

2019

**STUDENT**  
RED ROCKS COMMUNITY COLLEGE  
**HANDBOOK**

2020

**2019 - 2020**

# Student Handbook



**13300 West Sixth Avenue  
Lakewood, Colorado 80228  
303.914.6600**

**10280 W. 55TH Avenue  
Arvada, Colorado 80002  
303.914.6010**

**[www.rrcc.edu](http://www.rrcc.edu)**

**You can also find us at:**

[facebook.com/redrockscclakewood](https://www.facebook.com/redrockscclakewood)

[twitter.com/rrccedu](https://twitter.com/rrccedu)

[linkedin.com/company/red-rocks-community-college](https://www.linkedin.com/company/red-rocks-community-college)

[youtube.com/user/redrockscclakewood/featured](https://www.youtube.com/user/redrockscclakewood/featured)

**This handbook was produced by the Office of Student Life  
at Red Rocks Community College and funded with student fees.**

**All information listed in this handbook is subject to change.**

All services and activities listed are available at the Lakewood campus only,  
unless otherwise indicated; Arvada Campus availability will be noted.

All suggestions for changes should be brought to the attention of the Office of  
Student Life. Contact Mika Matzen: 303.914.6371 or [mika.matzen@rrcc.edu](mailto:mika.matzen@rrcc.edu)

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# TOBACCO/ SMOKE-FREE AT RRCC



The sale and use of tobacco products, vaping products, and e-cigarettes are prohibited in all buildings and on all grounds.



Specific rules regarding the CCCS smoking policy can be found on page 40



# 2019 Academic Calendar

## Fall 2019

Registration for Fall 2019 Semester begins	April 1, 2019
New Student Welcome Night (Lakewood campus)	August 13, 2019
15-week Weekend Classes begin	August 16, 2019
15-week Classes begin	August 19, 2019
7.5-week Accelerated Session I begins	August 19, 2019
14-week online classes begin	August 26, 2019
No classes after 5:00 p.m.	August 30, 2019
No classes; Labor Day Weekend (both campuses closed)	Aug. 31 - Sep. 2, 2019
7.5-week Accelerated Session II begins	October 10, 2019
No classes; All-College Development Day	October 29, 2019
Spring 2020 Registration begins	November 4, 2019
No classes; Fall Break (both campuses open)	November 25–29, 2019
Thanksgiving Holiday (both campuses closed)	November 28, 2019
Fall Session ends	December 10, 2019

# Welcome from the President

It is my pleasure to welcome you to Red Rocks Community College where we are proud to support the educational dreams of our students. Red Rocks enhances our community by providing a superior education full of possibilities that enriches lives and builds careers.

Red Rocks Community College provides a welcoming college environment. We employ top faculty who bring real-world, professional experience along with passion for teaching and mentoring students.

Here are a few more things you should know about our college:

- Known for rigorous academics, Red Rocks transfers more students to Colorado School of Mines than any other college in the nation. RRCC also provides an integrated pathway to nursing degree at University of Colorado Anschutz Medical Campus.
- Our new Dr. John U Trefny Honors Program develops future leaders in STEM fields by providing opportunities for advanced research projects, internships, service learning, and travel.
- RRCC is the first community college in the nation to offer a master's degree. Our Master of Physician Assistant Studies prepares students to enter one of the most sought-after careers in the U.S. We will celebrate our first graduating master's degree class in 2019.
- The RRCC Foundation has provided over \$5 million in scholarships to nearly 3,000 students to date.
- Our Phi Theta Kappa honor society repeatedly receives international awards, including Top 10 Chapter among 1,300 around the world.
- Thanks to a \$22.5 million expansion, our Arvada campus provides cutting-edge health career training as well as general education instruction in a new state-of-the-art learning environment.
- Red Rocks recently celebrated the opening of a new 35,000 square foot student recreation center.

Welcome to our community. We are here to help you succeed!

Dr. Michele Haney

President, Red Rocks Community College

# Our Mission

## Vision

We envision Red Rocks as a national and international leader in community college education that is recognized for accomplishments of our students' goals, engagement with our community, empowerment in our workplace, and commitment to our values.

## Mission

Our mission is to provide students with opportunities for growth and development that set the foundation for self-directed learning, academic achievement, and career accomplishment. We do this through high quality innovative educational programs that convey our passion for learning, our commitment to excellence, our dedication to our students, and the communities we serve.

**For more information visit: <http://www.rrcc.edu/about-us/our-mission>**



## RRCC Common Learning Competencies

An RRCC graduate is a **Critical Thinker** (including information 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 time lines; 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.

## 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 format, testing accommodations and assistive technology are some of the accommodations and services that are provided.

\*By appointment on the Arvada Campus

**Call: 303.914.6733 or email: [access@rrcc.edu](mailto:access@rrcc.edu)**

Interpreting for the Deaf or Hard of Hearing People

**Call: 303.914.6732 or 720.336.3893 (VP) or [stacy.roe@rrcc.edu](mailto:stacy.roe@rrcc.edu)**

## Admissions and Records

### 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.

**Call: 303.914.6600 or email: [admissions@rrcc.edu](mailto:admissions@rrcc.edu)**

### Assessment

If you are a new student, the state of Colorado mandates you take an assessment test for basic skills in reading, sentence skills, and mathematics. Accuplacer, the assessment test, helps you and your advisor make appropriate course choices.

Call: 303.914.6720 or email: [assessment.center@rrcc.edu](mailto:assessment.center@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 [www.rrcc.edu/cof](http://www.rrcc.edu/cof)

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.

**Call: 303.914.6254 or email: [cof@rrcc.edu](mailto:cof@rrcc.edu)**

### Credits and Degrees

Meet with a faculty or academic advisor to learn about the requirements for each degree.

**Call: 303.914.6255 or email: [advising@rrcc.edu](mailto:advising@rrcc.edu)**

## Drops and Withdrawals

It is important to know the drop and withdrawal dates for all your classes. If the class is a traditional 15-week course (8-9 weeks in summer), the dates are listed on the class schedule calendar page. For all other courses; you can find out what your drop and withdrawal dates are by looking in the class schedule's course listing. 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.

**NOTICE:** To drop a class, you must do so by the drop date for that class. Classes dropped after the drop date result in a "W" grade and are considered a withdrawal, you will also be responsible for full payment of the class.

**Call: 303.914.6600 or email: [admissions@rrcc.edu](mailto:admissions@rrcc.edu)**

## Graduation Audit and Graduation Application

When you have successfully completed 42 credits, you are usually only 18 credits away from graduating with one of the associate degrees that RRCC offers. At this point it is important for you to initiate a graduation audit and to meet with a faculty or academic advisor so that they can assist you as you plan to complete the required courses for the degree you are seeking.

- You may request a degree audit by email for all Associate of Arts, Associate of Science, and Associate of General Studies degree plans. Send an email from your Red Rocks student account to [advising@rrcc.edu](mailto:advising@rrcc.edu), along with your student number and specific degree. You can expect to have your audit returned within one week of receipt.
- Near the beginning of the semester in which you want to graduate, submit a graduation application form by the date listed in the current semester's schedule. The application form is available online at [rrcc.edu/admis/gradap.html](http://rrcc.edu/admis/gradap.html)  
Meet with an academic or faculty advisor so that they can assist you with the graduation application process.

## Red Rocks 101 Online Orientation

Red Rocks 101 is an online orientation designed to help students start college on the right track. You'll be introduced to all that Red Rocks Community College has to offer, including 300+ degree and certificate programs, a variety of student services, and plenty of opportunities to get involved on campus! This orientation is mandatory for all students.

