College re-opens
<u>CLASS SESSION</u>	<u>SESSION DATES</u>
15-week classes	Aug. 17 – Dec. 7 (Mon)

SPRING SEMESTER 2010 (201030) 1/19/10-5/10/10

Nov. 1	Graduation Application Deadline for Spring Semester
Nov. 9-Jan. 10	Spring registration for all students
Jan. 11-16	Last Minute registration, MTWR 8 a.m.-6 p.m.; F 8 a.m.-5 p.m.; S 10 a.m.-1 p.m.
Jan. 18	Martin Luther King, Jr. Birthday-College open
Jan. 19 (Tue.)	SPRING SEMESTER BEGINS
Feb. 15	President's Day - College open, classes in session

Mar. 8 - 14	Spring Break – CLASSES NOT IN SESSION , Offices open 8 a.m.-5 p.m.
Mar. 31	Late Graduation Application Deadline for the Spring Semester
April 1	Graduation Application Deadline for Summer Semester
May 10 (Mon.)	Last day of classes - End of Spring Semester
May 14	Grading deadline
May 15	ANNUAL COMMENCEMENT CEREMONY
<u>CLASS SESSION</u>	<u>SESSION DATES</u>
15-week session	January 19 - May 10

STUDENT SERVICES

ACADEMIC ADVISING

303.797.5664 Room M2210

The Center provides academic advising to students. Whether students plan to take a few courses to spruce up a resumé or plan to complete a degree, our advisors are available to provide assistance.

ADMISSIONS AND RECORDS

303.797.5621 Room M2480

The Office of Admissions and Records processes applications, determines residency and evaluates residency petitions, coordinates the registration process and analyzes transfer credit. The office is responsible for the graduation process. This office also maintains student records, sends transcripts and compiles student enrollment verifications.

CAREER CENTER

303.797.5805 Room M2025

The Career Center is available to anyone exploring careers or seeking employment information. The Center offers career counseling, career assessment testing, career planning seminars, job search workshops, and online job postings. Additionally, they offer internet employment searches, resumé critiques, a career library and job search handouts. You may also access computer guidance programs, which include additional assessments, career descriptions, salary ranges, job outlook, training requirements, internet links to schools, career videos, interviews of professionals and a scholarship finder.

DISABILITY SERVICES

303.797.5937 Room M2710

This department provides academic consultation and academic accommodations, including assistive technology, for students with documented disabilities.

INFORMATION CENTRAL

303.797.4222 2nd Floor Main Campus

Provides one-stop enrollment services to all students and can answer many of your general questions about ACC.

PRE-ENROLLMENT SERVICES

303.797.5637 Room M2450

This department coordinates the outreach and recruiting of new students to ACC. ACC recruiters cover the entire state, primarily focusing on the Denver metro area. Recruiters also provide campus tours for individuals or groups. The department coordinates the First Generation Scholarship and the President's Merit Scholarship for prospective students coming to ACC. The department is also responsible for concurrently enrolled high school students taking classes at ACC.

STUDENT AFFAIRS OFFICE

303.797.5668 Room M2820

The Student Affairs Office assists students with judicial affairs such as grievances, complaints, and disciplinary issues, as well as tuition credit appeals. Additionally, Student Affairs fosters a positive, collegial atmosphere on campus by coordinating various student activities and community outreach projects. These entertaining events may include recreational opportunities, lectures, movies, diversity initiatives, health and wellness activities and leadership opportunities.

STUDENT SUCCESS CENTER

303.797.5824 Room M2720

The Center offers a safe, friendly and knowledgeable environment for students needing help, understanding and answers.

Math Support: ACC math instructors provide help with concepts, homework, online resources and graphing calculator workshops. Students may also watch course-related videos and DVDs in the library.

Peer Mentoring and Tutoring: Peer mentors give students a connection on campus, act as a sounding board for students' concerns, and provide guidance, coaching and problem-solving ideas for issues related to college life. The center is a free service. Our student ambassadors are an excellent resource for general college information, academic assistance and practical advice to help you stay on course and not give up if the going gets rough. Students may obtain tutoring from fellow students who have excelled in courses like math, biology, chemistry, accounting, economics, history, languages and computer technology. Get tools and tips to help you succeed!

Tutorial Services: Academic support services available include free workshops with academic tutors to supplement and enrich course requirements, along with tutoring assistance in almost all subjects.

Writing Center: The Writing Center offers free one-on-one tutoring sessions for students interested in developing writing skills. Writing

Center tutors will work with students at any skill level, from any class or discipline, at any stage of the writing process. Please call or stop by to schedule an appointment.

TESTING CENTER

303.797.5993 Room M2280

The center offers three types of testing services for students:

Instructional Testing- Available for current students who need to take make-up tests, telecourse tests and online tests where the student may need a proctored environment.

Placement Testing- Mandated by the State Board for Community Colleges and Occupational Education for community college students who are seeking a degree or enrolling in college-level English or math. The Computerized Placement Test (ACCUPLACER) takes approximately two hours to complete, and there is a \$10 testing fee. No appointment is necessary.

GED Testing- The official GED Test costs \$70. Students may take all or part of the exam in one day or over several days. Once the exam has been successfully completed, a high school equivalency certificate from the Colorado Department of Education will be issued to the student. The Testing Center also provides proctoring for correspondence exams, DANTE exams, CLEP, Net exams for Nursing and the HOBET exams for EMT students.

TRiO EDUCATIONAL TALENT SEARCH

303.797.5987 Room M2840

This federally funded program provides free educational enrichment programs to low-income and/or first-generation students at target middle and high schools, as well as GED students and adults seeking to enroll in higher education. In addition to the monthly school meetings during the academic year, high school students have the option of participating in college tours, while career exploration field trips are offered to middle school students. Please contact TRiO regarding guidelines for participation.

CAMPUS LIFE

FITNESS CENTER

303.797.5850 Room A1600

The Fitness Center has Life Fitness, PreCor, Free Motion and Universal cardiovascular equipment, weight stack machines and cable machines as well as free weights available for student and community use. Contact the Fitness Center for membership fees and hours of operation.

PHI THETA KAPPA

303.797.5955 Room M2825

Phi Theta Kappa International Honor Society invites new members to join each semester. The society awards members the golden key in recognition of scholarship and offers its members the opportunity to

develop leadership, offer service and enjoy fellowship. To qualify for membership, students must complete 12 credit hours with at least a 3.5 GPA and be enrolled in a degree or certificate program. Potential members are invited to an orientation meeting and inducted in the fall and spring semesters. Members may wear the Phi Theta Kappa honors stole and tassel at graduation. Membership is noted on students' permanent records. For additional information call the Phi Theta Kappa office at 303.797.5955 or e-mail erica.hastert@arapahoe.edu.

STUDENT ACTIVITIES AND RECREATIONAL SERVICES

303.797.5667 Room M2820

Student Activities and Recreational Services are your ticket to fun on campus. You can participate in a variety of enjoyable and entertaining activities such as movies, festivities, table sports, and theatre events. Also included in your experience at ACC are opportunities for outdoor activities. Some of our past excursions have included paintball, rafting, and horseback riding trips, just to name a few. If you want an enriched college experience, stop by and see what Student Activities has to offer!

STUDENT CLUBS

303.797.5667 Room M2820

Meet new friends, learn leadership skills and explore special interests by joining an Arapahoe Community College Student Club. Previous clubs have included topics from science to sports, math to motocross. If you don't see a club that interests you, you can start one! Membership requirements vary from club to club; however, as organizations affiliated with ACC, all clubs operate under the College's Equal Opportunity Policy. Take advantage of this great chance to get involved in one or more of the clubs. For more information, contact the Student Affairs Office, Room M2820, 303.797.5667.

STUDENT GOVERNMENT

303.797.5668 Room M2820

Student Government accepts new members throughout each semester. To qualify, you must have a cumulative GPA of 2.5; be in good standing with the College; be enrolled in at least six credit hours each for the fall and spring semesters, have two letters of recommendation and meet with current members and the advisor for an interview. This is a great opportunity to become more involved at ACC.

STUDENT NEWSPAPER/MEDIA

303.797.5666 Room M2855

ACC's student-run newspaper/media offers work experience as editor, copy editor, reporter, photographer, graphic designer, advertising salesperson or sales manager.

SWIMMING POOL

303.797.5850 Room A1700

The Swimming Pool is a 25-yard, six-lane pool with depth ranging from three and one-half feet to 12 feet. Contact the Fitness Center for membership fees and hours of operation.

DIRECTORY OF SERVICES

	PHONE	Regular hours subject to change for department meetings or when classes are not in session
Information Central	303.797.4222	M-T 8 a.m.-6 p.m. W-F 8 a.m.-5 p.m.
Admissions and Records	303.797.5621	
Academic Advising	303.797.5664	
Bookstore	303.797.5676	M-T 8 a.m.-6 p.m. W-F 8 a.m.-5 p.m.
Campus Police	303.797.5800	M-R 7 a.m.-7 p.m. F 8 a.m.-5 p.m. Student ID hours: M-R 8 a.m.-6 p.m. F 8 a.m.-4 p.m.
Career Center	303.797.5805	M-F 8 a.m.-5 p.m.
Cashier's Office	303.797.5638	M-T 8 a.m.-6 p.m. W-F 8 a.m.-5 p.m.
Financial Aid	303.797.5661	
Disability Services	303.797.5937	M-F 8 a.m.-5 p.m. by appointment
Pre-Enrollment Services	303.797.5637	M-F 8 a.m.-5 p.m. Call for appointment
Student Affairs Office	303.797.5668	M-F 8 a.m.-5 p.m.
Testing Center	303.797.5933	M-R 8 a.m.-7 p.m. F 8 a.m.-5 p.m. S 9 a.m.-Noon Assessment test must begin two hours before closing.
Student Success Center	303.797.5824	M-R 9 a.m.-7 p.m. F 9 a.m.-Noon Hours may change. Call for current hours.
Extended hours for Information Central, Admissions and Records, Advising, Cashier's Office, Financial Aid and Bookstore: may be offered at busy times such as Late Registration. Check the Web site for the schedule of extended hours.		ACC Web site: www.arapahoe.edu

EXTENDED CAMPUS SITES

The Art & Design Center is located two blocks north of the Main Campus at the southwest corner of West Alamo and Prince Street at 2400 West Alamo Avenue. It houses the College's art and design programs.

The University Center at Chaparral is at 15653 Brookstone Drive in Parker. You will find classrooms and a computer lab for students at this campus. UCC features many "smart classrooms."

STUDENT ESSENTIALS

BOOKSTORE

303.797.5676

Room M1200

The ACC Bookstore has new and used books, laptops, computer software and accessories. You can purchase ACC clothing, backpacks, school supplies, graduation supplies, Scantron test sheets and snack food. The Bookstore offers year-round book buybacks, medical and computer reference books, magazines, greeting cards, gift items, special orders and gift cards. Additionally, books can be purchased online at www.arapahoe.bkstr.com.

Refund Policy for ACC Bookstore

Text Books: Books may be returned for a full refund if in original purchase condition (shrink-wrap intact if applicable, with any accompanying CDs or diskettes) within two days of original purchase or two days after the first scheduled class (whichever is later). If the course was cancelled or you've dropped the class (proof is required), a full refund is available until two weeks after the first scheduled class. Texts purchased during the last two weeks of the term may not be refunded or exchanged. You **MUST** have a receipt available for any refund request.

General Merchandise: For full credit, merchandise must be returned within 30 days of purchase with a receipt and in original condition. Software must be returned unopened, with a receipt, within ten (10) days of purchase.

BICYCLE RACKS

Bicycle racks are located at various locations near the Main Building and the Art & Design Center. Remember to lock your bike and to secure it only to the bike racks, not trees, handrails, etc.

CAFETERIA

303.797.5672

Room M1350

Many food options are available at the cafeteria in the Main building. The hours of operation are posted outside of the cafeteria dining hall. There is also a Starbucks coffee bar located on the second floor of the Main Building.

CAMPUS POLICE

303.797.5800

Room M2600

ACC has a full-service police department on campus. The Campus Police Department provides services to protect and serve the College community. Campus Police officers are sworn armed police officers with full powers of arrest provided to them by Colorado Revised Statute, Title 24, Article 7, Part 1. Campus Police officers have the same enforcement powers as any city or state police officer and have jurisdiction on the property owned and leased or otherwise controlled by the College. This

includes the city streets that run through and are adjacent to the campus properties. All police activity on campus is coordinated through this department. Officers are available seven days a week. Immediately report any crime, medical problem, accident or suspicious person(s) or activity to the Campus Police at 303.797.5800 or 303.797.5911. If there is no immediate response, call 911. For complete information on the Campus Police Department, parking requirements, Clery Act, emergency reporting and response, staffing and other important information, visit our Web site at:
[http://www.arapahoe.edu/studentsvcs/campuspolice.](http://www.arapahoe.edu/studentsvcs/campuspolice)

CHILD DEVELOPMENT CENTER

303.797.5678 Room N1000

The Center provides flexible, convenient, moderately-priced childcare services for ACC students, faculty and staff. This model center also provides Early Childhood Education students, Pediatric Nursing students and communications students a place in which they can observe, read stories and participate in developmentally-appropriate learning experiences.

