2026-2027

Student Handbook

RED ROCKS COMMUNITY COLLEGE

RED ROCKS COMMUNITY COLLEGE

2026 – 2027 STUDENT HANDBOOK



LAKEWOOD

13300 W. Sixth Avenue
Lakewood, Colorado 80228
303-914-6600



ARVADA

10280 W. 55th Avenue
Arvada, Colorado 80002
303-914-6010

FIND RRCC ON SOCIAL MEDIA

facebook.com/rrccfoxes

linkedin.com/company/red-rocks-community-college

instagram.com/rrccfoxes

youtube.com/user/redrocksccLakewood/featured

All suggestions for changes should be brought to the attention of the Office of Student Life, contact katelyn.martin@rrcc.edu.

All information listed in this handbook is subject to change.

Table of Contents

Welcome from the President 5

RRCC Statement of Non-Discrimination 6

RRCC Strategic Vision, Mission and Values .. 6

RRCC Common Learning Competencies 7

General Information 8

Academic Advising 8

Accessibility Services 9

Admissions 10

Arvada Campus 11

CARE Team (BIT) 11

Campus Closure 12

Campus Safety 12

Career Success Center 13

Children's Center 13

Computers for All Students 13

COSI Achieve (Colorado Opportunity Scholarship Initiative) 13

Course Delivery Options 14

Diversity, Equity, Inclusion, & Belonging (DEIB) 15

Drops and Withdrawals 16

Entrepreneur Center 16

Experiential Learning: Internships, Apprenticeships, Job Shadowing and Career Mentoring 17

Financial Aid 17

First Aid 18

First-Year Experience (FYE) 19

Food & Drink 19

Graduation Application 20

Injuries on Campus 20

Innovation and Engagement 20

International Student Services and Programs 21

LGBTQIA+ Center 22

Learning Commons 22

Library Services 23

Lost and Found 24

Orientation 24

Student Email & The Rock 24

Student Employment 24

Student Health Clinic 24

Student Life 25

Student Recreation Center (SRC) 27

RRCC Student Success Team 28

TRIO Student Support Services Classic Support Program and STEM Program 28

Trefny Honors Program 28

Tutoring 29

Veteran Services 29

Student Rights, Expectations, and Policy ... 30

Academic Integrity 30

Academic Progress 30

Academic Renewal 31

Fair and Accurate Credit Transactions Act (FACTA) 31

Notification of Rights Under FERPA for Post-Secondary Institutions 32

Smoking and Tobacco Policy 33

Student Behavioral Expectations and Responsibilities 34

Student Code of Conduct 35

Appeal of Formal Investigation Decision 40

Student Records 41

Financial 41

Retaliation 41

Revising this Procedure 41

APPENDIX A 42

Code of Student Behavioral Expectations and Responsibilities Statement (Code) .. 42

Abuse of Conduct Process 42

Academic Integrity 43

Cheating 43

Table of Contents

Fabrication 43
Plagiarism 43
Alcohol/Drugs 44
Animals/Pets 44
Bullying/Non-physical Abuse 44
Damage and Destruction 44
Deceitful Acts 44
Collusion 44
Falsification 44
Discrimination and Harassment 45
Disruptive Behavior 45
Endangerment or Defacement 45
Failure to Comply 45
Fire Safety 46
Gambling 46
Harm to individuals 46
Hazing 46
Indecent Exposure 46
Retaliation 47
Rioting 47
Theft 47
Tobacco Violation 47
Trademark Violation 47
Unacceptable Use of College Equipment, Network, or System 47
Unauthorized Access and Entry 47
Violation of Laws, Directives, & Signage 48
APPENDIX B - DEFINITIONS 49
Alternative Conflict Resolution 49
Student Rights and Responsibilities 51



Welcome from the President



Dear Students,

Welcome to Red Rocks Community College, where we take immense pride in advancing the educational aspirations of our students. At Red Rocks, our vision is Transforming Lives and Strengthening Communities, and we are committed to providing experiences and career-relevant education that empower all learners to thrive. Congratulations on taking the first step toward a brighter future!

We strive to create a supportive and inclusive college environment that encourages lifelong learning, personal growth, and professional development. Our top-notch faculty members and supportive staff bring a wealth of real-world experience and a deep commitment to teaching, guiding, and inspiring students.

We are here to support you and help ensure that you are positioned to achieve your very best. Whether you are starting your college education, joining us mid-career to up-skill, working toward a certificate by learning a specific skill set, or simply feeding your soul, you are an important part of our campus community and I want to wish you a successful 2026-27 school year.

Landon K. Pirius, Ph.D.
President



RRCC Statement of Non-Discrimination

RRCC is an equal opportunity educational institution and does not discriminate based on age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution that prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies (BP 19-60). Individuals affiliated with the Colorado Community College System shall not discriminate or harass on the basis of sex, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, familial status, veteran or military status, pregnancy status, marital status, religion, genetic information, gender expression, gender identity, sexual orientation, or any other protected class or category under applicable local, state, or federal law (also known as "civil rights laws"), in connection with employment practices or educational programs and activities (including in admissions). Individuals shall not retaliate against any person who opposes discrimination, harassment, or retaliation, or participates in any complaint or investigation process.

RRCC has designated Jennifer Matthews as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility of coordinating its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s).

For information, contact Jennifer Matthews, Vice President of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298, or email jennifer.matthews@rrcc.edu.

Please visit the Nondiscrimination/Title IX page for more information.

RRCC Strategic Vision, Mission and Values



VISION

Transforming Lives and Strengthening Communities



MISSION

Providing experiences and career-relevant education that empower all learners to thrive



VALUES

Learning, Collaboration, Community, Belonging, and Empowerment

RRCC Common Learning Competencies

An RRCC graduate is a ***Critical Thinker*** exhibiting informational literacy. Students explore and evaluate texts, instruction, research, media, experience, and other relevant sources of information from multiple perspectives; they determine the extent of information required to accomplish a particular purpose; they access the required information effectively and efficiently; they evaluate the information and its sources critically, determining credibility and bias; they understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally; they synthesize the information to effectively and creatively define problems or issues; they identify strategies and propose, evaluate and implement solutions; they evaluate outcomes based upon their own insights and original analysis. They draw reasonable conclusions by recognizing assumptions and differentiating factual information from opinion and emotion-based arguments, interpreting data, evaluating evidence, reasoning, and arguments, and examining implications and consequences. Students make relevant connections between classroom and out-of-classroom learning.

An RRCC graduate is ***Technologically Literate.*** Students exhibit technological literacy and the skills to effectively and ethically use technology; they demonstrate the responsible application of intellectual property and privacy; they use technology ethically and effectively to communicate, solve problems and complete tasks; they remain current with technological innovations.

An RRCC graduate is an ***Effective Communicator.*** Students demonstrate the ability to utilize oral, written, and listening skills to effectively interact with others; they construct effective written communication that conveys accurate, concise, and complete information to a target audience while observing the conventions of grammar, sentence structure, punctuation, and spelling; they construct and deliver clear, well-organized, verbal presentations. Students utilize writing, speaking, or artistic expression that is appropriate for the context and audience. Students understand and apply conventions of effective writing and oral communication in academic, public, personal, and professional discourse.

An RRCC graduate is ***Globally Aware and understands and respects Diversity.*** Students consider the interconnectedness of our community and world; they demonstrate how cultural differences, both locally and globally, including diverse beliefs, traditions, customs, religions,







ethnicity, sexuality, and gender, impact personal and community participation; they can identify and compare diverse social practices and civic structures; they are aware of the social, environmental and economic impacts of their actions, both on an individual level and globally; they consider multiple perspectives in decision-making.

An RRCC graduate is ***Ethical and Professional.*** Students incorporate ethical reasoning into action; they explore and articulate the values of professionalism in decision-making. They understand the importance of dependability, perseverance, integrity, and accountability for their choices and actions; they exhibit self-reliant behaviors by demonstrating the ability to plan, organize, manage, and successfully complete projects within defined timelines; they collaborate effectively with others toward the accomplishment of common goals; they accept supervision and direction as needed.

An RRCC graduate ***uses Quantitative Reasoning.*** Students retrieve, interpret, and evaluate information and numerical concepts to determine trends, make predictions, and develop informed opinions; they demonstrate mathematical reasoning skills; they use quantitative analytical skills to evaluate and process numerical data.

General Information

Academic Advising

The mission of Academic Advising is to create a partnership with students in developing their educational goals while engaging and empowering them to become self-sufficient and active learners.

Experienced advisors are available in person, or remotely, at both the Lakewood and Arvada campuses. Advisors provide guidance and information to new and current students. The following services are available in academic advising:

- Assist in identifying the courses needed to fill academic requirements.
- Identify action steps for students who are undecided about a major.
- Guide appropriate prerequisites and course sequencing.
- Assist students in selecting appropriate courses and programs based on assessment results.
- Refer students to other campus resources as needed.
- Develop a plan to complete educational goals.
- Assist with planning for transfer to a four-year school.
- Evaluate courses for completion of graduation requirements.

