

Adams State University Student Handbook

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WELCOME

It's my privilege to Welcome you to Adams State University. Research shows that the most successful and satisfied students are those individuals that immerse themselves into the university experience. Student involvement in campus events such as athletics, traditions, programs and studies are what make a high quality experience at Adams State and ultimately, a university experience that is second to none. ASU's student body government, Associated Students and Faculty, Grizzly Activity Board, Resident Assistants and any of our student clubs and organizations offer you a great opportunity to develop your leadership skills and connect with campus. I encourage you to take full advantage of our campus student services, student organizations and personnel in the Division of Student Affairs. Our staff in the Student Life/Intramurals/Outdoor Recreation Office, Student Union Building, Counseling and Career Services, Residence Life Office, Police Department, Campus Events, Veteran and Military Affairs and Upward Bound are here to serve you.

The Division of Student Affairs, in partnership with professors, department chairs and administration, are here to help you to reach your academic goals. If I can assist you in any way, please do not hesitate to let me know.

Good luck,

Kenneth L. Marquez
Vice President for Student Affairs
719-587-7221

GREAT STORIES BEGIN HERE

INSTITUTIONAL OVERVIEW

Adams State University is located in Alamosa, Colorado, a city of 10,000 people. Situated in the San Luis Valley, an alpine valley the size of the state of Connecticut located in south central Colorado, the campus is surrounded by the breathtaking beauty of the Sangre de Cristo and San Juan mountain ranges. With towering peaks of over 14,300 feet, the mountains provide a variety of winter and summer recreation and account for the brisk winter nights and sun-filled days for which the Valley is known. A sense of history and adventure unique to the Southwest creates an environment conducive to both academic and social growth.

The University, founded in 1921 by the Colorado General Assembly, opened June 15, 1925. The name Adams State honors long-time San Luis Valley resident William “Billy” Adams, former state senator and governor of Colorado. Since 1925, the university has grown from a normal school that offered a Bachelor of Arts degree in education with a life certificate to teach in Colorado public schools, to an institution offering Bachelor of Science, Bachelor of Arts, Master of Arts, associate degrees, and selected pre-professional programs of study both in a traditional campus setting and as distance education through its Extended Studies programs. As a Regional Education Provider (“REP”), the University maintains its vital role as a leader in teacher education throughout southern and western Colorado and the primary deliverer of selected graduate teacher education programs.

Currently there are over 2,600 on-campus students and 13,000 off-campus students. The University has a faculty of 196 full- and part-time instructors not counting the adjunct faculty working in off-campus programs. ASU’s academic year consists of fall and spring semesters and summer sessions. The University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools, the National Association of Schools of Music, and the Council for Accreditation of Counseling and Related Educational Programs. The University is also an affiliate member of Teacher Education Accrediting Council (“TEAC”). Alamosa is serviced by United Express Airlines and bus service. Denver is 220 miles to the north, and Albuquerque, New Mexico, is 200 miles to the south. Within a two-hour drive are five ski areas and such historic towns as Taos, Santa Fe and Creede.

This Student Handbook applies to all students who are not enrolled in graduate programs, including non-degree seeking students, distance students, extended studies students and students at remote locations. A separate Graduate Student Handbook, available on-line at www.adams.edu/gradschool applies to graduate students. All 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 University holds regular class session or exams, and excludes Saturdays, Sundays, and University holidays. It includes summer session.

Unless a specific manner of giving notice is stated, any notice required by this 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.

ASU AFFIRMATIONS

As a student at ASU, you are joining a community of learners and scholars. Choosing to join this community involved a conscious commitment to uphold this community's values and expectations. These standards ensure that all members of our community have an optimal environment in which to teach, to learn and to benefit from the ASU experience.

- I will practice academic integrity.
- I will relate to others with civility and respect.
- I will learn from differences in people, ideas, and experiences and will value the contributions each member adds to this community.
- I will uphold citizenship as a responsible member of the ASU community.
- In the tradition of ASU, I will strive for excellence and encourage it in others.

DECLARATION OF TOLERANCE

Tolerance is a personal decision that comes from a belief that every person is unique. To help make the University a better place for all, I pledge to have respect for people whose abilities, beliefs, culture, race, sexual identity or other characteristics are different from my own. To fulfill this pledge, I will:

- Examine my own biases and work to overcome them,
- Set a positive example for my family and friends,
- Work for tolerance in my own community, and
- Speak out against hate and injustice.

STUDENT SERVICES & RESOURCES

ACADEMIC ADVISEMENT

www.adams.edu/students/aac

Each undergraduate Adams State University student is assigned an academic advisor in accordance with the proposed major listed on the student's application for admission. Undeclared majors are advised by the Academic Advising Center (located in the Nielsen Library). Students also may request a particular faculty member for their advisor, pending availability. Advisor assignments are made by the Academic Advising Center.

It is important that students work closely with their advisors throughout their academic careers, especially during the freshman and sophomore years, in planning relevant course schedules. If a student wishes to change advisors, or if an advisor recommends a change, the Academic Advising Center must be notified. Adams State University is committed to every effort that supports student success. In that spirit, we require our undergraduate degree-seeking students be advised and obtain an advising Personal Identification Number ("PIN") from their advisors before registering each fall and spring semester. Students should make arrangements to meet with their advisors as soon as semester schedules are available (online as well as in booklet form) to ensure they are enrolled in the courses needed to meet their educational goals. Students are not required to obtain a PIN for summer registration but are encouraged to meet with their advisor to determine enrollment in appropriate courses. In advising and registering students, academic advisors and other university officials strive to prevent errors. Students, however, are responsible for knowing the requirements of the desired degree programs. This information is available in the catalog. When registering, students are expected to follow the registration procedures as outlined and prescribed by the Office of Records and Registration. Students must assume complete responsibility of registering for those classes that meet their needs.

CAMPUS CARD

www.adams.edu/students/sub/campus_card/campus_card.php

The Campus Card is the identification system on campus. As well as a student ID, the Campus Card is also a debit card which can be used for purchase of on-campus goods and services. Deposits to the Campus Card may be made at the Office of Housing, the Business Office, the Student Union Building ("SUB") Office, or at any automatic deposit machine. The card can then be used for purchases in the dining room, food court, bookstore, the SUB copy machine, retail stores and laundry machines.

A \$25 fee is charged for the initial card, and there is a \$10 replacement fee for all lost or stolen cards. There are no required minimum deposits or 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. Dependent cards cost \$5 each.

Terms of the Campus Card Are:

1. Cash withdrawals are not permitted.
2. Unless concluding student enrollment or leaving university 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 twelve ("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 Student Union Building at 719-587-7961. If after hours, call Adams State University Police Department ("ASU PD") at 719-587-7901 or 719-589-5807.
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 SERVICES

www.adams.edu/students/ccc/

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 are available to all students, their spouses, and their children. The Counseling Center is located in Richardson Hall Room 220 and the phone number is 719-587-7746.

COUNSELING SERVICES

www.adams.edu/students/ccc/

Confidential services are provided through individual sessions, couples counseling, family counseling, and group counseling. Issues commonly addressed include depression, addictions, relationships, stress, eating disorders, self esteem, grief, anger management, and more. Support groups are offered on an as-needed basis, as well as outreach services including workshops, classroom presentations, and housing programs. Coordination of the Prevention Awareness Crew ("PAC") is provided through the center. The PAC works across campus to help students make positive choices around use of alcohol, tobacco, and other drugs, as well as responsible sexual behavior and healthy choices around eating. The Counseling Center is located in Richardson Hall Room 220 and the phone number is 719-587-7746.

CAREER SERVICES

www.adams.edu/students/career-services/

Career counseling services are available to help students in the search for a rewarding major and career. Personality and interest inventories, workshops on resume/cover letter writing and other topics, and individual meetings with a counselor are available to assist students with their educational and career planning. Workshops and presentations are provided throughout the school year. Job and internship search services are available to students and alumni, and a career fair and teacher education fair are offered to students in the spring semester. Online career resources and Adams State's student/employer networking site are available from the Career Center's website at www.adams.edu/students/career-services. The Career Center is located in the Nielsen Library, Room 133 and the phone number is 719-587-8300.

DAY CARE CENTER

www.adams.edu/students/gingerbread

The Gingerbread House is a private, licensed childcare center that provides quality day care services when university is in session at a minimal cost for Adams State students with children ages 2 to 10 years. 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. The Gingerbread House is located at 318 Girault Avenue, and the phone number is 719-587-7162.

DISABILITY SERVICES

adams.edu/ada

The Counseling Center, RH 220, 719-587-7746, houses the Disability Services Office, which provides services for students with disabilities, with assistance from Student Support Services

(Nielsen Library, First Floor, 719-587-7632) and the Grizzly Testing & Learning Center (Nielsen Library, Second Floor, 719-587-8189). If you have, or suspect you have, a disability impacting your academic performance, you will need to provide documentation of that disability to the Disability Services Office. A qualified professional who is licensed or certified to diagnose the disability in question must supply the documentation. To present their documentation for review and to arrange for timely accommodations, newly-admitted students with disabilities are encouraged to schedule an appointment with a staff member of the Disability Services Office prior to the start of an academic semester. Academic accommodations available to students with disabilities at Adams State may include, but are not limited to, extended time testing, interpreters, note-taker services, reader services (e.g., books on tape), and tutoring services..

FINANCIAL AID

www.adams.edu/finaid

The following information has been prepared to provide a better understanding of the student financial aid programs at Adams State University. The purpose of financial aid is to assist eligible students who, without such aid, would be unable to pursue their educational goals. The primary responsibility to meet university costs lies with the student and the student's family, with financial aid from the university being a supplementary source of funding. The amount of need-based financial aid offered to a student cannot exceed the student's documented financial need. A student's financial need is determined through a uniform need analysis of the student's and/or family's income, assets, etc., in comparison with the anticipated costs of the student's education. Financial aid records are classified as confidential and are treated accordingly.

Financial Aid Awards

Adams State University Office of Student Financial Aid is subject to all regulations, guidelines, policies and procedures of the U.S. Department of Education, the state of Colorado and the administration of Adams State University.

Application for Financial Aid

Submit the Free Application for Federal Student Aid ("FAFSA") online at <http://www.fafsa.ed.gov>. All financial aid applications and forms are available at the One Stop Student Services Center or online at <http://www.adams.edu/finaid>. Financial aid is administered without regard to race, color, creed, sex, national origin, handicap, political affiliation, or other non-merit factors. Eligibility for financial aid must be determined each college year; therefore, applications are required to be completed annually.

For information about financial aid, contact the One Stop Student Services Center located in the Student Union Building of Adams State University, Alamosa, CO 81102, call 719-587-7306, toll free 866-344-1687, or e-mail asconestop@adams.edu.

HOUSING & RESIDENCE LIFE

www.adams.edu/students/housing/

The University 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 University 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.

NOTE: The University requires that all freshman and sophomore students live in the residence

halls, except as excused for definite reasons expressed in writing and approved by the Director of Auxiliary Services. Exceptions can be found in the Standards of Residence Handbook located on the Housing website.

Application for rentals is made to the director of Auxiliary Services and must be accompanied by a \$150 housing deposit, \$50 of which is a nonrefundable application fee. When proper notice is given and the occupancy is terminated, the \$100 deposit, less any deductions for damage, defacement, or outstanding accounts in the Business Office, will be refunded.

All room and board charges are payable at the start of each semester. Special arrangements can be made through the Business Office. No refunds on room charges will be made until the room has been vacated and the occupant properly checked out by housing personnel. The refund policy has been revised and is available in the Housing Standards of Residence Book. All room charges will begin from the official opening of the residence hall, unless prior arrangements have been made with the director of Auxiliary Services. NOTE: Lifestyle options/rates could be revised. Rates may increase slightly in some areas.

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 Office of Housing 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.

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

Questions about the food service at ASU should be directed to the Assistant Director of Auxiliary Services at 719-587-7961. 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 University no longer requires mandatory student health insurance. It is highly recommended students carry insurance to meet their medical needs. Adams State University 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

106 Blanca Ave, Suite 300
719-589-3658

San Luis Valley Regional Medical Center-Physician Services
106 Blanca Ave
719-589-3000

Alamosa County Nursing Service
8900 Independence Way
719-589-6639

Rocky Mountain Planned Parenthood
1560 12th Avenue
719-589-4906

Women's Resource Center
3211 Main, Suite E
719-589-6698

Convenient Care Community Clinic
1131 Main Street, Alamosa, CO 81101
(719) 589-2562

INTERNATIONAL STUDENT SERVICES

www.adams.edu/international/

An international student advisor is available in the Admissions Office and the Office of Student Engagement and Success to help international students with financial, personal, or immigration issues. All international students are required to report to the Office of Student Engagement and Success upon arrival on campus and to maintain contact with the International Student Advisor during their stay at the University. Academic advising is done by an academic advisor in the school in which the student majors.

