

**Adams State College Graduate Student Handbook (“Handbook”)
2007-2008**

Table of Contents

General Campus Policies/Student Rights and Responsibilities.....	2
Academic Policies.....	3
Terms of Enrollment or Required Withdrawal.....	5
Code of Conduct.....	6
Disciplinary Actions.....	9
Anti-Discrimination Policy.....	13
Sexual Harassment Policy.....	13
Campus Sexual Assault Victim Bill of Rights.....	13
Drug and Alcohol Policy.....	14
Disability Services Policy.....	14
General Student Services.....	14
APPENDICES.....	15

The following policies apply to all Adams State College graduate students. While some policies might not have relevance for our off-campus students, most will, and it is important to familiarize yourself with them. Additionally, certain professional programs have policies specific to those fields. It is important that you read and understand the departmental handbooks in addition to this Handbook.

General Campus Policies / Student Rights and Responsibilities

Adams State College (“College”) expects all students, faculty and staff, to observe national, state, and local laws and to respect the rights and privileges of other individuals. The College expects each individual within the academic community to refrain from behavior that would disrupt the College function of education; cause injury to persons; cause damage or loss of property on the campus; or interfere with the freedom of movement of students, school officials, employees, or guests at facilities of the College. Interference in any manner with the public or private rights of other individuals or conduct that threatens or endangers the health and safety of any person will not be tolerated by the College. Students should be aware such misconduct may also subject them to any penalties, which might be prescribed by municipal, state, or federal laws. The imposition of such additional penalties does not constitute double jeopardy, inasmuch as College punishment is not criminal in nature.

The attendance of a student at the College is a voluntary entrance into the academic community. By such entrance, the student voluntarily assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes, and functions. These obligations are generally much higher than those imposed on all citizens by the civil and criminal law. So long as there is no prohibited discrimination, no deprivation of due process, no abridgment of a right protected in the circumstances, and no capricious, clearly unreasonable or unlawful action employed, the institution may discipline students to secure compliance with these higher obligations as a teaching method or may sever the student from the academic community. The discipline of students in the educational community is, all but in the case of irrevocable expulsion, a part of the teaching process. In the case of irrevocable expulsion for misconduct, the process is not punitive or deterrent in the criminal law sense, but the process is, rather, the determination the student is unqualified to continue as a member of the educational community. Even then, the disciplinary process is not equivalent to the criminal law processes of federal and state criminal law.

All Graduate Student Handbook time limits and deadlines requiring action by an affected student are mandatory but may be extended by the President or designee for good cause. Time limits and deadlines for administrative action are directory. Deviations from these time limits and deadlines do not invalidate the administrative action or give rise to any right of the student to a particular result or to challenge or appeal the action in question. In describing time limits and deadlines, “day” and “calendar day” mean any day of the year. “School day” means a day on which the College holds regular class session or exams, and excludes Saturdays, Sundays, and College holidays. It includes summer session.

Unless a specific manner of giving notice is stated, any notice required by this Graduate Student Handbook may be given in any manner reasonably calculated to provide the recipient with actual notice. When notice is given by regular mail, it will be deemed given on the date of the post-mark. When the notice is given by certified mail, it will be deemed given on the date of the mailing as evidenced by the postal certification form. When notice is by hand-delivery, it will be deemed given on the date of hand-delivery as evidenced by a receipt signed by the recipient. If the recipient does not accept a hand-delivered notice, an affidavit signed by the person who attempted to deliver the notice shall be conclusive evidence of the date that notice was given.

In addition to the policies specific to graduate students set forth in the body of this Handbook, general College policies and services are set forth in the Appendices.

Academic Policies

A. Student Rights and Responsibilities

Faculty in the classroom and in conference should encourage relevant discussion, inquiry, and expression. Further, faculty should share such information with the class as projected times for exams, nature of assignments, the basic resources to be used, etc. Specifically, faculty shall meet classes as scheduled, maintain office hours, present instruction, discharge advisement responsibilities, and keep appropriate records. Faculty shall provide students, in writing, with course requirements and grading criteria in all classes. Student performance should be evaluated on an academic basis, not on opinions or conduct unrelated to academic matters.

1. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they shall be responsible for learning the content of any course of study for which they are enrolled.
2. Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they shall be responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. Students have a right to expect a competent and conscientious effort from faculty, including a statement at the outset of the class of purpose and scope of the course and expectations of student performance. Additionally, students have the right to expect professors to attend classes on time and to offer competent instruction. Correspondingly, faculty members have the right and responsibility to fail students who do not satisfy the obligations of the course.
4. Students have obligations, as well as rights, in the classroom. Students do not have the right to impinge on the faculty's freedom to teach or the right of other students to learn. Faculty shall establish reasonable standards of conduct for each class, which should be made known at the outset of the class.
5. Students are to be reminded that faculty also have rights; that among these are the right to impose penalties for disruptive conduct which could contribute to the negation of the academic atmosphere of the class. These penalties might include dismissal from the class, and through the orderly procedure of consultation with the department chair of the appropriate school, a recommendation that the student should not take more of the instructor's classes.
6. It is the responsibility of the student to assure that he or she is aware of appropriate courses for the program as stipulated in the graduate catalog. Further, it is the student's responsibility to communicate with the academic advisor periodically to assure that the degree plan is being followed.

B. Academic Standing/Probation

Graduate students must maintain a cumulative grade point average of 3.0 or better for all coursework – graduate and undergraduate – taken in pursuit of a master's degree, initial teaching license, or endorsement. Students are subject to dismissal if their cumulative GPA falls below 3.0. Students earning a grade of D or F in any course will not be able to count the course toward degree completion and must retake the course. Students earning a grade of C may be required to repeat the course depending on department requirements. All grades earned in graduate study will be included in the calculation of the cumulative grade point average. Graduate study does not permit grade forgiveness.

C. Academic Integrity

Every student is required to practice and adhere to the principle of academic integrity while undertaking studies at the College. Maintaining academic integrity is considered an essential academic standard of every graduate course and program. The College does not tolerate academic dishonesty.

The term *academic dishonesty* includes but is not limited to: 1) *Cheating* by using unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the faculty member in the course syllabus or class presentation; 2) *Plagiarism* includes the copying of language, structure, ideas, or thoughts of another, and representing them as one's own without proper acknowledgement; 3) *Unauthorized Possession or Disposition of Academic Materials* includes the unauthorized selling or purchasing of examinations, term papers, or other academic work; stealing another student's work; using information from or possessing exams that a faculty member did not authorize for release to students; 4) *Falsification* encompasses any untruth, either verbal or written, in one's academic work; 5) *Facilitation* of any act of academic dishonesty includes knowingly assisting another to commit an act of dishonesty.

Academic dishonesty may be an academic issue or a disciplinary issue, or both depending on its pervasiveness and/or severity. Any student engaged in academic dishonesty may face reprimand, disciplinary warning, a lowered or failing grade(s), and/or probation or suspension from the course, academic program, or College; or expulsion from the College. The list that follows includes examples, although not all-inclusive, of academic dishonesty:

- Copying from another student's exam
- Purchase of term papers turned in as one's own
- "Padding" items on a bibliography
- Feigned illness to avoid an exam
- Submission of same term paper to another class without permission
- Study of a copy of an exam prior to taking make-up exam
- Providing another student answers during an exam
- Use of notes or book during the exam when prohibited
- Turning in a "dry lab" without doing the experiment
- Sabotage of someone else's work (on disk, in lab, etc.)
- Collaboration on homework or take-home exams when instruction called for independent work
- Providing test questions to student(s) in another section of the class
- Sharing of answers during an exam by using a system of signals
- Plagiarism: appropriating or passing off as one's work the writings, ideas, etc. of another, i.e.: copying without giving credit due, forgery, literary theft, and expropriation of some other's work
- Writing of term paper(s) for another student
- Alteration or forging of an official College document
- Submission of tutor or other resource work assignments as one's own
- Violation of copyright(s)
- Cheating on exams, papers, assignments, etc.

All incidents of academic dishonesty shall be documented and submitted to the Chair of the Department and the Graduate School director. The Graduate School director will create a confidential file concerning the matter. In the unfortunate event that a student is reported for violating the academic integrity policy on more than one occasion, the file will reflect all additional episodes.

As an academic matter, instances of academic dishonesty are ordinarily handled by the faculty member responsible for grading the test, paper, assignment or course in question, by lowering the student's grade in the course or assessing an F in the course ("Grade Adjustment"). A faculty member who lowers a student's grade or assesses an F for academic dishonesty will give the student written notice of the reasons for taking such action. Grades assigned by an instructor,

including Grade Adjustments, are academic, not disciplinary in nature. A student wishing to appeal a Grade Adjustment should follow the Grade Appeals Procedure in this Handbook.

When academic dishonesty is pervasive or severe, the Graduate School director, the Department Chair or the faculty member may file a complaint of academic misconduct in accordance with the disciplinary procedures in this Handbook for violations of the Code of Conduct in addition to, or in lieu of a Grade Adjustment. If a complaint of misconduct is filed in addition to a Grade Adjustment, any appeal of the Grade Adjustment will not be considered until after the complaint of academic misconduct is resolved. Records pertaining to the misconduct complaint will be considered in determining the academic appeal.

D. Academic Appeals Procedure

An appeal regarding grades and other academic actions requires the following steps:

If a student disagrees with a grade or other academic determination, the student, within three (3) school days of receiving the grade or other academic determination, shall make a written request to discuss the grade or other academic determination with the instructor. The request must be hand-delivered or e-mailed to the instructor, with a copy to the Graduate School director. The instructor will arrange to discuss the grade with the student. If the instructor and/or the Department Chair are absent from campus and unavailable or no longer employed by the College, the Graduate School director will arrange for the student to skip the discussion with the instructor and/or the appeal to the Department Chair and move directly to the next level of appeal as outlined below.

- After the discussion with the instructor, if the student is not satisfied with the course grade, the student must, within three (3) school days of the discussion with the instructor, provide a written appeal to the instructor detailing the basis for the appeal and the specific remedy sought by the student. The instructor will respond to the student in writing detailing the reasons for accepting or denying the appeal.
- If the student is still not satisfied, within three (3) school days of receiving the instructor's response, the student must provide a written appeal to the Department Chair detailing the basis for the appeal and the specific remedy sought by the student. The Department Chair will respond to the student in writing detailing the reasons for accepting or denying the appeal.
- If the student is still not satisfied with the Department Chair's decision, within three (3) school days, the student must provide a written appeal to the Graduate School director detailing the basis for the appeal and the specific remedy sought by the student. The Graduate School director's decision is final.

Terms of Enrollment or Required Withdrawal

A student who enrolls in the College or in any College program, organization, or activity voluntarily assumes the responsibility for meeting the requirements involved for continued participation. Termination or suspension of continued enrollment may take the following forms:

- Academic suspension or expulsion for failure to maintain minimum academic standards.
- Disciplinary suspensions or expulsion for violation of College policies.
- Temporary suspension during the pendency of disciplinary or criminal actions.
- Cancellation of registration when admission is found to have been based upon incomplete or false information provided by a student.

- Cancellation of registration or denial of registration when a student fails to meet financial obligations to the College.
- Denial of re-enrollment, diplomas, and transcripts to a student for failure to fulfill all College obligations: Any student who has an unpaid financial obligation (of any nature) to the College or who has any other unresolved obligations or requirements may not be allowed to register for classes, graduate, or receive an academic transcript of credits. Such action shall not preclude the College from pursuing any other lawful means to obtain satisfaction of the obligation.
- Suspension for being in such condition of physical or mental illness that, even with reasonable accommodation, the student can not safely satisfy College programmatic requirements.
- Dismissal pursuant to procedures specific to each graduate program. See your department's student handbook for details.
- Voluntary withdrawal or leave of absence. (Initiated by the student and approved by the Dean of Students).

Required withdrawal or denial of registration may be imposed at any time during a semester or prior to registration for any semester. Denial of re-admission following suspension, required withdrawal, or denial of registration may be enforced permanently or for a specific period of time.

Code of Conduct

All students share a common and heavy responsibility to maintain a climate suitable to a community of scholars. They have equivalent responsibility with the faculty for study and learning and for conducting themselves with academic integrity in a manner compatible with the College's function as an educational institution. The College has a duty and the corollary disciplinary powers to protect its educational purposes through the regulations of the use of facilities and through the establishment of standards of scholarship and conduct for the students who attend the institution. Disciplinary proceedings should play a role substantially secondary to counseling, guidance, and admonition. When the preferred means fail to resolve problems regarding student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties for violation of College policies. Students violating the Code of Conduct may be subject to disciplinary action for misconduct.

A. General Terms

1. The term *student* includes all persons: taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate, professional, or continuing education; those students who withdraw after allegedly violating the Code of Conduct; those who are not officially enrolled for a particular term but who have a continuing relationship with the College; and those who have been notified of their acceptance for admission are considered *student*. The Code of Conduct applies to all ASC students on campus, enrolled in distance or on-line learning, studying abroad or at other remote locations, including Extended Studies campuses.

2. The term *College official* includes any person employed by the College performing assigned administrative, professional or instructional responsibilities. College officials may be full or part-time, or may be student staff members.

3. The term *policy* means the written rules and regulations of the College as found in, but not limited to, the Student Handbooks; Housing Contract and Standards of Residence Handbook;

undergraduate, graduate and professional catalogs; Faculty Handbook, Professional Personnel Handbook, College facilities and College web pages. These include policies related to computer use, solicitation, anti-discrimination policies, athletic events, use of facilities, travel, and participation in student organizations.

4. The term *Complaint* means a charge/report alleging that a student violated the Code of Conduct. *Complainant* means any person who submits such charge/report.

B. All students are required to:

1. Practice academic honesty. Students should refrain from any form of academic dishonesty or academic misconduct, including but not limited to cheating, plagiarism, unauthorized possession or disposition of academic materials, falsification, or facilitation of acts of dishonesty. (see Academic Integrity Policy).

2. Refrain from forgery, alteration, misuse, mutilation, or unauthorized removal of any College document, record, identification, educational material, or property.

3. Make only authorized entry to, or use of, any College facility. College facilities are interpreted to mean buildings, grounds, equipment, or materials.

4. Comply with directions of College officials acting in performance of official duties and show identification upon request by a College official.

5. Refrain from knowingly furnishing false information to any College official or organization or intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergency.

6. Observe federal and state laws, local ordinance and College policies pertaining to illicit drugs and alcohol.

7. Observe rules and regulations as set forth in specific College facilities.

8. Refrain from impeding freedom of movement of students, school officials, employees, or invited guests to all facilities of the College.

9. Refrain from disorderly conduct, which includes but is not limited to unreasonable noise on College premises or in any building or College facility.

10. Refrain from abusive conduct, including physical abuse, verbal abuse, threats, intimidation, stalking, coercion, and/or other conduct which threatens or endangers the physical or psychological health, safety, or welfare of one's self, another individual or a group of individuals. Any student who observes a violation of this provision should report the violation to a College official.

11. Refrain from violent conduct, including but not limited to, domestic violence; fighting with another person; discharging or displaying a firearm on campus; striking, shoving or kicking another person. Any student who observes a violation of this provision should report the violation to a College official.

12. Refrain from attempted or actual theft of, damage to, unauthorized use of, or possession of other persons' or College property or identity; unauthorized entry, use, or occupation of College facilities, property, or vehicles; or unauthorized possession, duplication, or use of College keys or access devices. Any student who observes a violation of this provision should report the violation to a College official.

13. Refrain from possession of firearms, explosives (including any firecrackers or fireworks), or other dangerous weapons upon the grounds (including in a College or personal vehicle), or in buildings or other facilities of the College or at College sponsored activities. Any student who observes a violation of this provision should report the violation to a College official.

14. Refrain from engaging in harassing behavior (including, but not limited to, harassment in violation of the College's Anti-discrimination policy, attached as Appendix I.). Any student who observes a violation of this provision should report the violation to a College official.

15. Refrain from obscene, lewd or indecent conduct or sexual misconduct. Proscribed conduct includes but is not limited to directing obscene or sexually offensive utterances, gestures or displays at another; performing in a public place or in public view a sex act or a lewd exposure of the body; deliberate observation of others for sexual purposes without their consent; taking or posting of photographs/images of a sexual nature except in an approved academic context; possession or distribution of illegal pornography; viewing or posting pornography in public venues; non-consensual sexual contact or penetration; engaging in physical, psychological or chemical (by use of drugs of alcohol) coercion or constraint of another; or engaging in sexual activity with a person who is incapacitated or otherwise unable to give consent. Any student who observes conduct in violation of this provision should report the violation.

16. Refrain from denying lawful freedom of movement, lawful use of College facilities, or the right of lawful entry or exit from the physical facilities of the College to any other student, school official, employee, or invited guest. Not impede, through the use of threat of restraint, abduction, coercion, intimidation, force, or violation any staff or faculty member in the lawful performance of official duties or any student in the lawful pursuit of educational activities. No student shall willfully refuse or fail to leave the property of any building or other facility used by the College upon being requested to do so by the President or another authorized College official.