COPIES, PRINTING AND FAXING

Copy machines are located in the Weber Center for Learning Resources (Library) and the Open Computer Lab, Room M1650. Black and white copies are 10 cents per page. Available in the OCL only, faxes are 50 cents per page.

EMERGENCY MESSAGES

303.797.5800 Room M2600

There is no paging system available at Arapahoe Community College, but emergency message delivery will be provided through the Campus Police. Although the staff cannot divulge a student's location, they will make every effort to locate a student with a REAL EMERGENCY (family/medical). To assist a staff member in locating a particular student, it is suggested that students give a copy of their schedule to their daycare providers, child's school or significant others who may need to contact them.

EMERGENCY PHONES ON CAMPUS

Campus parking lots and the south walkway are equipped with code blue emergency phones. During business hours these phones ring directly to the Campus Police Department. After normal Campus Police office hours, the emergency phones ring to the Littleton Police Department. Use these phones if you need to report a crime, suspicious activity or person(s), a vehicle problem, or to request an escort. Simply look for the blue strobe light in the parking lot, proceed to the phone and push the red button on the face plate. An emergency services person with answer. The campus is equipped with house phones in the classrooms and conference rooms. The Campus Police Department can be contacted by pressing 5800 or 5911 on a house phone; if no immediate answer, hang up and press 9-911. A directory of other phone numbers is posted next to each phone.

FAMILY AND EARLY CHILDHOOD RESOURCE CENTER

303.797.5678 Room N1000

The Resource Center is a non-profit collaboration between Arapahoe Community College and the Arapahoe County Early Childhood Council (ACECC). The Center offers a resource library of books, brochures, magazines and videos on parenting and early childhood education issues for student and community check out. There is also a "sharing closet," which includes children's clothing, non-perishable food items and children's toys for ACC students and the community. For further information, contact the Center at 303.797.5678.

FINANCIAL AID

303.797.5661 Room M2330

The Financial Aid Office is continuing to enhance and modernize processes that make it easier for students to receive financial aid, Pell grants, merit scholarships and private scholarships. Students may also receive a work-study award if eligible. To purchase books using a financial aid award, visit the Bookstore cashier who will have a record of your available balance. After showing your student ID, you can obtain the items needed for classes.

HOUSING

The housing bulletin board is located on the first floor in the main hall of the Main building. To place an ad, fill out a card and place it on the board.

LOCKERS

Combination lockers can be rented each semester in the Campus Police Department for \$10. The lockers in the Fitness Center dressing rooms may be used while you are in the Center, but students must supply a lock and remove it after use of the Fitness Center.

LOST AND FOUND

303.797.5835 Room M2630

Lost or found items are stored in the Campus Police office. Hundreds of items are unclaimed every semester. Please be sure to label books and personal items. At the UCC Campus, check with the front desk.

MONEY

Change machines are located near the vending machines on the first floor of the Main building. There is also an ATM on campus on the first floor, Main building, near the Cafeteria.

OPEN COMPUTER LAB (OCL)

303.797.5907 Room M1650

The OCL has computers and a laser printer you may use by presenting your ACC picture ID card. Although there is no fee to use this lab, black and white printing is 10 cents per page. Faxing is available for 50 cents per page. The OCL has software available for word processing, spreadsheets, databases, presentations, typing, resumés and much

more. Other educational and instructional software is available for subjects including nursing, science, pharmacology, medical lab technician, physical therapy, nutrition, anatomy and physiology.

Computer Lab Rules:

Students must obey the requests of lab personnel and College authorities while using computers on campus. Downloading software is prohibited on campus computers.

PARKING AND MOTORIST ASSISTANCE

303.797.5947 Room M2600

All Main Campus, Art and Design and UCC parking lots require an ACC parking permit. Permits for the current academic year 2008-2009 are \$9.40 per semester and are automatically charged to the student account. Fees are subject to change without notice.

Permits are re-issued each year for three semesters (an academic year, not a calendar year). Students with classes at the Art and Design Center must renew permits every semester for this high-volume center. Parking permits allow for parking in the College parking lots, but do not guarantee a parking space.

To obtain a permit, bring your fees/registration receipt to the Campus Police/Parking Services office. They are located in Room M2630 in the Main Building, second floor (down the hallway from Information Central). You will be issued a decal permit which can be displayed one of two ways. You may affix the permit on the lower left inside of your windshield, or attached to a clear plastic hangtag hooked over the rear-view mirror stem.

Hangtag permits are required at the Art and Design Center. Plastic hangtags are \$2.00, and are available for sale in the Parking Services office or the Bookstore.

Visitor and Short-Term Parking: Time-controlled, free parking is available on the streets surrounding the Main Campus. Temporary day passes for parking lots are available from the Campus Police/Parking Services offices at no charge. These day passes are also available from Information Central, Testing, Advising and the reception desk at the Art and Design Center, Room AD500.

Motorist Assistance: Campus Police Officers will assist with vehicle unlocks, jumpstarts, or safety escorts to your car or from one building to another. You can access these services by coming directly to the Campus Police Department offices, Room M2600, or by dialing ext.5800 from any campus house telephone.

Parking Violations: Parking citations will be issued to vehicles not displaying a valid parking permit. Parking violation fines range from \$15.00 to \$50.00. If you bring a vehicle to campus that does not have a valid permit, you can obtain a temporary day pass.

For further information on parking at ACC, visit www.arapahoe.edu or call 303.797.5947 or 303.797.5800.

POSTING POLICY

Bulletin boards are available throughout the Main Building for campus and public posting. Students may not place materials on painted surfaces, glass or walls. Check out the bulletin boards for events and activities. Any material that is not official College business may only be posted on the Public Posting bulletin boards. College-related information must be stamped for approval by the Student Affairs Office prior to posting. See pages 48-51.

PRINTING SERVICES

303.797.5802 Room A1482

The Printing Services Department is a full-service copy center that offers the following services: high-speed copies, color copies, transparencies, laminating, comb-binding and a variety of paper stocks.

RENTING A GRAPHING CALCULATOR

Graphing calculators are available through the Mathematics Department. Texas Instruments TI-83, TI-84, TI-86 and TI-89 calculators may be rented for \$25 per semester. It is also possible to purchase them from the department. To rent a calculator, please go to the Student Success Center, Room M2720, or see one of the mathematics faculty for the rental form and directions. Please return the calculator to the Student Success Center or to one of the mathematics faculty by the last day of the semester.

RTD PASSES AND MAPS

RTD service maps and schedules are on the first floor of the Main Building. Passes are available at the Cashier's Office on the second floor.

SCHOOL CLOSURES

If an emergency at ACC occurs or when it snows, decisions about closing the campus will be made by the Executive Team. As soon as a decision has been made, the VPs, Deans and radio and television stations will be notified. Announcements line: 303.797.5700, press 9.

Morning classes: If severe weather conditions exist, ACC will confirm its closure no later than 6 a.m. If emergencies or extenuating circumstances exist, ACC will make a closure decision and broadcast via voice-mail, e-mail and/or announcement line.

Afternoon or evening classes: Any decision to cancel afternoon and evening classes will be made by the College President after assessing local weather conditions and consulting with extended campus facility managers.

Decisions regarding class cancellations will be announced via all available methods no later than noon for classes that start between 1 and 5 p.m. and no later than 3 p.m. for classes that start at 5:30 p.m. and later. Listen to local radio and watch local television stations for announcements on inclement weather closures. If the College is open, but your instructor is unable to get to class, he/she will put a message on their voice mailbox. So, please also call your instructor's voice mailbox regarding your class.

SMOKING POLICY

Smoking is prohibited in all College buildings as directed by the Governor's Executive Order D0036 90. Smoking is also prohibited at all doorway entrances. Specified outdoor smoking areas have been indicated on campus maps located around the building. Smoking is prohibited within 25 feet of doorways and buildings.

STUDENT HEALTH INSURANCE

Arapahoe Community College does not offer or endorse any specific student health and/or dental insurance plan. There are several brochures relating to health insurance and dental insurance plans that are available to any student as an informational service. These brochures can be found on the information kiosk located in the second floor lobby near the Student Affairs Office. Any questions or concerns about a particular plan should be directed to the provider or sponsor named in the brochure.

STUDENT ID CARDS

303.797.5947 Room M2630

Student ID cards may be obtained from the Campus Police office. Please bring proof of registration, payment receipt and a photo ID. A Student ID Card is required for use of the Weber Center for Learning Resources (Library), pool, computer labs, Testing Center, admittance to some activities and programs, and to sell books back to the Bookstore. A valid Student ID may also entitle you to student prices and discounts at selected local businesses. There is a \$10 replacement cost for a lost or stolen ID.

TELEPHONES

All pay phones in the Main Building are wheelchair accessible and some have volume control for the hearing impaired. A TTY pay phone is located on the first floor near the entrance to the dining hall. If further assistance is required, contact Disability Services at 303.797.5937 V/TTY.

VENDING MACHINES

303.797.4899

There are vending machines located throughout the Main Building, Art & Design Center and UCC campuses. Refund requests or problems with the machines can be addressed to the Cashier's Office.

WEBER CENTER FOR LEARNING RESOURCES (LIBRARY)

303.797.5090 Room M2500

The ACC Student ID card is bar-coded for use as a library card. You will need to have your ID card with you to check out any library material. The ACC Library has over 51,000 items in its collection with an online catalog that you can access from both on and off campus. Through NetLibrary, you can search more than 8,000 e-books online. We subscribe to 210 print periodicals including law, scholarly, popular, and newspapers and have access to thousands more through our online

databases. If we do not have the book or article you need, we can borrow the material from another library with our interlibrary loan service. Our Reference Department is staffed by librarians who can help you with your research questions. We have 12 computers located behind the reference desk that do not require a logon and 16 additional computers in the computer lab, all with Internet access. We also check out laptops that have wireless Internet access, Microsoft Office 2003 and DVD-ROM/CD-RW drives. The library has two copy machines available for student use. The cost is ten cents per page. Videotapes, DVDs, music CDs, audiobooks and other non-print material are also available from the library. Instructional videos can be viewed on the first floor of the library in our media viewing area.

The Media Center, located on the first floor of the Main Building in Room M1710, provides an audiotape/video/CD duplication service for students needing tapes for foreign language and other courses. Copyright restrictions are strictly enforced by all Library and Media Center staff.

ACC REFUND POLICY

A financial obligation to the College occurs when you register for classes. Refunds are granted only when classes are officially dropped in person or on the Web by the official refund date. This date varies depending on the class beginning and ending dates. Failure to attend class or notifying Instructors of intent to drop WILL NOT result in a refund and does not release the student from financial responsibility. Students who drop classes before 15% of the class has expired will receive a 100% tuition refund. There will be no refunds granted after the first 15% of the class (Drop Date). If you withdraw from classes after the Drop Date and have an unpaid balance, you are responsible for full payment of your account. ACC forwards unpaid accounts to State Collections. The State of Colorado will withhold balances due from Colorado tax refunds. Financial aid recipients who officially or unofficially withdraw from the College may owe a repayment of Title IV funds received. Visit the Financial Aid Office, Room M2115, for more information on the Return of Title IV Funds Policy.

FINANCIAL AID AND VETERANS AFFAIRS

RETURN OF FINANCIAL AID AND TITLE IV FUNDS

If a student withdraws officially or unofficially from Arapahoe Community College, then the College and/or the student may be required to return some of the federal funds awarded to the student. If the student received financial assistance, then a portion of the refund will be returned to the funding source from which the assistance was received. If a student will be withdrawing, then the student should visit Information Central and complete a form entitled "Notification of Withdrawal" to begin the withdrawal process. This procedure will enable ACC to refund the maximum possible institutional and student charges.

ACC's Refund Policy exists for calculating the refund of institutional charges (see the ACC Schedule or Catalog for the Refund Policy). The Federal "Return of Title IV Funds" formula dictates the amount of Federal Title IV aid that must be returned to the Federal government by the school and/or the student. The federal formula is applicable to a student receiving federal aid other than Federal Work-Study if that student withdraws before completing 60% of the semester.

The percentage of Title IV aid to be returned is equal to the number of calendar days enrolled in the semester divided by the total number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

For Example:

Return of Unearned Title IV Aid (34CFR 668.22) The federal rules state student aid earned is based on the period of time he/she remains enrolled.

$$\frac{\text{enrolled days}}{\text{days in the enrollment period}} = \% \text{ of aid earned}$$

The Office of Financial Aid calculates the percentage of aid earned using this formula. If a student remains enrolled beyond the 60 percent point, all aid for the period is earned. Aid earned is credited to the student's tuition and fee bill. Worksheets used to determine the amount of refund or Return of Title IV aid are available upon request. Funds are returned in the following order:

Federal Title IV Aid Programs

- Federal Stafford Loan (Unsubsidized)
- Federal Stafford Loan (Subsidized)
- Federal PLUS (Parent) Loan
- Federal Pell Grant
- Academic Competitiveness Grant (ACG)

FSEOG
CLEAP/SLEAP

This policy applies to students with financial aid who officially or unofficially withdraw from the College. Repayment of any funds due by the student must be paid within 45 days of the date of notification to avoid being sent to the State of Colorado Collections Agency. Funds not received by 45 days will be transferred and reported as an "overpayment" to the U.S. Department of Education. Any "overpayment" reported to the US Department of Education will result in being ineligible for future federal student aid.

