

PUEBLO COMMUNITY COLLEGE
Pueblo • Fremont • SCCC • PCC Online Learning

2010-2011

Student Handbook



Pueblo
Community College



Pueblo Community College

2010-2011 Student Handbook

Published by the
Office of the Vice President of Student Services

Lucinda “Cindy” Mihelich, Handbook Editor
Vice President of Student Services
College Center, Room 229
900 W. Orman Avenue
Pueblo, CO 81004
719.549.3080

This publication supersedes any previously published PCC Student Handbooks and will remain in effect until September 1, 2011. If information changes, students will be notified through an addendum, written communication, or a new publication. It is to be understood that any item is subject to modification at any time by proper administrative procedure.

Copyright © 2008 by Pueblo Community College, ALL RIGHTS RESERVED
First Printing of the 2010-2011 Edition – September 2010
Revised and updated January 2011

Pueblo Community College is accredited by The Higher Learning Commission and is a member of the North Central Association (www.ncahlc.org, 312.263.0456), 30 North LaSalle Street, Suite 2400, Chicago, IL 60602. In addition, several programs hold approval or accreditation from national and state level associations and agencies.

TABLE OF CONTENTS

WHO IS PUEBLO COMMUNITY COLLEGE.....Page 4
 Mission of the College..... 4
 Vision 4
 Values..... 4
 Purposes..... 4
 Locations..... 5
CODE OF CIVILITY.....Page 6
STUDENT CODE OF CONDUCT.....Page 7
 Introduction..... 7
 Definitions 7
 Interpretation and Revision 9
 Proscribed Conduct..... 9
 Misconduct 9
ADMINISTRATION OF STUDENT DISCIPLINE Page 11
 Procedure 11
 Decision 11
 Sanctions 12
 Summary Suspension 12
 Appeal 13
 Conducting of Hearings..... 13
 Determination by Impartial Decision Maker 13
 Petition for Review 13
 President’s Decision..... 13
ACADEMIC DISHONESTYPage 14
 What is “Academic Dishonesty”? 14
 Academic Sanctions 14
 Disciplinary Sanctions 15
 Academic Dishonesty Procedure 15
 Initial Response by Instructor..... 15
 Sanction(s) Review by Department Chair..... 15
 Appeal Process..... 15
 Final Level of Appeal 16
 Timelines for Appeals..... 16
 Suspected Academic Dishonesty Outside of the Classroom 16
 Student Rights..... 16
 Role of the Vice President of Student Services..... 16
DISCIPLINE RELATED POLICIESPage 17
 Computers: Electronic Communication..... 17
 Ownership of Electronic Communication & Permissible Uses 17
 Prohibited Uses..... 17
 College Access and Disclosure 17
 Disciplinary Action 18
 Copyright 18
 Drug & Alcohol 18
 Drug & Alcohol Policy Statement 19
 Sanctions for Drug & Alcohol Use 19
 Laws Related to Drug & Alcohol Use and Sale 19
 Health Risks..... 19
 Alcohol Use & Abuse..... 20
 Controlled Substance Abuse 20
 Resources Available to Students and Employees 20
 Violence/Firearms on Campus 21
 Sexual Misconduct 21
 Definitions 21
 Reporting 21
 Evidence..... 22
 Rights of the alleged victim and alleged perpetrator 22
 Sexual Harassment 22

TABLE OF CONTENTS - CONTINUED

Campus Prohibited Access 23
Restrictive Access 23
GENERAL POLICIES..... Page 24
Animals on Campus 24
Bicycle and Skateboards on Campus 24
Campus Sex Crimes Prevention Act 24
 Local Police & Sheriff Departments..... 25
Children in the Academic Workplace..... 25
Complaints 26
Distribution of Printed Materials..... 26
Parades and Demonstrations 26
Speakers on Campus 27
Student Privacy Rights 27
Surveys and/or Research at Pueblo Community College 27
Testing Policies 28
Tobacco Free Buildings 28
Vacating Buildings and Facilities 28
Valid Identification 28
GRIEVANCE PROCESS..... Page 29
 Administrative Process..... 29
 Hearing 29
 Decision..... 29
 Appeal..... 29
RESOURCES Page 30
 College Catalog 30
 Campus Safety 30
 Other Resources..... 30
 PCC Schedule of Classes..... 31
 PCC On the Internet 31
GUIDE TO SERVICES AND ASSISTANCE Page 32

On behalf of President Patty Erjavec, faculty and staff, I welcome you to Pueblo Community College (PCC). As a student at PCC this handbook will serve as your guide for student related issues including rights, responsibilities, discipline, and health issues. Pueblo Community College strives to ensure a safe college experience at all four campuses located in Cañon City, Cortez/Mancos, Durango, and Pueblo and through this publication and your commitment to maintaining this expected standard, we will be strong partners towards student success and safety.

Pueblo Community College Student Handbook is an official Pueblo Community College publication. It is developed in alignment with State Board for Community Colleges and Occupational Education Policies (BP or Board Policy), Colorado Community College System President's Procedures (SP), and Pueblo Community College Policies and Procedures.

Welcome to Pueblo Community College and we are proud to be a part of your educational pathway for success while working towards a safe College environment.

**Lucinda "Cindy" Mihelich
Vice President of Student Services**

WHO IS PUEBLO COMMUNITY COLLEGE

MISSION

Our mission is to foster higher learning, student success, and service to our communities.

OUR VISION

Pueblo Community College is a premier teaching institution providing students assured success pathways to relevant and progressive career, transfer, and personal growth opportunities.

OUR VALUES

We affirm the value of our students, our employees, and the diverse communities we serve. The following values inform and guide our daily work:

- Open access to higher education
- Focus on learning
- Personalized teaching strategies and relationships
- Effective communication
- Appreciation of diverse cultures and backgrounds
- Preservation and advancement of our Hispanic Serving Institution (HSI) designation
- Inventive thinking
- Digital-age literacy
- Responsible citizenship
- Institutional culture of continuous improvement

OUR PURPOSES

- Prepare students for entry into the workforce, career advancement, or career change through certificate and associate degree programs
- Prepare students for transfer to baccalaureate institutions by providing transfer degrees, courses, and services
- Provide opportunities to develop and continually update job skills to meet the demands of a technological and global economy
- Provide programs and experiences that foster individual and professional development

- Prepare students for entry-level college courses
- Provide comprehensive services to support the educational experience of a diverse student population
- Deliver instruction through traditional, alternative, and distance learning methods
- Provide a quality learning environment supported by teaching excellence and freedom of inquiry
- Support the economic development of the community through business initiatives and partnerships
- Contribute to the community by participating in civic and professional activities

LOCATIONS

Fremont Campus
51320 West Highway 50
Cañon City, CO 81212
719.296.6100

Mancos/Cortez Campus
33057 Highway. 160
Mancos, CO. 81328
970.564.6200

Durango Campus
The Commons
701 Camino del Rio
Durango, CO 81301
970.247.2929

Pueblo Campus
900 West Orman Ave
Pueblo, CO 81004
719-549-3200

CODE OF CIVILITY

“To educate a person in mind and not in morals is to create a menace to society”

Credited to Theodore Roosevelt

Recognizing that a positive and safe environment is essential for learning and that the mission of the College is to foster higher learning, student success, and service to our communities, Pueblo Community College adopts the following Code of Civility:

All members of Pueblo Community College – administrators, staff, and students – will:

- Treat others as they wish to be treated
- Respect the work and property of others
- Promote the free expression of views without degrading or harming others
- Value differing points of view
- Engage in courteous discourse – verbal and non-verbal, electronic, written, and oral
- Exhibit the values of academic and professional integrity: honesty, trust, fairness, respect, and responsibility
- Demonstrate the courage to challenge others to abide by the tenets of civility

STUDENT CODE OF CONDUCT

Introduction

The community of Pueblo Community College (PCC) includes students who are enrolled in PCC courses at any location which includes the Pueblo Campus, the Fremont Campus in Cañon City, Southwest Colorado Community College, a division of PCC, in Durango and Mancos, and any other locations where PCC classes are conducted including internships, clinical, or other work experience classes. Any member of these PCC communities has an obligation to uphold the rules of the PCC community and the laws of the larger community of which they are a part.

The intent of this Code is to ensure that students at PCC neither lose their rights nor escape the responsibility as citizens in their larger community and in the college community. While the activities covered by the laws of the larger community and those covered by PCC's rules may overlap, it is to be understood that the community's laws and PCC's rules operate independently and that they do not substitute for each other. PCC may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources (such as law enforcement agencies and the courts) to determine whether College rules have been violated. A PCC student is not exempt from local, state, or federal laws and PCC students have the additional obligation of abiding by all of PCC's regulations. It is the personal responsibility of every member of the PCC community not only to protect his/her own rights, but also to respect the rights of others and to conduct themselves in a manner conducive to learning in an educational environment.

While PCC expects students to adhere to the Student Code of Conduct, PCC also assumes the obligation of clearly identifying and enforcing the Student Code of Conduct. PCC maintains the basic understanding that those students who do not follow and adhere to the Student Code of Conduct must be held accountable for their actions. Additionally, PCC expects students who are enrolled in the following programs to follow the standards identified in the program handbook:

- Auto Service Technology and Automotive Collision Technology
- Cosmetology
- Dental Assisting
- Dental Hygiene
- Diagnostic Medical Services
- Early Childhood Education
- Emergency Medical Services
- Fire Academy
- Library Technician
- Massage Therapy
- Nursing
- Nurse Aide (Pueblo Campus/Fremont County Campus)
- Nurse Aide Training Program(SCCC)
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Polysomnography Technology
- Psychiatric Technician
- Pueblo Law Enforcement Academy
- Radiologic Technology
- Respiratory Care Practitioner
- Southwest Regional Law Enforcement Training Academy

Definitions

1. "Chief Student Services Officer" is the Vice President of Student Services, who has been designated by the College President to administer student affairs and be responsible for administering the College's Student Code of Conduct and related disciplinary procedures.
2. "Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
3. Classes include all educational offerings for credit, non-credit and/or training sessions facilitated by PCC.

