Student Handbook

2026 – 2027

This publication supersedes any previously published Pueblo Community College Student Handbooks and will remain in effect until September 30, 2027, or until a new addition of the Student Handbook is published. 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.

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STUDENT HANDBOOK PROVISION

This Student Handbook (Handbook) contains pertinent information affecting students, current through the date of its issuance. To the extent that any provision of this Handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System Procedures (SP's), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. Students are expected to be familiar with and adhere to the BPs, SPs as well as College directives, including but not limited to the contents of this Handbook.

To access BPs web page or the URL at: https://cccs.edu/about-cccs/state-board/policies-and-procedures/ and SPs web page or the URL at: https://cccs.edu/about-cccs/state-board/policies-and-procedures/

Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee for any term or to promise that any specific process, procedures or practice will be followed or benefit provided by the College. The College reserves the right to modify, change, delete, or add to the information in this Handbook as it deems appropriate.

WELCOME TO PUEBLO COMMUNITY COLLEGE

At Pueblo Community College (PCC), the president, faculty, and staff are united in their commitment to supporting your academic journey. Whether you're beginning your college experience or continuing your education with us, we are excited that you've chosen PCC as the next step toward reaching your goals. Your success is our mission, and we are here to assist you every step of the way.

The 2026–2027 Student Handbook is your essential resource for navigating life at PCC. Inside, you'll find important information about your rights and responsibilities, available services, and the many opportunities to engage with our campus community. It reflects our dedication to providing a safe, inclusive, and enriching learning environment where you can thrive.

As a student, you are encouraged to stay informed, get involved, and take full advantage of the resources and support available to you. Working together with your peers, faculty, and staff, you play an important role in shaping a positive and dynamic campus culture.

You are a valued member of the PCC community. We invite you to share your talents, ask questions, and embrace every opportunity to grow. Let's make this an inspiring and successful academic year.

Wishing you the best**,**

Michael J. Gage
Vice President of Student Success
Student Center, Room 261
719.549.3080

PUEBLO COMMUNITY COLLEGE PROMISE

- To always recognize and greet you with a smile
- To listen to you
- To respond to your needs
- To respect and value you
- To celebrate your accomplishments and success
- To care for your health and safety in everything we do

PUEBLO COMMUNITY COLLEGE STANDARDS

Mission of the College

Pueblo Community College transforms lives, enriches communities, and strengthens the regional economy by empowering individual achievement through a continuum of education.

Our Vision

Pueblo Community College is the first choice for success.

Core Values

Achievement: We embrace a diverse student body attending our institution of higher education and support all individuals in attaining high-quality postsecondary credentials across the College's academic disciplines. Through our retention efforts across the College, we work together to keep students engaged and focused on completing their coursework to become highly skilled professionals and gain the most from their educational pursuits to achieve success in the workforce by meeting the demands of a global economy.

Excellence: We embrace continuous quality improvement and innovation in all areas of the institution. We deliver high-quality programs and services that respond to the needs of the communities we serve and prepare students for success in an ever-changing, diverse, and global workplace.

Integrity: We advance our mission ethically and responsibly. We value fair and equitable treatment, participatory decision-making, and transparent resource management. We have an organizational culture that inspires high performance and accountability for behaviors, actions, and results in a collaborative spirit.

Respect: We provide a safe, caring, and supportive environment conducive to the success and well-being of students, faculty, and staff. We welcome diversity of backgrounds and opinions, recognize individual talents, encourage personal and professional growth, celebrate accomplishments, and honor institutional traditions.

Scholarship: We value and promote student, faculty, and staff scholarship. We strive to create a student-centered learning environment that cultivates critical and creative thinking, problem solving, intellectual inquiry, and global awareness. Through continuing development, we expect faculty and staff to be productive workers, responsible decision-makers, and servant leaders. We believe that scholarships should occur at all organizational levels through knowledge sharing and effective communication.

Teamwork: We believe inclusive cooperative relationships are critical to the vitality and long-term success of its institution. We strategically pursue mutually beneficial partnerships to help students learn and advance other institutional priorities. We encourage active collaboration within and between departments and operational areas. We believe in the importance of nurturing student-to-student and student-to-faculty/staff interactions as a means of promoting student success

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.

CAMPUS LOCATIONS:

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

Pueblo Campus
900 West Orman Avenue
Pueblo, CO 81004
719.549.3200

Teaching & Learning Center/St. Mary Corwin Hospital
1001 Minnequa Avenue
Pueblo, CO 81004
719.549.3200

PCC Southwest Campus
33057 Highway 160
Mancos, CO 81328
970.564.6200
Toll-free: 888.642.6017

PCC Durango Site
701 Camino Del Rio
Durango, CO 81301
970.385.2020
Toll-free: 888.642.6017

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.

Colorado Student Bill of Rights C.R.S 13-1-125 web page or the URL at: https://leg.colorado.gov/colorado-revised-statutes.

Student bill of rights

The general assembly hereby finds that students enrolled in public institutions of higher education shall have the following rights:

(a) Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;

(b) A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;

(c) Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;

(d) Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;

(e) Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;

(f) Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements;

(g) A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of the initial enrollment and shall be transferrable.

(h) Students have a right to transparency of the cost of postsecondary education program, including information on fees, associated expenses, and financial aid in the form of scholarships, grants, and loans;

(i) Students have the right to seamless transfer of courses in the guaranteed transfer pathway matrix, transparency in the process for transferring credits, a timely response on applications for transferring credits, and transparency in how and why a credit is accepted or rejected by an institution and how and why a credit is or is not applied toward degree requirements.

(j) Students have the right to appeal an institution's failure to accept the student's request for transfer credit; and

(j) Students have the right to know what work-related experiences or prior learning opportunities are awarded postsecondary academic credit at the institution in which the student is enrolled, pursuant to section 23-5-145.5.

CODE OF STUDENT BEHAVIORAL EXPECTATIONS AND RESPONSIBILITIES

Introduction

The community of Pueblo Community College (PCC) includes students who are enrolled in PCC courses at any location which includes the Pueblo Campus, including the Teaching and Learning Center at St. Mary Corwin, the Fremont Campus in Cañon City, PCC Southwest Campus located in Mancos, and PCC Southwest Site located in Durango, online via remote learning classes/labs/etc., Pueblo Corporate College, and any other locations where PCC offers 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 served by the College.

The intent of this Code is to ensure that students at PCC neither lose their rights nor relinquish 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 their 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 Code of Student Behavioral Expectations and Responsibilities (Code), PCC also assumes the obligation of clearly identifying and enforcing the Code. PCC maintains the basic understanding that those students who do not follow and adhere to the Code must be held accountable for their actions. Additionally, PCC expects students who are enrolled in the following academic programs to follow the standards identified in each individual program's handbook below. It is important to note that the academic program handbook expectations may exceed the expectations outlined in this student handbook; academic program handbook expectations, program accountability, and program outcomes supersede this student handbook. Refer to the expectations outlined in your specific program handbook and reach out to your academic program chair or designated academic dean with your questions or concerns with your academic program handbook.

Program 1	Program 2
Automotive Technology	Broadcasting & Production Technician
Cosmetology	Dental Hygiene
Early Childhood Education	Emergency Medical Services
Fire Science Technology	Graphic Design
Law Enforcement (Pueblo and Southwest Regional)	Library Technician
Mass Communications	Machining Technology
Media Communication	Medical Assistant
Medical Imaging (Diagnostic Medical Sonography and Radiologic Technology	Nursing - (LPN to ADN, ADN, Paramedic to ADN)
Nurse Aid	Nursing RN to BSN
Occupational Therapy Assistant	Pharmacy Tech
Phlebotomy Tech	Physical Therapist Assistant
Psychiatric Technician	Respiratory Therapy
Surgical Technology	Web Design and Development

Proscribed Conduct

College disciplinary regulations are set forth in writing and in concert with BP 4-30 web page or the URL at: https://cccs.edu/policies-and-procedures/board-policies/bp-4-30-student-behavior/ and SP 4-30a web page or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-4-30a-student-behavioral-expectations-and-responsibilities-resolution-procedure/ in order to give students general notice of proscribed (prohibited) behavior. These rules and regulations should be read broadly and are not designed to define prohibited behavior in exhaustive terms. It is recognized by the College that students are expected to adhere to PCC regulations and the laws of the larger community and to take personal responsibility for their conduct. A student is therefore subject to two (2) 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.

Statement

A College community is defined by its values for learning, teaching, and service that reflect academic excellence, holistic student development, and societal impact. To guide student success, Pueblo Community College (PCC) and the Colorado Community College System (CCCS) have created the Code of Student Behavioral Expectations and Responsibilities (Code), which includes standards of behavior that support an engaged learning environment for all students. The Code embraces the institutional values of integrity, excellence, learning, diversity, intellectual freedom, and equal opportunity, and is rooted in conflict resolution practice to support students in resolving their own conflicts.

Each College's Student Affairs Division (PCC Division of Student Success) is authorized to enact the Code and utilize the Code procedures to support students while holding them accountable to the behavior that supports the College mission and vision. The outcomes of the student conduct process are designed to assist students in their development, help them think through their moral and ethical decision-making, and realign their behavior with the College's community expectations. In certain instances, this may involve separation from Pueblo Community College (PCC) and the Colorado Community College System (CCCS) either temporarily or permanently.

Outcomes are assigned based on the severity of the violation, cumulative conduct history, and educational needs of the student.

PCC students are emailed the Code located in this Student Handbook and are responsible for reading and adhering to the Code. The Code in no way creates a contractual obligation and from Pueblo Community College (PCC) and Colorado Community College System (CCCS) reserves the right to revise the procedure at any time.

Code

Pueblo Community College (PCC) considers the behavior described in the following subsections as inappropriate and in opposition to the values of the College community. These responsibilities apply to all students including continuing education students. The College encourages and expects students, faculty, and staff to engage as active bystanders and report to college officials' incidents that involve the following behaviors. Any student found to have violated or to have attempted to violate the following responsibilities may be subject to the conditions, restrictions, and outcomes outlined in SP 4-30a web page, Student Behavioral Expectations and Responsibilities Resolution Procedure or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-4-30a-student-behavioral-expectations-and-responsibilities-resolution-procedure/, Student Behavior Expectations and Responsibilities Resolution Procedure.

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To access BPs web page or the URL at: https://cccs.edu/about-cccs/state-board/policies-and-procedures/ and SPs web page or the URL at: https://cccs.edu/about-cccs/state-board/policies-and-procedures/

The following section is organized alphabetically by violation followed by an explanation:

Abuse of Conduct Process: Abuse or interference with college processes, including conduct and academic integrity meetings:

- Falsification, distortion, or misrepresentation of information.
- Failure to provide, destroying, or concealing information during an investigation of an alleged Code violation.
- Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.
- Inappropriately influencing any member of the campus community with conduct authority prior to, during, and/or following a campus conduct proceeding.
- Influencing or attempting to influence another individual to commit an abuse of the campus conduct process.

Academic Integrity: Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to outcomes as set forth in the Student Behavioral Expectations and Responsibilities Resolution Procedure.

Cheating: The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to:

- Using books, notes, or calculators or copying from or conversing with others during examinations (unless such external aids are permitted by the instructor).
- Having someone else do research, write papers, or take examinations for someone else.
- Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).
- Stealing, distributing, selling, and buying tests or having someone take an exam on someone else's behalf.

Fabrication: The invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to:

- Inventing the data for a scientific experiment.
- Inventing the title and author of a publication to use the invented publication as a source.
- Knowingly attributing material to an incorrect source.

Plagiarism: The act of using someone else's work without giving proper credit to the original source. The work can be written, artistic, musical, language, symbols, or media. Reusing one's own prior work without proper citation (or approval of instructor) is also plagiarism.

Aiding and Abetting: It is a violation of this Code to actively assist another in violating the Code or covering up the violation after the fact.

Alcohol/Drugs: Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college-owned or College-controlled property, and/or at any function authorized or supervised by the College, and/or in state owned or leased vehicles.

NOTE: Possession of a state of Colorado medical marijuana card does not entitle a student to possess or use marijuana on the College campus, buildings, or grounds. Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the state of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana by students is prohibited on college owned or College-controlled property, and/or any function authorized or supervised by the College and/or in state owned or leased vehicles.

Animals and Pets on Campus: Animals are **not allowed on campus**, including all college-owned or college-controlled property, **unless permitted by law** (e.g., trained service animals) or **specifically approved by the College**.

For more details:

- Refer to the Animals on Campus section in the Student Handbook.
- Learn more about policies regarding **service animals** and **emotional support animals** on the Student Disability Services – SP 19-60b web page or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-19-60b-student-disability-services/.
- Please see the appropriate handbook for regulations and processes for animals and pets in student housing, where applicable. SP 16-70a web page, Animals on Campus, or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-16-70a-animals-on-campus/.

Bullying/Non-physical abuse: Bullying includes repeated and/or severe aggressive or negative actions or behaviors intentionally or reasonably likely to intimidate, hurt, control, or diminish another person, physically, mentally, or emotionally. Bullying may include direct or indirect communications in verbal or non-verbal form and specifically includes bullying by electronic means (e.g., cyberbullying).

- Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
- For more information and compliance, see SP19-10b web page**,** Bullying and Violence or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-19-10b-bullying-and-violence/.

Damage and Destruction: Reckless and/or unauthorized damage to, or destruction of, College property or the individual property of another, regardless of intention. Damage or destruction of community, public, or private property.

Deceitful Acts: Engaging in deceitful acts, including, but not limited to collusion, forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.

Collusion: Action with another or others to violate the Code.

Discrimination and Harassment: Discrimination is any distinction, preference, advantage, or detriment given to a person based on one or more actual or perceived protected classes (i.e. basis of sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation). Harassment is a form of discrimination that includes Quid Pro Quo and Hostile Environment.

Falsification: Knowingly furnishing or possessing falsified, or forged materials, documents, accounts, records, identification, or financial instruments, including electronic forgery and/or manipulation.

Hostile Environment occurs when a person is subjected to verbal or physical conduct based on a protected class that is sufficiently severe, persistent or pervasive, and objectively offensive to alter the conditions of a person's employment or unreasonably interfere with a person's ability to participate in or benefit from PCC/CCCS educational programs or activities, from both a subjective and objective viewpoint.

NOTE: Public display of affection can be disruptive behavior if the behavior creates a Hostile Environment – Sexual Harassment. The College will investigate all complaints by students, staff, and community members regarding display of affection to see if a hostile environment has been created.

- **Quid Pro Quo** is a type of sexual harassment that exists when an employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- **Sexual harassment** includes, but is not limited to, dating violence, domestic violence, stalking, and sexual assault.

For more information and how to file a complaint regarding discrimination or harassment, including sexual misconduct, see SP 19-60a, Civil Rights and Sexual Misconduct Resolution Process web page or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-19-60a-civil-rights-and-sexual-harassment-resolution-process/.

Disruptive Behavior: Engaging in any behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting) or disrupts the general operation of the College.

Dress Code: Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the College.

Endangerment or Defacement: Conduct that is detrimental to the College, and/or to community safety. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property or property of others.

Failure to Comply:

- Failure to comply with or follow the lawful directives of College employees acting within the scope of their duties, including those directives issued by a college administrator to ensure the safety and well-being of others.
- Failure to comply with or follow the directives and/or sanctions imposed under PCC / CCCS policies and procedures.
- Failure to identify college officials, acting in their official capacity, when requested to do so.

Fire Safety: Violation of federal, state, local, or campus fire policies including, but not limited to:

- Intentionally, recklessly, or negligently causing a fire that damages the College, individual property, or causes injury.
- Failure to evacuate a college owned, operated, or controlled facility during a fire alarm.
- Improper use of college fire safety equipment.
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on college property. Such action may result in criminal action.

Gambling: Gambling is prohibited by the laws of the state of Colorado. Gambling may include, but is not limited to, raffles, lotteries, sports pools, and online betting activities. Participation in illegal gambling activities on college-owned or College-controlled property, and/or any function authorized or supervised by the College, and/or in state owned or leased vehicles.

Harm to individuals: Intentionally or unintentionally causing physical harm, threatening to cause harm, endangering the health and/or safety of any individual, or demonstrating violent behavior.

- Violent Behavior includes any act or threat of physical, verbal or psychological aggression, or the destruction or abuse of property by any individual.

- A threat is defined as direct or indirect, verbal or non-verbal conduct (including those made in person, by mail, over the telephone, by email, or by other means) intended to result or reasonably resulting in intimidation, harassment, harm, fear or endangerment of the safety of another person or property.

For more information and compliance, see BP 19-10 web page, Bullying, Violence, and weapons or the URL at: https://cccs.edu/about/governance/policies-procedures/bp-19-10-bullying-violence-and-weapons/.

Hazing Definitions: Pueblo Community College (PCC) prohibits hazing. Under Appendix A of SP 4-30a, Code of Student Behavioral Expectations and Responsibilities, hazing is defined as:

> an act that endangers the psychological, emotional, intellectual, and/or physical health and/or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team, or organization. Additionally, any act that places a student in a subservient role within an organization is considered hazing. Participation or consensual cooperation by the individual(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and failing to report those acts may also violate this code.

Employees may violate the Code of Conduct BP 3-70 – Ethics web page or the URL at: https://cccs.edu/about/governance/policies-procedures/bp-3-70-ethics/, the prohibition against bullying and violent behavior BP 19-10 – Bullying, Violence, and weapons web page or the URL at: https://cccs.edu/about/governance/policies-procedures/bp-19-10-bullying-violence-and-weapons/, or other workplace policies, procedures, or protocols by engaging in acts that constitute hazing under the applicable legal definitions.

Under the Stop Campus Hazing Act, hazing is defined as:

- An intentional, knowing, or reckless act

- committed by a person, whether individually or in concert with other persons,

- against a student, regardless of that student's willingness to participate, that

- was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in, an organization (such as a club, society, association, athletic team, fraternity, sorority, or student government); and

- causes or is likely to contribute to a substantial risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical training necessary for participation in an athletic team), of physical injury or psychological injury including:
    - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
    - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
    - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
    - causing, coercing, or otherwise inducing another person to perform sexual acts;
    - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
    - any activity against another person that includes a criminal violation of local, state, tribal, or federal law; and
    - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.

Colorado statute (C.R.S. 18-9-124(2)) defines the crime of hazing:

(a) "Hazing" means any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization; except that "hazing" does not include customary athletic events or other similar contests or competitions, or authorized training activities conducted by members of the armed forces of the state of Colorado or the United States.

(b) "Hazing" includes but is not limited to:
   (I) Forced and prolonged physical activity;
   (II) Forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forced consumption of any substance not generally intended for human consumption;
   (III) Prolonged deprivation of sleep, food, or drink.

Indecent Exposure: Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Leaving Children Unattended: Leaving children unattended or unsupervised in campus buildings or on campus grounds unless the child is enrolled or participating in authorized campus activities.

Retaliation: Retaliatory acts include, but are not limited to intimidation, verbal or physical threats, harassment, coercion, or other adverse action(s) against a person who reports an incident of misconduct.

Rioting: Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or results in damage and/or destruction of property.

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

Theft: Obtaining, retaining or exercising control over the property of another without authorization, or by threat or deception, with the purpose and/or effect of depriving the person(s) to whom the property belongs of its use or benefit.

Tobacco Violation: Smoking and the use of tobacco and related products, including electronic smoking, where contrary to applicable laws or policies established by the College. This includes smoking inside buildings or in areas where smoking is posted as prohibited.

Trademark Violation: Unauthorized use, including misuse, of the College or organizational names and images without the express written consent of the institution or organization.

Unacceptable Use of College Equipment, Network or System: Unacceptable Use of College Equipment, Network or System: Unacceptable uses of any College-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without the author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity. For more information, see SP 4-32a web page, or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-4-32a-student-electronic-communications-acceptable-use/.

Unauthorized Access and Entry: Unauthorized access to any College facility, including misuse of keys, cards, restricted access areas, or unauthorized possession, duplication or use of other individual's means of access to any College facility; failing to provide a timely report of a lost College identification card or key; misuse of access privileges to College premises or unauthorized entry to or use of facilities, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a College facility.

- Includes entering or attempting to enter any college-sponsored activity without proper credentials for admission.