17. Observe College regulations regarding artists, lecturers, film, videotape, and entertainment media.

18. Refrain from any violation of federal, state, and municipal laws, or College policies and any other conduct not included above which adversely affects the function of the College and the pursuit of its educational purposes and objectives.

19. Refrain from theft, alteration, destruction, illegal utilization, unauthorized entry into, plagiarism, and otherwise misuse of computer software or hardware. Adhere to all ASC Computing Services Policies. (Policies available at <http://www2.adams.edu/administration/computing/policies/policies.php>)

20. Refrain from rioting: aiding, abetting, encouraging, participating in or inciting a riot. Disperse at the direct request of police or College officials.

21. Refrain from unauthorized soliciting or selling in violation of the College solicitation policy.

22. Refrain from abuse of the Student Conduct System including: failure to obey the notice to appear for a meeting or hearing; falsification, distortion, or misrepresentation of information; disruption or interference with the orderly conduct of a hearing; failure to comply with any requirements involving no contact with Complainants or witnesses or limitations related to access to specific facilities; harassment or intimidation of any person involved in a conduct proceeding; failure to comply with disciplinary sanctions or requirements.

23. Refrain from assisting, conspiring, or inciting others to commit any act of misconduct set forth in the above policies.

A student may be subject to disciplinary action for any violation of the general Code of Conduct

requirements, as well as any violation of written College policies and any violation of federal, state or municipal law committed on campus property, in connection with College activities, or that affects the campus community, whether committed on or off campus property. The Code of Conduct sets forth general requirements for student conduct and includes the requirement that students comply with all College policies and state, federal and local laws governing student conduct. Therefore, the Code of Conduct incorporates all specific College policies and laws governing student conduct and any reference to the "Code of Conduct" includes all such College policies and laws.

All students should familiarize themselves with and be responsible for all information contained in this Graduate Student Handbook, the Graduate Catalog and policies and handbooks specific to the student's professional program or department.

Disciplinary Actions

A. Disciplinary Sanctions and Temporary Suspension

The Graduate School sanctions for infractions of College policies, once assessed, are made a part of a student's education record. The sanctions are embodied in a system of warning, probation (with or without conditions), restitution, disciplinary suspension, dismissal and expulsion that need not be administered progressively but which should bear a reasonable relationship to the severity of the misconduct. Temporary suspension may be imposed during the pendency of disciplinary or criminal actions but it is an administrative action intended to protect the campus community, not a disciplinary sanction.

1. **Disciplinary Warning.** Officials of the College responsible for discipline may give warnings for minor infractions in student conduct. These warnings may be given verbally or in writing, with or without a hearing, and are a notice to the student or group of students that continuation or repetition of the misconduct shall be cause for more severe disciplinary action, including dismissal from the College. A student shall be notified in writing of any verbal warning issued. Such warning will become part of the student's education record.
2. **Disciplinary Probation.** A student may be placed on disciplinary probation after a hearing in which fundamental due process is afforded. Disciplinary probation shall be a final period of trial. It may include, but is not limited to, requiring the student to satisfy any of the following probationary terms or such other terms as deemed appropriate: maintain a stated academic standards, avoid further policy violations, undertake specified training and/or counseling, refrain from contact with specified person(s), make written and/or verbal apology, or engage in specific campus or community service. Students on disciplinary probation who violate policies may be subject to additional terms and conditions as the discipline authority imposing it shall designate. A student shall be notified in writing of any disciplinary probation penalty assessed. A disciplinary probation sanction will become a part of the student's education record. Disciplinary probation will be monitored by the discipline authority that imposed it, or a designee. A student who fails to successfully complete all terms of disciplinary probation may be subject to suspension or dismissal.
3. **Restitution.** A student may be required to pay restitution or perform services as a form of restitution after a hearing in which fundamental due process is afforded. Such action is appropriate in any case in which the misconduct or violation has caused loss of or damage to property or injury to a person, or in which reparation for a particular act of misconduct may reasonably be made by payment of money or the performance of services. A student will be notified in writing of any restitution sanction assessed. A restitution sanction will become a part of the student's education record.
4. **Temporary Suspension.** A student may be summarily suspended upon complaint of a violation of College policies, pending a hearing before a College Magistrate, when it appears that

reasonable cause exists to believe that the continued presence of the accused student on campus poses a threat to the safety of the student, other persons, property, or a threat to disrupt College functions or activities. This temporary suspension shall prevent classroom attendance and participation in all College activities until the time of the hearing with the magistrate. The magistrate shall give first priority to cases involving temporary suspension, deciding them as expeditiously as possible, consistent with the right of a student to a fair hearing. The hearing shall be held within five (5) days (Saturdays, Sundays, and holidays excluded) after the student has been notified of the temporary suspension unless the student agrees in writing to a longer period. A student will be notified in writing of any temporary suspension assessed. A temporary suspension will become a part of the student's education record. In cases where a student is temporarily suspended, and the subsequent hearing with the magistrate results in a sanction less than disciplinary suspension, the fact of temporary suspension shall be removed from the student's record.

5. **Disciplinary Suspension.** A student may be suspended after having a hearing in which fundamental due process is afforded. Disciplinary suspension is normally for a stated period of time, at the end of which a student may apply for reinstatement. Conditions for reinstatement may be stipulated. Disciplinary suspension for an indefinite period may be stipulated, usually with the implication that a student must fulfill certain requirements before reinstatement will be considered. While under disciplinary suspension, the student is not entitled to attend classes, use College facilities, participate in College activities, or be employed by the College. A student will be notified in writing of any disciplinary suspension sanction assessed. A disciplinary suspension sanction will become part of the student's education record.

6. **Disciplinary Dismissal.** A student may be dismissed from a graduate program after a hearing in which fundamental due process is afforded. Dismissal is an unconditional termination of enrollment. The student may not reapply for readmission to the program for a period of five (5) years, unless another period is specified in the order of dismissal. A dismissal sanction will become part of the student's education record.

7. **Expulsion.** A student may be expelled from the College after having a hearing in which fundamental due process is afforded. Expulsion is permanent dismissal from the College. A student will be notified in writing of any expulsion penalty assessed. An expulsion sanction will become a part of the student's education record.

A student who has been charged with misconduct may exercise the right to withdraw from the College. In such a case, the charge(s) may be dropped and a notation shall be made in the student's education records that disciplinary action was pending and the student is not eligible for re-admission until the expiration of five (5) complete academic years. However, if the alleged misconduct appears so serious as to warrant consideration of expulsion, the student will be advised that the withdrawal will not cause the charge(s) to be dropped and that normal proceedings will be continued. In such cases, the Magistrate shall determine the severity of the charges.

B. College Officials Responsible for Discipline and Complaints of Misconduct

The Graduate School director, acting on behalf of the President, will administer, or designate appropriate individuals or entities to administer the College student disciplinary system with respect to graduate students. When this Graduate Student Handbook refers to the Conduct Officer, that title shall be read as the person designated by the Graduate School director to be responsible for a particular graduate student discipline matter.

1. **Instructor authority in the classroom.** Instructors shall establish reasonable standards of conduct for each class. The instructor has the authority to issue a disciplinary warning and/or require a student to leave the classroom for the remainder of a class period for failure to comply with such reasonable standards of conduct. Any student who refuses to leave a classroom when

instructed to do so by the instructor, or who persists in his/her failure to adhere to the instructor's reasonable standards of conduct may be subject to disciplinary action for misconduct.

2. Instructors and College officials have the authority to issue a disciplinary warning without a hearing when they observe a violation of the Code of Conduct.

3. The College Magistrate has the authority to conduct misconduct hearings and issue appropriate sanctions.

4. The Graduate School director has final authority to hear and determine appeals of a Magistrate's decision.

C. Complaints of Misconduct

Any member of the campus community who has a reasonable belief that a graduate school student has violated the Code of Conduct, may file a Complaint with the Graduate School director. If the Complaint appears to allege a violation of the College Anti-discrimination Policy, the matter will be referred to the Affirmative Action Officer. The Graduate School director will appoint a Conduct Officer to meet with the student to discuss the Complaint and gather any additional information as he/she deems relevant to the Complaint.

A Conduct Officer also may initiate such a meeting upon credible information that comes to his/her attention other than by Complaint.

At any time after receiving a Complaint of violation, if the Conduct Officer has reasonable cause to believe that the student's continued presence on the campus poses a threat to the safety or welfare of the student, other persons or property, or a threat to disrupt College functions or activities, the Conduct Officer may temporarily suspend the student.

After meeting with the student, the Conduct Officer will prepare a written report of the matter. The Conduct Officer may dismiss the complaint, impose a disciplinary warning, impose an appropriate sanction to which the student agrees in writing, or refer the matter to a Magistrate for a misconduct hearing.

The Conduct Officer will give the student written notice of any sanction imposed as a result of the meeting. If the Conduct Officer refers the matter for a misconduct hearing, he/she shall prepare written Notice of the Charges and provide the Notice to the student, to the Graduate School Director and to the Registrar. While charges are pending, the Registrar shall place a hold on the student's ability to register for classes and the student will not be permitted to enroll in any further classes until the Registrar receives notice that the disciplinary matter is resolved. The Notice of Charges shall include the following:

- The provision(s) of the Code of Conduct and any specific College policy(ies) that the student is charged with violating.
- The factual basis for the charge(s).
- That the student may, within three (3) school days of receiving the notice, request a hearing before a Magistrate by submitting such request in writing to the Conduct Officer.
- That if the student does not make a timely request for a hearing before a Magistrate that the Conduct Officer will make a determination of whether the student has violated the Code of Conduct, and appropriate sanctions, if any.
- That the student may be accompanied to the hearing by an advisor, who may be an attorney.
- That if the student is to be accompanied by an attorney advisor, the student shall provide written notice to the Conduct Officer at least 48 hours before the hearing that he/she will bring an attorney advisor to the hearing and the name and contact information for the attorney, if known. Without such timely notice, an attorney advisor may be barred from

- attending the hearing.
- That the student's advisor may not participate directly in the hearing or directly address any of the participants, but may confer quietly off the record with the student.
- The sanction(s) that may be imposed for the misconduct.
- That the student may testify or may remain silent, may present witnesses and may present evidence, including affidavits.
- That no inference will be drawn from the student's silence.
- That the Conduct Officer will present the charges, and may present witnesses and evidence, including affidavits.
- That the hearing provides an opportunity for the student to be heard on the matter and to present his/her version of the facts, but that if the student fails to attend the hearing, the Magistrate will proceed to determine the matter in the student's absence.

If the student does not request a hearing before the Magistrate within the time set forth in the notice, the Conduct Officer will determine the matter based on the meeting with the student and any other information gathered. The Conduct Officer will notify the student, the Graduate School director, the Department Chair for the program in which the student is enrolled and the Registrar of any such determination. If the student makes a timely request for a hearing, the Conduct Officer will forward the written notice of the charges to the Magistrate. If the position of Magistrate is vacant, the Conduct Officer will request that the President appoint a Magistrate.

D. Misconduct Hearing

The misconduct hearing shall provide the student with a fair opportunity to be heard. The nature of the hearing is not a highly formal procedure and the rules of procedure and evidence applicable in civil and criminal proceedings do not apply. The following are guidelines for the conduct of the hearing.

The Conduct Officer, in consultation with the Magistrate, will provide the student with notice of the time and place of the hearing. The hearing shall be scheduled no sooner than seven (7) school days after written notice of the charges is mailed to the student at the student's last known address or hand delivered. A copy of the notice will be e-mailed to the student if an e-mail address is available. The student and the Conduct Officer will be permitted to present evidence and present witness testimony or affidavits.

The student and the Conduct Officer may at any time prior to the close of the hearing, enter into a written agreement as to an appropriate sanction. Such an agreement is final, binding and not appealable. Upon submission of such an agreement to the Magistrate, the proceedings will be terminated and the signed agreement will be provided to the student, the Graduate School Director, the Department Chair for the program in which the student is enrolled and the Registrar.

The Magistrate will determine, in a written decision setting forth findings of relevant fact, whether the student committed the violations set forth in the Notice of Charges and what, if any, sanctions are appropriate. The Magistrate may seek recommendations from the Conduct Officer as to appropriate sanctions. The Conduct Officer will provide the student with a copy of the Magistrate's written decision by mailing it to the student at the student's last known address or by hand delivery. A copy of the notice will be e-mailed to the student if an e-mail address is available. The Conduct Officer will provide a copy of the Magistrate's decision to the Graduate School Director, the Department Chair for the program in which the student is enrolled and the Registrar.

E. Appeal of Magistrate's Decision

If the student is dissatisfied with the Magistrate's decision and/or sanctions, within five (5) school days of receiving the magistrate's decision, the student must provide a written appeal to the Graduate School director detailing the basis for the appeal and the remedy sought. The Graduate

School director may uphold, modify or rescind the decision and/or the sanction or return the matter to a Magistrate for further consideration. The Conduct Officer will provide the student with a copy of the Graduate School director's written decision by mailing it to the student at the student's last known address or by hand delivery. A copy of the decision will be e-mailed to the student if an e-mail address is available. The Conduct Officer will provide a copy of the Graduate School Director's decision to the Department Chair for the program in which the student is enrolled and the Registrar. For all sanctions except for permanent expulsion from the College, the Graduate School director's decision is final. In cases of permanent expulsion the student may appeal the Graduate School director's decision to the Provost by filing a written appeal within five (5) school days of receiving the Graduate School director's decision. A copy of the Provost's decision will be provided to the student, the Graduate School director, the Department Chair for the program in which the student is enrolled and the Registrar.

A student appealing a disciplinary suspension, dismissal or expulsion decision may remain in classes in which the student is already enrolled until any appeals have been completed unless a temporary suspension has been imposed. Temporary suspension may be imposed at any time during the process. After charges have been filed, a student may not enroll in any further classes until the disciplinary matter is concluded.

Anti-Discrimination Policy

The College is committed to access and opportunity for all students regardless of race, color, national origin, sex (including pregnancy), religion, age, disability, veteran or marital status, or sexual orientation. The College's Board of Trustees adopted an Anti-Discrimination Policy on February 27, 2007. This policy applies to the entire campus community and addresses prohibitions and discrimination grievance procedures. Please see **Appendix I** for the complete Anti-Discrimination Policy and Grievance Policy.

Sexual Harassment Policy

It is Trustee policy to maintain campus environments free from sexual harassment. Sexual harassment is unacceptable, and the College shall take appropriate action against such behavior. The College is committed to taking measures to deter sexual harassment, including affirmatively raising the issue with students, staff, faculty and administrators, expressing the College's strong disapproval of sexual harassment, informing employees and students of their rights to file and how to file a complaint alleging harassment and, when necessary, enforcing appropriate sanctions against harassers. ASC will also strive to sensitize the College community to the problems posed by sexual harassment. Sexual harassment is a form of discrimination prohibited by the College's Anti-Discrimination Policy. Please see the Anti-Discrimination Policy in **Appendix I** for full information about the policy and the procedures for filing a complaint.

Campus Sexual Assault Victim Bill of Rights

The College seeks a safe and healthy environment for all College members and visitors. Therefore, the College developed and implemented the Campus Sexual Assault Bill of Rights policy in order to (a) set forth definitions; (b) reaffirm a commitment to providing resources and processes for prevention, education, support, reporting, adjudication, and protection from retaliation; (c) to identify the range of sanctions. The College will also provide multiple points for collection of information about incidents and a process for dissemination of sexual offense statistics. Please see **Appendix II** for the complete Campus Sexual Assault Bill of Rights policy.

Drug and Alcohol Policy

The College neither encourages nor discourages the use of alcohol, but it does condemn the abuse of alcoholic beverages. All members of the College community are responsible for their own behavior within the context of civil and criminal law and College regulations. Those responsible for organizing and overseeing social events must be aware of, and adhere to, all civil and criminal laws and College regulations. The College is committed to educating its constituencies regarding alcohol use and abuse. Efforts are made to ensure an understanding of all civil and criminal laws and College regulations by all concerned. However, individuals must recognize a responsibility to educate themselves, since ignorance of the law is no excuse. See **Appendix X** for the complete Drug and Alcohol Policy

Disability Services Policy

The College is committed to providing equal educational opportunity for persons with disabilities in accordance with the Affirmative Action and Anti-Discrimination Policies of the College and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Please see **Appendix XII** for further information about this policy and the services available. Questions regarding disability services should be directed to the Office of Student Affairs: 719-587-7221. Kenneth Marquez, Vice President of Student Affairs is the College's Disability Services (ADA) Coordinator. kmarque@adams.edu

General Student Services

The College provides numerous student services. A description of these services appears in **Appendix XX**.