4. "College" means Pueblo Community College (PCC).
5. "College Official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
6. "College premises" includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. "College suspension or expulsion" means an involuntary separation of the student from the College for misconduct apart from academic performance for a specified period of time not to exceed one/two academic terms. Suspension differs from expulsion in that after the stated time period the student is eligible for re-admission. Expulsion is a separation for more than two academic terms; student is not eligible for re-admission unless at the end of the separation he/she can prove that the behavior that resulted in the expulsion has been resolved. Students may be suspended from a class, organization, use of a College facility or an activity if in the sole determination by an authorized College employee the conduct is in violation of the Code. Suspension or action is subject only to an appeal to the Chief Student Services Officer to ensure that the action was taken pursuant to college policies. Students may be suspended from one class period by the responsible faculty member; longer suspensions can be done only in accordance with college procedures.
8. "Day" refers to a calendar day unless otherwise noted.
9. The "Vice President of Student Services" is the Chief Student Services Officer who has been designated by the College President to be responsible for the administration of the Student Code of Conduct and related disciplinary procedures.
10. "Fabrication" includes, but is not limited to, intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
11. "Facilitating Academic Dishonesty" includes, but is not limited to, intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
12. "Faculty member" means any person hired by the College to conduct classroom activities.
13. "Impartial Decision Maker" is the individual/committee designated by the College President to hear student disciplinary appeals.
14. "May" is used in the permissive sense.
15. "Member of the College community" includes any person who is a student, faculty member, College official or any other person employed by the College. The Vice President of Student Services shall determine a person's status in a particular situation. The community of Pueblo Community College includes students who enrolled in PCC courses at any location which includes the Pueblo Campus, the Fremont Campus in Cañon City, the Southwest Campus in Durango and Cortez, and any other locations where PCC classes or activities are conducted.
16. "Notice" means a written communication served upon the student when given by personal delivery or mailing by certified mail to the address the student has filed with the College's Admission and Records Office. If notice is mailed, student shall be given three (3) additional days to respond.
17. "Organization" means any number of persons who have complied with the formal requirements for College recognition.
18. "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotations, of the published or unpublished work of another person without full and clear acknowledgment. It also includes submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one's own work when another person has prepared such work or copied from another person. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
19. "Policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code, the College Catalog, and student handbooks that are written for specific programs at the College.
20. "Sanction" refers to the action taken by the College against students who have been found in violation of the Student Code of Conduct and/or College discipline related policies.
21. "Shall" is used in the imperative sense.
22. "Student" includes all persons taking courses at the College, both full-time and part-time, pursuing both undergraduate credit and non-credit courses and those concurrently attending secondary or post-secondary institutions and Pueblo Community College. Persons who are not officially enrolled for a specific term but who have a continuing relationship with the College are considered "students."
23. "Unauthorized Collaboration" is intentionally sharing information or working together in an academic exercise when such actions are not approved by the course instructor.

Interpretation and Revision

Any questions of interpretations regarding the Student Code of Conduct shall be referred to the Vice President of Student Services or designee for final determination.

The Student Code shall be reviewed for possible revision no later than three (3) years after its implementation and at least every three (3) years thereafter.

*Initially approved by Pueblo Community College Cabinet,
Effective September 1, 1996. Latest review and revision: September 2010*

Proscribed Conduct (BP 4-30; SP 4-30)

College disciplinary regulations are set forth in writing and in concert with BP 4-30 and SP 4-30 in order to give students general notice of proscribed (prohibited) conduct. These rules and regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. It is recognized by the College that students are expected to adhere to PCC regulations and obey to the laws of the larger community and to take personal responsibility for their conduct. A student is therefore subject to two sources of authority: civil/criminal authority and College authority.

Violation of any municipal ordinance, law or regulation of the State of Colorado, or law or regulation of the United States which may cause harm or endangerment to self or others, or somehow compromises the educational mission of the College, may result in disciplinary action, up to and including dismissal from the College. The College does not normally take disciplinary action for off-campus violations, but it retains the right to act in special cases. Disciplinary actions imposed by PCC may precede, and be in addition to, any penalty that might be imposed by an off-campus authority.

When accused of a violation, a student has a right to review the evidence against him or her and to respond to the allegations. However, this does not necessarily mean the right to confront a witness. An attempt will be made to resolve all cases at the lowest level possible.

Any student found to have committed an act of misconduct is subject to disciplinary sanctions:

Misconduct - *Includes, but is not limited to, the following actions:*

1. Any act of academic dishonesty, which include, but is not limited to:
 - a. **Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
 - b. **Fabrication**—intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
 - c. **Facilitating Academic Dishonesty**—intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.
 - d. **Plagiarism**—the deliberate adoption or reproduction of ideas, words or statements of another person as one's own without acknowledgment.
 - e. **Unauthorized Collaboration**—intentionally sharing of information or working together in an academic exercise when such actions are not approved by the course instructor.

(This is not meant to be an exhaustive list of all acts of academic dishonesty, but is a guide to help instructors and students understand what constitutes academic dishonesty.)

2. Unauthorized possession of examinations, answer keys, reserve library materials, computer software, computer codes, or laboratory materials.
3. Unauthorized changing of grades, or attempting to change grades, in any manner, including on an examination, in an instructor's grade book or in a grade report; or unauthorized access to academic computer records.
4. Nondisclosure or misrepresentation in filling out applications or other College records in, or for, academic departments or divisions.
5. Unauthorized selling or purchasing of examinations, papers, computer programs, and/or assignments.
6. Actual or threatened physical injury to any person (including self) on College-owned or College-controlled property or at a College-sponsored or supervised function, or conduct that endangers the health or safety of a person.

7. Engaging in individual or group conduct that is violent, abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights, or privileges of others or disturbs the peace or the orderly process of education on campus, or aiding, abetting, or procuring another person to engage in the aforementioned activities.
8. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, hazing and/or other conduct which threatens or endangers the health or safety of any person.
9. Unauthorized use, possession, or storage of any firearm, weapon, dangerous chemical, or explosive (including fireworks) on College premises or at College-sponsored activities.
10. Forgery, falsification, counterfeiting, alterations, or misuse of any College record, document, or identification card of a nonacademic nature (e.g. admissions applications or parking permits).
11. Stealing or malicious destruction of another student's notes or materials (including computer file materials) or having in possession such materials without the owner's permission.
12. Unauthorized entry into, or alteration of, any College computer records; theft or abuse of computer time; theft or abuse of computer account privileges, equipment, software, or network resources; or violation of Computer Center policies.
13. Reporting the presence of a fire, bomb, or explosive or incendiary device on the College campus without good reason to believe the facts reported are true.
14. Unlawful possession, use, distribution, or sale of any narcotic or dangerous drug (as defined by the statutes of the State of Colorado) on College-owned or College-controlled property or at any function sponsored, authorized, or supervised by the College.
15. Attempted or actual theft of, or unwarranted damage to, College-owned or College-controlled property or property of any member of the College community.
16. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well being of students.
17. Entry into, or use of, any building, facility, room, or other College-owned or College-controlled property or grounds without authorized approval. This also includes the unauthorized possession, duplication, or use of College keys, lock combinations, or other access codes.
18. Participation in illegal gambling activities on College-owned or College-controlled property or at a function identified with the College.
19. Possession or consumption of alcoholic beverages or illicit drugs, or being under the influence of alcohol or illicit drugs, including intoxication, on College-owned or College-controlled property or at any College sponsored event except in designated areas, at times and dates approved by PCC Administrators and licensed by the Colorado State Department of Revenue.
20. Distribution of or sale of illicit drugs, prescription drugs, or over-the-counter drugs without proper licensing.
21. Entering or attempting to enter any dance, social event, or other College event without proper credentials for admission (e.g., ticket, identification card, or invitation).
22. Failure to make satisfactory settlement for any debts to the College.
23. Failure to comply with College traffic rules and regulations.
24. Smoking in classrooms, buildings, or other unauthorized campus areas.
25. Obtaining money or personal property from a person by force, by intimidation, or by undue or illegal power.
26. Abuse or misuse of the campus telephone or telecommunications systems, or violations of the College Computers: Electronic Communications policy.
27. Violations of any written PCC policy.
28. Abuses of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a College official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under this Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

ADMINISTRATION OF STUDENT DISCIPLINE

The responsibility of administering the PCC student discipline system is delegated to the Vice President of Student Services. The Vice President of Student Services may delegate authority to other groups or individuals for handling violations of the College Code of Conduct.

The College believes that all cases should be resolved at the lowest level possible, and all discipline-related activities should be monitored by a central administrative authority to ensure fairness and consistency. Therefore, all disciplinary proceedings and sanctions imposed by any designated discipline officer will be reported to the Vice President of Student Services or designee for record-keeping purposes.

When a case is not resolved at the lowest possible level, other persons may become involved in the discipline process as identified herein.

The following procedures summarize the process for all disciplinary cases which are a reflection or student behavior. Included in such behaviors are allegations of Academic Dishonesty.

Procedure

Any member of the College community may file a complaint or charges against any student for proscribed conduct, misconduct, or violations, hereby referred to as misconduct. Charges shall be prepared in writing and submitted to the Chief Student Services Officer (Vice President of Student Services). Any charge should be submitted as soon as possible after the event takes place.

College disciplinary proceeding may be instituted against a student charged with violation of a law if the violation occurred at the College or College-sanctioned activity or was of such a nature as to impact upon the College which is also a violation of the College's Student Code of Conduct. Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

The procedural rights afforded to students may be waived by the student.