Violation of Laws, Directives, and Signage: Violation of Laws, Directives, and Signage: Violating any municipal, county, state or federal laws, or executive orders, or violating any public health orders in a manner that adversely impacts the health and well-being of the campus environment and those on campus.

- Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
- Violations of college traffic and parking rules, regulations, or signage.
- Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicle. This includes but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a college administrator to ensure the safety and well-being of others.
- Violations of college policies, protocols, procedures, or signage.

Weapons Violation: Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects, such as arrows, axes, machetes, nunchaku, throwing stars, or knives with a blade of longer than three (3) inches. This includes the unauthorized storage of any item that falls within the category of a weapon, including storage in a vehicle parked on college property, other than what is expressly permitted by law.

- Possession of an instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy.
- Intentionally or recklessly using and/or possessing a weapon or any other item in such a way that would intimidate, harass, injure, or otherwise interfere with the learning and working environment of the College shall face increased consequences.
- Students are prohibited from carrying firearms on campus, including all buildings and grounds, except for limited exceptions. Those with a valid concealed carry permit may carry concealed firearms only in campus parking areas, in accordance with state law. Students enrolled in academic programs that involve firearms may use and carry them for approved educational purposes. For further information, please consult the campus or local police and refer to the College's housing and residential handbook, if applicable.

For more information and compliance, see SP 19-10a web page or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-19-10a-firearms-and-weapons-on-campus/.

Firearms: Possession of a weapon is strictly prohibited except where authorized by law. Possession of a weapon is defined in Colorado Revised Statutes C.R.S., - Title 18, Article 12 web page or the URL at: https://leg.colorado.gov/colorado-revised-statutes. The only CCCS employees that are authorized to carry firearms are:

- People conducting and participating in an approved program of instruction in college curriculum which requires access to such equipment as an integral part of the instructional program;
- Certified Peace Officers;
- Persons granted permission at the discretion of the Chancellor or College President for specific purposes; and,
- People carrying a firearm as authorized by law.

Where firearms are permitted: Individuals who carry a firearm in accordance with a valid concealed carry permit may only carry firearms in parking areas. Students enrolled in PCC's Law Enforcement Academy will be permitted to use firearms for approved educational purposes, subject to the rules and protocols of the program. The law continues to allow PCC police and authorized security personnel to carry and use firearms on campus.

What you can do: To comply with the new law, students, employees, guests and visitors should leave firearms at home or keep them properly secured in their vehicles while on campus. Firearms stored in vehicles must be appropriately locked and out of plain view as required by law, including House Bill 24-1348 web page or the URL at: https://leg.colorado.gov/bills/hb24-1348.

Any concerns about possession of an unauthorized firearm should be reported immediately to College or System security/police, College designee, or local police.

Any concerns about possession of an unauthorized firearm or if you have any questions, please contact:

PCC Campus Police

Pueblo Campus: 719.549.3355 or 911

Fremont Campus: 719.296.6130 or 911

PCC Southwest Campus – Cortez:

Cortez Police Department	Montezuma County Sheriff's Department
970.565.8441 or 911	970.565.8452 or 911

PCC Southwest Site – Durango:

Durango Police Department	La Plata County Sheriff's Department
970.375.4700 or 911	970.247.1157 or 911

Violation of course, program, or activity rules: Violation of established rules as contained in courses, programs, activities, regulations, or guidelines and established by departments, regulatory boards, or licensing bodies, including all Housing and Residential Education policies, as applicable.

Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this Code occur by the organization or its member(s), including the following conditions:

- Violation(s) take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or implied.
- Violation(s) have received the consent or encouragement of the organization or of the organization's leaders or officers.
- Violation(s) were known or should have been known to the membership or its officers.

Conduct meetings for student groups or organizations shall also follow the Student Behavioral Expectations and Responsibilities Resolution Procedure. In any such action, individual determinations as to responsibility will be made and restrictions, conditions, and outcomes may be assigned collectively and individually, and will be proportionate to the involvement of each individual and the organization. Procedures will begin with communication to the President or leadership of said organization.

Amnesty

Assisting an individual by calling for help in an alcohol or drug-related emergency means neither the person who calls for help, nor the person who needs help will be subject to formal investigation nor receive a formal conduct record for their behavior. Students seeking assistance under these provisions may be required to meet with the Senior Student Affairs Officer (SSAO) or designee to complete educational, counseling, or other requirements aimed at addressing health and safety concerns. The requirements will be informal or on a deferred basis.

The student must fully comply with reporting to appropriate College officials for amnesty to be considered.

Definitions

1. **Alternative conflict resolution:** is a process of addressing differences that allow everyone involved to find a way to work together. Differences may be personal, financial, employment, political, emotional, or interpersonal. It is an alternative to a formal investigation of a reported violation. There are many types of alternative conflict resolutions that may be utilized to work through conflict that may arise. Examples include [1]:
    - **Conflict Coaching**: Students seek counsel and guidance from the Division of Student Affairs (Student Success) to learn more about their own conflict styles and strategies to engage in conflict in a more effective and independent way.
    - **Dialogue**: Students engage in a conversation to gain understanding or to manage a conflict independent of intervention or third-party facilitation.
    - **Facilitated Dialogue**: Students access Division of Student Affairs (Student Success) for facilitation services to engage in a conversation to gain understanding or manage a conflict with another party. In a facilitated dialogue, parties maintain ownership of decisions concerning the conversations or any resolutions of a conflict.
    - **Mediation**: Students access the Division of Student Affairs (Student Success) to serve as a third-party to coordinate a structured session aimed at resolving a conflict and/or constructing a resolution agreement for the parties involved.
    - **Restorative Justice Practices (conferences, circles, and boards)**: The Division of Student Affairs (Student Success) provides space and facilitation services for students taking ownership for harmful behavior and those parties impacted by the behavior to jointly construct an agreement to restore community.
    - **Shuttle Diplomacy**: A Resolution Coordinator actively negotiates an agreement between two (2) parties who do not wish to directly engage with one another.

2. **Appellate Officer:** is a Pueblo Community College employee who is the Senior Student Affairs Officer (SSAO) or designee.
3. **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.
4. **Classes:** include all educational offerings for credit, non-credit, and/or training sessions facilitated by PCC.
5. **Code of Conduct:** a document developed and published by the College which defines prescribed conduct of students.
6. **College:** referred to as "**College**", "**the College**" in this document means Pueblo Community College (PCC).
7. **College Official:** includes any person employed by the College, performing assigned administrative or professional responsibilities.
8. **College premises:** include all land, buildings, facilities, and other property in possession of, owned, used, or controlled by the College (including adjacent streets and sidewalks).
9. **College suspension or expulsion:** is 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 from the College that shall not exceed two (2) 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,
    and 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 Senior Student Affairs Officer (SSAO) or designee to ensure that the action was taken pursuant to college policies. Students may be suspended from one (1) class period by the faculty responsible; longer suspensions can be made only in accordance with college procedures.
    Expulsion: is an indefinite separation from the College. 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

[1] Nancy G. Giacomini, et al. *Reframing Campus Conflict: Student Conduct Practice Through the Lens of Inclusive Conflict Excellence.* Sterling, Va: Stylus, 2020.

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. See Expulsion under Outcomes below for further information.)

10. **Complainant(s): is a person who is subject to alleged inappropriate or unlawful behavior. For purposes of this procedure, a Complainant can be a PCC employee, CCCS employee, student, authorized volunteer, guest, or visitor.**
11. **The due process:** provides a student reported to be in violation of the Code, a written notice of the allegation of misconduct, time to examine the evidence and formulate a response, and the opportunity to explain their version of events to the Senior Student Affairs Officer (SSAO) or designee.
12. **Fabrication:** includes, but is not limited to, intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
13. **Jurisdiction:** this procedure applies to behaviors from students that take place on a PCC / CCCS campus, at PCC / CCCS sponsored events, and may also apply to off-campus and online behavior when the Senior Student Affairs Officer (SSAO) or designee determines that the off-campus or online behavior affects a substantial PCC / CCCS interest. A substantial CCCS or College interest includes, but is not limited to the following, when the circumstances are such that there is a disruption to CCCS or College operations, a significant negative impact to the campus community, or a detriment to the educational interests of the System or College:
    - Any action that constitutes a criminal offense as defined by federal or Colorado law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the System or the College is located;
    - Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
    - Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder;
    - Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the System or the College's control (e.g., not on System or College networks, websites or between System or College email accounts) will only be subject to this procedure when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the First Amendment to the Constitution.
14. **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 Senior Student Affairs Officer (SSAO) or designee through the Dean of Students (DOS) shall determine a person's status in a particular situation. The community of Pueblo Community College includes students enrolled in PCC courses at any location which includes the Pueblo Campus, the Fremont Campus in Cañon City, the PCC Southwest Site in Durango, and PCC Southwest Campus in Mancos, and any other locations where PCC classes or activities are conducted.
15. **The notification:** is an email from the SSAO or designee requesting a meeting. The email will be sent to the student's College issued email address and will outline the incident in question, process, and rights of the student.
16. **Outcomes:** are assigned and used to develop an educational and restorative experience for individuals engaging in the conduct process. Outcomes may also be put in place to ensure the safety of an individual and/or the campus community.
17. **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.

    This **also includes self-plagiarism** which is considered any attempt to take any of your own previously written papers, research, etc. and presenting it as a new document and not citing yourself and the previously written paper/research/etc.

18. **Preponderance of Evidence**: is the standard of proof that shows more likely than not that a violation occurred, based on what a reasonable person would consider. This standard is utilized by the SSAO or designee in the formal investigation process.
19. **Reasonable causes:** are defined as credible information that, if true, supports the proposition that a violation of the Code has occurred, including information provided by an anonymous source.
20. **Reporting Party:** is the individual(s) who report an incident of concern and possible Code violation. Reporting parties could be students, faculty, staff, law enforcement, or community members.
21. **Respondent:** is an individual(s) against whom the report was filed.
22. **Resolution Coordinator:** is a college official who is authorized by the SSAO or designee to coordinate conduct resolutions.
23. **Senior Student Affairs Officer (SSAO):** is the lead administrator for the Division of Student Success; at Pueblo Community College (PCC), the Vice President of Student Success (VPSS) serves as the Senior Student Affairs Officer (SSAO). The **Senior Student Affairs Officer (SSAO)** or designee has been designated by the College President to be responsible for the administration of the Student Code of Conduct and related disciplinary procedures. *Note: Previously referred to as Chief Student Services Officer (CSSO); other policies and procedures may also refer to this role as CSSO.
24. **Students:** are all persons currently taking courses at or sponsored by the College(s), pursuing either credit or non-credit courses (or both), including those concurrently attending secondary or post-secondary institutions and College. Students who are not officially enrolled for a specific term, but who have a continuing relationship with the College are considered students (i.e., Concurrent Enrollment (CE), TRIO, and Gateway students). Anyone who has been admitted within the prior three terms or who has completed a non-credit or academic course within the prior three terms. Withdrawal does not change student status.
25. **Third-Party:** is an individual or group that are external to the incident or situation that are not directly involved.
26. **Title IX Coordinator(s) and Title VI and VII Coordinator(s) (Equal Opportunity (EO) Coordinator[s]):** are designated by the College President to oversee all Civil Rights complaints.

NOTE: As a standard practice, PCC will treat attempts to commit Student Code of Conduct violations as if those attempts had been completed.

ADMINISTRATION OF STUDENT DISCIPLINE

The responsibility of administering the PCC student discipline system is delegated to the **Senior Student Affairs Officer (SSAO)** or designee; at PCC, the Vice President of Student Success (VPSS) serves as the Senior Student Affairs Officer (SSAO). The **Senior Student Affairs Officer (SSAO)** or designee may delegate authority to other groups or individuals for handling violations of the Student 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 SSAO 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 of student behavior. Included in such behavior is an allegation of Academic Dishonesty:

Equity Statement

Pueblo Community College (PCC) and the Colorado Community College System (CCCS) are committed to a procedure of equity and justice. We accept the responsibility of creating an environment free from discrimination.

Procedure

Initiating a Conduct Process

Any member of the System community may allege a violation by any student of the Code by reporting the matter to the appropriate Senior Student Affairs Officer (SSAO) or designee. The SSAO, or designee manages reports of Code violations made under this procedure and may delegate this responsibility. Students, faculty, instructors, staff, authorized volunteers, and guests are encouraged to report behavior that potentially violates the Code or that may **be criminal in nature. Formal reports can be made by completing a College incident report that is located on the** College's incident report web page or the URL at: https://pueblocc.edu/Concerns. If the conduct is believed to be criminal in nature, the SSAO or designee should immediately report the alleged violation to campus law enforcement or security or external law enforcement. Contact information for reporting crimes and emergencies is located on the College's Police Department web page or the URL at: https://pueblocc.edu/public-safety.

There is no time limit on reporting violations of the Code; however, the longer someone waits to report, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations. Anonymous complaints are permitted, though doing so may limit the College's ability to investigate and respond to a complaint effectively.

Complaints, concerns, or reports without reasonable cause will not be pursued. Upon receipt of the report, the SSAO or designee shall review the matter to determine if it alleges sufficient information to support reasonable cause that a violation has occurred. If so, the SSAO or designee shall promptly notify the Complainant (if any) and the Respondent in writing of the allegations and any interim action that is being imposed. Should a student withdraw from the institution prior to the conclusion of the conduct process, the College will proceed with or without the student's involvement.

The SSAO or designee will identify a conduct resolution pathway as outlined below based on the nature of the allegations and input from the involved parties. Decisions made by the SSAO or designee shall be final unless subject to appeal. Any outcomes and restrictions imposed take effect immediately unless the SSAO designee agrees to delay or stay the outcome.

Proceedings initiated under this procedure are separate from civil or criminal proceedings that may relate to the same incident. Investigations or conduct proceedings by the College are not postponed while criminal or civil proceedings are pending unless otherwise determined by the SSAO or designee.

Interim Actions

The Senior Student Affairs Officer (SSAO) or designee, in consultation with appropriate administrative personnel, may implement interim actions intended to protect the safety and well-being of the PCC / CCCS community; preserve PCC / CCCS property; address the effects of the reported behavior; and prevent further violations while the matter is under review or investigation. Interim actions may include, but are not limited to:

- **Interim No Trespass**: The SSAO or designee may issue a "Cease Communications," "No Contact," and/or "No Trespass," directive, also referred to as a persona non grata.
- **Interim Suspension**: This interim suspension includes attending classes and events pending an outcome. This interim suspension begins immediately upon notice from the SSAO or designee. In cases where a student is banned from campus on an interim basis, they will be subject to immediate arrest for trespass if they are on campus until the exclusion has been lifted. A meeting with the SSAO or designee is then scheduled as soon as possible to determine the appropriate conduct resolution pathway.
- Any other outcome listed in this procedure below may also be imposed on an interim basis.

In all cases in which an interim action is imposed, the individual will be given the opportunity to meet with the SSAO or designee prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why interim action should not be implemented. The SSAO or designee shall have sole discretion to implement or stay an interim action, and to determine its conditions and duration. Violation of an interim action may be grounds for imposition of an outcome, up to and including expulsion.

Conduct Resolution Pathways

Alternative Conflict Resolution

The Senior Student Affairs Officer (SSAO) or designee, in consultation with the parties involved, may determine informally resolving student conduct matters through an alternative conflict resolution process is appropriate to resolve the reported concerns. The primary focus during alternative conflict resolution remains the welfare of the parties and the safety of the PCC / CCCS community, but it does not involve a formal investigation.

Alternative conflict resolution includes, but is not limited to, dialogue, conflict coaching, mediation, restorative justice, or shuttle diplomacy. Alternative conflict resolution works best when students take responsibility for their actions, have a desire to restore the impact created in the incident, and actively participate in deciding and agreeing upon an outcome. If a resolution is reached, the matter will be closed without opportunity for an appeal.

Alternative conflict resolution is a process of addressing differences that allow everyone involved to find a way to work together. Differences may be personal, financial, employment, political, emotional, or interpersonal. It is an alternative to a formal investigation of a reported violation. There are many types of alternative conflict resolutions that may be utilized to work through conflict that may arise. Examples include2:

- **Dialogue**: Students engage in a conversation to gain understanding or to manage a conflict independent of intervention or third-party facilitation.
- **Conflict Coaching**: Students seek counsel and guidance from the Division of Student Affairs (Student Success) to learn more about their own conflict styles and strategies to engage in conflict in a more effective and independent way.
- **Facilitated Dialogue**: Students accessing the Division of Student Affairs (Student Success) for facilitation services to engage in a conversation to gain an understanding or manage a conflict with another party. In a facilitated dialogue, parties maintain ownership of decisions concerning the conversations or any resolution(s) of a conflict.
- **Mediation**: Students access the Division of Student Affairs (Student Success) to serve as a third-party to coordinate a structured session aimed at resolving a conflict and/or constructing a resolution agreement for the parties involved.
- **Restorative Justice Practices (conferences, circles, and boards)**: The Division of Student Affairs (Student Success) provides space and facilitation services for students taking ownership for harmful behavior and those parties impacted by the behavior to jointly construct an agreement to restore the community.

[2] Nancy G. Giacomini, et al. *Reframing Campus Conflict: Student Conduct Practice Through the Lens of Inclusive Conflict Excellence.* Sterling, Va: Stylus, 2020.

- **Shuttle Diplomacy**: A Resolution Coordinator actively negotiates an agreement between two (2) parties who do not wish to directly engage with one another.

At any time during the alternative conflict resolution process, the SSAO or designee may elect to initiate a formal investigation as deemed appropriate to resolve the matter. The parties can elect to cease the alternative conflict resolution process at any time before it concludes and proceeds with a formal investigation.

Formal Investigation

Where a formal investigation is designated, the Senior Student Affairs Officer (SSAO) or designee shall investigate the allegations, provide the Respondent with an opportunity to be heard, and render a decision as outlined below:

1. **Investigation**: The SSAO or designee shall provide the Respondent with an opportunity to respond to the allegations either by meeting with the SSAO or designee to discuss the allegations or by submitting a written response, or both. The Respondent will have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting. An advisor may only consult and advise their advisee but not speak on behalf of the advisee at any meeting or hearing. The SSAO or designee may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

    - The SSAO or designee may also conduct any other investigation, such as meeting with the Complainant (if any), meeting with other relevant witnesses, and evaluating relevant documents, information, and evidence.

2. **Decision**: Once the investigation is complete, the SSAO or designee shall render a decision as to whether a violation of the Code has occurred. The determination shall be based on the preponderance of the evidence standard: whether it is more likely than not that the student violated the Code. The decision shall address whether the alleged conduct occurred; whether and how the conduct violated the Code; and impose an outcome, if appropriate.

3. **Notification**: Notification of the decision in writing will be provided by the Senior Student Affairs Officer (SSAO) or designee to the Respondent and any other involved parties, as appropriate. The decision will include information regarding the applicable appeals process. The decision is part of the student's educational record.

Outcomes

The following outcomes can be implemented by the SSAO or designee as a result of finding a violation in the formal investigation process or as part of an agreed upon alternative conflict resolution. These outcomes are intended to develop an educational and restorative experience for individuals engaging in the conduct process. These outcomes may also be put in place to ensure safety for the individual and/or the PCC / CCCS community. Outcomes will be effective immediately upon notice to the student, except that the SSAO or designee may delay or stay the effective date, in their discretion, upon request from the student (e.g., it may be appropriate to stay an outcome pending the resolution of an appeal).

1. **Loss of Privileges**: The student will be denied specified privileges for a designated period, from one (1) to three (3) semesters or one (1) academic year.

2. **Building/Access Restriction**: The student will be denied access to specific campus locations, from one (1) to three (3) semesters or one (1) academic year.

3. **Restriction on Visitation Privileges**: Restrictions may be imposed on a residence hall student or non-resident hall student. The parameters of the restriction will be specified.

4. **Eligibility Restriction**: The student is deemed "not in good standing" with the College for a specified period, from one (1) to three (3) semesters or one (1) academic year. Specific limitations or exceptions may be granted by the SSAO or designee, and the terms of this outcome may include, but are not limited to, the following:

    - Ineligibility to hold any office in any student organization recognized by the College or maintain an elected or appointed office at the College.
    - Ineligibility to represent the College in any way, including, but not limited to participating in the study abroad program, attending meetings, or representing the College at an official PCC / CCCS function, event, or intercollegiate competition as a player, manager, or student coach, etc.