VETERANS PROGRAMS

The Office of Veteran Services, within the Office of Financial Aid, provides enrollment services and general information to students who are eligible for benefits under Veterans Administration (VA) Educational Programs. Courses offered by Arapahoe Community College, with certain exceptions, are approved for training of veterans and eligible dependents under Chapters 30, 31, 32, 33, 35 of Title 38 USC and Chapter 1606 and 1607 of Title 10 USC. Students who plan to utilize VA benefits while attending Arapahoe Community College should contact this office immediately. New applicants for any VA educational benefit should expect 6-8 weeks in processing time for initial claims. It is the responsibility of the student to notify the Veteran Services office at ACC of any changes to address, enrollment status (adds and drops), program of study (major, certificate, etc.) and any other information related to academic standing. Students studying at two or more institutions for the same period must coordinate veteran benefits with this office. Students must declare an approved major or certificate program in order to receive VA educational benefits.

VETERANS ASSISTANCE

ACC has been approved for several education and training programs by the Colorado State Approving Agency for Veteran's Education and Training (CSAA). The Veteran Services office helps veterans and eligible dependants apply for and maintain their VA educational benefits while attending ACC. Completing the appropriate VA forms is the first step toward receiving benefits. The Veteran Services office is located within the Office of Financial Aid on the Main campus or call 303.797.5661.

VETERANS ATTENDANCE

The Veterans Administration (VA) expects all students who receive VA educational benefits to make satisfactory progress and systematic advancement toward an educational objective or be liable for repayment to the VA. Satisfactory progress and regular class attendance in accordance with ACC policy is expected of all students receiving VA educational benefits. Students placed on academic suspension will have their VA educational benefits terminated.

FREQUENTLY ASKED QUESTIONS

ADVISING

Do I need an appointment?

No, but it is suggested. Walk-ins are always welcome, but you may need to wait, especially during busier times.

Will I be assigned an advisor?

No, you may see any of our advisors. You may talk to the same advisor each time you visit the Advising Center, if you wish.

Can I get information about programs, certificates and degrees before I actually apply to ACC?

Yes. You may pick up information in the Advising Center. Information is also available online and in the ACC Catalog, available at Information Central.

STUDENT ID CARDS

Do I need to have a Student ID?

You must have a Student ID to check out materials from the Library, sell books back to the bookstore, use the computer lab and access the Art and Design Center buildings. ACC students may also be eligible for discounts from movie theaters and RTD. Additionally, various businesses in the area may offer discounts, for which you might need to show your Student ID.

What ID is required for use of the Computer Lab?

You need some form of photo ID, such as a Student ID, Driver's License or other valid picture ID.

I need to get a new Student ID or replace an outdated or lost card. Where do I go?

Student ID cards are issued through the Campus Police Department, Room M2630.

How much do Student ID cards cost?

First time and replacements for expired cards are automatically paid for at the time of registration from student fees. Bring a student fees receipt to show payment and where your classes are located. Lost or stolen replacement cards are \$10.00.

BOOKS

Does the library sell books for my classes?

No. The books you need for your courses are available in the Bookstore, Room M1200.

Where do I find out what books I need for my classes?

Look on your schedule and determine:

- Department
- Course number
- Section number

Using this information, you may find out what books you need on the bookstore Web site: www.arapahoe.bkstr.com. You may also visit the bookstore on campus, and using the same information, locate the books you need. After locating the department (i.e. BIO, ENG, MAT), books will be arranged by course # and section #. It is important that you match all elements of your course information to find the right book.

I want to charge my books to my financial aid. How do I do that?

Financial Aid may only be used between allowed dates for each semester. See Financial Aid or the bookstore for these dates and times. To order online: visit www.arapahoe.bkstr.com and access your information using your Student ID number. To purchase in-store, pick out books needed and show your Student ID at the register.

How do I sell back my textbooks?

The Bookstore buys back books all year, however, the best time to sell back is at the end of the semester immediately before or during finals. If your book is being used for an upcoming semester, and if the bookstore needs it, you can get up to 50% of the price you paid (based on the condition of the book). A current Student ID or a class schedule is required.

PAYMENTS

I need to pay my bill. How do I do that?

You may pay for classes at the Cashier's Office, online, by mail or by calling 303.797.5638.

Where do I set up a payment plan?

To set up a payment plan, go to the ACC Web site: www.arapahoe.edu. Click on Apply and Register > Tuition and Fees > Payment Plan. This page has all the information for E-Cashier. Select "Click here to sign up for E-Cashier."

PARKING AND TRANSPORTATION

Do I need a parking pass?

Yes. To park in the lots at the Main campus, Art & Design Center and UCC, a parking pass is required. Parking fees are included in the tuition

fees. More information about parking passes can be found on page 16 of this Handbook. If you do not need a parking pass, you may obtain a refund form from the Campus Police Department.

Is there parking around campus that does not require a parking pass?

Yes. Free parking is available on the streets surrounding the main ACC campus. When parking, check for the time restrictions, as these spots are time-controlled.

Is parking in the ACC lots available to visitors?

Yes. You may obtain temporary day passes at no charge from Campus Police (Room M2600), Information Central, Testing Center (Room M2280) or Advising (Room M2010), or the reception desk at the Art and Design Center (AD500).

Can I appeal a parking ticket?

Yes, within 7 days of the ticket. Please visit the Campus Police/Parking Services office in Room M2630 to fill out the appropriate paperwork. Appeal forms are also available on the ACC Web site: www.arapahoe.edu. Click on Student Services > Campus Police > Parking Services.

Where do I get RTD passes?

RTD passes are available at the Cashier's Office, Room M2300.

SCHEDULES AND SCHEDULING

I have decided not to finish a course. What do I do?

If you are registered but are unable to complete your classes for any reason, be sure to officially withdraw. Please note: simply informing your instructor or not going to class is not considered official notification of your intent and may result in a failing grade. You should talk to an academic advisor (303.797.5651), Information Central, or an Admissions and Records staff member (303.797.5621) or you can withdraw on the Web. It is your responsibility to officially withdraw from a class to avoid academic and financial aid penalty. The withdraw date varies by class start and end dates.

I need to change my schedule. How do I add/drop a class or trade a class or time?

Go to the Web site: www.arapahoe.edu, and login to "MyCommunity EDUCATION," or go to Information Central in the Main Building.

What is the difference between a drop and a withdrawal?

A drop is when a student officially drops from a class before the add/drop deadline. There is no tuition penalty for a drop within the specified time frame. The dropped course will not show on the student's transcript.

A withdrawal is when a student formally dis-enrolls from a class after the

add/drop deadline, but prior to the course withdraw deadline. The class will show on the student's transcript, with a grade "W", but this does not affect the GPA. The withdrawn hours will count against the COF hours balance. There are no refunds for withdrawals, except in cases of emergency. There is an appeal process for tuition credit due to extenuating circumstances, such as major illness, death, or hardship. More information is available in the Student Affairs Office, Room M2820.

ADMISSIONS AND RECORDS

I was a student at ACC 2 years ago. Do I need to re-apply?

Yes. Any student who has not attended ACC for one full year, or three consecutive semesters, needs to re-apply.

How do I register for classes?

Students may register for classes online by following these simple steps:

- Access ACC's Web site at www.arapahoe.edu
- Access the logo "My Community EDUCATION"
- Login using your student ID (it begins with a capitalized "S") and six-digit PIN
- Select the Student Menu, then the Registration Menu

How do I get a set of official transcripts?

You may request a transcript online via links from the ACC homepage at www.arapahoe.edu or contact Admissions and Records. You may also fax or mail your request forms.

I took courses at another college/university. Will they count towards my ACC requirements?

Maybe. After you are admitted to the college, to have an evaluation completed for possible transfer credit, follow these simple steps:

1. Complete and submit the Request for Transfer Evaluation form (located online at www.arapahoe.edu > Student Services > Transcripts),
2. Request official transcripts and have them sent directly from the issuing institution to ACC. Once all materials have been received, an evaluation will be completed and the results will be e-mailed to you.

I had my official transcripts sent from my previous college/university a month ago and I haven't heard anything. What should I do?

First, contact the issuing college/university and confirm that they were issued. Next, make sure that you have submitted the Request for Transfer Evaluation form. It takes approximately two weeks to complete an audit once all materials have been received. If all materials have been submitted, and it has been more than two weeks, contact ACC Admissions and Records.

I ordered transcripts from my previous college/university and had them sent to me, can I submit those for evaluation?

No; even if they are in a sealed envelope, they are not official. The only transcripts considered official are those sent directly from the issuing institution to ACC Admissions and Records.

I'm in a specific program and had my transcripts sent to that department when I applied for admission. Does this mean that they have been evaluated for transfer credit?

No. The only way to have credits evaluated for transfer evaluation is to have official transcripts sent to ACC Admissions and Records, along with the Request for Transfer Evaluation.

What is COF?

The College Opportunity Fund (COF) was established by the Colorado Legislature in 2004. It is how the State of Colorado subsidizes higher education for in-state students. The COF subsidy is applied to an in-state student's tuition, if the student applies for, and authorizes, the use of the stipend.

How do I apply for COF?

Visit the College in Colorado Web site at <https://cof.college-assist.org>.

GRADUATION

Do I need to apply to graduate?

Yes, you need to apply to graduate and earn either a degree or certificate. There are application deadlines (Summer – April 1; Fall – July 1; Spring – November 1) and charges, all of which are listed on the graduation application (available online at www.arapahoe.edu > Student Services > Graduation). Degrees and certificates are conferred three times per year at the end of each semester – Summer, Fall, and Spring.

Does ACC have a commencement ceremony?

Yes, we hold an annual commencement ceremony in May for students who have earned a degree or certificate during the previous academic year. Participating in the ceremony is optional and does not impact a student's ability to earn their degree or certificate and receive their diploma.

How do I get my diploma once I've graduated?

After all grades have been posted and a final audit is completed, diplomas will be mailed to graduates. Students should make sure their mailing addresses are current.

Why do I need to know which catalog year to use for graduation?

Once you submit your graduation application, your program is audited according to the degree requirements listed in the ACC catalog. If no catalog is indicated on the graduation application, students will be audited under the current catalog. Students may use any catalog for

degree requirements that contains their program as long as 1) they do not combine catalogs, and 2) the catalog is no more than six academic years old. Additionally, any student who has been out of attendance for 365 days or more must reapply for admission to ACC and may not use a catalog in existence prior to their re-admittance.

ACADEMIC ASSISTANCE

Where do I go if I need help writing or revising a paper?

You may visit the Student Success Center, Room M2720. For more information about the other services we offer, please refer to the section about the Student Success Center on page 8 of this Handbook or contact us at 303.797.5824.

What do I do if I have an issue with an instructor?

First, talk with the instructor. If this is not possible, or you are not comfortable doing that, contact the department chair. You can find out the name of the department chair by accessing the ACC Web site or contacting the Dean's Assistant for that department. If there is still no resolution at this level, you may speak with the Dean of the applicable department/school, which can be determined by checking the ACC Web site. This is the best process to resolve issues. If you wish to file an informal complaint, obtain an Instructional Feedback form at Information Central, Student Affairs, Room M2820, on the Web or by contacting the Dean's Assistant for the applicable department/School. If, at any time, you need a student advocate or assistance with this process, please contact the Student Affairs Office at 303.797.5668. There is also a formal complaint/grievance process which is outlined in this Handbook, starting on page 58.

Does ACC have a mentoring program?

Yes. The Mentoring Alliance Program assists first-time college students with the transition to college. For more information on this program, please contact Academic Advising at 303.797.5664.

I don't need extra help all the time, but I need extra tutoring for one assignment or concept. Is this type of assistance available?

Yes. Free tutoring in various subjects including English, math and science is available through the Student Success Center, Room M2720. Assistance with any stage of the writing process is also offered. Web-based tutoring for all skill levels exists in subjects such as reading, writing and math. Drop-in and scheduled appointments are available.

What if I miss an exam in one of my classes?

Contact the instructor. You may be directed to the Testing Center.

What software is available in the Computer Lab?

The lab has a list of software loaded on the computers. Ask at the desk when you register at the lab, and if the software you need is available, they will direct you to the proper computer.

GETTING INVOLVED AT ACC

Does ACC have any activities students can participate in?

Yes. There are activities planned for all interests, both on- and off-campus. Watch the ACC "Coming Attractions" bulletin boards and pick up a schedule of events from the Student Affairs Office.

How do I get involved in clubs at ACC?

Information is available about the current clubs and how to start new clubs at the Student Affairs Office, Room M2820.

Does ACC have a swimming pool?

Yes. The swimming pool is located adjacent to the ACC Fitness Center in the Annex of the Main Building.

Can I work out at ACC, even if I am not in a class?

Yes. Visit the Fitness Center to find out about the benefits and cost of memberships

STUDENT ESSENTIALS

I need to print something from a jump drive. Where can I go?