STUDENT SUPPORT SERVICES

www.adams.edu/students/sss/

Student Support Services ("SSS") provides services to first-generation, low-income students and students with disabilities at Adams State University. Services for qualified students include tutoring, mentoring, academic and life skills workshops, supplemental financial aid for those who qualify, and educational field trips.

The purpose of Student Support Services is twofold: to increase the retention and graduation rates of eligible students, and to foster an institutional climate supportive of first generation, low-income students and students with disabilities. Because the program is federally funded, all services are free to qualified students.

Students who have recently graduated from high school, have already been accepted into Adams State University, and are planning to attend Adams State for the fall semester are eligible to apply for Student Support Services Summer Scholars Program in which students live on campus for three weeks and are enrolled classes.

Student Support Services is located in the Nielsen Library, First Floor. The phone number is 719-587-7632.

STUDENT UNION BUILDING

www.adams.edu/students/sub/

The SUB is the lively, friendly hub of the campus. It is designed for all members of the campus community. The SUB 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 One Stop Student Services Center, the Bookstore, the Loft, outdoor equipment rental, food service, retail stores, student offices, meeting/banquet rooms, and an auditorium. The “living room of the campus” 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 university. 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.

BOOKSTORE

www.adams.edu/students/sub/bookstore

The University Bookstore, where students can purchase necessary textbooks, general reading books, supplies, gifts, soft goods, network supplies and art supplies, is located in the Student Union Building. The University Bookstore is owned by Adams State University and the telephone number is 719-587-7912.

GRIZZLY DEN

www.adams.edu/students/sub/grizzly.php

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

THE ONE STOP STUDENT SERVICES CENTER

www.adams.edu/onestop

The One Stop Student Services Center serves as a student center for the offices of registration and records, student business services, and financial aid. Based on Adams State’s belief in the value of the individual, its mission is to deliver unparalleled student customer service. Your One Stop Student Services Center will provide quality, professional and courteous assistance in support of your academic and educational financing objectives. One Stop counselors are knowledgeable in enrollment, financial aid, billing and payments or can help you with general information or concerns about the business aspect of being a student. The One Stop Student Services Center is accessible by stopping by the ASU Student Union Building, or calling 719-587-7306, Toll-free 1-866-344-1687. E-mail: asconestop@adams.edu

STUDENT LIFE & RECREATION

The Department of Student Life and Recreation offers a wide variety of social, recreational, and developmental programs and services designed to enrich each student’s college experience. Participation in student life and co-curricular activities at Adams State University supports the academic mission of the institution by contributing to student learning, growth, and development. Student Life is composed of many student-centered areas including Adventure Programs, Challenge Course, Intramural Sports, Grizzly Activity Board, Rex Activity Center, Student Leadership Series, National Student Exchange, Associated Students and Faculty, and summer activities. In addition, Student Life coordinates several traditional campus events such as Welcome Week, Homecoming, 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 more information, contact Student Life and Recreation at 719-587-8191.

ADVENTURE PROGRAMS

www.adams.edu/student_life/asap

The Adams State University Adventure Program, established in 1925, is the third oldest college outdoor adventure organization in the country. The Adventure Program provides members of the Adams State community and residents of the San Luis Valley with programs and services that instill an appreciation for nature and outdoor pursuits. In addition, the Adventure Program offers students the opportunity to develop leadership skills through active participation in outings, workshops, and one-credit enrichment courses. The Adventure Program is located in the Student Life Center on the first floor of the Student Union Building. The Adventure Program offers weekend outings, workshops and seminars, trip and equipment consultation, and a large inventory of outing equipment, which is available for rent at reasonable prices. For more information, contact the Adventure Program at 719-587-7813.

CHALLENGE COURSE

www.adams.edu/student_life/asap/challenge_course/challenge_course.php

The Challenge Course is an experiential learning facility offering participants the opportunity to explore personal and group issues in a supportive but challenging environment. The course consists of low and high elements that student organizations, residence hall groups, and academic classes and departments can use to help stimulate learning and group development. Student organizations and academic departments can reserve the Challenge Course through Adventure Programs. Groups are encouraged to make reservations a minimum of two weeks prior to their desired workshop date. Adventure Programs will provide the required number of facilitators and assistants at a minimal cost to ensure each group has a safe and productive experience. Group leaders are required to meet with their facilitator prior to their workshop date to discuss the group's needs, interests, and desired outcomes. For more information or reservations, contact the Assistant Coordinator of Adventure Programs at 719-587-7813.

INTRAMURAL SPORTS

www.adams.edu/student_life/intramurals/

The Intramural Sports Program at Adams State University offers a diverse schedule of team and individual activities throughout the academic year. The program is managed by the intramural coordinator. In the past, the Intramural Sports Program has sponsored 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 Intramural Sports Office in the Rex Activity Center. For more information call 719-587-7567.

GRIZZLY ACTIVITY BOARD

www.adams.edu/student_life/gab/gab_home/gab_home.php

Grizzly Activity Board is a volunteer student organization charged with designing and implementing a variety of programs and services, which help to create a lively campus environment. The council is led by a six member executive board, which consists of a president, vice presidents for programming, collaboration, finance, marketing, and a secretary. Grizzly Activity Board presents live comedy shows featuring nationally recognized performers, concerts, feature films, recreation tournaments, annual campus traditions, and special events including the Medicine Show, among others. Applications for Grizzly Activity Board membership are available throughout the academic year. For more information, stop by the Grizzly Activity Board Office located in the Student Life Center or call 719-587-8191.

REX ACTIVITY CENTER

www.adams.edu/student_life/rex

The Rex Activity Center reopened its doors in 1995 after extensive renovations turned the historic building into a first-rate student recreation facility. The Rex Activity Center is a student-funded

facility designed to meet the health and fitness needs of 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 scheduled for non-academic aerobic classes, climbing wall clinics, workshops, and special events. The facility houses a basketball/volleyball court, two racquetball/volleyball courts, aerobic/ dance studio, free weight and cardiovascular areas, 1,800-square-foot climbing wall, and men’s and women’s locker rooms. A variety of recreational equipment is available at the main desk for students to check out for free or for a reasonable rental fee. The Rex Activity Center also offers wellness workshops and numerous special events including the Homecoming 5K Run, family nights and fall/spring climbing competitions. For more information, contact the Rex Activity Center at 719-587-7989.

NATIONAL STUDENT EXCHANGE

www.adams.edu/student_life/gab/nse/nse.php

The National Student Exchange, a domestic parallel to study abroad, is the only comprehensive, university-level, tuition reciprocal, student exchange program in the United States. Now with university partners in Canada, NSE’s exchange sites reflect a diverse group of nearly 180 universities in 48 states, the District of Columbia, three U.S. territories, and five Canadian provinces. These universities have joined NSE to share their resources and to expand student experiences and academic programs in exciting and cost-effective ways. NSE provides to its member institutions:

- Expansion of course offerings
- Assistance with multicultural objectives
- Enhancement of recruitment and retention initiatives
- Potential for inter-campus joint programming
- Access to numerous international programs of member campuses
- Exchange among university honors programs
- Resident assistant exchanges
- Access to internships and research options
- Tuition reciprocity
- Portability of federally funded financial aid

For more information, please contact the Coordinator of Student Activities at 719-587-8191 or visit <http://www.nse.org>.

POLICE DEPARTMENT & PARKING SERVICES

www.adams.edu/ps

The Adams State University Police Department is the primary law enforcement provider for the university community. ASU PD police officers are fully academy trained and state certified peace officers with powers of arrest on and off campus.

The department also employs civilians and student workers in clerical, parking management, student escort and building security patrol positions. The department works closely with other law enforcement agencies including Colorado State Patrol, the Alamosa Police Department, Alamosa County Sheriff’s Office, and federal law enforcement agencies. The department provides crime prevention services and information to the Adams State University community. The Police Department assists other university services in emergency planning and safety inspections to maintain a safe campus environment. Police and emergency services are available 24 hours daily, year round.

The Adams State University Police Department Office is in #1 Petteys Hall. Dispatch services for the Police Department are available 24 hours a day at 719-589-5807. For emergency assistance, dial 911. For nonemergency contact during business hours, the office number is 719-587-7901.

TUTORING CENTER

www.adams.edu/students/learning/tutoring.php

The Grizzly Testing and Learning Center provides coordination of academic tutoring services. Services are provided on a first-come, first-serve basis and are free of charge. Tutoring is provided by trained peers in a group setting. In addition, the Grizzly Testing and Learning Center coordinates note-takers and test-readers for students with accommodations under the Americans with Disabilities Act (“ADA”). It also serves as an alternative test site and a placement testing site. The Grizzly Testing and Learning Center is located in the Nielsen Library, Second Floor. For more information, please contact us at 719-587-8189 or testingcenter@adams.edu.

EXTENDED STUDIES

www.adams.edu/extended_studies/

Adams State University Extended Studies delivers many of the same high-quality courses and programs offered on campus using the flexibility of distance delivery. Adams State University Extended Studies connects with more than 15,000 students, with more than 25,000 enrollments, and 1,400 Adams State and affiliate faculty 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. 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 Adams State’s academic departments in fulfilling the university 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.

Quality assurance, when applied to degrees, programs and courses delivered by Extended Studies, addresses both the academic and operational components. Academic refers to the criteria and processes used to monitor the extent to which the degrees, programs and courses address Extended Studies, Adams State University, Colorado Department of Higher Education (“CDHE”) and the Higher Learning Commission criteria. Operational refers to the ability of Extended Studies faculty and staff to deliver degrees, programs and courses in both an efficient and effective manner.

Course and distance degree information, application and registration forms, and answers to frequently asked questions are online on the Extended Studies Web site, <http://exstudies.adams.edu> or by telephone at 800-548-6679 or 719-587-7671.

Extended Studies Undergraduate Distance Degree Programs

- 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 with licensure in Elementary Education: cohort and site-based delivery only
- Bachelor of Arts in Interdisciplinary Studies Emphasis Areas: Business, History, and/or Sociology
- Bachelor of Arts in Sociology Emphasis Areas: Criminology, Criminology- Corrections, Criminology-Law Enforcement, Social Welfare

Graduate Off-Campus Degree Programs

In conjunction with various schools, Extended Studies supports the delivery of Graduate programs through various forms of delivery, including online, video and print-based courses.

Contact Extended Studies at 800-548-6679, <http://exstudies.adams.edu> or the Graduate School at 866-407-0013, <http://www.adams.edu/gradschool>

Other Extended Studies Services

Adams State University Extended Studies offers customized education, training courses and services.

- Professional Development
- Teacher In-Service Credit
- Educational Conference Credit
- Customized Certificate Programs
- College at High School
- Independent Study
- Test Preparation Programs
- Certificate Programs
- Personal and Professional Enrichment
- Customized Special Projects

GRADUATE SCHOOL

www.adams.edu/gradschool/

The Graduate School, along with Adams State's dedicated and committed faculty and staff, works to ensure access and opportunity for graduate study throughout the state and nation. Graduate study at Adams State University offers individuals the flexibility to earn a Master of Arts degree fulltime on campus, part-time on or off campus at selected sites, or online in some cases.

Adams State University offers Masters degrees in the following areas:

- Art
- Business
- Counselor Education
- History, Government, Philosophy
- Humanities: US History
- Human Performance and Physical Education
- Music
- Teacher Education

For more information about application to graduate study at Adams State University, call toll free at 866-407-0013.

STUDENT RIGHTS & RESPONSIBILITIES

GENERAL STATEMENT

ASU is neither required nor inclined to prescribe a code of conduct to cover each specific situation; however, the University expects all students, as well as faculty and staff, to observe national, state, and local laws and university policies and to respect the rights and privileges of other individuals. The University expects each individual within the academic and local community to refrain from behavior that would disrupt the University 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 the facilities of the University. Interference in any manner with the public or private rights of other individuals or conduct which threatens or endangers the health and safety of any person will not be tolerated by the University. The President or his designee may summarily suspend any students in violation of these standards, pending a hearing of the case before the University Magistrate. Students should also be aware that such misconduct on or off campus may subject them to any penalties which may be prescribed by municipal, state, or federal laws. The imposition of such additional penalties does not constitute double jeopardy, in as much as University punishment is not based on criminal laws.

CIVIL/CRIMINAL CHARGES

The University 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 University has the right to initiate disciplinary action and may impose temporary suspension without a hearing. Any action undertaken by the University does not constitute double jeopardy.

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 studying and learning and for conducting themselves with academic integrity in a manner compatible with the University's function as an educational institution. The University 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 example, 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 the University policies. Students violating the Code of Conduct may be subject to disciplinary action.

A. General Terms as used in the Code of Conduct

1. The term *student* includes all persons: taking courses at the University, 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 University; and those who have been notified of their acceptance for admission are considered *student*. The Code of Conduct applies to all ASU students on campus, enrolled in distance or on-line learning, studying abroad or at other remote locations, including the Extended Studies campuses.
2. The term *University official* includes any person employed by the University performing assigned administrative, professional or instructional responsibilities. University 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 University 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, University facilities and University web pages. These

include, but are not limited to, 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 a charge/report.