5. **No Contact Orders**: If a "no contact" order is issued, it is the responsibility of the student not to have any contact with the individual(s) named in the order, directly or through third parties, or electronically/online until the order is officially removed by the SSAO or designee.

6. **College Housing Reassignment**: Reassignment to another College housing facility. Pueblo Community College does not own or operate any campus housing currently; however, if/when PCC enters a housing partnership with another organization, PCC students are responsible for following the organization's expectations and policies.

7. **Restitution**: Compensation for damage caused to the College or any individual's property. This could also include situations such as failure to return a reserved space to proper condition, including labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

8. **Referral for Treatment/Assessment**: These include, but are not limited to, alcohol or drug education programs, anger management, or other relevant assessment and treatment programs. Some outcomes may include a cost or fee.

9. **College/Community Service Requirements**: Completion of a specific supervised College/Community service.

10. **Confiscation of Prohibited Property**: Items whose presence is in violation of college policy (pipes, bongs, weapons, etc.) will be confiscated. Prohibited items may be handled, disposed of, or returned to the owner at the discretion of the Senior Student Affairs Officer (SSAO) or designee.

11. **Educational Program/Project**: Requirement to complete an educational or reflection project designed to support students in their understanding of the overall impact of their behavior, or a requirement to attend, present, and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about the violation for which the student was found responsible. Audience may be restricted.

12. **Warning**: An official notice that misconduct has occurred and/or that future specific behavior could result in more severe restrictions, conditions, and outcomes.

13. **Probation**: A period in which the privilege of continuing as a student is conditioned upon meeting certain requirements. Any violation or failure to comply with restrictions while on probationary status could be escalated for further outcomes, including removal from PCC / CCCS. Additionally, students on probationary status typically will be required to meet with SSAO or designee or other College personnel for follow up meetings. Probationary status may range from one semester up to the duration of time at PCC / CCCS.

14. **Suspension**: Separation from a College for a specified minimum period, after which the student is eligible to petition the SSAO or designee for permission to return. Eligibility for return may be contingent upon satisfaction of specific conditions. The student is required to vacate the campus immediately upon receipt of notification of a suspension. During the suspension period, the student is restricted from college property, functions, events, and activities without prior written approval from the SSAO or designee.

Additionally, students may be suspended from one (1) class period per incident by the responsible faculty member or instructor without triggering this procedure. Any longer suspension must be referred to the SSAO or designee.

15. **Expulsion**: Permanent separation from PCC / CCCS. The student is banned from PCC / CCCS College properties and the student's presence at any PCC / CCCS sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

16. **No Trespass**: The College may issue a "No Trespass" directive, also referred to as a persona non grata.

17. **Other**: Additional or alternate restrictions, conditions, or outcomes that promote reflection and holistic student development (e.g., creative expression, community restoration project) may be created and designed as deemed appropriate to the violation.

Appeal of Formal Investigation Decision

A student found responsible for violating the Code through the formal investigation process has a right to appeal if a suspension or expulsion are imposed.

If an outcome other than suspension or expulsion is imposed because of a formal investigation, a student may request in writing a discretionary appeal to the designated Appellate Officer office. A request for a discretionary appeal must be in writing and submitted to the Appellate Officer within five (5) business days of the notice of decision. The Appellate Officer must notify the student in writing of whether the appeal will be permitted and if permitted, the deadlines below apply from the date of that decision.

All appeals must be made in accordance with the procedures outlined in this section.

1. **Important Information about Appeals**:
   - The appeal is the final step in the conduct process.
   - An appeal does not provide a second meeting or review of the case. The appeal process will be based on the existing record and the appeal criteria.
   - Situations may occur that shift the timeframe of the appeal process. Considerations will be given for extenuating circumstances, including, but not limited to, College holidays, family crisis, trauma, and medical/non-medical emergencies. Any extensions are made at the discretion of the Senior Student Affairs Officer (SSAO) or designee.
   - Students are encouraged to consult with the SSAO or designee and external resources about the appeal process prior to submitting the request for an appeal.

2. **Appeals Criteria**:
   A student may only appeal to one or more of the following grounds:

   - A material procedural error occurred that significantly impacted the outcome of the factual findings, outcomes, or both (e.g., substantiated bias, conflict of interest, or material deviation from established procedures).
   - There is new information which was unavailable during the formal investigation that could substantially impact the decision or the outcome. The new information must be included with the students' request for appeal and the student must show that the new information was not known to them at the time of the investigation. Failure to participate in the initial investigation does not constitute new information for the appeal process.

3. **Initial Review of Appeal**:
   Regardless, if a case is appealed, all outcomes imposed in the case will go into effect immediately unless they are officially stayed, pending the appeal decision.

Appeals must be filed in writing within ten (10) business days of the notice of the initial conduct decision or decision allowing discretionary appeal. A student may file a written appeal by completing and submitting the College's appeal form or the URL at: https://cm.maxient.com/reportingform.php?PuebloCC&layout_id=3. It is the student's obligation to provide all materials for consideration at the time of appeal submission. Subsequent information and/or revisions to the appeal after initial submission will not be accepted.

Upon receipt of an appeal, the Appellate Officer shall conduct an initial review to determine if the appeal meets the limited appeals criteria and is timely. The student will receive notification about the decision of the initial review of appeal within five (5) business days of receipt of the student's appeal. If the appeal is found to meet these criteria, the Appellate Officer shall give written notice to other parties involved, if applicable, to allow the other parties an opportunity to provide a response to the appeal.

4. **Appeal Determination**:
   If it is determined an appeal meets the appeal criteria, the Appellate Officer will review the appeal. In reviewing the appeal, the Appellate Officer may only consider the information contained in the record of the case but may seek clarification of the decision rendered by the SSAO or designee. Upon review of an appeal, the Appellate Officer shall have the authority to:

   - Deny the appeal and affirm the initial decision and outcomes.
   - Find that a material procedural error occurred (e.g., substantiated bias, material deviation from established procedures) that impacted the outcome and refer the case back to the SSAO or designee or an alternate designee with instructions to reconvene the investigation and/or the Appellate Officer may otherwise correct the procedural error.
   - Find that the student has presented new information that is material to the decision or outcome of the case. Upon this finding, the Appellate Officer shall conduct or request appropriate additional steps (such as requesting additional investigation by the SSAO or designee and/or modify the decision and outcome accordingly.

   The Appellate Officer will notify the student in writing of the decision, typically within ten (10) business days of completing the review.

   During this appeal process, if the Appellate Officer requires additional time, they shall promptly notify the parties.

Student Records

Student conduct records will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) located at SP 4-80a web page or the URL at https://cccs.edu/about/governance/policies-procedures/sp-4-80a-student-education-records-and-directory-information/ Student Educational Records and Directory Information. Generally, student conduct records are sealed seven (7) years after a final decision is delivered in the resolution process, except as required by law. Student conduct records may be sealed earlier by the Senior Student Affairs Officer (SSAO) or designee upon written request from the student. Conduct records that result in a separation from the College (suspension or expulsion) and those that fall under Civil Rights, to include a Title IX investigation, will be maintained for seven (7) years.

Financial

Students who are suspended or expelled because of the conduct process will not receive a refund of any tuition, fees, or other charges, and will be responsible for any outstanding balances owed to the College. Students who are terminated from housing will be responsible for fulfilling their housing and dining contract fees, if applicable.

Retaliation

It is a violation of this procedure to engage in retaliation, such as taking adverse employment or educational action, against any person who reports an incident of a Code violation or because of the person's participation, or perceived participation, in any aspect of this procedure. Retaliation includes acts to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege provided by this procedure.

Revising this Procedure

Colorado Community College System and/or Pueblo Community College reserves the right to change any provision or requirement of this procedure at any time, and the change shall become effective immediately.

The Student Code of Conduct 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 2026

ACADEMIC INTEGRITY and ACADEMIC DISHONESTY/ACADEMIC ISSUES

Students who violate Pueblo Community College (PCC) rules on academic integrity are subject to disciplinary penalties, including the possibility of failure or removal from a course, disciplinary probation and/or dismissal from the College.

Introduction

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

The College places strong expectations 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 dishonesty. When a student is suspected of committing an act of academic dishonesty, the College will follow the process listed below. The process is intended to uphold and respect the students' due process rights.

What is "Academic Dishonesty"?

"Academic Dishonesty is any action that results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work that is not their own."

Academic dishonesty is a behavioral issue and considered an act of misconduct subject to the College disciplinary process as defined in the Student Code of Conduct, which is found in this Handbook and subject to the academic sanction as defined in an instructor's course syllabus.

What Are Specific Acts of Academic Dishonesty?

The following are acts of academic dishonesty:

- **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.
- **Fabrication:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **Facilitating Academic Dishonesty:** Intentionally or knowingly helping or attempting to help another to violate the provision of the institutional code of academic integrity.
- **Plagiarism**: The deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without giving the credit. This **also includes self-plagiarism,** which is considered any attempt to take any of your own previously written papers, research, etc. and presenting it as a new document and not citing yourself and the previously written paper/research/etc.
- **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 dishonesty.)

Initial Response by Instructor

Pueblo Community College makes every effort to preserve the instructor/student relationship. In the event of alleged academic dishonesty, the instructor should first check with the Division of Student Success to determine if there has been a previous violation of academic dishonesty. If there has been a previous violation, the matter is automatically referred to the Dean of Students (and / or campus site designee) in the Division of Student Success.

If this is an alleged first violation, the instructor will:

STEP 1: Complete the Academic Dishonesty Report Form located on the Portal, under Forms.
STEP 2: Arrange to meet with the student(s) accused of academic dishonesty in a timely manner and address the academic dishonesty incident and afford the student the opportunity to explain his/her case*
STEP 3: If the student(s) accepts responsibility for the act of academic dishonesty and the faculty member is satisfied that the incident can be effectively resolved with a grade sanction, the instructor will assign an academic sanction based on what is written in the course syllabus or one of the following sanctions below--a student found responsible for more than one (1) incident of academic dishonesty, may receive additional academic sanctions:

- Verbal reprimand
- Written warning
- Performance of additional work
- Changing/reduction of grade on assignment
- Assign an "F" in the course**
- Withdrawal from the course

It is important to note:
If dismissal or suspension from an academic program is being considered as a sanction to address an academic integrity concern, this process will need to follow the academic process that applies to academic programs when handling academically related disciplinary actions that result in academic program dismissal or suspension. The academic dismissal or suspension process supersedes this general academic integrity process in this PCC Student Handbook. The process described in this handbook does not result in academic dismissal or suspension from an academic program. Please contact the chair or designated academic dean for specific information on the process to navigate concerns for academic dismissal or suspension from an academic program.

The instructor will forward all documentation to the Dean of Students (and / or campus site designee) and this would complete the academic dishonesty process for this case.

***If the student does not participate in person or via email with the instructor, which is a violation of the code of conduct, the instructor will forward the case to the Dean of Students (and / or campus site designee).**

****A student may not withdraw from a course 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 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.

If the student denies the allegation of academic dishonesty, if the case is a second violation (or higher), or if the faculty member believes the severity of the incident may warrant a sanction more severe than is available to the instructor, the instructor will:

STEP 1: Complete the Academic Dishonesty Report Form, including a summary of relevant documentation, and refer the case to the Dean of Students (and / or campus site designee).
STEP 2: The Dean of Students (and / or campus site designee) will meet with the student(s) to follow the Formal Investigation process outlined in the Administration of Student Discipline section (above).

It is important to note:

If dismissal or suspension from an academic program is being considered as a sanction to address an academic integrity concern, this process will need to follow the academic process that applies to academic programs when handling academically related disciplinary actions that result in academic program dismissal or suspension. The academic dismissal or suspension process supersedes this general academic integrity process in this PCC Student Handbook. The process described in this handbook does not result in academic dismissal or suspension from an academic program. Please contact the chair or designated academic dean for specific information on the process to navigate concerns for academic dismissal or suspension from an academic program.

Where formal investigation is designated, the Senior Student Affairs Officer (SSAO) or designee shall investigate the allegations, provide the Respondent with an opportunity to be heard, and render a decision as outlined below:

1. **Investigation**: The Senior Student Affairs Officer (SSAO) or designee shall provide the Respondent with an opportunity to respond to the allegations either by meeting with the SSAO or designee to discuss the allegations or by submitting a written response, or both. The Respondent will have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting. An advisor may only consult and advise their advisee but not speak on behalf of the advisee at any meeting or hearing. The SSAO or designee may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

The SSAO or designee may also conduct any other investigation, such as meeting with the Complainant (if any), meeting with other relevant witnesses, and evaluating relevant documents, information, and evidence.

2. **Decision**: Once the investigation is complete, the SSAO or designee shall render a decision as to whether a violation of the Code has occurred. The determination shall be based on the preponderance of the evidence standard: whether it is more likely than not that the student violated the Code. The decision shall address whether alleged conduct occurred; whether and how the conduct violated the Code; and impose an outcome, if appropriate.

3. **Notification**: of the decision in writing will be provided by the SSAO or designee to the Respondent and any other parties involved, as appropriate. The decision will include information regarding the applicable appeals process. The decision is part of the student's educational record.

   Pending the outcome of an investigation that is not resolved at the end of the semester or summer session, the instructor must assign a grade of "Z" (Z meaning no grade) to the student.

   Should a student choose not to participate (is non-responsive) in the academic dishonesty process within three (3) working days of the Dean of Students contacting the student, it will be understood that the student accepts the sanction and the instructor's recommended sanction will be implemented.

Appeal of Formal Investigation Decision

A student found responsible for violating the Code through the formal investigation process has a right to appeal if suspension or expulsion are imposed.

If an outcome other than suspension or expulsion is imposed because of a formal investigation, a student may request in writing a discretionary appeal to the designated Appellate Officer. A request for a discretionary appeal must be in writing and submitted to the Appellate Officer within five (5) business days of the notice of decision. The Appellate Officer must notify the student in writing of whether the appeal will be permitted and if permitted, the deadlines below apply from the date of that decision.

All appeals must be made in accordance with the procedures outlined in this section.

1. **Important Information about Appeals**:
   - The appeal is the final step in the conduct process.
   - An appeal does not provide a second meeting or review of the case. The appeal process will be based on the existing record and the appeal criteria.
   - Situations may occur that shift the timeframe of the appeal process. Considerations will be given for extenuating circumstances, including, but not limited to, College holidays, family crisis, trauma, and medical/non-medical emergencies. Any extensions are made at the discretion of the SSAO or designee.
   - Students are encouraged to consult with the SSAO or designee and external resources about the appeal process prior to submitting the request for an appeal.

2. **Appeals Criteria**:
   A student may only appeal upon one or more of the following grounds:

   - A material procedural error occurred that significantly impacted the outcome of the factual findings, outcomes, or both (e.g., substantiated bias, conflict of interest, or material deviation from established procedures).
   - There is new information not available during the formal investigation that could substantially impact the decision or the outcome. The new information must be included in the students' request for appeal and the student must show that the new information was not known to them at the time of investigation. Failure to participate in the initial investigation does not constitute new information for the appeal process.

3. **Initial Review of Appeal**:
   Regardless, if a case is appealed, all outcomes imposed in the case will go into effect immediately unless they are officially stayed pending the appeal decision.

   Appeals must be filed in writing within ten (10) business days of the notice of the initial conduct decision or decision allowing discretionary appeal. A student may file a written appeal by completing and submitting the College's appeal form, if applicable, and sending it to the Appellate Officer. It is the student's obligation to provide all materials for consideration at the time of appeal submission. Subsequent information and/or revisions to the appeal after initial submission will not be accepted.

   Upon receipt of an appeal, the Appellate Officer shall conduct an initial review to determine if the appeal meets the limited appeals criteria and is timely. The student will receive notification about the decision of the initial review of appeal within five (5) business days of receipt of the student's appeal. If the appeal is found to meet these criteria, the Appellate Officer shall give written notice to other involved parties, if applicable, to allow the other parties an opportunity to provide a response to the appeal.

4. **Appeal Determination**:
   If it is determined an appeal meets the appeal criteria, the Appellate Officer will review the appeal.

   In reviewing the appeal, the Appellate Officer may only consider the information contained in the record of the case but may seek clarification of the decision rendered by the Senior Student Affairs Officer (SSAO) or designee.

   Upon review of an appeal, the Appellate Officer shall have the authority to:
   - Deny the appeal and affirm the initial decision and outcomes.
   - Find that a material procedural error occurred (e.g., substantiated bias, material deviation from established procedures) that impacted the outcome and refer the case back to the SSAO or designee or an alternate designee with instructions to reconvene the investigation and/or the Appellate Officer may otherwise correct the procedural error.

Find that the student has presented new information that is material to the decision or outcome of the case. Upon this finding, the Appellate Officer shall conduct or request appropriate additional steps (such as requesting additional investigation by the Senior Student Affairs Officer (SSAO) or designee and/or modify the decision and outcome accordingly.

The Appellate Officer will notify the student in writing of the decision, typically within ten (10) business days of completing the review.

During this appeal process, if the Appellate Officer requires additional time, they shall promptly notify the parties.

Student Records

Student conduct records will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and SP 4-80a web page or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-4-80a-student-education-records-and-directory-information/. Generally, student conduct records are sealed seven (7) years after a final decision is delivered in the resolution process, except as required by law. Student conduct records may be sealed earlier by the SSAO or designee upon written request from the student. Conduct records that result in a separation from the College (suspension or expulsion) and those that fall under Civil Rights, to include a Title IX investigation, will be maintained for seven (7) years.

Financial

Students who are suspended or expelled because of the conduct process will not receive a refund of any tuition, fees, or other charges, and will be responsible for any outstanding balances owed to the College. Students who are terminated from housing will be responsible for fulfilling their housing and dining contract fees, if applicable.

Retaliation

It is a violation of this procedure to engage in retaliation, such as taking adverse employment or educational action, against any person who reports an incident of a Code violation or because of the person's participation, or perceived participation, in any aspect of this procedure. Retaliation includes acts to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege provided by this procedure.

Academic Dishonesty 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.

Possible Academic Dishonesty Sanctions are listed below; additionally, a student found responsible for more than one incident of academic dishonesty may receive additional academic sanctions and disciplinary actions.

- Verbal reprimand
- Written warning
- Performance of additional work
- Changing/reduction of grade
- Withdrawal from the course
- Disciplinary probation
- Suspension from the college
- Expulsion from the college
- Other appropriate sanctions

It is important to note:
If dismissal or suspension from an academic program is being considered as a sanction to address an academic integrity concern, this process will need to follow the academic process that applies to academic programs when handling academically related disciplinary actions that result in academic program dismissal or suspension. The academic dismissal or suspension process supersedes this general academic integrity process in this PCC Student Handbook. The process described in this handbook does not result in academic dismissal or suspension from an academic program. Please contact the chair or designated academic dean for specific information on the process to navigate concerns for academic dismissal or suspension from an academic program.

Disciplinary Sanctions

In addition to any academic sanction(s), a student found to have committed an act of academic dishonesty is subject to disciplinary sanctions that may include disciplinary suspension and/or disciplinary expulsion from the college. The academic dishonesty procedure is intended to afford students' academic disciplinary due process and appeal rights. The academic actions procedure is equally intended to afford students due process and appeal rights when a student believes that they have been treated unfairly and to resolve academic issues at the lowest possible level.

COMPLAINT PROCEDURES

This Student Complaints Procedure is intended to allow students an opportunity to present an issue that they feel warrants action, including the right to secure educational benefits and services. Please refer to BP 4-31 web page or the URL at: https://cccs.edu/policies-and-procedures/board-policies/bp-4-31-student-complaints/ or SP 4-31a web page or the URL at: https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-31a-student-complaint-procedure/.

If the basis of the claim is discrimination and/or harassment, based on federal or state civil rights laws, the student must file a complaint under System Procedure (SP) SP 19-60a – Civil Rights and Sexual Harassment Resolution Process web page or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-19-60a-civil-rights-and-sexual-harassment-resolution-process/. If the basis of the claim is discrimination and/or harassment based on federal or state civil rights laws, the student must file a complaint under the Civil Rights Complaints and Investigation Process. Please contact the PCC Human Resources Office or hr.pcc@pueblocc.edu (Pueblo Campus) Central Administration (CA), Room 112; 719.549.3220; to file a discrimination and/or harassment complaint.