You can print in the Open Computer Lab, Room M1650. Be sure to tell the lab staff your printing needs when you are assigned to a computer. Black and white printing is 10 cents per page.

Where can I make a photocopy?

Copy machines are located in both the Weber Center for Learning Resources (Library) and the Open Computer Lab, Room M1650. Black and white copies are 10 cents per page. Available in the OCL only, faxes are 50 cents per page.

Where can I get food on campus?

ACC has a cafeteria on the first floor of the Main Building. Hours are posted at the cafeteria. Drinks, smoothies, and light snacks are available at the Starbucks on the second floor of the Main Building. The bookstore sells candy bars and other snacks. There are also vending machines located throughout campus that sell drinks and snacks.

Are classes in session on holidays?

Check the Web site, the Schedule of Classes, or the calendar on page 6 of this Handbook.

Where do I find out what scholarships are available?

Information about scholarships is available on the ACC Web site, www.arapahoe.edu. > Apply and Register> Financial Aid. At the bottom of the page, click on scholarships. You will find information about specific scholarships, as well as recommended scholarship Web sites. You may also visit the Financial Aid Office, Room M2115, or call 303.797.5661.

Is there more than one ACC campus?

Yes. ACC encompasses the following:

- Main Campus:
 - 5900 S. Santa Fe Drive
 - Main Building
 - North Building
 - Church Street Building
- Art & Design Center:
 - 2400 W. Alamo Avenue, located two blocks from the Main campus.
- University Center at Chaparral: 15653 Brookstone Drive, Parker

How is the Main Building set up?

The Main Building has 4 floors. The second floor is considered the “main floor” of the building. Rooms are numbered according to the floor on which they are located. For example, Room M2820 would be on the second floor of the Main Building, Room A1080 would be on the first floor of the Annex.

Does ACC offer GED testing?

GED testing is available in the Testing Center, Room M2280.

Where do I go if I have a problem with a vending machine?

Report problems with vending machines and obtain refunds, if needed, at the Cashier’s Office, Room M2300.

CLUB GUIDE

GENERAL INFORMATION

The ACC Club Guide describes the student club system, as well as the procedures and guidelines for participating in clubs at ACC. Use this guide as a reference for information about clubs at ACC.

What is a recognized club?

A recognized club at ACC is defined as: a group of currently enrolled ACC students with shared social, academic, vocational, and/or sports interests.

A club must complete the necessary steps to becoming an official ACC club as outlined in this section and must comply with all ACC policies as well as State and Federal rules and regulations. Clubs must be non-profit in nature.

Why should clubs become officially recognized?

The primary reasons clubs are required to become officially recognized at ACC is to maintain accountability, consistency and continuity within the College. It also allows ACC to maintain appropriate risk

management measures. Clubs cannot be supported or endorsed by ACC without meeting the requirements of official recognition. Once recognized, clubs are allowed to take advantage of the many resources available to them.

What are the benefits of official recognition?

Recognized clubs at ACC receive the following benefits:

- Use of student activity fee funds
- Use of ACC's name and logo
- The right to use College buildings and grounds
- Student leadership opportunities
- Posting privileges for announcements
- Use of Inter Club Council display cases
- Accounting and purchasing services through ACC
- Assistance with membership recruiting
- Club advising and assistance

The Student Affairs Office manages club paperwork and resources on campus. Questions about clubs, the Inter Club Council (ICC), and completed paperwork should be directed to the Student Affairs Office, Room M2820, 303.797.5667.

THE INTER CLUB COUNCIL

The Inter Club Council (ICC) is the umbrella organization for all ACC clubs. The ICC oversees clubs and determines club procedures. Meetings are held at least two times per semester to make policy and funding decisions for clubs.

The ICC is comprised of the following:

- Student representatives from ACC clubs. Each club is permitted to have one voting member per meeting. Other members are encouraged to attend the meetings.
- One club advisor who has voting rights if no other member can attend. Each club may also appoint a "proxy" vote with a signed letter indicating the approved proxy.
- A Student Affairs designee serves as the advisor to the ICC. The designee is a non-voting member.

Duties and Responsibilities of the ICC:

- The ICC prepares and submits the annual ICC budget requests with assistance from the Student Affairs designee.
- The ICC reviews club funding requests.

NEW AND CONTINUING CLUBS

Getting Started and Club Updates

All clubs are required to submit new or updated paperwork at the beginning of the Fall and Spring semesters. This paperwork can be obtained from the Student Affairs Office. The completed paperwork should be returned to the Student Affairs Office prior to the Club Recognition and Funds Request Meetings.

Collegiate Club Recognition Forms acknowledge the intent to organize for the semester. Each form will include the Advisor's name and contact information along with membership information. New clubs must also create a Constitution which delineates the purpose of the club and structures the activities of the club.

Returning clubs must submit a constitution and a list of members every active semester.

Updates must be submitted if any changes occur at any time throughout the semester.

Steps for Starting a New Club

1. Visit the Student Affairs Office in Room M2820 to pick up a Club Recognition Form.
2. Find five students interested in joining the new club and record their names and their Student Identification numbers on the back of the Club Recognition Form.
3. Find an ACC employee who is willing to become the club's advisor. Ask the new advisor to sign the Club Recognition Form.
4. Return the Club Recognition Form to the Student Affairs Office.
5. Upon official recognition, hold the club's first organizational meeting, select officers and create a constitution.
6. Provide a copy of the constitution and the name, position, Student Identification number and contact information of the Club officers to the Student Affairs Office. New clubs have thirty days to submit the constitution from the time they submit the Club Recognition Form.
7. Select at least one club member to attend the regularly scheduled ICC meeting.

BASIC CLUB POLICIES

Club Meetings

Clubs should adhere to the following requirements:

- All clubs are *required* to hold at least one organizational meeting and have at least one scheduled activity per semester. However, it is *recommended* that clubs hold meetings at least once a month.
- Clubs must identify an organizational process for managing the meeting.
- It is recommended that minutes be kept, recorded and distributed at each meeting. Attendance rosters should be kept.

Club Membership Guidelines

All clubs must follow these basic guidelines:

- Membership must be open to all students enrolled in at least one credit hour at ACC. A student must have paid student

activity fees for the current semester.

- Membership must be open to all students regardless of race, gender, creed, color, age, national origin, veteran status, sexual orientation or mental or physical disability.
- Members must fulfill the requirements specified in the club constitution (e.g. pay dues).
- Members must be in good academic and financial standing with the College.

Sports clubs must also abide by additional rules:

- Sports club participants must complete, sign and submit a liability waiver form. Students participate at their own risk.
- Students must have their own valid medical insurance before they can participate in a sport. Students under 18 years of age must submit a Parent Insurance form (signed by their parents). Documentation is required. THE COLLEGE DOES NOT INSURE PARTICIPANTS FOR SPORTS ACTIVITIES.
- It is highly recommended that a thorough physical exam be administered by a qualified physician prior to athletic participation.

Conduct of Club Members

Students who participate in club activities are expected to adhere to all conduct requirements outlined in the Student Rights, Responsibilities, and Freedoms, and Code of Conduct. Violations may result in disciplinary action.

All club members are considered volunteers and may be asked to sign volunteer forms.

Club Officers

Club members should consider assuming one of these leadership roles, as this opportunity provides those who serve with valuable skills and experiences.

Officers are expected to serve as role models. As such, they should:

- attend all meetings and be on time
- regularly communicate with the club's advisor
- maintain open lines of communication with all club members
- delegate assignments to club members as necessary
- assist the club in development of annual goals and objectives
- ensure that the club follows the rules of their constitutions
- create avenues through which the entire student body is aware of club activities and opportunities for membership

CLUB STATUS

Recognized Clubs

All clubs in good standing that submit a Club Recognition Form with a minimum of five student members and one advisor, and have a current constitution on file, will be entitled to the following:

- \$50.00 seed money
- the right to use College facilities

- the use of the ICC display case for a specified amount of time
- announcements on the Educational Broadcast System (EBS)
- eligibility to receive additional funds

Suspension

Suspended clubs lose all of the benefits of official recognition, save for the use of campus facilities to hold club meetings. When a club is suspended, its club account is frozen and no financial transactions may occur. If a club is suspended and wishes to regain the full benefits of official recognition, it must rectify the situation which led to the suspension by the end of the following semester.

A club may be placed on suspension if any of the following occurs:

- the club does not adhere to College or ICC procedures
- the club participates in activities that are illegal
- there are fewer than five ACC students actively involved in the club
- there has been no club activity for a period of two semesters (excluding summer semester). If a club has no activity for two semesters, club funds will revert back to the Student Activities Fees account.

When a club is suspended for doing any of the above, a letter will be sent to the club advisor. The Student Affairs representative, the advisor of the club, and a club member will discuss plans to remedy the problem(s) and reinstate the club. If the club can remedy the situation within one month, no extended suspension will occur.

ICC and Club Discipline

The ICC has various options when considering sanctions for inappropriate behavior by clubs. They include, but are not limited to:

- retaining official recognition of the club with no further action after a verbal reprimand
- retaining official recognition of the club with a written warning
- placing the club on suspension

CLUB FUNDING AND EXPENDITURES

Club Funding

The ICC is responsible for the review, approval and allocation of all club funds from student fees. Clubs must observe all school and ICC procedures to receive funds. Clubs must be officially recognized to receive funds.

Each officially recognized club in good standing will automatically receive \$50.00 each semester (excluding Summer) from ICC.

Suspended clubs are not eligible for funds until they are reinstated.

Clubs have the option of choosing not to receive funding from ICC. An officially recognized club may apply for additional funds. Allocation of these funds is based upon specific guidelines as established by the ICC and upon availability of funds.

The following steps should be taken when requesting additional funds:

1. A Funds Request Form must be completed and submitted to the Student Affairs Office by the posted deadline prior to each semester's ICC funds request meeting.
2. A club representative or designated proxy must be present at the ICC funds request meeting for the funds request to be considered.
3. The club representative will be asked to explain to the ICC what the funds will be used for and may be asked to justify the expenditure.

If approved, the ICC will process the request and the approved amount of money will be transferred to the club account. This process takes approximately two weeks to complete, so clubs should plan events and activities with this timeframe in mind.

Club Accounts

Under no circumstances may clubs have off-campus accounts. Club accounts are maintained through the College accounting department. Clubs are expected to maintain their own financial records and bring any discrepancies or questions to the Student Affairs Office. Each month, a copy of the monthly budget printout will be mailed to the club advisor.

Club Signature and Spending Authority

The club advisor is the Signature Authority for all club purchases and must sign all requests for purchases. The advisor is responsible for checking fund availability prior to all purchases.

Purchase requests must be signed by the club advisor. This authority is granted, at the beginning of the semester only, by filling out the appropriate section of the Club Recognition Form. The cost center administrator must also sign all requests for funding.

Club Expenditures

It is of the utmost importance that club funds, which come from student fees and fundraising, are handled appropriately, as the ICC and clubs are part of a larger, state system.

All expenditures must adhere to state fiscal rules and regulations as well as ACC policies and procedures. All expenditures must follow appropriate College purchasing procedures as outlined in this section and in College policy.

These expenditures may include, but are not limited to: printing costs, food, tickets to shows or events, facility rental fees, hotel accommodations, conference registrations, honorariums for speakers or equipment.

Clubs must refer to the following guidelines when deciding the appropriateness of expenditures.

Please note this list is not all-inclusive. Contact Student Affairs for clarification on expenditures.

Appropriate Expenditures

- All requests for the expenditure of funds must be made before monies are spent.
- Expenditures must relate directly to the mission and purpose of the club.
- No expenditures can be used for instructional purposes for use in the classroom.

Inappropriate Expenditures

- Purchases made for instructional purposes or teaching resources for faculty.
- No money can be awarded as “scholarship money” to club members.
- No club funds should be given to club members for hardship reasons.
- Purchases of products or services that are considered illegal or immoral as defined by the state or federal law, or by College policies.
- Purchase of drugs, alcohol, or other controlled substances is not permitted for any reason.
- Purchase of items for personal use.
- Purchase of textbooks for use in academic classes.
- Purchases that have not followed the established procedures as defined in this section.

Purchasing Procedures

Purchasing procedures are designed to ensure accountability for expenditures and to assist in the smooth transaction of club expenditures. Clubs are required to follow the appropriate purchasing procedures for any club expenditure.

The following steps should be taken when planning an expenditure:

1. Purchase Orders will be used for all expenditures that require a check to be cut and sent to a vendor. For items less than \$500, determine where the purchase will be made, then call potential vendors in order to obtain price and product information, and determine if they accept purchase orders. Complete a Purchase Order Requisition, and submit the completed Purchase Order Requisition and supporting documentation to the Student Affairs Office, Room M2820.
2. For expenditures relating to services, a Personal Service Agreement is required. Please see the “Contracts” section for details.

The club spending authority, as well as the budget authority **must** sign all forms. Deadlines should be taken into consideration when spending club money. All of these procedures take time, so plan ahead! If a club member or officer picks up an order versus having it sent to the College, a receipt or invoice, along with a completed Purchase Order

Requisition, must be submitted to the Student Affairs Office as proof of delivery. Reimbursement can not be made without proof of delivery.