APPENDICES

The General College Policies in these Appendices are a part of this Handbook and shall be adhered to by graduate students

Appendix I	Anti-Discrimination Policy.....	16
Appendix II	Campus Sexual Assault Bill of Rights.....	31
Appendix III	Introduction to the Colorado Tuition Law.....	32
Appendix IV	Public Information/Directory Information (FERPA Policy).....	33
Appendix V	Motor Vehicle, Traffic and Parking Enforcement.....	40
Appendix VI	Peaceful Assembly.....	41
Appendix VII	Smoking Policy.....	42
Appendix VIII	Sales and Solicitation.....	43
Appendix IX	Student Publications and Communications.....	44
Appendix X	Drug and Alcohol Policy.....	45
Appendix XI	Electronic Communications Policy.....	47
Appendix XII	Disability Services Policy.....	51
Appendix XIII	Release/Publicity Adams State Information.....	52
Appendix XIV	Student Fees Policy.....	52
Appendix XV	Civil/Criminal Charges Policy.....	57
Appendix XVI	Non-Student Policy.....	57
Appendix XVII	College Keys Policy.....	57
Appendix XVIII	Public Broadcasting Policy.....	57
Appendix XIX	Hazing Policy.....	58
Appendix XX	General Student Services.....	58

Appendix I

Anti-Discrimination Policy

Anti-Discrimination Policy and Grievance Procedure

- I. **Definitions.** The following definitions shall apply to this Policy.
1. "Affiliate" means an entity at which members of the Campus Community work or study (including entities that accept student interns) and other third parties or service providers on campus or associated with the College through contracts, affiliation agreements, or otherwise.
 2. "Affirmative Action Officer" means the person appointed to by the College to investigate complaints or grievances. When the President appoints another to fulfill the role of the Affirmative Action Officer with respect to a particular matter, Affirmative Action Officer shall be read to mean the person so appointed by the President. The contact information for the current Affirmative Action Officer is attached to this Policy as Exhibit 2.
 3. "Calendar day" and "day" mean any day of the year. "Working day" means a day on which the College holds regular class sessions or exams, and excludes Saturdays, Sundays, and College holidays. It includes summer session, even if a party is not enrolled, employed or volunteering during the summer, and periods of annual or other leave requested by the party.
 4. "Campus Community" means Students, Faculty, Professional Personnel, Classified Staff, and Volunteers, who are admitted or enrolled in the College, are participating in programs offered by the College, or who are employed by, or volunteering for the College.
 5. "Complaint" means a written or oral allegation of violation of this policy that has not been formally filed as a Grievance.
 6. "Complainant" means a person making a written or oral allegation of violation of this policy other than by filing a Grievance.
 7. "Disciplinary action" means the process for and sanctions available for violations of College policy as set forth in the *Adams State College Student Handbook* or any applicable Graduate Program Handbook or Catalog, the *Faculty Handbook*, the *Personnel Board Rules and Director's Administrative Procedures* or the *State Colleges in Colorado Handbook for Professional Personnel* until the *ASC Professional Personnel Handbook* is adopted, and then the processes for and sanctions available under the *ASC Professional Personnel Handbook*.
 8. "Employee" means any member of the Classified Staff, Professional Personnel or Faculty.
 9. "Grievance" means a written allegation of discrimination or retaliation that is filed with College in accordance with this policy. A sample Grievance form is attached as Exhibit 1 to this policy.
 10. "Grievant" means any member of the Campus Community who files a written Grievance.

11. "Party" means Grievant(s) or Respondent(s).
12. "Precautionary action" means any corrective, non-disciplinary action that is taken as a result of allegations of discrimination or retaliation and that is reasonably calculated to end present discrimination/retaliation, protect against future discrimination/retaliation, or remedy past discrimination/retaliation.
13. "Protected status" means race, color, national origin, sex (including pregnancy), religion, age, disability, veteran or marital status, or sexual orientation.
14. "Respondent" means a member of the Campus Community against whom a Grievance has been filed.
15. "Service" means hand delivery, signed receipt required, or certified mail, return receipt requested. The date of service shall be the date of mailing according to the records of the College or hand delivery as evidenced by a postal certification form or a receipt signed by the recipient. If the recipient does not accept a hand-delivery, a certification signed by the person who attempted to deliver the notice shall be conclusive evidence of the date of service.
16. "Supervisory-level employee" means any employee or student who supervises, evaluates or is responsible for the work of another employee or student.

II. Prohibitions

- A. **Discrimination.** The College prohibits and will not tolerate discrimination that violates federal or state law or this policy. The College does not discriminate on the basis of race, age, color, religion, national origin, gender, sexual orientation, veteran status, or disability. The College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Executive Order 11246, sections 24-34-301, C.R.S. *et seq.* and the Trustee Policy Manual.
- B. **Sexual Harassment.** Sexual harassment is a type of discrimination. The College prohibits and will not tolerate sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal and physical conduct based on sex when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; or
 2. Submission to or rejection of such conduct is used as the basis for making employment or educational decisions about a person; or
 3. Such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.
- C. **Retaliation.** The College prohibits and will not tolerate retaliation against any person who opposes or reports a discriminatory practice which is forbidden by law or this policy or who has filed a Grievance, testified, assisted or participated in any manner in an investigation or proceeding conducted under this policy. Acts of retaliation may be the subject of a Complaint or Grievance under this policy.

- D. Penalties. Members of the Campus Community who engage in discrimination, sexual harassment, or retaliation against any member of the Campus Community or any employee of any Affiliate may be subject to precautionary action or disciplinary action, up to and including termination of employment or expulsion from the College.

III. Discrimination By or Against Persons Outside the Campus Community

- A. Agreements with Affiliates must contain provisions requiring Affiliates to comply with the letter and the spirit of all applicable State and Federal laws respecting discrimination and unfair employment practices. Illegal discrimination or retaliation by an Affiliate or an Affiliate's employee affecting any member of the Campus Community may result in precautionary and remedial actions up to and including termination of the Affiliate's agreement with the College. Such allegations shall be reported to the primary College representative/contact person identified in the agreement ("College Representative") or the Affirmative Action Officer. The College shall investigate the credibility of the allegations and promptly notify the Affiliate of any credible allegations and request appropriate action. The College also shall promptly take any necessary precautionary actions as appropriate.
- B. Allegations by an Affiliate that a member of the Campus Community has engaged in illegal discrimination or retaliation against any employee of the Affiliate shall be reported to the College Representative identified in the agreement. The College shall promptly investigate the allegations and take any necessary precautionary and/or disciplinary actions as appropriate.
- C. Allegations of illegal discrimination or retaliation made by applicants for employment shall be reported to the Human Resources Director (or other presidential designee). The College shall promptly investigate the allegations and take any necessary precautionary and/or disciplinary actions as appropriate.
- D. Allegations of illegal discrimination or retaliation made by undergraduate applicants for admission to the College shall be reported to the Vice President for Enrollment Management (or other presidential designee). The College shall promptly investigate the allegations and take any necessary precautionary and/or disciplinary actions as appropriate.
- E. Allegations of illegal discrimination or retaliation made by applicants for admission to graduate programs shall be reported to the Director of Graduate Programs (or other presidential designee). The College shall promptly investigate the allegations and take any necessary precautionary and/or disciplinary actions as appropriate.
- F. Allegations that a member of the Board of Trustees has engaged in illegal discrimination or retaliation shall be reported to the Chair or, if the allegations are against the Chair, the Vice Chair of the Board of Trustees. Credible allegations shall be investigated by an independent investigator appointed by the Chair or Vice Chair, as appropriate. The independent investigator shall deliver a confidential written report to the Chair or Vice Chair, as appropriate. Necessary precautionary actions shall be determined by the Chair or Vice Chair, as appropriate.

IV. Procedure for Campus Community Discrimination Complaints and Grievances

A. Application

1. This procedure applies to allegations of discrimination or retaliation made by any member of the Campus Community against any other member of the Campus Community.

B. Time Limits

1. In order to fall within the jurisdiction of this policy, a Complaint, or Grievance must be initiated within ten (10) calendar days of the date on which alleged discrimination or retaliation occurred.
 - a. The Complainant/Grievant may choose to withdraw his/her Complaint/Grievance at any point.
 - b. The College will investigate all credible allegations of discrimination or retaliation as appropriate to the circumstances and may take precautionary and/or disciplinary action if warranted by the available facts, even if the Complainant/Grievant declines to pursue resolution of the matter through this policy, or the Complaint/Grievance does not fall within the jurisdiction of this policy.
2. The Affirmative Action Officer may extend or shorten any time periods prescribed in this policy for good cause, including the ten (10) day time limit for filing a Grievance, but shall not permit unreasonable delay. It shall be the goal of the Affirmative Action Officer to bring most Complaints/Grievances to closure no later than thirty (30) days after the date of filing. The actual time required will depend on the complexity of each Complaint/Grievance.

C. Purposes of the Discrimination Grievance Procedure

1. To provide a mechanism for prompt and fair internal resolution of allegations of discrimination or retaliation by members of the Campus Community that is reasonably calculated to immediately end any harassment or retaliation, remedy its effects and prevent harassment from occurring again; and
2. To provide a prompt and fair procedure for administering allegations of discrimination or retaliation by Campus Community members that violate this policy.
3. For allegations between or among Classified Staff alleging discrimination or retaliation, this Discrimination Grievance Procedure shall be construed as the grievance policy adopted by the College pursuant to Personnel Board Rules 8-3B and 8-8B and shall be in lieu of the Grievance Procedures set forth in Chapter 8 of the Department of Personnel Board Rules and Director's Administrative Procedures.

D. Protection of the Parties

1. It will be the Affirmative Action Officer's responsibility to keep the President, closely informed about any and all Complaints and Grievances involving discrimination/retaliation that arise within the

College. The Affirmative Action Officer will have final authority to decide all procedural matters and arrange for and coordinate all informal resolution efforts unless otherwise specified herein. These decisions are final, non-appealable and non-grievable.

- a. Any reference in this policy to "The President" shall be read as "the Chair of the Board of Trustees" if the President is subject of the Complaint.
 - b. "Affirmative Action Officer" shall be read as "the President's designee" if the President has made such designation for investigation. The President may make such designation whenever he/she deems that the interest of the College would be best served, and shall make such designation if the Affirmative Action Officer is the subject of the Complaint/Grievance.
2. The President or supervisory personnel may take precautionary action to protect the Complainant/Grievant and to prevent contact between the Complainant/Grievant and the Respondent during the pendency of the process. Any such actions shall be in addition to any precautionary or disciplinary measure imposed by the process.
- a. In accordance with the applicable procedures set forth in the *Adams State College Student Handbook* or any applicable provision of a Graduate Program Handbook or Catalog that provides a process for temporary or summary suspension, the *Faculty Handbook*, the *Personnel Board Rules and Director's Administrative Procedures*, the *State Colleges in Colorado Handbook for Professional Personnel* and when adopted, the *Adams State College Professional Personnel Handbook*, the President may impose administrative leave, temporary suspension or summary suspension, as appropriate, in conjunction with this policy.
3. Complaints and Grievances will be treated with discretion to protect the privacy of those involved. Participants in the Complaint/Grievance process, including parties, witnesses, employees, agents, students, confidential advisors, mediators or facilitators will treat all information and documents as confidential and will not discuss the matter with, or provide documents to, anyone except as necessary for the investigation and any subsequent proceedings, or as authorized or required by law.
- a. Failure to observe these confidentiality requirements may be cause for discipline, up to and including termination of employment or expulsion from the College.
4. Participants in Discrimination Grievance Procedures should not be promised confidentiality beyond that stated herein.
5. Except for the failure of a Grievant to attend an interview or discussion conducted pursuant to this policy, failure of any member of the Campus Community to cooperate with College officials in pursuing allegations of discrimination/retaliation may be cause for discipline.

6. The intimidation of, unauthorized contact with, or retaliation against any individual because of that individual's involvement in a Complaint/Grievance is a violation of College policy and may be the subject of a Complaint or Grievance under this or other College policies and may result in discipline.
7. Abuse of the Complaint/Grievance process is grounds for discipline. Abuse of this process includes fraudulent or bad faith allegations, knowingly false statements of fact or documentation, or otherwise behaving irresponsibly in connection with any part of a Complaint/Grievance.
8. A member of the Classified Staff who makes a Complaint against another member of the Classified staff may have a representative present at any stage in the Complaint/Grievance process and that representative may speak for him/her, however the Classified Staff member is expected to participate in discussions. Other members of the Campus Community may be advised by a representative at any stage of the process but must speak for themselves.

E. External Processes

1. Those who believe they are victims of discrimination or retaliation may initiate outside legal action through private sources or the appropriate State or Federal enforcement agencies.
2. If an external complaint, grievance or charge is filed with an equal opportunity enforcement agency or in State or Federal court while a Complaint/Grievance is pending within the College and the complaints arise out of the same incident(s) or make similar allegations of discrimination/retaliation the College may discontinue the internal Complaint/ Grievance process. The College may nonetheless require an investigation of all credible allegations of discrimination/retaliation and take precautionary/disciplinary action as appropriate even if the Complaint/Grievance process has been discontinued.

F. Consolidation of Grievances

1. Multiple Complaints/Grievances may be consolidated if they arise from the same or similar facts and circumstances, or allege retaliation for bringing an earlier, still-pending Complaint/Grievance.

G. Informal Resolution Efforts

1. It is the goal of the College to provide prompt resolution of any Complaints/Grievances in a manner that ends any present discrimination/retaliation, protects against future discrimination/retaliation and remedies past discrimination/retaliation. To advance this goal, the College strives to resolve perceived discrimination/retaliation at the lowest level possible. Frequently the most satisfactory process for resolving perceived discrimination/retaliation is informal discussion between the parties and appropriate administrators. Such discussions will generally precede the filing of a written Grievance as defined under this policy but may also take place after the filing of a Grievance.

2. In informal resolution, affected employees, administrators, students, and/or outside facilitators, will reason together to identify problems, to develop understanding, to reconcile differences and, if appropriate, to redress allegations of discrimination/retaliation. Upon approval by the President and consent of the parties, the Affirmative Action Officer may refer a matter to mediation for informal resolution. Informal resolution may be by-passed or terminated if the person who perceives he or she has suffered discrimination/retaliation feels it is necessary to do so.
3. The Complainant, appropriate supervisory personnel or the Vice President of Student Affairs, the Affirmative Action Officer and if appropriate, other individuals who may facilitate communications will discuss informal resolution. The person(s) alleged to have engaged in discrimination/retaliation may be asked to join the discussion if the Affirmative Action Officer determines that it would be worthwhile and the Complainant consents.
4. Any remedy arising from informal resolution efforts will be reduced to writing within seven calendar days after the conclusion of informal resolution efforts. A remedy arising from informal resolution may consist of 1) an informal remedy determination issued by the appropriate supervisory level-employee or the Vice-President of Student Affairs after discussions with the Complainant and others; or 2) a written agreement between the Parties.
5. If a Complainant is dissatisfied by an informal remedy determination issued by the appropriate supervisory personnel or the Vice President of Student Affairs, the Complainant may, within five (5) calendar days after service of the informal remedy determination, proceed with a formal Grievance.
6. An agreement for informal resolution entered into by the Parties must be approved by the President and is binding, final, unappealable and non-grievable.

H. Reporting

1. **Process for an Employee or Volunteer to Report Discrimination/Retaliation.** Any employee or volunteer who believes he/she has been discriminated against or retaliated against is encouraged to report the alleged discrimination/retaliation to the employee's supervisor, next level supervisor, or the Affirmative Action Officer.
2. **Process for Student to Report Discrimination/Retaliation.** Any student who believes he/she has been discriminated against or retaliated against is encouraged to report the alleged discrimination/retaliation to the Vice President of Student Affairs or the Affirmative Action Officer.
3. **Duty to Report Discrimination/Retaliation.** Any supervisory-level employee or Faculty member who observes what he/she reasonably believes to be discrimination or retaliation, or who receives a Complaint making allegations of discrimination or retaliation by a member of the Campus Community has a duty to promptly inform the Affirmative Action Officer, or if the Complaint is against the Affirmative Action Officer, the Human Resources Director. Any Student Residence Director or

Resident Assistant who, in the scope of his/her duties observes what he or she reasonably believes to be discrimination or retaliation against a student, or who receives a Complaint from a student making allegations of discrimination or retaliation by a member of the Campus Community has a duty to promptly inform the Vice President of Student Affairs or the Affirmative Action Officer. The matter will be referred for appropriate informal discussions as provided above.

- a. A supervisory-level employee, Faculty member or Student Residence Director or Resident Assistant who fails to report alleged discrimination or retaliation may be subject to discipline, up to and including dismissal.
- b. A supervisory-level employee, Faculty member or Student Residence Director or Resident Assistant is not to attempt to independently investigate or mediate allegations of discrimination or retaliation, except that a supervisory-level employee may take steps necessary to issue an informal remedy determination under section IV.G.4.
- c. If the person reporting discrimination/retaliation is someone other than the alleged victim, the Affirmative Action Officer, the Vice President of Student Affairs or his/her designee will ask the alleged victim(s) to confirm whether the reported conduct occurred. If the alleged victim does not confirm that the reported conduct occurred, the matter will not be pursued. If the alleged victim confirms that the conduct occurred, the alleged victim will be offered the opportunity to pursue resolution of the matter under this Procedure. If the alleged victim declines to pursue resolution of the matter through this Procedure the matter shall be reported to the President who may require an investigation and take such precautionary/disciplinary actions as he/she deems appropriate under the circumstances.
- d. Even if a person reporting or acknowledging the occurrence of perceived discrimination or retaliation requests that no action be taken, the supervisory-level employee, Faculty member or Student Residence Director or Resident Assistant still has a duty to inform the Affirmative Action Officer or Vice President of Student Affairs of the alleged discrimination/retaliation. The supervisory-level employee, Faculty member or Student Residence Director or Resident Assistant should inform the person reporting the alleged discrimination or retaliation that the matter must be reported, that the process for resolving allegations of discrimination or retaliation is handled with discretion to protect the parties, but that neither anonymity nor complete confidentiality can be promised.