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 in this handbook).
2. Refrain from forgery, alteration, misuse, mutilation, or unauthorized removal of any University document, record, identification, educational material, or property.
3. Make only authorized entry to, or use of, any University facility. University facilities are interpreted to mean buildings, grounds, equipment, or materials.
4. Comply with directions of University officials acting in performance of official duties, show identification and provide information upon request by a University official.
5. Refrain from knowingly furnishing false information to any University 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 ordinances and University policies pertaining to illicit drugs and alcohol.
7. Observe rules and regulations as set forth in specific University facilities.
8. Refrain from impeding freedom of movement of students, school officials, employees, or invited guests to all facilities of the University.
9. Refrain from disorderly conduct, which includes but is not limited to unreasonable noise on University premises or in any building or University 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 University official.
11. Refrain from bullying of any type, including but not limited to, physical bullying or cyber bullying.
12. Refrain from violent conduct, including, but not limited to: domestic violence; fighting with another person; discharging or displaying a firearm; or striking, shoving or kicking another person. Any student who observes a violation of this provision should report the violation to a University official.
13. Refrain from attempted or actual theft of, damage to, unauthorized use of, or possession of other persons' or University property or identity; unauthorized entry, use, or occupation of University facilities, property, or vehicles; or unauthorized possession, duplication, or use of University keys or access devices. Any student who observes a violation of this provision should report the violation to a University official.

14. Refrain from possession of firearms, explosives (including any firecrackers or fireworks), or other dangerous weapons upon the grounds (including while in a university vehicle or personal vehicle), or in buildings or other facilities of the University or at University sponsored activities. Any student who observes a violation of this provision should report the violation to a University official.
15. Refrain from engaging in harassing behavior (including, but not limited to, harassment in violation of the University's Anti-discrimination policy, attached as Appendix I). Any student who observes a violation of this provision should report the violation to a University official.
16. 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 text messages/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 or 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.
17. Refrain from denying lawful freedom of movement, lawful use of University facilities, or the right of lawful entry or exit from the physical facilities of the University to any other student, school official, employee, or invited guest. Not impede, through the use or 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 University upon being requested to do so by the President or other authorized University official.
18. Observe University regulations regarding artists, lecturers, film, videotape, and entertainment media.
19. Refrain from any violation of federal, state, and municipal laws, or University policies on or off campus and any other conduct not included above which adversely affects the function of the University and the pursuit of its educational purposes and objectives.
20. Refrain from theft, alteration, destruction, illegal utilization, unauthorized entry into, plagiarism, and otherwise misuse of computer software or hardware. Adhere to all ASU Computing Services Policies. (Policies available at <http://www2.adams.edu/administration/computing/policies/policies.php>)
21. Refrain from rioting including, but not limited to: aiding, abetting, encouraging, participating in or inciting a riot. Disperse at the direct request of police or University officials.
22. Refrain from unauthorized soliciting or selling in violation of the University solicitation policy.
23. 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.

24. Refrain from assisting, conspiring, or inciting others to commit any act of misconduct set forth in the above policies.
25. Refrain from violating any school policies while on an Adams State University funded conference, workshop, event or activity. Violations of rules and regulations as set forth in specific University Handbooks, by departments, or AS&F are subject to sanctions and/or restitution of funds granted for attendance.

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 University policies and any violation of federal, state or municipal law committed on campus property, in connection with University activities, or that affects the campus community, whether committed on or off campus property.

NON-STUDENT POLICY

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

1. Persona non gratis status: An order by the University, either permanent or of specified duration, 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 University official, and/or
2. Restitution for any damages to the property of the University, student, faculty or staff, and/or
3. Civil action, and/or
4. Referral of charges to the Office of the District Attorney or to a court of record.

OBLIGATIONS OF A STUDENT

The attendance of a student at the University 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 invidious 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, in all but the case of irrevocable expulsion for misconduct, 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 that 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.

DISCIPLINARY SANCTIONS

Disciplinary Sanctions and Temporary Suspension. The basic University sanctions for infractions of University 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.

Disciplinary Warning. Officials of the University 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, up to and including expulsion from the University. A student shall be notified in writing of any verbal warning issued. Such warning will become part of the student's education record.

Disciplinary Probation. A student may be placed on disciplinary probation after having 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 standard, 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 specified campus or community service. Students on disciplinary probation who violate policies may be subject to such 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 penalty will become a part of the student's education record. Disciplinary probation will be monitored by the discipline authority that imposed it. A student who fails to successfully complete all terms of disciplinary probation may be subject to additional sanctions, up to and including expulsion.

Restitution. A student may be required to pay restitution or perform services as a form of restitution after the opportunity for 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 penalty assessed. A restitution penalty will become a part of the student's education record.

Temporary Suspension. A student may be summarily suspended and/or banned from campus upon complaint or information provided to a University official of a violation of University policies, pending a hearing before a University Magistrate, when a student is charged with a crime or 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 University functions or activities. This temporary suspension shall prevent classroom attendance and participation in all University activities until the time of the official 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 seven (7) 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 disciplinary hearing with the Magistrate results in a penalty less than disciplinary suspension, the fact of temporary suspension shall be removed from the student's record.

Disciplinary Suspension. A student may be suspended and/or banned from campus 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 University facilities, participate in University activities, or be employed by the University. 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.

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

Expulsion. A student may be expelled from the University after having a hearing in which fundamental due process is afforded. Expulsion is permanent dismissal from the University. A student will be notified in writing of any expulsion sanction 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 University. In such a case, the charge(s) may be dropped and a notation shall be made in the student's academic and 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.

UNIVERSITY OFFICIALS RESPONSIBLE FOR DISCIPLINE

The Vice President for Student Affairs, acting on behalf of the President, will administer or designate appropriate individuals or entities to administer the University student disciplinary system with respect to undergraduate students. The Graduate School Director, on behalf of the President, will administer or designate appropriate individuals or entities to administer the University student disciplinary system with respect to graduate students. When this Student Handbook refers to the Vice President for Student Affairs, that title shall be read as the individual or entity designated by the Vice President for Student Affairs, if such designation has been made. The Code of Conduct sets forth general requirements for student conduct and includes the requirement that students comply with all University policies and state, federal and local laws governing student conduct. Therefore, the Code of Conduct incorporates all specific University policies and laws governing student conduct and any reference to the "Code of Conduct" includes all such University policies and laws.

Instructors' 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 the 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 discipline for misconduct.

Other authority. Instructors and University officials have the authority to issue a disciplinary warning without a hearing when they observe a violation of the Code of Conduct. The University Magistrate has the authority to conduct misconduct hearings and issue appropriate sanctions. The Student Appeals Board has the authority to hear appeals of suspensions and expulsions and any other matter referred to it by the President of the University or the Vice President for Student Affairs.

PROCESS FOR SEXUAL ASSAULT HEARINGS

Sexual harassment/violence investigation/Judicial process for students under Title IX.

Step 1:

A formal complaint is filed. The Title IX Coordinator is contacted about the complaint. Arrangements are made for a meeting and the complainant is informed that they may bring someone with them for support, etc.

A confidential interview is conducted and recorded. A support individual for the Title IX Coordinator is also present during the interview.

Relevant laws and policies are explained to the complainant and he/she is provided with a copy of the university's policy on sexual harassment/violence. The investigation process is explained to the complainant.

The complainant is advised of the option of utilizing a victim advocate during the entire process.

An intake form is completed by the complainant and they are asked to also complete a written signed statement of the alleged discrimination.

The complainant is briefed on confidentiality and retaliation issues.

During the interview the complainant will be asked to identify witnesses and any pertinent evidence.

The complainant is informed that the respondent will be notified of the charge, provided a copy of the complaint, and given an opportunity to respond. The respondent will be directed to have no contact with the complainant and will be directed to sign the no retaliation form.

The complainant will be given a time frame for the complaint process and will be kept informed by the Title IX Coordinator as the investigation progresses.

The complainant will be informed of other support services available to them i.e., ASU Counseling Office and Tu Casa.

Step 2:

The respondent is notified of the complaint and provided with a copy of the complainant's written statement. Respondent is told that they may bring someone with them. The respondent is provided with information on relevant laws and policies. Respondent is provided with a copy of the university's policy on sexual harassment/violence.

A recorded interview is conducted and the respondent is asked to complete a written statement as a rebuttal to the charge.

During the interview the respondent will be asked to identify witnesses and any pertinent evidence.

The respondent is instructed about confidentiality and directed to sign the no retaliation form. The respondent is directed to have no contact with the complainant. The respondent is told that they will be kept informed by the Title IX Coordinator about the progress of the investigation.

Step 3:

The investigation begins with additional interviews of relevant witnesses and the gathering of evidence. Normally to be completed within 60 days.

Step 4:

Follow up meetings with the complainant and respondent are conducted to review evidence and preliminary findings.

Step 5:

The Title IX Coordinator drafts a final report. The report contains the factual information obtained through the investigation.

Step 6:

The report is given to the Adjudicator who is appointed by the President, who determines whether university policies have been violated and what sanctions are appropriate. The appointed Adjudicator will read all the information submitted by the Title IX Coordinator, police reports, and statements and then make a determination if violations have occurred and what sanctions are appropriate.

Step 7:

The complainant and respondent are informed via separate letters of the outcome of the investigation and any appropriate sanctions. Sanctions are effective immediately.

Step 8:

Either party can request an appeal. Request for appeals are heard by the Vice President of Student Affairs or his designate. Appeals must be filed in writing 10 business days following receipt of the letter to the VP of Student Affairs. Both parties will be kept informed of the appeal request, process and it's outcome.

Appeals are limited to three areas:

- A. Discovery of new evidence
- B. Investigation or Adjudicator bias
- C. The sanction or action was unduly severe.
- D. Or not serve enough

Step 9:

The appeal is a process of reading all the documentation, listening to all the recorded testimony and any other evidence presented to the Title IX Coordinator involving the case. No witnesses will be called and the decision will be based on one of the four areas listed above depending on which area the respondent lists as the reason for the appeal. The appeal decision is final.

COMPLAINTS OF MISCONDUCT

Any member of the campus community who has a reasonable belief that a student has violated the Code of Conduct, may file a Complaint with the Vice President for Student Affairs. If the Vice President for Student Affairs determines that the Complaint alleges a violation of the University's Anti-discrimination Policy, the matter will be referred to the Affirmative Action Officer. If the Vice President for Student Affairs determines that the Complaint states a violation of any other provision of the Code of Conduct and or University policies, the Vice President for Student Affairs will meet with the student to discuss the Complaint and may gather any additional information he/she deems relevant to the complaint.

The Vice President for Student Affairs 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 or information of violation, if the Vice President for Student Affairs has reasonable cause to believe that the student's continued presence on campus poses a threat to the safety or welfare of the student, other persons or property, or a threat to disrupt University functions or activities, the Vice President for Student Affairs may temporarily suspend the student.

After meeting with the student, the Vice President for Student Affairs will prepare a written report of the matter. The Vice President for Student Affairs may dismiss the Complaint, impose a disciplinary warning, impose an appropriate sanction(s) to which the student agrees in writing, or refer the matter to a Magistrate for a misconduct hearing.

The Vice President for Student Affairs will give the student a written determination of any sanction imposed as a result of the meeting. If the written determination affects the student's ability to register, the Vice President for Student Affairs shall provide a copy of the determination to the Registrar. If the Vice President for Student Affairs refers the matter for a misconduct hearing, he/she shall provide the student and the Registrar a copy of the Notice of Charges. While charges are pending, the Registrar will place a hold on the student's ability to register for any 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 in a manner that permits such enrollment. The written Notice of Charges shall indicate the following:

- The provision(s) of the Code of Conduct and any specific University policy(ies) that the student is charged with violating
- The factual basis for the charge(s)
- The date, time and location of the Magistrate hearing as scheduled by the Vice President for Student Affairs.
- Guidelines for rescheduling the meeting or if the student is incarcerated.
- Failure to attend the hearing, the Magistrate will proceed to determine the matter in the student's absence
- 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 Vice President for Student Affairs 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 Vice President for Student Affairs 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 Vice President for Student Affairs will determine the matter based on the meeting with the student and any other information gathered. If the student makes a timely request for a hearing, the Vice President for Student Affairs will forward the written notice of the charges to the Magistrate. If the position of Magistrate is vacant, the Vice President for Student Affairs will request that the President appoint a Magistrate.

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 Misconduct hearing.

The Vice President for Student Affairs, in consultation with the Magistrate, will provide the student with notice of the time and place of the hearing. The hearing shall be scheduled within 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 hearing will be closed to all except for the Vice President for Student Affairs, who may have an advisor, the student, who may have an advisor, the Magistrate, who may have an advisor, and a clerk to operate the recording equipment. Witnesses may not remain in the room, except that in cases involving allegations of sexual misconduct, the alleged victim may have a non-witness support person present while the victim testifies.