**You can find the orientation at: <http://www.rrcc.edu/orientation/>**

**Call: 303.914.6600 or email: [admissions@rrcc.edu](mailto:admissions@rrcc.edu)**

## Advising

Experienced advisors are available in the Advising Center on both the Lakewood and Arvada campuses to provide guidance and information to prospective, new, and current students. The following services are available in academic advising:

**Academic Advising** - Assist you in identifying what courses are needed to fill academic requirements.

**Guidance** - Help undeclared majors choose next course of action.

**Information** - Provide information for course sequencing and prerequisites.

**Assessment** - Help students choose appropriate courses and programs based on assessment results.

**Referrals** - Refer students to faculty for further program information and assistance in choosing a major.

**Semester/Degree Planning** - Assist with planning a semester schedule before registration.

**Transfer Assistance** - Program plan for students intending to transfer to a four year school.

**Graduation Evaluation** - Evaluate courses to make sure students meet graduation requirements for their degree.

**Call: 303.914.6255 or email: [advising@rrcc.edu](mailto:advising@rrcc.edu)**

**For the Arvada campus call 303.914.6010**

## Communication Lab

The Comm Lab is designed to tutor students across the curriculum in all stages of oral presentations. Students can receive help with developing speaking outlines, creating visual aids, increasing confidence in delivery and managing speaker anxiety. Additionally, students have the opportunity to record their presentations in our rehearsal studios and receive tutor feedback. The Communication Lab also provides support in the use of a variety of audio recording and video editing platforms utilized in the creation of digital stories and other multimodal presentations. Come visit us on the Lakewood Campus inside the Library in room 2264. You may contact the Lab at 303-914-6182 or visit our webpage for current hours or to make an appointment: <https://www.rrcc.edu/communication/comm-lab>

## Financial Information and Assistance

### Financial Aid

Just about everyone who applies for financial aid is eligible for some form of assistance - and that's the key: you have to apply to find out what's available for you. You must complete the "Free Application for Federal Student Aid" (FAFSA) for all types of financial aid, including grants, loans, work-study jobs, and some scholarships. The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Call: 303.914.6256 or email: [finaid@rrcc.edu](mailto:finaid@rrcc.edu)**

### Foundation Scholarships

The Red Rocks Foundation provides over \$300,000 in scholarships each year to students based on both merit and need. Scholarship amounts vary, but range from \$1,000 - \$5,000. Applications can be found on the Foundation section of the Red Rocks website, in the Foundation office (Room 1133), the Financial Aid office, and at the Health Sciences Campus front desk. Applications are due each spring and will be considered for the following fall/spring semester awards – Check for specific deadline with the foundation office.

**Call: 303.914.6308 or email: [travis.ogburn@rrcc.edu](mailto:travis.ogburn@rrcc.edu)**

## Student Health Clinics: Lakewood & Arvada

The RRCC Student Health Clinics are full family practice medical clinics available to all students, staff, and employees. Students pay a health clinic fee (\$21.87 spring/fall and \$10.94 per summer semester) 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 (\$) (ex: stitches), and vaccinations (\$). Any prescriptions, lab tests, and imaging can be ordered by the providers as needed. Additional costs may apply. Visit [www.rrcc.edu/student-health-clinic](http://www.rrcc.edu/student-health-clinic) for more information.



# **Instructional Services**

**Call: 303.914.6402 or email: [janet.gonzales@rrcc.edu](mailto:janet.gonzales@rrcc.edu)**

or visit: [www.rrcc.edu/instructional-services](http://www.rrcc.edu/instructional-services)

## **Evaluation and Grading**

Instructors evaluate your achievement in relation to your attainment of the objectives of a course. At the beginning of the course, the instructor will explain these objectives, as well as how he/she assigns 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.

## **Center for Multicultural Excellence**

The Center for Multicultural Excellence (CME) is a space for students to engage in intercultural dialogue, strengthen leadership skills, and build community at RRCC. Housed within Inclusion & Diversity, the CME offers programming around cultural heritage, civic engagement, and educational equity.

## **Course Delivery Options**

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

### **CCConline**

CCC (Community Colleges of Colorado) Online combines online courses from the 13 Colorado community colleges on a single website. You can complete classes toward an Associate of Arts, Associate of Science, or complete an entire degree online. You will find a complete list of courses and all information you need for registration, ordering textbooks, and making payments at [www.ccconline.org](http://www.ccconline.org)

### **RRCC Online**

RRCC Online courses can be taken anywhere you have a reliable Internet connection and allow you to complete full-semester courses (and some accelerated courses) around your other life obligations.

### **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.

### **Accelerated**

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

### **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 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.

## Hybrid

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

## Learning Communities

The Learning Community program at Red Rocks Community College links the content of two related courses - a required general education course with a related course in your program - so learning becomes more relevant and easier for you. Learning Communities provide a great support network for instructors and classmates.

## 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 course work through RRCC.
- Must have completed the requirements for an 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**

## Learning Support

### Library

Looking for resources for an assignment? Go to [library.rrcc.edu](http://library.rrcc.edu) and search for books, articles, and more on your topic. Having problems finding the resources you need? Book A Librarian for one-on-one research help at [library.rrcc.edu](http://library.rrcc.edu) (look for the purple Book A Librarian button) or drop in any time the library is open. Need a quiet place to study or a place to meet up with your classmates to get work done? Check out a study room. Need to use a computer or print a paper? Come to the library. Need access to a laptop? Come to the desk and sign one out. Stumped late at night on a project? Head back to [library.rrcc.edu](http://library.rrcc.edu) and you have access to 24/7 research help via chat.

**Call: 303.914.6740 or email: [Library@rrcc.edu](mailto:Library@rrcc.edu)**

### Online Class Assistance (D2L)

This office helps students with Desire2Learn (a course management system) problems, technology issues, and online course questions.

There is also 24/hour online assistance:

**Call: 1.888.800.9198 or visit: <http://help.cccs.edu>**

## Foreign Language Lab

Free tutoring is offered in Spanish, English, and other languages (check listings on door). Language study CD's are also available for use in the lab.

**Call: 303.914.6716 or visit Room 1272**

## International Student Services and Programs

This office provides college preparatory English classes for international and resident students for whom English is not their primary language. It provides academic and cultural advising for a diverse student population, and specific immigration advising for international students.

**Call: 303.914.6416 or email: [linda.yazdani@rrcc.edu](mailto:linda.yazdani@rrcc.edu)**

## Learning Commons

Tucked behind the staircase that leads up to the library is the Learning Commons, a welcoming place where students can meet with a tutor, a study group, or their instructor. The Learning Commons is also home to Connect to Success Services, the ESL and Foreign Language Lab, the Math Lab, and the College Prep Zone. Walk-in tutoring is available in a variety of subjects, and tutors can help with D2L and general study skills. A full computer lab is available for student use as well as a copier (10 cents per copy) to assist you with your student projects. Upstairs in the Library, you will find the Comm Lab as well as the Writing Center to assist you with your presentations and writing assignments.

\*Available on the HSC. For tutoring contact: Randy Landis-Eigsti at:

**Call: 303.914.6736 or email: [randy.landiseigsti@rrcc.edu](mailto:randy.landiseigsti@rrcc.edu)**

## TRIO SSS Support Services

The Student Support Services (SSS) program assists its participants in achieving academic and personal success. SSS provides services in academic planning, transfer plans, financial aid advising/literacy, tutoring, and scholarship applications. Eligible participants can be first generation, demonstrate financial need, and/or have a documented disability. Call 303-914-6762, click [www.rrcc.edu/trio-sss](http://www.rrcc.edu/trio-sss), or stop by the TRIO SSS office located in the Learning Commons, room 1258, for more information.