I. Filing a Grievance

1. Any Campus Community member may file a formal written Grievance when he/she believes that he/she has been discriminated against or retaliated against, whether or not the matter has been reported in accordance with Section H. The Grievance may be filed with the Affirmative Action Officer or in the absence, unavailability or perceived conflict of interest of the Affirmative Action Officer, with the Human

Resources Director (for employees and volunteers) or the Vice President of Student Affairs (for students).

2. Step 1

- a. The Grievant will file a written Grievance which shall include:
 - i. the Grievant's name, mailing address, telephone number, and email address
 - ii. the identity of the Respondent(s)
 - iii. the type of discrimination or perceived reasons for retaliation
 - iv. the facts and circumstances of the alleged discrimination/retaliation
 - v. the dates on which the alleged conduct occurred
 - vi. the identity of any witnesses which the Grievant believes to possess relevant information and a description of the information that each witness is believed to possess
 - vii. the signature of the grievant
- b. If the alleged discrimination/retaliation took place more than ten (10) days prior to the filing, the Grievant must also submit, a statement showing good cause for not filing within the ten (10) day time limit.
- c. The Affirmative Action Officer will determine whether the Grievance is within the jurisdiction of this policy.
- d. Jurisdiction under this process is established when:
 - i. The Grievance is timely filed, and
 - ii. The Grievant has submitted a sufficient written Grievance, and
 - iii. The Grievance sets forth facts that, if true, show reasonable cause to believe that a violation of this policy has occurred.
- e. If the Grievance documents do not establish jurisdiction under this policy, the Affirmative Action Officer will serve the Grievant with written notice of this finding. The Grievant may request the President's review of a finding of no jurisdiction under this policy by submitting a written request for review to the Affirmative Action Officer within three (3) working days of the date of service of the finding.

- f. The President's determination of jurisdiction shall be rendered as soon as possible after the President receives the request for review. The President's determination of jurisdiction is final. The Grievant will be provided with a copy of the President's determination.
 - g. If the Grievance establishes jurisdiction, the Affirmative Action Officer will serve a copy of the written Grievance on the Respondent with the Grievant's address, telephone and email address redacted.
 - h. The Affirmative Action Officer will contact the Grievant to discuss options for informal resolution. If the Grievant wishes to pursue informal resolution efforts, the Affirmative Action Officer will make the necessary arrangements and inform the parties.
 - i. If the Grievant wishes to pursue informal resolution efforts, the formal Grievance procedure shall be suspended to permit the parties an opportunity to resolve the Grievance.
 - j. The Grievant may at any time terminate informal resolution efforts and proceed to Step 2.
3. Step 2
- a. Within five (5) calendar days after receiving a copy of the Grievance or within five (5) calendar days after notice of termination of informal resolution efforts, if applicable, the Respondent will file a written response ("Response") with the Affirmative Action Officer.
 - b. The Response shall include:
 - i. a statement as to whether the facts supporting the conduct that forms the basis for the allegations are true, and
 - ii. an explanation of the circumstances surrounding any admitted conduct; and
 - iii. the names of witnesses, if any, who may have information pertaining to the Grievance, and a description of the information that each witness is believed to possess.
4. Step 3
- a. The Affirmative Action Officer will conduct an investigation to determine the facts. The Affirmative Action Officer, will interview the Grievant, Respondent and anyone that the Affirmative Action Officer determines is likely to have substantial, relevant information, and gather any other evidence that he/she deems necessary.
 - b. The interview provides the Respondent with an opportunity to be heard by a fair and impartial fact-finder and to explain, deny, or

offer mitigating reasons. If the Respondent fails to attend an interview for reasons other than an unforeseeable emergency, documented to the satisfaction of the Affirmative Action Officer, such failure constitutes a knowing and voluntary waiver of this opportunity and the report may be rendered without Respondent's input.

- c. If the Grievant fails to attend an interview for reasons other than an unforeseeable emergency documented to the satisfaction of the Affirmative Action Officer, the Affirmative Action Officer, in consultation with the President, may deem the Grievance withdrawn and discontinue the process. Even if the Grievance is deemed withdrawn, the President may require further investigation and take appropriate disciplinary/precautionary action if appropriate.
- d. The Affirmative Action Officer will promptly prepare and deliver to the President a written report summarizing the investigation that includes observations as to credibility of interviewees, a finding as to whether discrimination/retaliation occurred, and a recommendation of precautionary measures. The President shall review the report and take action as he/she deems necessary. The President may also pursue discipline in accordance with the appropriate handbook disciplinary procedure.
 - i. For **Faculty**, the appropriate disciplinary procedure is found in Section VIII.A.2-10 of the *Faculty Handbook*, and the appeal provisions in Section IX. available to Tenured Faculty upon imposition of appealable discipline. The investigation provided for in this policy shall substitute for the investigation called for in Section VIII.A.1. of the *Faculty Handbook*. The Grievance and Complaint Procedure in Section XI of the *Faculty Handbook* does not apply to allegations of discrimination/retaliation under this policy.
 - ii. For **Professional Personnel**, until the *ASC Professional Personnel Handbook* is adopted, the appropriate disciplinary procedure is found in Section X.A.3.b. of the *State Colleges in Colorado Handbook for Professional Personnel* entitled "Presidential Meeting with the Professional" and the appeal to a hearing officer available under Section X.B.2. for appealable disciplinary sanctions imposed by the President or, in the event of termination, termination proceedings as provided in Section XII of the *State Colleges in Colorado Handbook for Professional Personnel*. The investigation provided for in this policy shall substitute for the investigation called for in Section X.A.2. The Grievance Procedure in Section XIV of the *State Colleges in Colorado Handbook for Professional Personnel* is not applicable to claims of discrimination in violation of this policy. Upon adoption of the *ASC Professional Personnel Handbook*, the appropriate disciplinary procedure is to be found in Section XII. The

investigation provided for in this policy shall substitute for the investigation provided for in section XII.B.1. The Grievance Procedure in Section XIII of the *ASC Professional Personnel Handbook* does not apply to allegations of discrimination/retaliation under this policy.

- iii. For **Classified Staff**, the appropriate disciplinary procedure is found in Sections 6-8B through 6-15B and Chapter 8 of the *Personnel Board Rules and Personnel Director's Administrative Procedures*. This Discrimination Grievance Procedure shall be in place of the Grievance Process set forth in Chapter 8, Section 8-8B of the *Personnel Board Rules and Personnel Director's Administrative Procedures*. The informal remedy determination shall be in lieu of the first level decision available under section 8-8B.A.3. The formal Grievance shall be in lieu of the formal written process provided for under section 8-8B.A.4.
- iv. For **Students**, the appropriate disciplinary process is as set forth in the *Adams State College Student Handbook* or the appropriate sections of the, applicable Graduate Program Handbooks or Catalogs.

Approved by the Adams State College Board of Trustees: February 27, 2007

Exhibit 1

NOTICE OF DISCRIMINATION GRIEVANCE FORM

Complete this form and file it with your written Grievance attached. The written Grievance may be typed or hand-written, but must be legible. Your written Grievance must explain:

1. the identity of the Respondent(s)
2. the type of discrimination or perceived reasons for retaliation
3. the facts and circumstances of the alleged discrimination/retaliation
4. the dates of acts on which the alleged conduct occurred
5. the identity of any witnesses which the Grievant believes to possess relevant information and a description of the information that each witness is believed to possess.

Please be specific. Failure to attach a sufficiently detailed written Grievance may impair the investigation or result in the Grievance being dismissed because it does not demonstrate facts sufficient to show reasonable cause to believe that a violation of the Anti-Discrimination Policy has occurred.

The Respondent will receive a copy of your Grievance, but will not receive this Notice of Grievance Form.

Part A - to be fully completed by the Grievant

Name(s) of Grievant(s):

Date:

Mailing Address:

Telephone:

E-mail:

Summary of Complaint:

Date(s) of alleged discrimination:

Respondent(s) (person(s) who you are complaining about):

Signature of Grievant (date)

Signature-Person Receiving Grievance (date)

Printed Name of Grievant (date)

Printed Name-Person Receiving Grievance (date)

Exhibit 2

Contact Information for Reporting Violations of Anti-Discrimination Policy

Ms. Julie Campbell, Affirmative Action Officer
jecampbe@adams.edu
BUS-236 (719)587-7870

Ms. Tracy Rogers, Director of Human Resources
tracy_rogers@adams.edu
RH-127 (719)587-7990

Mr. Kenneth Marquez, Vice President of Student Affairs
klmarque@adams.edu
RH-234 & COR (719)587-7221

Dr. Georgia Grantham, Vice President of Enrollment Management
gagranth@adams.edu
RH-215 (719)587-8124

Dr. Teri McCartney, Director of the Graduate School
tjmccart@adams.edu
RH-217 (719)587-8152

If a member of the Campus Community feels threatened, he or she should contact Public Safety at 719-587-7901. In an emergency, call 911.

Appendix II

Campus Sexual Assault Bill of Rights

This policy is developed and implemented as directed by Section 486(c) of Public Law 102-325, 106 Stat.448, 621-23(1993) which reauthorizes the Higher Education Act of 1965 and amended the Student Right to Know and Campus Security Act, 20 U.S.C.A. ss1092 (f) (Sup. 1992) (the "Campus Security Act") herein called "Act".

Definition

The Act requires statistics on various kinds of crimes, including sex offenses. For purpose of this policy, sex offenses will include forcible (including rape) and non-forcible offenses as defined by the FBI Uniform Crime Reporting Handbook. Statistics are required if these crimes are reported to campus security authorities or local police. A forcible sex offense is "any sexual act directed against another person, forcibly and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent," and includes forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," and include incest and statutory rape as defined in C.R.S. 18-3-403 (i) (e). Depending on the circumstance, acquaintance rape (also known as date rape) could be in either category. Campus security authorities include any Adams State College Department of Public Safety officer, any housing resident assistant, housing residence hall director, director of Housing, affirmative action official, or any other non-counseling administrative officer of the institution. Sex offenses may also be reported to local police, sheriff, or Colorado State Patrol.

Sex Offenses, Criminal Action Or Emergency Reporting

Any individual (student, employee, or guest) who feels a sex offense has been committed against them is URGED TO IMMEDIATELY REPORT this incident. Likewise, any person having knowledge that a sex offense has been perpetrated against another individual is URGED TO REPORT the incident. THE PRESERVATION OF EVIDENCE THAT AN ALLEGED SEX OFFENSE HAS OCCURRED is very important. Immediate reporting of an incident, not removing anything from the scene of the crime, not cleaning evidence either on a person or general area are all important when reporting a sex crime. The Adams State College Department of Public Safety is responsible for law enforcement, public safety, security and emergency response. To report a crime or emergency, call 911 from any campus or public telephone. For non-emergency situations, Public Safety may be contacted at 719.587.7901 (7901 on campus). To contact the dispatch call 719.589.5807. Public Safety officers will, upon request, contact resident assistants, residence hall directors, the director of Housing, the dean of Student Affairs or a counselor if you wish to report a sex crime to non-public safety officials. Alamosa City Police, Colorado State Patrol or the sheriff's department may be contacted by calling dispatch at 719.589.5807. Immediately following the report of a sex crime, a medical examination should be undertaken and specimen samples and other evidence secured for later use.

Academic and Living Situation

The institution will change the victim's academic and living situation after an alleged sex offense if a change is requested by the victim and is reasonably available and practical.

Disciplinary Action for Sex Crimes

Once a sex crime is reported, it will be investigated the matter will be pursued as a complaint of student misconduct. Additionally, individual charges may be submitted to the Office of the District Attorney for prosecution under Colorado criminal statutes.

Appendix III

Introduction to the Colorado Tuition Law

The requirements for establishing residency for tuition purposes are defined by the statutes of the State of Colorado (Title 23, Article 7, C.R.S.) . The following does not include all of those requirements. It is intended as an introduction only and is not intended to create any additional or different standards. If this introduction is found to be in any way inconsistent with the requirements of law or Colorado Department of Higher Education (“DHE”) policy, the requirements of law and DHE policy shall govern.

- An individual must have been domiciled in Colorado for one calendar year before the person may petition for in-state tuition. In-state status requires domicile (legal, primary residence) in CO for the year immediately preceding the first day of class. If one is establishing residency for tuition purposes on his/her own, a person must be either twenty-two years of age or “emancipated” at the beginning of the one-year domiciliary period. Emancipation means complete self-support and financial independence. Marriage is an automatic act of emancipation. The only exceptions to the one-year domicile requirement are for active-duty military personnel on permanent duty station in CO and for Olympic athletes in training at the US Olympic Training Center in Colorado Springs.
- A domicile is a person’s true, fixed, and permanent home. Having a domicile in Colorado involves more than mere physical presence or “residence” in the state. A person may have several places of residence, but can have only one true domicile at any given time.
- A person displays intention of establishing a domicile in Colorado by forming objective, physical connections with the state and by serving the state’s mandatory duties as well as severing these same connections with your former state of residence. These connections and duties include, but are not limited to, such things as obtaining a Colorado driver’s license, motor vehicle registration, voter registration, having permanent, full-time or continuous part-time employment in the state, and filing and paying income tax as a resident of the State of Colorado. Again, these connections have to have been made at least one calendar year before the first day of class in the semester for which the individual is seeking reclassification as an in-state student for tuition purposes.

Appendix IV

PUBLIC INFORMATION/DIRECTORY INFORMATION (FERPA Policy)

I. Introduction

The College recognizes that the protection of the rights of persons requires adherence to clearly formulated institutional policies governing the maintenance of student records.

II. Definitions

A. A *student* means any living person who attends or has attended the College, including extended studies and distance education students and students attending remote locations.

B. *Education records* means any records maintained by the College or an agent of the College which are directly related to a student except:

1. A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record and is not used for purposes other than a memory or reference tool.
2. Records created and maintained by College law enforcement unit for law enforcement purposes.
3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
4. Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

III. Federal Student Records Law

The College informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974. (20 U.S.C. 1232g and 34 C.F.R., 99.1-99.67) through this records policy. This act was designed to protect the privacy of educational records, and to establish the right of students to inspect and review their non-privileged educational records. The act also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints concerning alleged failures by the institution to comply with the act with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

An informal complaint may be filed within the institution by contacting the Registrar. This College policy statement explains in detail the procedures to be used by the institution for compliance with the provisions of the act.

IV. College Maintained Student Records

The student records maintained by the College are classified as follows:

1. Official academic records are maintained in the Office of the Registrar. They include admission applications and associated documentation; the registration records; the records of grades and credits received in courses at this College or accepted here from another institution; and other documents directly relating to academic progress and status.

2. Other academic records. The Chair of each department is the custodian of records for departmental records regarding students that are not kept in the registrar's office.

3. Administrative records. Administrative department directors are custodians of records within each department regarding students.

With the exception of routine requests for academic records, which are handled by the Registrar, response to all other requests for education records shall be coordinated through the College's designated public records coordinator.¹ Education records are the property of the College, subject to access by authorized College officials with a legitimate educational interest. Upon termination of employment, faculty and staff must return to the Chair of the Department any education records as a prerequisite to issuance of final pay.

4. Disciplinary records are maintained under the authority of the Dean of Student Affairs or the Graduate School director, as appropriate. They include information about the investigation, adjudication and imposition of sanctions by the College against a student for breach of the College's or Graduate School's code of conduct or other policies.

5. Financial records are maintained by the Finance Office. Financial aid application records, including tax forms, are maintained by the Financial Aid Office.

6. Employment records of students receiving financial aid consist of work-study authorizations and are maintained by the Financial Aid Office. Non work-study employment records of students are maintained by the Office of Human Resources. Graduate student assistant appointment records are maintained by Graduate School.

7. Medical, psychological, counseling and disability records are maintained under the authority of the Dean for Student Affairs. They include records of the counseling center and disability accommodation requests, documentation and disposition.

Student educational records maintained on the Banner System are fully covered by this policy. Users of the Banner System may access such records only if a legitimate educational interest exists or some other provision of policy or law authorizes access.

8. Social Security number records. The College collects social security numbers for a variety of purposes. Social security numbers maintained by the College are subject to FERPA and this policy. When the College requests a student to disclose his/her social security number it informs the student whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it. The College will not deny any right, benefit or service based on a refusal to provide a social security number unless federal statute requires the institution to collect the social security number.