Decision

The Vice President of Student Services or designee shall receive all allegations of student misconduct and will investigate the complaint and make a Decision. He/she may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to him/her. If an administrative resolution is not achieved, the designee shall issue a Decision, which can be that:

- the allegation is dismissed as unfounded
- the allegation is dismissed for lack of clear and convincing evidence
- the student or organization representative has admitted to violating a standard and a sanction (or sanctions) will be imposed
- a violation of the Code of Conduct has occurred based on clear and convincing evidence, and a sanction or sanctions will be imposed
- sanctions will be imposed, up to and including dismissal from the college.

The student shall receive written Notice of the Decision and be advised of his/her right to appeal the Decision by filing a written appeal with the Vice President of Student Services within seven (7) days of service of the Decision. In the case of suspension or expulsion, the sanction shall be imposed no earlier than six (6) days after service of the Notice unless it is a summary suspension or the sanction is agreed to by the student. If an appeal is requested, suspension and/or expulsion shall not be imposed until the appeal procedures below have been completed.

Sanctions (updated January 10, 2011 per SP 4-30)

The following sanctions may be imposed upon any student found to have violated the Student Code:

- A. **Warning:** A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.
- B. **Probation:** After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
- C. **Other disciplinary sanction:** fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community; or other sanction that doesn't result in the student being denied the right of attending classes.
- D. **College suspension or expulsion:** An involuntary separation of the student from the College for misconduct apart from academic performance for a specified period of time.
 - a. **Suspension** is a separation that shall not exceed two academic terms per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community colleges within the Colorado Community College System. Once the suspension is lifted the student is eligible for admission or re-admission. Students may be suspended from a class, residence hall, use of a college facility or an activity in the sole determination by an authorized college employee that the conduct is in violation of the Code subject only to an appeal to the Chief Student Services Officer to ensure that the action was taken pursuant to college policies. Students may be suspended from one class period by the responsible faculty member, longer suspensions can be done only in accordance with college procedures.
- E. **Expulsion** is a separation for more than two academic terms. While a student is expelled, he or she is not eligible for admission or re-admission at any of the community colleges within the Colorado Community College System. After the expulsion, a student's eligibility for re-admission is contingent upon their ability to prove the behavior that resulted in the expulsion has been resolved.
- F. **Academic Sanctions** - if the violation is an act of academic dishonesty, then a student may receive an academic sanction up to and including an "F" in the course as defined by the faculty/instructor/syllabus, etc. Academic dishonesty is considered a violation of the Student Code of Conduct and students are subject to College Discipline.

NOTE: A student may not withdraw from a course in order to avoid possible academic and disciplinary sanctions. If a student is suspected of committing an act of academic dishonesty, then the case must be resolved before the student can initiate a withdraw. Once a student receives an "F" in any course as an academic sanction, the student cannot withdraw from the course. If a student appeals the determination or sanction, the student may not withdraw from the course until after the appeal is resolved. If the appeal process results in the sanction being upheld, then the grade of "F" for that course will be placed on the student's official transcript.

More than one of the sanctions listed above may be imposed for any single violation.

Summary Suspension

In certain circumstances, the Vice President of Student Services, or a designee, may impose a College suspension prior to the disciplinary hearing.

- A. Summary suspension may be imposed only:
 1. to ensure the safety and well-being of members of the College community (including the student) or preservation of College property; or
 2. if the student poses a definite threat of disruption or interference with the normal operations of the College.During the summary suspension, student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as determined to be appropriate by the Vice President of Student Services, or designee.

In such event, a hearing before the Impartial Decision Maker (if requested by the student) shall occur as soon as possible following the suspension.

Appeal

In the event of an appeal, the Vice President of Student Services shall serve as an Impartial Decision maker for the process. The Impartial Decision Maker shall give written Notice to the student that describes the conduct to be inquired into; the Student Code of Conduct and/or College policies or procedures which were allegedly violated; the date, time, and place of the alleged violation; the sanction that is threatened and the date, time, and place of the hearing before the Impartial Decision Maker. The Notice shall be given at least seven (7) days prior to the hearing, unless a shorter time is agreed to by the parties. Time limits for scheduling of hearings may be extended at the discretion of the Impartial Decision Maker or College President.

Conducting of Appeal Hearings

The Impartial Decision Maker shall determine his/her own hearing procedures, keeping in mind the following guidelines:

1. The student shall have the right to be heard by the Impartial Decision Maker. In the event that the student is under the age of eighteen or incapacitated, he/she may have an advisor present to assist him/her in presenting his/her case.
2. Students do not have the right to be represented by an attorney during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only.
3. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except as provided in #1 above.
4. The student shall have the right to identify documents, witnesses and other materials he/she would like the Impartial Decision Maker to review before making a final decision.
5. Hearings shall be conducted in private unless all parties agree otherwise.
6. A record of the hearing should be maintained by the Impartial Decision Maker.

Determination by Impartial Decision Maker: The Impartial Decision Maker shall make his/her Findings and Determinations in a closed meeting out of the presence of any parties to the appeal. Separate findings are to be made as to the conduct of the student, and on the sanction(s), if any, to be imposed. No discipline shall be imposed on the student unless the Impartial Decision Maker is persuaded by a preponderance of the evidence that the student committed the alleged conduct and that it constituted a violation of the Code of Conduct and/or College regulations; that the student should be sanctioned (including modifying the sanction imposed below); and that the discipline is reasonable given the violation. The student shall be given written Notice of the decision. The decision shall be issued within five (5) calendar days of the close of the hearing and it shall become final unless a petition for review is filed.

Petition for Review: The student may petition the College President to review the Impartial Decision Maker's decision by filing a written petition within five (5) calendar days after notification of the decision. If a review is requested, the other party will be given three (3) days to respond to the petition and his/her response materials will be given to the College President to review before a decision on the petition is made.

President's Decision: The College President shall review the record of the case and the petition and may affirm or reverse the decision of the Impartial Decision Maker. The record shall consist of the Impartial Decision Maker's written documents and the recording of the hearing and any written materials submitted in support of the Petition for Review. The College President shall notify the Chief Student Services Officer and the student in writing of his/her decision within fourteen (14) days of service of the Petition for Review. The College President's decision is final.

ACADEMIC DISHONESTY

While cases involving academic dishonesty are considered a behavior and therefore handled as discipline cases, the College has established the following procedure as its process for adjudicating academic dishonesty.

Pueblo Community College is committed to providing a superior educational experience for all students who attend the College. Academic integrity and honesty in all educational classrooms and programs are critical in providing this high level of education.

The College places a strong expectation on all students to act honestly in all situations. The College does recognize that some students will choose to commit acts of academic dishonesty, which places an expectation on all faculty and staff to confront these acts of academic dishonesty. When a student is suspected of committing an act of academic dishonesty, the College will follow the process listed below, which assures that the College's standards are upheld and the student's due process rights are respected.

What is "Academic Dishonesty"?

"Academic Dishonesty is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own."

Academic dishonesty is a behavioral issue, not an issue of academic performance. As such, it is considered an act of misconduct and is subject to the College disciplinary process as defined in the Student Code of Conduct, which is found in this Student Handbook (Page 6).

What Are Specific Acts of Academic Dishonesty?

As listed in the Student Code of Conduct (Page 6) the following acts of Misconduct are acts of academic dishonesty:

1. **Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
2. **Fabrication**—intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. **Facilitating Academic Dishonesty**—intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.
4. **Plagiarism**—the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgment.
5. **Unauthorized Collaboration**—intentionally sharing information or working together in an academic exercise when such actions are not approved by the course instructor.

(This is not meant to be an exhaustive list of all acts of academic dishonesty, but is a guide to help instructors and students understand what constitutes academic dishonest.)

Academic Sanctions

The goal of the disciplinary system at PCC is to hold students accountable for their actions and to educate students. Appropriate sanctions help the College to teach, and the student to learn, that there are negative consequences to inappropriate or dishonest actions.

The College strives for consistency in sanctions imposed for acts of academic dishonesty, while still allowing the instructor a certain level of professional discretion. Instructors are expected to impose an appropriate grade penalty up to and including an "F" in the course. Potential grade penalties for academic dishonesty are to be stated in each course syllabus.

In addition, limited-entry programs may outline program sanctions for academic dishonesty, which can include dismissal from the program. These additional sanctions are to be detailed in each program's handbook.

NOTE: A student may not withdraw from a course in order to avoid possible academic and disciplinary sanctions. If a student is suspected of committing an act of academic dishonesty, then the case must be resolved before the student can initiate a withdrawal. If a student receives an "F" in any course as an academic sanction,

the student cannot withdraw from that course. If a student appeals the determination or sanction, the student may not withdraw from the course until after the appeal is resolved. If the appeal process results in the sanction being upheld, then the grade of "F" for that course will be placed on the student's official transcript.

Disciplinary Sanctions

In addition to any academic sanction(s), a student found to have committed an act of academic dishonesty is placed on disciplinary probation for at least the remainder of the semester of infraction and the next two semesters of attendance. If a student is already on disciplinary probation, the Vice President of Student Services will schedule a hearing to determine if additional sanctions are warranted. Additional sanctions include, but are not limited to, disciplinary suspension and disciplinary expulsion.

Academic Dishonesty Procedure

A. Initial Response by Instructor

When an instructor believes that an act of academic dishonesty has taken place, the instructor is required to meet with the student. This meeting is to take place as soon after the incident as possible. The instructor informs the student of the accusation and reviews the evidence with the student, then allows the student to present evidence or comment on the evidence that has been presented. The instructor then determines, based upon a preponderance of evidence (which would include the student admitting to committing an act of academic dishonesty), whether or not an act of academic dishonesty has taken place.