Contact an Advisor

Lakewood Campus: 303-914-6255 | Arvada Campus: 303-914-6010 | Email at advising@rrcc.edu

Academic Affairs

Evaluation and Grading

Instructors evaluate your achievement based on how well you meet the learning objectives of the course. At the beginning of the course, the instructor will explain these objectives, as well as how he/she/they assign grades. If you are receiving financial aid, VA benefits, or financial support from other sources, consult your respective funding source for information concerning academic progress and benefits.

Phone: 303-914-6269 | Email: AAWI@rrcc.edu | Visit: www.rrcc.edu/academic-affairs

Accessibility Services

Accessibility Services is committed to the process of removing barriers for students with disabilities to create equal access and opportunities at RRCC. The Accessibility Services staff makes determinations and provisions regarding access and reasonable accommodations and provides support for students and visitors with disabilities. Sign language interpreting, books in alternative formats, testing accommodations, and assistive technology are some of the accommodations and services that are provided.

Red Rocks welcomes and encourages people with disabilities to become students at the college. Both campuses have ample close-in parking available for vehicles with Disabled plates or tags. Buildings, classrooms, restrooms, etc., are wheelchair accessible. Sign Language interpreters are available.

Contact AS at Lakewood Campus

Phone: 303-914-6733 or 720-336-3893 (VP) | Email: access@rrcc.edu.

Contact AS at Arvada Campus (By appointment only).

Phone: 303-914-6733 | Email: access@rrcc.edu.

Interpreting for the Deaf or Hard of Hearing People

Phone: 303-914-6733 or 720-336-3893 (VP) | Email: stacy.roe@rrcc.edu









Admissions

Admission

Red Rocks has the right to review the applications of all persons wishing to enroll at the College. Those who do not appear to have the qualification to profit from instruction may be denied admission to Red Rocks. When an applicant's qualification for admission is questionable, the Director of Admissions and Outreach will determine whether the applicant is to be admitted. The Director's decision may be appealed to The President of the College.

Assigned Student ID Number (S#)

RRCC assigns you an alternate ID that will protect the confidentiality of your social security number, thereby protecting your identity and privacy. Social security numbers are not used as the "identifier" for students. Your assigned ID number is 8 digits beginning with an "S" and is computer generated (example: S12345678). You will be sent your "S" number after you have applied. If you are a continuing student, you can obtain your "S" number by contacting the Admissions office.

Phone: 303-914-6600 | Email: admissions@rrcc.edu

Assessment

If you need a placement test to get into a desired class, you may take the self-assessment or the Accuplacer. Please contact us to help you figure out which test you need or to set-up an appointment.

Phone: 303-914-6727 | Email: RRCC.AssessmentCenter@rrcc.edu

Auditing Courses

Auditing courses is a practical way to refresh skills, gain background information, or pursue an interest without the pressure of grades. However, the College Opportunity Fund does not apply to audited classes. Students who audit are responsible for the entire cost of tuition for that class. The deadline date for changing your credit/audit status is the same as the class drop date.

College Opportunity Fund (COF)

Sign up for the College Opportunity Fund (COF) at cof.college-assist.org The College Opportunity Fund (COF) is a state-funded program that provides a per-credit subsidy for residents attending state-supported and participating private colleges and universities.



This money referred to as the COF stipend, is applied to an in-state student's tuition, provided the student applies for and authorizes its use.

Phone: 303-914-6249 | Email: cof@rrcc.edu

Credits and Degrees

All degree requirements can be found in the RRCC catalog available online. An academic advisor can also assist with determining the requirements for each degree.

Phone: 303-914-6255 | Email: advising@rrcc.edu

Arvada Campus

The Arvada Campus offers Health Science programs as well as Smart Track Associate degrees. Smart Track Associate of Science and Associate of Arts degrees are a reserved sequence of courses that make it easier for students to complete a degree in two years. The Arvada Campus is home to RRCC's Health Science programs, as well as general education courses that provide a pathway for transfer to four-year institutions. The campus has state-of-the-art instructional space, an enhanced curriculum for inter-professional education across healthcare programs, room for expanded enrollment, and new programs in step with industry demands.

Phone: 303-914-6011 | Email: rrcc.frontdesk@rrcc.edu

CARE Team (BIT)

- Red Rocks Community College – Behavioral Intervention CARE Team Procedure
- SP 19-40c – Behavioral Intervention Teams
- SP 4-30a – Student Behavioral Expectations and Responsibilities Resolution Procedure
- SP 19-60 – Civil Rights and Sexual Misconduct Resolution Process

The RRCC Care Team is Red Rocks Community College's Behavioral Intervention Team (BIT). A BIT is a centralized, representative group, which meets regularly to support its audience (students, faculty and staff) via an established protocol. The team receives reports of concern (from students, employees, community members, colleagues, etc.), gathers additional information as required, and recommends appropriate mechanisms for support, intervention, warning/notification and response. The team tracks risk factors and trends in behavior and provides feedback to constituents on larger issues of concern within the community.

The reader is encouraged to review all of the information provided on the RRCC Care Team

webpage to familiarize themselves with when and how to report a concern.

CARE Team | Red Rocks Community College | Report a Concern Form

Signs to look for include:

- Self-injurious behavior
- Suicide ideation or attempt
- Possession of a weapon
- Danger or threat to others (violence, threats, or implied threats of violence and intimidation)
- Inability of an individual to take care of themselves (serious mental health concerns or substance abuse)
- Erratic behavior that is disruptive to the normal proceedings of the College community.

If you believe your referral requires more immediate attention, please call the Vice President of Student Affairs at 303-914-6608

NOTE: In cases where a student's behavior poses an imminent threat to you or another, contact 911 or campus police at 303-914-6394.

Campus Closure

Student, faculty and staff will be notified of campus closures due to severe weather or emergency conditions that require either of the Red Rocks campuses to close. Notifications will be communicated through the news media, email or campus telephone closure line: 303-914-6600

Campus Safety

In event of emergency: Dial 911

For non-emergency, contact Campus Police:
Campus Police Dispatch and Lost & Found Location: Second Floor West End Room# 2680.
Phone: 303-914-6394 | Email: RRCC.RRPDdispatch@rrcc.edu

Contact Chief of Police, Anthony Schaller
Phone: 303-914-6494



Career Success Center

The Career Success Center provides Red Rocks Community College students, graduates, and community members with comprehensive career exploration counseling, professional development and industry networking, career transitions, and work-based learning opportunities. In an increasingly competitive job market, our mission is to prepare you to compete and achieve career success and gainful employment.

Serving the RRCC Lakewood & Arvada Campuses

Phone: 303-914-6916 | Email: careerconnect@rrcc.edu | Visit: www.rrcc.edu/career-services.

Career Success Center Contacts

- Evan Kravitz, Director and Career Transition Coach evan.kravitz@rrcc.edu
- Schuyler Simonton, Career Exploration and Career Assessment Counselor schuyler.simonton@rrcc.edu
- Ellen Olson, Sr. Work-Based Learning Coordinator ellen.olson@rrcc.edu
- Rachel Brown, Apprenticeship Coordinator rachel.brown@rrcc.edu

Career Success Center Office:

The HUB (Rm. 1254) | 303-914-6916 | www.rrcc.edu/career-success-center

Children's Center

Located on campus, the RRCC Children's Center provides a comprehensive childcare preschool program for children 18 months to 5 years of age. This service is provided for students, staff, and the community.

RRCC Children's Center: Phone: 303-914-6328 | Email: susan.padgett@rrcc.edu
School-Age Child Care Office: Phone: 303-914-6203

Computers for All Students

Computers with Microsoft Office and Internet access, as well as computer assistance, are available in the Learning Commons (rm 2290), the Student Project Center (rm 1551), or the Library (rm 2250). Campus-wide printing is limited to 100 pages per student per week.

COSI Achieve (Colorado Opportunity Scholarship Initiative)

The COSI Achieve program supports students at every stage of their journey toward earning a postsecondary credential at Red Rocks Community College. Through a combination of financial assistance and holistic student services, COSI Achieve helps students succeed by offering career planning, one-on-one coaching, connections to campus and community resources, and access to public support programs.

To apply, complete the Red Rocks Foundation Scholarship at rrcc.academicworks.com.

Questions? Contact us at COSIAchieve@rrcc.edu or visit our office in Room 1124 on the Lakewood campus.



Course Delivery Options

In addition to our regular 15-week class sessions, we have a variety of other scheduling options:

Accelerated

Accelerated courses compress full-semester courses into a shorter time frame, often restructuring a 15-week semester into a 7-week format.

Colorado Online®

Colorado Online is a bridge from the student's home college to additional online courses and learning opportunities available at other CCCS colleges. Learn more about Colorado Online at cccs.edu/new-students/explore-programs/colorado-online.

Honors List

The Honors List recognizes those who have achieved an outstanding level of academic success at RRCC. The Honors List designation is recorded on your official academic transcript and will be noted in the annual Commencement Program. This designation is based on the cumulative GPA for your graduating semester (summer/fall) and at the close of the preceding semester for spring graduates. The diploma and transcript Honors List designation is based on the cumulative GPA achieved after successful completion of all degree/certificate requirements.