9. Records maintained by student organizations are not considered College records, but such organizations are expected to protect students from unwarranted invasions of privacy and to permit them to have access to their records.

V. Student Access to Records

¹ The Human Resources Director is the current designated public records coordinator.

Access to a student's education records is guaranteed to him or her subject only to reasonable regulation as to time, place and supervision with the following exceptions:

1. Any and all documents to which access has been waived by the student.
2. Any and all records which are excluded from the FERPA definition of educational records.
3. Any and all financial data and income tax forms submitted in confidence by the student's parents in connection with an application for, or receipt of, financial aid.
4. Any and all records connected with an application to attend the College, or a component unit of College if that application was denied, or accepted and the applicant never enrolled. FERPA rights are provided only to applicants upon actual acceptance and subsequent enrollment.
5. Those records which contain information on more than one student. The requesting student has the right to view only those portions of the record which pertain to his or her own educational records. A form of waiver shall be provided for the voluntary use of applicants in their request for recommendations. Any recommendation submitted under condition of confidentiality but without written waiver of access by the applicant shall be returned to the sender.
6. Student inspection of records is granted only upon written request, presented in person with appropriate identification, and must be made in the presence of designated personnel of the office maintaining the records. All requests shall be granted as soon as practicable, but in no event later than 45 days after the date of request.

A student may receive a copy of any and all records to which he or she has lawful access, upon payment of the required fee except when a hold has been placed on his or her record pending the payment of debts owed the College, or when he or she requests a copy of a transcript, the original of which is held elsewhere.

VI. Challenge Hearings

If, upon inspection and review of his or her record, the student believes that the record is inaccurate, misleading or otherwise in violation of his or her privacy rights, he or she may ask that the record be changed or may insert a statement in the file. Any disagreement should be resolved informally, if possible.

Only the Registrar, upon consultation with appropriate College officials, may authorize a correction in an official academic record of a student. Similar responsibility is exercised by the vice presidents, provosts, directors and department chairs for the records which are maintained under their authority.

Should the request for a change be denied the student will be notified of the College's decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. The student has 30 calendar days to appeal the decision to the provost and ask for a hearing. On behalf of the president of the College, the provost may refer the appeal to a College magistrate. The College will notify the student, reasonably in advance, of the date, place and time of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by an advisor. The Magistrate will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision of the Magistrate shall be final, except that a written appeal may be submitted, within 5 calendar days, to the Provost. The Provost's decision is final.

If the College decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended. The challenge to be considered in such hearing may extend only to the material in the

respective College file; it may extend to the correct recording of a grade but not to the appropriateness of the grade. If the College decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

VII. Release of Information

The College will disclose information from a student's education records only with the written consent of the student, except that the records may be disclosed without consent when the disclosure is in accordance with law. Authorized disclosures include:

1. To school officials who have a legitimate educational interest in the records. A school official is:
 - A person employed by the College in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
 - A person elected to the Board of Trustees.
 - A person or entity employed by or under contract to the College to perform a special task for the institution, such as an attorney, auditor, mediator, facilitator, investigator, consultant, magistrate, or third-party vendor.
 - A person who is employed by the College law enforcement unit.
 - A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
 - A third party performing by contract, a function that the College could otherwise perform itself.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract agreement.
- Performing a task related to a student's education.
- Evaluating a student's suitability for a program within the College.
- Performing a task related to the discipline of a student.
- Performing a service or task that relates to the student or student's family, such as health care, counseling, job placement or financial aid.
- Maintaining the safety and security of the campus.

The determination as to whether or not a legitimate educational interest exists will be made by the custodian of the records on a case-by-case basis. When the custodian has any question regarding the request, the custodian should withhold disclosure unless the custodian obtains consent from the student, or the concurrence of a supervisor or other appropriate official that the record may be released.

2. To officials of another school, upon request, in which a student seeks or intends to enroll. The student shall receive notification of the disclosure unless the student initiated the disclosure.
3. Subject to the conditions set forth in 34 C.F.R. 99.35, to authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education or state and local educational authorities, in connection with an audit or evaluation of Federal or State supported education program, or for the enforcement of or compliance with Federal legal requirements which relate to those programs. This

- includes disclosures to the Colorado Department of Higher Education for executing its responsibilities concerning higher education programs, including but not limited to the Student Unit Record Data System (SURDS) and the College Opportunity Fund (COF).
4. To the U.S. Attorney General or an Assistant Attorney General for law enforcement purposes
 5. To school officials, lending institutions or state or federal agencies in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
 - Determine eligibility for the aid;
 - Determine the amount of the aid;
 - Determine the conditions for the aid; or
 - Enforce the terms and conditions of the aid.
 6. To state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to the state statute adopted prior to Nov. 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a state statute adopted after 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released. Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access thereunder.
 7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
 8. To accrediting organizations in order to carry out their accrediting functions.
 9. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954. The parents must provide a copy of their most recent federal income tax return establishing the student's dependency.
 10. In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
 11. To comply with a judicial order or lawfully issued subpoena, provided the College makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if the College receives a federal grand jury subpoena or any other subpoena which states that the student should not be notified.
 12. To an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18, United States Code, or a nonforcible sex offense, the final results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense.
 13. To Veterans Administration Officials pursuant to 38 U.S.C. 3690 (c).
 14. Those records that are necessary to defend the institution when a student initiates legal action against the institution.
 15. Information the College has designated as "directory information," unless a hold has been placed upon release of the information by the student.

Directory Information

Public information or directory information at ASC is as follows:

- Student's name
- Telephone number (local and permanent)
- Address (local and permanent)

- E-mail address
- Classification (e.g., freshman, sophomore)
- Enrollment status (e.g., full-time, half-time). Please note that the actual number of hours a student is enrolled in is NOT directory information.
- Date and place of birth
- Major field of study
- Level of education
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees, honors and awards received
- The most recent previous educational agency or institution attended by the student.

This information may be included in appropriate College/campus directories and publications and may be disclosed by designated staff members in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone.

If any student does not wish the information to be released, the student must complete and submit a Restriction of Release of Information (confidentiality) Form, obtainable at the One Stop Student Services Center or online at <http://adams.edu/records>. The form must be submitted prior to the end of the first week of class of the appropriate term. Signing of this form will restrict release of all above information and will remain in effect until formally canceled by the student.

Where a student has not approved a release of information, copies of transcripts, like other record information, may be issued to parents of a student only when financial dependency of the student on the parent, as that phrase is defined in the Internal Revenue Code, has been proven. Copies may also be issued with the written consent of the student as indicated upon his or her registration form or application for financial aid, to persons or agencies financially responsible for a student's tuition.

Disciplinary records. In general, information from disciplinary records, as defined above, shall not be made available without the express consent of the nondependent student involved. A number of exceptions exist. Disciplinary records may be released without the student's permission:

- pursuant to legal process as defined herein, or
- to College officials or to school officials at other institutions who have been determined to have a legitimate educational interest in the behavior of the student, when the education records contain information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students or members of the school community.

In addition to those instances noted above, the College has the discretion to disclose the final results of any disciplinary proceeding conducted by the College against a student who is an alleged perpetrator of any crime of violence (as that term is defined in Section 16 of Title 18, United States Code) or a nonforcible sex offense if the College determines as a result of the

disciplinary proceeding that the student committed a violation of the College's rules or policies with respect to such crime or offense.

For the purpose of disclosure under this paragraph, the final results of any disciplinary proceeding shall include only the name of the student, the violation committed and any sanction imposed by the institution on that student and may include the name of any other student, such as a victim or witness, only with the written consent of that other student. The College also has the discretion to disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal state or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance if the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

The disciplinary record of a student shall be destroyed within five years after graduation or permanent withdrawal from the College.

Medical, psychological and counseling records. These records are generally governed by the strictest canons of professional conduct and confidentiality. Information from these records shall be disclosed only in accordance with applicable law and professional responsibilities.

Except in limited circumstances authorized by law, personally identifiable information will be transferred to an authorized third party only on the condition that such a party will not permit any other party to have access to such information without the written consent of the student or as permitted by law. In all instances where written consent is required, written consent must specify the records that may be disclosed, state the purpose of the disclosure and identify the parties or class of parties to whom disclosure may be made.

VIII. Record-keeping Requirements

The College will maintain a record of requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request and what records, if any, were received, the legitimate interest in the records, any additional party to whom it may be redisclosed, and the legitimate interest the additional party had in requesting or obtaining the information. The record may be reviewed by the student. This recordkeeping is not required if the request was from, or the disclosure was to:

1. the student;
2. a school official determined to have a legitimate educational interest;
3. a party with written consent from the student;
4. a party seeking directory information; or
5. a federal grand jury or law enforcement agency pursuant to a subpoena or judicial order that by its terms requires nondisclosure.

Appendix V

Motor Vehicle, Traffic and Parking Enforcement

All students are permitted to have a motor vehicle or the use of a motor vehicle on the campus of Adams State College. Any student having a motor vehicle, or the use of a motor vehicle or motor-driven cycle, and wishing to make use of the Adams State College parking facilities, must purchase a parking decal from the Public Safety Department. Such decal will allow the student to park a motor vehicle in designated lots on campus according to the type of decal issued. Parking of vehicles in any space designated for certain persons, departments, visitors, or handicapped people without authorization is not permitted. Parking decals may be purchased from the Public Safety officials at registration or at the Public Safety Office. Copies of traffic regulations and regulations pertaining to motor vehicles are available at the time of registration and also may be obtained from the Public Safety Office. Students who own or operate a motor vehicle on the Adams State campus are responsible for obtaining and abiding by College motor vehicle and parking regulations. This also pertains to vehicles owned or operated by spouses of students. Charges for parking decals can be assessed to the student's fees at any time throughout the semester. The student may also pay the fee at the One Stop cashier, SUB, prior to issuance. Faculty, staff, and students are not considered visitors and may not park in spaces reserved for visitors.

Vehicles found in violation of the Adams State College Traffic Regulations will be issued violation notices, with the amount of fines issued as listed in the Traffic Rules and Regulations. If the noted fine is not paid or an appeal filed within a ten (10) calendar day period from the date of issue, there will be a delinquent fee added to the total. If these amounts are not paid within thirty (30) calendar days from the date of issue, these outstanding fees plus an additional administrative fee will be assessed to the student's account at the Business Office. If the student has graduated, the student's transcript may be held until the penalty is paid. Individual citations may be reviewed for validity by the director of Public Safety and voided upon reasonable grounds.

Appendix VI

Peaceful Assembly

Adams State College acknowledges the rights and privileges of individual students or groups of students to gather on the College campus for the purpose of peaceful assembly. The College expects the rights and privileges of all persons to be respected at such gatherings. The College expects students engaged in such assemblies on campus will conduct themselves in a manner that will not impair the health, safety, or welfare of any individual, disrupt the normal conduct of College affairs, or damage or destroy property. Peaceful assembly is defined as any purposeful gathering on campus, in or outside of a College building or facility, by two or more students whose conduct is peaceful. Athletic events, convocations, club meetings, and similar activities are included in this definition. Another form of peaceful assembly is the demonstration for the purpose of expressing a position on an issue. It is peaceful so long as it does not interfere with the conduct of the College business or with the rights of other persons, endanger the health, safety, or welfare of people, and does not result in damage or destruction of property. Peaceful assembly includes marches, vigils, sit-ins, protest, and similar meetings or gatherings that do not infringe on the rights of others. Such assembly shall not be conducted in academic or administrative facilities, except by permission from appropriate College officials.

Students planning a demonstration are required by the College to give advance notice and register the event in the Office of Student Affairs. Staff in the Office of Student Affairs can frequently assist in arranging a suitable place for the demonstration. Adams State College retains the right of determining a reasonable time, place and manner for all on campus events.

Appendix VII

Smoking Policy

College policy prohibits the smoking of cigarettes, cigars, pipes or any other matter or substance that contains tobacco in campus buildings or facilities or within a radius of 15 feet of all entryways of campus buildings or facilities.

The campus is defined as the entirety of the land, buildings, and other structures owned by Adams State College and includes, but is not limited to, open air athletic facilities, College motor vehicles, residence halls, classrooms, offices, and performance halls.

All members of the College community are responsible for compliance with this policy. In addition to being a violation of College policy, smoking in indoor campus buildings or facilities or within 15 feet of such building or facilities' main entrance is now a citable offense under the Colorado Indoor Clean Air Act, C.R.S. 25-14-201, *et seq.*: "A person who violates this ...[law] is guilty of a class 2 petty offense and, upon conviction thereof, shall be punished by a fine not to exceed two hundred dollars for a first violation within a calendar year, a fine not to exceed three hundred dollars for a second violation within a calendar year, and a fine not to exceed five hundred dollars for each additional violation within a calendar year. Each day of a continuing violation shall be deemed a separate violation."

Appendix VIII

Sales and Solicitation

Policies concerning solicitation on the College campus are as follows:

1. All sales, solicitations, or canvassing within the campus must be approved in advance by the Office of Student Affairs (except the Student Union Building and Housing, which approve their own). This written permission must be carried at all times by salesperson while on campus.
2. Solicitors, salespersons, peddlers, and canvassers are not permitted to operate on a door-to-door basis within the housing units. Visitations to the apartments or rooms of students must be by specific invitation of the student. NOTE: Food may be delivered to a student in the residence halls only if the specific food items have been ordered by the student, and from a licensed purveyor.
3. Solicitation of students or groups for the purpose of selling merchandise or services, or obtaining contributions on campus or off campus by recognized College organizations is subject to authorization. Proceeds from sales must be used toward fulfilling the purposes of the soliciting organization.
4. Requests by student organizations to solicit contributions off campus must be approved by the Office of Student Affairs.
5. Solicitation by individuals or non-College groups is prohibited except through established College sales outlets.

Appendix IX

Student Publications and Communications

Student publications and communications posted on campus must be stamped by the Office of Student Affairs. Publications distributed on campus shall bear the name of the publisher, editor, or sponsoring organization and shall not claim to represent the College or bear the name and/or logo of the College without the approval of the Office of Communications. Student publications shall provide sufficient editorial freedom to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. At the same time, freedom from censorship and editorial freedom entails responsibilities as reflected in the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and harassment and innuendo. Safeguards for editorial freedom and prescribed procedures for student publications are stated in the Adams State College Communications Board By-Laws and the Communications Board Fair Process Policy. These materials are available from the chairman of the Communications Board. Members of the academic community are responsible for the information published. Newsletters, brochures, flyers, and other printed material which are distributed under the auspices of Adams State College should reflect standards of professional and educational conduct and scholarship which provide an environment conducive to the fulfillment of the mission and goals of the College and one which helps to maintain a climate suitable to a community of scholarship. Such material must be approved by the Office of Student Affairs prior to printing and distribution.

Appendix X

Drug and Alcohol Policy

ASC neither encourages nor discourages the use of alcohol, but it does condemn the abuse of alcoholic beverages. All members of the College community are responsible for their own behavior within the context of civil law and College regulations. Those responsible for organizing and overseeing social events must be aware of, and adhere to, all College and civil laws and regulations.

The College is committed to educating its constituencies regarding alcohol use and abuse. Efforts are made to ensure an understanding of all civil and College regulations by all concerned. However, individuals must recognize a responsibility to educate themselves, since ignorance of the law is no excuse. The legal drinking age in Colorado is 21. No one under the age of 21 may purchase, consume, or possess any alcoholic beverage.

Regulations, Rules and Enforcement:

All of the laws of the State of Colorado related to alcohol and illicit drugs shall be obeyed. Please refer to the Uniform Controlled Substances Act, Article 18, Title 18, Colorado Revised Statutes; the Uniform Beer Code, Article 46, Title 12, Colorado Revised Statutes; the Uniform Liquor Code, Article 47, Title 12, Colorado Revised Statutes; and Drug Free schools and Campuses, 34 Code of Federal regulations, Part 86, Subpart B.

ASC will not permit possession or consumption of alcoholic beverages of any kind on campus, with the exception that the President of the College may allow, in accordance with Colorado State Law, alcoholic beverages at official functions and special events, if so requested and written approval is obtained. The following actions constitute violations of the ASC Alcohol Policy:

- a. Visible inebriation in public and/or creating a disturbance after having consumed alcohol;
- b. Consumption of alcoholic beverages in public, during intercollegiate events, intramural recreation events, or in any area or at any event where such consumption is prohibited;
- c. Use of College funds for the unauthorized purchase of alcoholic beverages, including 3.2% beer.

Students violating alcohol and drug regulations will be subject to disciplinary action by ASC which may include, but is not limited to, the following: reprimand; probation; suspension; the group or organization being barred from further use of College facilities; other disciplinary action as determined by the Dean of Student Affairs; referral for criminal action.

3. All College groups are expected to uphold all regulations. Failure to comply may result in disciplinary and/or criminal action.

4. Non-College personnel, while on the College campus, are subject to the laws of Colorado, as well as the regulations of the College. Persons violating any regulations will be asked to leave the campus. If necessary, the Department of Public Safety will be called to deal with violations.