At the hearing, the student and the Vice President for Student Affairs shall be referred to as "the parties". The parties will have the opportunity to present opening and closing statements, present evidence, witnesses and affidavits, and cross-examine witnesses presented by the other party. The Vice President for Student Affairs may testify as to his investigation of the matter and the student may testify on his/her own behalf. The Magistrate may ask questions of the student, the Vice President for Student Affairs and the witnesses. The Magistrate shall limit the evidence, witnesses and affidavits to matters that are relevant to the charges and not repetitious. The Magistrate may place reasonable limitations on the time available to the student and to the Vice President for Student Affairs during the hearing. The hearing will be electronically recorded.

At the discretion of the Magistrate, students charged with violations arising out of the same transaction or occurrence may be heard together, rather than separately. In such combined hearings, the Vice President for Student Affairs will present the charges and the investigation once against all of the students charged with violations. Movies, tapes, and other evidence will be played or presented once, and witnesses will be called to testify once to the transaction or occurrence. As each witness called by the Vice President for Student Affairs testifies, the witness may be questioned, in turn, by the student. Following the presentation of the evidence by the Vice President for Student Affairs, students may present, separately and in turn, their evidence in defense. The Magistrate may conduct separate hearings if, in the Magistrate's opinion, a combined hearing would result in unfairness to any party. In imposing sanction(s), the Magistrate will assess the conduct of each student separately and shall impose discipline individually on the students found responsible for violating the Code of Conduct.

The Magistrate, acting in the performance of duty, is authorized to require available student, faculty, and staff witnesses to appear at the hearing. Failure on the part of a witness who receives such notice to appear constitutes an act of misconduct. The student and the Vice President for Student Affairs may request in writing, at least 48 hours before a hearing, that the Magistrate require the appearance of specified student, faculty, or staff witnesses if such witness' voluntary appearance is in question. The Magistrate shall give written notice to such witnesses to appear at a specific time, date, and place. The Magistrate does not possess the power to subpoena witnesses nor to place students and witnesses under jeopardy of perjury for false testimony through the administration of a sworn oath. However, witnesses who do testify shall be cautioned concerning the serious nature of the hearing and the obligation and responsibility to give truthful testimony.

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 Vice President for Student Affairs as to appropriate sanctions. The Vice President for Students 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 hand delivery. A copy of the notice will be e-mailed to the student if an e-mail address is available.

The student and the Vice President for Student Affairs may at any time prior to 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.

The decision of the Magistrate with respect to all sanctions except for suspension and expulsion is final. Suspensions and expulsions may be appealed to the Student Appeals Board. A student appealing a disciplinary suspension, dismissal or expulsion may remain in classes in which the student is already enrolled until any appeals have been complete unless a temporary suspension has been imposed. Temporary suspension may be imposed at any time during the process. After charges are filed, a student may not enroll in any further classes until the disciplinary matter is concluded.

STUDENT APPEALS BOARD

Purpose. The purpose of this Board is to provide an appellate body to hear student appeals on suspension and/or expulsion decisions made by the University Magistrate. In addition, the Board shall hear any case referred to it by the Vice President for Student Affairs, or the President of the University.

Term of Membership. The Appeals Board will be comprised of:

- the members of the judicial branch (Chief Justice and two (2) justices) of the AS&F who are present and available on campus when a request for appeal is made.
- One (1) non-voting faculty/administer
- If there is an even number of members present and available, the President shall appoint an additional member to serve for the appeal. Any vacancies in the Appeals Board may be filled by appointment of the President of the University.

Removal or Disqualification. The President of the University may remove any member of the Appeals Board for just cause or disqualify a member from a particular case on the basis of real or apparent bias or prejudice. Members should disqualify themselves from cases where their relationship with any of the participants gives rise to an appearance of bias or prejudice.

Appeal Request. An Appeal Request must be made in writing and filed with the Vice President for Student Affairs within five (5) school days of the mailing or hand-delivery of the Magistrate's decision. The Appeal Request shall contain any objections to the factual findings of the Magistrate and the grounds for appeal.

Grounds for Appeal. An appeal may be based upon the following grounds:

1. A fair hearing has not been afforded the appellant. A fair hearing shall be determined to include notice of the alleged misconduct prior to the time of the hearing before the Magistrate, notice of the sanction(s) that may be imposed for the misconduct, the opportunity to have an advisor on the terms set forth in this policy, the right to present available witnesses, the right to testify in his/her behalf, the right to cross examine available witnesses, the right to present relevant evidence and to examine evidence presented, and the right to remain silent.
2. The sanction or action is unduly severe.
3. A policy violation(s) is not supported by substantial evidence.
4. The sanction imposed is beyond the jurisdiction or authority of the University official.

STUDENT APPEALS BOARD PROCEDURES

Procedural Guidelines. The following procedural guidelines apply to the Student Appeals Board review of the Magistrate's decision.

The appeal shall be conducted on the Hearing Record, which shall consist of the Notice of Charges, Request for Hearing, electronic recording of the hearing and any evidence considered by the Magistrate and the Appeal Request. Each member of the Student Appeals Board will be provided with a copy of the Hearing Record by the Vice President for Student Affairs. The members of the Student Appeals Board will review the Hearing Record and, within five (5) school days of receiving the Hearing Record, convene a meeting privately to discuss the matter and reach a determination. The Student Appeals Board will not take testimony or review any matters outside the Hearing Record, except that a party may, prior to the scheduled meeting, submit in writing to the Student Appeals Board and to the other party(ies), any newly discovered relevant information.

Decisions. The Student Appeals Board will make its determination based on a simple majority vote, taken privately. Individual voting positions will not be disclosed and no dissenting opinions will be written. The Appeals Board will designate a member to prepare the written decision. The decision shall include the Board's reasons for making its determination. Notice of the date of the meeting will be provided to the parties. The Board will forward its written decision to the Vice President for Student Affairs, who will provide a copy to the student and to the President.

REVIEW OF STUDENT APPEALS BOARD DECISION

The decision of the Student Appeals Board is subject to the approval of the President of the University or his designee. If the President or his designee takes no action on his/her own initiative within five (5) school days after submission of the Board's decision, the decision of the Board shall be final, and appropriate action shall be taken by the appropriate administrative office to implement the decision.

ACADEMIC POLICIES

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 the 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 have no 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 members 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 Head of the appropriate school, a recommendation that the student should take no more of the instructor's classes.
6. It is the responsibility of the student to assure that he/she is aware of appropriate courses for the majors, minors, and concentrations as stipulated in the general catalog. Further, it is the student's responsibility to clear with the academic advisor and with the Records Office periodically to assure that his/her program is being pursued acceptably.

ACADEMIC INTEGRITY

Every student is required to practice and adhere to the principle of academic integrity while undertaking studies at ASU. Maintaining academic integrity is considered an essential academic standard of every course and program. ASU 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 University, or expulsion from the University.

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 another's work)
- Writing of term paper(s) for another student
- Alteration or forging of official university 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 by the instructor and submitted to the Vice President for Academic Affairs (“VPAA”). The VPAA 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 additional episodes which may be considered in determining the severity and pervasiveness of academic dishonesty.

As an academic issue, instances of academic dishonesty are ordinarily handled by the instructor responsible for grading the test, paper, assignment or course in question, by lowering the student’s grade or assessing an F for the test, paper, assignment or course (“Grade Adjustment”). An instructor 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 Adjustment, are academic, not disciplinary in nature. A student wishing to appeal a Grade Adjustment may do so by following the Academic Appeals Procedure outlined below.

When academic dishonesty is pervasive or severe, the VPAA or the instructor may file a complaint of academic misconduct in accordance with the disciplinary procedures in this Handbook for violation 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.

ACADEMIC APPEALS PROCEDURE

If a student believes the final grade in the course does not fairly reflect his or her performance, the student must follow the normal appeals process. Initially the student should meet with the instructor in an attempt to resolve the concern. If this consultation does not resolve the issue, the student should request a meeting with the department chair and the faculty member. In the event the disagreement is not resolved at either of these two levels of appeal, a final appeal may be made to the Vice President for Academic Affairs (VPAA). The VPAA may request appropriate written materials from the instructor and also request the student explain reasons for the appeal in writing. The VPAA decision is the final and irrevocable step for an internal institutional appeal. Only the relevant faculty member, or the VPAA in extraordinary circumstances (such as the death/departure of the original faculty member/instructor) may alter the original grade awarded. Appeals not in process prior to the mid-term of the following semester shall have no standing and the grade awarded shall remain in effect.

For off-campus students a written appeal may be used in place of meeting with faculty, department chair, and/or VPAA.

Responsibility:

- It is the student’s responsibility to appeal the grade prior to the mid-term of the following semester and follow the procedures outlined in the policy (section I above).
- It is the responsibility of the instructor to initially try and resolve the grade appeal, and provide any relevant information regarding the grade to the department chair and/or VPAA should the appeal go further.
- It is the responsibility of the department chair to formally meet with the student and instructor, and try and resolve the grade appeal, should it reach that level.
- It is the VPAA’s responsibility to act as the final decision maker in the appeal process and base their decision on the materials provided by the instructor and the student’s written explanation.

ATHLETIC APPEALS

Athlete appeals are reviewed through the Scholarship Coordinator in the Office of Financial Aid.

ACADEMIC STANDING

Good Academic Standing:

Good academic standing means that a student has earned a number of quality points double the number of Adams State University semester hours attempted with a cumulative GPA of 2.0 or better.

Academic Probation:

Students are placed on academic probation if their Adams State University GPA falls below a 2.0 after attempting 12 credit hours. Students may continue their course of study for the following semester. Students remain on probation until they either:

- attain a 2.0 cumulative GPA
- have attempted 24 or more credit hours at ASU with a cumulative GPA of below 2.0, at which time they will be placed on academic suspension for one semester (excluding summer semester)

Academic Suspension:

Students who have a cumulative GPA below 2.0 at the completion of 24 Adams State University semester hours will be suspended from further academic study for a period of one regular semester (excluding summer semester). Following the one-semester suspension, students may resume their studies on probationary status, with their academic progress monitored each semester until they achieve a cumulative GPA of 2.0 or above. Students readmitted following a semester of suspension may be suspended for an extended period of time if they continue to earn a term grade point average below a 2.0.

Suspension Appeal: Students can appeal the suspension standing decision for the following reasons:

- Student's term GPA is above a 2.0 but cumulative GPA falls below a 2.0
- Significant personal hardship
- SAP – Student's with a 2.5 or better term GPA that fall under the suspension guidelines will automatically be placed on academic probation status for the following term.

Procedure for Dealing with Continued Semesters of Non-Academic Progress

Zero Academic Progress:

Students that obtain a zero (0.0) term GPA and a zero (0.0) cumulative GPA at the completion of one semester will be placed on academic probation and must meet the following guidelines.

- Required to repeat all failed classes from previous semester (If one or more classes are not offered the following term, an alternative class should be determined in consultation with the student's advisor.)
- Must show academic progress (2.0 term GPA) in order to continue enrollment at ASU

Students that obtain a zero (0.0) term GPA and a zero (0.0) cumulative GPA at the completion of **two semesters** (fall/spring **or** spring/fall) will be suspended for one academic year (fall, spring, summer **or** spring, summer, fall). Because the student has no proven record of academic progress, the student is not eligible to appeal.

Should the student decide to return to Adams State University after this one year period, the student must reapply for admission. Consideration for readmission will be based on the student's

ability to prove academic progress (minimum of 12 credit hours and a 2.0 or better grade point average) at another institution.

Continued Non-Academic Progress:

Students that have previously been placed on academic suspension and have either:

- Appealed their academic suspension status and were approved to come back for the following semester or;
- Had the academic suspension appeal denied and were not able to attend the following semester

In either case, if cumulative GPA continues to fall below a 2.0 and/or academic progress was not proven, the student is suspended for one academic year (fall, spring, summer **or** spring, summer, fall). Because this status is based on academic history, the student is not eligible to appeal.

Should the student decide to return to Adams State University after this one year period, the student must reapply for admission. Consideration for readmission will be based on the student's ability to prove academic progress (minimum of 12 credit hours and a 2.0 or better grade point average) at another institution.

Process for Dealing with STAY Program Students in Poor Academic Standing

Definition of STAY:

Full time students who enter ASU with low placement test scores in English/Writing, Reading and/or Mathematics, are required to develop and demonstrate college-level readiness in all three areas by the end of the second semester or 24 credit hours, whichever is less. The STAY (Structured Transitional Academic Year) is specifically designed to support students with low scores in two or more areas for meeting this readiness requirement.

Students are advised to take the STAY program or individual non-STAY developmental courses (READ 090, ENG 090, MATH 095, MATH 097, MATH 099) during these two semesters, but if students choose not take these courses, they still must show college readiness by the end of the second semester or 24 credit hours, whichever is less.