If the basis of the claim is a violation of the Code of Student Behavioral Expectations and Responsibilities outlined in this PCC Student Handbook, the student must file a formal report by completing a College incident report that is located on the College's incident report web page or the URL at: https://pueblocc.edu/Concerns. If the conduct is believed to be criminal in nature, the student should immediately report the alleged violation to campus law enforcement or security or external law enforcement. Contact information for reporting crimes and emergencies is located on the College's Police Department web page or the URL at: https://pueblocc.edu/public-safety.

Definitions:

Complaint: is a claim addressing an objectionable offense.

Complainant(s): A person(s) who is subject to alleged misconduct or related retaliation. For purposes of this procedure, a complainant can be a PCC / CCCS employee(s), student(s), authorized volunteer(s), guest(s), or visitor(s).

Day: Refers to working day unless otherwise noted below.

Dean of Students (DOS): One of the PCC employees designated by the College to administer student complaints; complaints are also addressed and resolved by other appropriate PCC employee supervising the area of concern (may include directors, department chairs, academic deans, and/or other designees assigned to address and resolve the alleged behavior in the reported concern).

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

Person/Entity Responding to a Complaint: includes a person/entity whose alleged conduct is the subject of a complaint. For purposes of this procedure, this can be a CCCS employee(s), student(s) who was enrolled at the time of the alleged incident, authorized volunteer(s), guest(s), visitor(s), or College.

Preponderance of the Evidence: is the standard of proof that shows more likely than not that a violation occurred, based on what a reasonable person would consider.

Senior Student Affairs Officer (SSAO): is the College employee designated by the College President to oversee student affairs and address student complaints under this procedure. The SSAO may delegate this responsibility to another person. *Note: Previously referred to as Chief Student Services Officer (CSSO); other Policies and Procedures may also refer to this role as CSSO.

Remedy: The relief that the Complaint is requesting.

Respondent(s): A student whose alleged conduct is the subject of a complaint or incident.

Filing a Complaint

All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

Procedures

Scope of Student Complaint and Filing Complaint:
An objectionable offense that may be included in a student complaint is any alleged action which violates or inequitably applies Board Policies, System Procedures and/or College Procedures.

The following matters are not subject to review under this procedure:

- Matters over which the College is without authority to act.
- Grades and other academic decisions unless there is an allegation that the decision was motivated by discrimination and/or harassment which should be filed under the appropriate Civil Rights and Sexual Misconduct Resolution Process.

Students must submit all complaints in writing to the Reporting a Concern or Incident form found on the College's web page or the URL at: https://pueblocc.edu/Concerns. The student issuing the complaint should describe the alleged incident(s), when and where it occurred, any previous efforts to resolve the issue(s) with a description of the discussion and the manner of communication made in the course of each effort, the desired remedy sought, and include any supporting documents. The supporting documents should be referenced within the body of the complaint.

The complaint should be submit all complaints in writing to the Reporting a Concern or Incident form found on the College's web page or the URL at: https://pueblocc.edu/Concerns. The complaint must contain the name and all contact information of the student issuing the complaint. All complaints shall be made as promptly as possible after the occurrence, so that the SSAO or the appropriate PCC employee supervising the area can more effectively address the reported concerns. A delay in reporting may result in the loss of relevant evidence and witness testimony, and may affect the ability of the SSAO or the appropriate PCC employee supervising the area to substantiate the allegations.

False reporting could lead to referral under SP 4-30a – Student Behavioral Expectations and Responsibilities Resolution Procedure web page or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-4-30a-student-behavioral-expectations-and-responsibilities-resolution-procedure/.

Student Complaint Process*:*
The SSAO or the appropriate PCC employee supervising the area shall determine whether the student complaint can be addressed or not under this SP as follows:

- If the complaint addresses an objectionable offense covered under this procedure, the SSAO or the appropriate PCC employee supervising the area shall give written notice of the complaint to both the student issuing the complaint and the person/entity responding to the complaint via personal delivery, certified mail, or emailing the parties.
- If the SSAO or the appropriate PCC employee supervising the area determines the complaint is not subject to review under this procedure, they shall inform the student filing the complaint of this decision in writing.

Informal Resolution:
The student filing the complaint is encouraged to resolve the issue with the party/entity responding to the complaint through an informal process as facilitated by the SSAO or the appropriate PCC employee supervising the area. If the complaint cannot be informally resolved or the student issuing the complaint chooses not to informally resolve it, the SSAO or the appropriate PCC employee supervising the area will formally investigate the complaint and issue a decision.

Formal Investigation:
The SSAO or the appropriate PCC employee supervising the area will request meetings with each of the parties involved. If the complaint is against the SSAO or the appropriate PCC employee supervising the area, the College President will designate someone to perform the duties of the SSAO or the appropriate PCC employee supervising the area under this procedure.

Both parties will be given the opportunity to discuss the allegations of the complaint and may offer any documentation, witnesses, or other materials in support of the complaint. If any party is not cooperative or responsive, the SSAO or the appropriate PCC employee supervising the area may make a determination based on the information available.
The SSAO or the appropriate PCC employee supervising the area may also contact or request a meeting with relevant college staff, students, or others as part of the investigation.

In meeting with the SSAO or the appropriate PCC employee supervising the area or designee, the parties are responsible for presenting their own information. The parties have the opportunity to be advised by an individual of their choice, at their expense, at any stage of the process and to be accompanied by that individual at any meeting or hearing. An individual who chooses to advise a party may only consult and advise the party they are working with, they may not speak for the student being represented at any meeting or hearing. The SSAO or the appropriate PCC employee supervising the area may remove or dismiss an individual who chooses to advise a party and becomes disruptive or who does not abide by the restrictions on their participation.

At the appropriate PCC employee's (supervising the area) discretion, the appropriate PCC employee supervising the area may discontinue meetings with anyone who is causing a disruption to the process or is being uncooperative and will proceed to decide based on the information known at that time.

No audio or video recording of any kind other than as required by institutional procedure is permitted.

Decision:
Based on the preponderance of evidence, the SSAO or the appropriate PCC employee supervising the area shall issue a written decision to both the parties and make a recommendation(s) to resolve the issue(s) in accordance with Board Policies and System Procedures. The parties shall be advised of their right to appeal the decision, subject to the grounds below, by filing an appeal with the SSAO or the appropriate PCC employee supervising the area within ten (10) business days of the decision.

Appeal:
In the event of an appeal, the SSAO or the appropriate PCC employee supervising the area shall give written notice to both parties via personal delivery, certified mail, or email. The party responding to the appeal shall be given five (5) business days to submit a response in writing unless additional time is needed per the consent of the SSAO or the appropriate PCC employee supervising the area. All appeals and any responses to the appeal are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and was timely filed within ten (10) business days. The original decision will stand if the appeal is not timely filed or does not meet the appealable grounds as described below, and the decision is final.

The original decision is presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows:

1. A procedural error occurred that significantly impacted the outcome of the decision (e.g., substantiated bias, conflict of interest, or material deviation from established procedures). The written appeal shall specify the procedural error and how it impacted the outcome of the decision.
2. The findings are not supported by substantial evidence in the investigation report or the report does not articulate a rational connection between the facts found and the decision made. The written appeal shall specify the finding(s) not supported by substantial evidence or for which the report does not articulate a rational connection between the facts found and the decision made; or
3. To consider new evidence, unavailable during the original investigation, that could substantially impact the original finding(s). Any new evidence and its impact must be included in the written appeal.

If the appeals officer determines a procedural error occurred that significantly impacted the outcome of the decision, the appeals officer shall return the complaint to the SSAO or the appropriate PCC employee supervising the area with instructions to convene a new investigation or the appeals officer shall otherwise cure the procedural error. In rare cases, where the procedural error cannot be cured by the SSAO or the appropriate PCC employee supervising the area, in cases of bias, the appeals officer or committee may order a new investigation by a different individual acting in the place of the designated SSAO or the appropriate PCC employee supervising the area. The results of a reconvened investigation cannot be appealed. The results of a new investigation can be appealed once, on the applicable grounds for appeals.

If the appeals officer determines the findings were not supported by substantial evidence in the investigation report, the report does not articulate a rational connection between the facts found and the decision made, or new evidence substantially impacts the original finding(s), the appeals officer shall conduct or request appropriate additional steps (such as requesting the SSAO or the appropriate PCC employee supervising the area to reconsider in light of new evidence only) and/or modify the findings accordingly.

Written notice of the outcome of the appeal shall be provided simultaneously to the parties.

State Complaint Process

Prior to filing a complaint with the Colorado Department of Higher Education (CDHE), students must follow the appeals process at Pueblo Community College. Complaints filed with the CDHE must be filed with the on-line student complaint form found on the College's web page or the URL at: https://pueblocc.edu/Concerns CDHE will only consider complaints pertaining to statewide transfer and GT Pathways issues. The CDHE does not have authority to resolve complaints between an individual and the institution including but not limited to: Academic freedom, admission decision, billing issues, curriculum content, grades, health insurance requirements, IHE's Student Code of Conduct, issues of discrimination, quality of teaching, religious freedom, transcript holds, and tuition classification.

Special Complaint Process Provisions

- In the event the student is under the age of eighteen (18) or incapacitated, he/she may have an advisor present to assist him/her in presenting his/her case.
- The Parties do not have the right to be represented by legal counsel during these proceedings except in the case where civil or criminal actions concerning the complaint are pending and, in that case, the legal counsel's role shall be advisory only. The party represented by legal counsel must notify PCC employee supervising the area forty-eight (48) hours in advance of any scheduled meeting so that the PCC employee supervising the area can notify the other party.
- The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under the age of eighteen (18) or incapacitated.
- The student shall have the right to identify documents, witnesses, and other material he/she would like the PCC employee supervising the area to review before making a final decision.
- Any hearing held shall be conducted in private unless all parties agree otherwise.
- A record of the hearing will be maintained by the PCC employee supervising the area.
- If a student has a disability and would like to request accommodation to assist him/her through the complaint process they may do so by informing the PCC employee supervising the area. The PCC employee supervising the area will then work with the accessibility center to accommodate the request.
- If the complaint is against the PCC employee supervising the area, the supervisor of the PCC employee supervising that area or designee, or other person designated by the President shall perform the duties of the supervisor of the PCC employee supervising that area or designee.
- Jurisdiction: College complaints proceedings may be instituted over incidences that occur or are related to the College or college-sanctioned activities or was of such a nature to impact upon the College.
- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

- Standard of proof: The College will use the preponderance of evidence standard in the complaint proceedings, meaning the College will determine whether it is more likely than not if the Complainant was subjected to inequity as it applies to Board Policies, System President's Procedures, or College procedures.
- False Reports: The College will not tolerate intentional false reporting of incidents. False reporting could lead to disciplinary action, up to and including termination for employees, and expulsion for students.
- For students, false reports will be considered a violation of the College Student Code of Conduct.
- The procedural rights afforded to students above may be waived by the student.

Retaliatory Acts

It is a violation of this procedure to engage in retaliation, such as taking educational action, against any person who makes a complaint or because of the person's participation, or perceived participation, in any aspect of this procedure. Retaliation includes acts to intimidate, threaten, coerce, or discriminate against any individual for the purposes of interfering with any right or privilege provided by this procedure.

Revising this Procedure

Colorado Community Colleges System and Pueblo Community College reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

BEHAVIOR RELATED POLICIES AND PROCEDURES

The sequence of the following policies is not intended to imply an order of importance of significance to Pueblo Community College. Any violation of the following policies will subject a student to disciplinary action.

Hazing Policies

Hazing Definitions

Pueblo Community College (PCC) prohibits hazing. Under Appendix A of SP 4-30a, Code of Student Behavioral Expectations and Responsibilities, hazing is defined as:

an act that endangers the psychological, emotional, intellectual, and/or physical health and/or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team, or organization. Additionally, any act that places a student in a subservient role within an organization is considered hazing. Participation or consensual cooperation by the individual(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and failing to report those acts may also violate this code.

Employees may violate the Code of Conduct (BP 3-70), the prohibition against bullying and violent behavior (BP 19-10), or other workplace policies, procedures, or protocols by engaging in acts that constitute hazing under the applicable legal definitions.

Under the Stop Campus Hazing Act, hazing is defined as:

1. An intentional, knowing, or reckless act

2. committed by a person, whether individually or in concert with other persons,

3. against a student, regardless of that student's willingness to participate, that

4. was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in, an organization (such as a club, society, association, athletic team, fraternity, sorority, or student government); and

5. causes or is likely to contribute to a substantial risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical training necessary for participation in an athletic team), of physical injury or psychological injury including:
    - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
    - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
    - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
    - causing, coercing, or otherwise inducing another person to perform sexual acts;
    - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
    - any activity against another person that includes a criminal violation of local, state, tribal, or federal law; and
    - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.

Colorado statute (C.R.S. 18-9-124(2)) defines the crime of hazing:

(a) "Hazing" means any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization; except that "hazing" does not include customary athletic events or other similar contests or competitions, or authorized training activities conducted by members of the armed forces of the state of Colorado or the United States.

(b) "Hazing" includes but is not limited to:

(I) Forced and prolonged physical activity;

(II) Forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forced consumption of any substance not generally intended for human consumption;

(III) Prolonged deprivation of sleep, food, or drink.

Reporting Hazing

Any person can report an incident of suspected hazing by completing an incident report on the College's web page or the URL at: https://pueblocc.edu/Concerns

Process for Investigating Allegations of Hazing

Any allegations of hazing that involve an allegation that the individual has engaged in any discriminatory or harassing behavior based upon a protected class or category listed in BP 19-60 will be investigated using the process set forth in SP 19-60a, Civil Rights and Sexual Harassment Resolution Procedure. For allegations of hazing that are not based upon a protected class or category, the applicable process depends upon the status of the individual accused of hazing. Board Policies (BP) and System Procedures (SP) web page or the URL at https://cccs.edu/about/governance/policies-procedures/.

- For accused students, investigations will follow the process set forth in SP 4-30a, Student Behavioral Expectations and Responsibilities Resolution Procedure.
- For employees, allegations of hazing are investigated and resolved using the process applicable to allegations of any other behavioral misconduct, which includes an investigation by our Human Resources office.
- For faculty, investigations and any subsequent action will also be in compliance with BP 3-20, Due Process for Faculty.
- For classified employees, investigations and any subsequent action will also be in compliance with the applicable State Personnel Rules and Regulations web page or the URL at: https://www.colorado.gov/spb.

Other Applicable Laws Regarding Hazing

While many acts that constitute hazing may be covered by other crimes, C.R.S. 18-9-124 criminalizes hazing activities that may not be covered by other criminal statutes.

C.R.S. 18-9-124

(1)(a) The general assembly finds that, while some forms of initiation constitute acceptable behavior, hazing sometimes degenerates into a dangerous form of intimidation and degradation. The general assembly also recognizes that although certain criminal statutes cover the more egregious hazing activities, other activities that may not be covered by existing criminal statutes may threaten the health of students or, if not stopped early enough, may escalate into serious injury.

(b) In enacting this section, it is not the intent of the general assembly to change the penalty for any activity that is covered by any other criminal statute. It is rather the intent of the general assembly to define hazing activities not covered by any other criminal statute.

(2) As used in this section, unless the context otherwise requires:

(a) "Hazing" means any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization; except that "hazing" does not include customary athletic events or other similar contests or

competitions, or authorized training activities conducted by members of the armed forces of the state of Colorado or the United States.

(b) “Hazing” includes but is not limited to:

(I) Forced and prolonged physical activity;

(II) Forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forced consumption of any substance not generally intended for human consumption;

(III) Prolonged deprivation of sleep, food, or drink.

(3) It shall be unlawful for any person to engage in hazing.

(4) Any person who violates subsection (3) of this section commits a class 2 misdemeanor.

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.
- People 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 people 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.

Computers: Electronic Communication

The College has adopted the following policy in concert with BP 3-125 web page or the URL at: https://cccs.edu/policies-and-procedures/board-policies/bp-3-125-electronic-communication-policy/ 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 telephones, 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 the 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 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.

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 and Finance 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 PCC. Pueblo Community College 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, College Personnel Policies, or state, or federal laws. The Business Officer or his/her designee will initiate actions to be taken under this policy.

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 PCC Police Department or local law enforcement, the Human Resource Office, and the Senior Student Affairs Officer (SSAO) or designee. 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

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 – Copyrights and Patents web page or the URL at: https://cccs.edu/about/governance/policies-procedures/bp-3-90-copyrights-and-patents/ and PCC adheres to these standards.

Drug & Alcohol

Pueblo Community College (PCC) is a state system community college governed by the Colorado Community College System (CCCS). The Board Policy BP 19-30 – Drug Free Schools and Workplaces web page or the URL at: https://cccs.edu/about/governance/policies-procedures/bp-19-30-drug-free-schools-and-workplaces/ 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 the DAAPP to each student and employee at each campus and site, by email, each semester, a publication that will include the following:

i. Standards of conduct
ii. Legal sanctions for unlawful possession or distribution of illegal drugs and alcohol
iii. Health risks associated with the abuse of alcohol and the use of illegal 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.

Please go to the College's web page or the URL at: https://pueblocc.edu/Drug-Alcohol-Policies for the most current Drug and Alcohol Abuse Prevention Programs.

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 illegal 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. Students violating this policy are subject to disciplinary suspension and/or expulsion from the College.

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 policies BP 19-30 – Drug Free Schools and Workplaces web page or the URL at: https://cccs.edu/about/governance/policies-procedures/bp-19-30-drug-free-schools-and-workplaces/, Drug-Free Schools and Workplaces Policy.

Accordingly, all PCC full-time and part-time students and employees are hereby notified of the 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.

Marijuana – Amendment 64:
Although possession and use of marijuana, consistent with the requirements of the Colorado Constitution, is no longer a crime in the state of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substance Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana, even if the student has a medicinal card, continues to be prohibited while a student is on college owned or college-controlled property, and/or at any function authorized or supervised by the College and/or in state owned or state leased vehicles.

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.
- 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 the 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.
- Additionally, to encourage students to seek medical assistance for themselves and/or others in the event of life-threatening circumstances from alcohol and/or other drugs and in the spirit of the Colorado revised statute 18-13-122 (listed below), students may be eligible (in the student conduct process) for medical amnesty if they proactively call 911 and/or PCC Police Department for help. The primary PCC administrator responsible for student conduct concerns (or their designee) may grant medical amnesty for the reporting student and/or student impacted by life threatening circumstances (from alcohol and/or drugs) may not be subject to disciplinary sanctions but may have educational sanctions in the student conduct process.

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. This includes the use, sale, or distribution of marijuana on 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 and will be strictly enforced. 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.
- People under 21 years of age cannot legally possess or consume malt (six (6) percent beer), fermented malt liquor (3.2 percent beer), vinous, or spirituous liquor. The furnishing of alcoholic beverages to under-age people 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.

Colorado Revised Statute 18-13-122:

(7) **(a)** An underage person is immune from arrest and prosecution under this section if he or she establishes the following:

(I) The underage person called 911 and reported in good faith that another underage person needed medical assistance due to alcohol or marijuana consumption;

(II) The underage person who called 911 provided his or her name to the 911 operator;

(III) The underage person was the first person to make the 911 report; and

(IV) The underage person who made the 911 call remained on the scene with the underage person in need of medical assistance until assistance arrived and cooperated with medical assistance or law enforcement personnel on the scene

(b) The immunity described in paragraph (a) of this subsection (7) also extends to the underage person who needed medical assistance due to alcohol or marijuana consumption if the conditions of said paragraph (a) are satisfied.

Health Risks:
There is 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 several 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 may have irreversible physical abnormalities and mental challenges. 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.

Effects 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 lifestyles 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 and other drugs can lead to dependence and addiction.
4. Binge or excessive drinking can lead to alcohol poisoning, which can be fatal.

Marijuana – Amendment 64:
Although possession and use of marijuana, consistent with the requirements of the Colorado Constitution, is no longer a crime in the state of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substance Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana, even if the student has a medicinal card, continues to be prohibited while a student is on college owned or college-controlled property, and/or at any function authorized or supervised by the College and/or in state owned or state leased vehicles.