5. All guests of the College students, faculty, and staff are the responsibility of their hosts. Any violation by guests will subject the College person (host) to disciplinary action, and the guests will be subject to the action stated for non-College persons.

6. Any student or guest participation in an event where drugs or unauthorized alcohol are being used or consumed will be disciplined under this policy.

7. Notation of the alcohol/drug violation will be entered into the student's permanent education records.

The College prohibits the possession, use, or distribution of illicit drugs by students, employees, and guests on College property. The College will impose any legal sanction available under institutional, local, state, or federal law for the possession, use, and/or distribution of illicit drugs and/or on College property as part of any College sponsored activity. Sanctions may include warnings, probation, suspension, expulsion, mandatory counseling/education, fines, loss of privileges, loss of employment, or referral for criminal prosecution.

System for Dealing with Violations:

THE DEPARTMENT OF PUBLIC SAFETY–LAW ENFORCEMENT–IS MANDATED TO ENFORCE STATE LAW, AND APPROPRIATE CRIMINAL CHARGES WILL BE FILED WHENEVER A CASE REFERRED TO THE DEPARTMENT IS SUPPORTED BY PROBABLE CAUSE.

The College has a ZERO TOLERANCE when it comes to the use, possession, sale, or distribution of any illicit drugs (this list is not all inclusive): marijuana, cocaine, hashish, heroin, illegitimate use of prescription drugs, anabolic steroids, controlled substances, opiates or derivatives, hallucinogenic substances, etc. Possession of drug paraphernalia will also constitute a violation of the ASC Drug Policy.

The following guidelines apply to sanctioning violations of the College's Drug Policy

1st offense: 10 hours counseling (minimum) at the student's expense; community services 29

from 20-40 hours; written warning about consequences of second violation; possible referral for criminal action, and entry of violation into the permanent education record.

2nd offense: EXPULSION from the College and forwarding of charges for criminal action; notation of expulsion will be placed on the student's transcript and permanent education record.

Note:

If the student refuses to enter the mandatory drug education program as directed by the Dean of Student Affairs, the case will be referred to the College Magistrate with recommendation for expulsion for failure to comply with an administrative mandate and unwillingness to obtain assistance.

Total hours mandated, if not completed during the same semester when imposed due to insufficient days left in the semester, must be completed during the semester immediately following. If sufficient days remain in a semester to complete drug education, but the student does not complete this mandate, the case may be referred to the College Magistrate with a recommendation for expulsion for failure to comply with an administrative mandate.

Depending upon the severity of the infraction, the Dean of Student Affairs may upgrade the sanction to whatever level fits the situation and bypass any lower sanctions described.

Appendix XI

Electronic Communications Policy

The College permits its employees and students to use College-owned or operated electronic communication facilities for official College business. Except as otherwise provided by law or this Policy, the College will not monitor or disclose the content of employees' and students' electronic communications.

I. Policies

1. Permissible Uses of College Electronic Communication Facilities.

Except as expressly permitted by this Policy, College-owned or operated electronic communication facilities are intended and shall be used solely for official College business including employee and student academic pursuits.

2. Prohibited Uses of College Electronic Communication Facilities.

- a. Personal and Commercial Purposes. College-owned or operated electronic communication facilities shall not be used for personal or commercial purposes. However, occasional use of e-mail, the Internet, and the WWW for personal purposes is permitted if it does not entail a direct cost to the College.

The College reserves the right to place additional restrictions on the personal use of its electronic communication facilities if necessary or convenient to conserve network resources for official College purposes.

- b. Use by Other Persons. Only employees and students may use the College's electronic communication facilities to initiate or receive electronic communications. The College may also authorize guests to use its electronic communication facilities. Guest use must be authorized by the VP of Administration and/or the Director of the Library.

- c. Other Prohibited Uses. College electronic communications facilities shall not be used to:

1. Breach or attempt to breach the security of any electronic communications facility (including the unauthorized or intentionally deceptive use of network privileges, accounts, access codes, identifiers or passwords); access or use any electronic communication facility without authorization; or knowingly intercept, access, disclose, disrupt, damage, or destroy any electronic communication, or any data, software, or hardware without authorization.
2. Intentionally disrupt or interfere with others' use of any electronic communication facility (e.g., "spamming" and "mail bombs").
3. Send or store confidential information without authorization.
4. Infringe copyrights or violate other intellectual property rights and laws.
5. Threaten, intimidate, harass, or defame others in violation of College policies or state and federal laws.
6. Violate any other College policies or state and federal laws now or hereafter adopted.

3. E-Mail: Privacy; Ethics; Threatening, Intimidating, or Harassing E-Mail.

- a. Privacy. Current e-mail technology does not guarantee privacy. E-mail is not like a telephone call or a letter in an envelope. Information about e-mail, including the sender's and recipient's names and addresses, the date, and the content of the communication, is automatically recorded by the computer networks over which it is transmitted and may be backed up and stored for long periods. Many people in addition to the sender and recipient may have authorized or unauthorized access to some or all of this information. For example, if e-mail is improperly addressed or there are problems with routing equipment, a "postmaster" may read the e-mail to try to redirect it correctly. Similarly, breaches of network security may result in unauthorized access to or disclosure of e-mail. Privacy may be compromised in other ways. E-mail may be delivered to the wrong address as a result of user error or equipment failure. A recipient or recipients may store or print e-mail or forward it to others including widely read mailing lists and newsgroups. Deleting e-mail does not erase the copies that have been made during transmission and network backups. Even

after e-mail has been deleted from a server or PC drive, it can sometimes be undeleted using specialized software. Because privacy cannot be guaranteed, it is important to exercise good judgment in drafting and sending e-mail. Do not use e-mail to communicate information that would be embarrassing or damaging to you or others if it were received by the wrong person or made public. Do not use e-mail to communicate confidential information. Be careful, courteous and professional in choosing what to say and how to say it. These precautions are equally applicable to facsimile communications.

- b. Encryption. Employees and students may encrypt electronic communications only if they furnish the encryption key or software to the College upon request if decryption is necessary to monitor or disclose a communication under this Policy. Any electronic communication that may be a "public record" within the meaning of the Colorado Public Records Act or otherwise subject to monitoring or disclosure under this Policy, must be stored in clear text.
- c. Ethics and Etiquette. A comprehensive summary of e-mail ethics and etiquette is beyond the scope of this Policy. However, please observe the following guidelines:
 - 1. Conserve network resources. Do not send "who are you" messages, general broadcasts, chain letters, or mass mail.
 - 2. Use good judgment in subscribing to mailing lists. Many lists are accessible by other means that use fewer network resources (e.g., though Usenet gateways or WWW pages).
 - 3. When subscribing to a mailing list, keep the description of list server commands. Ensure that you know how to unsubscribe and do so when you leave the College. If possible, set the list server to "no mail" during vacations and other lengthy absences from the institution. Retrieve and keep the list's FAQ (Frequently Asked Questions) file and comply with its policies and procedures. When sending e-mail to a list, be sure that you know the difference between sending mail to an individual subscriber and sending it to the entire list.
 - 4. Return misaddressed e-mail to the sender notifying him or her that the address is incorrect.
 - 5. Don't forward confidential or personal e-mail to other individuals, mailing lists or newsgroups without the original sender's express or implied consent.
 - 6. Remember that e-mail can be sent under forged names and addresses.
 - 7. Don't disclose your password to anyone or allow anyone else to use your account.
 - 8. Do your best to ignore "flame bait" and "flame wars."
- d. Threatening, Intimidating, or Harassing Communications. Except for automatic scanning by network security software, the College does not screen e-mail and other electronic communications received by employees and students and generally cannot control their content. However:
 - 1. If you receive threatening, intimidating or harassing e-mail or facsimile communications, report the matter to Public Safety. Under some circumstances, the communications may violate the law and/or this and other policies.

II. Monitoring and Disclosure of the Content of Electronic Communications

1. In General.

The College will not routinely monitor or disclose the content of electronic communications sent, received, or stored using College-owned or operated electronic communication facilities.

2. Exceptions.

As the owner or operator of electronic communication facilities and a public institution of higher education subject to the Colorado Public Records Act, §§24-72-101 et seq., C.R.S. (as now and hereafter amended), the College may monitor or disclose the content of employees' and students' electronic communications under the following circumstances:

- a. A party to the communication consents; or
- b. The communication is readily accessible to the public (for example, a WWW page, email sent to a public mailing list, or a newsgroup post); or
- c. Monitoring or disclosure of an electronic communication is in the normal course of

College employees' employment and is necessarily incident to the maintenance of the College's electronic communication facilities, the rendition of electronic communication services, or the protection of the College's rights or property (examples include but are not limited to routine maintenance, troubleshooting, or investigating an excessive use of network resources that adversely affects performance); or

d. Monitoring or disclosure of an electronic communication is: (i) based on an individualized suspicion that an employee or student has violated this Policy, other College or Trustee policies, or state or federal law; and (ii) limited in scope to an investigation of the suspected violation; or

e. The College is legally obligated to monitor or disclose an electronic communication.

3. The Colorado Public Records Act defines "public records" as any "documentary materials, regardless of physical form or characteristics" expressly including "electronic mail messages," that are "maintained or kept by the state or any ... institution ... thereof for use in the exercise of functions required or authorized by law or administrative rule or involving the expenditure of public funds" §24-72-202, C.R.S. Employees are cautioned that electronic communications sent, received, and/or stored using College-owned or operated electronic communication facilities may be public records subject to public inspection and disclosure under §24-72-203 of the Public Records Act!

4. Warrants, subpoenas, court orders and discovery requests submitted under the Federal or Colorado Rules of Civil Procedure may require the College to monitor or disclose electronic communications.

III. Retention and Archival Storage of Electronic Communications

1. State and College Records Policies. State laws and College record-keeping policies apply to records created or stored in digital format including electronic communications.

2. Employees Are Responsible for Copying Electronic Communications for Storage in Departmental or Office Files.

a. Adams State College does not maintain centralized or distributed archives of electronic communications sent or received over its electronic communication facilities. Backups made for maintenance or troubleshooting purposes are erased at regular intervals.

b. Individual employees are responsible for making and keeping copies of electronic communications sent or received by them if the communications appear to be:

1. Public records under the Colorado Public Records Act; and

2. Appropriate for preservation either as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the College or because of the value of the official governmental data they contain.

c. Employees should periodically store such copies in departmental or office files for subsequent review followed by either archival storage or destruction in accordance with general College record-keeping policies and the State Archives and Public Records Act, §§24-80-101 et seq., C.R.S.

d. However, e-mail received by employees need not be retained for review and storage "unless the recipient has previously segregated and stored such messages as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the value of the official governmental data contained therein." § 24-80-101 (1) (f), C.R.S.

3. Copying, Storage, and Inspection.

a. Short-term Electronic Storage. Electronic communications may be copied and saved to a workstation's hard drive or to floppy disks. However, because of rapidly evolving technologies, deterioration of storage media, and the risk of deliberate or inadvertent alteration, long-term digital storage is discouraged.

b. Long-term Storage. Whenever practicable, electronic communications should be transferred to and stored in more durable formats such as print-outs copied to acid-free paper, microfilm, or other technologies such as CD-ROM.

c. Inspection and Copying of Electronic Records. Public records that are kept in digital format shall be made available for public inspection and copying on floppy disks, on-line,

and/or as print-outs in accordance with §§24-72-203 (1) (b) & -205, C.R.S. To facilitate compliance with the Public Records Act's very short deadlines for producing public records for inspection and copying, employees, departments, and or offices shall store digital records using a database or other electronic filing system that permits prompt identification and retrieval of the requested records.

IV. Violations

Violations of this Policy may result in disciplinary action up to and including termination or expulsion in accordance with the appropriate policies, including the Handbook for Professional Personnel, the Faculty Handbook, the State Personnel System rules and procedures and the Student Handbooks. In addition, the College reserves the right to delete any electronic communication that violates this Policy from its electronic communication facilities.

Procedure for Electronic Communication Policy Enforcement. Computing Services will be the initial point of contact for any complaint. Computing Services will immediately refer the following infractions to the appropriate entity:

1. Knowingly attempting to damage ASC hardware, software, data, or other information technology resources, including but not limited to attempting to crack the security in the system, passing viruses across the network, unauthorized deletion of official files, and/or changing official information such as grades.
2. Using ASC information technology resources to harass another individual.
3. Using ASC information technology resources to commit an act that is illegal.

The Appropriate Entities Are:

- Student infraction: submit to the Dean of Student Affairs
- Faculty infraction: submit to the Assistant Provost for Academic Affairs or department head
- Staff and classified employees' infraction: submit to appropriate vice president and supervisor

If there is a report of any infraction, the person's account will be suspended while the infraction is researched. If there is an infraction, the account will be locked. If the individual needs an account to perform job or College related activities, another interim account with a separate identity will be temporarily established. Notation of an infraction will be entered into the respective permanent education (Office of Student Affairs for students) or employment record (Human Resources Office for employees).

The following unauthorized activities will also constitute a violation of the Electronic Communication Policy:

1. Knowingly sending viruses across the network
2. Spamming - sending the same email message to a list of people who have not requested it.
3. Overloading the network with activities that are not in support of academic needs.

Penalties For This Type of Violation Will Include:

First occurrence - the individual will be notified in writing of the incident and a warning will be given. Notation in the permanent file, as noted above, will be entered.

Second occurrence - the account will be suspended and the individual must go to Computing Services, reread the policy, and sign a document stating that they understand the policy and how his/her activities violate the policy.

Third occurrence - will be referred as outlined for infractions as noted above.

Appendix XII

DISABILITY SERVICES POLICY

Adams State College is committed to providing equal educational opportunity for persons with disabilities in accordance with the Affirmative Action and Anti-Discrimination Policies of the College and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. In support of its commitment to provide equal educational opportunity, has adopted a Disability Services Handbook that may be found at <http://www2.adams.edu/ada>.

The College provides a variety of reasonable services and accommodations to students with disabilities. The Disability Services Handbook provides an overview of the disability support services available at ASC through the Office of Student Affairs, describes the procedures that students must follow to access services and receive accommodations, and provides guidelines and suggestions for faculty-student interaction. Students, faculty, and staff have a shared responsibility for ensuring that the College meets its legal requirement to provide an equal educational opportunity to its students. Students with disabilities are responsible for notifying faculty and staff of their needs in a timely manner. Faculty and staff should keep students with disabilities in mind when making arrangements for employment, courses, programs, services, and activities. The Student Affairs staff coordinates services, provides reasonable accommodations, and serves as a resource for students, faculty, and staff.

If you have questions or concerns regarding disability support services, we encourage you to contact the Office of Student Affairs: 719-587-7221. Any student who believes that he or she has been discriminated against based on a qualifying disability, may pursue the matter through the College's Anti-Discrimination Policy and Grievance Procedure. Kenneth Marquez, Vice President of Student Affairs is the College's Disability Services (ADA) Coordinator. klmarque@adams.edu

Appendix XIII

Release/Publicity Adams State Information

All publicity and release of information to the public regarding the College, its students and personnel, and activities will be given to the Communications Office or designee for approval and release.

The College Communications Office often takes or commissions photos and videotapes of students, faculty and staff, and campus visitors. These images are taken in classrooms and labs, in the library and other study areas, at College events, and elsewhere around campus. Likewise, the Adams State Athletic Department photographs and records athletic events, athletes, and spectators.

The College reserves the right to use these photographs/video clips as a part of its publicity and marketing efforts. Students who enroll at the College do so with the understanding these photographs might include them and be used in College publications, both printed and electronic, and for publicity.

Appendix XIV

Student Fees Policy

General Information. Adams State College, in compliance with Colorado Commission of Higher Education (CCHE) Student Fee Policy, Section 3.0, has established this Institution Plan for Student Fees. The Plan and any modifications to this Plan are subject to the modification and approval of the Trustees of Adams State College. Adams State College reserves the right at any time to make changes in the policies and procedures included in this Plan, subject to applicable requirements regarding the approval or involvement of the students and institutional student government representatives and the Trustees of Adams State College. Students, faculty and staff of Adams State College are encouraged to review the contents of this Plan. Suggestions for additions, deletions, and changes should be made in writing to the Dean of Student Affairs, and the Office of the President.

ANY POLICY OR PROCEDURE IN THIS PLAN FOUND TO BE IN CONFLICT WITH POLICIES ESTABLISHED BY THE TRUSTEES OF ADAMS STATE COLLEGE IN COLORADO, CCHE, STATE OR FEDERAL STATUTES IS SUPERSEDED BY THOSE POLICIES, PROCEDURES OR STATUTES.

Definition of Student Fees.

Permanent Student Purpose Fees: Mandatory campus-wide fees (excluding bond fees) charged for student centers, recreation facilities, parking lots, computing, intercollegiate athletics, student government and similar facilities and services, and include mandatory, campus-wide fee, the revenue from which is appropriated for a specific purpose.

Nonpermanent Student Purpose Fees: Mandatory campus-wide fees charged for student purposes that are not permanent student purposes.