Please note: Club purchases may not be charged to department purchasing cards. If a club would like to purchase materials via a purchasing card, the Club Advisor must supply ordering information to Student Affairs, who will place the order.

If there are questions regarding what type of paperwork to complete or documentation required, please contact the Student Affairs Office at 303.797.5667 prior to the event/expenditure.

Reimbursement of Expenditures

Club members may be reimbursed for expenditures that were made out-of-pocket. This is handled with a Purchase Requisition and proper documentation. Planning ahead and going through the expenditure request process as described above is the only official procedure to get reimbursement for funds. Sales tax and tips are not reimbursed.

Handling Cash

The club treasurer is responsible for collecting, depositing and recording all fiscal transactions. All collected funds, such as dues or money from fundraisers, must be deposited in the ACC club account through the Cashier's Office within 72 hours of the event. The treasurer should retain a copy of the Cash Transmittal form for the club's records. No money raised by fundraising or unspent cash advances may be spent prior to being appropriately deposited in the club account. A copy of the cash transmittal form (deposit slip) needs to be given to the Student Affairs Office for their file. A cash box may be checked out from the Cashier's Office.

Account Audits

The Student Affairs Office or the ICC may conduct random audits of club accounts. It is important that each club keep accurate records of their expenditures and deposits. All clubs are accountable for the accuracy of their own club records.

Sales Tax

Clubs that sell goods or services (i.e. artwork, jewelry, plants, food) to the public must collect sales tax. Clubs should calculate the tax amount into their sales prices. For the current rate, please call Accounting at 303.797.5642 or 303.797.5632. Sales tax collected should be included on the Cash Transmittal form when making deposits at the Cashier's Office. Clubs do not qualify as tax exempt organizations for selling purposes.

OTHER POLICIES

Scheduling Rooms and Facilities

It is the club's responsibility to schedule meeting rooms and facilities on their own. Contact the Facilities Coordinator at 303.797.5692 or stop by

Room M1735 for more information about scheduling rooms and facilities. Only officially recognized clubs will be allowed to use ACC facilities free of charge.

Sports Facilities

Student clubs may schedule the gym, tennis courts, pool and playing fields. However, availability of these facilities is limited and a fee may be charged for gym facilities and lifeguards. Contact the Facilities Coordinator at 303.797.5692 or stop by Room M1735 for more information about scheduling rooms and facilities. Sports clubs may also contact local recreation centers or schools to schedule facilities for practices and games.

On-Campus Food

Catering services are available through the cafeteria, or an outside caterer may be used. Contact the Student Affairs Office for information about outside caterers. Follow these steps when serving food at a club event:

1. Contact the cafeteria or caterer for a price quote at least two weeks in advance of the event.
2. Complete the Purchase Order Requisition form, attach the receipts, and submit forms to the Student Affairs Office for a signature.

Off-Campus Food

All receipts and completed Purchase Order Requisition forms should be taken to the Student Affairs Office after the event for a signature. Remember: alcohol **cannot** be purchased with or paid for from club funds. Alcohol, or the distribution thereof, is not permitted at club events or activities. These policies are applicable for both on-campus and off-campus activities and events.

Contracts

For services such as speakers or performers, a Personal Service Agreement must be submitted to the Student Affairs Office for approval at least two weeks prior to the event. Advisors must sign contracts as the "originator."

Copies

Clubs can make copies and print posters in Printing Services using their club account.

Equipment and Uniforms

The Director of Student Affairs or designee must review and approve club sports equipment requests, including any equipment and uniforms to be purchased. The purpose of this policy is to ensure that the equipment adheres to quality and safety standards. To purchase equipment and uniforms, a Purchase Order Requisition form must be completed, signed and submitted to the Student Affairs Office prior to obtaining the items.

Assumption of Risk

Arapahoe Community College, the Student Affairs Office, and its staff, volunteers and agents assume no liability for people participating in any club activity.

Participation in clubs is voluntary and brings with it certain inherent risks. It is important that club members, advisors and coaches be aware of such potential risks. These may include, but are not limited to, physical injury, loss of life or limb, personal property damage or loss, pain, and mental or emotional trauma.

All participants must have their own personal insurance. **Liability waiver forms must be completed and signed prior to activities.**

CLUB TRAVEL

Travel is permitted to competitive games, conferences and special events. The advisor or an employee of the College should accompany clubs when they travel on club-sponsored events. An Expenditure Expense form must be completed before travel. Travel reimbursements may not be approved unless the advisor or a College employee attends the event. All forms pertaining to travel must be processed at least three weeks in advance.

To complete the appropriate travel paperwork, clubs **must**:

1. Fill out an ACC Travel Request and Authorization form.
2. Have all students who will be traveling sign a travel agreement and a liability waiver.
3. Furnish the Student Affairs Office with the names of club members who will attend.
4. Return completed forms, along with all conference and event information, for a signature.

In-State Travel

College vehicles may only be used for travel if an advisor travels with the club and drives the vehicle. Members who take their personal vehicles may be reimbursed 50 cents per mile. To be reimbursed, an advisor should complete a Travel Request and Authorization form. The College assumes no liability for students driving their own vehicles. College vehicles may only be driven by full-time employees.

Out-of-State Travel

The College has restricted out-of-state travel for the 2009/2010 academic year. Check with the Director of Student Affairs for specific guidelines.

Other Travel Guidelines

- ACC Advisors or employees of the College who are driving ACC vehicles must have a current and valid State of Colorado operators license.
- All club sports teams are required to take a first aid kit with them on trips.
- Travelers must complete and turn in liability waivers.

- Drivers are personally and financially responsible for any traffic tickets received during club travel.
- The club advisor is responsible for processing the ACC Travel Request and Authorization form.

Travelers must provide proof of attendance upon completion of the trip. Proof of attendance may include a copy of the conference agenda, tournament schedule, or another item obtained at the event and approved by the Student Affairs Office.

ADVISORS AND COACHES

Advisors and coaches are members of the campus community who have chosen to donate their time and expertise.

How to Find an Advisor

An advisor must be a current ACC employee (faculty member, classified staff or administrator). Some clubs may choose to have co-advisors. In this case, the *primary advisor* must be a current ACC employee as described above.

When you have decided on an advisor who you believe will benefit the development of the club, approach the individual and ask if they would be interested in serving as an advisor. Advisors are not paid for their club participation.

Advisors should be given information about the purpose of the club and told how club members are recruited. Be sure to provide the advisor with a copy of the Club Handbook. Advisors are asked to attend ICC meetings.

Duties of an Advisor

Advisors have a unique opportunity to blend a student's classroom experience with real-life experience. Advisor duties include the following:

- Advisors serve as an advocate for academic integrity. They should routinely insist that grades and schoolwork come first.
- Advisors attend club meetings.
- Advisors attend club functions, both on and off campus. Note: While substitute staff may be present, the advisor is still responsible for all club activities.
- Advisors should make every attempt to assist the club in establishing a positive and productive agenda of activities for the semester.
- Advisors are the club's primary spending authority. An advisor's signature is always required on all expense request forms. Advisors must know and work within their club budgets.
- Advisors must sign authorization forms for conferences and workshops, as well as attend with student club members.
- Advisors should be available to assist student members with ACC procedures.
- Advisors should serve as a positive role model for club officers and members.
- Advisors should serve as mediators if conflicts arise among

- club members.
- Advisors should be prepared to meet with individual members to discuss and reflect on the member's leadership development and personal growth, as needed.
- Advisors should maintain open lines of communication with the Student Affairs Office.

How to Find a Coach

The same rules apply for finding coaches as they do for finding an advisor.

Duties of a Coach

In addition to the duties of an advisor, the duties of a coach include the following:

- Coaches are selected in order to provide skill development in a given sport.
- Coaches are responsible for ensuring adherence to safety standards during practices, games and travel.
- Coaches should recommend equipment purchases and game schedules.
- Coaches must know and work within their club sport budgets.
- Coaches facilitate involvement of all club members in their particular sport as well as ensuring adherence to Club Sport procedures.
- Coaches are responsible for encouraging good sportsmanship and fair play at the intramural level.
- Coaches should attend all meetings and sporting contests.

Club Sports Competitions

The scheduling of tournaments and games are the responsibility of the club president, not the coach. Club sports are played on a non-varsity, intramural level. Sports clubs should play other teams of comparable skill and physical levels. Large college or university varsity athletic teams are above our level of competition.

ACC sports clubs should schedule games with other college clubs.

When clubs of a specific type are not available, recreational leagues from community recreation centers may be approached for competition.

The following checklist should guide the club in scheduling games:

- Games must be scheduled as far in advance as possible.
- Travel for games is allowed in-state within a 250 mile radius from ACC.
- Scheduling games during academic breaks and "finals week" is discouraged.
- Coaches are required to attend all games in which their respective clubs participate.
- Any cancellation of a scheduled contest must be reported in advance to the Student Affairs Office.
- Club members must sign a Participation form, liability waiver, and Travel form.

Club Sports Officials

It is the responsibility of each club to hire club sports officials (i.e., umpires and referees) prior to their games. Clubs should not pay for officials during away games.

The following checklist should be used to schedule and to pay officials:

- Select only qualified officials. Officials must have appropriate licenses. They must be approved by their sports governing board.
- A tentative schedule of games for the semester should be established.
- Members must bring the official's name, address and social security number, along with all relevant scheduling information, to the Student Affairs Office at least four weeks in advance of the competition.

PROMOTING CLUBS

Activities and Events

In addition to College policies, clubs are bound by local, state and federal laws and should keep these parameters in mind when developing and conducting activities. Typical club activities may include, but are not limited to lectures and workshops, conferences, practices and competitions, outings and trips, or on-campus seminars.

Fundraising

All money raised by clubs must be deposited in their ACC club account within 72 hours of the fundraising event.

Some ideas for fundraising include:

- Charging the community for lectures, workshops, performances, etc.
- Hosting sports tournaments, clinics and camps
- Selling products made by club members
- Hosting events such as car washes and bake sales

ICC Display Cases

The ICC has a display case in the second floor student lobby. This case may be used by clubs to promote membership as well as club activities and events. Clubs should make arrangements with the Student Affairs Office. For more information, see the Display Case Use Policy.

Promoting Your Club

Here are some ideas for promoting your club events and activities:

- Create letter or legal size flyers and post them on bulletin boards labeled "Coming Attractions." Flyers must contain an accommodation statement and clubs must follow the ACC posting policy when posting material on campus. For further information, see the College Posting Procedure, AP14-17, pp.48-51 in this Handbook.
- Play videos or slideshows of previous club activities using ACC equipment in high traffic areas on campus. Please notify

- Student Affairs prior to arranging this type of promotion.
- Use the Educational Broadcast System (EBS) to promote your club. Contact the Student Affairs Office at 303.797.5668.
 - Set up a table in the second floor lobby to distribute literature about your club. Tables must be reserved through the Facilities Coordinator at 303.797.5692.
 - Advertise in the ACC student newspaper. Call 303.797.5666 for more information.
 - Ask faculty to make announcements in their classes, especially if that class applies to your club.
 - Set up a display in one of the ICC display cases.

LOCAL, STATE AND FEDERAL STATUTES, POLICIES AND PROCEDURES

As a recipient of Federal Title IV funds, Arapahoe Community College (ACC) is required to collect publish and disseminate certain information to students, prospective students and employees. The college will also provide a copy of this information including a full report of the institution's graduation rate and the Annual Security Report if requested.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Reasonable accommodations for student activities and events will be provided upon request for persons with disabilities. Persons with disabilities who require an accommodation to participate in a student activity, should notify the Student Affairs Office (303.797.5674) at least three working days prior to the event. Requests for academic accommodations can be made by contacting the Disability Services Office at 303.797.5937.

ACCREDITATION

Arapahoe Community College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. The Commission can be reached at 312.263.0456 or by accessing the Web site at www.ncahigherlearningcommission.org. The College operates under the jurisdiction of the Community Colleges of Colorado. ACC students regularly transfer credits to state colleges and universities within Colorado. Transfer information is available in the Advising Office, Room M2210.

CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Clery Act covers five main requirements and is accessible on the ACC Web site, www.arapahoe.edu. Printed copies are available at the Campus Police Department, Room M2600.

1. Campus crime and security policy disclosures
2. Statistical report and publication
3. Timely warning provisions
4. Substantive policy, procedural and victims' rights provisions
5. Open police logs

Sex offender information is available at Colorado's Convicted Sex Offender Web site: <http://sor.state.co.us>.

Report crimes, violations, accidents, medical problems, suspicious persons and incidents on the campus to the Campus Police Department at extension 5800. If there is no immediate answer, dial 9-911.

DRUG AND ALCOHOL PREVENTION PROGRAM STATEMENT

Code of Conduct

The following actions and/or behaviors will be deemed to violate College rules and regulations and will be subject to appropriate College disciplinary proceedings: "Possessing, selling, furnishing, distributing or consuming any alcoholic beverage on college property to include on-campus or off-campus events, sponsored by the institution; or appearing on campus while intoxicated as defined by state and local laws."

Legal Sanctions

There are legal sanctions for violations of the Code of Conduct. Any student who is convicted of the unlawful manufacture, distribution, dispensation, possession, use or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state or federal law. These penalties range in severity from a fine of \$100 to \$8,000,000 and/or life imprisonment. The exact penalty assessed depends upon the nature and severity of the individual offense.