To receive this academic honor, you must be graduating and have:

- Must be graduating in the current spring semester or have graduated the previous summer or fall semester.
- Must have earned, for all credits, a cumulative grade point average (GPA) of 3.85 or higher by the graduating term to be recognized during the graduation ceremony.
- Must have earned an overall cumulative GPA of 3.85 for all courses taken at RRCC for designation on the transcript and diploma.
- Must have taken at least 15 credits of coursework through RRCC.
- Must have completed the requirements for a Bachelor of Applied Science, Associate of Arts, Associate of Science, Associate of General Studies, or Associate of Applied Science degree; or have completed a certificate program containing at least 30 credits.

For more information call: 303-914-6496

Hybrid

Hybrid courses at RRCC combine in-class instruction with online learning components or other out-of-class activities.

Online Desire2Learn (D2L) Assistance

Students with Desire2Learn (D2L) problems, technology issues, and online course questions can contact:

- RRCC Instructional Technology Office
  Monday to Friday, 9 AM to 5 PM
  Phone: 303-914-6606
  Email: elearning@rrcc.edu
- Contact 24x7 CCCS Help Desk
  Phone: 1-888-800-9198
  Visit: help.cccs.edu

Online Classes

All 100% online courses can be taken anywhere there is a reliable Internet connection. They enable students to complete full-semester courses (and some accelerated courses) without having to log on at any particular time or day or attend any on-campus meetings. The courses are led by instructors and follow similar timelines as on-campus classes.

Self-Paced Courses

Self-paced courses are built around the student's schedule and are thus student-directed. Terms of a self-paced course are set by the instructor and student at the beginning of the term, and the student will need to adhere to those terms to complete the requirements within the semester.

Service Learning

Service-learning courses enable students to enrich their academic learning with community experience. Service-learning courses may require a commitment to activities outside of the scheduled class sessions.

Weekend Classes

Weekend courses are typically accelerated courses that meet Fridays, Saturdays, and/or Sundays. Depending on the credit load, weekend courses may be completed in a single day or over several weekends.

Diversity, Equity, Inclusion, & Belonging (DEIB)

At Red Rocks Community College, we are committed to cultivating a campus culture where every student feels valued, respected, supported, and empowered to succeed. The Diversity, Equity, Inclusion, & Belonging (DEIB) area advances this commitment by fostering opportunities for learning, dialogue, community engagement, cultural awareness, and student development.

Through programs, educational initiatives, leadership development, advocacy, resource referral, and collaborative partnerships, DEIB works to promote equitable access, meaningful belonging, and inclusive excellence across the college. Our goal is to create environments where students can explore their identities, engage across differences, build community, and contribute to a more inclusive campus experience.





Drops and Withdrawals

It is important to know the drop and withdrawal dates for all your classes. You can find out what your drop and withdrawal dates are by looking at your detailed student schedule in The Rock. All students should print out a detailed student schedule with drop and withdrawal dates any time they register for a class or make changes to their registration.

Attendance

To benefit the most from your instruction, attend each class, come to class prepared, arrive on time, submit assignments when due, and take exams when scheduled. In addition, comply with attendance policies set by individual instructors.

If you do not establish attendance in a course before the drop date you could be reported as a "No Show" by the instructor and dropped from the course. For an online course, you must log in and complete a gradable assignment before the drop date or you could be reported as a "No Show" by the instructor and dropped from the course.

NOTICE: To drop a class, you must do so by the drop date for that class. Classes dropped after the drop date and prior to the withdrawal date result in a "W" grade and are considered a withdrawal. You are responsible for full payment of any withdrawal. Withdrawals can also impact your eligibility for financial aid and may require repayment of financial aid funds.

Entrepreneur Center

Entrepreneurship at Red Rocks supports the growing innovation and entrepreneurship ecosystem at RRCC by connecting students to resources in our surrounding communities. Entrepreneurship at RRCC advances equity and diversity through experiential opportunities, workshops, competitions, and networks. Aspiring entrepreneurs can talk through their business plan, seek connections to resources and grow their network.

For more information contact: jamal.bowen@rrcc.edu.



Experiential Learning: Internships, Apprenticeships, Job Shadowing and Career Mentoring

Experiential (work-based) learning is the process of learning through experience. It provides opportunities to connect classroom learning with hands-on workplace opportunities. This can range from conducting informational interviews, job shadowing, volunteering, and internships and/or apprenticeships. Experiential learning can help you learn more about the world of work and what you want to do after graduation as well as give you the experience and skills to add to your resume and make you more marketable in the job market.

Visit: career-success-center for more information.

Financial Aid Information and Assistance

Federal financial aid eligibility is based on classes that are required by your declared RRCC degree or certificate. Contact your Academic Advisor to make sure you are in the right academic program and your classes count toward your program of study. Just about everyone who applies for financial aid is eligible for some type of assistance. Apply every year to find out what types of aid you may qualify to receive. Complete the Free Application for Federal Student Aid (FAFSA) to apply for all types of financial aid including grants, loans, and work-study.

Apply online at: studentaid.gov. To finish your financial aid file, you must create a Student Forms account. You can do that at: rrcc.studentforms.com. If you have questions or need help, stop by the Financial Aid office.

Students who cannot complete the FAFSA due to their/their family's citizenship status are encouraged to apply for state financial aid by completing the Colorado Application for State Financial Aid (CASFA) at: cdhe.colorado.gov/colorado-application-for-state-financial-aid

Financial aid questions?
Phone: 303-914-6256
Email: rrcc.financialaid@rrcc.edu or
Visit: www.rrcc.edu/financial-aid

Scholarship questions?
Phone: 303-914-6315
Email: scholarships@rrcc.edu
Visit: www.rrcc.edu/foundation

NOTE: Scholarships require a separate application. Apply for RRCC Foundation Scholarships at: rrcc.academicworks.com

Find information about additional scholarships at www.rrcc.edu/fin-aid/scholarships

Financial Obligations of Students

Payment dates for tuition, fees, and materials are published in the current class schedule and online. Due dates are based on when you register, regardless of when the class begins. Upon registration, either online or in person, you are required to sign a student payment agreement. By signing the agreement, you are agreeing to RRCC's financial policies. You are financially obligated for full tuition and fees for all classes you have not officially dropped by the drop/refund date ("Census" date). A copy of the student payment agreement is located at www.rrcc.edu/costs-and-aid/tuition-and-fee-payment.

Methods of Payment:

Online

- Log in to The Rock and click on Pay/View my bill in the Student Finance tile. Only MasterCard, Visa and American Express are accepted online. To pay with Discover, please contact the Cashier's Office at 303-914-6222.

By Mail

- You can mail a check or money order to:
  Red Rocks Community College
  Cashier's Office, Box 2
  13300 W. 6th Ave.
  Lakewood, CO 80228-1255
- Make sure you put your student ID number on the check.

If you are unable to pay your tuition in full by the due date, RRCC is happy to offer you a monthly payment plan to assist with your budgeting needs and will help you pay your account in full by the end of the term.

Monthly Installment Payment Plan

- Nelnet Business Solutions (NBS) Payment Plan. You can set up a payment plan through The Rock by clicking on Nelnet in the Student Finance tile. You may pay with a credit card (Master Card, Visa, Discover Card or American Express), or by automatic withdrawal from a checking or savings account.

First Aid

First aid is available in the Campus Police Office, located on the second floor on the west end in Room# 2680. If you or someone you are with needs first aid, notify an instructor or staff person and they will call the Campus Police.







First-Year Experience (FYE)

The First-Year Experience (FYE) program at RRCC is designed to support students during their first year of college, helping them achieve academic and personal success as they transition to RRCC. FYE encompasses a range of programs, events, services, and dedicated staff members who are committed to assisting students throughout their journey. What FYE Offers:

- Support Services Connections: FYE connects students with essential support services, ensuring they have access to resources that promote their success.
- Exploration of Study and Success Strategies: Students in the FYE program have the opportunity to explore various study and success strategies tailored to their individual needs.
- Embedded FYE Courses: FYE offers a variety of specialized courses designed to provide students with foundational skills and knowledge for academic success.

First-Year Student Status:

As a new student at RRCC, you are considered a first-year student throughout your first full fall, spring, and summer semester. During this time, the FYE program is available to support you as you navigate your college experience.

Get Involved:

We encourage all first-year students to actively engage with the FYE program and take advantage of the resources and support services available. Whether it's attending events, seeking academic assistance, or participating in FYE Pathways courses, there are many opportunities for you to enhance your college experience and achieve your goals.

Phone: 303-914-6748 | Email: fye@rrcc.edu | Visit: www.rrcc.edu/fye

Food & Drink

Red Rocks Café (Lakewood)

The campus cafeteria offers a variety of breakfast, lunch, snacks, and dinner items. Hours may vary.

Phone: 303-914-6374 | Email: kelly.mcdermott@rrcc.edu

Bookstore (Lakewood)

The bookstore carries a huge selection of snacks and drinks and is a good place to visit when the

other campus food outlets are closed.

Phone: 303-914-6232 | Email: sm259@bncollege.com

Vending Machines (Arvada and Lakewood)

Several snack and beverage vending machines are located in the Café and other areas of the campus.

Graduation Application

Students should submit a Graduation Application to be awarded for any Certificate or Degree program you are finishing or have finished. Submit the forms near the beginning of the semester in which you want to graduate by the deadline date listed in the current semester's schedule. Processing takes most of the semester and you will be sent an email status toward the end of the semester. Applications are not accepted after the deadline and will be processed the following semester. You do not need to be taking classes the semester you apply.