**Call: 303.914.6762 or email [armando.burciaga@rrcc.edu](mailto:armando.burciaga@rrcc.edu)**

## Veteran Services

Red Rocks Community College welcomes veterans and has an Office of Veteran Services to serve you. Only classes required for your declared degree/certificate program can be reported to the Veteran Administration. Other regulations do apply. Contact the School Certifying Official for more information, including a helpful VA Student checklist.

**The Office of Veteran Services is located in 1005. The Military and Veteran Student Center is located in 1007. School Certifying Official 303.914.6353 Military and Veteran Services Coordinator 303.914.6128**

### Semester Hours:

Monday – Thursday  
8:00 a.m. – 6:00 p.m.,  
Friday  
9:00 a.m. – 5:00 p.m.

## Bookstore

The RRCC Barnes & Noble Bookstore is located at the west entrance of the Lakewood campus. Textbook sales and rentals are available in addition to school supplies, clothing, snacks, and cold drinks. Shipping is also available for most book purchases. A portion of sales go to RRCC.

**Call: 303.914.6232 or email: [sm259@bncollege.com](mailto:sm259@bncollege.com)**

## 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.

**Call: 303.914.6328 or email: [susan.padgett@rrcc.edu](mailto:susan.padgett@rrcc.edu)**

**School-Age Child Care: 303.914.6203**

**Child Care Innovations: 303.914.6527**

## Inclusion & Diversity

At RRCC we strive to create a community in which everyone feels respected and valued for their unique talents and contributions. The Center for Inclusion & Diversity provides programming, mentoring, referrals, and education around diversity and inclusion. For more information:

**Contact Jen Macken at [jen.macken@rrcc.edu](mailto:jen.macken@rrcc.edu) or 303.914.6309.**

## LGBTQ+ Center

Available to all Red Rock students and staff, the LGBTQ Center is a safe and nurturing environment that promotes diversity and inclusion on campus for Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning individuals, as well as anyone else who feels a part of or supportive of these communities. We encourage all students, faculty, and staff to take advantage of the opportunities to learn and experience personal growth provided by this center.

**For more information, call: 303.914.6901, or email: [jen.macken@rrcc.edu](mailto:jen.macken@rrcc.edu)**

## General Information

### Campus Closure

You can learn when bad weather or emergency conditions require that either of the Red Rocks campuses are closed via the news media, campus telephone closure line.

**(303.914.6555), or the college website: [www.rrcc.edu/closing](http://www.rrcc.edu/closing)**

### Computers for All Students

Computers with Microsoft Office and Internet access, as well as computer assistance, are available in the Learning Commons, the Student Project Center (rm. #1551), or the Library.

Campus-wide printing is limited to 20 pages per student per day.

### Lost & Found

Located in the Campus Police office. Unclaimed articles are disposed of at the end of each semester. Found items should be turned in to the Campus Police as soon as possible. Available on the Health Sciences Campus in Arvada.

**Call: 303.914.6394 or email: [dispatch@rrcc.edu](mailto:dispatch@rrcc.edu)**

## The Rock and Student Email

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. RRCC issues email accounts to all students. It is the responsibility of all students to activate their student email account, and to monitor that account for communications from the college. Due to The Family Educational Rights and Privacy Act (FERPA) regulations, all college correspondence will be conducted through your college assigned email account. It is possible to forward this email account to another personal account if you choose. You can access "the rock" from the Red Rocks home page at [www.rrcc.edu](http://www.rrcc.edu)

## Student Employment

On-campus jobs are available through the Human Resource Center located at the east end of campus. Off-campus employment can be accessed through RRCC's CAREER CONNECT service at [www.rrcc.edu/career-connect](http://www.rrcc.edu/career-connect).

**Call: 303.914.6300 or email: [bob.miller@rrcc.edu](mailto:bob.miller@rrcc.edu)**

## Career Services

### Glenn Holly

Career Services Manager

Call: 303.914.6906 or email: [glen.holly@rrcc.edu](mailto:glen.holly@rrcc.edu)

### Melissa English

Career Services and Experiential Learning Coordinator

Call: 303.914.6361 or email: [melissa.english@rrcc.edu](mailto:melissa.english@rrcc.edu)

## Career Success Center

The Career Success Center provides Red Rocks Community College students and alumni with career exploration, experiential learning, and employment service opportunities to support them to be successful in an ever-changing and competitive job market.

**Call: 303.914.6906 or visit: [www.rrcc.edu/career-services](http://www.rrcc.edu/career-services)**

## Student Life & Student Groups

### Student Activities

The office of Student Life offers activities every week from regular happenings like bingo to huge events like New Student Welcome Night. Check the John Letter, Campus Life tab in The Rock student portal, Student Life web site ([www.rrcc.edu/studentlife](http://www.rrcc.edu/studentlife)), bulletin boards, and TV displays that can be found all around the campus for details.

## 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.rrcc.edu/ptk](http://www.rrcc.edu/ptk)**

### 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

## Accessibility

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.

**Call: 303.914.6732 or 720.336.3893 (VP) or email: [access@rrcc.edu](mailto:access@rrcc.edu)**

## The National Society of Leadership and Success

The National Society of Leadership and Success achieves profound results in helping students discover and attain their goals, offering life changing lectures from the nation's leading presenters and a community where students help one another succeed. All students are welcome to join. For more information visit:

**www.societyleadership.org or email sara.oviatt@rrcc.edu**

## Student Recreation Center

The RRCC Student Recreation Center is dedicated to providing students and employees with the tools to reach their fitness and wellness-related goals. The center hosts a variety of cardio and weight machines including treadmills, ellipticals, bikes, free weights, and a strength circuit. The new recreation center has full-size basketball courts, climbing wall and fitness studios.

### Hours of Operation\*:

#### Monday - Friday

6:00 a.m. - 9:00 p.m.

#### Saturday & Sunday

9:00 a.m. - 7:00 p.m.

### Contact:

#### Kirk Fallon

Director - Student Recreation Center

Call: 303.914.6377 or email: kirk.fallon@rrcc.edu

#### Ben Wygant

Intramural and Adventure Coordinator

Call: 303.914.6379 or email: ben.wygant@rrcc.edu

#### Bre'una Keeton

Fitness Coordinator

Call: 303.914. 6477 or email: breuna.keeton@rrcc.edu

**RED  
ROCKS  
REC**

### \*Hours will vary during breaks

## Student Life Desk

The Office of Student Life is the hub for extra-curricular programs and services. Here you can get information on clubs and organizations, rent lockers, get your student ID, check out a video game, buy discount tickets for local movie theaters, visit the student food bank, get copies made, send faxes and more.

**Hours will vary by semester.**

## 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 20 pages per student per day
- Desktop scanners

### Semester Hours

Monday - Thursday: 8:00 a.m. - 9:00 p.m.

Friday: 8:00 a.m. - 6:00 p.m.

Saturday & Sunday: 10:00 a.m. - 4:00 p.m.

### Break Hours

Monday- Friday:

8:00 a.m. - 5:00 p.m.

**Call: 303.914.6548 or email: mika.matzen@rrcc.edu**

## **The Den**

Located adjacent to the bookstore, The Den is a gathering place for students to study, socialize, or just hang out during downtime on campus. Free drinks and popcorn are available daily. Campus activities such as meetings and guest speakers are often held here. Hours vary by semester.