College Penalties

The College will impose penalties against students who violate the above Code of Conduct. Violators will be subject to disciplinary action under student disciplinary policies. The sanctions include, but are not limited to, probation, suspension or expulsion from the college or probation, suspension or termination of employment; and referral to authorities for prosecution, as appropriate.

Health Risks

Many health risks are associated with drug and alcohol abuse. Risks 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. Personal relationships, family dynamics, ability to work and study are also at risk.

Drug and Alcohol Abuse Prevention Program information is available through Human Resources. Counseling resources are available through the Student Affairs Office.

The Law

Arapahoe Community College is a state system community College governed by the State Board for Community Colleges and Occupational Education. Board Policy requires the college to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101 226 in Federal law). A copy of this law is on file in the Human Resources Office for your reference. The college has adopted the following Drug and Alcohol Abuse Prevention Program:

Illegal Substances

A controlled substances schedule is on file for your reference in the Student Affairs Office.

Referral Resources

Referral for counseling, treatment, rehabilitation, and re-entry programs is available through the community:

- Mental Health Center, Arapahoe, 5500 S. Sycamore St., Littleton
303.797.8858; emergency line 303.730.3303
- Mental Health Center, Jefferson, 5265 Vance, Arvada
303.425.0300 (Jefferson County Residents Only)
- Professional Psychology Center at University of Denver-
303.871.3626
- Alcoholics Anonymous, 303.975.8677 or 303.322.4440 (24-hour hotline)
- Narcotics Anonymous. 303.832.DRUG (3784)
- Focus on Recovery, Helpline, 1-800-234-0420

You may also consult the yellow pages of the local telephone book for a listing of all private and community based programs. Check listings under "Alcoholism Treatment" and "Drug Abuse Information and Treatment."

For further information contact Student Affairs Office at 303.797.5668. This information is provided in compliance with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226).

EQUAL OPPORTUNITY STATEMENT

Arapahoe Community College (ACC) is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, creed, color, age, national origin, veteran status, or individual disability in the admission or access to, treatment of or employment in, its educational programs or activities. The College complies with regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 in regard to sex discrimination and Section 504 of the Vocational Rehabilitation Act of 1973 in regard to disability discrimination, as well as other applicable Federal and State laws and regulations pertaining to discrimination.

Inquiries or specific complaints of alleged discrimination concerning the Equal Opportunity policy and/or compliance with Federal and State

regulations should be directed to ACC's Chief Operating Officer (who also functions as the ADA Coordinator for Facilities), Arapahoe Community College, 5900 S. Santa Fe Drive, P.O. Box 9002, Littleton, CO 80160-9002, phone 303.797.5704. Inquiries or specific student complaints of alleged discrimination concerning academic accommodations provided in the classroom or through ACC's Office of Disability Services should be directed to the College's Dean of Students (who also functions as ADA Coordinator for Academic Accommodations), Arapahoe Community College, 5900 S. Santa Fe Drive, P.O. Box 9002, Littleton, CO 80160-9002, phone 303.797.5601. Complaints may also be filed with the Vice President of Legal Affairs and Vocational Education Administration, Colorado Community College System, 9101 E. Lowry Blvd., Denver, Colorado 80230-6011, phone 303.595.1549; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 Speer Blvd., Suite 310, Denver, Colorado, 80204, phone 303.844.5695.

FINANCIAL AID INFORMATION is available for students and prospective students on the Web site and in the Office of Financial Aid, Room M2330.

PUBLIC INFORMATION AND THE SECURITY OF YOUR STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 restricts the release of student information to the public without the consent of the student, except for directory information. Directory information includes name, number of credits currently taking or completed, dates of enrollment, major, degrees earned and honors earned. The Solomon Amendment requires institutions receiving federal funds to provide additional directory information that includes address and phone numbers of enrolled students to the US Military. If a student does not wish the College to release the directory information, a Confidential Hold form must be completed and returned to Information Central. A student who has requested restricted release of information cannot perform any personal business with ACC over the phone. These students must conduct all of their business in person. This includes, but is not limited to, using telephone registration and grading, calls from the student's family, child's school or daycare, etc. For emergency purposes, contact the Registrar directly at 303.797.5623 for special accommodations. A complete copy of the ACC Student Records Procedures (AP4-40) may be obtained from the Office of Admissions & Records.

SEX OFFENDER REGISTRY

Information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed or volunteering at Arapahoe Community College, may be obtained from the Littleton Police Department, Records Division, 2255

West Berry Avenue, Littleton, CO 80165, 303.795.3880, or the Arapahoe County Sheriff's Department, Records Division, 13101 E. Bronco Pkwy. Blvd., Centennial, CO 80112, 303.795.4780. The Colorado Convicted Sex Offender Web site is <http://sor.state.co.us>.

SEXUAL HARASSMENT POLICY

This policy, which is based upon BP 3-120 and SP 3-120a, is as follows: Board policy requires equal employment opportunity as well as affirmative action and references federal laws protecting the rights of individuals regardless of their sex. Sexual harassment of students and System employees is prohibited. Employees should know that when a power differential between the individuals involved exists, romantic or sexual relationships may lead to charges of sexual harassment.

State of Colorado and Federal Law, and State Board Policies and Procedures prohibit sexual harassment of students and College employees.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following criteria are met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status in a course, program or activity.
2. Submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic educational decisions affecting such individual.
3. Such conduct is sufficiently severe, persistent or pervasive to have the purpose or effect of unreasonably interfering with an individual's work/academic educational performance or creating an intimidating, hostile or offensive working/learning environment.
4. Matters having sexual connotation, which arise as a part of the legitimate educational curricula and do not exploit students to a private advantage, would not violate College policy unless used in an improper manner. Examples of sexual harassment may include, but are not necessarily limited to:
 - a. Physical Assault;
 - b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letter of recommendation;
 - c. Direct proposition of a sexual nature;
 - d. Subtle pressure for sexual activity;

- e. A pattern of conduct intended to discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following:
 - 1. Touching, patting, hugging or brushing up against a person's body;
 - 2. Remarks of a sexual nature about a person's clothing or body;
 - 3. Remarks about sexual activity or speculation about previous sexual experience; or
 - 4. The display in the work or educational arena of sexually suggestive objects or pictures.

For further information about this policy or procedures, contact ACC's Office of Human Resources at 303.797.5720.

STUDENT RIGHT-TO-KNOW

In accordance with Title I of Public Law 101-542, information about graduation rates is available on the ACC Web site or from the Office of Institutional Research; additional graduation data is also available at the Colorado Department of Higher Education Web site.

U.S. COMMUNICABLE DISEASES

Arapahoe Community College Policy: On the basis of current information from the American College Health Association, the National Centers for Disease Control and the Colorado Department of Health, there are numerous reportable communicable diseases (i.e., measles, Rubella, Varicella, Hepatitis) which can infect individuals through various methods of contact and can represent a public health threat to the campus community. Accordingly, exclusion from campus academic, social or cultural activities of those individuals who can infect other individuals may be appropriate.

VOTER REGISTRATION ACC fully supports and advocates that students and staff register to vote. Voter Registration forms are available on the Colorado Secretary of State Web site at <http://www.elections.colorado.gov>.

AP 14-17: ACC POSTING POLICY

Arapahoe Community College
Chapter 14 - Publications and Forms
AP 14-17 Posting and Distribution of Materials at Arapahoe
Community College

Approved: May 1996; January 6, 2006
References: Rehabilitation Act of 1973, Section 504; The Americans with Disabilities Act (1990)
Effective: May 1996
Revised: March 2002; October 2005
Effective: April 2002; January 2006
Reviewed:

The purpose of this procedure is to promote the dissemination of information to students, staff and faculty and is in no way intended to discriminate, censor or prohibit the free exchange of information within the law and the regulation of the College. Certain guidelines and criteria for posting are made with reference to requirements of the Americans with Disabilities Act and The Rehabilitation Act of 1973, Section 504.

On-campus postings may be located on either the "Public Posting" or "Coming Attractions" bulletin boards. On-campus postings are designated in four categories for the purpose of policy.

1. Community postings are those made by persons or organizations not affiliated with Arapahoe Community College or its departments.
2. Collegial postings are those made by persons or organizations affiliated with Arapahoe Community College or its departments and promote on-campus events and activities.
3. Departmental bulletin boards are maintained by individual departments affiliated with Arapahoe Community College.
4. Signage is a posting made by persons or organizations affiliated with Arapahoe Community College or its departments that are intended to orient, inform or direct persons entering and moving through the College.

The following procedures apply to the posting and dissemination of materials in all areas of Arapahoe Community College.

1. Posting or affixing materials such as pamphlets, banners, handbills, posters or flyers anywhere on College property and grounds is prohibited, except as authorized by the College's approved posting policy. Affixing material to motor vehicles parked on College property is prohibited.
2. Distribution of materials such as pamphlets, handbills, newspapers or flyers by individuals is prohibited, except in those areas designated as distribution points on College property. Distribution may not interfere with the proper and orderly operation of the College.
3. All collegial postings must be date stamped by the Office of Student Affairs prior to placement on bulletin boards.
4. Prior approval is not required for community postings. Community postings may only be placed at designated distribution points. Collegial postings should not be placed on Community Boards.
5. All materials to be posted and/or disseminated must list the name and telephone number of the sponsoring group or person.
6. Materials to be posted and/or disseminated may not indicate the College's endorsement of a partisan, political, sectarian or religious position.
7. Collegial postings should adhere to the standards delineated in the Americans with Disabilities Act and shall contain an accommodation statement along with the appropriate icons.
8. Collegial postings should follow recommendations found in the ACC Style Guide & Graphic Standards Manual.
9. Unapproved materials will be removed from posting boards.
10. The College is not responsible for loss, damage or return of posted materials.
11. Materials to be posted are to be attached by masking/scotch tape, staples or tacks and must be attached in such a manner as not to damage or deface College property. Persons or groups who post materials that damage or deface College property shall be responsible for damages.

12. No posters or printed materials shall be placed over other posters nor shall already affixed posters be unnecessarily moved.

13. Only one copy of a poster or other printed material is allowed per bulletin board.

14. Bulletin boards designated for campus information or upcoming events may only be used by organizations or departments officially affiliated with Arapahoe Community College. Community information bulletin boards, those designated as Public Posting, may only be used by organizations that are not affiliated with the College.

15. Prior approval must be obtained from the Office of Student Affairs before materials may be hung or affixed within restrooms.

16. Posted materials shall not exceed 11" by 17" for campus information or 8" by 14" for community information. Banners may not exceed 16' by 10'.

17. Bulletin boards designated as community information, campus information, Coming Attractions, or Public Posting may not be claimed by a single organization or department.

18. Distribution of newspapers or magazines must be approved by the Office of Student Affairs. Approved newspapers or magazines are allowed only in designated bins.

19. Posted materials must be removed or taken down by the sponsoring group within 24 hours of the date listed on the materials.

20. Off-campus housing, textbook sales/requests and tutoring services/requests may be placed only on the designated bulletin boards in the first floor main entrance using the advertising cards provided by the Office of Student Affairs. Advertising cards will be removed by the Office of Student Affairs after one month of being posted.

21. Freestanding materials should not be placed within the path of travel and should allow sufficient room for persons with disabilities and other impairments to navigate safely. ACC class schedule, catalog racks and freestanding kiosks are allowed only in designated areas. Special permission may be granted through the Dean of Student Services or designee for use of freestanding signage under unique circumstances.

22. The Office of Student Affairs is designated to remove materials that do not conform to the above procedures.

23. All community postings shall be cleared on the final Friday of each month and all other postings will be completely cleared at the end of each semester by the Office of Student Affairs. Bulletin boards may be cleared more frequently if they become too cluttered.

24. Failure by sponsoring individuals, groups or organizations to comply with these procedures may result in posting privileges being revoked by the Office of Student Affairs.

AP 4-30a: STUDENT CODE OF CONDUCT: RESPONSIBILITIES AND RIGHTS

Arapahoe Community College

Chapter 4 – Students

AP 4-30a Student Code of Conduct: Responsibilities and Rights

Approved: January 1993; October 13, 1997; January 6, 2006

References: Colorado Community College System Board Policies (BP) 4-30, 4-31, BP 3-125
Colorado Community College System President's Procedures (SP) 4-30 and 4-31
Arapahoe Community College Procedures (AP) 4-30, 4-31, 17-17, 16-10, and 1-40

Effective: January 1993, July 1, 1998; January 2004; January 2006

Revised: May 1998; Re-titled: September 14, 2000; Re-titled: August 25, 2001; September 2003; Re-titled: October 13, 2003; November 2005

Effective: July 1, 1998 ; March 20, 2001; January 2004; January 2006

INTRODUCTION

Through its procedures, Arapahoe Community College (ACC) ensures the rights of all its students to pursue their educational objectives. The ACC community includes students who are enrolled in ACC courses for credit or non-credit courses, including Community Education courses. The ACC community also includes faculty, staff, administrators and guests.