The application form is available at www.rrcc.edu/graduation-application.

Injuries on Campus

If you are injured while on campus, report the incident to the Campus Police. If the injury requires medical attention, any expense claims are subject to General Liability coverage and require processing as such. All expenses will be the injured person's responsibility until such time that the college deems them to be reimbursable. You are encouraged to use your individual health coverage and facilities. If you are working on campus as a student hourly/work-study employee or completing clinicals and experience an injury while performing your duties, report the injury to your supervisor immediately. After notifying your supervisor, please contact Human Resources at 303-914-6570 and HRBenefitsTeam@rrcc.edu as soon as possible to report the incident and receive further guidance.

If the injury requires emergency medical attention, call 911 immediately or seek emergency assistance right away.

Innovation and Engagement

IDEA Lab

The IDEA Lab is the makerspace at Red Rocks Community College. The IDEA Lab is located on the Lakewood campus and is an open resource for RRCC students, faculty, and staff to work on projects, engage in hands-on learning, have fun, and build community. Students from all disciplines are welcome to use the IDEA Lab for projects. Some of our available resources

include 3D printers, woodworking equipment, a laser cutter, soldering station, and crafting supplies.

For more information, please visit our webpage: www.rrcc.edu/idea-lab.

Mines Academy

The Mines Academy at Red Rocks Community College is a partnership program that supports a seamless transfer process from RRCC to Colorado School of Mines. Students who join Mines Academy will join a community of students at RRCC with similar goals, receiving communication and attending events to ease the planning process for future transfer to Mines.

For more information, please visit our webpage: www.rrcc.edu/engineering/mines-academy.

NASA Space Grant Program

Red Rocks Community College is a part of the Colorado Space Grant Consortium (COSGC), a statewide program that provides Colorado students access to space through innovative, real-world, hands-on programs. We are funded by NASA as part of the National Space Grant Program, and COSGC provides opportunities for undergraduate research projects. Some teams that RRCC has led in the past include our:

- DemoSat team: competes in a high-altitude balloon payload challenge.
- Plant the Moon team: participates in a national challenge exploring methods to grow sustainable food sources in lunar or Martian soil.
- Robotics team: builds a self-autonomous rover to compete at the Colorado Robotics Challenge in Great Sand Dunes National Park.
- RockSat team: designs, builds, and flies sounding rocket experiments for launch at NASA's Wallops Flight Facility in Virginia.

If you're interested in learning more, drop by the IDEA Lab or reach out to idea@rrcc.edu. You can also join one of our open "blast-off" meetings at the start of each semester, typically hosted on one of the first Fridays of classes in August and January.

International Student Services and Programs

This department welcomes and serves international and resident students. Services include international student advising and admissions; Intensive English as a Second Language advising and registration; and study abroad advising.

Phone: 303-914-6416 | Email: RRCC.InternationalEducation@rrcc.edu



LGBTQIA+ Center

The LGBTQIA+ Center is a welcoming and affirming space for all Red Rocks Community College students, faculty, and staff. The center fosters belonging, connection, learning, and personal growth by supporting individuals of all sexual orientations, gender identities, and gender expressions, as well as allies and advocates.

Through educational programming, community-building opportunities, leadership development, resource referral, and access to supportive services, the center promotes an inclusive campus environment where individuals can engage authentically and thrive. The LGBTQIA+ Center also houses resources such as the QT Closet, identity-affirming educational materials, and opportunities for students to connect with peers and campus support networks.

The LGBTQIA+ Center is located in Room 1236.

Learning Commons

The Learning Commons is a welcoming place that houses Tutoring and other student support services. You can study on your own or meet with a tutor in various academic subjects. This wonderful space also provides students with access to computers, printers, and study rooms. We offer many helpful resources for students, instructors, and staff:

- Computers with various software
- Copying & printing
- D2L assistance
- Handouts on various academic support subjects
- Study groups
- Study rooms & areas
- Study skills assistance
- Test reviews
- Tutoring (free to students, Lakewood & Arvada).

Phone: 303-914-6705 | Visit: www.rrcc.edu/learning-commons





Library Services

Located on the Lakewood campus, the library is a welcoming space for study, connection, and research support. Students can borrow materials from the library collections of books and media (Blu-ray, DVDs, CDs), utilize desktop computers and printers, or use one of the six study spaces available for individual or group use. In addition to physical materials and spaces, the library provides students with access to electronic databases, full-text scholarly articles, streaming video via Kanopy, and e-Books and audiobooks using the Libby app.

For assistance with research and resources, students may book appointments with librarians to improve research strategies, learn how to navigate the library's online catalog, find articles and books, and get help with citations.

Visit the library's homepage at cccs.libcal.com/appointments to Book-a-Librarian appointment. Book-a-Librarian research assistance is available at both the Lakewood and Arvada campuses. Librarians can also be reached at 303-914-6740 or email RRCC.Library@rrcc.edu.

In addition to books, articles, and computers, the library participates in the Check Out State Parks program. This program allows students to borrow a pass that provides free admission to all 41 Colorado state parks. The library also lends anatomical models, art kits, calculators, geological kits, microscopes, telescopes, headphones, a portable sewing machine, and various games and puzzles.



Library Services are at the Arvada campus too! Check out library books, request books or anatomical models from the Lakewood Library, or Book-a-Librarian cccs.libcal.com/appointments for research assistance.

Library Services has open office hours in room 7166 on the Arvada campus from 9am-4pm on Tuesdays & Wednesdays.

For more information about Library Services for the Arvada campus, see the Arvada campus Library Services LibGuide at cccs.libguides.com

Lost and Found

Patrons often leave their property on the Campus and then return to attempt to recover it. While the Police Department is not responsible for personal items left on the Campus, a reasonable attempt will be made to return the lost item to its owner and to hold the particular item for a specified period of time before disposal. This policy provides guidelines for addressing this issue. **Lost and Found is located in the Campus Police office on the second floor on the west end in Room# 2680.**

Orientation

After you have completed the Required College Overview online and registered for your classes, you will receive an invitation to join New Student Orientation (NSO). NSO is offered several times prior to each semester and is designed to support your transition into college life by connecting you with tools, resources, and people who can help you get started.

You can find orientation registration at: www.rrcc.edu/apply/new-student.

Student Email & The Rock

Red Rocks uses a web portal called "The Rock", which is your inside look at everything going on at Red Rocks. You can check your grades, register for classes, and even track your financial aid information. Make sure that you check for important updates and announcements.

Student Employment

- Current On-campus job opportunities can be viewed at https://hr.cccs.edu/jobs/search/red-rocks-cc-search-page.
- Off-campus employment can be accessed through Handshake at rrcc.joinhandshake.com.

Student Health Clinic



The RRCC Student Health Clinics are full family practice medical clinics available to all students, staff, and employees. Students pay a health clinic fee for unlimited health care visits. Faculty, staff, and employees may use the clinic for a $30 co-pay per visit. Services provided include annual physicals, well-women exams, program physicals for signature, evaluation, and treatment of common illnesses, minor procedures ($- which may have a minimal cost- i.e. wart removal), and vaccinations ($). Any prescriptions, lab tests, and imaging can be ordered by the providers as needed. Additional costs may apply.

For more information visit: www.rrcc.edu/student-health-counseling-center.

Behavioral Health Services

Located within both student health clinics, Behavioral Health Services can provide brief counseling (up to 6 sessions per semester) by a licensed therapist and is included for all students with the health clinic fee. Students may be referred to outside services based on need.

Visit www.rrcc.edu/behavioral-health-services for more information. For appointments or questions regarding medical and behavioral health, call 303-914-6655.

Healthy Minds Resource Center

The Wellness Coordinator is housed in the Healthy Minds Resource Center across from the Student Health Clinic and next to the Student Pantry. The Wellness Coordinator can assist students with wellness resources and goals. Provides trainings throughout the year on mental health first aid for students, faculty, and staff. Assists in outreach to students, faculty, and staff on well-being throughout the year. Development of campus-wide wellness and outreach through events such as mental health first aid, suicide prevention, and workshops. Collaboration with the Colorado Department of Public Health and Jefferson Center of Mental Health for community programs and resources.

Student Life

Student Life's mission is to develop holistically successful students who are committed to personal growth, leadership, and service through inclusive co-curricular programming.

Fox Life

Fox Life is your first stop for student involvement, including campus events, student organizations, and college resources. Check it out at rrcc.presence.io or download the Modern Campus mobile app.

Front Desk

The Office of Student Life is the hub for co-curricular programs and services. Here you can get information on clubs and organizations, get your student ID, borrow sporting and gaming equipment, visit the student food bank, get copies made, and more. Hours will vary by semester.

Leadership Programs

Student leadership is developed through active involvement in student employment, clubs, and student government. By engaging in these experiences, students build the skills needed





to create positive change in their lives, careers, and communities. These opportunities help students strengthen collaboration, communication, and leadership abilities while learning how to make meaningful contributions and lead with purpose.

Lockers

Located throughout both campuses, free rentals for students are available through the Student Life Desk.

Phi Theta Kappa

Phi Theta Kappa (PTK) is the largest and most prestigious honor society serving two-year colleges around the world. Phi Theta Kappa offers students numerous opportunities for scholarships, intellectual enrichment, and personal development.
For more information: www.ptk.org

Criteria for Admission: Membership in Red Rocks' PTK chapter, Alpha Kappa Sigma, is by invitation and based on academic achievement.