One of two determinations is possible: 1) that an act of academic dishonesty did not take place and the case is dismissed, or 2) that an act of academic dishonesty did take place.

The instructor then informs the student of the determination. If it is determined that a violation did take place the instructor informs the student of the proposed sanction(s). The instructor also informs the student of his/her appeal rights. (SEE APPEAL PROCESS BELOW). The instructor will forward a copy of the event, determination and sanction(s) to the department chair.

B. Sanction(s) Review by Department Chair

If the student chooses not to appeal, then the instructor documents the event, determination and sanction(s), and forwards a copy of these to the department chair.

The department chair will review the proposed sanction(s) from the Instructor and respond within one (1) week of receiving the proposal. If the department chair approves, then the sanction(s) can be imposed immediately. The department chair will forward a copy of the event, determination and sanction(s) to the Academic Dean and Vice President of Learning. The VPL will forward all decisions to the Vice President of Student Services.

If the department chair does not approve the sanction(s), then the chair meets with the instructor to determine appropriate sanction(s). The instructor meets with and informs the student of the new sanction(s). The instructor also informs the student of his/her appeal rights. (SEE APPEAL PROCESS BELOW). A copy of the event, determination and sanction(s) will be forwarded by the department chair to the Dean and Vice President of Learning (VPL). The VPL will forward all decisions to the Vice President of Student Services (VPSS).

Appeal Process

If the student chooses to invoke their appeal rights based on the instructor's or department chair's decision of recommended sanction(s), the student must file a written appeal to the Dean who oversees the instructional department within five (5) working days of the initial determination.

An administrative hearing will then be scheduled within one (1) week of the filing of the appeal, and the Dean will either serve as the Hearing Officer or designate another (such as another department chair, if the department chair is the instructor or a PCC faculty or staff member) as the Hearing Officer for the hearing. The Hearing Officer reviews all evidence from both the instructor and the student, then determines the findings of the case and reaches a determination.

The Hearing Officer can make one of two determinations: 1) that no violation took place and the case is dismissed, or 2) that a violation did take place. If the hearing officer determines that academic dishonesty did take place, the Hearing Officer informs the student of this determination in writing and informs the student of any appeal rights (SEE FINAL LEVEL OF APPEAL.)

If the student chooses not to appeal, then the Hearing Officer forwards the proposed sanction(s) to the appropriate Dean who will in turn notify the department chair of the determination for review. The Dean will forward the determination to the VPL and the VPL will forward the final determination to the VPSS.

Final Level of Appeal

If the student chooses to appeal the determination of the Hearing Officer, the student must file a petition for review with the VPL within five (5) working days of notification of the decision. The VPL or designee reviews the written records and issues a written decision. The Vice President of Learning's (or designee's) decision is final. The VPL will forward all decisions to the VPSS.

Timelines for Appeals

Department chairs, instructional deans and the Vice President of Learning may, for good cause, extend the scheduling timelines described above.

Suspected Academic Dishonesty Outside of the Classroom

The College requires that standards of academic integrity and academic honesty be upheld outside the classroom as well as inside the classroom. If a student is suspected of committing an act of academic dishonesty outside of the classroom (in a lab, the Library, the Learning Center, etc.) the student will be subject to the following:

The person who believes that academic dishonesty took place will gather all available evidence and forward it to the instructor of record for the class in question. The instructor will then confront the student with the evidence and follow the steps as outlined above (see Academic Dishonesty Procedure – Page 13.)

Student Rights

As with any disciplinary case, a student has certain rights. These rights are:

1. The right of Due Process, where the student is notified of the accusations, is presented with the evidence related to the accusations, and has the opportunity to respond to the evidence and present his/her own evidence.
2. The right to have each determination based upon a preponderance of evidence (that it is more likely than not that the action took place).
3. The right that the sanction(s) be fitting for the violation.

Role of the Vice President of Student Services

It is the responsibility of the Vice President of Student Services to keep track of all disciplinary actions that are taken against students. Since cases of academic dishonesty are disciplinary cases ALL cases need to be reported to the Vice President of Student Services. If a student has been found to have committed two or more acts of academic dishonesty, or if the student is on disciplinary probation for other behavioral issues, then the Vice President of Student Services must conduct a hearing to determine if additional sanctions are in order. Additional sanctions can include, but are not limited to, disciplinary suspension or expulsion.

Questions concerning this process can be directed to the Vice President of Learning or any instructional dean.

Approved by Pueblo Community College Cabinet effective September 1, 1996. Latest review and revision: September 2010

DISCIPLINE RELATED POLICIES

The sequence of the following policies is not intended to imply an order of importance of significance to Pueblo Community College

Computers: Electronic Communication (BP 3-125)

The College has adopted the following policy in concert with Board Policy 3-125 to guide usage of all forms of electronic communication as an employer and owner of the computer system at PCC. The policy applies to faculty staff, students, and other authorized persons granted computer access at PCC. For purposes of this policy statement, electronic communications includes but is not limited to electronic mail, internet services, voice mail, use of all phones, audio and video conferencing, and facsimile messages that are sent or received by faculty, staff, students, and other authorized users of College resources.

Ownership of Electronic Communication and Permissible Uses

The College provides various forms of electronic communication for the purpose of conducting academic pursuits and other College business. The records created are the property of the College, not of the individuals sending or receiving such messages. Individuals who are authorized to utilize electronic and voice mail may make incidental and occasional personal use of these facilities when such use does not generate a direct cost for the College. In doing so, users acknowledge the College's ownership of the systems and its rights with regard to use.

Prohibited Uses

Prohibited uses include but are not limited to:

- a. Using a computer account that one is not authorized to use.
- b. Allowing another to use one's computer account.
- c. Obtaining a password for a computer account without the consent of the account owner.
- d. Using the College network to gain unauthorized access to any computer system.
- e. Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals or networks.
- f. Unauthorized duplication of College or College-owned software.
- g. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms.
- h. Attempting to circumvent data protection schemes or uncover security loopholes.
- i. Violating terms of applicable software licensing agreements or copyright laws.
- j. Deliberately wasting computing resources.
- k. Using electronic mail to harass others.
- l. Using electronic mail for personal gain or profit, or for partisan political purposes.
- m. Masking the identity of an account or machine.
- n. Posting materials on electronic bulletin boards that violate existing laws or the College's Student Code of Conduct.
- o. Misuse of computer resources that creates a hostile environment, including, but not limited to, accessing sexually explicit materials, and accessing ethnic and/or racial hate materials.
- p. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing or deleting another's files or software without the explicit agreement of the owner.

Activities will not be considered misuse when authorized by appropriate College officials for security or performance testing.

College Access and Disclosure

The College does not back-up or archive the contents of e-mail messages. An individual's e-mail messages may be required to be disclosed as a result of legal discovery, writ, warrant or subpoena, or as a result of a request under the Colorado Open Records Law. The College will not monitor electronic communication as a routine matter. Message contents will be inspected as needed to protect health and safety or security.

Disciplinary Action

If a violation of policy is suspected, Computer Services staff will refer the matter to appropriate authorities such as the Campus Security, the Personnel Office, and the Vice President of Student Services. If a condition exists where Computer Services personnel feel there is a need for immediate action, that action (account deactivation, etc.) will be taken, then the matter will be referred to the authorities listed above. These cases will be limited to instances involving safety, security, or other matters of an emergency nature.

Copyright (BP 3-90)

Pueblo Community College and the State Board seeks to provide an environment in which faculty and other employees can discover, examine critically, preserve and transmit the knowledge and wisdom which will help to improve the quality of life for present and future generations. The rights of the Board and its employees as well as the students concerning production, ownership, and use of copyright and patentable materials are controlled in BP 3-90 and PCC adheres to these standards.

Pueblo Community College implemented the “Digital Copyright Compliance with the Higher Education Opportunity Act (HEOA)” policy in July 2010 as stated in PCC President’s Policy 208.26. Among the provisions of HEOA and the PCC policy are the following:

- To disclose to students copyright laws so as to educate students regarding the illegal distribution and use of copyrighted materials.
- To inform students of the criminal and civil penalties associated with illegal distribution and use of copyrighted materials.
- To address, reduce, and eliminate the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing.

In addition to complying with this policy,

- All members of Pueblo Community College, including students, are also bound by local, state, and federal laws relating to copyrights, security, and other statutes and laws regarding electronic media.
- All users must comply with software licenses, copyrights, and all other state and federal laws governing software licensing and intellectual property.
- Examples of prohibited activities on PCC computers and through the PCC computing system include but are not limited to:
 - Unauthorized copying of copyrighted material including but not limited to digitization and distribution of copyrighted photographs, music, videotapes, books, or other copyrighted sources and copyrighted software

College sanctions for those found in violation of this policy will include but not be limited to:

- Disciplinary Warning, Probation, and Suspension.
- Restriction and cancelation of internet privileges
- Restriction and cancelation of computer privileges on campus, including restriction and cancelation of access to the PCC wireless system.

Drug & Alcohol (BP 3-24)

Pueblo Community College is a state system community college governed by the Colorado Community College System (CCCS). The Board policy (BP 3-24) requires the College to comply with the Drug Free Schools and Communities Amendment of 1989 (PL 101-226). In order to comply with this law, Pueblo Community College will distribute to each student and employee, on an annual basis, a publication that will include the following:

- i. Standards of conduct
- ii. Legal sanctions for unlawful possession or distribution of illicit drugs and alcohol
- iii. Health risks associated with the abuse of alcohol and the use of illicit drugs
- iv. Available counseling, treatment and rehabilitation programs

Pueblo Community College strictly prohibits unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illegal substances at any buildings or lands owned or used by PCC.