A student is subject to two sources of authority: College authority and civil-criminal authority. ACC also expects students who are enrolled in

specialized programs to follow the standards specified in their respective program handbooks (e.g., Nursing, Law Enforcement Academy and Emergency Medical Technician).

Address questions to the Director of Student Affairs and Disability Services or the Dean of Student Services.

STUDENT CODE OF CONDUCT: RESPONSIBILITIES AND RIGHTS

I. Responsibilities

1. Students are responsible for acting with honesty and integrity in academic affairs.
2. Students are responsible for conducting themselves appropriately in the classroom (or other academic milieu) so as not to interfere with the instruction and learning of others.
3. Students are responsible for maintaining the standards of academic performance established by their instructors.
4. Students are expected to abide by the College rules and regulations during all College-sponsored events and activities on and off the college campus.
5. The following actions and/or behaviors will be deemed to violate College rules and regulations and will be subject to appropriate College disciplinary proceedings:
 - a. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty See Academic Honesty Statement in Part 3 of this document.
 - b. Plagiarism or knowingly assisting another student in committing an act of plagiarism. See Academic Honesty Statement in Part 3 of this document.
 - c. Unauthorized selling or purchasing of examinations, papers, computer programs and/or assignments.
 - d. Knowingly furnishing false information to the College, including non-disclosure.
 - e. Forgery, alteration or misuse of College documents, records, identification materials, education materials, and Internet access or College property.
 - f. Unauthorized entry or use of College facilities and College equipment. (Students are required to present identification when requested by authorized College officials.)
 - g. Violation of the ACC "No Smoking" procedure.

- h. Obstruction or disruption of teaching, administration, disciplinary proceedings or other College activities will also violate the Student Code of Conduct. These include, but are not limited to:
 - o Deliberate interference with academic freedom of speech, including disruption of a class, or interference with the freedom of any speaker invited by any section of the College community to express her/his view;
 - o Knowingly pursuing malicious, frivolous or fraudulent charges or accusations against a student or staff member;
 - o Disorderly, indecent or obscene conduct on College-owned or College-controlled property or at College-sponsored functions;
 - o Forcible interference with the freedom of movement of any member or guest of the College;
 - o Blocking entryways to buildings, rooms, sections of buildings, hallways or stairways in such a way that people find it difficult or impossible to pass; and/or
 - o Failure to comply with the oral or written directions of College officials acting in the performance of their duties.
- i. Threatening, attempting or committing physical violence against or endangering the health, safety or welfare of self and/or other person(s) in or out of the classroom.
- j. Preventing or attempting to prevent anyone from lawfully attending or leaving any class, College activity or College facility.
- k. Blocking pedestrian or vehicular traffic or violating College traffic and parking rules and regulations. Operation of any motorized or non-motorized vehicle (e.g., skateboards, roller skates and bicycles) on any location or at times which, at the discretion of College officials, constitute a pedestrian or motor-traffic hazard, or which imperil the health and safety of a person or property on the campus.
- l. Damaging, destroying, stealing or selling College property or the private property of students, College officials or guests.
- m. Using language (oral or written) that is degrading or abusive to any person and/or harassing any person with language as defined by state or federal statute.
- n. Possessing firearms, ammunition, explosives, fireworks and/or other dangerous weapons or instruments resembling them which may cause fear and/or alarm or are used to harass another person within or upon the

grounds, buildings or other facilities of the College or at any College-sponsored or supervised function or event.

- o. Possessing, selling, furnishing, distributing or consuming any alcoholic beverage on college property to include on-campus or off-campus events, sponsored by the institution; or, appearing on campus while intoxicated as defined by state and local laws.
- p. Illegally possessing, using, distributing or manufacturing any narcotic, dangerous drug or controlled substance as classified by federal, state, and local laws or appearing on campus while under the influence of any illegally-obtained narcotic, dangerous drug or controlled substance. All students must comply with the ACC Drug Free Schools and Communities Amendment of 1989 (PL 101-226). Smoking is prohibited in unauthorized areas.
- q. Leaving children unattended or unsupervised in campus buildings or on campus grounds can constitute child abuse or child neglect (as outlined in the Colorado Child Protection Act of 1975). Children may be permitted in the classroom only with the instructor's permission and with the understanding that the child's presence will not be disruptive or unduly distracting.
- r. Influencing or attempting to influence any employee and/or student enrolled in the College through the offerings or acceptance of favors (including sexual), bribery or any kind of threats.
- s. Failing to comply with contractual obligations with the College (e.g., tuition payments, loan agreements or terms of work-study or employment).
- t. Unauthorized entry into, or alteration of any College computer records; theft or abuse of computer time; theft or abuse of computer account privileges, equipment, software or network resources; or violation of Computer Lab policies.
- u. Abuse or misuse of the campus telephone or telecommunication system.
- v. Unacceptable uses of e-mail, which include, but are not limited to the following:
 - o Using e-mail for any purpose which violates federal or state laws;
 - o Using e-mail for commercial purposes;
 - o Misrepresenting your identity or affiliation in e-mail communications;
 - o Sending harassing, intimidating, obscene, abusive or offensive material to or about others;

- Intercepting, disrupting or altering electronic communications packets;
 - Using someone else's identity and password;
 - Causing congestion on the network by such things as the propagation of "chain letters," "broadcasting" inappropriate messages to lists or individuals, or excessive use of the shared data store of the e-mail post office;
 - Using electronic communications to send copies of documents in violation of copyright laws;
 - Attempting unauthorized access to data or attempting to breach any security measures on any electronic communications system, or attempting to intercept any electronic communications transmissions without proper authorization;
 - Sending anonymous communications;
 - Initiating or knowingly perpetuating a program containing a "virus"; and/or
 - Using e-mail for other purposes prohibited by the computer system administrator or College rules, regulations or procedures.
- w. Violating any College academic or disciplinary sanction.

II. Access

1. The College operates under an Equal Opportunity Plan, which ensures equal opportunity for all students, faculty and staff. ACC does not discriminate on the basis of race, sex/gender, religion, age, national origin, veteran status, sexual orientation, physical and mental disability in the admission or access to, or treatment or employment in its educational programs or activities. The College complies with the regulations of Title IX of the Education Amendment Act of 1972 in regard to gender discrimination and Section 504 of the Vocational Rehabilitation Act of 1973 in regard to disability discrimination as well as other applicable federal and state laws and regulations pertaining to discrimination.
2. Reasonable accommodations will be provided upon request for persons with disabilities. Students who need accommodations to participate in College classes, activities, programs or services should contact the Office of Disability Services for assistance. Students will be asked to provide documentation of disability and to allow sufficient time to set up services as outlined in the Disability Services operational procedures, a copy of which is available from the Office of Disability Services.
3. Students have the right to assemble peaceably, providing such assembly does not disrupt the operation of the institution or infringe on the rights of other members of the College community. This right

is subject only to reasonable time, manner and place restrictions, as established by the Director of Student Affairs and Disability Services or Dean of Student Services.

4. Students have the right to dress according to personal taste, except (a) at graduation ceremonies for which participation requires the wearing of a cap and gown as specified by the Graduation Committee, (b) as required by individual departments, and (c) as might interfere with the educational process or with health and safety requirements.

III. Classroom and Academic Affairs

1. Students have the right to express themselves concerning ideas and information presented in a course, provided such expression is orderly and does not infringe upon the rights of others or impede course progress.
2. Students have the right to be evaluated on the basis of their academic performance as provided on the course syllabus, not on their opinions or conduct in matters unrelated to academic standards. They have the right to be protected through established procedures against prejudiced or capricious academic evaluation.
3. Students have the right through established College procedures to assess courses, services, facilities and equipment; to make suggestions for their improvement; and to evaluate instructors and the instruction that is received.

IV. Right to Shared Governance

1. Students have the right to establish a democratic student government.
2. Students have the right to representation as required for student fee changes and budget allocations whether or not an elected student government is in place.

V. Student Affairs

1. Students have the right to organize and to join clubs or associations (in accordance with the official Club Handbook) for educational, political, social, religious or cultural purposes without restraint by either the College administration or the Student Leadership Council. Affiliation with an off-campus organization must be identified in the campus organization's constitution and literature. Meeting rooms and other campus facilities will be made available to student organizations on a non-discriminatory, priority basis in accordance with College scheduling procedures. However, posted or distributed materials must adhere to College Policy AP 14-17: Posting and Distribution of Materials on Campus, which requires approval of all publicly posted materials by the Student Affairs Office.

VI. Student Media Rights and Responsibilities

1. The student media will be free of censorship and advance copy approval.
2. Editors and managers will be free to develop their own editorial and news coverage policies. However, editorials in all student publications will state that the opinions expressed are not necessarily those of the institution or its student body.

VII. Disclosure of Student Records

1. The privacy and confidentiality of all student records will be preserved and access guaranteed in accordance with The Family Educational Rights and Privacy Act (FERPA). The College will not permit the release of student records, other than public information, without the written consent of the student.
2. No record will be made in relation to race, religion, political or social views, or disability status except upon express written consent of the student or in accordance with existing state or federal statutes. Records that document students' disabilities will be kept confidential and will be housed in the Office of Disability Services. Relevant records will be shared with other College authorities only if it is deemed necessary to further a student's academic accommodation for a disability. Information will be shared with off-campus entities only according to College policy or through written consent of the student.
3. Name and enrollment status are considered public information and may be disclosed to those who inquire.
4. College major, division, dates of enrollment, credit hours, degrees conferred and honors received may appear in College directories and publications or be disclosed by staff.
5. Because of their official function, certain individuals have access to student records. Students may obtain the list of such persons from the Office of Admissions and Records.

PART 3 – Academic Honesty Statement

Arapahoe Community College is committed to academic honesty and scholarly integrity. The

College can best function and accomplish its mission in an atmosphere of the highest ethical standards. All members of the College community are expected and encouraged to contribute to such an environment by observing all accepted principles of academic honesty.

Academic dishonesty includes but is not limited to: **plagiarism, cheating, fabrication, grade tampering, misuse of computers and other electronic technology, and facilitating academic dishonesty.** Those found in violation may also be subject to potential disciplinary sanctions under the Arapahoe Community College Code of Conduct.

AP 4-31: STUDENT GRIEVANCE PROCEDURES

Arapahoe Community College

Chapter 4 – *Students*

AP 4-31 Student Grievance Procedure

- Approved: January 1993; September 14, 2000; August 25, 2001; October 13, 2003; March 2006
- References: Colorado Community College System Board Policies (BP) 4-30 and 4-31. Colorado Community College System President's Procedures (SP) 4-30 and 4-31
Arapahoe Community College Procedures (AP) 4-30 and 4-30a, Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act; Title II; and Age Discrimination 1975.
- Effective: July 1, 1998; September 2003; January 2004
- Revised: September 14, 2000; August 25, 2001; October 13, 2003; December 8, 2005; March 2006

Procedure:

If a student is pursuing a grievance involving possible harassment or discrimination based on race, color, creed, national origin or ancestry, disability, age, sex, or status as a veteran, she or he must contact the ACC Director of Human Resources, who is responsible for affirmative action.

If a student is pursuing a grievance involving a violation of the Student Code of Conduct, she or he must contact the Director of Student Affairs.

The following are non-grievable matters:

1. Matters over which the College is without authority to act.
2. Grades and academic decisions unless there is an allegation that the decision was motivated by illegal discrimination.

Any student who files a complaint with knowledge of frivolous intent will be subject to disciplinary action by the Director of Student Affairs.

Informal Resolution Procedure

An attempt will be made to resolve all grievances at the lowest level possible within ten (10) calendar days of the latest incident.

1. Students should first attempt to settle problems/grievances informally and verbally by meeting with the individual respondent (e.g., another student, a faculty member, staff person).

2. If the concern is not resolved, the student may meet with the individual's Dean, Director, supervisor or Director of Student Affairs to discuss the matter further. The supervisor may involve other individuals appropriate to the situation, provided the student is notified of the other parties in advance.

The Informal Resolution process is designed to be one-on-one. A student has the right to have one person present on his/her behalf, with the understanding that the person may not represent the student or participate in the meeting. Meetings will be held in an expeditious fashion, but no specific timelines will be established although the expectation is to have all decisions rendered within ten (10) calendar days.

While the grievant is encouraged to resolve the issues through the informal process, he or she may at any time elect to go to the formal stage by following the Formal Grievance Procedure.

Assistance for settling any concerns may be obtained from the Director of Student Affairs.

The Dean of Student Services or his/her designee may extend any timelines for good cause.

If the grievance is against the Dean of Student Services, the Vice President for Instruction or other person designated by the College President shall perform the duties of the Dean of Student Services.

Formal Resolution Procedure

1. The grievant must file a written statement of the complaint and describe the remedy he/she is seeking with the Dean of Student Services or designee within ten (10) calendar days from the date of the informal resolution meeting. A matter could also be referred to this process by the College President or his/her designee.
2. If the grievant fails to file a formal grievance within ten (10) calendar days of the most recent incident, and/or has made no attempt to resolve the grievance informally within 10 calendar days of the complaint, the grievant waives all rights; to have a formal grievance and the matter will be closed.
3. The Dean of Student Services will determine if the issue is grievable using the definition of a grievable offense. Both the grievant and the respondent will be notified in writing of the decision along with a copy of the grievance form and its basis within ten (10) calendar days from date the grievance was filed. The matter will be closed if the situation is determined not grievable and the Grievant will be notified of the reasons. The Decision shall be served upon the Grievant personally or by certified mail to the address on file in the Admissions and Records Office or listed on the official grievance form.
4. If the matter is determined to be grievable, the Dean of Student Services or his/her designee (either an Impartial Decision Maker or the Student Affairs Committee) shall hear the grievance.