To be eligible, you must:

- Be enrolled in college-level courses at Red Rocks Community College
- Have completed at least 12 credit hours of college-level course work leading to an associate degree program
- Have a cumulative grade point average of 3.5 or higher

Student Activities

The office of Student Life offers activities every month from regular happenings like Movie Nights to huge events like New Student Welcome Night. Check the Student Life website, bulletin boards, TV displays, and Fox Life, an online student event site, for upcoming events.

Student Clubs

There are many student clubs on campus. Up-to-date club lists are available on the Student Life website. If you are interested in starting a club at Red Rocks, contact Sara Oviatt: 303-914-6547 or sara.oviatt@rrcc.edu

Student Government

The Student Government is comprised of Red Rocks students who represent the student body in a variety of capacities, including serving on college committees and advisory groups. Student

Government members must be enrolled in at least 6 credit hours, maintain a grade point average of at least 2.5, and be committed to attending weekly meetings and other government-related activities.

Student ID Card

Issued at the Student Life Desk next to room 1551. Bring your current class schedule and government-issued photo ID. The first ID is free, $10.00 replacement charge if lost or stolen. Student ID can also be made on the Arvada Campus. See the Front Desk.

Student Project Center

The Student Project Center, located in room 1551, is a non-instructional open lab funded with student fees. The following are available for currently enrolled students:

- High-speed Internet access
- PCs equipped with MS Office
- Campus-wide printing; limited to 100 pages per student per week

Student Recreation Center (SRC)



Student Recreation empowers our Red Rocks Community to thrive by fostering holistic lifestyles through diverse recreational experiences, meaningful connections and opportunities for student development and success. From group fitness classes and personal training to outdoor adventure trips and intramural sports, we provide opportunities for every interest, ability, and fitness level. The SRC is available to all fee-paying students and faculty/staff members.

The 35,000-square-foot Student Recreation Center designed with student input – features gym courts, weight and cardio areas, fitness studios, a rock wall, student lounges and meeting spaces and a multipurpose field.

Arvada Fitness Center



The Arvada Fitness Center offers a variety of fitness and wellness opportunities designed to meet the needs of all students. The center features state-of-the-art equipment, including free weights, squat racks, cardio machines, and functional training tools to support a range of fitness goals. In addition to the workout space, students can enjoy massage chairs and other wellness-focused amenities that promote relaxation and stress relief.

Monthly and bi-monthly wellness and sport programs are also hosted on the Arvada Campus, providing students with fun, inclusive ways to stay active and connected. Whether you're new to fitness or an experienced athlete, the Arvada Fitness Center has something for everyone.

Check out the Student Recreation website and social media for the most up-to-date hours, information, and events or contact: src@rrcc.edu or 303-914-6380.

RRCC Student Success Team

Advising, Transfer, and Special Programs

The Success Team exists to empower students through early interventions and meaningful connection within a non-judgmental space that fosters a growth mindset and supports holistic student success, so students feel supported and prepared to succeed.

Our team is here to...

- Connect students with campus and community resources.
- Address challenges before they impact a student's academic success and progress.
- Create action plans focused on building college success skills.
- Help students identify and address barriers.

Email, call, or schedule an appointment with us on Navigate.
Phone: (303) 914-6255 | Email: RRCC.StudentSuccessTeam@rrcc.edu

TRIO Student Support Services Classic and TRIO Support Service STEM Programs

The Student Support Services (SSS) programs assist participants in achieving academic and personal success. SSS provides services in academic planning, 4-yr college transfer support, financial aid guidance, financial literacy, one-on-one tutoring, and assistance in applying for scholarships. Eligible participants can be first generation, demonstrate financial need, and/or have a documented disability with RRCC Accessibility Services.

STEM Program applicants must be studying or preparing for a STEM field. Call 303-914-6764, or click www.rrcc.edu/trio-student-support-services, or stop by the TRIO SSS offices located on the 2nd floor in the Learning Commons, room 2272 and 2244, for more information.

Trefny Honors Program

Developing interdisciplinary problem solving and research skills helps students gain a competitive edge in the college transfer and scholarship process. Honors students become part of a community of scholars, are involved with advanced projects, internships, service learning, and travel opportunities through the Trefny Honors Program, providing an exceptional RRCC experience. This program is intended to help students prepare for transfer to a 4-year institution



of their choice by helping each student develop knowledge, skills, and abilities that will benefit their academic and career goals. Once admitted to the program, Honors students receive specialized advising, take Honors classes, and become part of a student community. Students may also be eligible for additional scholarships and special opportunities through this program.

Please visit the Honors page for more information at www.rrcc.edu/honors-program.

Tutoring

RRCC offers a variety of free supplemental tutoring services for all current students.

Tutoring is available in a variety of formats:

- Virtual & In-person options
- Walk-in & by-appointment options
- Online 24/7 Net Tutor via D2L
- Drop-in virtual study groups for some classes

Tutoring is available for a variety of classes & subjects:

- Communication
- English
- Math
- Sciences (BIO, CHEM, GEO, GEY, PHY)

Specialized subjects like:

- Accounting
- Computer programming
- Foreign Languages
- Graphic Design

We have several dedicated tutoring labs:

- College Prep Zone (early level English & math classes)
- Communication Lab
- EGT Lab (Engineering Graphics Technology)
- ESL/World Language Lab
- Math Lab
- Writing Center & Online Writing Center
- VAMA/MGD Lab (Visual Audio Media Arts/ Multimedia & Graphic Design)

Tutoring is a great resource for ALL students:

- Tutors are friendly, patient, & knowledgeable

Studies show that students who use tutoring:

- Are more successful in their classes
- Have higher GPA's
- Are more likely to complete their degrees/ transfer

For more information, please call 303-914-6705 or visit our website: www.rrcc.edulearning-commons/tutoring.

Veteran Services

Red Rocks Community College welcomes veterans, military, and military-connected students and has an Office of Military and Veteran Services to serve you. Only classes required for your declared degree/certificate program can be reported to the Veteran Administration (VA). Other regulations do apply. Contact the Benefits Advisor/School Certifying Official for more information, including a helpful Military & Veterans student checklist.

The Office of Military and Veteran Services is located in 1005. The Veteran Resource Center is located in 1007.

- Benefits Advisor/School Certifying Official 303-914-6127
- Military and Veteran Services Director 303-914-6327

Student Rights, Expectations, and Policy

Academic Integrity

For more information visit: www.rrcc.edu/human-resources/policies-and-procedures

Academic Progress

Suspension

If a student on Performance Support, Returning Support, or Performance Improving earns a term GPA of less than 2.00 for all classes completed during the term, the student will be suspended and will not be allowed to enroll at the College issuing the suspension for the next term unless an appeal is approved. The student may be dropped from all registered courses for an upcoming term at the College based on the College's procedures.

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

If a student who has served the suspension time wishes to return, the student will be allowed to re-enroll after completing a Petition for Re-Entry which is reviewed by an academic advisor. The Petition for Re-Entry can be found at rrcc.formstack.com/form/petition

Appeals Process

A student may appeal their suspension by completing an Academic Suspension Appeal form and scheduling an appointment with an advisor via Navigate. The appeal form can be found at rrcc.formstack.com/forms/academic_suspension.

If the student's suspension appeal is approved, the student will be allowed to register and placed on Performance Support.

Students put on Suspension will be dropped from all courses for any future terms. Students will not be able to register for courses until they meet the requirements outlined in the Academic Suspension appeal process above. Students are ultimately responsible for their enrollment and need to check their enrollment schedule for accuracy.

For more information, please review the catalog each academic year at www.rrcc.edu/schedule-and-catalog.

Suspension Rules

Summer term may not be used as a "wait out term".

Suspension Reinstatement

If a student wishes to appeal the suspension, the student will need to meet with an academic advisor to complete a Plan for Academic Success and Academic Performance Self-Assessment.

Once those are complete, the advisor will review the other steps the student must take to appeal which includes writing a personal statement and scheduling an appointment with the Director of Advising.

The Director of Advising will consider the student's appeal and make a final determination. If the Director of Advising approves the appeal, the student will be able to register. The student will remain in suspension and will not be able to make any registration changes without first contacting the Director of Advising.

For more information visit www.rrcc.edu/advising and scroll down to "Academic Progress Policy."

Credit Completion Progress

For more information visit: www.rrcc.edu/advising/academic-progress-policy

www.rrcc.edu/fin-aid/sap

Academic Renewal

All course work taken at RRCC is reflected on your permanent transcript. However, you can petition to remove up to 30 credit hours of substandard (D or F) grades earned from your cumulative grade point average (GPA) by submitting a Petition for Academic Renewal.