STAY Mathematics Procedure:

Because Developmental Mathematics at ASU is a three term sequence, students must pass at least 3 credits of their developmental math sequence during this term limit in order to continue enrollment, and will be allowed to enroll for the following semester on the condition that they enroll in the next level each semester until all developmental math levels are mastered.

STAY Probation/Suspension Procedure:

Students who have not attained college-level readiness in the three areas (or passed at least 3 credits of math to be on course for readiness in the three term math sequence) by the end of their second semester or 24 credit hours, whichever is less,

- will need to develop these skills elsewhere (for example, through enrollment at other colleges, CCCOnline, Online or text-based self-study, or private tutoring) and
- may re-enroll at ASU only when they can demonstrate college level ability in all three areas through placement test scores or through 100-level English and Math credits transferred in from other institutions.

TERMS OF ENROLLMENT OR WITHDRAWAL

Enrollment in the University or in any University program, organization, or activity is deemed to be the choice of any qualified student who assumes the responsibility for meeting the requirements involved for continued participation.

Termination or suspension of continued enrollment may take the following forms:

1. Academic suspension or dismissal for failure to maintain minimum academic standards (initiated by the appropriate University Officials).

2. Disciplinary suspension, dismissal or expulsion for violation of University policies (initiated by the Vice President for Student Affairs or designee).
3. Temporary suspension during the pendency of disciplinary or criminal actions (initiated by the Vice President for Student Affairs or designee).
4. Cancellation of registration when admission is found to have been based upon incomplete or false information provided by a student (initiated by the Office of the Vice President for Student Affairs in conjunction with the Admissions Office and the Records Office).
5. Cancellation of registration or denial of registration when a student fails to meet financial obligations to the University (initiated by the Office of Business Affairs in conjunction with the Records Office).
6. Denial of re-enrollment, diplomas, and transcripts to a student for failure to fulfill all University obligations (initiated by appropriate University official(s))
7. Suspension for being in such condition of physical or mental illness that, even with reasonable accommodation, the student cannot safely satisfy University programmatic requirements. (initiated by the Vice President for Student Affairs or designee).
8. Voluntary withdrawal or leave of absence (initiated by the student and approved by the Vice President for Students).

Continued enrollment may be subject to imposition of sanctions of lesser severity and/or satisfaction of specified requirements when determined to be appropriate and considered to be effective in implementing the goals and functions of the University (initiated by the University official(s) responsible for discipline). Required withdrawal or denial of registration may be imposed at any time during a semester or prior to registration for any semester. Denial of reinstatement following suspension, required withdrawal, or denial of registration may be enforced permanently or for a specific period of time. The Admissions and Re-admission Review Committee may make specific stipulations or conditions as part of re-admission.

CLASS ABSENCES

Excused Absence Notification Policy. All excused absence verification (except for regularly scheduled athletics travel) shall be processed by the Office of Student Affairs. Upon verification of the excused absence, the Office of Student Affairs will notify each of the student's instructors via email. The student must make specific arrangements with each instructor to make up any missed assignments or examinations. The student has 30 days from the date of absence to submit documentation to the Office of Student Affairs. After the 30 days, the absence will be not be officially excused by the Office of Student Affairs.

Regularly Scheduled Athletics Travel. The Athletic Director or Head Coach for each sport shall provide each student-athlete with written copies of their travel schedule at the beginning of the semester. Enough copies should be provided to each student-athlete for each of their instructors. The written notifications should include the names of all student-athletes likely to travel, the date and approximate time of departure, and date and approximate time of return to campus. The student-athlete should provide each of their instructors with this written notification at the beginning of the semester. The student-athlete must make specific arrangements with each instructor to make up any missed assignments or examinations. Announcements via Portal are not acceptable forms of notification for any excused absence. Students should be reminded that an excused absence does not exempt them from the missed assignment or examination, but provides them with the opportunity to make up the assignment or examination without penalty.

CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES-NON-RESIDENTS

If you are considering becoming a resident of the state of Colorado and hope to meet the requirements to become "in-state" for tuition purposes, it would be to your advantage to make an appointment with the Registrar, at least a year in advance of the semester in which you desire to become a Colorado resident so the specific requirements of Colorado law can be explained to you, as they pertain to your specific circumstance.

Introduction to the Colorado Tuition Law.

The requirements for establishing residency for tuition purposes are defined by the statute of the State of Colorado (Title 23, Article 7, C.R.S. 1973, 1983 sup. and 1984 laws).

- 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. Certain military personnel and their families, along with Olympic athletes in training at the US Olympic Training Center in Colorado Springs may be exempt to the one-year domicile requirement.
- 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 may include 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.
- For specific questions, please contact the Records Office or the Registrar’s Office.

TRANSFER POLICY

To be considered for admission to Adams State University, prospective transfer students must submit the following documents:

1. A completed application for admission (students may apply online at www.adams.edu).
2. A \$30 non-refundable application fee.
3. Official transcripts from all colleges attended.
4. Official high school transcripts and official ACT or SAT scores are required of transfer students with 12 or fewer transferable credits.

Transfer students with 13 or more transferable credits and a cumulative college grade point average of 2.30 or better will be considered for admission into the baccalaureate degree program. Transfer applicants with a cumulative grade point average below 2.30 will be considered on an individual basis.

Transfer students with 12 or fewer transferable credits will be considered for admission based on the first-time freshman admissions requirements.

COMPLETE WITHDRAWAL FROM UNIVERSITY

If an undergraduate student plans to withdraw from enrollment at Adams State, the student must initiate the complete withdrawal through the Office of Student Affairs in Richardson Hall Room 234. Failure to contact the Office of Student Affairs for complete withdrawal will result in unapproved withdrawal from all courses, forfeiture of any refund of fees for which the student may be eligible and may result in failing grades for the semester. Students who fail to officially withdraw will still be registered, continue to incur charges, and will have failing grades posted at the end of the semester. All requests to withdraw must be in writing (i.e., signature on withdrawal form, email, or fax). Any reasons for complete withdrawal after the date to be identified by the registrar as the last day to

completely withdraw from all classes will require verification by the Office of Student Affairs for the student to receive a non-punitive grade of W.

Students who are eligible for the COF stipend will have reduced their available COF hours upon withdrawal by the total number of eligible hours in which they were enrolled.

GRADE-POINT AVERAGE COMPUTATION

The Adams State University grading system is based on a standard four-point scale and GPA is calculated by dividing total quality points by credit hours attempted.

GRADE REPORT

Students should meet with their instructors throughout the semester to discuss their academic progress. Prior to midterm, students will be notified of all regular session classes in which they are in jeopardy of receiving a failing grade. Final grade reports will be available online as early as the Tuesday evening following the final week of courses. Students who wish to have their grade reports mailed should log in to <http://www.adams.edu/onestop> and complete the information requested for having a grade report mailed each semester during the time frame indicated on the Web site.

Grading System and Quality or Honor Points

The grading system used at Adams State is alphabetical grades. Grades are reported at the end of each term.

Grade per Credit Quality Points

Excellent

A	4.00
A-	3.67

Good

B+	3.33
B	3.00
B-	2.67

Satisfactory

C+	2.33
C	2.00
C-	1.67

Poor, but passing

D+	1.33
D	1.00

Failure

F (100- to 599-level courses)	0
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IF Incomplete to F after one year	0
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IU Incomplete to Unsatisfactory after one year	0
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TF Technical Failure (no show)	0
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TU Technical Failure, NO SHOW for basic skills courses	0***
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U Unsatisfactory (090- to 099-level basic skills courses)	0***
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Other grades (no quality points)

IN Incomplete	IN*
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NC Audit	NC*
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P Pass, equivalent to grade of C or better	**
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(100- to 599-level courses)

S Satisfactory, equivalent to grade of C or better	***
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(090- to 099-level basic skills courses)

T Transfer credit accepted by ASU	
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TS Transfer credit for a remedial course	***
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W Withdrawal without penalty	*
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*Credits not used to compute GPA and not counted toward graduation.

**Credits not used to compute GPA but counted toward graduation.

***Basic skills courses do not count toward graduation.

Note: Credits for courses graded F are used to compute GPA but do not count toward graduation. P credits may or may not transfer to other colleges and universities.

INCOMPLETE GRADES

The grade of incomplete (IN) is a temporary mark assigned for course work of acceptable quality that students, through no fault of their own, are unable to complete. It is not given for neglected or unsatisfactory work. The student must complete all remaining course requirements, as specified by the instructor, no later than one year following the end of the term in which the class was attempted. If the grade has not been assigned after the deadline, the IN will be changed to an IF.

Procedures:

1. The student will begin the process by requesting an incomplete grade from the instructor of the course and will provide any requested documentation demonstrating the reasons they are unable to complete the course requirements by the end of the semester. Typically these reasons will be similar to those needed to obtain an excused absence such as documented illness, a death or emergency in the immediate family, or travel for a university sports team.
2. The instructor will determine whether or not an incomplete is appropriate.
3. The instructor will determine what requirements the students must complete and the schedule for their completion.
4. The instructor will complete an incomplete agreement form that specifies the conditions of the incomplete. The instructor will retain a copy of the agreement, give a copy to the student, and send a copy to the VPAA's Office as a record of the agreement.
5. The instructor will record a grade of 'IN' for the student at the semester's end.
6. After grades are processed the Record's Office will send a grade change form with the 'IN' indicated to the professor.
7. After the student has successfully completed the remaining course requirements, the instructor will submit to the Record's Office the grade change form with the new course grade indicated.
8. The Record's Office will record the student's grade on their transcript.
9. Should the student fail to complete the terms specified in the incomplete agreement within one year after the semester's end or the date specified on the incomplete form, the student will receive a grade of 'IF'.
10. Grade change forms submitted after one year has elapsed must be signed by the VPAA in addition to the instructor. The instructor must attach a memo explaining the reason the grade change was not completed within the one year time frame.

Responsibility:

The student is responsible for requesting an incomplete and meeting the conditions of the incomplete agreement.

The instructor is responsible for determining whether an incomplete is warranted, determining what course requirements must be met, and submitting the appropriate grade.

The VPAA's Office is responsible for maintaining records of incomplete agreements and approving grade changes older than one year.

The Record's Office is responsible for entering the appropriate grade on a student's transcript.

HONORS

Students with a cumulative grade-point average of 3.5 to 3.74 graduate cum laude (with honors). Students with a cumulative grade-point average of 3.75 to 3.89 graduate magna cum laude (with high honors). Students with a cumulative grade point average of 3.9 or higher graduate summa cum laude (with highest honors). Honors are determined based upon a student's cumulative GPA at the end of the semester prior to the semester in which the student will graduate. However, these minimum requirements must be maintained through graduation in order to receive the honors notation on official transcripts.

ACADEMIC AMNESTY

After three consecutive years of non-attendance at ASU, a student may request academic amnesty for a course or courses in one or more semesters. If a student requests amnesty for a course in a given semester, all courses within that semester with a grade of IF, F, TF or D must be included in the request. The request will be reviewed after the student has completed at least one semester since being readmitted to ASU. The student must complete nine credits and earn a GPA of 2.0 for the requested to be approved.

CHILDREN AND PETS IN THE CLASSROOM

In order to insure an effective teaching and learning environment ASU maintains that children and pets should not be present in classes or in university academic buildings unless there is a specific learning purpose for their presence. Service animals are allowed to be on campus with those they assist.

Professors and Department Chairs are expected to enforce these rules. Complaints about violations are to be taken seriously.

OTHER UNIVERSITY POLICIES

APPLICANT CRIMINAL HISTORY AND PRE-ADMISSION CRIMES

Policy regarding Applicant Criminal History and Procedure for Students Charged with a Serious Crime that occurred prior to being a student at Adams State University

I. **PURPOSE**

This document establishes the Adams State University's (ASU) policy and procedure for addressing applicants for admission with a criminal history and concerning admitted students that are not addressed in the Student Code of Conduct.

II. **DEFINITIONS**

- A. **Charged** - the commencement of prosecution by the filing of an indictment or presentment, the issuing of a warrant which is binding over the offender, or by the filing of information.
- B. **Creditable report** - information from any source that has been confirmed verbally or in writing by the prosecuting jurisdiction, including, but not limited to a district or U.S. attorney's office.
- C. **Prohibition Order** – an ASUPD citation that mandates not to have any communication with the named individual or individuals.
- D. **Serious crime** - any felony, specifically including, but not limited to crimes concerning murder, assault, domestic violence, alcohol and drug offenses and sex offenses that pose a potential threat or adverse effect on the safety of the campus community.
- E. **Student** - all persons who are enrolled, have confirmed intent to enroll, or are designated as active and able to enroll in courses at ASU, either full time or part time, pursuing undergraduate, graduate or professional studies, as well as non-degree Students.
- F. **Temporary Suspension** - suspension pending Final Disposition of a criminal case.