## **Campus Clubs**

There are many student clubs on campus. Up-to-date club lists are available at the Student Life website: [www.rccc.edu/studentlife](http://www.rccc.edu/studentlife)

If you are interested in starting a club at Red Rocks, contact Sara Oviatt:

**303.914.6547 or [sara.oviatt@rccc.edu](mailto:sara.oviatt@rccc.edu)**

### **Lockers**

Located throughout campus, rentals for students are available through the Student Life Desk. Rental fees per semester: large and helmet size-\$8.00

### **Copy Machines**

Located at the Student Life Desk, Learning Commons, and at the Main Entrance.  
\$.10/copy

### **Fax Machine**

A fax machine is available for outgoing faxes only, and is located at the Student Life Desk. \$.50/page for local and \$1.00/page for long distance.

### **Student ID Card**

Issued at the Student Life Desk. Bring current class schedule and government issued photo ID. First ID is free, \$10.00 replacement charge if lost or stolen. Student ID pictures can be taken on the Arvada Campus. See the Front Desk.

### **Study Groups**

If you are planning to start a study group, visit Student Life. A room will be reserved for your group to meet on campus. Study snacks and a free tutor\* are also supplied. \* Tutor based on availability.

## **The Hub: Center for Engagement & Innovation**

The Hub provides opportunities for experiential education. We offer a wide array of such offerings, from entrepreneurship guidance to design-thinking and collaboration in our IDEA Lab makers' space, community engagement through service learning, study abroad, intercultural opportunities, internships, and honors options. There is something for everyone.

**Call 303.914.6175, or email [danea.fidler@rccc.edu](mailto:danea.fidler@rccc.edu)**

## **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 counselor, and is offered for all students at no cost.

Students may be referred to outside services based on need. Visit [www.rccc.edu/behavioral-health-services](http://www.rccc.edu/behavioral-health-services) for more information. For appointments or questions regarding medical and behavioral health, call 303-914-6655. Behavioral Health Services also offers peer-to-peer services through the RRCC Peer Counseling Program. Members of the Peer Counseling Program are extensively and thoroughly trained in recognizing and describing mental health concerns and can assist their peers by offering a listening ear and/or by helping them locate appropriate resources either on campus or in the greater community. Currently this is only offered at the Lakewood Campus. If you are interested in speaking with a Peer Coach regarding a concern or problem you are experiencing, you can make an appointment by calling 303-914-6185 or emailing [peer.counseling@rccc.edu](mailto:peer.counseling@rccc.edu). You can also stop by room 2282, which is found above the Learning Commons, hours do vary depending on semester.



# How Your Student Fees are Spent (as of August 2019)

## Student Activity Fee

*\$5.96/credit hour  
(to a maximum of \$71.52)*

- Cultural events
- Wellness events
- Social events
- Lectures & films
- Free munchies in the Den
- Faculty collaborations
- Student clubs & organizations
- Red Rocks Student Government
- Phi Theta Kappa
- Student Welcome Events
- Student Life professional staff
- Student employees
- Student food bank
- Student IDs
- Study Groups
- Locker rentals
- Game room, pool table, video games, ping-pong
- Open computer lab
- Student publications
- Publicity of student life events, programs, and services
- Bulletin boards
- Tennis, basketball, and volleyball courts
- Free student admission to Red Rocks Theatre productions
- Discount ticket sales

## Parking Fee

*\$1.39/credit hour  
(to a maximum of \$16.68)*

- Construction and maintenance of campus parking lots and roads.

## Student Health Clinic

*\$21.87/fall & spring semester*

*\$10.94/summer semester*

- Access to Student Health Clinic Services P. 11 (or see brochure for services provided)

## Student Center Bond

*\$2.50/credit hour  
(to a maximum of \$30.00)*

- Study & relaxation areas
- Events & meeting rooms
- Game room
- The Den
- Student Life Desk
- Student Project Center
- Student organizations offices
- Staff offices

## Student Recreation Center Bond

*\$70.00 /fall & spring semester*

*\$42.00 Summer semester*

## Student Recreation Center Operating Fees

*\$46.17 /fall & spring semester*

*\$27.70 /summer semester*

**Student fees apply to the first 12 credits of on-campus classes.**

# Food & Drink

## Food Bank

Activity fee - paying Red Rocks students are eligible to receive free items from the student Food Bank, once per week (check day/time at the Student Life Desk). Current student ID required to use the Food Bank. Available on Arvada Campus.

**Call: 303.914.6370**

## Red Rocks Café

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

**Call: 303.914.6374 or email: [kelly.mcdermott@rrcc.edu](mailto:kelly.mcdermott@rrcc.edu)**

## Bookstore

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.

**Call: 303.914.6232 or email: [sm259@bnccollege.com](mailto:sm259@bnccollege.com)**

## Vending Machines

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

## Coffee Shop

The Coffee Shop, located in the Student Center, near the bookstore, is the place to go for espresso drinks, quick meals, and snacks. Make song requests, or borrow a book to read while you cozy up with the drink special! Hours vary by semester.

**Call: 303.914.6262 or email: [natasha.albrecht@rrcc.edu](mailto:natasha.albrecht@rrcc.edu)**

# Arvada Campus

The Arvada Campus offers the Smart Track associate degrees which offer a reserved sequence of courses that make it easier for students to complete a degree in two years. The Arvada Campus is also home to RRCC's health programs, as well as general education courses that provide a pathway for transfer to four-year institutions.

The campus will open a new addition in Fall 2016 which will include state-of-the-art instructional space for health sciences, enhanced curriculum for inter-professional education across healthcare programs, room for expanded enrollment, and new programs in step with industry demands.

# Campus Safety

## Campus Police 303.914.6394 (non-emergency)

The Campus Police Department is located just inside the Main (south) Entrance of Red Rocks' Lakewood campus. The department is responsible for:

- Emergency services
- Criminal investigations
- Traffic enforcement/investigations
- Parking management
- Lost and found
- Vehicle battery jump-starts
- Student job training
- Field officers training program
- HazMat coordination
- Personal safety escorts
- Fingerprinting - cost: \$20
- Compliance with the Campus Security Act of 1990

## Behavioral Intervention Team

Red Rocks has a system in place for referring individuals who are exhibiting behaviors that pose a threat to safety or that cause a significant disruption to the RRCC community. Visit our Behavioral Intervention web-page for more detailed information and to access the Report a Concern Form: <http://www.rrcc.edu/bit/>

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 Dr. Lisa Fowler, Vice President of Student Success, 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**

### Contact Us:

**Campus Police**  
**sean.dugan@rrcc.edu**  
**303.914.6394**

**VP of Student Success**  
**lisa.fowler@rrcc.edu**  
**303-914-6608**

**Human Resources**  
**karen.york@rrcc.edu**  
**303.914.6570**

**For more information visit: [www.rrcc.edu/campus-police](http://www.rrcc.edu/campus-police)**

## First Aid

First aid is available in the Campus Police Office, located inside the main entrance behind the Information Desk. If you or someone you are with needs first aid, notify an instructor or staff person and he/she will call the Campus Police

## 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 and you are injured, report the injury to the Human Resource Office immediately. If the injury requires medical attention, the police will provide you with an authorization to attend our medical facilities. If the injury causes you to lose time from work, contact the Human Resources office on campus: 303.914.6570.