The following terms apply:

- Before submitting the required written request, you must wait a minimum of two academic years from the last term being considered for the petition.
- You also must have completed a minimum of six credit hours of new course work at RRCC, after the substandard course work, with a GPA of 2.0 or higher from the new courses.
- Only courses that were taken a minimum of two years before the petition is submitted can be included in the petition.
- Developmental courses (i.e., courses with earned grades that begin with P/, F/, S/, or U/) are not eligible for renewal.
- You may petition only once to remove grades and credits from your cumulative GPA.
- Once Student Records has removed these grades and credits from your cumulative GPA, they cannot be reinstated or used for any degree or certificate. The grades and credits will still appear on your permanent academic transcript.
- Credit hours earned for courses eliminated from your GPA for Academic Renewal will remain deducted from your remaining COF stipend eligible hours

Fair and Accurate Credit Transactions Act (FACTA)

In accordance with the Fair and Accurate Credit Transactions Act (FACTA) of 2003, Red Rocks Community College adheres to the Federal Trade Commission's (FTC) Red Flag Rule (A Red Flag is any pattern, practice, or specific activity that indicates the possible existence of identity theft.), which implements Section 114 of the FACTA and to the Colorado Community College System's Identity Theft Prevention and Detection Program, which is intended to prevent, detect and mitigate identity theft in connection with establishing new covered accounts or an existing covered account held by the Colorado Community College System (System or CCCS) or one of its thirteen (13) community colleges, and to provide for continued administration of the Program.

For more information: www.rrcc.edu/disclaimers-and-legal-notices, and scroll to "Legal Notices."

Notification of Rights Under FERPA for Post-Secondary Institutions

Family Education Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights are afforded to the students at the time of admission. These rights include:

- The right to inspect and review your education records within 45 days of the day Red Rocks Community College (RRCC) receives an access request. You should submit to the Associate Registrar, a written request that identifies the record(s) you wish to inspect. The Associate Registrar will make access arrangements and notify you of the time and place where the records may be inspected. If the records are not maintained by this office, you will be advised of the correct official to whom the request should be addressed.
- The right to request the amendment of your education records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. If you wish to ask RRCC to amend a record, you should write the Associate Registrar of Student Records who will notify the college official responsible for the record; and clearly identify the part of the record to be changed and why it is inaccurate or misleading. If the College decides not to amend the record as requested, the College will notify you in writing of the decision and your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before RRCC discloses personally identifiable information from your education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); another system college; a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, the National Student Clearinghouse, state or federal authorities, and accrediting agencies. A College official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the College. Upon request, the College discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll or after enrollment.

RRCC may share educational records with parents in the following circumstances: for a student who is dependent under the I.R.S. tax code, a student under 21 years old who has violated a law or the school rules or policies governing alcohol or substance abuse, and when the information is needed to protect the health or safety of the student or other individuals in an emergency.

The Colorado Community College System considers the following to be directory information: your name, major field of study, participation in officially recognized activities and sports, dates of your attendance, degrees/certificates and awards earned, most recent educational institution attended, and enrollment status (full time, part-time, etc.). RRCC staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing. Additionally, name, address, phone number, birth date, level of education, field of study, and degree received may be released to military recruiters upon request by the Solomon Amendment.

All other information contained in your records is considered private and not open to the public without your written consent. If you do not want your directory/public information released to a third party, you may sign a "Directory Restriction" form. This form will remain in effect until you cancel the request for nondisclosure. For more information contact Student Records at 303-914-6254.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5901

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records including your Social Security Number, grades, or other private information and may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Smoking and Tobacco Policy



State Executive Order Making RRCC A Tobacco-Free Campus on July 1, 2019, On November 2, 2018, the Governor of Colorado enacted an Executive Order making all State owned or leased buildings and grounds 100% tobacco-free. The campuses of the Colorado Community College System are covered by this order. On July 1, 2019, the policy will go into effect on the Red Rocks Community College (RRCC) campuses/properties. The information, below, has been provided to support students, staff, faculty, and visitors in understanding and preparing for this policy change.

What is included in the executive order?

The Governor's Executive Order (B 2018 011) states that the "sale and use of tobacco products, vaping products, and e-cigarettes are prohibited in all buildings and on all grounds owned or leased by the state."

To read the full Executive Order visit rrcc.smartcatalogiq.com/en/current/catalog/student-rights-and-responsibilities/smoking-on-college-grounds.

Not included in the order are nicotine replacement therapies (nicotine patches, gum, lozenges, inhalers, etc.) approved by the Food and Drug Administration (FDA) for tobacco cessation.

How will this affect RRCC campuses?

RRCC is committed to providing an environment for students, faculty, staff, and guests that is conducive to learning and working and that promotes the health and well-being of all members of the community. As part of this commitment, RRCC campuses will be tobacco-free beginning July 1, 2019, in alignment with and support of the intention of the State Executive Order.

Having a campus environment where all staff, students, faculty, and visitors are welcomed, valued, and respected is of utmost importance.

Where students, faculty, staff, and visitors can/cannot use any form of tobacco:

Starting July 1, 2019, smoking and vaping in any form (cigarettes, pipes, water pipes/ hookah, electronic smoking devices, etc.) and all other forms of tobacco use (use of chew, snuff, snus, dip, etc.) is prohibited on all properties of RRCC, including in buildings, parking lots, recreational areas, and all areas currently designated for tobacco use. Use is permitted only in areas that are not State/RRCC property. Reminder: The Cities of Arvada and Lakewood prohibit smoking/ vaping at public transit waiting areas (bus stops/shelters, light rail platforms, etc.).

It is the hope of campus leadership that punitive enforcement activities are rarely if ever needed.

Student Behavioral Expectations and Responsibilities

Resolution Procedure

[Effective for 2021-2022 Academic Year] SP 4-30a

EFFECTIVE: July 1, 1998
RETITLED: September 14, 2000
RETITLED: August 25, 2001
REVISED: January 10, 2011
REVISED: May 9, 2012
REVISED: July 31, 2013
REVISED: June 1, 2014
REVISED: October 1, 2014
REVISED: June 30, 2015
REVISED: October 1, 2019
REVISED: February 10, 2021
REFERENCE(S): Board Policy (BP) 4-30, Student Behavioral Expectations and Responsibilities
APPROVED:/ Joe Garcia / Joseph A. Garcia Chancellor

Application

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

Basis

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

Definitions

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

Jurisdiction

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

- Any action that constitutes a criminal offense as defined by federal or Colorado law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the System or the College is located.
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others; and/or Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder.
- Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the System or the College's control (e.g., not on System or College networks, websites, or between System or College email accounts) will only be subject to this procedure when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the First Amendment to the Constitution.

Equity Statement

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

Student Code of Conduct

Initiating a Conduct Process

Any member of the System community may allege a violation by any student of the Code by reporting the matter to the appropriate SSAO. The SSAO manages reports of Code violations made under this procedure and may delegate this responsibility. Students, faculty, instructors, staff, authorized volunteers, and guests are encouraged to report behavior that

potentially violates the Code or that may be criminal in nature. Formal reports can be made by completing a College incident report.

If the conduct is believed to be criminal in nature, the SSAO should immediately report the alleged violation to campus law enforcement or security or external law enforcement.

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

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

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

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

Interim Actions

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

Interim No Trespass

The SSAO may issue a "Cease Communications," "No Contact," and/or "No Trespass," directive, also referred to as a persona non grata.

Interim Suspension

This interim suspension includes attending classes and events pending a final outcome. This interim suspension begins immediately upon notice from the SSAO. In cases where a student is banned from campus on an interim basis, they will be subject to immediate arrest for trespass if they are on campus until the exclusion has been lifted. A meeting with an SSAO is then scheduled as soon as possible to determine the appropriate conduct resolution pathway. Any other outcome listed in this procedure below may also be imposed on an interim basis.

In all cases in which an interim action is imposed, the individual will be allowed to meet

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

Conduct Resolution Pathways

Alternative Conflict Resolution

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

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

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

Formal investigation

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

Investigation

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

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

Decision

Once the investigation is complete, the SSAO shall render a decision as to whether a violation of the Code has occurred. The determination shall be based on the preponderance of evidence standard: whether it is more likely than not that the student violated the Code. The decision shall address whether alleged conduct occurred; whether and how the conduct violated the Code; and impose an outcome, if appropriate. Notification of the decision in writing will be provided by the SSAO to the Respondent and

any other involved parties, as appropriate. The decision will include information regarding the applicable appeals process. The decision is part of the student's educational record.

Outcomes

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

Loss of Privileges

The student will be denied specific privileges for a designated period of time, from one to three semesters or one academic year. Building/Access Restriction: The student will be denied access to specific campus locations, from one to three semesters or one academic year.

Restriction on Visitation Privileges

Restrictions that may be imposed on a residence hall student or non-residence hall student. The parameters of the restriction will be specified.

Eligibility Restriction

The student is deemed "not in good standing" with the College for a specific period of time, from one to three semesters or one academic year. Specific limitations or exceptions may be granted by the SSAO, and terms of this outcome may include, but are not limited to, the following:

- Ineligibility to hold any office in any student organization recognized by the College or maintain an elected or appointed office at the College.
- Ineligibility to represent the College in any way, including, but not limited to participating in the study abroad program, attending meetings, or representing the College at an official CCCS function, event, or intercollegiate competition as a player, manager, or student coach, etc.

No Contact Orders

If a "no contact" order is issued, it is the responsibility of the student not to have any contact with the individual(s) named in the order, directly or through third parties, or electronically/online until the order is officially removed by the SSAO. College Housing Reassignment: Reassignment to another College housing facility.