III. **POLICY**

a) In order for Adams State University's (ASU) administration to facilitate a safe environment conducive to academic learning, all applicants for admission shall be asked to answer a criminal history question and if they answer yes, are required to supplement the application with a criminal history information form. This additional information will be submitted to the Campus Health and Safety Committee for admissions approval.

b) In order for Adams State University's (ASU) administration to facilitate a safe environment conducive to academic learning, if a student is admitted having answered no to the criminal history question and ASU receives a credible report that a student has been charged with a serious crime that is alleged to have occurred before the individual became a student, ASU may temporarily suspend the student and potentially cancel the student's admission, pursuant to and in accordance with the procedures set forth below and in the ASU Student Handbook.

IV. **PROCEDURE**

- A. The President, or designee, shall identify a committee (Campus Health and Safety Committee or CHS) with relevant cross-campus representation chaired by the Vice President for Student Affairs, or designee, to review and make decisions regarding applicants for admission who provide affirmative responses to the application's criminal history question processed through ASU's Office of Admissions or Extended Studies (degree seeking/on campus) Program. The Director of Admissions, or designee, shall act as the campus contact for students to self-report that he or she has been charged with any crime that is alleged to have occurred before the individual became a student.

- B. The Director of Admissions or designee will request a background check through the ASU Police department and forward the students file to the CHS Committee. The CHS Committee shall then determine if the applicant will be admitted based on any serious crime, specifically including, but not limited to crimes concerning murder, assault, domestic violence, drug offenses and sex offenses that pose a potential threat or adverse effect on the safety of the campus community
- C. If the Director of Admission or designee or Vice President for Student Affairs under any circumstances determines that a student has been charged with a serious crime, as defined in this Policy, that is alleged to have occurred before the individual became a student and stated no on their application of admission:
 - 1. The Vice President for Student Affairs sends written notice to the student that notifies them that ASU has become aware of the charge or criminal history, addresses any other information known to the University about the matter, and that the student is temporarily suspended effective immediately. When applicable, the Vice President for Student Affairs' notice may also include a Prohibition Order. If such an order is included, it is the responsibility of the student not to have any contact with the individual(s) named, directly, or through third parties, as specified in the notice. Failure to comply with the order may result in additional disciplinary action through the Student Code of Conduct procedures.
 - 2. A conference between the student and the Vice President for Student Affairs, or his or her designee, shall be scheduled as soon as possible (usually within 10 calendar days of the notice) for the limited purposes of the student and the Vice President for Student Affairs exchanging information regarding the charge and to allow the student to present any mitigating information regarding whether the temporary suspension should continue. This conference is not for the purposes of investigating the charge.
 - 3. The Vice President for Student Affairs, or designee, shall refer the matter to the CHS Committee for evaluation. The CHS Committee shall be authorized to review and make a decision regarding the charges, including, but not limited to whether the student is eligible to continue to enroll, whether the student's prior admission shall be revoked, or whether the student will be suspended in abeyance. The temporary suspension may continue to be in effect until the committee has made such a determination.

This Policy may coincide with the ASU Nursing School, which has its separate admissions process that requires applicants to provide information about their character and fitness to practice nursing, including criminal history information.

PUBLIC INFORMATION/DIRECTORY INFORMATION (FERPA POLICY)

I. Introduction – The University 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 University, including extended studies and distance education students and students attending remote locations.
- B. *Education records* means any records maintained by the University or an agent of the University 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 University 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 University and which do not relate to the person as a student.

III. Federal Student Records Law

The University 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 University policy statement explains in detail the procedures to be used by the institution for compliance with the provisions of the act.

IV. University Maintained Student Records

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 University's designated public records coordinator.¹ Education records are the property of the University, subject to access by authorized University 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.

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.

The student records maintained by the University 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 University 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.

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

3. Administrative records. Administrative department directors are custodians of records within each department regarding students.
4. Disciplinary records are maintained under the authority of the Vice President for Student Affairs or the Graduate School director, as appropriate. They include information about the investigation, adjudication and imposition of sanctions by the University against a student for breach of the University'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 Vice President for Student Affairs. They include records of the counseling center and disability accommodation requests, documentation and disposition.
8. Social Security number records. The University collects social security numbers for a variety of purposes. Social security numbers maintained by the University are subject to FERPA and this policy. When the University 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 University 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 University 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

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 University, or a component unit of the University 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 University, 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 University 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 University'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 thirty (30) calendar days to appeal the decision to the provost and ask for a hearing. On behalf of the president of the University, the provost may refer the appeal to a University magistrate. The University 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 five (5) calendar days, to the VPAA. The VPAA's decision is final.

If the University 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 University file; it may extend to the correct recording of a grade but not to the appropriateness of the grade. If the University 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 University 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, but are not limited to:

1. To school officials who have a legitimate educational interest in the records. A school official is:
 - A person employed by the University in an administrative, supervisory, academic, 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 University 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 University 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 University 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 University.
- 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 1986. 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 University makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if the University 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 University 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 ASU 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 university/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 the 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 University 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 University has the discretion to disclose the final results of any disciplinary proceeding conducted by the University 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 University determines, as a result of the disciplinary proceeding, that the student committed a violation of the University'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 University 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 University.

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 University 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.

SEXUAL HARASSMENT POLICY

For Adams State University our primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that use of alcohol or drugs never makes the victim at fault for sexual violence.

“NO MEANS NO”

Adams State University Sexual Harassment Policy for Students

I. The Law

Sexual harassment in college is not simply inappropriate behavior; it is against the law. Sexual harassment/ sexual violence of students is a violation of Title IX of the 1972 Education Amendments in that it constitutes differential treatment on the basis of sex.

II. Commitment

Adams State University prohibits and will not tolerate discrimination that violates federal or state law or the university's antidiscrimination policy and grievance procedure. The university will not tolerate sexual harassment or any form of sex discrimination. Likewise, the University will not tolerate any form of retaliation against any student or employee for reporting discrimination or assisting in the investigation of a complaint.

III. Definition and examples of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal or physical conduct of a sexual nature. The harasser could be a member of the faculty, staff, someone outside the campus community or a fellow student.

Sexual harassment of a student can deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services, and/or opportunities in the university's programs.

Sexual harassment can take many forms ranging from repeated and unwanted comments intended to stigmatize another on the basis of one's sex, to subtle pressure for sexual activity to unwelcome physical conduct such as unwanted touching of another's body to sexual violence.

Other examples of sexual harassment include (but are NOT limited to):

- Graphic comments about a person's body
- Sexually explicit pictures or suggestive objects placed in a living or work space (that a reasonable person would find offensive)
- Unwanted propositions of a sexual nature, or demands for sexual favors
- Stalking
- Unwanted telephone calls or e-mails with sexually explicit content
- Unwanted sexual contact

Retaliation is any adverse action taken against an individual who files a complaint about discrimination or who participates in an investigation of alleged discrimination.

IV. Title IX Coordinator

Adams State University Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the University. Also, the Title IX Coordinator provides counseling, mediation as well as prompt and effective investigation and resolution of complaints.

The Title IX Coordinator for the University is:

Joel Korngut, Director of the Office of Equal Opportunity
Student Union Building Room – 329
Alamosa, CO 81102
Office number: 719-587-8213
Cell number: 719-480-4487
Email: joelkorngut@adams.edu

V. Reporting sexual harassment, making a complaint

Any student who believes he/she has been sexually harassed or retaliated against is encouraged to report the alleged discrimination to the Title IX coordinator or the Vice President for Student Affairs. (Ken Marquez: 719-587-7221, klmarque@adams.edu)

Contact may be made in person, writing, via telephone, or by email.

A student who is not certain about filing a complaint but is seeking information or guidance may also contact the Title IX coordinator for a confidential conversation. Any student with questions or concerns may contact the Title IX coordinator.

The university's primary concern is student safety, that any other rule violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.

Students with allegations or issues involving sexual violence are encouraged to provide information to the Adams State University Police or local law enforcement.

Students are advised that they have the option to seek redress of their complaint from the appropriate external state or federal enforcement agency, (Department of Education - Office of Civil Rights (OCR), Denver office, 303-844-5695), or with an attorney.

VI. Investigations

If after discussion with the Title IX coordinator it is determined that there is sufficient evidence presented to proceed with an investigation, two options will be discussed with the student:

1. Consider the informal resolution of the complaint
2. Continue with the complaint/grievance and initiate an investigation by the Title IX coordinator.

The Title IX coordinator will conduct a prompt and effective investigation normally in sixty (60) days or less. Evidence will be gathered including witness statements. The student or charging party will be kept informed of the investigation process and the findings during the investigation. Efforts will be made to shield the charging party from retaliation. Confidentiality will be observed to the extent allowed within the law.

VII. Discipline

If based on the preponderance of evidence it is determined that there were violations of the law or university policies, discipline for misconduct will be imposed. Penalties for student misconduct include a range of sanctions up to and including expulsion. The disciplinary process is set forth in the Adams State University Student Handbook.

There is an appeals process for students accused of misconduct. (ASU Student Handbook)

For university employees, including Faculty, discipline could include dismissal.

VIII. Additional areas of sex discrimination monitored by the Title IX Coordinator

Students may not be discriminated against on the basis of sex in:

- Admission
- Access to course enrollment
- Access to facilities
- Counseling
- Competitive athletics
- Graduation requirements
- Student rules, regulations and benefits
- Treatment as a married and/or pregnant student
- Housing, financial aid

- Most other aid benefits or services

For additional information on sexual harassment or discrimination, please contact Joel Korngut at 719-587-8214, joelkorngut@adams.edu.

Additional contact information:

- Adams State University Counseling and Career Services-719- 587-7746
- Tu Casa- Domestic violence/ sexual assault- 719-589-2465
- Adams State University Police Department- 719-587-7901

ANTI-DISCRIMINATION POLICY AND GRIEVANCE PROCEDURE (Including Sexual Harassment)

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 University through contracts, affiliation agreements, or otherwise.
2. "Affirmative Action Officer" means the person appointed by the University 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 University holds regular class sessions or exams, and excludes Saturdays, Sundays, and University 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 University, are participating in programs offered by the University, or who are employed by, or volunteering for the University
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 University policy as set forth in the *Adams State University 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 *ASU Professional Personnel Handbook* is adopted, and then the processes for and sanctions available under the *ASU 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 the University 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 University 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 University prohibits and will not tolerate discrimination that violates federal or state law or this policy. The University does not discriminate on the basis of race, age, color, religion, national origin, gender, sexual orientation, veteran status, or disability. The University 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 University 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 University 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 University.

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 University. Such allegations shall be reported to the primary University representative/contact person identified in the agreement ("University Representative") or the Affirmative Action Officer. The University shall investigate the credibility of the allegations and promptly notify the Affiliate of any credible allegations and request appropriate action. The University 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 University Representative identified in the agreement. The University 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 University 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 University shall be reported to the Vice President for Enrollment Management (or other presidential designee). The University 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 University 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 University 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 University 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 University. 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 University 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 University 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 University 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 University.
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 University 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 University policy and may be the subject of a Complaint or Grievance under this or other University 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 University and the complaints arise out of the same incident(s) or make similar allegations of discrimination/retaliation the University may discontinue the internal Complaint/ Grievance process. The University 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 University 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 University 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 for 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 (7) 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 for 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 for 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 for 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 for 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 for 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 for 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 for 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 *ASU 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 *ASU 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 *ASU*

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 University Student Handbook* or the appropriate sections of the, applicable Graduate Program Handbooks or Catalogs.

Approved by the Adams State University 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. Tracy Rogers
Director of Human Resources
tracy_rogers@adams.edu
RH-127 719-587-7990

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

Mr. Joel Korngut
Office of Equal Opportunity
joelkorngut@adams.edu
SUB 329 719-587-8213

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

CAMPUS SEXUAL ASSAULT VICTIM 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. § 1092 (f) (Sup. 1992) (the "Campus Security Act" or "Act").

Introduction. ASU seeks a safe and healthy environment for all University members and visitors. Therefore, ASU developed and implemented the following 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. ASU will also provide multiple points for collection of information about incidents and a process for dissemination of sexual offense statistics.

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 CRS 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 University Police Department 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 that 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 ASU 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 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 Vice President for Student Affairs or a counselor if you wish to report a 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. Once a sex crime is reported, it will be investigated and handled 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.

DISABILITY SERVICES POLICY

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

The University 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 ASU through the Office of Equal Opportunity, 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 University 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 Office of Equal Opportunity 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 Counseling Center Office at 719-587-7746, RH 220. Any student who believes that he or she has been discriminated against based on a qualifying disability may pursue the matter through the University's Anti-Discrimination Policy and Grievance Procedure.

ACADEMIC COMPUTING FEE POLICY STATEMENT

The fee is intended to supplement current institutional support for academic computing. The emphasis will be on purchasing those items needed for the student computing labs. Recommendations will be submitted by the Academic Computer Users Group to the Computing Services Advisory Committee for final approval.