# **Notification of Rights Under FERPA for Post Secondary Institutions**

Family Educational Rights and Act of 1974

Red Rocks Community College Notification of Rights Under FERPA

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:

- 1) The right to inspect and review your education records within 45 days of the day Red Rocks Community College (RRCC) receives a request for access. You should submit to the Associate Registrar, a written request that identifies the record(s) you wish to inspect. The Associate Registrar will make arrangements for access 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.
- 2) 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; 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.
- 3) 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 which 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 in order 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 to parents in the following circumstances: for a student who is dependent under I.R.S. tax code, a student under 21 years old who has violated a law or the schools 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 in accordance with 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

4) 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:

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 — 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.

## **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 go to [www.rccc.edu](http://www.rccc.edu) and select "legal". For more online information visit: [www.rccc.edu/student-records](http://www.rccc.edu/student-records)

## **Important Information for Students**

### **Academic Integrity**

For more information visit: [www.rccc.edu/human-resources/policies-and-procedures](http://www.rccc.edu/human-resources/policies-and-procedures)

### **Academic Progress**

#### **Recent revisions**

**Suspension:** If a student on Academic Probation earns a term GPA of less than 2.0 for all classes attempted, the student will be suspended and will not be allowed to enroll at any CCCS college for the next term without "waiting out" the required number of terms, excluding summer as a "wait out" term.

#### **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: <http://www.rccc.edu/advising/academic-progress-policy>

### **Credit Completion Progress**

For more information visit: [www.rccc.edu/advising/academic-progress-policy](http://www.rccc.edu/advising/academic-progress-policy)

### **Academic Renewal**

For more information visit: [www.rccc.edu/human-resources/policies-and-procedures](http://www.rccc.edu/human-resources/policies-and-procedures)

### **Repeating Courses**

For more information, visit: <http://www.rccc.edu/sites/default/files/student-records-GradeWebInformation.pdf>

## **Repeat Course Limits**

For more information, visit: <http://www.rccc.edu/sites/default/files/student-records-GradeWebInformation.pdf>

## **Appeal of Final Grades**

For more information, visit: <http://www.rccc.edu/sites/default/files/student-records-GradeWebInformation.pdf>

# **Student Rights and Responsibilities**

**All students at Red Rocks Community College have rights as students that 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.

A. 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 are 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.

B. 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 decision will be made after 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 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.

A. 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.



B. 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.

C. 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.

D. 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.  
[cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf](https://cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf)

E. 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.

A. 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.

1. 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.

2. 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).

3. 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.

4. 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.

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

## B. Freedom of Inquiry and Expression:

1. 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.
2. 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 for presentation.
3. 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.
4. 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 use of facilities.

C. 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.

D. Student Publications: Student publications and the student press are an invaluable aid in establishing an atmosphere of free and responsible discussion and of 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:

1. 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.

2. 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.

3. 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.

E. Distribution of Literature: It is the intent of the College to provide for the exchange of ideas in an orderly fashion and without disruption of the College. Red Rocks makes the distinction between commercial and non-commercial literature, posters, handbills and banners, and allows for the distribution and posting of literature in accordance with College procedures.

### **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.



# Student Code of Conduct

## PREAMBLE

Students enrolling at Red Rocks Community College (Red Rocks) assume an obligation for conduct compatible with College objectives. College regulations are based on respect for the rights of others and observance of civil law and current moral standards. Red Rocks students have all the rights and responsibilities of other citizens and are subject to the same federal, state, and local laws as non-students. As members of the College community, students are also subject to the rules and regulations of the College. Students who feel their rights have been violated may file a grievance using the Student Grievance Procedure.

Red Rocks exists for the transmission of knowledge, development of occupational skills, and growth of students. Freedom of inquiry and expression are indispensable to the attainment of these goals. As members of the College community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained search for truth. The standards of academic freedom for students outlined below are essential to any learning community.

The administration of discipline must guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary with the gravity of the offense and the sanctions that may be applied. In all cases, students will be informed of the charges against them and will be given the opportunity to refute the charges. The College will not be arbitrary in its actions, and there will be a provision for appeal of the decision.

## ARTICLE I: DEFINITIONS

A. The term "student" includes all persons taking courses at Red Rocks Community College. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College, or who have been notified of their acceptance for admission are considered "students."

B. The term "faculty member" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

C. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.

D. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other who has legitimate business with the College. A person's status in a particular situation shall be determined by the Vice President for Student Services.

E. The term "College premises" includes all campuses, land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

F. The terms "Hearing Officer" or "Student Conduct Hearing Panel" means any person or persons authorized by the Vice President for Student Success to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.

G. The "Vice President for Student Success" is that person designated by The College President to be responsible for the administration of the Student Code.

H. The term "policy" means the written regulations of the College as found in, but not limited to, the Student Code, the College web page and computer use policy, and Catalog.

I. The term "cheating" includes, but is not limited to:

- (1) use of any unauthorized assistance in taking quizzes, tests, or examinations;
- (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff;
- (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

J. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

K. The term "Complainant" means any person who alleges that a student has violated this Student Code.

L. The term "Accused Student" means any student accused of violating this Student Code.

M. Notice: Notices that are required to be given by this procedure shall be considered served upon the student when given by personal delivery or mailing by certified mail to the address the student has filed with Red Rocks' Admissions office. If notice is mailed, the student shall be given three additional days to respond. Email notices will be delivered to students through their Red Rocks email address. It is the responsibility of each student to check and maintain their Red Rocks email account regularly.

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

O. Jurisdiction: Refers to the College's right to apply the student code of conduct to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that may adversely affect the College Community and/or the pursuit of its objectives.

## **ARTICLE II: STUDENT CODE AUTHORITY**

A. The Vice President for Student Success is the person responsible for determining the jurisdiction and scope of the Student Conduct Code.

B. The Vice President for Student Success shall develop policies for the administration of the Student Conduct Code System and procedural rules.

## **ARTICLE III: PROSCRIBED CONDUCT**

A. Jurisdiction of the College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that may adversely affect the College Community and/or the pursuit of its objectives. The Vice President for Student Services shall decide whether the Student Code shall be applied to conduct occurring off-campus, on a case-by-case basis, in his/her sole discretion.

B. Conduct—Rules and Regulations:

## **CCCS COMMON STUDENT CODE OF CONDUCT STATEMENTS**

Conduct that violates student rights and freedoms and is subject to disciplinary action including, but not limited to:

1. Academic Misconduct: 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 disciplinary action as outlined in the RRCC disciplinary procedures.

2. Disruptive Behavior: Engaging in any disruptive 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.
  3. Deceptive Acts: Engaging in deceptive acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.
  4. Conduct that is Detrimental to College or to Safety: Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Vice President Of Student Success. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.
  5. Physical/Non-physical Abuse:
    - a. Physical abuse or conduct that threatens or endangers another person's health or safety.
    - b. Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
    - c. Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
  6. Harassment and/or Discrimination:
    - a. Discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.
  7. Sexual Misconduct: Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. **(See SP 4-120a for more information: <http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf>)**
  8. Weapons: Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flamable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.
  9. Narcotics/Alcohol: 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.
- Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.
10. Dress Code: Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.
  11. Leaving Children Unattended: Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.
  12. Violation of Laws, Directives, and Signage:

- a. Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
- b. Violations of college traffic and parking rules, regulations, or signage.
- c. Damage to or falsely using fire alarms and/or fire extinguishers.
- d. Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities. Failure to comply with 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.
- e. Violations of college policies, protocols, procedures or signage.

13. **Illegal Gambling:** 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.

14. **Unauthorized Entry and/or Unauthorized Possession:** Entry into, or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

15. **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 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.