Restitution

Compensation for damage caused to the College or any individual's property. This could also include situations such as failure to return a reserved space to proper condition, including labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen. Referral for Treatment/Assessment: These include, but are not limited to, alcohol or drug education programs, anger management, or other relevant assessment and treatment programs. Some outcomes may include a cost or fee. College/Community Service Requirements: Completion of a specific supervised College/Community service.

Confiscation of Prohibited Property

Items whose presence is in violation of College policy (pipes, bongs, weapons, etc.) will be confiscated. Prohibited items may be handled, disposed of, or returned to the owner at the discretion of the SSAO.

Educational Program/Project

Requirement to complete an educational or reflection project designed to support students in their understanding of the overall impact of their behavior, or a requirement to attend, present, and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about the violation for which the student was found responsible. Audience may be restricted.

Warning

An official notice that misconduct has occurred and/or that future specific behavior could result in more severe restrictions, conditions, and outcomes.

Probation

A period of time in which the privilege of continuing as a student is conditioned upon meeting certain requirements. Any violation or failure to comply with restrictions while on probationary status could be escalated for further outcomes, including removal from CCCS. Additionally, students on probationary status typically will be required to meet with SSAO or other College personnel for follow up meetings. Probationary status may range from one semester up to the duration of time at CCCS.

Suspension

Separation from a College for a specific minimum period of time, after which the student is eligible to petition the SSAO for permission to return. Eligibility for return may be contingent upon satisfaction of specific conditions. The student is required to vacate the campus immediately upon receipt of notification of a suspension. During the suspension period, the student is restricted from College property, functions, events, and activities without prior written approval from the SSAO. Additionally, students may be suspended from one class period per incident by the responsible faculty member or instructor without triggering this procedure. Any longer suspension must be referred to the SSAO.

Expulsion

Permanent separation from CCCS. The student is banned from CCCS College properties and the student's presence at any CCCS-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

No Trespass

The College may issue a "No Trespass" directive, also referred to as a persona non grata.

Other

Additional or alternate restrictions, conditions, or outcomes that promote reflection and holistic student development (e.g., creative expression, community restoration project) may be created and designed as deemed appropriate to the violation.

Appeal of Formal Investigation Decision

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

If an outcome other than suspension or expulsion is imposed as a result of a formal investigation, a student may request in writing a discretionary appeal to the designated Appellate officer. A request for a discretionary appeal must be in writing and submitted to the Appellate officer within five (5) business days of the notice of decision. The Appellate Officer must notify the student in writing of whether the appeal will be permitted and if permitted, the below appeal deadlines apply from the date of that decision.

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

Important Information about Appeals

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

Appeals Criteria

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

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

Initial Review of Appeal

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

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

Upon receipt of an appeal, the Appellate Officer shall conduct an initial review to determine if the appeal meets the limited appeals criteria and is timely. The student will receive notification about the decision of the initial review of the appeal within five (5) business days of receipt of the student's appeal. If the appeal is found to meet these criteria, the Appellate

Officer shall give written notice to other involved parties, if applicable, to allow the other parties an opportunity to provide a response to the appeal.

Appeal Determination

If it is determined an appeal meets the appeal criteria, the Appellate Officer will review the appeal. In reviewing the appeal, the Appellate Officer may only consider the information contained in the record of the case but may seek clarification of the decision rendered by the SSAO. Upon review of an appeal, the Appellate Officer shall have the authority to: Deny the appeal and affirm the initial decision and outcomes. Find that a material procedural error occurred (e.g., substantiated bias, material deviation from established procedures) that impacted the outcome and refer the case back to the SSAO or an alternate designee with instructions to reconvene the investigation and/or the Appellate Officer may otherwise correct the procedural error.

Find that the student has presented new information that is material to the decision or outcome of the case. Upon this finding, the Appellate Officer shall conduct or request appropriate additional steps (such as requesting additional investigation by the SSAO) and/or modify the decision and outcome accordingly. The Appellate Officer will notify the student in writing of the decision, typically within ten (10) business days of completing the review.

During this appeal process, if the Appellate Officer requires additional time, they shall promptly notify the parties.

Student Records

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

Financial

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

Retaliation

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

Revising this Procedure

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

APPENDIX A

Code of Student Behavioral Expectations and Responsibilities Statement (Code)

A College community is defined by its values for learning, teaching, and service that reflect academic excellence, holistic student development, and societal impact. To guide student success, the Colorado Community College System (CCCS) has created the Code of Student Behavioral Expectations and Responsibilities (Code), which includes standards of behavior that support an engaged learning environment for all students.

The Code embraces the institutional values of integrity, excellence, learning, diversity, intellectual freedom, and equal opportunity, and is rooted in conflict resolution practice to support students in resolving their own conflicts.

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

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

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

The Code

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

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

Abuse of Conduct Process

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

- Falsification, distortion, or misrepresentation of information.
- Failure to provide, destroy, or conceal information during an investigation of an alleged Code violation.
- Attempting to discourage an individual's proper participation in or use of, the campus conduct system.
- Inappropriately influencing any member of the campus community with conduct authority prior to, during, and/or following a campus conduct proceeding. Influencing or attempting to influence another individual to commit an abuse of the campus conduct process.

Academic Integrity

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

Cheating

The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to:

- Using books, notes, or calculators or copying from or conversing with others during examinations (unless such external aids are permitted by the instructor).
- Having someone else do research, write papers, or take examinations for someone else.
- Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).
- Stealing, distributing, selling, and buying tests or having someone take an exam on someone else's behalf.

Fabrication

The invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to:

- Inventing the data for a scientific experiment.
- Inventing the title and author of a publication in order to use the invented publication as a source.
- Knowingly attributing material to an incorrect source.

Plagiarism

The act of using someone else's work without giving proper credit to the original source. The work can be written, artistic, musical, language, symbols, or media. Reusing one's own work without proper citation (or approval of instructor) is also plagiarism.

Alcohol/Drugs

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

Animals/Pets



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

Please see BP 16-70: Animals on Campus for information related to service animals and emotional support animals. Please see the appropriate handbook for regulations and processes for animals and pets in student housing, where applicable.

Bullying/Non-physical Abuse

Bullying includes repeated and/or severe aggressive or negative actions or behaviors intentionally or reasonably likely to intimidate, hurt, control, or diminish another person, physically, mentally, or emotionally. Bullying may include direct or indirect communications in verbal or nonverbal form and specifically includes bullying by electronic means (e.g., cyberbullying). For more information and compliance, see SP19-10, Bullying/Violence/Firearms on Campus.

Damage and Destruction

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

Deceitful Acts

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

Collusion

Action with another or others to violate the Code.

Falsification

Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments, including electronic forgery and/or manipulation.

Discrimination and Harassment

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

A hostile environment occurs when a person is subjected to verbal or physical conduct based on a protected class that is sufficiently severe, persistent or pervasive, and objectively offensive to alter the conditions of a person's employment or unreasonably interfere with a person's ability to participate in or benefit from CCCS educational programs or activities, from both a subjective and objective viewpoint.

Quid Pro Quo is a type of sexual harassment that exists when an employee conditions the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Sexual harassment includes, but is not limited to, dating violence, domestic violence, stalking, and sexual assault.

For more information and how to file a complaint regarding discrimination or harassment, including sexual misconduct, see BP 19-60 – Prohibition of Discrimination, Harassment, or Retaliation and SP19-60a: Civil Rights and Sexual Misconduct Resolution Process.

Disruptive Behavior

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

Endangerment or Defacement

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

Failure to Comply

Failure to comply with or follow the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.

Failure to comply with or follow the directives and/or sanctions imposed under CCCS policies and procedures. Failure to identify oneself to College officials, acting in their official capacity, when requested to do so.

Fire Safety

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

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

Gambling

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

Harm to individuals

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

- Violent Behavior includes any act or threat of physical, verbal, or psychological aggression, or the destruction or abuse of property by any individual.
- A threat is defined as direct or indirect, verbal or non-verbal conduct (including those made in person, by mail, over the telephone, by email, or by other means) intended to result or reasonably resulting in intimidation, harassment, harm, fear or endangerment of the safety of another person or property.

For more information and compliance, see SP 19-10, Bullying/Violence/Firearms on-campus.

Hazing

Defined as an act that endangers the psychological, emotional, intellectual, and/or physical health and/or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team, or organization.

Additionally, any act that places a student in a subservient role within an organization is considered hazing. Participation or consensual cooperation by the individual(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and failing to report those acts may also violate this code.

Indecent Exposure

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

Retaliation

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

Rioting

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

Theft

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

Tobacco Violation

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

Trademark Violation

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

Unacceptable Use of College Equipment, Network, or System

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

For more information, see SP 4-32a: Student Electronic Communications Acceptable Use.

Unauthorized Access and Entry

Unauthorized access to any College facility, including misuse of keys, cards, restricted access areas, or unauthorized possession, duplication, or use of other individual's means of access to any College facility; failing to provide a timely report of a lost College identification card or key; misuse of access privileges to College premises or unauthorized entry to or use of facilities, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a College facility.

Violation of Laws, Directives, and Signage

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

Firearms On Campus

In compliance with SBCCOE policy BP 19-10 concerning firearms on campus (May 1982), Red Rocks Community College is establishing this procedure for the safety of all individuals within the campus buildings and/or on campus grounds.