Drug & Alcohol Policy Statement

Pueblo Community College is committed to the health and well-being of its students and employees. As part of this commitment, PCC complies with and upholds all Federal, State, and local laws that regulate or prohibit the possession, use or distribution of alcohol or illicit drugs. Violations of such laws that come to the attention of College officials will be addressed within the College or through prosecution in the courts, or both.

As a recipient of federal grants and contracts, PCC adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Also, as a member of the Community Colleges of Colorado, PCC adheres to the State Board for Community Colleges and Occupational Education BP 3-24, Drug-Free Workplace Policy.

Accordingly, all PCC full-time and part-time students and employees are hereby notified of the following standards of conduct that PCC will apply to all activities conducted on College-owned or College-controlled property and to all other College-sponsored activities.

Sanctions for Drug & Alcohol Use

- Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Convictions can lead to imprisonment, fines and assigned community service.
- In order to assure fair and consistent treatment of all students or employees who are accused of illegal use of drugs and alcohol, the College will handle all cases which come to its attention within the guidelines of the applicable policies and procedures of the College as well as local, state, and federal regulations.
- Sanctions will be imposed on students or employees who violated State Board or College drug and/or alcohol policies. Sanctions may include up to suspension or expulsion for students and, for employees, disciplinary action up to and including termination.

Laws Related to Drug & Alcohol Use and Sale

Pueblo Community College will take immediate action if any student or employee is violating a law related to the use and sale of alcohol and/or drugs.

The possession, sale, and use of any illegal drug are strictly prohibited on the PCC Campus. Any violations will be immediately referred to the Pueblo County Sheriff's Office. Alcohol sale, use, and possession are dictated by Colorado law and PCC Policies and Procedures. PCC will strictly enforce these laws and policies. The following applies to all students, employees, and guests of the College:

- The sale of alcoholic beverages is prohibited except in designated areas, at times and dates approved by PCC Administrators and licensed by the Colorado State Department of Revenue.
- Persons under 21 years of age cannot legally possess or consume malt (6 percent beer), fermented malt liquor (3.2 percent beer), or vinous or spirituous liquor. The furnishing of alcoholic beverages to under-age persons is prohibited.
- No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.
- Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area.

Health Risks

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration, associated with the prolonged use of alcohol.

Among the risks are the following:

Alcohol Use & Abuse

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood of a traffic accident. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Alcohol use also affects the body. Repeated use can lead to dependence. Long-term consumption can lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of becoming alcoholics themselves.

Controlled Substance Abuse

Controlled substance abuse causes varied physical and psychological reactions that can be permanent or temporary. Excessive drug use (depending on the drug) can cause respiratory depression, nausea, slurred speech, disorientation, drunken behavior, increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite, illusions and hallucinations, and poor perception of time and distance.

Affects of drug overdose (depending on the drug) can result in slow and shallow breathing, clammy skin, convulsions or seizures, weak and rapid pulse, agitation, increased body temperature, hallucinations, psychosis, fatigue, paranoia, coma, and possible death.

Other concerns relating to substance abuse include the following:

1. Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise.
2. Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
3. Repeated use of alcohol can lead to dependence.

Resources Available to Students and Employees

The communities that serve the Campuses of Pueblo Community College provide several resources for educational programs related to alcohol and drug use. These programs are provided by law enforcement agencies, mental health services, and local hospitals.

Pueblo Community College does not endorse any one treatment program or facility; however, a comprehensive listing of resources for the treatment of alcohol and drug abuse can be found in your local phone book yellow pages under "Alcoholism" and under "Drug Abuse Information & Treatment." Or you may contact the following organizations in your community where your Campus presides. :

Pueblo Campus:

- Alano Club - 320 Clark Street, Pueblo, CO 81003 – 719.542.6347
- Alcoholic Anonymous - 4035 Club Manor Drive, Suite A, Pueblo, CO 81008 – 719.546.1173
- Awareness Institute - 1245 Palmer Avenue, Pueblo, CO 81004 – 719.546.0904
- Crossroads Turning Point - 509 E. 13th Street, Pueblo, CO 81001 – 719.546.6666; Special Women's Services - 3500 Baltimore, Pueblo, CO 81008 – 719.545.1181
- Parkview-Chemical Dependency Program - 58 Club Manor Drive, Pueblo, CO 81008 – 719.584.4876; Adolescent Substance Abuse Program - 56 Club Manor Drive, Suite 104, Pueblo, CO 81008 – 719.584.4876
- Pueblo Alliance for Healthy Teens (support & referral) – 509 E. 13th Street, Pueblo, CO 81001 – 546.6666 X 135

Fremont Campus:

- Alano Club (support & referral) 719 ½ Main Street, Cañon City, CO 81212 – 719.275.4693 or 719.275.9152
- Al-Anon – 719.276.2762
- Alcoholics Anonymous – 719.275.7089
- Family Crisis Services, Inc. - 3228 Independence Road, Cañon City, CO 81212 – 719.275.2429
- Rocky Mountain Behavioral Health - 3239 Independence Road, Cañon City, CO 81212 – 719.275.7650

Cortez/Mancos and Durango Campuses:

- Al-Anon and Al-Ateen Family Groups SW Groups – 970.259.2982
- Alcohol & Drug Treatment Referral – 800.454.8966
- Balance Counseling Service/Mike Johnston, Durango, CO – 970.799.4238
- Clarity Counseling, Dolores, CO – 970.882.1253
- Cortez Addictions Recovery Services – CARS, Cortez, CO – 970.565.4109
- Detox of La Plata County, Durango, CO – 970.259.8732
- New Day Counseling, Durango, CO – 970.259.5820
- NORA Clinic, Durango, CO – 970.247.7753
- Pathfinder Clinic:
 - Cortez, CO – (Call Durango for appointments)
 - Durango, CO – 970.259.6588
 - Pagosa Springs, CO – 970.731.6588
- Peaceful Spirit Alcohol Treatment, Ignacio, CO – 970.563.4517
- Preferred Counseling Services, Durango, CO – 970.739.8970
- Rio Blanco Counseling, (Same as NORA Clinic) – 970.247.7753
- Axis Health System (formerly Southwest Colorado Mental Health Center, Inc.) – For Emergencies and 1st time appointments please call Crossroads First:
 - Cortez, CO – 970.565.7946
 - Durango, CO – 970.259.2162
 - Pagosa Springs, CO – 970.264.2104
 - Emergency Suicide Prevention – 970.247.5245
 - Crossroads – Emergencies, Durango, CO – 970.403.0180
- The Treatment Center – 877.392.3342

Violence/Firearms on Campus

Violent behavior or the threat of violent behavior toward employees, students, the general public, college property or college operated facilities will not be tolerated. Pueblo Community College adheres to State Board for Community Colleges and Occupational Education Policy 19-10 and Colorado Community College System President’s Procedure 19-10 in enforcement of firearms on campus. .

Sexual Misconduct

Sexual misconduct, including sexual assault and sexual abuse, by any member of the college community will not be tolerated. The College will respond in a firm and judicious manner to all reports of alleged incidents of sexual misconduct.

Definitions: Sexual assault is defined as sexual penetration by use of force or threat of force, or by taking advantage of a victim's helplessness. Sexual abuse is defined as an act of a sexual nature not covered under sexual assault and which includes but may not be limited to fondling and touching of sexual body parts without consent.

Reporting: Alleged victims of sexual misconduct or persons with knowledge of such incidents should file a report immediately with the Public Safety Office at Pueblo Community College (College Center, Room 160; Phone: 549.3144) and/or their local law enforcement agency. All reports will be thoroughly investigated and referred to the Vice President of Student Services who will conduct a separate investigation.

If an investigation results in the filing of charges, the case will progress according to the Student Code of Conduct. Disciplinary proceedings will be instituted against a student charged with sexual misconduct independent of any external criminal investigation and/or proceedings off campus. If the charges of sexual misconduct are found to have merit, sanctions such as,

but not limited to, disciplinary probation, suspension or expulsion may be imposed. Alcohol and other intoxicants will not be used as a defense for sexual misconduct. Federal law requires that all incidents of sexual assault are to be included in the College's annual crime statistics report available to the public.

Evidence: Every effort should be made by the alleged victim and others to preserve any and all evidence obtained as a result of the incident and present such evidence to the appropriate law enforcement officials for possible use later either in criminal action or College disciplinary action.

Rights of the alleged victim and alleged perpetrator: Confidentiality of both the alleged victim and alleged perpetrator will be maintained throughout the investigation and hearing. The case will be handled as any other student discipline case. However, the following stipulations will also apply:

Both parties will have the same opportunity to have others present, and will be informed of the outcome of any disciplinary proceedings.

The alleged victim will be informed of his/her option to notify law enforcement, be notified of counseling services, and be notified of options for changing academic and living situations

Sexual Harassment

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or of academic status in course, program or activity.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic educational decisions affecting such individual.
3. Such conduct is sufficiently severe, persistent or pervasive to have the purpose for effect of unreasonably interfering with an individual's work/academic performance or creating an intimidating, hostile or offensive working/learning environment.

Matters having sexual connotation, which arise as part of the legitimate educational curricula and do not exploit students to a private advantage would not violate college policy unless used in an improper manner. Examples of sexual harassment may include, but are not necessarily limited to:

1. Physical assault
2. Direct or implied threats that submissions to sexual advances will be a condition of employment, work status, promotion, grades, or letter of recommendation
3. Direct propositions of a sexual nature
4. Subtle pressure for sexual activity
5. A pattern of conduct intended to discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following:
 - i. Touching, patting, hugging, or brushing against a person's body
 - ii. Remarks of a sexual nature about a person's clothing or body
 - iii. Remarks about sexual activity or speculation about previous sexual experience
 - iv. The display in the work or educational arena of sexually suggestive objects or pictures

The College is committed to upholding this policy prohibiting sexual harassment. Violation of this policy may be grounds for dismissal. While it is the purpose of this policy to protect all persons associated with the College from sexual harassment, it shall also be a violation of this policy to knowingly make false allegations of sexual harassment.