A reserve of 10% will be withheld during the fiscal year for unforeseen emergencies. Each spring, the Academic Computer Users Group will submit a priority list of items for the next year as well as those items needed before the start of the fall term.

The following are categories of items that CAN be purchased with the fee:

1. Hardware replacement
2. Software replacement (the software must be general use software, not program specific software)
3. Supplies for the lab; paper, toner, disks (diskettes, zips, CD-Rs, spare parts,...)
4. Salaries of student lab assistants (if full contingent cannot be hired through work study)
5. Salaried position
6. Supply budget for salaried position: development machines, software, and tools.

UNIVERSITY KEYS-UNAUTHORIZED POSSESSION, DUPLICATION

University keys are State property and are thus subject to control by the University. The unauthorized possession, duplication, and/or use of University keys (particularly master keys) is a serious breach of University security and will be subject to disciplinary sanctions (probation, suspension or expulsion), restitution, criminal charges and/or fines.

DRUG AND ALCOHOL POLICY

ASU neither encourages nor discourages the use of alcohol, but it does condemn the abuse of alcoholic beverages. All members of the University community are responsible for their own behavior within the context of civil law and University regulations. Those responsible for organizing and overseeing social events must be aware of, and adhere to, all University and civil laws and regulations. The University is committed to educating its constituencies regarding alcohol use and abuse. Efforts are made to ensure an understanding of all civil and University 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.

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

1. Visible inebriation in public and/or creating a disturbance after having consumed alcohol;
2. Consumption of alcoholic beverages in campus residence halls, public, during intercollegiate events, intramural recreation events, or in any area or at any event where such consumption is prohibited;
3. Use of University 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 ASU which may include, but is not limited to, the following: reprimand, probation, suspension, the group or organization being barred from further use of University facilities, other disciplinary action as determined by the Vice President for Student Affairs, or referral for criminal action.

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

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

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

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

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

The University prohibits students, employees, and guests on University property from possessing, using, providing, manufacturing, distributing or selling drugs or drug paraphernalia in violation of the law or university policies. Sanctions for violating this policy 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 ADAMS STATE UNIVERISTY POLICE DEPARTMENT 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 University has a ZERO TOLERANCE when it comes to possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia in violation of the law or university policies.

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

1st offense: 10 hours counseling (minimum) at the student's expense; community services 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 University 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 Vice President for Student Affairs, the case will be referred to the University 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 University Magistrate with a recommendation for expulsion for failure to comply with an administrative mandate. Depending upon the severity of the infraction, the Vice President for Student Affairs may upgrade the sanction to whatever level fits the situation and bypass any lower sanctions described.

MEDICAL MARIJUANA

Possession of a valid and appropriately held Medical Marijuana Registry identification card does not authorize a Resident or his or her guests to possess, use, or distribute marijuana in any university residence hall or apartment, university -owned property or in any public area of the university. Students who request and receive a valid and appropriately held Medical Marijuana Registry identification card during the term of the Residence Halls Contract, may be granted an exception by the Director of Auxiliary Services & Housing or his/her designee to be released from the contract without financial penalty.

OFF-CAMPUS EVENTS

All off-campus social events sponsored under the name of the University (clubs, organizations, teams, groups, etc.) must receive approval from the Vice President for Student Affairs prior to the final planning for such event. The promotion of activities which permit the consumption of alcohol, use or abuse of illegal drugs, or violation of any local, state, or federal law, will not be approved. Sponsors, as noted in the Vice President for Student Affairs files, must coordinate and participate in the scheduled event.

ELECTRONIC COMMUNICATIONS POLICY

The University permits its employees and students to use University-owned or operated electronic communication facilities for official University business. Except as otherwise provided by law or this

Policy, the University will not monitor or disclose the content of employees' and students' electronic communications.

I. Policies

1. Permissible Uses of University Electronic Communication Facilities. Except as expressly permitted by this Policy, University -owned or operated electronic communication facilities are intended and shall be used solely for official University business including employee and student academic pursuits.
2. Prohibited Uses of University Electronic Communication Facilities.
 - a. Personal and Commercial Purposes. University -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 University. The University 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 University purposes.
 - b. Use by Other Persons. Only employees and students may use the University's electronic communication facilities to initiate or receive electronic communications. The University 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. University 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 University policies or state and federal laws.
 6. Violate any other University 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 University 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., through 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 University. If possible, set the list server to "no mail" during vacations and other lengthy absences from the institution. Retrieve and keep the list's Frequently Asked Questions ("FAQ") 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. Do not 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. Do not 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 University 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 University will not routinely monitor or disclose the content of electronic communications sent, received, or stored using University -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 University 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 University employees' employment and is necessarily incident to the maintenance of the University's electronic communication facilities, the rendition of electronic

- communication services, or the protection of the University'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 University or Trustee policies, or state or federal law; and (ii) limited in scope to an investigation of the suspected violation; or
 - e. The University 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 University -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 University to monitor or disclose electronic communications.

III. Retention and Archival Storage of Electronic Communications

1. State and University Records Policies. State laws and University 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 University 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 University 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 University 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 other storage media. 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 University 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 ASU 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 ASU information technology resources to harass another individual.
3. Using ASU information technology resources to commit an act that is illegal.

The Appropriate Entities Are:

- Student infractions – submit to the Vice President for Student Affairs
- Faculty infraction – submit to the Vice President for Academic Affairs or department head
- Staff and classified employees' infractions – 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 university 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:

1. 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.
2. 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.
3. Third occurrence - will be referred as outlined for infractions as noted above.

HAZING POLICY

Philosophy

Adams State University believes that membership in the ASC community is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and commitment to the objectives of higher education. Furthermore, anyone affiliated with Adams State University engaging in hazing activities may subject themselves to criminal penalties. Therefore an action, event, or program which includes hazing is contrary and detrimental to the purpose of the University, the education and personal development of its students, and thus, has no place within Student Life or the University community.

Definition

Hazing is defined as any action or situation which includes any mental or physical requirement, request or obligation placed upon any person (new member, associate member, member, affiliate, guest) which could cause discomfort, pain, fear, disgrace, injury, or which is personally degrading or which violates any federal, state, local statute or University policy. Any activity described in this definition upon which the initiation, or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be "forced" activity.

1. No person shall recklessly participate in the hazing of another.
2. No student or advisor shall knowingly permit the hazing of another.
3. No student or advisor shall fail to report hazing.
4. The negligence of consent of the student/participant or any assumption or risk by the student/participant is not a defense to any action brought pursuant to this policy.

Actions and activities which are explicitly prohibited include, but are not limited to the following:

- a) Forcing, requiring or endorsing new members/associate members to drink alcohol or any other substance and/or providing such alcohol or other substance;
- b) The unauthorized or illegal use of alcohol in any form or quantity during any new member activity;
- c) Calisthenics (sit-ups, push-ups and runs);
- d) Branding and tattooing;
- e) Pushing, shoving, punching, whipping, beating, tackling or any other physical abuse;
- f) Unauthorized line-ups of any nature;
- g) Throwing anything (garbage, water, paint, etc.) at an individual;
- h) Any form of paddling, physical abuse, psychological abuse, deception or shocks;
- i) Requiring individuals to walk or march in formation of any kind;
- j) Publicly wearing apparel which is conspicuous and not normally in good taste (uniforms, head apparel, boots/shoes, etc.);
- k) Not permitting individuals to speak for extended periods of time and/or forced exclusion from social contact;
- l) Preventing any person from practicing personal hygiene;
- m) Any activity which interferes with an individual's scholastic pursuits (class attendance, preparation, study time, etc.)
- n) Forced consumption of food or other substances;
- o) Theft, defacement or destruction of private or public property
- p) Conducting unauthorized scavenger hunts, treasure hunts, quests, road trips, paddle hunts, big brother/little brother hunts, big sister/little sister hunts;
- q) Engaging in public stunts and buffoonery, public displays or greetings;
- r) Servitude of any nature (food runs, personal errands, academic work, etc.);
- s) Permitting less than six consecutive hours of sleep each night;
- t) Conducting a new member related activity between the hours of 12:00 midnight and 7:00am. or awakening individuals during these hours;

- u) Nudity or exposure to the elements at any time;
- v) Yelling, screaming or calling individuals demeaning names;
- w) Engaging in unauthorized activities which involve compelling an individual or group of individuals to remain at a certain location or transporting anyone anywhere, within or outside the city of Alamosa (road trips, kidnaps, sneaks, drops, etc.);
- x) Assigning or endorsing "pranks" (stealing composites, trophies, mascots, etc.)
- y) Conducting activities which do not allow adequate time for study during pre-initiation or initiation periods;
- z) Conducting activities designed to deceive or convince new members that he/she will not be initiated or will be hurt;
- aa) Carrying of any items (paddles, bricks, rocks, pocket change, signature books, etc.
- bb) Forcing, requiring, or endorsing new members/associate members to violate any University, national/international policy or any local, state or federal law.

PARKING AND PARKING DECALS

Any student having a motor vehicle or motor-driven cycle, and wishing to make use of the ASU parking facilities, must get a parking decal from the ASU Police Department. Such decal will allow the student to park a motor vehicle in designated lots on campus. Parking of vehicles in any space designated for certain persons, departments, visitors, or handicapped people without authorization is not permitted. Parking decals may be picked up from ASU PD officials at registration or at the ASU PD Office or at the One Stop Services Center in the Student Union Building. Copies of traffic regulations and regulations pertaining to motor vehicles are available at the time of registration and also may be obtained from the ASU PD Office. Students who own or operate a motor vehicle on the ASU campus are responsible for obtaining and abiding by University motor vehicle and parking regulations. This also pertains to vehicles owned or operated by spouses of students. Parking decals may be picked up at any time throughout the semester. Faculty, staff, and students are not considered visitors and may not park in spaces reserved for visitors.

CAMPUS TRAFFIC ENFORCEMENT

Vehicles found in violation of the ASU 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 Chief of the ASU Police Department and voided upon reasonable grounds.

PEACEFUL ASSEMBLY

ASU acknowledges the rights and privileges of individual students or groups of students to gather on the University campus for the purpose of peaceful assembly. The University expects the rights and privileges of all persons to be respected at such gatherings. The University expects that 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 University affairs, or damage or destroy property. Peaceful assembly is defined as any purposeful gathering on campus, in or outside of a University 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 University 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 University officials.

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

REFUND POLICY

By the act of registration, students automatically incur a financial obligation to Adams State. Students who register for classes are responsible for payment of the full amount of tuition, fees, and other applicable costs, whether or not they attend class, unless they officially withdraw within the time specified for refund. Students having unpaid financial obligations due the university are not allowed to register for classes, receive a diploma upon graduation, or receive a transcript of credits.

A STUDENT THAT EARLY REGISTERS FOR A FUTURE TERM AND THEN INCURS FINANCIAL OBLIGATIONS WHICH REMAIN UNPAID, MAY HAVE THE FUTURE TERM REGISTRATION CANCELLED FOR NON-PAYMENT OF A PAST DUE FINANCIAL OBLIGATION.

Tuition and fees rates are listed online at adams.edu/administration/business. Payment deadline for fall/spring semesters is the 2nd Friday of the semester. The payment deadline for summer semester is the first Friday of the first class. A late fee is charged for payment not complete by the deadline. Additional late payment fees are assessed in subsequent months when payment is not made.

Accounts must be paid in full by the last day of the semester in which charges are incurred. Accounts not paid in full by close of business on the last day of the semester are considered past due. Past due accounts must be placed with the state collection agency, private collection agency, or private counsel for collection of past due amount. In addition, all costs of collecting past due accounts are assessed to the debtor per state law CRS 5-12-102. This includes but not limited to interest, collection costs, and reasonable attorney fees.

Students who attempt an "unofficial" withdrawal are still registered, continue to incur charges, and will have failing grades posted at the end of the semester.

Refunds of Tuition and Fees Complete Drop/Withdrawals

Official withdrawals for undergraduate students are initiated through the Vice President for Student Affairs, Richardson Hall, Room 234 or via email to studentaffairs@adams.edu. Graduate students should contact the Associate Vice President for the Graduate School, Richardson Hall, Room 217 or email gradschool@adams.edu.

In order to receive a 100% refund or remove 100% of charges, a student must withdraw from all courses before the first day of classes. Beginning the first day of classes, refunds are pro-rated based on the percentage of the enrollment period the student completes. This percentage is a daily calculation based on the student's date of withdrawal. The number of calendar days completed by the student is divided by the total calendar days in the enrollment period (excluding breaks of five days or more) to arrive at the percentage of completion. This percentage is applied to institutional costs (tuition, fees, room, and board) to determine prorated costs due Adams State. The difference between the original tuition, fees, room and board and the prorated tuition, fees, room and board is adjusted off the student's account.

Adjustments of institutional charges are computed through 60% of the enrollment period. There are no adjustments after 60% of the enrollment period has elapsed.

If a student received financial aid, federal, state, and institutional financial aid repayment calculations must be completed before a refund is issued to the student. In some instances, a student may not be eligible for a refund and may owe a balance to Adams State if the repayment to financial aid is greater than the student's pro-rated charges.