16. **Unauthorized Pets/Animals:** Possession of any unauthorized pet or animal, excluding trained service animals (For residential dorms only: and/or assistance animals) while on college-owned or college-controlled property.

17. **Tampering with Student Organization, Election, or Vote:** Tampering with the process of any college recognized student organization, election or vote.

18. **Group or Organization Conduct:** Students who are members of a college recognized student organization or group and commit a violation of SCOC may be accountable both as an individual and as a member of the student organization.

19. **Abuse of the Student Disciplinary and/or Grievance Procedure:** Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:

- a. Disruption or interference with the orderly conduct of the student disciplinary/grievance procedure.
- b. Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
- c. Attempting to discourage an individual's proper participation in, or use of, the student disciplinary/grievance procedure.
- d. Attempting to influence the impartiality of a participant and/or the student disciplinary/grievance procedure.
- e. Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary/grievance procedure.
- f. Failure to comply with directives and/or sanctions imposed under student disciplinary/grievance procedure.
- g. Influencing or attempting to influence another person to commit an abuse of the student disciplinary/grievance procedure.



h. Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary/grievance procedure

20. Unauthorized Entry into College Events: Entering or attempting to enter any college-sponsored activity without proper credentials for admission.

Please note: In most circumstances, college will treat attempts to commit code of conduct violations as if those attempts had been completed.

Violations of the above may result in, but are not limited to, fines, restitution, community service, and/or disciplinary procedures.

21. Other:

a. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

b. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.

c. Violation of any federal, state or local law.

d. Abuse of the Student Conduct Code System, including but not limited to:

i. Failure to obey the notice from a Student Conduct Hearing Panel or College official to appear for a meeting or hearing as part of the Student Conduct Code System.

ii. Falsification, distortion, or misrepresentation of information before a Student Conduct Hearing Panel/Hearing Office.

iii. Disruption or interference with the orderly conduct of a Student Conduct Hearing.

iv. Initiating a student conduct code proceeding in bad faith.

v. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct Code System.

vi. Attempting to influence the impartiality of a member of a Student Conduct Hearing Panel prior to, and/or during the course of, the Student Conduct Hearing.

vii. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Hearing Panel prior to, during, and/or after a student conduct code proceeding.

viii. Failure to comply with the sanction(s) imposed under the Student Code.

ix. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code System.

e. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

f. Condoning acts by students that violate College policy. Students witnessing any such acts are required to report them to the proper authority.

## **ARTICLE IV: STUDENT CODE OF CONDUCT PROCEDURES**

### Application<sup>1</sup>

The procedure applies to students within Red Rocks Community College (RRCC).

### Basis

Students are expected to adhere to the Student Code of Conduct, Colorado Community College System policies and RRCC procedures. If a student is charged with violating RRCC Code, these are the procedures to be used in resolving the charge.

### Definitions

Code of Conduct: A document developed and published by each College which defines prescribed conduct of students.

The Title IX Administrator is the employee(s) designated by The College President to coordinate the College's efforts to comply with and carry out its responsibilities under Title IX, including any investigation of any complaint communicated alleging the College's noncompliance with or alleging any actions which would be prohibited under Title IX.

RRCC has elected to use the National Center for Higher Education Risk Management (NCHEM) and the Association of Title IX Administrators (ATIXA) model policy as the template used in this procedure.

## **Vice President of Student Success (VPSS):**

The individual designated by The College President to administer student affairs and be responsible for administering RRCC's Student Conduct Code and this procedure. The VPSS may delegate student discipline to another individual (designee).

**Notice:** Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or emailing the student to their official College email address requesting a delivery receipt notification. If notice is mailed, student shall be given three (3) additional days to respond.

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

**Sanctions:** One or more of the following may be imposed when there is a finding that a student has violated the RRCC Code of Conduct.

1. Warning: A Notice served upon the student advising him/her that he/she is violating or has violated RRCC regulations.
2. Probation: After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any RRCC regulations during the probationary period.
3. Other disciplinary sanction: fines, restitution, denial of privileges, assignment to perform services for the benefit of the College or community; or other sanction that doesn't result in the student being denied the right of attending classes.
4. College suspension or expulsion: An involuntary separation of the student from RRCC for misconduct not based on academic performance for a specified period of time.
  - a. Suspension is a separation that shall not exceed three academic terms per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the Community Colleges within CCCS. Once the suspension is lifted, the student is eligible for admission or re-admission.

Examples of suspension include, but are not limited to the following: the College, a department or program, a class, use of a College facility or an activity.

Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the VPSS or designee in accordance with this procedure.

- b. Expulsion is an indefinite separation from the College. The student is not eligible for admission or re-admission at any of the Community Colleges within CCCS.

In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove the behavior that resulted in the expulsion has been resolved. It is within the College's discretion to admit or deny the student.
5. Interim Suspension: An immediate action taken by the VPSS to ensure the safety and well-being of members of the College community; preservation of College property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the College. In the event of an interim suspension, the hearing before the VPSS or designee shall occur as soon as possible following the interim suspension. If the College issues a permanent sanction, the student shall be afforded appeal rights as discussed below. If the College does not implement a permanent sanction, the interim suspension will be removed from the student's record.

## Procedures

### Decision:

The VPSS or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the College will investigate those incidents through the RRCC Civil Rights Grievance and Investigation Process (RRPR 3-50b) [rrcc.edu/hr/policies/procedures/RRPR3-50.htm](http://rrcc.edu/hr/policies/procedures/RRPR3-50.htm) and System President Procedure 4-31a. [cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31.pdf](http://cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31.pdf)

Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation process, the VPSS or Designee shall render a sanction decision.

The VPSS or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the VPSS or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or RRCC procedures; and impose a sanction(s) if appropriate. The student shall receive written notice of the decision and be advised of his/her right to appeal the Decision, subject to the grounds below, by filing a written appeal with the VPSS or designee within seven (7) days of service of the decision.

### Appeal:

In the event of an appeal, the VPSS or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the VPSS or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The ONLY grounds for appeal are as follows:

1. A material, procedural, or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or
2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding.

If the appeals officer or committee determines that a material, procedural, or substantive error occurred, it may return the complaint to the VPSS or designee with instructions to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the VPSS or designee in cases of bias, the appeals officer or committee may order a new hearing be held by a different individual acting in the place of the designated VPSS or designee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the VPSS or designee to reconsider in light of the new evidence, only. If the subject matter pertains to discrimination and/or harassment, the appeals officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the VPSS, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- If the appeals officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the VPSS or designee for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- An appeal is not an opportunity for an appeals officer or committee to substitute their judgment for that of the VPSS or designee merely because they disagree with its finding and/or sanctions.
- Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.
- Sanctions imposed are implemented immediately unless the VPSS or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The appeals officer or committee will render a written decision on the appeal to all parties within four (4) days from receiving the appeal request. The committee's decision to deny appeal requests is final.

#### Special Discipline Process Provisions

- In the event that the student is under the age of eighteen or incapacitated, he or she may have an advisor present to assist him/her in presenting his/her case.
- Students do not have the right to be represented by an attorney or law student during these proceedings except in the case where civil or criminal actions concerning the student are pending, and in that case, the attorney's role shall be advisory only.
- The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under the age of eighteen or incapacitated.
- Student shall have the right to identify documents, witnesses and other material he/she would like the VPSS or designee to review before making a final decision.
- Any hearing held shall be conducted in private unless all parties agree otherwise.
- A record of the hearing should be maintained by the VPSS or designee.
- If a student has a disability and would like to request an accommodation to assist him/her through the discipline process they may do so by informing the VPSS or designee. The VPSS or designee will then work with disability support services to accommodate the request.
- Jurisdiction - College disciplinary proceedings may be instituted against a student charged with violation of a law if the violation occurred at RRCC or RRCC-sanctioned activities or was of such a nature to have an impact on the College and the violation is also a violation of the College's student code of conduct.
- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- Standard of proof: the College will use the preponderance of evidence standard in the disciplinary proceedings, meaning, the College will determine whether it is more likely than not a conduct code was violated.