Individuals who feel that they have been subjected to sexual harassment and are in need of further information as to the procedures, may contact the Director of Human Resources, 900 West Orman Avenue, Central Administration, Room 112, Pueblo, CO 81004; Phone: 719.549.3220. All matters involving sexual harassment complaints are taken seriously and shall be investigated. Complaints shall remain confidential to the extent possible. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment, work assignments, or grades.

Campus Prohibited Access

The following individuals may be prohibited from entering upon land or buildings owned or used by Pueblo Community College:

- Persons charged with criminal acts against Pueblo Community College or PCC students or employees pending criminal charges.
- Persons found guilty by a court of competent jurisdiction of criminal acts against Pueblo Community College or PCC students or employees.
- Any individual whose presence on campus constitutes a clear and present danger to the persons, property, or peace of Pueblo Community College or PCC students, employees or agents (contractors).
- Any individual whose presence on campus, given all attendant circumstances, could reasonably cause injury against the persons or property of Pueblo Community College, PCC students, or employees.

Any violation of such prohibition may result in legal action by Pueblo Community College against the individual, including such criminal charges as may be appropriate under the circumstances, including criminal trespass.

Restrictive Access

Pueblo Community College provides educational programs for matriculated students and also offers social and cultural programs for students and community members. In order to establish an appropriate educational environment and preserve College property for educational purposes, the College reserves the right to restrict access to lands and facilities that are under the control of PCC.

The Vice President of Administration shall oversee the access and usage of facilities and lands for educational and non-instructional purposes related to students and the general public. All activities must be scheduled and authorized and facilities/grounds must be used according to College rules and regulations.

No individual(s) shall temporarily or permanently remain overnight on the property owned or used by Pueblo Community College, or dwell on the property owned or used by Pueblo Community College, including but not limited to, in motor vehicles, or in temporary or permanent structures, without the specific prior approval of the Vice President of Administration or his/her designee.

Members of the campus community, as well as visitors, are expected to behave in ways that do not interfere with the educational process at Pueblo Community College. PCC prohibits individual behavior that interferes with, disrupts, impairs, or obstructs the processes, procedures, or functions of the College. Failure to comply with this policy could subject the individual to warning, probation, removal from the campus, arrest, barring from the campus, or any other sanctions applicable under the Student Code of Conduct (see Page 6), College Personnel Policies, or state or federal laws. The Vice President of Administration or his/her designee will initiate actions to be taken under this policy.

GENERAL POLICIES

Animals on Campus

Pueblo Community College is an educational institution that offers supervised educational and recreational events on campus for adults as well as children. PCC strives to provide a healthy academic environment where students, staff, faculty, and administrators can expect to attend and teach class, or complete work or projects in laboratories, libraries, offices, and other work places with a minimum of distractions or interruptions. To ensure that the appropriate academic environment is maintained, PCC has adopted the following regulations that will be enforced by the appropriate administrative supervisor:

In consideration of personal safety and sanitation privately owned animals are not permitted in any Pueblo Community College buildings with the following exceptions:

1. Service animals, to include seeing-eye or leader dogs for the visually handicapped
 2. Animals brought on campus for a specifically authorized and approved show, contests, or event involving the display or demonstration of skills of trained animals.
- Any animal on campus must be leashed and controlled at all times. Persons violating this policy will be requested to leave campus immediately with their animal. Animals found unattended may be impounded by PCC Security and turned over to animal control officers.
 - Animals visiting campus must be closely supervised by an adult at all times.
 - Animals will be prohibited from entering dangerous settings such as labs and equipment rooms without the approval of the appropriate dean or administrative supervisor.
 - Animals will be subject to the usage restrictions/privileges specific to individual facilities.
 - Animals may not attend a class in session without the prior approval of the class instructor.
 - Animals under the care of the instructor may not attend class without the prior approval of the immediate supervisor.
 - Animals may, on rare occasions and with the approval of the supervisor, accompany an employee to the workplace. However, the expectation is that employees will make alternate arrangements for the care of their animals during normal working hours.
 - Animals taking part in programs and/or special events on campus are expected to abide by the rules and regulations established by the program or event sponsors.

Bicycle and Skateboards on Campus

In order to avoid accidents or hazardous situations that might threaten the health and safety of persons on PCC campuses, the operation of skateboards, rollerblades, and bicycles on any PCC campus is prohibited. Restrictions of usage of skateboards, rollerblades, and bicycles on public sidewalks and walkways on the Pueblo and Durango campuses will be regulated by the local city ordinances.

Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA), which became law October 28, 2000, but which delayed certain provisions until October 28, 2002, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.

CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to the Wetterling Act, CSCPA also amended the Clery Act, an annual crime reporting law, and the Family Educational Rights and Privacy Act of 1974 to allow the disclosure of this information regarding students.

As provided in the Wetterling Act, any person required to register under a state sex offender registration program must notify the state regarding each institution of higher education in the State of which the person is employed, carries on a vocation, or is a student and must also alert the state of any change in enrollment or employment status. In the state of Colorado, convicted sex offenders must register with the Colorado Sex Offender site maintained by the Colorado Bureau of Investigation. In accordance to the CSCPA, Pueblo Community College is providing a link to the Colorado Sex Offender Registry

<http://sor.state.co.us/>

The Colorado Sex Offender Registry Law is available via Internet pursuant to Colorado Revised Statute 16-22-110. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

Persons seeking information about registered sex offenders residing within a specific geographic area which serves our campuses may contact their local police or sheriff's office.

LOCAL POLICE & SHERIFF DEPARTMENTS

Pueblo Campus:

Pueblo Police Department
130 Central Main
Pueblo, CO 81003
719.549.1200

Pueblo County Sheriff's Department
909 Court
Pueblo, CO 81003
719.583.6125

Fremont Campus:

Cañon City Police Department
816 Royal Gorge Blvd.
Cañon City, CO 81212
719.276.5600

Fremont County Sheriff's Department
100 Justice Center Road
Cañon City, CO 81212
719.276.5555

SCCC – Cortez:

Cortez Policy Department
601 N. Mildred Road
Cortez, CO 81321
970.565.8441

Montezuma County Sheriff's Department
601 N. Mildred Road
Cortez, CO 81321
719.565.8444

SCCC – Durango:

Durango Policy Department
221 Turner Driver
Durango, CO 81301
970.385.2900

La Plata County Sheriff's Department
742 Turner Drive
Durango, CO 81301
970.247.1157

SCCC – Pagosa Springs:

Pagosa Springs Police Department
551 Hot Springs Blvd.
Pagosa Springs, CO 81147
970.264.4151

Archuleta County Sheriff's Department
468 San Juan Street
Pagosa Springs, CO 81147
970.264.2131

Children in the Academic Workplace

Pueblo Community College is an educational institution that offers supervised educational and recreational events on campus for adults as well as children. PCC strives to provide a healthy academic environment where students, staff, faculty, and administrators can expect to attend and teach class, or complete work or projects in laboratories, libraries, offices, and other work places with a minimum of distractions or interruptions. To ensure that the appropriate academic environment is maintained, PCC has adopted the following regulations that will be enforced by the appropriate administrative supervisor:

- Children visiting campus must be closely supervised by an adult at all times.
- Children will be prohibited from entering dangerous settings such as labs and equipment rooms without the approval of the appropriate dean or administrative supervisor.
- Children under the age of 13 must be accompanied by an adult in any Learning Center, computer laboratory, or Library.
- Children will be subject to the usage restrictions/privileges specific to individual facilities.

- Children may not attend a class in session without the prior approval of the class instructor.
- Children under the care of the instructor may not attend class without the prior approval of the immediate supervisor.
- Children may, on rare occasions and with the approval of the supervisor, accompany a parent to the workplace. However, the expectation is that parents will make alternate arrangements for the care of their children during normal working hours.
- Children taking part in programs and/or special events on campus are expected to abide by the rules and regulations established by the program or event sponsors.

Complaints

Pueblo Community College welcomes comments, suggestions or feedback from students, clients or volunteers. Individuals are encouraged to provide feedback or seek resolution about any concern or complaint at the lowest informal level progressing through the appropriate chain of command at all PCC campuses. If the concern or complaint is not resolved through an informal process, a written complaint may be submitted to the Vice President of Student Services.

Distribution of Printed Materials

Unauthorized distribution of printed materials and publications on campus is strictly prohibited, including handing out materials and putting information on car windshields. Written information may be disseminated on the PCC campus at designated locations by individual students, employees, or recognized student organizations.

NOTE: When posting information on campus, it must be related directly to the College and should have the statement "*This event is sponsored or co-sponsored by Pueblo Community College*" or just "*Pueblo Community College*" typed on the top of the flyer or poster. All advertising of events by students, faculty, and staff must be related to the everyday scope of the institution. Posters and announcements for legitimate academic activities at other colleges may be posted on bulletin boards in classroom buildings and the College Center.

A service, event, or activity, must use the bulletin boards provided throughout the campus, and must be approved by the Director of the College Center and Student Activities or his/her designee.

Written information may only be posted in approved locations. Approved locations for posted materials may be acquired from the Director of the College Center and Student Activities or his/her designee. Permission to use building bulletin boards is at the discretion of the Director of the College Center and Student Activities as appointed by the Vice President of Student Services. Designees will be assigned the responsibility to approve posting printed materials. The Director of the College Center and Student Activities will identify designees for each building and off-campus sites. All posted materials must additionally conform to facility operating policies where they exist, i.e., College Center, Dr. Mike Davis Academic Building, and other campus buildings. Questions related to the interpretation of this policy shall be directed to the Director of the College Center and Student Activities.