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 (FERPA) 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 with the CSCPA, Pueblo Community College is providing a link to the Colorado Sex Offender Registry web page. or the URL at: https://apps.colorado.gov/apps/dps/sor/search-agreement.jsf;jsessionid=2_LMowCabBLCrX-23l0qgU3Wnlke5j9EZHO9VvwL.cenp-eap7-0.

Pueblo Community College strongly recommends that all registered sex offenders contact the Pueblo Community College Police Department prior to enrolling at PCC.

The Colorado Sex Offender Registry Law is available via internet pursuant to Colorado Revised Statute 16-22-110 web page, and Colorado Revised Statute 16-22-112 web page or the URL at: https://leg.colorado.gov/colorado-revised-statutes. Registry information provided under this section in the statute 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 any PCC campus may contact their local police or sheriff's office.

LOCAL POLICE & SHERIFF DEPARTMENTS

Pueblo Campus:

Pueblo Police Department	Pueblo County Sheriff's Department
200 South Main	909 Court
Pueblo, CO 81003	Pueblo, CO 81003
719.553.2502	719.583.6125

Fremont Campus:

Cañon City Police Department	Fremont County Sheriff's Department
161 Justice Center Drive	100 Justice Center Road
Cañon City, CO 81212	Cañon City, CO 81212
719.276.5600	719.276.5555

PCC Southwest Campus – Cortez:

Cortez Police Department	Montezuma County Sheriff's Department
608 N. Park Street	730 E. Driscoll Street
Cortez, CO 81321	Cortez, CO 81321
970.565.8441	970.565.8452

PCC Southwest Site – Durango:

Durango Police Department	La Plata County Sheriff's Department
990 E. 2nd Avenue	283 Girard Street
Durango, CO 81301	Durango, CO 81303
970.375.4700	970.247.1157

Children on Campus

Pueblo Community College is an educational institution that offers supervised educational and recreational events on campus for adults as well as children. Pueblo Community College 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 may not attend a class in session without the prior approval of the class instructor.
- Children visiting the campus must always be supervised by an adult.
- 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.
- PCC Wellness and Recreation – Concurrent Enrollment students attending PCC classes on the Pueblo campus are allowed to use the Wellness & Recreation facility with written permission by their parents. Concurrent Enrollment students not attending PCC classes at the Pueblo campus can use the facility (with written parent permission) by paying the same rate as online students ($20 per month or $5-day pass rate)—payments can be made at the Cashier's Office.
- 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.

Policy on Minors

Pueblo Community College (PCC) is committed to the safety and protection of minors and establishes guidelines to promote the safety and well-being of these individuals. This policy applies to all faculty, staff, volunteers, visiting scholars, and students representing PCC that are interacting with minors as a function of their role at PCC (this group will be referenced as "PCC staff").

Under Colorado State Statute, C.R.S. 19-1-103, a minor (specifically referenced as "child" in the statute) refers to an individual under the age of 18. This policy is intended to help protect minors whose health and welfare are adversely affected while participating in a PCC program/event and in the care of PCC staff.

PCC staff should be vigilant to observe the physical and emotional state of the minors that participate in a PCC program/event. Any signs of injury that a minor has sustained should be promptly reported to the PCC program/event director, to the applicable PCC Police Department (contact information listed at the end of the policy), and Senior Student Affairs Officer (SSAO) or designee (i.e., Pueblo campus Vice President of Student Success (VPSS), Fremont campus Executive Dean, and SW campus Executive Dean) at the campus for the next appropriate steps.

Additionally, anyone who knows or suspects abuse or neglect of minors may also notify the 24-hour reporting line for Colorado by calling 844.264.5437.

Below are general procedures meant to help guide those involved with PCC pre-college programs/events in cases where the program does not have its own program specific procedures in place.

Hazing Prohibited: Pueblo Community College (PCC) prohibits hazing. Under Appendix A of SP 4-30a, Code of Student Behavioral Expectations and Responsibilities, hazing is defined as:

> an act that endangers the psychological, emotional, intellectual, and/or physical health and/or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team, or organization. Additionally, any act that places a student in a subservient role within an organization is considered hazing. Participation or consensual cooperation by the individual(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and failing to report those acts may also violate this code.

Bullying Prohibited: Verbal, physical, and cyber bullying are prohibited.

Report: You must report incidents involving sexual or physical abuse or neglect of a minor immediately; please refer to reporting information (listed above).

Statement of Acknowledgement of the Policy (Interacting with Minors):

I WILL:

• Follow the rules and guidelines in this policy while interacting with minors who participate in Pueblo Community College (PCC) programs/events.

• I understand that as a person who interacts with minors under the auspices of Pueblo Community College, I may be required to undergo a criminal history background check with results acceptable to PCC.

• I understand that if I am currently enrolled as a student at the College, I hereby consent to have my disciplinary case history reviewed with results acceptable to PCC and the program/event director.

• Unless my paid or volunteer position requires otherwise, I will never be alone with a minor (or minors) at PCC activities without notifying another adult and asking the adult for assistance.

• If I am alone with a minor, I will utilize buddy systems and pursue safety in numbers when another adult is not available to help, e.g., a child who needs to be excused during a group activity will be accompanied by another child of the same sex.

• I will always maintain appropriate physical boundaries. I will touch children only, when necessary, in ways that are appropriate, public, and non-sexual.

• I will treat everyone with respect, loyalty, patience, integrity, courtesy, and dignity.

• I will use positive reinforcement rather than criticism or comparison when working with minors.

I WILL NOT:

• I will not touch or speak to a minor (or minors) in a sexual or other inappropriate manner.

• I will not inflict any physical or emotional abuse such as striking, humiliating, ridiculing, or degrading minors.

• I will not use, possess, or be under the influence of tobacco, alcohol, or illegal drugs at any time while working with minors.

• I will not provide transportation to a minor (or minors) unless doing so is an acknowledged component of a program/event (i.e., with parent permission, parameter of the program/event, arrangement of program/event director, etc.).

• I will not accept or give gifts to minors without the knowledge of their parents or guardians.

• I will not engage in private communications with minors via text messaging, email, Facebook, Twitter or the like except for activities strictly involving PCC business.

• I will not use profanity in the presence of children and/or youth at any time.

Reporting of Possible Abuse of a Minor

PCC staff should be vigilant to observe the physical and emotional state of the minors that participate in a PCC program/event. Any signs of injury that a minor has sustained should be promptly reported to the PCC program/event director, to the applicable PCC Police Department (listed below), and Senior Student Affairs Officer (SSAO) or designee (i.e., Pueblo campus Vice President of Student Success (VPSS), Fremont campus Executive Dean, and SW campus Executive Dean) at the campus for the next appropriate steps.

Additionally, anyone who knows or suspects abuse or neglect of minors may also notify the 24-hour reporting line for Colorado by calling 844.264.5437.

PCC Campus Police

Pueblo Campus: 719.549.3355

Fremont Campus: 719.296.6130

PCC Southwest Campus – Cortez:

Cortez Police Department	Montezuma County Sheriff's Department
970.565.8441	970.565.8452

PCC Southwest Site – Durango:

Durango Police Department	La Plata County Sheriff's Department
970.375.4700	970.247.1157

Complaints: Reporting a Concern or Incident

Pueblo Community College (PCC) welcomes comments, suggestions, and feedback from students, clients, guests, community members, and volunteers. Individuals are encouraged to provide feedback or seek resolution about any concern or complaint at the lowest and most informal level, progressing through the chain of command at all PCC campuses and sites. If the concern or complaint has not been resolved through the informal process, please submit a written complaint through the one of the following links that best identifies the area of concern or complaint.

Academic Concerns: Use this form to report an academic concern. An academic concern is defined as a concern with instructor behavior, class policies and/or practices, and unfair expectations or demands.

Academic Concern Form or the URL at: https://cm.maxient.com/reportingform.php?PuebloCC&layout_id=9

Concern/Complaint: Use this form to report a complaint about a service department or an employee in a service department. If your concern or complaint is about an instructor or an issue relating to an academic course, please use the Academic Concern Form. Examples of service departments are the Go!Zone, Financial Aid, Cashier, PCC Police Department, Advising, Bookstore, etc.

Concern/Complaint Form or the URL at: https://cm.maxient.com/reportingform.php?PuebloCC&layout_id=10

Student Conduct or Distressing/Disturbing Student Behavior: Use this form to report alleged violations of the PCC Student Code of Conduct, including academic misconduct, as well as distressing or disturbing student behavior.

Student Conduct/ Distressing or Disturbing Student Behavior Form or the URL at: https://cm.maxient.com/reportingform.php?PuebloCC&layout_id=1

Discrimination/Harassment Complaint: Use this form if you believe that you have been unlawfully discriminated against, harassed, or otherwise harmed. You are encouraged to fill out this form; however, you can also contact PCC Human Resources at 719.549.3220 or by email at PCCHR@pueblocc.edu to have your complaint addressed.

Discrimination/Harassment Complaint Form or the URL at:
https://cm.maxient.com/reportingform.php?PuebloCC&layout_id=12

Facilities Concern: Use this form to report a problem or concern about a college building, classroom, exterior grounds, etc. Please note the quickest and most effective way to submit your concern is by contacting the Facilities Office at 719.549.3345 or by speaking with a Facilities or Housekeeping staff member.

Facilities Concern Form or the URL at: https://cm.maxient.com/reportingform.php?PuebloCC&layout_id=11

Complaint Procedures

Anyone taking courses at Pueblo Community College (PCC) who has filed a written complaint (above) and wishes to pursue the complaint further may:

1. Follow the PCC complaint procedure, which is defined in this handbook. A person may also contact the Higher Learning Commission web page or the URL at: https://www.hlcommission.org/, which is the College's accrediting agency.

2. Students residing outside of Colorado while taking classes at Pueblo Community College can, in many cases, file a complaint in the state where they reside. As required by federal regulations, this is a list of agencies in each state web page or the URL at: https://sheeo.org/membership/our-members/ where complaints can be filed.

NOTE: Pueblo Community College does not tolerate false reporting. Any person found to have purposefully reported false information may be subject to disciplinary and/or criminal action.

Course Enrollment

Dropping Courses:

If a course is dropped during the refund period listed on the student schedule (this is also known as "the census date"), the student will not be charged for the course and the dropped course will not appear on the student's permanent record.

Courses may be added or dropped in one of three ways:

- Visit any campus registration station. To add or drop a class in person, students must present a photo ID and submit a signed schedule adjustment form.
- Log on to myPCC Portal web page, or the URL at: https://pueblocc.edu/, open Navigate, and drop the course yourself.
- Log on to myPCC Portal web page or the URL at: https://pueblocc.edu/, find the Registration Tools (SSB) tile, click the "Add or Drop Classes" link and drop yourself from the class.

Class drops and withdrawal dates can be seen in your MyPCC Portal. Find the "Registration Tools (SSB)" tile in your Portal and click on the "Detailed Student Schedule (with drop and withdrawal dates)" link to view your classes and their drop and withdrawal deadlines. You may also contact any registration station, the Admissions & Records Offices, or refer to the class schedule/bill you received at the time you register for course(s) to find your course add and drop deadlines.

A student will be identified as a "no-show" and dropped from the course if he or she has not attended any class sessions or participated in any academically related activities between the start of the course and the census date. For lecture and lab classes where the student physically attends the class, the student must attend class, complete any required coursework, and participate through direct interaction with the instructor prior to the census date to avoid being dropped from a class as a "no-show." For online courses where the student is required to log into the class, the student must log into the course shell and submit an assignment, post to a discussion board, or complete

a tutorial prior to the census date to be considered “attending.” Logging into an online class and reviewing the class does not constitute attendance. An online student must complete coursework and earn points to be considered attending. Students dropped as no-shows will receive a full refund of tuition and fees.

Withdrawing from Courses
It is the student’s responsibility to initiate all withdrawals (from a course or the college) by first meeting with their instructor, advisor, or Success Coach. After the meeting, students should contact the financial aid office, and either withdraw themselves electronically through Navigate or their MyPCC Portal or go to the college “Go!Zone” for assistance with withdrawing. Faculty will not withdraw students for lack of attendance but will instead issue the appropriate grade earned by the student at the end of the semester. Departments are expected to maintain clear attendance policies at the course/program level and convey those standards to students.

Students may occasionally encounter unusual or extenuating circumstances that force them to withdraw from classes. Extenuating circumstances may be military activation or TDY orders, health reasons, job changes and/or death in the family, to name a few. Students who are forced to withdraw from classes due to circumstances beyond their control may initiate the “Tuition Credit Request” process. Students complete the online Tuition Credit Request form and attach official documentation of the extenuating circumstances that forced them to withdraw. The tuition credit request committee meets monthly to review student appeals and has the authority to approve or deny the appeal. Students may re-appeal a denial with the Registrar. If the Tuition Credit Request is approved, the student receives a voucher for the cost of tuition (no fees or book charges) for the classes from which they withdrew to be used within the next calendar year. Tuition Credit Requests must be submitted no later than the following deadlines after the semester in which the withdrawal occurred:

- Summer semester: December 1
- Fall semester: May 1
- Spring semester: August 1

More information can be found at Tuition Credit Request web page or the URL at: https://pueblocc.edu/Tuition-Credit-Requests.

For a statement about PCC’s refund policy, see the Tuition and Fees section of the PCC college catalog.

Posting and Distribution of Printed Material
Printed information that is to be displayed or distributed on college property must be approved in advance by one of these individuals or their designee):

- Vice President of Student Success (Pueblo campus, Student Center, 2nd Floor, Go!Zone)
- Executive Director, Marketing & Communications (Pueblo campus, Central Administration building)
- Vice President, Southwest (Mancos campus)
- Executive Director, Fremont (Cañon City campus)

Materials may be posted only on designated bulletin boards or paper rails. Materials may not be posted on walls, doors, windows, or on vehicles in any campus parking lot.

Community bulletin boards may be used by anyone wishing to post a notice on campus and the contents will not be censored by the college unless the content is determined to violate law, policy, or reasonable community standards.

The distribution of political or campaign material is prohibited unless the organization is renting space from the college, in which case distribution is permitted within the space being rented.

Employees may not distribute political or campaign material during work time on college grounds or in connection with any college activity.

These provisions do not supersede Article 5.9 of the Partnership Agreement between the State of Colorado and Colorado Workers for Innovative and New Solutions.

Lactation Policy

Policy Goals and Summary:

Pueblo Community College's intent to fully comply with the Breastfeeding in Public Act Colorado Revised Statute 25-6-302 web page or the URL at: https://leg.colorado.gov/colorado-revised-statutes which establishes that a mother may breastfeed in any place she has a right to be and the Colorado Workplace Accommodations for Nursing Mothers Act Colorado Revised Statutes §8-13.5-101 through 104 web page or the URL at: https://leg.colorado.gov/colorado-revised-statutes which recognizes the importance of workplace accommodations for nursing mothers by requiring the provision of reasonable break periods and a private location for the expression of breast milk up to two (2) years after the child's birth.

PCC is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 web page or the URL at: https://leg.colorado.gov/colorado-revised-statutes. Sex discrimination, which can include discrimination based on pregnancy and related medical conditions is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, and health insurance coverage.

Policy Text:

(1) Scope:

This policy is applicable to all PCC students.

(2) Definitions:

For the purposes of this policy:

a. The terms "breastfeeding students," "nursing students," and "lactating students" are used interchangeably and intended to include any student who expresses milk for the nourishment of their child.

b. "Medical necessity" is a determination made by a health care provider of a student's choosing.

c. "Reasonable accommodations" for the purposes of this policy are changes in the academic environment or typical operations that enable a lactating student or student with a lactation-related condition to continue to pursue her studies and enjoy equal benefits of the College.

d. "Absence" from class includes tardiness or a break for the expression of breast milk within a class period.

(3) Designated Lactation Space on the Pueblo Campus*:*

a. PCC shall provide a clean, private room on campus that is easily accessible to nursing students – Central Administration Building Room 004, AND Health Science Building, Room 018. Restrooms may not be classified as designated lactation spaces.

b. The designated lactation space shall be equipped with a table, chair, electrical outlet, window coverings (as needed), and a cypher lock.

c. PCC shall make lactation spaces available to all students who request it through the Senior Student Affairs Officer (SSAO) or designee on the Pueblo Campus or the Regional Student Success Coordinators on the branch campus. Location, access, and hours of availability, along with the details of each available space, including whether the space is fully private or potentially shared, will be provided upon request.

(4) Lactation Breaks:

a. Students will make reasonable efforts to pump between classes or outside of instruction time.

b. Breastfeeding students who must pump during a portion of their class period shall inform the instructor of the need and estimated time away from class as soon as possible.

c. Instructors are prohibited from penalizing breastfeeding students for their absence needed to express breast milk on campus.

d. Instructors and students shall work together to identify solutions for making up in-class work or participation credits, as well as instruction missed.

e. If problems arise, or a student must miss class for longer periods of time due to medical necessity, the student or instructor may contact the Senior Student Affairs Officer (SSAO) or designee for assistance establishing reasonable accommodations.

(5) Breastfeeding:

Breastfeeding is permitted in any classroom, campus building, or space that the breastfeeding student and infant/child are otherwise permitted to be present.

(6) Freedom from Discrimination and Harassment:

PCC prohibits harassment or other discrimination against students based on their lactation, as a condition related to sex. Harassment or discrimination related to breastfeeding and lactation may be referred to the Vice President of Human Resources for appropriate action.

(7) Compliance:

a. **Reporting** - Any member of the PCC community may report a violation of this Policy to any supervisor, instructor, or Title IX Coordinator. Supervisors and instructors are responsible for promptly forwarding such reports to the Title IX office.

b. **Complaint process** - Individuals who believe that they have not been permitted to access the benefits of this policy may appeal via the established Complaint processes.

(8) Dissemination:

PCC shall make this policy available to all College faculty, instructors, staff, and students. All faculty and instructors are responsible for being aware of this policy and working with breastfeeding students to arrange lactation accommodations. The Senior Student Affairs Officer (SSAO) or designee will be responsible for distributing this policy to the College community and responding to any questions concerning the policy by students.

Questions regarding this policy may be directed at the Senior Student Affairs Officer (SSAO) or designee.

Procedure

A student who desires to have a private location in which to express breast milk on the Pueblo Campus will have access to a room located in the Central Administration Building, Room 004. Please contact the Human Resource Office at 719.549.3320 or visit them in Room 111; The Health Sciences Building, Room 018. Please contact the Dental Hygiene Office at 719.549.3286 or Room 106. These rooms are private and secured with a cypher lock. Students wishing to utilize these locations must first notify any of the above offices to sign up and receive the combination.

If a secondary location should be needed, students may utilize the Health Center Facilities and must notify the clinic in advance of their need and schedule time to utilize the facility. Students at branch campuses/site shall notify the branch campus dean who will work with the Facilities and the Senior Student Affairs Officer (SSAO) or designee to identify an appropriate location.

Access will be granted on a term-by-term basis. Students will need to contact the Senior Student Affairs Officer (SSAO) or designee before the end of each term to request access for all subsequent terms.

Please be sure to leave the room in the same condition it was, when you entered and report any issues or concerns to the Senior Student Affairs Officer (SSAO) or designee.

It is our responsibility to ensure that only you are accessing the lactation rooms. Do not give the combination to anyone else to gain access to this room.

PCC Participates in Safe2Tell

Safe2Tell® provides YOUNG people with a way to report any threatening behaviors or activities endangering themselves or someone they know, in a way that keeps them safe and anonymous. To submit a tip call: 877.542.SAFE (7233) or visit the Safe2Tell web page or the URL at: https://safe2tell.org/.

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 an individual.
3. Such conduct is sufficiently severe, persistent, or pervasive to have the purpose for the 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 Vice President 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.

Sexual Misconduct

Sexual misconduct, including but not limited to sexual assault, sexual abuse, domestic violence, dating violence, and stalking, by any member of the College community is strictly prohibited and will not be tolerated. The College will respond in a firm and judicious manner to all reports of alleged incidents of sexual misconduct.

Definitions:
Discrimination: Any distinction, preference, advantage, or detriment given to a person based on one or more actual or perceived protected classes.

