

Important Legal Information

Your Privacy Rights

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

PCC may release the following directory information about you to the public:

Name
Date of birth
Major field of study
Dates of attendance
Degrees and awards received

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

Affirmative Action / Equal Opportunity

PCC is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. 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 Director of Human Resources, 900 West Orman Avenue, Room CA-112, Pueblo, Colorado 81004, telephone 719-549-3220, TDD 719-562-7083; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204, telephone 303-844-5695, TDD 303-844-3417.

Sexual Harassment Notice

PCC does not tolerate or condone sexual harassment in any form. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or for participation in a class or program.

- Submission to or rejection of such conduct is used as the basis for decisions on employment or student grades.
- Such conduct substantially interferes with an individual’s work or classroom performance creating an intimidating, hostile, or offensive working environment.

Sexual harassment as defined above may include, but is not limited to, the following:

- Sex-oriented verbal “kidding,” abuse, or harassment.
- Unwelcome sexual advances or pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications or the use of vulgarity.
- Unwelcome touching, such as patting, pinching or brushing against another’s body.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, employment status or similar personal concerns.
- Unwelcome posters, letters or other writings or communications of a sexual nature.
- Other verbal or physical conduct of a harassing nature.

Sexual harassment is illegal and is a violation of Title VII of the Civil Rights Acts of 1964 and Title IX which prohibits sex discrimination in educational programs or activities. PCC 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 is also a violation of this policy to knowingly make a false allegation of sexual harassment.

If you feel you have been subjected to sexual harassment and need information about what to do, contact the Director of Human Resources at 900 West Orman Avenue, Room CA-112, Pueblo, Colorado 81004, 719-549-3220 or the College President. All matters involving sexual harassment complaints are taken seriously and will be investigated. Complaints will remain confidential to the extent possible. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon your status or affect future employment, work assignments, or grades.

Grievance Procedure

PCC provides a grievance procedure for students, clients, or volunteers who provide a service to the College under the supervision of a college employee. You may seek grievance for any alleged action which violates, or which applies inequitably, the College’s written policies or procedures. To seek grievance, you must be personally affected by such a violation or inequitable action. You may not seek grievance in the following:

- matters in which the College is without authority to act,
- academic decisions, unless there is an allegation that the decision was motivated by illegal discrimination,
- disciplinary actions.

If you are a client or volunteer, you may seek grievance only for a decision which bans you from campus. For more information about the PCC grievance policy, refer to the PCC Student Handbook, which you can find online at www.pueblocc.edu/StudentServices/StudentHandbook/ or in hardcopy form at the PCC Dean of Student Services Office.

Student Right-To-Know & Campus Security Act

PCC strives to provide a safe and healthy environment that enhances the learning process. All students and employees should be able to attend classes, work on campus, and/or participate in activities with a feeling that they are in an environment that is safe and secure. PCC provides to all prospective students and employees the Campus Security Policies and Procedures and the most recent campus crime statistics. This is part of the Federal Law No. 101-542, the Student Right-to-Know and Campus Security Act of 1990. The website is www.pueblocc.edu/StudentServices/Security/.

This website information addresses six topics related to campus crime and statistics: 1) a summary of PCC Crime Statistics, 2) policies regarding security, access to buildings, and campus law enforcement, 3) procedures for reporting crimes and other emergencies, 4) information on sex offenses, 5) policies on the use, possession, and sale of alcohol beverages, and 6) programs about alcohol and drug abuse education, crime prevention, and campus security policies.

Disclaimer Notices

Disclaimer for All Students

PCC disclaims liability of any kind for injury, illness, theft, or damage of personal property of any student as a result of participation in field trips, shop or laboratory work, or classroom activities. Every reasonable effort is made to provide safe conditions for these activities.

Background and Drug Checks

Criminal background and drug checks are required of students entering all health certificate and/or degree programs. Certain offenses will preclude you from enrolling in a health program. Students should check with the program chair for specific requirements and due dates.

Student Malpractice & Liability and/or Health Insurance

If you are enrolled in health professions and service programs, you must carry malpractice & liability insurance. Personal health insurance coverage is strongly recommended and is required by some clinical affiliates. The insurance coverage is available at a nominal cost through a group policy arranged by the College. Speak to your program advisor or the PCC Cashier about this type of insurance coverage.

Disclaimer for Nursing Majors with a History of Felony

The Colorado State Board of Nursing, which is responsible for licensing nursing personnel in Colorado, has varied restrictions which may affect persons with a history of a felony conviction. The PCC Department of Nursing assumes no responsibility for the denial of licensure by the State Board of Nursing. Prospective students are responsible for contacting the State Board of Nursing at 303-894-2432 concerning any questions regarding their eligibility for licensure.

Disclaimer for Occupational Therapy Assistant Majors with a History of Felony

The National Board for Certification for Occupational Therapy (NBCOT) requires applicants to answer questions concerning felony history. This information is then available to states with licensure. The PCC Occupational Therapy Assistant Program assumes no responsibility for the denial of licensure in states in which there are such requirements. For further information contact the NBCOT at 301-990-7979.

Disclaimer for Dental Hygiene Majors with a History of Felony

The State of Colorado Board of Dental Examiners requires licensing dental hygienists to answer questions concerning felony history, excessive use of abuse of controlled substances/alcoholic beverages (within the last five years) and any physical or mental condition that may affect the ability to practice dental hygiene. Other questions asked by the State Board pertain to an applicant's history of malpractice judgment and any disciplinary action by any government or private agency. The PCC Department of Dental Hygiene assumes no responsibility for the denial of licensure by the Colorado State Board of Dental Examiners.

Disclaimer for Respiratory Care Practitioner Majors with a History of Felony

The State of Colorado Board of Regulatory Agencies requires licensing respiratory therapy applicants to answer questions concerning felony history. The PCC Respiratory Therapy Program assumes no responsibility for the denial of licensure from the State of Colorado Board of Regulatory Agency. For further questions, you may contact the agency at 303-894-7851.

Disclaimer for Emergency Medical Services Majors with a History of Felony

The Colorado Department of Public Health and Environment - Prehospital Division, which is responsible for certification of emergency medical technicians in Colorado, requires a criminal background check. Certain felonies or misdemeanors may prevent you from obtaining certification. The Emergency Medical Services Programs at PCC assumes no responsibility for the denial of certification by the Colorado Department of Public Health and Environment. For further information, contact the CDPHE-Prehospital Division at 303-692-2980.

Disclaimer for Criminal Justice Majors

Many criminal justice and related agencies require certain standards of prospective employees at the application stage. Job applications uniformly ask applicants if they have ever been arrested for any offense, either misdemeanor or felony. An affirmative response or finding on the part of a prospective employer may be grounds to deny employment. A second requirement may require applicants to take psychological tests, lie detector tests, and medical tests in order to determine if applicants are suited for a particular position.

With respect to the above, the Criminal Justice Department and the Pueblo Law Enforcement Academy of PCC advises that entrance into any CRJ course of study or subsequent graduation is no guarantee, explicit or implied, that a student is employable. Further, should a student be unable to be placed and/or remain in the course, CRJ-287, Cooperative Education/Internship, after two good faith attempts at placement, neither PCC nor its employees accept responsibility in respect to the student's fulfillment of this program.

In an attempt to appropriately advise prospective students, a prior arrest and/or drug and alcohol history should be discussed with a Criminal Justice advisor prior to the student's admission into the Criminal Justice Program. Neither PCC nor Criminal Justice advisors will be held liable for a student's decision to continue in the program.