The Student Affairs Committee is composed of:

- One faculty
- One classified (not from the division of Student Services unless it is an emergency)
- One administrator (not from the division of Student Services unless it is an emergency)
- Three students (one is a Student Leadership Council member)
- Director of Student Affairs (ex-officio, non-voting member)
Indefinite appointment

The appointment for all members, with the exception of the Director of Student Affairs, is one year. The purpose of this committee is to hear student grievances and/or student disciplinary appeal hearings. The committee is convened on an "as needed" basis. In the case of grievances, the Dean of Student Services may request the committee serve as the Impartial Decision Maker. In the case of disciplinary appeals, the President may request the committee serve as the Impartial Decision Maker.

5. A hearing will be held which will give the Grievant, Respondent and others invited to appear, the opportunity to explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the entity hearing the matter will render a written decision and recommendation to the Dean of Student Services within five (5) calendar days of the hearing, and the Dean of Student Services will issue a decision within ten (10) calendar days of the close of the hearing. The decision shall be served upon the Grievant and the Respondent personally or by certified mail to the addresses on file in Admissions and Records or on the grievance form. The Dean of Student Services' decision is final unless a Petition for Review is filed with the College President by either party within five (5) calendar days of service of the decision.
6. Upon receipt of a Petition for Review, the College President will review the record and issue a written decision within ten (10) calendar days of receipt of the Petition for Review.
The President's decision is final.
7. The Dean of Student Services may extend the timelines for good cause.
8. If the grievance is against the Dean of Student Services, the Vice President for Instruction or other person designated by the President shall perform the duties of the Dean of Student Services.

BP 4-31: STUDENT GRIEVANCE PROCEDURES

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION STUDENT GRIEVANCES BP 4-31

Approved: November 10, 1988
Effective: November 10, 1988
Repealed: September 14, 2000
Readopted: August 25, 2001

Issued by:

Joe D. May, System President

Policy Statement

It is the Board's intent that students be provided with an avenue by which grievances can be resolved internally at the earliest opportunity.

Scope

This policy applies to the state system community colleges.

Review of Grievances

College presidents are responsible for establishing a process whereby student grievances may be reviewed internally, with provision for appeal to the college president. Such procedures shall be submitted to the System president for approval.

Procedures

The System president shall promulgate procedures necessary to implement this policy.

SP 4-31: STUDENT GRIEVANCE PROCEDURES

COLORADO COMMUNITY COLLEGE SYSTEM SYSTEM PRESIDENT'S PROCEDURE STUDENT GRIEVANCE PROCEDURE SP 4-31

References:

Board Policy 4-31; Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act, Title II and Age Discrimination 1975.

Effective: July 1, 1998
Retitled: September 14, 2000
Retitled: August 25, 2001

Approved:

S/ Dorothy A. Horrell, System President

Application:

The procedure applies to the state system community colleges.

Basis:

This Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, 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.

Definitions:

Grievant: Enrolled student, a client or volunteer who is providing a service to benefit the College under the supervision and control of a college employee. A client or volunteer may only grieve a decision which bans him or her from the campus.

Grievance: A grievable offense is any alleged action which violates or inequitably applies written college policies or procedures. The grievant must be personally affected by such violation or inequitable action. A grievance must be brought to the formal stage within 20 calendar days of the date the student knew or reasonably should have known about the action.

Chief Student Services Officer: The college employee designated by the college president to administer student grievances. Grievances alleging discrimination issues may be referred to the employee responsible for ensuring equal opportunity and access.

Remedy: The relief that the Grievant is requesting.

Respondent(s): Another student, volunteer, client, faculty member and/or administrator identified by the Grievant as causing or contributing to the grievance.

Non-grievable matters: The following matters are not grievable under this procedure except as noted: matters over which the college is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by illegal discrimination; and disciplinary actions taken pursuant to BP 4-30.

PROCEDURES:

1) INFORMAL

Grievant is encouraged to resolve the issue with the Respondent or his/her supervisor. In the case of grievances based upon one's race, color, creed, national origin or ancestry, disability, age or gender, the Grievant may first contact the college employee responsible for affirmative action to seek informal resolution of the issues. If the complaint alleges facts which might constitute a violation of SP 3-120a concerning sexual harassment, the administrator shall investigate and process the complaint under that procedure. While the Grievant is encouraged to resolve the issues through the informal process, he/she may at any time elect to go to the formal stage by following the process outlined below.

2) FORMAL

- a) Grievant timely files a written statement of the actions complained of and describes the remedy he/she is seeking with the Chief Student Services Officer. A matter could also be referred to this process by the College president or his/her designee. Once a written grievance is filed or referred, the Chief Student Services Officer or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the Grievant will be notified of the reasons.
- b) If the matter is determined to be grievable, Chief Student Services Officer or designee (which may be an individual or a committee) shall hear the Grievance. A hearing will be held which will give the Grievant, Respondent, and others invited to appear, and given the opportunity to explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the Chief Student

Services Officer or Designee shall issue a Decision within ten (10) calendar days of close of the hearing. The Decision shall be served upon the Grievant and the Respondent personally or by certified mail to the addresses on file in the Admissions office. The Decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). The Chief Student Services Officer or designee's decision is final unless a Petition for Review is filed with the president by either party within five (5) calendar days of service of the Decision.

- 3) Upon receipt of a Petition for Review, the college president will review the record and issue a written decision within ten calendar days of receipt of the Petition for Review. The president's decision is final.
- 4) The Chief Student Services Officer or Designee may extend the scheduling timelines described above for good cause.
- 5) If the grievance is against the Chief Student Services Officer, the Chief Academic Officer or other person designated by the president shall perform the duties of the Chief Student Services Officer.

AP 4-30: STUDENT DISCIPLINARY PROCEDURES

AP 4-30	Student Disciplinary Procedure		January 2004	January 2006	See BP 4-30 Student Discipline; SP 4- 30 Student Disciplinary Procedure
------------	--------------------------------------	--	-----------------	-----------------	--

Arapahoe Community College follows the Colorado Community College Board (BP 4-30) and System President's Procedure (SP 4-30).

The Chief Student Services Officer referred to in these procedures is the Dean of Student Services or designee at ACC. ACC's designee is the Director of Student Affairs.

Additional ACC procedures are as follows:

1. In the case of plagiarism, cheating or other forms of academic dishonesty, the instructor will impose a sanction within ten (10) calendar days of the event and report the incident to the Dean of Student Services or designee within five (5) calendar days of imposing the sanction. Grades are not grievable or appealable.

2. During a hearing (see SP 4-30 2 b "Conduct of Hearings") ACC will allow the student to have one person present on his/her behalf. This person may not talk or participate in the hearing.

BP 4-30: STUDENT DISCIPLINARY PROCEDURES

STATE BOARD FOR COMMUNITY COLLEGES AND
OCCUPATIONAL EDUCATION
STUDENT DISCIPLINE
BP 4-30

Approved: July 14, 1988
Effective: July 14, 1988
Repealed: September 14, 2000
Readopted: August 25, 2001

Issued by:

Joe D. May, System President

Policy Statement

The Board delegates to state system college presidents the responsibility for the discipline, suspension, and expulsion of students, subject to this policy.

Scope

This policy applies to the state system community colleges.

Due Process

Students who are expelled, suspended, or otherwise disciplined shall be provided a hearing in accord with the principles of due process. The college presidents shall establish and submit to the System president for approval due process procedures governing the discipline of students at their respective institutions.

Procedures

The System president shall promulgate procedures necessary to implement this policy.

SP 4-30: STUDENT DISCIPLINARY PROCEDURES

**COLORADO COMMUNITY COLLEGE SYSTEM
SYSTEM PRESIDENT'S PROCEDURE
STUDENT DISCIPLINARY PROCEDURE
SP 4-30**

References: Board Policy 4-30

Effective: July 1, 1998
Retitled: September 14, 2000
Retitled: August 25, 2001

Approved:

S/ Dorothy A. Horrell, System President

Application:

The procedure applies to the state system community colleges.

Basis:

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

Definitions:

1. Code of Conduct: A document developed and published by each college which defines prescribed conduct of students.
2. Impartial Decision Maker: The individual/committee designated by the college president to hear student disciplinary appeals.
3. Chief Student Services Officer: The individual designated by the College President to administer student affairs and be responsible for administering the College's Student Conduct Code and this procedure.
4. Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery or mailing by certified mail to the address the student has filed with the College's admissions and records office. If notice is mailed, student shall be given three (3) additional days to respond.

5. Sanctions: One or more of the following may be given when there is a finding that a student has violated the College's Code of Conduct.
 - a. Warning: A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.
 - b. Probation: After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
 - c. Other disciplinary sanction: fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community; or other sanction that doesn't result in the student being denied the right of attending classes.
 - d. College suspension or expulsion: An involuntary separation of the student from the College for misconduct apart from academic performance for a specified period of time not to exceed one/two academic terms. Suspension differs from expulsion in that after the stated time period the student is eligible for re-admission. Expulsion is a separation for more than two academic terms; student is not eligible for re-admission unless at the end of the separation he/she can prove that the behavior that resulted in the expulsion has been resolved. Students may be suspended from a class, residence hall, use of a College facility or an activity in the sole determination by an authorized College employee that the conduct is in violation of the Code subject only to an appeal to the Chief Student Services Officer to ensure that the action was taken pursuant to college policies. Students may be suspended from one class period by the responsible faculty member, longer suspensions can be done only in accordance with college procedures.
 - e. Summary Suspension: An immediate action taken by the Chief Student Services Officer to ensure the safety and well-being of members of the college community or preservation of college property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the college. In such event, the hearing before the Impartial Decision Maker (if requested by the student), shall occur as soon as possible following the suspension.
6. Day: Refers to calendar day unless otherwise noted below.

PROCEDURES

1. DECISION

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

2. APPEAL

- a. In the event of an appeal, the Chief Student Services Officer shall give written Notice to the student and the Impartial Decision Maker which describes the conduct to be inquired into; the Code of Conduct and/or College policies or procedures which were allegedly violated; the date, time and place of the alleged violation; the sanction that is threatened and the date, time and place of the hearing before the Impartial Decision Maker. The Notice shall be given at least seven (7) days prior to the hearing, unless a shorter time is agreed to by the parties.
- b. Conduct of Hearings. The Impartial Decision Maker shall determine its own hearing procedures, keeping in mind the following guidelines:
 1. Student shall have the right to be heard by the Impartial Decision Maker. In the event that the student is under the age of eighteen or incapacitated, he/she may have an advisor present to assist him/her in presenting his/her case.
 2. Students do not have the right to be represented by an attorney during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only. The Student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except as provided in #1 above.

3. Student shall have the right to identify documents, witnesses and other material he/she would like the Impartial Decision Maker to review before making a final decision.
 4. Hearings shall be conducted in private unless all parties agree otherwise.
 5. A record of the hearing should be maintained by the Impartial Decision Maker.
- c. Determination by Impartial Decision Maker. The Decision Maker shall make its findings and determinations in closed meeting out of the presence of the Chief Student Services Officer and the student charged. Separate findings are to be made as to the conduct of the student, and on the sanction(s), if any, to be imposed. No discipline shall be imposed on the student unless the Impartial Decision Maker is persuaded by a preponderance of the evidence that the student committed the alleged conduct and that it constituted a violation of the Code of Conduct and/or College regulations; that the student should be sanctioned (including modifying the sanction imposed below) and that the discipline is reasonable given the violation. The student and the Chief Student Services Officer shall be given written Notice of the decision. The decision shall be issued within five calendar days of the close of the hearing and it shall become final unless a petition for review is filed.
 - d. Petition for Review. The Chief Student Services Officer or the student may petition the president to review the Impartial Decision Maker's decision by filing a written petition within five (5) days after notification of the decision. If a review is requested, the other party will be given three (3) days to respond to the petition and his/her response materials will be given to the president to review before a decision on the petition is made.
 - e. President's Decision. The president shall review the record of the case and the petition and may affirm or reverse the decision of the Impartial Decision Maker. The record shall consist of the Impartial Decision Maker's written documents and the recording of the hearing and any written materials submitted in support of the Petition for Review. The president shall notify the Chief Student Services Officer and the student in writing of his/her decision within fourteen (14) days of service of the Petition for Review. The president's decision is final.
3. MISCELLANEOUS
- a. College disciplinary proceeding may be instituted against a student charged with violation of a law if the violation occurred at the College or College-sanctioned activities or was of such a nature as to impact upon the College which is also a violation of the College's Student Code of Conduct. Proceedings under this Procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

- b. Time limits for scheduling of hearings may be extended at the discretion of the Impartial Decision Maker.
- c. The procedural rights afforded to students above may be waived by the student.