Harassment: A form of discrimination that involves unwelcome physical or verbal conduct or any communication directed at an individual or group because of their membership or perceived membership in a protected class, which conduct is subjectively offensive to the Complainant, and objectively offensive to a reasonable individual who is a member of the same protected class. It need not be severe or pervasive, but petty slights, minor annoyances, and lack of good manners do not constitute harassment. Types of harassment include quid pro quo and hostile environment. With respect to harassment based upon sex,

types of harassment also include sexual assault (e.g., rape, fondling, incest, statutory rape), dating violence, domestic violence, and stalking.

Retaliation: Any adverse employment or educational action taken against a person because of the person's participation, or perceived participation, in a complaint or investigation of discrimination and/or harassment. Retaliation includes acts to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege provided by applicable civil rights laws, policies, and procedures.

Sexual assault: Defined as sexual penetration by use of force or threat of force, or by taking advantage of a victim's helplessness C.R.S. 18-3-402 web page or the URL at: https://leg.colorado.gov/colorado-revised-statutes.

Sexual abuse: 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.

Sexual Misconduct: Any discrimination, harassment, or retaliation based upon sex, including sex harassment, sexual assault (e.g., rape, fondling, incest, statutory rape), domestic violence, dating violence, and stalking.

Domestic violence: Defined as an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship, or any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.C.R.S.18-6-800.3 web page or the URL at: https://leg.colorado.gov/colorado-revised-statutes.

Dating violence: Defined as physical, sexual, or psychological/emotional violence within a dating relationship.

Stalking: Defined as making a credible threat to another person and/or repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship C.R.S. 18-3-602 web page or the URL at: https://leg.colorado.gov/colorado-revised-statutes.

Consent: Defined as cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship should not be sufficient to constitute consent. Submission under the influence of fear shall not constitute consent C.R.S.18-3-401[1.5] web page or the URL at: https://leg.colorado.gov/colorado-revised-statutes.

Reporting: Victims of sexual misconduct or persons with knowledge of such incidents should file a report immediately. At the Pueblo Campus: contact Pueblo Community College Public Safety Department, Student Center, Room 103 - 719.549.3355; Fremont Campus: contact Cody Dornhecker, Public Safety Department. – Room L113 - 719.296.6130; PCC Southwest Campus and Site: contact Southwest Director, Emily Monk – Emily.monk@pueblocc.edu – 970.564.6225; and/or their local law enforcement agency. All reports will be thoroughly investigated and referred to by the Senior Student Affairs Officer (SSAO) or designee through the Dean of Students who will conduct a separate investigation.

If an investigation results in the filing of **College misconduct** 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, domestic violence, dating violence, and stalking are to be included in the College's Annual Safety Report, which is available to the public.

Confidential reporting: Alleged victims of sexual misconduct may choose to make a report to one of the following confidential resources: Pueblo Campus: Pueblo Community College Public Safety Department, Student Center, Room 160 - 719.549.3355; PCC Southwest Campus and Site: contact Regional Director of Student Success at 970.564.6225, or the Vice President of the Southwest at 970.564.6228: Fremont Campus: contact Public Safety at 719.296.6130, Room L104; or the Dean at 719.296.6108, Room FC-A109.

Confidential Crime Reporting – Pastoral and Professional Counselors: Licensed professional mental health counselors and pastoral counselors (employed by religious organizations to provide confidential counseling) who are working within the scope of their license or religious assignment at the time they receive the crime report are exempt from reporting under the Clery Act. Individuals seeking confidential discussions of concerns may explore and utilize local professionals referenced above who are working within the scope of their license or religious assignment. Please refer to the Student Resource Guide Related to Sexual Misconduct, policies, procedures, and victim services located on the College's Title IX & Sexual Misconduct web page or the URL at: https://pueblocc.edu/Title-IX.

PCC does not employee pastoral counselors at any campus or site. Confidential reporting is available to individuals on the Pueblo Campus only. Counseling services are available through the Pueblo Campus Health Clinic through a Memorandum of Understanding with the Pueblo Community Health Center. Individuals also can use outside counseling services.

Pueblo Community College does not offer counseling services at our Fremont and Southwest Campuses/sites. Individuals are encouraged to utilize local counseling services.

Voluntary Confidential Reporting Policy Statement: Pueblo Community College (PCC) works in conjunction with Crime Stoppers and Safe2Tell. Victims and witnesses of a crime who wish to remain anonymous and keep their information confidential may call the following to report a crime anonymously and keep their information confidential. Please remember these are voice message systems and immediate action will not be taken. Crimes reported to PCC from Crime Stoppers and Safe2Tell will be investigated and included in the Daily Crime Log and the Annual Security Report if it's a Clery reportable crime. See section for Clery reportable crimes.

- **Pueblo Campus**: Please call 719.542.7867 or go to Pueblo Crime Stoppers web page or the URL at: http://www.pueblocrimestoppers.com/sitemenu.aspx?P=index&ID=454
- **Fremont Campus**: Please call 719.784.3411 or go to the Fremont County Crime Stoppers at the following web page or the URL at: https://www.canoncity.org/247/Crimestoppers
- **PCC Southwest Site and PCC Southwest Campus**: Please call 970.375.4712 or go to Durango/La Plata Crime Stoppers web page or the URL at: https://www.durangogov.org/431/CrimeStoppers

Evidence: Every effort should be made by the alleged victim and others to preserve 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.

Standard of proof: For alleged acts of sexual misconduct, which are violations of the PCC Student Code of Conduct, the standard of proof used is a preponderance of evidence (more likely than not) standard.

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 like 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.

Title IX

Pueblo Community College (PCC) is committed to providing a learning environment that promotes personal integrity, civility and mutual respect free of sex discrimination and sexual misconduct. Title IX of the Educational Amendment Act of 1972 web page or the URL at: https://www.epa.gov/external-civil-rights/title-ix-education-amendments-act-1972#:~:text=Title%20IX%20provides%3A,activity%20receiving%20Federal%20financial%20assistance. states that: No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance. Sex discrimination violates an individual's fundamental rights and personal dignity.

PCC considers sex discrimination in all its forms to be a serious offense. This policy includes all forms of sex discrimination, including sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. This policy has been developed to reaffirm individual rights and responsibilities and to provide recourse for those individuals whose rights have been violated.

It is intended to serve as a guide for the expectations the College has for sexual communication, sexual responsibility, and sexual respect. For a complete copy of the policy and for complaint procedures and forms web page or the URL at: https://pueblocc.edu/About/HR/Complaints_and_Grievances. Complaint procedures web page or https://pueblocc.edu/Title-IX/Complaint-Procedures.

All College employees, including student employees in certain roles, are mandatory reporters of sexual misconduct and discrimination. Mandatory reporters must ensure that any sexual misconduct or discrimination that they become aware of is reported to the College's Title IX Coordinator or designee. Reports may also be made to the Pueblo Community College Public Safety Department. at 719.549.3355. This policy applies to all sexual misconduct, discrimination, or harassment regardless of the gender, gender identity or sexual orientation of the complainant or respondent.

Sexual Misconduct Response and Reporting Procedures

The College prohibits sexual misconduct which includes dating violence, domestic violence, sexual assault, and stalking in its programs and activities in accordance with the following Board Policy and System Procedure:

- BP 19-60 web page Prohibition of Discrimination, Harassment or Retaliation or the URL at: https://cccs.edu/about/governance/policies-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/
- SP 19-60a web page Civil Rights and Sexual Misconduct Resolution Process or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-19-60a-civil-rights-and-sexual-misconduct-resolution-process/

Specifically, sexual misconduct may be against the law and violates College policy and the Student Code of Behavioral Expectations and Responsibilities. The College prohibits sexual misconduct on property owned or controlled by the College, at institutionally sponsored or supervised activities, or at functions of recognized student organizations. Sanctions for policy violations by college employees or students are determined by applicable internal policies and procedures. Students may be sanctioned up to and including expulsion. Employees may be sanctioned up to and including termination.

The College is committed to responding appropriately to all reports of sexual misconduct and to working collaboratively with other law enforcement, government and community agencies. This policy provides general guidelines for responding to individuals who are victims of sexual misconduct (also referred to herein as "complainants") on the College's campus or during other institutionally sponsored activities. For specific procedures and resources, contact the following representative(s):

Title IX/EO Coordinator (all campuses)
Dana Moss
Dana.Moss@pueblocc.edu
719.549.3474
Central Administration Building, Human Resources, Room 111
900 W. Orman Avenue, Pueblo, CO 81004

Deputy Coordinator (Pueblo, Fremont)
Diana Barela
Diana.Barela@pueblocc.edu
719.549.3221
Central Administration Building, Human Resources, Room 111
900 W. Orman Avenue, Pueblo, CO 81004

Deputy Coordinator (Mancos/Durango)
Emily Monk
Emily.Monk@pueblocc.edu
970.564.6225
33057 Highway 160, Mancos, CO 81328

What to do if Sexual Misconduct Has Occurred

Individuals who believe they have been the victim of sexual misconduct should first ensure that they are in a place that is safe and that they are receiving any necessary medical treatment. It is important to preserve evidence, so victims should not shower, bathe, eat, drink, brush their teeth, change clothes or disturb the scene of the incident. This evidence can be important to prove that a criminal offense has occurred and may be helpful in obtaining a protection order.

Reporting Sexual Misconduct

Individuals should report any incident of sexual misconduct immediately to the College's Title IX Coordinator listed in the section above. Title IX Coordinators can assist the complainant with getting help, explaining their rights as a student/employee, investigation processes, accessing resources, and protection options. Title IX Coordinators will provide complainants of sexual misconduct with a written explanation of their rights or options with respect to the complaint, regardless of whether the conduct occurred on or off campus. This written information may include a copy of System Procedure (SP) 19-60a and resources.

The complaint should describe the alleged incident, which may include when and where it occurred, the parties involved, and the desired remedy sought. Any supporting documentation and evidence may be referenced within the body of the complaint. Complaints may be submitted to reduce verbal complaints to writing or confirm the content of their complaint in writing before proceeding through the resolution process.

Individuals may decide to report the incident to the College Public Safety Department and/or other local law enforcement. Title IX Coordinators can assist with the reporting process. If an individual does not wish to pursue a formal criminal action through a police department, they can pursue institutional actions consistent with the System Procedure (SP) 19-60a. Alternatively, they can choose not to pursue any institutional action but pursue criminal action or make a police report by contacting Campus Police at the contact information below or local law enforcement. Individuals also have the option of not notifying authorities of the incident.

Pueblo Campus: Pueblo Community College Public Safety Department (Student Center, Room 152) at 719.549.3355 or 911. The phones are directly connected to the Pueblo County Sheriff's Office's communication center, which dispatches the PCC police officers.

Fremont Campus: Pueblo Community College Public Safety Department (FC-L113), at 719.296.6130 or 911.

Southwest Campus (Mancos)/City of Cortez: Montezuma County Sheriff's Department, 601 N. Mildred Road, Cortez, CO 81321, at 970.565.8452 or 911.

Southwest Site (Durango): Durango Police Department, 990 E. 2nd Avenue, Durango, CO 81301 at 970.385.2900 or 911.

Individuals may also report to a faculty member or an administrative official. In the interest of campus safety, the faculty or administrative official should immediately notify Campus Police of the incident and will also be required to report the incident in accordance with the College's internal policies. Reports may be made anonymously. The identity of the individual involved in or reporting the incident is not essential for reporting.

Care should be taken to file a report as soon as possible after the incident and to preserve all physical evidence of the crime to aid in the police investigation or to assist in obtaining a protective order. These procedures are particularly important in the case where the assailant is unknown to the complainant and may be a threat to the campus community.

Other Options for Sexual Misconduct Complainants

Complainants of sexual misconduct may also pursue the below options individually or in combination with reporting options:

- To obtain crisis counseling contact 988 Colorado Mental Health Line web page or the URL at: https://www.988colorado.com – Call or Text 988 or Deaf/HoH web page or the URL at: https://988lifeline.org/deaf-hard-of-hearing-hearing-loss/ and Spanish speakers web page or the URL at: https://988lifeline.org/es/inicio/.
- To file a civil lawsuit or restraining order request against the accused (also referred to herein as "respondent"). (In this case, the complainant may need a private attorney to assist with these options, and the complainant will likely be required to give testimony in court.)
- To seek a restraining order, protective order, no contact, or other similar order, and to have that order enforced by the College. A restraining order is an order from a court that requires one party to do, or refrain from doing, certain acts. For example, it can help protect someone from being physically abused, threatened, stalked, or harassed. The College can be notified of such court orders by informing PCC Police Department. The College can help to enforce the restraining or no-contact order on campus and at college events.
- For students, to request adjustments to their academic schedules after a reported sexual misconduct, if such changes are reasonably available, and for employees, to request adjustments to work schedules. Each such request will be handled on a case-by-case basis by the College. Even if there is no court order, the College may issue a no-contact order as part of its investigation and resolution procedures or take further protective action to minimize the interactions of the complainant and the respondent, such as rearranging College schedules or altering College employment arrangements.
- To have an advisor present when reporting or during any College proceedings to provide support, guidance or advice.

Confidentiality

College employees, depending on their roles, have varying reporting responsibilities and may not be able to maintain confidentiality of information reported to them. Confidential employees are limited to those individuals whose communications are considered privileged and confidential under federal or state law and who are employed by CCCS in that capacity. Information regarding potential civil rights violations may only be considered confidential if it is reported to a CCCS confidential employee who is functioning within the scope of that role. Any person who reports concerns of sexual misconduct should not assume that confidentiality or anonymity can be protected in connection with making a report.

At the College, the following confidential resources are available by contacting: 988 Colorado Mental Health Line web page or the URL at: https://www.988colorado.com – Call or Text 988 or Deaf/HoH web page or the URL at: https://988lifeline.org/deaf-hard-of-hearing-hearing-loss/ and Spanish speakers web page or the URL at: https://988lifeline.org/es/inicio/. Except in rare circumstances, such as the existence of an immediate threat of harm, these individuals can offer options and advice without any obligation to report internally or externally unless the complainant has requested information be shared. Other outside confidential resources are available, and the Title IX Coordinator can assist in connecting an individual to these resources.

Confidential Resources

If you are a victim of a sexual assault, you may decide to request a medical forensic exam from a Sexual Assault Nurse Examiner (SANE) to preserve evidence that may be used for the purposes of legal action. While you do not need to decide immediately if you want to report to law enforcement or pursue legal action, the preservation of evidence is most effective when done immediately after an assault. It is ideal to obtain medical treatment as soon as possible before bathing, showering, douching, or changing clothes. There is no cost to the exam. You may go to the following emergency room providers to request a SANE exam: Parkview Medical Center (Pueblo), St. Mary Corwin (Pueblo), St. Thomas Moore Hospital (Cañon City), Mercy Regional Medical Center (Durango), or Southwest Health System (Cortez). If you do not have transportation to the emergency room, you may contact a friend or family member, Pueblo College Police Department (719.549.3355), sexual assault advocates that provide transportation services, taxi service, public transportation, or other providers. Any cost for transportation is the responsibility of the student. Victims who choose to have a medical forensic examination done are not obligated, at any time, to participate in a law enforcement investigation, any criminal justice response along with any administrative proceedings with the College.

Additional confidential support may be obtained from:

- 988 Colorado Mental Health Line web page or the URL at: https://www.988colorado.com – Call or Text 988 or Deaf/HoH web page or the URL at: https://988lifeline.org/deaf-hard-of-hearing-hearing-loss/ and Spanish speakers web page or the URL at: https://988lifeline.org/es/inicio/
- Mariposa Center for Safety – 801 N. Santa Fe Ave., Pueblo, CO 81003 - 719-542-6904
- Pueblo Rape Crisis Services – 503 N. Main Street, #526, Pueblo, CO 81003 - 719-544.1191
- Family Crisis Services, Inc. – 3228 Independence Road, Cañon City, CO 81212 – 719-275-2429
- Sexual Assault Services Organization (SASO hotline) Durango, Ignacio – 970-247-5400

Victim's Bill of Rights brochures located on the PCC Police web page or the URL at**:** https://pueblocc.edu/public-safety

- Pueblo or the URL at: https://pueblocc.edu/sites/default/files/Victim-Bill-of-Rights-Brochure-Pueblo.pdf
- Fremont or the URL at: https://pueblocc.edu/sites/default/files/2021-06/Victims-bill-of-rights-Fremont.pdf
- Mancos or the URL at: https://pueblocc.edu/sites/default/files/Victim-Bill-of-Rights-Brochure-Mancos.pdf
- Durango or the URL at: https://pueblocc.edu/sites/default/files/Victim-Bill-of-Rights-Brochure-Durango-Bayfield.pdf

Any person who reports concerns of sexual misconduct should also be aware that the College must issue immediate emergency notifications and/or timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a complainant's name and other identifying information is not disclosed, while still providing adequate information for community members to make safety decisions considering the danger. The College will conduct publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the complainant in accordance with applicable laws.

Additionally, the College will maintain as confidential any accommodation or protective measures provided to the complainant, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodation or protective measures.

Support and Resources for Sexual Misconduct Complainants

The College will provide written information to students and employees who report sexual misconduct about counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available at the College and in the community. Those resources include but are not limited to:

- PCC Title IX and Sexual Misconduct Resources web page or the URL at: https://pueblocc.edu/TitleIX/Resources
- PCC Domestic Violence and Sexual Assault Prevention web page or the URL at: https://pueblocc.edu/dvp
- PCC Police Victim's Bill of Rights brochures at the bottom of the PCC web page or the URL at: https://pueblocc.edu/public-safety

Options for Protective Measures

The College will provide written notification to complainants of sexual misconduct about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The College will make such accommodations or provide such protective measures if they are reasonably available, regardless of whether the complainant chooses to report the crime to Campus Police or local law enforcement.

The Title IX Coordinator, in consultation with appropriate administrative personnel, may implement interim actions, including supportive measures, intended to protect the safety and security of the campus community, address the effects of the reported behavior, and prevent further violations, while a complaint is under review or investigation. These remedies may include, but are not limited to, placing an employee on administrative leave, interim actions outlined in the SP 4-30a Student Behavioral Expectations and Responsibilities Resolution Procedure, campus bans or emergency removals, referral to counseling and health services or to the Colorado State Employee Assistance Program (CSEAP), education to the community, altering housing situations, altering work arrangements, providing campus escorts, implementing contact limitations between the parties (e.g., no contact orders), offering adjustments to academic deadlines or course schedules, and/or suspending privileges such as attendance at College activities or participation in College-sponsored organizations. Any campus ban or emergency removal will be implemented only after a determination that the person poses an imminent and serious threat to the health or safety of another arising from the allegations of discrimination.

Sexual Misconduct Resolution Procedure

Allegations of sexual misconduct will be reviewed in accordance with System Procedure (SP) 19-60a Civil Rights and Sexual Misconduct Resolution Process web page or at the URL at: https://cccs.edu/about/governance/policies-procedures/sp-19-60a-civil-rights-and-sexual-misconduct-resolution-process/. All applicable definitions can be found in Appendix A to SP 19-60a.

Disciplinary Action for Student Sexual Misconduct

A finding of sexual misconduct will be based upon a preponderance of the evidence standard – whether it is more likely than not that the respondent engaged in sexual misconduct. If a report of sexual misconduct is processed and the respondent is found in violation of the College's sexual misconduct policies and procedures, the findings shall be provided to the College's Disciplinary Authority to proceed in accordance with applicable policies:

- For students, disciplinary action will be taken pursuant to BP 4-30 web page or the URL at: https://cccs.edu/about/governance/policies-procedures/bp-4-30-student-behavioral-expectations-and-responsibilities/ and SP 4-30a web page or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-4-30a-student-behavioral-expectations-and-responsibilities-resolution-procedure/ Student Behavioral Expectations and Responsibilities Resolution Procedure at the following web page or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-4-30a-student-behavioral-expectations-and-responsibilities-resolution-procedure/. Under this process, the College will give the student notice that the matter has been referred for potential sanctioning and will issue a decision which shall address whether alleged conduct occurred; whether and how the conduct violated the code; and impose an outcome, if appropriate. Notification of the decision in writing will be provided to the respondent and any other involved parties, as appropriate, which includes a complainant in sexual misconduct cases. The decision will include information regarding the applicable appeals process. The decision is part of the student's educational record.

  Disciplinary Authorities may consider several factors when determining a sanction. These factors may include, but are not limited to, the following:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous complaints or allegations involving similar conduct; and/or
- Any other information deemed relevant by the Disciplinary Authority.