Bond Fees: Mandatory fees charged to retire bonds or other debt obligations issued on behalf of an auxiliary facility. Bond fees may be assessed and increased without a student vote.

Administrative Cost Fees Related to Specific Academic Course(s): Mandatory fees charged to students to enroll in specific courses. These fees may be assessed and increased without a student vote.

Administrative Cost Fees Unrelated to a Specific Academic Course: Mandatory campus wide fees charged to provide administrative services such as registration fees. Any new fee and any increase in an existing fee which exceeds the rate of inflation requires a student vote.
Charges for Service and User Fee: These assessments are considered a charge for services rather than a student fee.

Voluntary Student Fees: These fees are assessed to all students but may be waived by the student.

Procedure for New or Increased Student Fees Notification Process. Any new or increased student fee should provide adequate time for input and at minimum 30 days notice shall be given prior to any new or increased assessment. The Cabinet, at the direction of the President, will notify campus media through a news release of any proposed fee assessment or increase. In addition, the Dean of Student Affairs will post a notice of the proposed fee assessment or increase at the Student Union Building. The notification period will continue for at least thirty (30) calendar days during which time any student or student group may appeal the proposed assessment or increase to AS&F.

Contents of Notice.

At a minimum, any notice or news release pertaining to a proposed fee assessment or increase must contain the following information:

1. The amount of the new fee or fee increase
2. The reason for the fee assessment or increase
3. The purpose for which the institution will use revenues received from the fee assessment or increase
4. Whether the fee assessment or increase is permanent or nonpermanent and, if nonpermanent, the expiration date for the fee assessment or increase; and
5. A student's right to present his/her concerns to the AS&F.

The amount of the new or increased fee will be submitted to the College newspaper and radio station and shall include:

1. the reason for the new or increased fees
2. the purpose(s) for which the institution will use the new or increased revenues
3. whether the new or increased fee assessment is temporary or permanent; if temporary, the expiration date for the fee will be published.

Once a proposal is forwarded to AS&F, they will:

1. Schedule public input and appeals by students-at-large at the next scheduled meeting following notification of the proposal. Appeals shall be received in accordance with the Complaint Resolution section of this policy.
2. If the proposed fee or fee increase is subject to a mandatory student referendum, the AS&F shall initiate the referendum process in accordance with the Referendum Procedures section of this policy. If no appeal is received and if the proposed fee or increase is not subject to a mandatory student referendum, the AS&F will debate and reach majority agreement on a recommendation which will be forwarded to the Cabinet through the Dean of Student Affairs.

Student Fee Proposal and Approval Process. All new administrative, course specific, instructional, bond, and permanent and nonpermanent student fees and changes to existing fees are to be reviewed by the Associated Students & Faculty (AS&F), except as otherwise provided herein. The AS&F is a student and faculty governance body. The AS&F's recommendations are

presented by the Dean of Student Affairs to the Cabinet for approval and subsequent recommendation to the College President and Trustees of Adams State College in Colorado. All mandatory fees or fee increases must be annually reviewed and approved by the Trustees (CCHE Policy 3.03 & 3.03.01). Trustee review and approval is required prior to assessment of any mandatory fee or fee increase. Students and student government representatives shall have an opportunity to address the Trustees during board discussions and action of the student fee proposal.

Administrative Cost Fees Unrelated to a Specific Academic Course. No new fee or fee increase (in excess of inflation) assessed to cover administrative costs not related to an academic course shall be collected unless approved by a student referendum and such new fee contains an expiration date.

1. New or increased administrative fee proposals may be forwarded by a unit head after consensus of unit members is achieved.
2. The proposed recommendation is forwarded to the Cabinet administrator responsible for the unit.
3. Upon consultation with the proposing unit, the Cabinet administrator will determine whether to forward the proposal to the College's Cabinet for consideration.
4. Cabinet and the College President will review the merits of the proposal.
5. If the proposal is accepted by the President, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F (student/faculty government) for student input including a student referendum if the proposed fee is a new fee or the proposed increase exceeds the rate of inflation. The AS&F will follow the PROCEDURE FOR NEW OR INCREASED STUDENT FEES.
6. The outcome of any referendum will be communicated by the AS&F to the College President.
7. If the student referendum disapproved the proposed fee or increase, no further action to assess or collect the fee or increase will be taken. If the student referendum approved the proposed fee or increase, or if no referendum was required for an increase, the President shall recommend the proposed fee or increase to the Trustees. The Trustees will be the final authority in approving any proposed or increased administrative cost fee unrelated to a specific academic course.

Administrative Cost Fees Related to a Specific Academic Course [Course Specific Fees]. These fees should only be used to cover costs for a course offering. Any revenue must be used for costs directly related to the course for which they are charged. Student approval is not required for existing fees, new fees, or fee increases relating to actual administrative costs for a specific academic course.

1. New or increased course specific fees may be forwarded by a Department Chair after discussion by the department members is achieved.
2. The proposed recommendation is forwarded by the Department Chair to the unit Dean.
3. Upon consultation with the Department Chair and the unit, the Dean will determine whether to forward a proposal recommendation to the Vice President for Academic Affairs.
4. The Vice President for Academic Affairs will consider the merits of the proposal and will approve or disapprove the recommendation. If approved, the Vice President will forward the recommendation for consideration by Cabinet.
5. Cabinet and the College President will review the merits of the proposal. If the President accepts the proposal, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F. The AS&F will follow the PROCEDURE FOR NEW OR INCREASED STUDENT FEES excluding a student referendum.
6. Student response to the proposed new or increased fees will be communicated to Cabinet by the Dean of Student Affairs who will then make a recommendation to the College President for approval or disapproval.
7. If the College President approves the proposed fee or increase, he/she will recommend

it to the Trustees for approval. The Trustees will be the final authority in approving any proposed or increased course-specific fee.

Permanent and Nonpermanent Student Purpose Fees. Requests for new and increased permanent and nonpermanent student purpose fees are subject to annual review and recommendation of the AS&F. All new and increased permanent and nonpermanent student purpose fees shall be reviewed by the AS&F. AS&F recommendations for new and increased permanent and nonpermanent student purpose fees shall be made to the Cabinet by February 1 of the academic year preceding the increase. The administration will review the AS&F's recommendations by February 15 of the academic year preceding the increase.

Permanent Student Purpose Fees. Student approval is not required for existing permanent student purpose fees, new fees or fee increases.

1. New or increased permanent student purpose fee proposals may be forwarded by a unit head after consensus of the unit members is achieved.
2. The proposed recommendation is forwarded to the Cabinet administrator responsible for the unit.
3. Upon consultation with the proposing unit, the Cabinet administrator will determine whether to forward the proposal to the College's Cabinet for consideration.
4. Cabinet and the College President will review the merits of the proposal. If the proposal is accepted by the President, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F. The AS&F will follow the PROCEDURE FOR NEW OR INCREASED STUDENT FEES excluding a student referendum.
5. Student response to the proposed new or increased fees will be communicated to Cabinet and President by the Dean of Student Affairs. If the College President approves the proposed fee or increase, he/she will recommend it to the Trustees for approval. The Trustees will be the final authority in approving any proposed or increased permanent student purpose fees.

Nonpermanent Student Purpose Fees. All nonpermanent student purpose fees, in existence prior to July 1, 1997, which are not scheduled to expire prior to July 1, 2000, shall be subject to approval by student referendum at the first regularly scheduled student election after July 1, 2000. Effective July 1, 1997, no new fee or fee increase (in excess of inflation) assessed for nonpermanent student activities shall be collected unless approved by a student referendum and such new fee or increase contains an expiration date.

1. New or increased nonpermanent student purpose fees may be forwarded by a unit head after consensus of unit members is achieved.
2. The proposed recommendation is forwarded to the Cabinet administrator responsible for the unit.
3. Upon consultation with the proposing unit, the Cabinet administrator will determine whether to forward the proposal to the College's Cabinet for consideration.
4. Cabinet and the College President will review the merits of the proposal. If the proposal is accepted by the President, notice will be given to the student body in accordance with the NOTIFICATION PROCESS established by this plan and the proposal will be presented to the AS&F for student input including a student referendum if the proposed fee is a new fee or the proposed increase exceeds the rate of inflation. AS&F will follow the Referendum Procedures outlined herein.
5. The outcome of any referendum will be communicated by the AS&F to the College President.
6. If the student referendum disapproved the proposed fee or increase, no further action to assess or collect the fee or increase will be taken. If the referendum approved the proposed fee or increase, the College President shall recommend the proposed fee or increase to the Trustees. The Trustees will be the final authority in approving any proposed or increased nonpermanent student purpose fee.

Academic Facilities Construction. In accordance with CCHE policy, fees may be used for the purpose of academic facilities construction if approved either by a student referendum initiated by the student government or by a vote of the student government without a student referendum. Students shall be involved in the entire project if fees are used for academic facilities construction.

Administrative Costs Charged to Students/Student Groups.

An Administrative Service Recharge (ASR) is not presently charged to students/student groups at Adams State College.

Referendum Procedures. Student fee issues requiring a referendum shall follow these guidelines:

1. The AS&F is responsible for the conduct of the referendum, including full disclosure of the information relating to the referendum.
2. Information distributed by the AS&F concerning the referendum shall be factual and unbiased. That does not preclude individual members of the AS&F from expressing their opinions or supporting a position. A member of the AS&F may not, however, represent that opinion or position as the opinion or position of the AS&F.
3. Campaigning by the College or members of the student body is subject to the provisions of the AS&F election code.
4. The text of a student fee referendum is subject to administrative legal review through the Office of the President.
5. A student fee referendum shall be voted on over a period of not more than two (2) class days.
6. At least twenty percent (20%) of the current student headcount enrollment must vote in order for a student fee related referendum to be effective. The outcome shall be decided by a simple majority of the votes cast in the referendum.
7. No new fee, fee increase, or fee extension that is defeated by a vote of the student body may be resubmitted for a student vote until the following regularly scheduled election.

Appendix I

Submission, approval & notification schedule

Due on or Submission

Before To Description _____

November 1 Student Body Notification of Proposed Student Fee Increases or Changes

December 1 AS&F Request for new permanent or nonpermanent student purpose fees, administrative cost fees related or unrelated to a specific academic course, and bond fees, or fee increases submitted to AS&F

January 20 Students Referendum, if required (two days minimum)

February 1 Cabinet AS&F's Vote Concerning Student Fee Increases or Changes

February 15 AS&F Administration Decision Concerning AS&F Vote Regarding Student Fee Increases or Changes

May Trustees Student Charges and Related Budgets (Submission dates published in the Administrative Calendar.)

Complaint Resolution Process. Any student or student group may appeal a proposed assessment or increase at any time before or during the notification period. The appeal must be submitted in writing and must be submitted to the AS&F President and to the Vice President of Student Affairs. The letter of appeal must contain the following:

*The reason for the appeal

*A recommended alternative proposal

*A signature or signatures and student identification number of the student(s) submitting the appeal

AS&F will consider all appeals at their next regularly scheduled meeting. The College

President or his/her representative will attend the meeting to discuss any appeals with the AS&F. Following the discussion, the AS&F will reach majority agreement on the recommended disposition of each appeal and forward its recommendation to the College President. The President may accept, reject, or modify the recommendation and shall advise the AS&F of his/her decision. The President's decision shall be final.

Appendix XV

Civil/Criminal Charges

The College reserves the right to submit charges against students in civil and/or criminal court depending upon the severity of the incident. The incident may have taken place on or off campus. Furthermore, when a student is charged with a crime, the College has the right to initiate disciplinary action and may impose a temporary suspension without a hearing. Any action taken by the College does not constitute double jeopardy.

Appendix XVI

Non-Student Policy

Persons on campus who are not students or employees of the College are required to adhere to the Code of Conduct applicable to students of the College and abide by College policies and regulations while on the campus or grounds of the College or participating in College-sponsored activities. All persons on College property are required, for reasonable causes, to identify themselves upon the request of a College official acting in the performance of duties. The College reserves the right to exclude those persons deemed detrimental to its well being or incompatible with its functions as an educational institution. Violations of College rules may bring about sanctions, including but not restricted to:

- Persona non gratis status: An order by the institution to not enter the grounds or buildings of the campus, after reasonable attempt to notify the individual of the basis for the order and an opportunity to be heard on the matter by a designated College official, and/or
- Restitution for any damages or the property of the College, student, faculty or staff, and/or
- Civil action, and/or
- Referral of charges to the Office of the District Attorney or to a court of record.

Appendix XVII

College Keys-Unauthorized Possession, Duplication

College keys are state property and are thus subject to control by the College. The unauthorized possession, duplication, and/or use of College keys (particularly master keys) is a serious breach of College security and will be subject to disciplinary sanctions, criminal charges, civil action and/or fines.

Appendix XVIII

Public Broadcasting

Radio, television, and other forms of public broadcasting shall be in accordance with written policies and regulations of governing state and federal agencies and in accordance with policy as set forth by the Adams State College Communications Board.

Appendix XIX

Hazing Policy

Hazing, in any form, is a violation of law .See § 18-9-124, Colorado Revised Statutes. Hazing may result in disciplinary charges up to and including suspension or expulsion from the College.

Appendix XX

General Student Services

ACADEMIC ADVISEMENT

Graduate students are assigned an academic adviser by the department in which they are enrolled. The student, however, is responsible for knowing the requirements for graduation and teacher licensure in the desired degree program. This information is available in the catalog. When registering, the student is expected to follow the registration procedures as outlined and prescribed by the Office of Records. Students must assume complete responsibility for registering for those classes that meet their needs.

CAMPUS CARD – ON-CAMPUS STUDENTS

The Campus Card is the identification system on campus. As well as a student ID and room key, the Campus Card is also a debit card. Deposits to the Campus Card may be made at the Office of Housing, the Business Office, the Student Union Building Room 321, the Campus Card Office, or at any automatic deposit machine. The Card may then be used for purchases in the dining room, food court, bookstore, laundry machines, copy machine, and vending machines on campus. The Campus Card is an easy way to avoid carrying cash or writing checks.

A \$25 fee is charged for the initial card, with a \$10 replacement fee for all lost or stolen cards. If your card is broken, bring the pieces to the One Card Office and they will replace it at no charge. There is no minimum deposit required and no monthly service charges. Balances and statements are available upon request and at various card terminals.

Dependent cards are available to immediate family members of all students and to all faculty and staff who pay student fees. The cost for a dependent card is \$5 each.

The Terms of the Campus Card Are:

1. Cash withdrawals are not permitted.
2. Unless concluding student enrollment or leaving College employment as a staff or faculty member, closing an account prior to the last day of scheduled classes for the academic year will not be permitted. Balances of over \$5 will be refunded at the conclusion of the spring semester, upon request. Due to processing costs, balances of \$5 or less will be forfeited at closing.
3. If merchandise is being returned that was purchased with the Campus Card, the refund must be added back to the account. Cash refunds are not allowed.
4. Accounts that are inactive for 12 months will automatically be closed and remaining funds, if any, will be forfeited.
5. If your card is lost or stolen, you are responsible for all transactions until the Campus Card Office cancels your card. To report a lost or stolen card, follow these procedures:
 - a. Inform the Campus Card Office staff in the Office of Housing or the Student Union Building.
 - b. Call the Campus Card Office (719) 587-7927 or 719 587-7961. If after hours, call Public Safety (587-7901 or 589-5807).
6. These terms are subject to change without prior notification.
7. The card holder is responsible for all linked accounts and Dependent cards.

COUNSELING & CAREER CENTER

The Counseling and Career Center offers services to assist students in their growth and development in academic, personal and career areas. Personal and career counseling is available to all students and their families. Additionally, the Counseling and Career Center strives

to provide the best possible environment for development through consultations with faculty, Student Affairs, and other campus and community agencies. To learn more, visit them at <http://ccc.sa.adams.edu> or stop by Richardson Hall 220, (719) 587-7746.

COUNSELING SERVICES

Services are provided through individual sessions, couples counseling, family therapy, and group therapy. Issues that are commonly addressed include: depression, addictions, relationships, stress, eating disorders, self esteem, grief, anger management, and more. Support groups are offered on an on-going basis, as well as outreach services, which include workshops, classroom presentations, and housing programs. Coordination of the Sexual Assault Response Team (SART) is provided through the Center.

CAREER SERVICES

Career counseling services are available to help students in the search for a rewarding major and career. Events such as "Choose Your Major Program", the career exploration process, and personality assessments, help students with their educational and career planning. Career counselors work with students individually and in groups to assist them in choosing a major, resumes, cover letters and interviewing skills and job search techniques. Workshops and presentations are regularly provided throughout the school year. Job placement is available to students and alumni and two job fairs are held each year.

DAY CARE CENTER

The Gingerbread House is a private, licensed childcare center that provides quality day care services when College classes are in session for ASC students with children ages 2-10 years at a minimal cost. The day care program includes hot lunch and two nutritious snacks daily, planned indoor and outdoor activities to meet both group and individual needs, and guided free play to stimulate self-discovery. Pre-school sessions are also offered September through May. The Gingerbread House is located at 318 Girault Avenue, (719) 587-7162.