- All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the VPSS or designee for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. Graduation, study abroad, internships/externships/clinical placements, etc. do not in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.
- The procedural rights afforded to students above may be waived by the student.

#### Retaliatory Acts

It is a violation of this procedure to engage in retaliatory acts against any employee or student who reports an incident(s) of code of conduct violations or any employee or student who testifies, assists or participates in the discipline proceeding, investigation or hearing relating to such allegation(s) of code of conduct violations.

#### Revising this Procedure

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

### **ARTICLE V: INTERPRETATION AND REVISION**

A. Any question of interpretation or application of the Student Code shall be referred to the Vice President of Student Success or his or her designee for final determination.

B. The Student Code shall be reviewed annually under the direction of the Vice President of Student Success.

C. The Student Code of Conduct, Disciplinary Process and related policies and procedures are subject to change at any time, and without notice. The most current version of the student handbook and Code of Conduct is available online at the Red Rocks Community College website.

### **ARTICLE VI: NON-DISCRIMINATION POLICY**

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

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate 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 Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/ Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email [arnie.oudenhoven@rrcc.edu](mailto:arnie.oudenhoven@rrcc.edu) Or, Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224, [deborah.houser@rrcc.edu](mailto:deborah.houser@rrcc.edu), 13300 West Sixth Avenue, Lakewood, CO 80228.

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

## **ARTICLE VII: STUDENT SEXUAL MISCONDUCT PROCEDURE**

### Application

This procedure applies to all Administrators/Professional Technical employees, Faculty and Adjunct Instructors, Classified employees (RRCC employees), students, authorized volunteers, guests, and visitors at Red Rocks Community College (RRCC).

### Basis

Board Policy (BP) 3-120 and BP 4-120 provides that RRCC shall not unlawfully discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation. System President's Procedures (SP) 3-120a and SP 4-120a specifically relate to gender misconduct, including sexual misconduct, toward RRCC employees, students, and authorized volunteers, guests, or visitors, RRCC will comply with Title VII of the Civil Rights Act of 1972. When a complainant and/or respondent is a student, RRCC will comply with Title IX of the Education Amendments of 1972 (Title IX).

The System President delegates to each College President the responsibility to ensure this procedure is implemented at their College.

### Introduction:

The RRCC community has the right to be free from sexual violence. All members of the RRCC community are expected to conduct themselves in a manner that does not infringe upon the rights of others. RRCC believes in a zero tolerance policy for gender based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be implemented to reasonably ensure that such actions are never repeated. This procedure has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This procedure is intended to define RRCC expectations and to establish a mechanism for determining when those expectations have been violated.

See: [rrcc.edu/hr/policies/procedures/RRPR3-120a.htm](http://rrcc.edu/hr/policies/procedures/RRPR3-120a.htm) and [www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf](http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf)

For filing information and procedures please see:

D. Arnie Oudenhoven  
Executive Director of Human Resources  
13300 West Sixth Avenue  
Campus Box 17  
Lakewood, CO 80228-1255  
303.914.6298  
[arnie.oudenhoven@rrcc.edu](mailto:arnie.oudenhoven@rrcc.edu)

## **STUDENT GRIEVANCE PROCEDURE**

### Application:

The procedure applies to Red Rocks Community College (RRCC) students.

### Basis:

This Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services.

If the basis of the claim is discrimination and/or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process. If the accused (respondent) is a student, please refer to SP 4-31a.

[cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31a.pdf](http://cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31a.pdf) If the respondent is a RRCC employee, please refer to RRPR 3-50a.

[rrcc.edu/hr/policies/procedures/RRPR3-50.htm](http://rrcc.edu/hr/policies/procedures/RRPR3-50.htm)

Definitions:

Complainant(s): A person who is subject to alleged inequity as it applies to Board Policies, System President's Procedures, or College Procedures. For purposes of this procedure, a complainant is student who was enrolled at the time of the alleged incident.

Respondent(s): A person whose alleged conduct is the subject of a complaint. For purposes of this procedure, a respondent can be a RRCC employee(s), authorized volunteer(s), guest(s), visitor(s), or College.

Grievance: A grievable offense is any alleged action which violates or inequitably applies State Board Policies, System President's Procedures, and College Procedures. The complainant must be personally affected by such violation or inequitable action.

Non-grievable matters: The following matters are not grievable under this procedure except as noted: matters over which the College is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by discrimination and/or harassment which should be filed under the appropriate Civil Rights Grievance and Investigation Process.

Vice President for Student Success (VPSS): The College employee designated by The College President to administer student grievances. The VPSS may delegate the responsibility over student grievances to another person. Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or email with receipt notification to the address the student has filed with the College's admissions and records office. If notice is mailed, student shall be given three (3) additional days to respond.

Day: Refers to calendar day unless otherwise noted below.

Remedy: The relief that the Grievant is requesting.

For filing information and procedures, please see: [cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31.pdf](https://cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31.pdf)

## **STUDENT GRIEVANCE PROCEDURE – CIVIL RIGHTS**

Application:

When the accused party (respondent) to a discrimination and/or harassment complaint is a student of Red Rocks Community College (RRCC), Colorado Community College System (CCCS) President's Procedure (SP) 4-31a and the RRCC Student Code of Conduct will apply. [cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31a.pdf](https://cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31a.pdf)

When the respondent to a discrimination and/or harassment complaint is an Administrator/ Professional Technical employee(s), Faculty and Adjunct Instructor(s), Classified employee(s) (RRCC employees), authorized volunteer(s), guest(s) or visitor(s) within CCCS, SP 3-50b [cccs.edu/SBCCOE/Policies/SP/PDF/SP3-50b.pdf](https://cccs.edu/SBCCOE/Policies/SP/PDF/SP3-50b.pdf) and RRPR 3-50b will apply. [rrcc.edu/hr/policies/procedures/RRPR3-50.htm](https://rrcc.edu/hr/policies/procedures/RRPR3-50.htm)

Basis:

Board Policy (BP) 3-120 and BP 4-120 provides that employees and students shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation.

The System President delegates to each College President the responsibility to ensure this civil rights grievance and investigation procedure is implemented at their College for both employees and students. The System President will be responsible to ensure this procedure is implemented at the CCCS central office for central staff employees.