Anyone who wishes to publicize the sale of textbooks may do so with permission from the Director of the College Center and Student Activities, and may only post them on the board directly in front of the College Bookstore. Students, staff, faculty, or outside individuals will not be allowed to post sales flyers for anything other than textbooks on the bulletin boards throughout the campus.

Political posters and signs may not be posted at any location on any PCC campus except during an organized event that has been approved by the College.

Written materials may not be placed in non-approved locations, including but not limited to walls, glass, doors, floors, or any part of a college building or structure, traffic sign, power pole, sidewalk, or tree. Printed material will not be placed on automobiles.

Temporary directions or signs for a convention, tour, or other special event may be placed on single stakes, but must be removed by the sponsoring group as soon as the event is over.

Parades and Demonstrations

Permission for parades and demonstrations on campus must be secured from the Vice President of Student Services and the College. The Vice President of Student Services may restrict parades or demonstrations that impede the academic process at PCC and/or that are in conflict with the mission of PCC.

Speakers on Campus

The following provisions apply to student organizations and other PCC recognized organizations that sponsor/invite speakers at the PCC Campus:

1. A student organization must be recognized by the PCC Associated Student Government as an official student organization before the organization can issue any invitation to an off-campus speaker. Prior to inviting the speaker, the organization must complete a special function form.
2. The College reserves the right to select a full-time member of the College's faculty or professional staff to preside at meetings at which off-campus persons are speaking.
3. The sponsoring organization shall assume full responsibility for courteous treatment of the speaker and ensure him/her the freedom to speak.
4. Speakers shall agree to receive and answer questions from the audience.
5. Any official student organization that violates the speaker policy or any of these regulations shall be subject to disciplinary action that may result in the loss or suspension of recognition, or the imposition of other sanctions.
6. The Vice President of Student Services, or his/her designee, shall be notified of all speakers invited to campus.

Student Privacy Rights

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment, protects a student's right to privacy regarding one's educational records. The Act helps protect the privacy of student records by requiring that PCC limit the disclosure of information from these records to third persons, as well as notify students of the right to review and correct student records.

PCC may release the following directory information about students to the public (as of July 2010):

- student name
- major field of study
- participation in officially recognized activities and sports
- dates of attendance
- degrees and awards received
- college issued student e-mail account
- birth year (birth day and month cannot be disclosed)

Students who do not wish PCC to release this information must file a written request with the Records Office. For more information about the Buckley Amendment, contact the Records Office.

Surveys and/or Research at Pueblo Community College (Updated January 2011 per PCC Policy 550)

While surveying students and conducting research can be important methods for advancing knowledge, Pueblo Community College reserves the right to endorse, allow, or not allow surveys and research at the College, and the right to determine the timing of when surveys and research may be conducted as stated in PCC Policy 550. The Office of Institutional Research (OIR) is responsible to review all proposed surveys and questionnaires; protect the rights of human subjects; ensure good survey methodology and design; prevent specific populations from being over-surveyed; avoid the collection of duplicated information; and encourage sharing of survey results with the PCC community. The OIR is authorized to review, approve, require modifications in, or disapprove surveys or questionnaires conducted by or through the College. All survey, questionnaires, and research activity/project requests must be approved prior to administration. Contact the Office of Institutional Research (OIR) and submit the Survey/Questionnaire Request Form

Testing Policies

Assessment Policies (including the Accuplacer): Policies and regulations related to assessment, including taking the Accuplacer, are located on the PCC website at: <http://www.pueblocc.edu/CampusResources/LearningCenter/AcademicTestingServices.htm>.

Tobacco Free Buildings

The use of tobacco products including smokeless tobacco, snuff, and chewing tobacco is allowed only in designated areas, and is prohibited in all College buildings and College facilities. Approved: 03-15-2010; Effective: 06-01-2010.

Vacating Buildings and Facilities

The following statement will be read to persons and/or organizations that improperly or illegally occupy College buildings and facilities:

“You are violating College regulations (State laws) concerning improper occupation of buildings and facilities. If you leave within the next 10 minutes, no further action will be taken. If you do not leave within 10 minutes, you will be arrested and charged with trespassing. You also will be called to appear before the Vice President of Student Services at an early date for appropriate disciplinary action. If there are those among you who are not students and fail to leave when directed, you will be arrested and charged with trespassing.”

Valid Identification

*The following forms of identification are acceptable and required for taking an assessment at PCC Testing Center:

- Valid Colorado Driver's License
- Valid Colorado Identification Card
- Valid U.S. Passport
- Valid Out-of-state Driver's License
- Foreign Passport w/photo
- Military ID/Common Access Card
- Certificate of Naturalization w/photo
- Certificate of Citizenship w/photo
- Valid I-551
- Valid EAH/Temporary Resident
- Refugee/Asylee I-94 w/photo
- BIA Identification Card w/photo
- VA Card w/photo
- School ID (valid only for Accuplacer and PCC Academic testing)

*Per Colorado Community College System. Subject to change without notice.

GRIEVANCE PROCESS

BP 4-31; SP 4-31

Pueblo Community College provides a grievance procedure for students which are intended to allow students an opportunity to present an issue they feel warrants action. A grievable matter is any alleged action which violates or inequitably applies to written college policies or procedures. Matters that are not grievable include those matters which the College is without authority to act, grades and other academic decisions unless there is an allegation that the decision was motivated by illegal discrimination and disciplinary actions taken pursuant to BP 4-30.

Administrative Process:

A student who is filing a grievance (hereby referred to as the grievant) is encouraged to resolve the issue at an informal level by discussing the concern with the appropriate Respondent (another student, volunteer, client, faculty member and/or administrator identified by the grievant as causing or contributing to the grievance) or their supervisor. In the case of a grievance that is based upon one's race, color, religion, national origin, sex, age, or disability, the grievant may first contact the Director of Human Resources to seek informal resolution of the issues. If the grievant alleges facts that might constitute sexual harassment, the Director of Human Resources shall investigate and process the complaint under that procedure.

If the grievant is unable to resolve the concern at the informal level, then he/she may proceed to the formal level. The grievant should file, no later than ten (10) calendar days from the date of the informal resolution meeting with the Vice President of Student services as a written statement of the actions complained of and description of the remedy he/she is seeking. Once a written grievance is filed or referred, the Vice President of Student Services (VPSS) will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the VPSS will provide notification of the determination to both parties.

Hearing:

If the matter is determined to be grievable, the Vice President of Student Services or designee (which may be an individual or a committee) shall hear the grievance and establish reasonable rules for the grievance procedure. A hearing (which will be tape recorded) will be held which will give the grievant and Respondent, an opportunity to explain what they know about the issues surrounding the grievance and to review any related information/materials. The Vice President of Student Services may choose to hear the information in separate/individual hearings. In the event that the student is under the age of eighteen or incapacitated, he/she may have an advisor present to assist him/her in presenting his/her case. Students do not have the right to be represented by an attorney during these proceedings except in the case where civil or criminal actions concerning the student are pending, and in that case the attorney's role shall be advisory only. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under 18 or incapacitated.

Decision:

Considering the oral and written statements and comments, the Vice President of Student Services shall issue a decision within ten (10) calendar days of the close of the hearing. The decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). Copies of the decision shall be served to the grievant and the respondent either personally or by certified mail to the addresses on file in the Admissions and Records Office.

Appeal:

The decision of the Vice President of Student Services' is final unless an appeal is filed with the College President by either party within five (5) calendars days of notification of the decision. The appeal may be filed only on the following basis: 1) the process outlined in this procedure was not followed, 2) the decision was arbitrary and was not based on the facts of the grievance, and/or 3) the grievant or respondent can provide new information that was not available during the meetings/hearings. (Information that was deliberately withheld will not be considered during the appeal).

Upon receipt of an appeal, the College President will review the record and issue a written decision within ten (10) calendar days of the receipt of the appeal. The College President's decision is final. The Vice President of Student Services, or the College President, may, for good cause, extend the scheduling timelines described above.

RESOURCES

Important publications to assist you at Pueblo Community College

College Catalog

The PCC Catalog is a comprehensive publication that provides detailed information in the following areas: Admissions, Graduation Requirements, Financial Aid, Educational Costs, Services for Students, General Student Information, Student Activities, Academic Regulations, Community Education and Training, Off-Campus Instructional Sites, Certificate and Degree Programs, Course descriptions, College Personnel, and the Academic Calendar. The catalog is available online at: <http://www.pueblocc.edu/StudentServices/Catalog/> OR <http://www.pueblocc.edu/Academics/Publications/Catalog/>. Previous catalogs starting with 2004-05 are also available online.

Campus Safety

The College provides to all students and PCC employees access to Annual Security Reports for the Pueblo, Fremont Durango and Cortez campuses of Pueblo Community College. These reports contain the most recent campus crime statistics and are in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. These reports are updated each October for the previous calendar year and contain information related to crime, crime prevention, campus safety, and campus security policies. The reports are located at the PCC website at the following address: <http://www.pueblocc.edu/StudentServices/Security/>. (Check the specific campus for that site's report.)