FINANCIAL AID

Graduate students are eligible for some financial aid. To apply for most student financial aid, each student needs to complete a Free Application for Federal Student Aid (FAFSA). Early applications are encouraged due to limited funding.

Because of the complex nature of student financial aid policies and procedures, students are encouraged to ask questions. Student Financial Aid Office personnel are available to assist students and answer questions. You can write, call, or visit the One Stop Student Services Center at Adams State College, Alamosa, Colorado 81102, and phone (719) 587-7306.

FOOD SERVICE

Food Service operations are located in the Student Union Building. Students who live in Conour, Coronado, and Girault are required to participate in the Cafeteria Meal Plan unless excused by the Director of Auxiliary Services (Office of Housing). Students not living in Conour, Coronado and Girault are also welcome to purchase any of the meal plans or a commuter meal ticket. Interested students should contact the Student Union Building Office or the Housing Office for details. The La Mesa dining hall provides a wide variety of food selections. In addition to hot entrees, lunch and dinner include offerings from the deli line and the grill. All meals are complemented by selections from the salad bar, dessert bar, and beverage island.

Hours of Service

Monday through Friday
Breakfast 7-10 a.m.
Lunch 11 a.m.-1 p.m.
Dinner 5-6:45 p.m.

Saturday and Sunday
Continental Breakfast 10:15-11 am
Brunch 11 a.m.-1p.m.
Dinner 5-6:30 p.m.

Dining Options. If you cannot arrange your schedule to eat meals during the dining room's regular hours of service, the following options are available:

1. Sack Lunches

If your job requires you to work during the hours the dining room is open, the food service will provide a sack lunch if requested by 6 p.m. of the day before the lunch is needed. All sack lunch requests must be made at the Food Service Office in the Student Union Building.

2. Food Trays

If you are sick and cannot come to the dining room for a meal, a friend can be authorized, in writing, by your Resident Assistant, to pick up a food tray for you.

3. ASC Food Court

The ASC Food Court provides meals and snacks for the entire campus community and features popular fast food concepts.

Questions about the food service at ASC should be directed to the Assistant Director of Auxiliary Services at 587-7961. The Campus Card is welcome in all campus dining facilities.

HEALTH SERVICES

The community hospital, which is one block from campus, is well staffed and maintained to provide medical services to students. Students are responsible for medical expenses they incur. Adams State College no longer requires mandatory student health insurance. It is highly recommended students carry insurance to meet their medical needs. Adams State College does not have medical facilities on campus. However, the hospital and medical clinics are adjacent to campus.

Medical Clinics

Alamosa Family Medical Center
1710 1st Street
719-589-3658

Sierra Blanca Medical Center

1847 2nd Street
719-587-1000

San Luis Valley Regional Medical Center

2115 Stuart Street
719-589-3000

Alamosa County Public Health Nurse

403 Santa Fe
719-589-6639

Rocky Mountain Planned Parenthood

1560 12th Avenue
719-589-4906

Women's Resource Center

3211 Main, Suite E
719-589-6698

HOUSING & RESIDENCE LIFE

The College provides a number of housing accommodations located throughout the campus for undergraduate and graduate students. Since the physical environment of students is an important part of the educational experience, the College takes great pride in providing supervised and carefully planned modern facilities. Various lifestyle options are available within the residence halls so that students may select the area that best suits their individual needs.

Each residence hall is staffed by a residence director and several resident assistants. These key people help create a residential living environment that can sustain productive and creative educational experiences. During the year, students will come into contact with a variety of other students, many of whom have differing lifestyles, social and moral values and cultural backgrounds.

Please refer to the Office of Housing and Residence Life, Standards of Residence Handbook for further information.

Withdrawal From Campus Housing. A student wishing to withdraw from the College or move off campus must submit in writing to the Office of Housing and Residence Life a notice of vacancy. The College refund policy will be used to determine the amount of refund released to the student. See section on Refund Policy and Procedure Complete Drop/Withdrawal. Room refunds will be processed only after the room is vacated and the occupant is checked out by ASC Housing personnel.

INTERNATIONAL STUDENT SERVICES

An international student adviser is available in the Academic Advising & Tutoring Center located in the Student Union Building, to help international students with financial, personal, or immigration issues. All international students are required to report to the Academic Advisement & Tutoring Center upon arrival on campus and to maintain contact with the International Student adviser during their stay at the College. Academic advising is done by an academic adviser in the school in which the student majors.

STUDENT UNION BUILDING

The Student Union Building (SUB) is the lively, friendly hub of the campus and is designed for all members of the campus community.

The Student Union Building and staff provide facilities, services and programs for students, faculty, administration, staff, alumni and guests. Conveniences and services for the campus community are provided through the bookstore, the information desk, retail stores, outdoor equipment rental, food service, student offices, meeting rooms, the Loft and Carson Auditorium. The SUB provides a setting in which members can get to know and understand one another through informal association outside the classroom. The SUB is an integral part of the educational program of the College. It serves as a laboratory of citizenship, training students for social responsibility and leadership. The various boards, committees, and staff provide a cultural, social, and recreational program designed to make free-time activity complement study and education. These self-directed activities promote maximum opportunities for self-realization and growth.

Students are encouraged to use the SUB for meetings, recreation, meals, studying, or just watching television. The Student Union Building provides services and conveniences that complement the needs of the academic community and the people of the surrounding area. The helpful, friendly personnel and the building's accommodating design promote a pleasant social and educational atmosphere. The rights and responsibilities of individuals and groups using the SUB are of paramount importance and include the following:

1. Scheduling of approved programs and events to take place in the SUB, along with all necessary arrangements, must be arranged through the Office of the SUB (SUB E321).
2. The College will not be responsible for articles left unattended in the Student Union Building.

BOOKSTORE

The College Bookstore is located in the Student Union Building, where students may purchase all their academic material, academic apparel, gifts, cards, posters, and computer software. The

College Bookstore is owned by the College.

GRIZZLY DEN

The Grizzly Den is located in the Student Union Building, where students may purchase ice-cold beverages, chips, candy, gum, and personal items. The Grizzly Den is owned by the College.

THE ONE STOP STUDENT SERVICES CENTER

Based on our belief in the value of the individual, the College's mission is to deliver unparalleled student customer service. Graduate students will use the One-Stop Student Center for registration and financial aid issues.

Your One Stop Student Services Center will provide quality, professional and courteous assistance in support of your academic and educational financing objectives. They are knowledgeable in enrollment, financial aid, billing and payments or can help you with general information. You have four primary ways to use the One Stop Student Services Center; self service option on the web at www.adams.edu/onestop; or at the One Stop Student Services Center located on campus in the SUB; by telephone 1.866.344.1687 or 719.587.7306, or just drop us an e-mail at asconestop@adams.edu and one of our One Stop customer support staff will provide the answers to your questions.

HOURS AND PHONE NUMBERS:

One Stop Counselor phone:

719-587-7306

719-587-7307

719-587-8146

1-866-344-1687

Fax: 719-587-7366

One Stop Cashier: 719-587-7756

Hours: 8 am – 5 pm, Monday – Friday

STUDENT LIFE & RECREATION

The Office of Student Life & Recreation offers a wide variety of social, recreational, and developmental programs and services designed to enrich each student's College experience. Student Life is comprised of seven student-centered areas including Program Council, Rex Activity Center, Intramural Sports, Adventure Program, Challenge Course, Cross-Cultural Center, and Summer Activities. In addition, Student Life coordinates several traditional campus events such as Welcome Week, Homecoming, College Bowl and Grizzly Daze. The programs and services offered by Student Life are open to the entire campus community and are generally free of charge. For further information, contact the Office of Student Life by calling (719) 587-8191.

ADVENTURE PROGRAMS (FORMERLY OUTDOOR PROGRAM)

The Adams State College Adventure Program is the third oldest College outdoor adventure organization in the country. The program is designed to provide members of the ASC community and residents of the San Luis Valley with programs and services that instill an appreciation for nature and outdoor pursuits. The Adventure Program Center is located on the first floor of the Student Union Building and offers weekend outings, workshops and seminars, trip and equipment consultation, and a large inventory of outing equipment that is available for rent at reasonable prices. For further information, contact the Adventure Program at (719) 587-7813.

CHALLENGE COURSE (ROPES COURSE)

The Adams State College Challenge Course is an experiential learning facility that allows participants to explore personal and group issues in a supportive, but challenging environment. The course consists of low and high elements that students and organizations can use to help stimulate learning and group development. For further information, contact the Coordinator of Adventure Programming, (719) 587-7962.

CROSS-CULTURAL CENTER

The mission of the Cross-Cultural Center is to acknowledge, celebrate and promote the diverse cultural experiences of each member of the College community. The Center supports the intellectual, social and cultural development of students by offering opportunities for open dialogue concerning race, class, ethnicity, nationality, gender, sexual orientation and disabilities in a safe and supportive environment. For more information, contact the Cross-Cultural Center by calling (719)-587-7814.

INTRAMURALS

The Intramural Sports program at ASC offers a diverse schedule of team and individual activities throughout the academic year. The IM Sports office sponsors softball, flag football, volleyball, 3-on-3 basketball, basketball, indoor soccer, golf, bowling, and 5K runs, among others. Registration forms and rules for each sport can be obtained at the IM Sports office located in the Rex Activity Center. For more information, call (719) 587-7989.

PROGRAM COUNCIL

The Adams State College Program Council is a volunteer student organization that is responsible for designing and implementing a variety of programs and services that help to create a lively campus environment. Program Council presents live comedy shows featuring nationally recognized performers, concerts, feature films, recreation tournaments, annual campus traditions and special events including the Medicine Show. Applications for Program Council memberships are available throughout the academic year. For further information, contact the Program Council office at (719) 587-7226.

REX ACTIVITY CENTER

The Rex Activity Center is a student-funded facility designed to meet the health and fitness needs of eligible members of Associated Students & Faculty (AS&F). All activity areas in the building are available to students on an unrestricted basis with the exception of those times reserved for non-academic aerobic classes, climbing wall clinics, workshops, and special events. The facility includes a basketball/volleyball court, racquetball courts, aerobic/dance studio, climbing wall, weight training and cardiovascular areas, and men and women's locker rooms. For more information, please contact the Rex Center at (719) 587-7989.

ASSOCIATED STUDENTS & FACULTY (AS&F)

Inquiries about AS&F can be made to the AS&F Office, Student Union Building or phone 587-7948.

CAMPUS MEDIA

Campus media at Adams State College operate under the sponsorship of AS&F and the Communications Board. Media on campus are the South Coloradan, the official student newspaper; Genesis, the College literary magazine; and KASF-FM, the College radio station. Each is maintained by a student staff in consultation with a faculty adviser.

EXTENDED STUDIES

Adams State College Extended Studies delivers to students many of the same high-quality courses and programs offered on campus using the flexibility of distance delivery. Extended studies students, distance students, and off-campus students are all required to adhere to the applicable provisions of the appropriate Student Handbook (Graduate or Undergraduate), including the Code of Conduct. ASC Extended Studies connects with more than 20,000 students and 1,300 professionals globally to provide quality learning and teaching opportunities. From personal enrichment courses to distance degree programs, Extended Studies offers educational opportunities to fit a wide range of student needs and desires. The delivery methods include face-to-face, online, video, and print-based courses designed to make learning more convenient and relevant for all types of learners.

Extended Studies works closely with the ASC academic departments in fulfilling the College mission of providing educational opportunities to students in rural areas or who are otherwise unable to attend the residential campus. Extended Studies works with student cohorts and individual students to provide individual courses and/or entire programs.

Students can find course and distance degree information, application and registration forms, and answers to frequently asked questions by linking to the Adams State College Extended Studies website at <http://exstudies.adams.edu> or you can contact us by telephone at 1-800-548-6679 or 1-719-587-7671.

Distance Degree Programs

Extended Studies delivers numerous distance degree programs. Extended Studies uses various forms of delivery including face-to-face, online, video, and print-based courses.

Undergraduate Off-Campus Degree Programs

Contact Extended Studies at 800-548-6679 for specific delivery methods and additional program details, or visit <http://exstudies.adams.edu>.

Associate of Arts

Associate of Science

Bachelor of Arts in Business Administration

Emphasis Areas: Applied Business, General Business

Bachelor of Science in Business Administration

Emphasis Areas: General Business, Legal Studies, Management, Management

Information Systems

Bachelor of Arts in Interdisciplinary Studies

Emphasis Areas: Interdisciplinary Studies, *Licensure in Middle Childhood Education (Elementary Education)

*cohort and site based delivery only

Bachelor of Arts in Sociology

Emphasis Areas: Criminology, Criminology-Corrections, Criminology-Law Enforcement, General Sociology, Social Welfare

Graduate Off-Campus Degree Programs

Contact Extended Studies at 800-548-6679,

<http://exstudies.adams.edu>, or the School of Education and Graduate Studies at 800-662-3382, <http://segs.adams.edu>.

CLUBS AND ORGANIZATIONS

The following clubs and organizations have been active in recent years at Adams State College. Further information regarding these organizations can be obtained from the Associated Students and Faculty (AS&F) President.

American Choral Directors Association KASF Radio

ASC Honor Society Medieval Rec. Society

ASC Rugby Music Educators National Conference

Asian/Pacific American Club Native Unity

Associated Students & Faculty Newman Club

Black Student Alliance NOESIS

Campus Crusade for Christ Pacioli Accounting Club

Chemistry Club Phi Beta Lambda

Circle K President's Council

Climbing Club Program Council

Dance Team Psychology Club

El Parnaso Soccer Club
EPLS Club South Coloradan Student Newspaper
Estudiantes Unidos Student Ambassadors
Folklorico/Semillas de la Tierra Tri Beta
Gay Straight Alliance Teacher Education Association
Geology Club The President's Honor Society
Genesis Literary Magazine Thomas Jefferson Society
International Association of Jazz Educators Ultimate Frisbee

DIRECTORY OF SERVICES

Absences
Instructor if possible
The Graduate School 1-866-407-0013 Richardson Hall 215
Academic Records
One Stop-Records 719/587-7306 SUB

Adventure Program
Adventurer Program 719/587-7813 SUB

Bills, Payments
One Stop Cashier 719/587-7756 SUB

Campus Card
Student Union Building 719/587-7761 SUB

Campus Information
Student Union Building 719/587-7961 SUB

Check Cashing
One Stop Cashier 719/587-7756 SUB

Commencement Information
Graduate School 1-866-407-0013

Computer Use
Computing Services 719/587-7741 CS Building

Counseling
Counseling & Career Center 719/587-7746 RH 220

Course Adding/Dropping Course
The Graduate School 866-407-0013 RH 215

Day Care Center
Gingerbread House 719/587-7162 318 Girault

Discipline
Dean of Student Affairs 719/587-7221 RH234
The Graduate School 866-407-0013 RH 215

Emergency
911
Dept. of Public Safety 719/587-7901
SART(Sexual Assault Response Team) 588-SART (7278)

Evaluation of Academic Record
Records Evaluator 719/587-7327 RH188

Extended Studies
Extended Studies 719/587-7671 RH111

Fees: Payment & Refund
One Stop Cashier 7306 SUB

Financial Aid
One Stop-Financial Aid 719/587-7306 SUB

Food Service
Cafeteria 719/587-7311 SUB

Grades
One Stop-Records 719/587-7306 SUB

Grading Practices/Complaints
Instructor's Office
Associate Provost for Graduate Studies 866-407-0013

Graduate Degrees
The Graduate School 719/5878152 RH215

Graduation Requirements
Departments

Housing Information
Housing & Residence Life 719/587-7227 Coronado

Intramural Program
Rex Activity Center 719/587-7018 Rex Ctr

Job Placement
Counseling & Career Center 719/587-7746 RH 220

Loans (Emergency)
Business Office 719/587-7728 RH 162

Parking Information/Decals
Dept. of Public Safety 7901 Coronado Add

Payment
One Stop Cashier 719/587-7306 SUB

Printing & Duplication
Print Shop 719/587-7841 RH 158

Refunds-One Stop Cashier 7756 SUB

Residency Classification Change
The Graduate School 719/587-8152 or 866-407-0013

Scholarship Information
Financial Aid Office 719/587-7306 RH 162

Sexual Assault
Counseling & Career Center 719/587-7746 RH 220
SART 587-SART (7278)
Mental Health 719/589-3671
Tu Casa 719/589-2456

Transcripts
One Stop 719/587-7306 SUB

Veteran's Benefits
One Stop-Records 7306 SUB

Withdrawal from College
Associate Provost for Graduate Studies 866-407-0013 or 719/587-8152

TOLL FREE NUMBERS
Main Switchboard 800-824-6494
Extended Studies 800-548-6679
Graduate School 866-407-0013
One Stop 866-344-1687

WEBSITES
Adams State College www.adams.edu
Extended Studies <http://exstudies.adams.edu>
Graduate School gradschool.adams.edu
One Stop Student Services www.adams.edu/onestop