No person(s) will be allowed to carry firearms, explosives, oversized knives or any dangerous "look-alike" weapon and/or any dangerous weapon that could potentially harm an individual while within the buildings or on the grounds used by and controlled by Red Rocks Community College, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects, such as arrows, axes, machetes, nunchaku, throwing stars, or knives with a blade of longer than three (3) inches.

- Those with a valid concealed carry permit may carry concealed firearms only in campus parking areas. For further information, please consult the Campus Police Department.
- Possession of an instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy. Intentionally or recklessly using and/or possessing a weapon or any other item in such a way that would intimidate, harass, injure, or otherwise interfere with the learning and working environment of the College shall face increased consequences. For more information and compliance, see SP 19-10: Bullying/Violence/Firearms on Campus.

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

Group Violations

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

- Violation(s) take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or implied.
- Violation(s) have received the consent or encouragement of the organization or of the organization's leaders or officers.
- Violation(s) were known or should have been known to the membership or its officers. Conduct meetings for student groups or organizations shall also follow the Student Behavioral Expectations and Responsibilities Resolution Procedure. In any such action, individual determinations as to responsibility will be made and restrictions, conditions, and outcomes may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization. Procedures will begin with communication with the President or leadership of said organization.

Amnesty

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

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

APPENDIX B - DEFINITIONS

Alternative Conflict Resolution

Alternative conflict resolution is a process of addressing differences that allow everyone involved to find a way to work together. Differences may be personal, financial, employment, political, emotional, or interpersonal. It is an alternative to a formal investigation of a reported violation. There are many types of alternative conflict resolutions that may be utilized to work through conflict that may arise. Examples include [1]:

Dialogue

Students engage in a conversation to gain understanding or to manage a conflict independent of intervention or third-party facilitation.

Conflict Coaching

Students seek counsel and guidance from the Division of Student Affairs to learn more about their own conflict styles and strategies to engage in conflict in a more effective and independent way.

Facilitated Dialogue

Students access the Division of Student Affairs for facilitation services to engage in a conversation to gain understanding or manage a conflict with another party. In a facilitated dialogue, parties maintain ownership of decisions concerning the conversations or any resolutions of a conflict.

Mediation

Students access the Division of Student Affairs to serve as a third party to coordinate a structured session aimed at resolving a conflict and/or constructing a resolution agreement for the parties involved.

Restorative Justice Practices (conferences, circles, and boards)

The Division of Student Affairs provides space and facilitation services for students taking ownership for harmful behavior and those parties impacted by the behavior to jointly construct an agreement to restore community.

Shuttle Diplomacy

A Resolution Coordinator actively negotiates an agreement between two parties who do not wish to directly engage with one another.

Complainant

The complainant is a person who is subject to alleged inappropriate or unlawful behavior.

For purposes of this procedure, a Complainant can be a CCCS employee, student, authorized volunteer, guest, or visitor.

Due Process

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

Notification

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

Outcomes

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

Preponderance of the Evidence

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

Reasonable Cause

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

Reporting Party

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

Respondent

Individual(s) against whom the report was filed.

Resolution Coordinator

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

Senior Student Affairs Officer (SSAO)

The individual designated by the College President to oversee student affairs and be responsible for administering the Code of Student Behavioral Expectations and Responsibilities. The SSAO may delegate some or all aspects of this procedure to another individual (designee/Resolution Coordinator). All references in these procedures to the SSAO include any designee.

Note: Previously referred to as Chief Student Services Officer (CSSO); other policies and procedures may also refer to this role as CSSO.

Student

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

Third Party

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

Student Rights and Responsibilities

All students at Red Rocks Community College have rights as students, which are outlined below.

Freedom of Access to Higher Education

Red Rocks welcomes high school graduates or non-graduates 17 years or older who might benefit from our instructional programs and courses. High school students under the age of 17 may also have the opportunity to enroll through high school concurrent enrollment programs. Students under the age of 17 may apply for a "Waiver of Admissions Requirements" by contacting the office of the Vice President for Student Services. To be considered for underage admissions, students must complete a waiver application, take the Placement Test in the Assessment Center, and may be required to submit a monitored writing sample. Students under the age of 15 will only be considered if they have received a high school diploma.

Admission

Red Rocks has the right to review the applications of all persons wishing to enroll at the College. Those who do not appear to have the qualification to profit from instruction may be denied admission to Red Rocks. When an applicant's qualification for admission is questionable, the Director of Enrollment Services will determine whether the applicant is to be admitted. The Director's decision may be appealed to The President of the College.

Continued Enrollment

Once admitted, if a student's actions on campus give reasonable cause to believe that he/she is unqualified to participate in the College's programs and activities, that student may be denied further enrollment at the institution. Such a decision will be made after an examination of issues associated with the student's behavior pattern. This may include consultation with professional staff members at the College as well as a medical or psychiatric evaluation at the student's expense by an outside consultant if necessary.

Classroom Rights

The instructor in the classroom and in the conference must encourage free discussion, inquiry, and expression. Student performance must be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Protection of Freedom of Expression

Students are free to take reasoned exception to the interpretation of data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course in which they are enrolled.

Protection Against Improper Evaluation

Students have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for achieving standards of academic performance established for each course in which they are enrolled.

Protection Against Improper Disclosure

Information about students' views, beliefs, and political associations are considered confidential, and under no circumstances will become a part of their records or transcripts. Judgment of ability and character may be provided upon appropriate circumstances with the consent of the student, in cases where the student is a minor, or if legal mandates dictate.

Protection Against Sexual Harassment

Students have protection against sexual harassment by Red Rocks employees as well as other students as outlined in the College Affirmative Action and Equal Opportunities policies.

Protection Against Instructor Unavailability

Students have the right to expect faculty and advisors to post and maintain office hours.

Student Affairs

In student affairs, certain standards must be maintained if the freedom of the student is to be preserved.

Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the College community. They are free to organize and join associations to promote their common interest, as long as they do not disrupt the College or violate its rules and regulations. The membership, policies, and actions of a student organization will be determined only by those persons who are enrolled as fee-paying students at Red Rocks. Affiliation with extramural organizations is permitted provided the organization adheres to College policies, procedures, and regulations. Such organizations must be open to all students without respect to age, religion, national origin, or physical limitations (except for religious qualifications that may be required by the organizations whose aims are primarily sectarian). Campus advisors approved by the Student Life Director are required for each organization. If the student organization cannot secure an advisor, the resources of the Student Life staff may be utilized until an advisor is secured as required by the student organizational council regulations.

Advisors may advise organizations in the exercise of responsibility, but they do not have the authority to control the policy of such organizations. Student organizations are required to submit a statement of purpose, criteria for membership, rules or procedures, and a current list

of officers as a condition of institutional recognition. A recognized club or organization may lose its official recognition and be suspended if the actions of its officers or members, or activities of the organization as a whole, violate College policies, procedures, or regulations.

Freedom of Inquiry and Expression

Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinion publicly and privately. They shall always be free to support causes by orderly means that do not disrupt the operations of the College. In their public expressions or demonstrations, students and student organizations speak only for themselves. Student organizations may invite anyone they choose to speak or exhibit on campus, provided state and College policies and procedures are followed. If a political speaker is invited, candidates or representatives of other political parties must also be given the opportunity to present. Institutional control of campus facilities may not be used as a device for censorship. Sponsorship of guest speakers does not necessarily imply approval of views expressed either by the sponsoring group or the institution.

Facilities and services of the College are open to all of its enrolled students provided they are used in a manner appropriate to the College community and in compliance with College procedures. The Student Center maintains information on policies and procedures for the use of facilities.

Student Participation in Institutional Government

As members of the College community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the Student Government in both its general and specific responsibilities shall be made explicit and the actions of the Student Government shall be reviewed only through orderly and prescribed procedures.

Student Publications

Student publications and the student press are an invaluable aid in establishing an atmosphere of free and responsible discussion and intellectual exploration at the College. They are means of bringing student concerns to the attention of the faculty and institutional authorities, and of formulating student opinion on various issues at the College and in the world at large.

The institution, as the publisher of the student publication, may have to bear the legal responsibility for the content of the publication. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of student publications, the standards to be used in their evaluation, and the limitations of external control of their operation. At the same time, the editorial freedom of student editors and managers entails responsibilities to be governed by the canons of good journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

- The student press shall be free of censorship and advance approval of copy, and its managers and editors shall be free to develop their own editorial policies and news coverage.
- Editors and managers of student publications may not be arbitrarily suspended or removed because of student, faculty, administrative, or public disapproval of editorial policy or content.
- Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures.
- The agency responsible for the appointment of editors and managers is the agency responsible for their removal.

All student publications financed and published by the College must explicitly state on the editorial page of the publication that the opinions expressed are not necessarily those of the College or its student body.

Distribution of Literature

It is the intent of the College to provide for the exchange of ideas in an orderly fashion and without disruption to the College. Red Rocks makes the distinction.

Off-Campus Freedom of Students

Red Rocks Community College students are both citizens and members of the College community. As citizens, students may enjoy the same freedom of speech, peaceful assembly and petition rights that all other citizens enjoy. As members of the College community, they are subject to the same obligations that accrue to them by virtue of this membership. Faculty members and administrative officials must ensure that institutional powers are not employed to inhibit the intellectual or personal development of students promoted by their exercise of rights of citizenship both on and off campus.