Other Resources

Students: Did you know? PCC provides the following services for students:

(*) Costs listed were effective 6.25.10; Costs subject to change without notice

Area	Office – Location	Cost (*)	Phone
Medical Needs See a Doctor Prescriptions Flu Shots Vaccines	Health Clinic MT 118 Pueblo Campus (Clinic also available on Fremont Campus)	No cost for visits (student must be enrolled in 6 or more credits); Various costs for treatments, lab work, etc.	719.549.3318
Dental – Restorative Fillings Extractions Other Treatments	Dental Clinic MT 130 (Pueblo Campus Only)	Sliding scale for treatments	719.549.3378
Dental – Preventative Cleaning Checking gums Minor treatments	Dental Hygiene Clinic HS 109 (Pueblo Campus Only)	Child cleaning - \$25 Regular cleaning – 430 Advanced cases - \$50 (X-rays extra)	719.549.3286
Cosmetology – Hair and Nail Care Coloring Cutting Perms Styling Manicures and Pedicures	Cosmetology Clinic 700 West Abriendo (Clinic also available at SCCC West)	DISCOUNT PRICES FOR STUDENTS: Haircuts - \$5 Perms - \$20 Manicure - \$8 Pedicure - \$14 (extra charges for long hair)	719.549.3160
Massage Partial Massage Full-body massage	Massage Therapy Clinic 700 west Abriendo	\$20 for 1 hour massage \$30 for 1.5 hour massage	719.549.3083
Fitness Aerobic circuit Free weights Fitness classes	Fitness Center CC 154 (Pueblo Campus Only)	Use of facility and classes are FREE to enrolled students	719.549.3063

PCC Schedule of Classes

The College publishes, prior to the start of each semester, the PCC Schedule of Classes. This publication lists all courses that will be offered for the upcoming semester. Additional information in the publication includes New Student Information, Advisement and Registration Procedures, the Tuition, Fee and Refund Schedule, and the current academic calendar. The schedule is available online at <http://www.pueblocc.edu/Academics/Publications/ClassSchedules/>.

PCC on the Internet

The PCC website - <http://www.pueblocc.edu> is a valuable resource for students. It includes information related to student services, academic programs, upcoming events, policies and procedures, the class schedule, and miscellaneous information about Pueblo Community College. It also links students to other web sites that provide students with information related to the college.

For additional information or clarification of policies contained in this handbook, please contact:

Office of the Vice President of Student Services
Pueblo Community College
College Center, Room 229
900 W. Orman Avenue
Pueblo, CO 81004
719.549.3080

GUIDE TO SERVICES AND ASSISTANCE

Academic Advising
 Faculty Advisors (see class schedule)
 One Stop (CC-258).....549.3030
 Advising Center (CC-248).....549.3006

Academic Dishonesty
 Vice President of Learning CA-102.....549.3221
 Director of Student and Judicial Affairs (AB 154I)..... 549-3035

Academic Probation or Academic Suspension
 Registrars Office (CC-224)549.3016

Application for Admissions
 Admission & Records Office (CC-224)549.3010

Assessment (Basic Skills)
 Testing Center (AB-134).....549.3393

Career Information
 Career Center Office (AB 154).....549.3040

Change of Major
 Admissions Office (CC-224) 549.3010

Childcare Referral Services
 Children First (AB-154E) 549.3411

Clubs and Organizations
 Associate Student Government Office (CC 104)..... 549.3300
 Student Activities Office (CC-240) 549.3060

Counseling Services
 Counseling & Career Services Office (AB-154)..... 549.3040

Disability Services
 Disability Resources Office (AB-120)..... 549.3446

Discipline Issues (Students)
 Vice President of Student Services Office (CC-229)..... 549.3080
 Director of Student and Judicial Affairs (AB 154I)..... 549.3035

Discrimination
 Affirmative Action/Personnel (CA-112)..... 549.3220

Doctor (see Health Clinic)

Dropping & Adding Classes
 One Stop (CC- 258) 549.3030
 Admissions Office (CC-224) 549.3010

Financial Aid
 Financial Aid Office (CC-216) 549.3020

Grades & Report Cards
 See Your Instructor
 Admissions & Records Office (CC-224) 549.3010

Graduation
 See Your Advisor
 Registrars Office (AB-154H)..... 549.3017

Health Clinic – (MT-118) 549.3318

Health Insurance Information
 Admissions Office (CC-224) 549.3010

ID Cards – Student and Staff
 College Center Office (CC-240)..... 549.3061

Parking & Tickets
 College Center Office (CC-240)..... 549.3061

Payment of Tuition & Fees
 Cashier’s Office (CC-237) 549.3212

Placement Services
 Career Center Office (DAB 154)..... 549.3040

Public Safety – (CC-160)..... 549.3144

Scholarship Information

Counseling & Career Services (DAB 154) 549.3040
 Financial Aid Office (CC- 258 One Stop Office) 549.3020

Security (See Public Safety)

Student Grievances

Vice President of Student Services Office (CC-229)..... 549.3080

Student Discipline

Vice President of Student Services Office (CC-229)..... 549.3080

Student ID Cards

College Center Office (CC-240)..... 549.3061

Student Records

Records Office (CC-223)..... 549.3016

Transcripts

Records Office (CC-223)..... 549.3016

Transfer Services

Arts & Sciences Division (AB-230) 549.3253

Vehicle Registration

College Center Office (CC-240)..... 549.3061

Veterans Services

Admissions Office (CC-224) 549.3013

Virtual Campus

Office (AB-213)..... 549.3343

Withdrawal from PCC

Admissions & Records Office (CC-224) 549.3010
 Counseling & Career Services Office (DAB-154) 549.3030

President’s Office

President’s Office Mrs. Patty Erjavec	CA - 110	549.3213
Human Resources & Affirmative Action JanDee Haag	CA-112	549.3220
Marketing & Public Relations Contact: Ms. Erin Hergert	CA-207	549.3226

Student Services

Vice President of Student Services Mrs. Lucinda “Cindy” Mihelich	CC-229	549.3080
Admissions & Records Mrs. Maija A. Kurtz	CC-223	549.3085
Children First Mrs. Cindy Bernal	AB-154E	549.3411
College Center/Student Activities Mr. Joel Zarr	CC-240	549.3060
Counseling & Career Services Mr. Dennis Trujillo Johnson	AB-154I	549.3030
Financial Aid Mr. Ron Swartwood	CC-216	549.3020
Health Clinic Dr. Silvano “Sil” Arguello	MT-118	549.3318
Office of Recruitment Mrs. Carriann Martinez	CC-260	549.3116
TRiO – Student Support Services/Project Success Mr. Julian “Jamie” Manzanares	AB-174	549.3045
TRiO – Upward Bound Ms. Cindy Ayala	AB-154F	549.3463

Academic Offices

Vice President of Learning Ms. Laura Solano	CA-102	549.3221
Dean of Arts & Sciences Dr. Lana Carter	AB-230	549.3253
Dean of Business & Technology Dr. David Cockrell	GC-104	549.3437
Dean of Health Professions Ms. Sue Kochevar	MT-176	549.3280
Dean of Fremont Campus Mrs. Jennifer Pierceall Herman	51320 W. Hwy. 50 Cañon City, CO 81212	719.296.6106
Dean of Economic Development & Workforce Training Mr. John Vukich	GC-201B	549.3334
Dean of SCCC West Ms. Shannon South	33057 Hwy 160, Mancos, CO 81328	970.564.6210
Dean of SCCC East Dr. Lynn Urban	701 Camino Del Rio Durango, CO 81301	970.247.2929
Dean of Community Education & Training/Pre-College Ms. Juanita Fuentes	GC-201A	549.3368
Learning Center Mr. Ross Barnhart	DAB-150C	549.3365

Administration & Finance Offices

Vice President for Administration & Finance Mrs. Colleen Armstrong	CA-211	549.3005
Cashier's Office Mr. Jon Brude	CC-238	549.3212
Computer Services Mr. Bryan Crawford	CA-011	562.7000
Facility Services Mr. Clifford Kitchen	SJ-120	549.3345
Fiscal Operations Mrs. Gayle Pettinari	CA-201	549.3329
Grounds & Housekeeping Mr. Dan Gallegos	SJ-122	549.3288
Public Safety Mr. Brian Thurston	CC-160	549.3144

Fremont & SCCC Campuses

Fremont Campus Mrs. Jennifer Pierceall Herman	51320 W. Highway 50 Cañon City, CO 81212	719.269.6100
SCCC West Ms. Shannon South	33057 Hwy 160, Mancos, CO 81328	970. 564.6200
SCCC East Dr. Lynn Urban	701 Camino Del Rio Durango, CO 81301	970.247.2929

Other Offices of Interest

Bookstore – Pueblo Campus Mrs. Bev Dwyer	CC-140	549.3065
Bookstore – Fremont Campus	A-113	296.6124
Bookstore – SCCC East Campus	Rm. 113	970.247.2929 Ext. 7225
Bookstore – SCCC West Campus	Rm. 102	970.564.6266
Career Center Mrs. Katherine Johnson	AB-154H	549.3040
Conference Services Ms. Carolyn Stevens	CC-114	549.3074
Fitness Center Ms. Rachel Anderson	CC-154	549.3063
Foundation Office Mrs. Diane Porter	AB-194	549.3314
Library Ms. Jeanne Gardner	AB-110	549.3305
Print Shop Ms. Erin Hergert	MT-194	549.3126

Building Codes

AB = Dr. Mike Davis Academic Building
CA = Central Administration Building
CC = College Center
CM = Cosmetology

GC = Gorsich Advanced Technology Center
MT = Medical Arts & Technology Building
SJ = San Juan Building

Statement of Non-Discrimination

Pueblo Community College is an equal opportunity educational institution and does not discriminate on the basis of age, color, race, religion, national origin, sex, or disability in its activities, programs, or employment practices as required by the Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Human Resources Office, 900 W. Orman Avenue, Central Administration, Room 112, Pueblo, CO 81004; Phone: 719.549.3220; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204-2512; Phone: 303.844.5695 (TDD – 303.844.3417).

Reasonable accommodations will be provided upon request for persons with disabilities. To make a request, please notify the PCC Disability Resources Team at 719.549.3440 or Disability.resources@pueblocc.edu at least four working days before any event.