For example, withdrawal prior to the start of classes (or 0% completion of courses) will result in a 100% refund/adjustment to the student's account. Withdrawal at the 60% point in the semester will result in a 50% refund of tuition and fees.

Percentages into the semester will be adjusted appropriately for courses that are not 16 weeks (e.g., workshops, 6-week courses, etc.).

To be eligible for the above refund, a student must withdraw from all courses for the term. This includes on-campus, off-campus, online, and extended studies courses. To be eligible for room and board (meal ticket) refund, student must complete the check out procedure with the Housing Office.

Nonrefundable charges are listed below and are considered expended at 100 percent when charged. Fees may be subject to change.

Student ID Replacement Fee	\$10.00 -\$22.00\
Parking Fines	Vary
Emergency Loans	Vary
Emergency Loan Fees	Vary
Deferred payment Fee	\$10.00
Late Registration Fee	\$50.00
Late Payment Fee	\$40.00 initial charge, \$10.00 monthly
Bookstore Quick Loans	Vary

Important reminder: If you register for classes and are unable to attend, please notify the Records Office prior to the first day of classes. This will remove charges at 100 percent. Once classes begin, you must process a complete withdrawal and will be assessed on the percentage of the enrollment period completed. Contact Adams State Records at atregistrarsoffice@adams.edu or fax a notification that includes student name, student ID number (900 number) and contact information to 719.587.7416. A course drop differs from a complete withdrawal. If a course is dropped prior to census date, charges will be removed at 100% as long as the student is registered in at least one other course. If the withdrawal is after census date, charges are due and payable at 100%.

Questions regarding complete withdrawal, course drop, and refunds may be directed to Student Business Services, Richardson Hall Room 130, telephone 719.587.7728, 877.862.8202 or email atstudentbusiness@adams.edu.

Other ASU Refund Policies Applicable to Complete Drop/Withdrawal

Refunds for room and meal plans are made per the refund schedule. Room refunds or adjustments are made only after the room is vacated and the occupant has completed the checkout procedure with Adams State housing personnel. Board refunds or adjustments are processed only after notification of cancellation is received by the Adams State Housing Office. After the eighth week of the semester, there are no refunds or adjustments for housing or meal plan charges.

Non-refundable charges are listed below and are considered expended at 100 percent when charged:

- Easy Refund Card Replacement Fee
- New Student ID Fee
- New Student Orientation Fee
- Parking Decal
- Parking Fines
- Emergency Loans
- Emergency Loan Fees
- Deferred Payment Fee
- Late Fee

Repayment of Financial Aid Funds for Complete Withdrawals

Students who receive financial aid then withdraw might be required to repay all or a proportionate amount of aid received. Repayment amounts are determined in accordance with federal, state, and institutional regulations and policies. Where COF hours have been applied, the student will have reduced these if she or he withdraws after the census date as defined in the Academic Calendar. Copies of the repayment policy can be obtained by contacting the Office of Student Financial Aid at 719-587-7306.

Refunding of Student Credit Balances

The Higher One Easy Refund Card is used to refund credit balances on student accounts. A credit balance may come from payment of grants, scholarships or loans to a student's account, overpayment of charges, or adjustments to tuition, fees, housing or meal plans. The Higher One Easy Refund Card is mailed to degree seeking, registered students. The student should activate the card online and select a refund preference. The One Account with the Easy Refund Card is a free checking account with a debit card which can be used long after a student graduates or leaves Adams State University. To learn more about this card, please go to <http://Learnaboutone.com>.

RELEASE/PUBLICITY ASU INFORMATION

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

CAMPUS EVENTS SCHEDULING GUIDELINE

The following Campus Events Scheduling Guideline has been prepared and endorsed by those groups involved in most scheduling of campus events (i.e. Student Activities, Grizzly Activity Board, Music/Theater) and will be used to minimize schedule conflicts of campus events and to allow adequate time for effective promotion and publicity in the media.

1. Contracts for use of facilities are to be submitted to the appropriate office for authorization:
 - Academic facilities must be submitted to the Office of Academic Affairs.
 - Student Union Building facilities must be submitted to the Office of the Student Union Building Director.
 - Plachy Hall facilities must be submitted to the Office of the Athletic Director.
 - Leon Memorial and Richardson Hall Auditorium must be submitted to the Office of the Guest Services Coordinator.
2. If promotion and media publicity (e.g., news releases or advertising) are desired, the Communications Department should be notified at least two weeks before the event.

SALES AND SOLICITATIONS

Policies concerning solicitation on the University 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 University 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-University groups is prohibited except through established University sales outlets.

SMOKING POLICY

University policy prohibits the smoking of cigarettes, cigars, pipes or any other matter or substance that contains tobacco, electronic or e-cigarettes and vaporizers 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 University and includes, but is not limited to, open air athletic facilities, University motor vehicles, residence halls, classrooms, offices, and performance halls.

All members of the University community are responsible for compliance with this policy. In addition to being a violation of University 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.

Note: The only approved exception to this policy is for Theater productions.

STUDENT COMPLAINT PROCEDURE

In order to assure that student complaints are given proper attention and are accurately investigated, the procedure for dealing with student complaints follows:

When a student complains to faculty, administrators, or support (classified) personnel, the person(s) receiving the complaint should immediately direct the complaint to the Vice President for Student Affairs* by calling 719-587-7221 and the following steps should be taken:

1. Arrange for the student complainant(s) to meet with the Vice President for Student Affairs
2. Provide the Vice President for Student Affairs with the student complainant(s) name(s) and complaint

The Vice President for Student Affairs will then:

1. Meet with the student complainant(s)
2. Log the complaint
3. Investigate and attempt to resolve the complaint
4. If the complaint is unresolved at this level, take the complaint directly to, individually or collectively, the Unit/Department Head, or the Vice Presidents.

*In the Vice President for Student Affairs' absence, a person will be designated to represent him/her in these procedures.

STUDENT FEES POLICY

General Information. Adams State University, 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 University. Adams State University 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 University. Students, faculty and staff of Adams State University are encouraged to review the contents of this Plan. Suggestions for additions, deletions, and changes should be made in writing to the Vice President for 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 UNIVERSITY 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 fees, 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 proposed new or increased student fee should provide adequate time for input and at minimum thirty (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 Vice President for 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 University 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 Vice President for 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 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 Vice President for Student Affairs to the Cabinet for approval and subsequent recommendation to the University President and Trustees of Adams State University in Colorado. All mandatory fees or fee increases must be annually reviewed and approved by the Trustees (CCE 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 university's Cabinet for consideration.
4. Cabinet and the University 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 University

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 University 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 Vice President for Student Affairs who will then make a recommendation to the University President for approval or disapproval.
7. If the University 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 university's Cabinet for consideration.
4. Cabinet and the University 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 Vice President for Student Affairs. If the University 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 university's Cabinet for consideration.
4. Cabinet and the University 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 University 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 University 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 University.

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 University 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.

Submission, Approval & Notification Schedule

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 for 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 University 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 University 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.

STUDENT PUBLICATIONS AND COMMUNICATIONS

Publications distributed on campus shall bear the name of the publisher, editor, or sponsoring organization and shall not claim to represent the University or bear the name and/or logo of the University without the approval of the Office of Student Affairs. 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 University 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 University 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 University 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.

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 ASU Communications Board.

CAMPUS MEDIA

Campus media at Adams State University operate under the sponsorship of AS&F and the Communications Board. Media on campus are the *The Paw Print*, the official student newspaper;

Sand Hill Review, the university literary magazine; and *KASF-FM*, the university radio station. Each is maintained by a student staff in consultation with a faculty advisor.

ASSOCIATED STUDENTS & FACULTY

Each student who pays university service fees is a member of AS&F upon registration. Faculty members also participate. The organization was founded to promote cooperation between the students and faculty. The general social life, social programs, and other student activities of the university are directed through various arms of the AS&F Senate. The AS&F Senate is also a policy-recommending body to the University President. The AS&F Senate serves as a student-lobbying organization for positive changes for the students of Adams State University. Elected officers of the student body and elected faculty members make up the AS&F Senate and are the point of contact for recommending matters pertaining to student life.

CLUBS AND ORGANIZATIONS

The university encourages the formation of clubs and organizations that further the interests and opportunities of students in a specified field of endeavor or recreation. For any organization or club to be chartered on campus, it must present a constitution to be approved by the AS&F Senate and the Vice President for Student Affairs. Club funding is contingent on AS&F recognition and AS&F Senate approval. Organizations or clubs will not be recognized on campus if they (1) discriminate according to race, creed, sex, age, or ethnic background or (2) advocate the overthrow of the government of the United States, the State of Colorado, or any of its subsidiaries. The diversity within the student body allows for a wide range of interests, knowledge, occupations, and backgrounds, which contributes to a unique learning experience. All students are encouraged to participate in the activities on campus. Opportunities are offered through athletic, educational, religious, and service organizations. More information relative to specific clubs and organizations may be obtained from the AS&F Office or the Office of the Director of Student Life.

ASU MENTAL HEALTH AND SUICIDE PREVENTION POLICY

Adams State University is committed to the success of all students, including those with depression and/or other mental health conditions. As part of this policy, Adams State University will:

- Acknowledge but not stigmatize mental health problems;
- Make suicide prevention a priority;
- Encourage students to seek help or treatment that they may need;
- Ensure that personal information is kept confidential;
- Allow students to continue their education as normally as possible by making reasonable accommodations; and
- Refrain from discrimination against students with mental illnesses, including punitive actions toward those in crisis.

Counseling services and mental health treatment are available to members of the campus community affected by a student's depression or other mental health condition as well as to the student. Additionally, emergency psychiatric services are available to students at all times through the San Luis Valley Community Mental Health Center.

All services are provided on a voluntary basis and it remains the student's decision whether or not to seek services. In some circumstances, and as the law permits, Adams State University may seek involuntary treatment of the student.

Counseling and mental health services are confidential. The counseling center will not share information about a student with faculty, staff, administrators, or others unless the student consents, except as required or permitted by law. As permitted by law, the counseling center may disclose information about a student to the extent needed to protect the student or others from a serious

and imminent threat to safety, for example, by making disclosures to crisis intervention or emergency personnel.

Adams State University will reasonably accommodate students with depression and/or other mental health conditions. Reasonable accommodations will be designed to enable the student to remain in school, meet academic standards, and maintain normal social relationships.

In some situations, students may take voluntary leaves of absence for documented mental health reasons. If a student so requests, the counseling center will help the student decide whether to take a leave of absence and, as appropriate, help the student secure a leave.

In the circumstance that a student cannot safely remain at Adams State University or meet academic standards even with accommodations and other supports, Adams State University may require the student to take a leave of absence.

The Students of Concern Committee² may recommend an involuntary leave for safety reasons if it finds, after an individualized evaluation of the available information, that there is a significant risk that the student will harm him/herself or another, and that the risk cannot be eliminated or reduced to an acceptable level through accommodations. The decision whether to impose an involuntary leave will be made by the Vice President for Student Affairs. In making the decision, whenever possible, the Dean will consider any recommendations made by the committee.⁵

A student on leave, whether voluntary or involuntary, may request at any time to return to Adams State University as a student. Adams State University may require the student to provide documentation from a mental health professional that the student is fit to return to the academic environment. When indicated, Adams State University may seek a second opinion.

A student who desires to return to school after taking a leave of absence for mental health reasons will not be subject to more rigorous standards or procedures than a student who desires to return to school after taking a leave for physical health reasons.

In the circumstance that a student does not meet the standard for imposition of involuntary leave but cannot safely remain in Adams State University housing even with accommodations, Adams State University may require the student to live in housing other than Adams State University housing while enrolled.

SB06-067 Colorado Higher Education Student Suicide Prevention Act

In accordance with FERPA and Colorado Senate Bill 06-067 (“Colorado Higher Education Student Suicide Prevention Act”), when a student enrolls, and when a student becomes a client of the counseling center, the student will be asked to sign or to formally decline to sign a FERPA waiver as related to Colorado’s SB 06-067 Suicide Prevention Act. This waiver allows an official from Adams State University to contact the student’s designee if officials from Adams State University become concerned about the student’s mental health or potential or actual suicidal impulses. This information will be on file in Student Affairs. Students will be encouraged to update this information regularly. Consent forms will be disseminated and collected from all incoming transfer and first year students. Students who do not complete the form may have a hold placed on their registration until the student reports to Student Affairs and completes the form.

It is expected that anyone in the University community with serious concerns about the health and safety of a student brings such information to the attention of the Vice President for Student Affairs. For more information, or to review the entire ASU Mental Health and Suicide Prevention Policy, please contact the Director of the Counseling and Career Center, located at Richardson Hall Room 220, or by telephone at 719-587-7746.

² For convenience the term “committee” is used throughout to refer to the Students of Concern Committee at Adams State University.