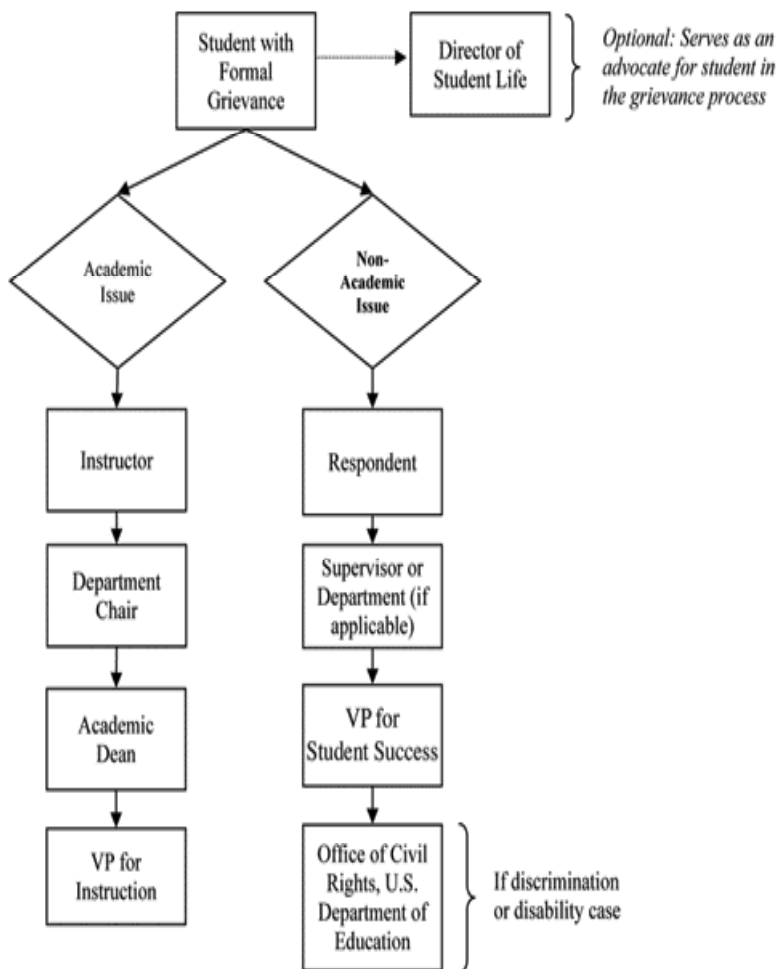
**See next page for the Student Grievance Procedure Flowchart**

### Procedure:

This RRCC procedure, process and investigation protocol should be applied to all civil rights grievances, which includes discrimination and/or harassment complaints made pursuant to BP 3-120 and BP 4-120. For filing information and procedures, please see:

[cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31.pdf](https://cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31.pdf)

# ***Student Grievance Procedure Flowchart***





## **CCCS Smoking Policy**

### **Reference:**

Colorado Clean Indoor Air Act C.R.S. 25-14-201 et. seq.; Lakewood Municipal Ordinance 9.38.010 et. seq.; Arvada Municipal Ordinance #4501 et. seq.; and Governor's Executive Order (B 2018 011)

### **Purpose:**

This procedure provides notification of the College being a tobacco product, vaping product and e-cigarette free campus environment. It explains the restriction of the use of tobacco and vaping products and e-cigarettes on campus and includes compliance with the Colorado Clean Indoor Air Act, Lakewood Municipal Ordinance and Governor's Executive Order (B 2018 011).

### **Scope:**

This applies to all employees, students, visitors and contractors when present on college-owned and operated campus grounds and property of the RRCC-Lakewood and RRCC-Arvada campuses. This does not apply to public rights-of-way (sidewalks, streets) on the perimeter of the campuses.

### **Definitions:**

College owned and operated campus grounds and property include, but is not limited to: all college buildings; all outdoor common and educational areas; campus sidewalks; campus parking lots; recreational areas; and college-owned and college-leased vehicles (regardless of location).

Electronic smoking device means any electronic oral device such as one composed of a heating element, battery, and/ or electronic circuit that provide a vapor of nicotine or any other substances for inhalation. This term shall include every variation and type of such devices whether they are manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pen, an electronic pipe, a vape pen, an electronic hookah or any other product name or descriptor.

Entryway on the Lakewood Campus means the twenty-five foot radius outside of every public entrance leading into a building or facility per Lakewood Municipal Ordinance 9.38.012.

Entryway on the Arvada Campus means the fifteen-foot radius outside of every public entrance leading into a building or facility per Colorado Clean Indoor Air Act C.R.S. 25-14-204.

Smoking means the burning, heating, electrical ignition or vaporizing of a lighted cigarette, cigar, hookah, water pipe or pipe of any style, electronic smoking device, or any other matter or substance that contains tobacco, nicotine, e-liquid, cloves and other herbal products, marijuana (medical or recreational), or any other substance intended to be ignited with the intent of the inhaling and exhaling of environmental smoke or vapor.

Tobacco-use includes but is not limited to the use of spit tobacco, snus, dissolvable and other “smokeless” products as may be produced and made available to the consumer.

### **General:**

Red Rocks Community College recognizes that tobacco product, vapor product and e-cigarette use presents a public health hazard. The College is committed to providing a campus environment that promotes health, well-being, and the safety of all campus users. As such, use of a tobacco product, vapor product and an e-cigarette as defined in this procedure will not be allowed in either indoor or outdoor areas of all College owned and operated campus grounds and property.

### **Processes / Procedures / Guidelines:**

Beginning on the procedure effective date, the campuses shall begin a reasonable period of education and acclimation. As of July 1, 2019, the campuses shall be tobacco product, vaping product and e-cigarette free campuses, including the prohibition of smoking, vaping, tobacco and e-cigarette use in all indoor and outdoor areas.

- The College shall post notices with the message “Tobacco products, Vaping products and E-Cigarettes Campus” or other international “Tobacco products, Vaping products and E-Cigarettes” symbol or similar signage at critical areas across campus. However, this procedure applies to all College owned and operated campus grounds and property regardless of signage.
- Use of Tobacco products, Vaping products and E-Cigarettes will not be allowed in either indoor or outdoor areas of College-owned or operated grounds and property.
- Littering the campus with remains of smoking products is prohibited.
- In keeping with college policy, the sale, distribution, and sampling of all tobacco products, vaping products, e-cigarettes and related merchandise is prohibited on all college-owned and operated property and at

college-sponsored events.

- Organizers of and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events using campus facilities must abide by this procedure. Organizers of such events are responsible of advising participants of their required compliance and shall include this notice of our tobacco product, vaping product and e-cigarette free campus in promotional materials.

### **Respect and Responsibility:**

The success of this procedure depends on the thoughtfulness, consideration, and cooperation of users of tobacco products, vaping products and e-cigarette users and non-users. All members of the College community share in the responsibility for communicating and adhering to the procedure. College administration desires to maintain a campus environment that is healthy, friendly and respectful.

Noncompliant individuals who are perceived as threatening or violent may be referred to campus police.

No person who makes a complaint of a violation of this procedure or who furnishes information concerning a violation shall not be retaliated against in any manner.

### **Enforcement:**

Visitors, contractors and other individuals on campus who are in violation of the procedure should be respectfully informed of or reminded of the procedure and asked to comply with our tobacco product, vaping product and e-cigarette free campus environment.

All faculty, staff and students who are in violation of this procedure will be respectfully informed of or reminded of the procedure and asked to comply. Refusal to comply with this procedure could result in disciplinary action.

- Students will be referred to the appropriate student conduct office. Violation of this policy is a violation of the Student Code of Conduct.
- Employees will be referred to their supervisor and/or appointing authority for appropriate action.
- Contractors will be referred to their respective employers for appropriate action.
- Visitors will be required to leave the campus if they fail to conform to the procedure when advised.

Arvada Municipal Ordinance (#4501 et. seq.) and Colorado Clean Indoor Air Act (C.R.S. 25-14-201 et. seq.) a person who violates the restriction of smoking within twenty-five (25) feet of an entryway on the Lakewood Campus or within fifteen (15) feet of an entryway on the Arvada Campus is guilty of a petty offense and may be issued a citation by RRCC campus police or other local law enforcement agency acting within their jurisdictional boundaries.

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