The following sanctions may be imposed:

- For students: warning, probation, fines, restitution, denial of privileges, assignment to perform services for the benefit of the CCCS community, re-assignment to another class section (including the option for an on-line section), suspension, expulsion, a “Cease Communications” directive, a “No Trespass” directive, or any other outcome stated in SP 4-30a.
- For authorized volunteers, guests, or visitors: warning, probation, denial of privileges, removal from CCCS property, a “Cease Communications” directive, or a “No Trespass” directive.

In addition to sanctions, other actions may be taken as deemed appropriate to bring an end to the violation, to prevent future reoccurrence, and to remedy the effects of the violation. Such protective measures include but are not limited to: cease communications, no contact, and/or no trespass directive, also referred to as a persona non grata, campus bans/emergency removals, referral to counseling and health services or to the Colorado State Employee Assistance Program (CSEAP), education to the community, altering housing situations, altering work arrangements, providing campus escorts, offering adjustments to academic deadlines or course schedules, and/or suspending privileges such as attendance at College activities or participation in College-sponsored organizations.

Prohibition on Retaliation

Individuals shall not retaliate against any person who opposes sexual misconduct or participates in any sexual misconduct complaint or investigation process. Retaliation is any adverse employment or educational action taken against a person because of the person’s participation, or perceived participation, in a complaint or investigation.

The College and its employees and agents shall not retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual for exercising their rights or responsibilities under the Clery Act.

Retaliation includes acts to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege provided by applicable sexual misconduct laws, policies and procedures.

Information on Registered Sex Offenders

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Colorado State Sex Offender Registry. Registered sex offenders are required to provide notice of each institution of higher education in Colorado at which the person is employed, carries a vocation, volunteers services, or is a student.

In Colorado, convicted sex offenders must register with the Colorado Bureau of Investigation (CBI). The Colorado sex offender web page or the URL at: https://apps.colorado.gov/apps/dps/sor/.

Sex offender registry information is available at the following web page or at the URL at: https://apps.colorado.gov/apps/dps/sor/, or contact our PCC Police Department during normal business hours. The individual making the request will be provided with the list of registered sex offenders.

Parades and Demonstrations

Permission for parades and demonstrations on any campus must be secured from the Senior Student Affairs Officer (SSAO) or designee. The Senior Student Affairs Officer (SSAO) or designee may restrict parades or demonstrations that impede the academic process at PCC and/or that are in conflict with the mission of PCC.

Photography & Recording Statement

Pueblo Community College often uses photographs and audio/video recordings of college life, events, ceremonies and other activities for purposes related to the educational mission of the College, including education, research, publicity, marketing and promotion of college programs.

By being present in areas open to the public or at public College events and activities, individuals authorize use and reproduction by the College, or anyone authorized by the College, of any photographs or recordings taken while at the College event or activity without compensation. All such photographs and recordings (including electronic) shall be the sole property of the College.

The College may work with individuals requesting to be excluded from college photography/recordings when practical. Individuals not wanting to be photographed or recorded have the option of leaving the area being photographed/recorded.

Notice/Release for Photography & Recording of College Activities

Summary:

When capturing photographs and recordings of individuals at the College or during college activities, it is important to consider whether the individual should be placed on general or specific notice and whether it is appropriate to obtain formal permission from the individual for the later use of the photograph or recording by the College. This document provides guidelines and alternatives for giving notice and/or obtaining permission or release from the individual(s) in the photograph/recording. The below alternatives and examples are intended to serve as guidance only, and deviation from these guidelines may be warranted in the sole discretion of the college based on the circumstances.

In general, the college will utilize a general notice approach for open public activities and a more targeted approach for activities that are smaller or more intimate, even though they are open to the public.

If an individual declines permission or requests not to be photographed/recorded, the College will use its best efforts to discard/delete/conceal any images of that individual and will work with that individual to avoid capturing further images/recordings.

If the College receives notification that an individual's image has been captured or used in a way that he or she objects to, the College will take appropriate steps to evaluate the circumstances and remove the image, if appropriate.

Form of Notice/Release	Description of Notice/Release	Description of JCCC Activity and/or Use of Photograph/Recording	Examples of Typical Use
None	N/A	Unidentifiable subjects at public or non-public activities	Crowd shots, silhouettes, out of focus shots, posterior shots, etc.
Blanket Public Notice	Photography & Recording of College Activities statement - Publicly posted statement on college website informing members of the College community that the College photographs and records its activities	Public activities located on college property or otherwise supported/sponsored by the College, including College life, events and ceremonies open to the public	Daily campus life in outdoor spaces and public locations on campus, graduation; athletics games
Targeted Public Notice	Temporary signage or verbiage in promotional materials for the event (brochures, website information, etc.) indicating to participants and attendees that the event is being photographed/recorded	Activities that are accessible to the public or members of the College community by invitation or ticket entry; Activities that are open to the public but held in areas not generally open to the public during college business hours; Photographs/recordings that will be taken for limited internal purposes and destroyed/deleted immediately after	Performing arts events; Town hall style meetings; Recording student course work for grading purposes only; etc.

Form of Notice/Release	Description of Notice/Release	Description of JCCC Activity and/or Use of Photograph/Recording	Examples of Typical Use
Individual Verbal Notice and Permission	College photographers and videographers verbally inform subjects that they have taken or will take photographs or recordings of the subject and subject has no objection; Verbal permission may be recorded on camera	College activities public or non-public when identifiable individual or small group shots (≤ 5 people) are taken and/or will be expected to be published informally	Classroom shots.
Individual Written Notice and Permission	Signed/written permission from subject to take and use photographs and recordings	Non-public activities where subjects would not reasonably expect to be photographed/recorded; Photographs/recordings of identifiable minors (Note: The release must be signed by a parent/guardian on behalf of the minor); Photographs/recording used for high-profile promotions or materials that are sold/licensed commercially	College website cover story, course catalog, marketing brochure; Guest Speakers; Third-party training; Summer Youth Camps or childcare center activities; etc.

Use of Recording Devices

Information on Use of Recording Devices located on the web page at SP 19-50 or the URL at: https://cccs.edu/about/governance/policies-procedures/bp-19-50-use-of-recording-devices/

Unless otherwise permitted by this procedure as outlined below, the System prohibits overt recording and/or covert recording of any individual on a System campus, or engaged in CCCS or College business, without prior approval from an authorized CCCS or College official.

Authorized System or College officials may overtly record classes, conversations, meetings, and events on System campuses, or System business conducted offsite, for legitimate business purposes, including meeting minutes, internal audit interviews, pre-disciplinary meetings related to Classified Rule 6-10, news, and archival purposes, without authorization from persons recorded.

When recording individuals for marketing purposes, a documentary-style production, or a media-related interview, System and College officials shall use reasonable efforts to obtain written permission from individual subjects. Video recording and photography of System buildings, individuals, and events taking place in areas open to the public, is permitted provided it does not interfere with official System business or endanger the safety of others.

Classroom Recording

Students may record a class or discussion, including in-person or online classes and discussions, when such recording is an approved disability accommodation, or if the student has received written permission from the person teaching the class.

Authorized class recordings by students are for study purposes only and may not be uploaded to the internet, or otherwise shared, transmitted, or published without the prior written consent of the person teaching the class and others who were recorded.

Recording for Accommodation Purposes
Individuals who need to record for accommodation purposes pursuant to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, shall follow the System Office or College process for requesting and receiving approval of such accommodation.

Disciplinary Action
Violation of this procedure may result in disciplinary action for employees and students, dismissal of authorized volunteers, and no trespass notices for guests and visitors.

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

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 (ASG) 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 the appropriate documentation.
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 Senior Student Affairs Officer (SSAO) or designee shall be notified of all speakers invited to campus.

Student Privacy Rights – FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment, affords students certain rights with respect to their education records. FERPA rights are afforded to the students at the time of course registration. The Act helps protect the privacy of your records by requesting that PCC limits the disclosure of information from these records to a third person, as well as notify you of the right to review and correct your records.
Pueblo Community College (PCC) may release the following directory information about you to the public:

- Student name
- Participation in officially recognized activities and sports
- Height and weight (only for students in officially recognized activities and sports)
- Major field of study
- Most recent educational institution attended
- Dates of attendance
- Degrees and awards received
- Enrollment status (full time, part-time, etc.)

If you do not wish PCC to release this information, you must file a written request with the Records Office.

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) of 1974:
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights are afforded to the students at the time of admission. These rights include:

1) **The right to inspect and review the student's education records within 45 days of the day PCC receives a request for access**. A student should submit to the Records Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, staff shall advise the student of the correct official to whom the request should be addressed.

2) **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights**. A student who wishes to ask PCC to amend a record should write the Registrar (who will notify the college official responsible for the record), clearly identify the part of the record the student wants to change, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) **The right to provide written consent before PCC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent**. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or complaint committee, or assisting another school official in performing his or her tasks. PCC has designated the National Student Clearinghouse as a College official. A College official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the College. Upon request, the College discloses educational records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll, or after enrollment. The college may share educational records with parents in the following circumstances: for a student who is dependent under I.R.S. tax code; a student under 21 years old who has violated a law or the school's rules or policies governing alcohol or substance abuse; and when the information is needed to protect the health or safety of the student or other individuals in an emergency.

   FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use. As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including the social security Number, grades, or other private information - may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (Federal and State Authorities) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and security data promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share

without your consent PII from your educational records, and they may track your participation in educational and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The Colorado Community College System considers the following to be directory information and PCC staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, photographs, or in writing: Student name; Major field of study; most recent educational institution attended; participation in officially recognized activities and sports; height and weight (only for students in officially recognized activities and sports); dates of student attendance; and degrees / certificates and awards student has earned.

Additionally, address, phone number, and e-mail addresses of students may be released to military recruiters upon request in accordance with the Solomon Amendment. All other information contained in student records is considered private and not open to the public without the student's written consent. Students who do not want their directory/public information released to third parties or students who do not want to be listed in the College Directory should complete a form to suppress directory information. This form is available online, at the Registrar's Office or at the Fremont Campus, Mancos Campus, or Durango Site.

4) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5901.

In accordance with the Fair and Accurate Credit Transactions Act (FACTA) of 2003, Pueblo Community College adheres to the Federal Trade Commission's (FTC) Red Flag Rule (A Red Flag is any pattern, practice, or specific activity that indicates the possible existence of identity theft.), which implements Section 114 of the FACTA and to the Colorado Community College System's Identity Theft Prevention and Detection Program, which is intended to prevent, detect and mitigate identity theft in connection with establishing new covered accounts or an existing covered account held by the Colorado Community College System (System or CCCS) or one of its thirteen (13) community colleges, and to provide for continued administration of the Program. If a transaction is deemed fraudulent, appropriate action will occur. Action may include, but is not limited to, cancelling of the transaction, notifying and cooperating with law enforcement, reporting to the Student Code of Conduct Office, and notifying the affected parties. For more information on FACTA, Red Flag Rules, and Identity Theft Consumer Information, please see the links provided below.

- Fair Credit Reporting Act web page or the URL at: https://www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0111-fair-credit-reporting-act.pdf
- Red Flags Rule web page or the URL at: https://www.ftc.gov/business-guidance/privacy-security/red-flags-rule
- Identity Theft Consumer Information web page or the URL at: https://consumer.ftc.gov/features/identity-theft

Limitation on Access:
Educational institutions are not required to make available to students in institutions of post-secondary education the following records:

- Financial records of the parents of the students or any information contained therein;
- Records maintained by a physician, psychiatrist, psychologist, or other recognized professionals are not open for student's inspection. Students may, however, have an appropriate professional of their choosing inspect such records;

- Confidential recommendations for admission, employment, or honors are not open to student access if the student has waived his/her right to access. General waiver forms are available and on file at the Registrar's Office;

- Law enforcement records maintained solely for law enforcement purposes are unavailable for student access and may be used only by law enforcement officials;

- Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute (an individual who performs on a temporary basis the duties of the individual who made the record).

Physical Addresses: are considered PII (Personally Identifiable Information) and are not released as Directory Information except they may be released for the following limited purposes:

- Graduation lists released to news media, which may include the student's city of residence only;
- Other listings to the news media and College personnel for special awards, honors, and events;
- Notification to Phi Theta Kappa Honor Society for students who are eligible to be considered for membership;
- As may be needed by cash management service providers engaged by PCC / CCCS or the Colleges to process student refunds;
- Foundations affiliated with the Colleges or System, at the College's or System's discretion, for the purpose of establishing and maintaining alumni relations; or
- To institutions who have a written agreement with the System or a PCC / CCCS College for early advising, scholarship, or admissions consideration. Credit hour threshold for release may be stipulated in system-wide or individual College agreements.

Email Addresses: are considered PII and are not released as Directory Information except they may be released for the following limited purposes:

- Notification to Phi Theta Kappa Honor Society for students who are eligible to be considered for membership;
- As may be needed by cash management service providers engaged by PCC / CCCS or the Colleges to process student refunds;
- To Foundations affiliated with the Colleges or System, at the College's or System's discretion, for the purpose of establishing and maintaining alumni relations; or

- To institutions who have a written agreement with the System or a PCC / CCCS College for early advising, scholarship, or admissions consideration. A credit hour threshold for release may be stipulated in system-wide or individual College agreements.

Other Information:
Phone numbers (including type), **Date of Birth**, and **Race/Ethnicity** are considered PII and are not released except for the following limited purpose:

- To Foundations affiliated with the Colleges or System, at the College's or System's discretion, for the purpose of establishing and maintaining alumni relations;
- To institutions who have a written agreement with the System or a PCC / CCCS College for early advising, scholarship, or admissions consideration. Credit hour threshold for release may be stipulated in system-wide or individual College agreements.

GPA is considered PII and is not released as Directory Information except for the following limited purpose:

- To institutions who have a written agreement with the System or a PCC / CCCS College for early advising, scholarship, or admissions consideration. Credit hour threshold for release may be stipulated in system-wide or individual College agreements.

- Additionally, name, address, College-issued email address, phone number, date and place of birth, level of education, most recently attended College, field of study, and degree(s) received by students may be released to military recruiters upon request in accordance with the Solomon Amendment. All other information contained in student education records is considered private and not open to the public without the student's written consent.

Neither PCC/CCCS, its colleges, nor any entity designated as a college official, will release Directory Information to any financial institution requesting data for credit card marketing purposes, nor to any database service, data aggregator, or requestor who maintains a list for the sole purpose of selling data for profit and/or marketing purposes.

Surveys and/or Research at Pueblo Community College

The Office of Institutional Research (OIR) is responsible for reviewing 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 surveys, questionnaires, and research activity/project requests must be approved prior to administration. Contact the Office of Institutional Research (OIR) for more information on the survey proposal and review process.

Testing Policies

Assessment Policies (including the Accuplacer): Policies and regulations related to assessment, including taking the Accuplacer, are located on the College's web page or the URL at: https://pueblocc.edu/Testing-Center.

Tobacco Free Buildings and Campuses

PCC desires to support individuals to be tobacco free, achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, PCC is a tobacco free environment effective fall 2017.

Smoking and the use of tobacco products, including electronic smoking devices and chew tobacco, are prohibited in or on all campus-owned, operated, or leased property including vehicles, sidewalks, and parking lots.
Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; any electronic smoking device ("tobacco product" includes any component, part, or accessory of a tobacco product, whether or not sold separately).

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 Senior Student Affairs Officer (SSAO) or designee 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 the 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 Pueblo Community College and the Colorado Community College System. This is subject to change without notice.

Violence Against Women Act (VAWA), Section 304 – Mandatory Training for Students

On March 7, 2013, former President Barack Obama signed a bill that reauthorized the Violence Against Women Reauthorization Act web page (VAWA) or the URL at: https://www.govinfo.gov/content/pkg/PLAW-113publ4/pdf/PLAW-113publ4.pdf.

Included in the bill is Section 304, which addresses sexual violence in higher education. Pueblo Community College fully supports VAWA by educating, preventing, and supporting the community about issues surrounding domestic violence, dating violence, sexual assault, and stalking; defining consent; promoting options for bystander intervention; recognizing warning signs of abusive behavior; and promoting ways to avoid potential attacks. For more information on student safety and compliance training, please contact the Dean of Students by calling 719.549.3035.

Assistance for victims is available through a consortium of the Pueblo Rape Crisis Center, PCC Police Department, and Dean of Students. For more information, feel free to contact any of the following offices: Vice President of Human Resource Officer/Title IX Coordinator; Senior Student Affairs Officer (SSAO) or designee; Dean of Students, and Chief of Pueblo Community College Police Department. Refer to the College's Title IX web page or the URL at: https://pueblocc.edu/Title-IX that includes policies, contact information, and support resources and the College's Police Department web page or the URL at: https://pueblocc.edu/public-safety.

Please refer to the US Department of Justice web page for updated information on VAWA or the URL at: https://www.justice.gov/tribal/2013-and-2022-reauthorizations-violence-against-women-act-vawa. Below is the main text from this page on VAWA.

2013 and 2022 Reauthorizations of Violence Against Women Act (VAWA)

The Violence Against Women Reauthorization Act of 2013 (VAWA 2013) included a historic provision that recognized the inherent authority of "participating Tribes" to exercise "special domestic violence criminal jurisdiction" (SDVCJ) over certain defendants, regardless of their Indian or non-Indian status, who commit acts of domestic violence or dating violence or violate certain protection orders in Indian country. This provision enabled Tribes to exercise criminal jurisdiction over non-Indian offenders for the first time since the Supreme Court's 1978 decision in Oliphant v. Suquamish Indian Tribe, which held that, absent express Congressional authorization, Tribes lack jurisdiction over all crimes committed by non-Indians. The Act also specified the rights that a participating Tribe must provide to defendants in SDVCJ cases.

In 2022, Congress amended this provision to recognize "special Tribal criminal jurisdiction" (STCJ) over an expanded list of "covered crimes" that includes, in addition to VAWA 2013 crimes, assault of Tribal justice personnel, child violence, obstruction of justice, sexual violence, sex trafficking, and stalking. This expanded recognition of Tribal sovereignty was enacted by the Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022), signed into law by President Biden on March 15, 2022. VAWA 2022 also specifically refers to participating Tribes as including those in the state of Maine and establishes a pilot program under which the Attorney General is to designate up to five Alaska Tribes per calendar year as participating Tribes to exercise STCJ over all persons present in the Tribe's Village.

If you have any concerns, please do the following:

- If the concern is an immediate safety concern, call 911 and follow instructions of emergency personnel
- After the immediate safety concerns are addressed by emergency personnel, provide the applicable victim's bill of rights, provide the area/campus specific located on the College's Police web page or the URL at: https://pueblocc.edu/public-safety
- Reference PCC's Sexual Misconduct/Title IX web page or the URL at: https://pueblocc.edu/Title-IX that includes information on the reporting process, valuable support resources PCC for the 2013 and 2022 Reauthorizations of the Violence Against Women Act (VAWA)
- Refer to PCC's Domestic Violence and Sexual Assault web page or the URL at: https://pueblocc.edu/dvp

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:

- Addict2Athlete web page or the URL at: https://addict2athlete.org/: 1301 W. 17th Street, Pueblo, CO 81003 – 719.250.7859 or email: info@addict2athlete.org
- Catholic Charities Family Counseling Center web page or the URL at: https://www.ccsoco.org/: 429 W. 10th Street, Pueblo, CO 81003 - 719.544.4233 or email: info@ccsoco.org
- Colorado Anti-Violence Program (LGBT). Get more information about CO Anti-Violence Program (LGBT) web page or the URL at: https://open.media/portfolio/colorado-anti-violence-program/: 700 Kalamath Street, Denver, CO 80205 – 720.222.0159 (may have to leave a message)
- Colorado Child Abuse and Neglect Hotline Reporting System – 844-CO-4-Kids or 844.264.5437
- Mariposa Center for Safety web page formerly known as the YWCA or the URL at: https://mariposacenterforsafety.org/: 801 N. Santa Fe Ave., Pueblo, CO 81003 - Adult & Child Domestic Violence Counseling - 719.542.6904 or the 24 hour hotline at: 719.545.8195
- Posada web page or the URL at: https://posadapueblo.org/: 501 Belmont Avenue, Pueblo, CO 81004 - 719.545.8776
- Alano Club web page (support & referral) or the URL at: https://www.narcotics.com/na-meeting/alano-club-7/: 320 Clark Street, Pueblo, CO 81003 – for Recovery Advocates call – 719.480.8419 or call 800.913.2720 to find a meeting
- Alcoholic Anonymous: 4035 Club Manor Drive, Suite A, Pueblo, CO 81008 – 719.546.1173 or get help near you call 800.643.9618 or 24-hour guidance & information call 719.410.8104
- Crossroads Turning Points: 509 E. 13th Street, Pueblo, CO 81001 – 719.546.6667, Ext. 120;
  Special Women's Services: 3500 Baltimore, Pueblo, CO 81008 – 719.545.1181;
  Alcoholism Treatment Program: 1711 E. Evans Avenue, Pueblo, CO 81004 – 719.924.9511
- Parkview Adult Chemical Dependency Programs: 58 Club Manor Drive, Pueblo, CO 81008 – 719.584.4890
- Parkview Medical Center CDU and Adolescent Substance Abuse Program: 56 Club Manor Drive, Suite 104, Pueblo, CO 81008 – 719.584.4000
- Parkview Medical Center/UCHealth web page or the URL at: https://www.uchealth.org/locations/uchealth-parkview-medical-center/: 400 West 16th Street, Pueblo, CO 81003 – 719.584.4000
- HIV/AIDS Hotline: 1.800.232.4636 (National Hotline); 303.692.2700 (Colorado)
- Health Solutions web page or the URL at: https://www.health.solutions/: 1310 Chinook., Pueblo, CO - 719.545.2746
- Pueblo City/County Health Department web page or the URL at: https://www.narcotics.com/na-meeting/alano-club-7/: 101 W. 9th Street, Pueblo, CO 81003 - 719.583.4300
- Teen Crisis Line web page or the URL at: https://www.1800runaway.org/youth-teens#:~:text=Hotline%20%E2%80%93%20Call%201%2D800%2D,will%20listen%20and%20support%20you Runaway hotline: 1.800.786.2929
- Safe2Tell web page: or the URL at: https://safe2tell.org/ - 1.877.542.SAFE (1.877.542.7233)
- TESSA crisis line web page or the URL at: https://www.tessacs.org/ - Main office: 719.633.1462 or the emergency line: 719.633.3819
- Pueblo Community Health Center (PCHC):
  On Campus at Pueblo Community College: MT 118 – 719.549.3315; PCC Health Clinic web page or the URL at: https://pueblocc.edu/Health_Clinic
  or find more information about PCHC Main Clinic web page or the URL at: https://www.pueblochc.org/: 110 East Routt Avenue, Pueblo, CO 81004 - 719.543.8711

Fremont Campus:

- Alcoholics Anonymous: 715 Elm Avenue, Cañon City, CO 81212; toll free: 800.839.1686
- Gateway to Success: 602 Yale Place, Cañon City, CO 81212 – 719.275.0700. Gateway to Success web page or the URL at: https://www.gateway2success.us/
- Rocky Mountain Behavioral Health web page or the URL at: https://rmbh.org/: 3239 Independence Road, Cañon City, CO 81212 – 719.275.7650
- Southern Peaks RTC web page or the URL at: https://www.southernpeaksrtc.org/, 700 Four Mile Pkwy, Cañon City, CO 81212 – 719.276.7500 or email them at: admissions@southernpeaksrtc.org
- Solvista Health web page or the URL at: https://solvistahealth.org/: Canon City call 719.275.2351; Westcliffe call 719.275.2351

Mancos Campus and Durango Site:

- Al-Anon and Al-Ateen Family Groups SW Colorado web page or the URL at: https://al-anon-co.org/service_centers/district-hotlines/ - 970.259.2982
- A.A. Meetings – Alcoholic Anonymous (Southwest) web page or the URL at: https://aadistrict18.org/ - 970.245.9649 or 888.333.9649
- Alternative Horizons web page or the URL at: https://alternativehorizons.org/, Durango, CO 24-hour support line - 970.247.9619 or office 970.247.4374
- Axis 24/7 Crises Line web page or the URL at: https://www.axishealthsystem.org/ – 970.247.5245
- 988 Colorado Mental Health Line web page or the URL at: https://www.988colorado.com – Call or Text 988 or Deaf/HoH web page or the URL at: https://988lifeline.org/deaf-hard-of-hearing-hearing-loss/ and Spanish speakers web page or the URL at: https://988lifeline.org/es/inicio/
- Regional Crisis Center web page or the URL at: https://www.axishealthsystem.org/durango-regional-crisis-center/ (for Mental Health crisis) or call the 24/7 Axis Care Line: 970.247.5245
- Four Corners Child Advocacy Center web page or the URL at: https://nestcac.org/, Cortez, CO - 970.565.8155
- Pine River Shares web page or the URL at: https://www.pineriversshares.org/, Bayfield, CO - 970.884.6040
- The Recovery Center/Porch Light Health web page or the URL at: https://porchlighthealth.com/suboxone-clinics/cortez-colorado/, Cortez, CO – 970.4091235
- Second Wind Fund web page or the URL at: https://www.thesecondwindfund.org/ 720.962.0706. This is not a crisis hotline. This organization matches youths who face social or financial barriers to crisis counseling with therapists. The service is initiated when a youth, parent, or guardian, or any other youth-serving professional submits an online referral.
- Sexual Assault Services Organization web page or the URL at: https://www.durangosaso.org/ Durango, Cortez, and surrounding areas – 24/7 support line - 970.247.5400 or office 970.259.3074
- Southern Colorado Community Action Agency, Inc., web page or the URL at: https://sococaa.org/ Ignacio, CO - 970.563.4517
- Southern Ute Health Center web page or the URL at: https://www.southernute-nsn.gov/tribal-health/health-center/Ignacio, CO - 970.563.4581 (American Indians/Alaska Natives from federally recognized tribes are eligible for direct services.)
- Southwest Memorial Hospital web page or the URL at: https://www.swhealth.org/ - 1311 N. Mildred Road, Cortez, CO 81321 – 970.565.6666
- The Trevor Project web page or the URL at: https://www.thetrevorproject.org/get-help/, chat online at the web site, call 866.488.7386, or text "START" to 678-678. Provide crisis intervention and suicide prevention for LGBTQ youth
- Ute Mountain Ute Tribe Health Services web page or the URL at: https://www.utemountainutetribe.com/health%20services%20departments.html – 970.565.3751

Addiction Resources:

- Addiction Care and Education web page or the URL at: https://www.drugrehab.com/
- Addiction Help web page or the URL at: https://www.addictionhelp.com/
- Addiction Treatment Resources web page or the URL at: https://www.rehabcenter.net/
- Alcohol Addiction web page or the URL at: https://alcoholaddictioncenter.org/alcoholism-resources/
- Alcohol and Drug Rehab web page or the URL at: https://www.choicepointhealth.com/alcohol-rehab-nj/
- American Addiction Centers web page or the URL at: https://americanaddictioncenters.org/
- American Addiction Recovery Centers web page or the URL at: https://recovery.org/

- Colorado Department of Public Health & Environment (CDPHE) web page or the URL at: https://cdphe.colorado.gov/
- Colorado Free Rehab Centers web page or the URL at: https://www.freerehabcenters.net/colorado/
- Delphi Behavioral Health Group web page or the URL at: https://delphihealthgroup.com/
- Detox Centers and Drug Rehab web page or the URL at: https://www.detoxrehabs.net/
- Detox Local web page or the URL at: https://www.detoxlocal.com/
- Drug Addiction Help web page or the URL at: https://www.addictioncenter.com/
- First City Recovery Center web page or the URL at: https://firstcityrecoverycenter.com/
- Granite Recovery Centers web page or the URL at: https://www.graniterecoverycenters.com/
- Find Recovery Now web page or the URL at: https://findrecoverynow.org/
- Drug Rehab USA web page or the URL at: https://drugrehabus.org/
- Online Addiction Counseling web page or the URL at: https://www.onlinetherapy.com/addiction-counseling/
- Rehab Spot web page or the URL at: https://www.rehabspot.com/
- Start Your Recovery web page or the URL at: https://startyourrecovery.org/who/college
- Substance Abuse and Mental Health Services Administration (SAMHSA) web page or the URL at: https://www.samhsa.gov/
- The Recovery Village web page or the URL at: https://www.therecoveryvillage.com/local-rehab-resources/colorado/

Violence Prevention & Resources:

- Bullying Awareness & Prevention web page or the URL at: https://www.stopbullying.gov/
- Colorado Anti-Violence Program web page or the URL at: http://www.coavp.org/ - Building Safety and Justice for LGBTQ Communities
- Violence Free Colorado Formerly Colorado Coalition Against Domestic Violence web page or the URL at: https://www.rmvictimlaw.org/programs-services/linc/resources/violence-free-colorado-formally-colorado-coalition-against - 303.831.9632
- Colorado Coalition Against Sexual Assault (CCASA) web page or the URL at: https://www.ccasa.org/
- National Domestic Violence Hotline web page or the URL at: https://www.thehotline.org/ or call 800.799.7233. or Text “START” to 88788
- National Organization for Victim Assistance web page or the URL at: https://www.trynova.org/ - 703.535.6682
- Join One Love web page or the URL at: https://www.joinonelove.org/
- Rape, Abuse and Incest National Network (RAINN) web page or the URL at: https://www.rainn.org/ - 800.656.HOPE (4673), Text “HOPE” to 64673, or Chat at RAINN.org/hotline
- Domestic Violence Awareness Project web page or the URL at: https://www.dvawareness.org/ - 717.461.3939

Suicide Prevention:

- 988 Colorado Mental Health Line web page or the URL at: https://www.988colorado.com – Call or Text 988 or Deaf/HoH web page or the URL at: https://988lifeline.org/deaf-hard-of-hearing-hearing-loss/ and Spanish speakers web page or the URL at: https://988lifeline.org/es/inicio/
- National Institute of Mental Health web page or the URL at: https://www.nimh.nih.gov/health/topics/suicide-prevention
- Suicide Prevention Resource Center or the URL at: https://sprc.org/
- Colorado Department of Public Health & Environment or the URL at: https://cdphe.colorado.gov/suicide-prevention
- Military One Source – Suicide Prevention web page or the URL at: https://www.militaryonesource.mil/resources/millife-guides/suicide-prevention/
- U.S. Department of Veterans Affair Suicide Prevention web page or the URL at: https://www.mentalhealth.va.gov/suicide_prevention/
- Suicide Awareness Voices of Education (SAVE) web page or the URL at: https://www.save.org/

GENERAL PROCEDURES

Pueblo Community College Animals on Campus Policy

In accordance with Board Policy (BP) 16-70 web page or the URL at: https://cccs.edu/about/governance/policies-procedures/bp-16-70-animals-on-campus/ and System President's Procedure (SP) 16-70a web page or the URL at: https://cccs.edu/about/governance/policies-procedures/sp-16-70a-animals-on-campus/. Pueblo Community College (PCC) has established the following policy regarding animals on campus:

PCC is an educational institution that hosts supervised educational and recreational events for both adults and children. The college is committed to maintaining a healthy academic environment where students, faculty, staff, and administrators can teach, learn, and work in classrooms, laboratories, libraries, offices, and other campus spaces with minimal distractions or interruptions.

To support this goal, PCC has adopted the following regulations, which will be enforced by the appropriate administrative supervisor.

Animals on Campus: General Policy:
In consideration of personal safety and sanitation, **privately owned animals are not permitted inside any PCC building**, with the following exceptions:

1. **Service Animals:**
   Service animals, as defined by the **Americans with Disabilities Act (ADA)**, are permitted on campus. A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. This includes, but is not limited to, guide dogs for individuals who are blind or visually impaired.
2. **Approved Non-Service Animals:**
   Animals brought on campus for a specifically authorized and approved show, contest, or event involving the demonstration of trained skills.

Animals' Behavior and Restrictions:
Animals on campus **must always be leashed and under control**. Individuals found in violation of this policy will be asked to remove the animal immediately. Repeated violations may result in disciplinary action or referral to local animal control authorities.

- **Unattended animals** may be impounded by the PCC Police Department or local law enforcement and turned over to animal control officers.
- Animals must be **closely supervised by an adult** at all times.
- Animals are **prohibited from entering hazardous areas**, including labs or equipment rooms, unless approved by the appropriate dean or administrative supervisor.
- Animals are subject to **usage restrictions or privileges** established by individual campus facilities.
- Animals may not attend a class in session without prior approval from the **instructor**.
- Animals under the care of an instructor may not attend class without approval from the **immediate supervisor.**
- On rare occasions, **non-service animals may be permitted in workspaces** with **advance written approval** from the appropriate dean, supervisor, or department head—provided their presence does not disrupt the educational or work environment or pose health or safety concerns.
- Animals involved in programs or special events must comply with the **rules set by the event or program sponsors**.

Special Note on Service Animals:
Service animals are welcome on campus and are not required to be registered with the Accessibility Center or obtain prior approval to be present, as they are protected under the ADA.

Please note:

- **Emotional support animals, therapy animals, and comfort animals** are **not** considered service animals under the ADA and are **not permitted in PCC buildings** unless otherwise approved under specific accommodation policies.
- A service animal is defined by the ADA as a dog that has been individually trained to perform a task or specific work for a person with a disability. The tasks performed must be directly related to the individual's disability.

Expectations for Service Animals on Campus:
Service animals and their handlers/owners must adhere to the following guidelines while on PCC property:

- The animal must always be under the handler's control and may not roam freely, bark excessively, run, play, sniff through bags, jump on furniture, or approach others without invitation.
- The animal may be off leash **only if** tethering interferes with the animal's trained tasks.
- The service animal must be **housebroken**.
- The service animal must not exhibit dangerous or disruptive behavior, including growling, aggressive barking, snapping, biting, or lunging.

Policy Violations:
If a service animal and its handler are not adhering to these policies, the handler may be asked to remove the animal from the classroom, office, or event. Any incident must be documented by PCC faculty, staff, or instructors by submitting a **Behavior Report**.

Questions or Concerns?
For more information about this policy or to request an accommodation, please contact them at:

PCC Accessibility Center
719-549-3446
Accessibility@PuebloCC.edu

Bicycle and Skateboards on Campus

To avoid accidents or hazardous situations that might threaten the health and safety of people on PCC campuses/site, the operation of skateboards, longboards, rollerblades, and bicycles on any PCC campus/site is prohibited.

Bring your Own Device

byod
BRING YOUR OWN DEVICE

Pueblo Community College

1 See your advisor. Identify your technological needs.

Your Go!Zone or faculty advisor will be able to inform you of the best computer equipment necessary for your program of study. Technology levels are outlined and determine the base systems for your specific programs.

The majority of programs on campus require **Tech Level ONE.** It is recommended to use a computer system that is less than five years old with current antivirus software. Specific requirements may exist for your program of study. You can find further information in the PCC Catalog.

Laptop: Tech Level **ONE**

Basic instruction

- Windows 11 or Mac OS 15 or higher
- Intel Core i5 or AMD Ryzen 5 or higher processor
- 8 GB RAM or greater (16 GB recommended)
- Monitor and graphics card with at least 1280 x 1024 resolution
- A video conferencing webcam
- A headset with a microphone highly recommended
- Antivirus software
- Wired or wireless Internet connectivity
- Manufacturer support and protection plan recommended

Mobile Devices

Courses at PCC may be enhanced with media and applications that can be downloaded to your mobile device, but not replace more suitable devices for productivity.

- Latest version of Android
- Latest version of iOS
- **Chromebooks are NOT recommended**

Laptop: Tech Level **TWO**

Computer Aided Design, Nursing Programs

- Windows 11 or Mac OS 15 or higher
- Intel Core i5 or AMD Ryzen 5 or higher processor
- 16 GB RAM or greater (32 GB recommended)*
- Upgraded graphics card with 2GB VRAM (4GB VRAM recommended)**
- Monitor and graphics card with at least 1280 x 1024 resolution
- A video conferencing webcam
- A headset with a microphone highly recommended
- Antivirus software
- Wired or wireless Internet connectivity
- Manufacturer support and protection plan recommended

Please refer to current software system requirements

***Visit https://knowledge.autodesk.com/certified-graphics-hardware for more information on graphics cards.*

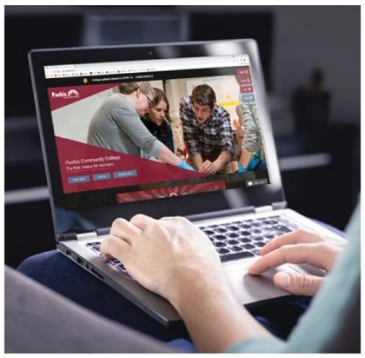
Industrial Maintenance majors

Please be advised that the Simutech software used in this program is **not compatible** with Apple devices.

Laptop: Tech Level **THREE**

Media Communications, Graphic Design

- Windows 11 or Mac OS 15 or higher
- Intel Core i7 or AMD Ryzen 7 or higher processor
- 32 GB RAM or greater
- Upgraded graphics card with 4GB VRAM or more
- Monitor with 2K resolution or higher
- A video conferencing webcam
- A headset with a microphone highly recommended
- Antivirus software
- Wired or wireless Internet connectivity
- Manufacturer support and protection plan recommended



Do school work almost anywhere, anytime.

2 Purchase Your Technology

Speak with Financial Aid regarding your eligibility to purchase a computer using your award. Any student may use their financial aid if there is sufficient award money to cover the cost of the device after the cost of tuition and fees have been fulfilled. Those eligible may purchase one device per academic year.

The Nook at PCC: A Barnes & Noble College Bookstore also accepts cash, credit card or certified funds. Pre-orders are processed via The Nook. You have several PC-based options with a variety of price ranges to meet your needs. The order is processed and once payment is confirmed your device will be shipped to you directly.

It is necessary to have your computer prepared for the first day of class! Make necessary accommodations for financial availability and shipping time. Start early.

3 Your Tool, Your Responsibility...

- You are responsible for **securing your device.**
- You are responsible for **protecting your device.**
- You are responsible for **caring for and maintaining your device.**
- You are responsible for **protecting your privacy.**
- Faculty has the discretion to allow and monitor the use of personal devices in the classroom and on specific projects. Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes during class.
- Students must adhere to the **PCC Student Handbook and Acceptable Use Policy.** If the student's device is suspected of a violation of the Student Code of Conduct, it may result in academic probation and/or expulsion.

Have the Tools You Need For Your Degree

Students who choose to use systems or applications other than those outlined do so knowing that faculty may be expecting and using the software listed above. It is and will be the student's responsibility to create and distribute correspondence and shared files in a format that can be read by faculty and fellow classmates.

Technology changes rapidly – as a result, these recommendations are subject to change without notice. It is the student's responsibility to continually check the myPCC Portal for changes to the above recommendations.

It is **highly recommended** that you purchase a warranty for your device. Consider purchasing additional support/service options and insurance.

Pueblo Community College takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. Students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Pueblo Community College

Do school work almost anywhere, anytime.

Library

The PCC Library is on the main Pueblo campus and the TLC at St. Mary Corwin. The Fremont Campus has a Learning Center, and the Southwest students can access course reserve materials through the Library Liaison . All currently enrolled students have 24/7 online access to the library's robust academic databases via the library homepage. Simply log into My Courses, find the College's Library web page or the URL at: www.pueblocc.edu/library under Campus Resources, and click on Search Everything or A to Z Databases. Research assistance is also available by selecting the Ask a Librarian or Book a Librarian web page or the URL at: https://pueblocc.navigate.eab.com/app/#/authentication/remote/
options and finding an appointment time in Navigate. Additional research help is in the PCC Library Classroom in My Courses. On-campus library services will vary by location and this information can be obtained by calling the PCC Library at 719.549.3305 or emailing libraryservices@pueblocc.edu.

Learning Center

The Pueblo, Fremont, and Southwest Campus Learning Centers offer a range of services. Students are free to use the spaces for studying, to access technology, and to meet with tutors where offered. ID may be required for utilization of campus technology. As a center for learning and study, students and their family members are welcome, provided their behavior supports a productive atmosphere.

PCC Wellness & Recreation Center

PCC Wellness & Recreation Center, located on the lower level of the Student Center in Room 159 next to the Barnes & Nobel (the bookstore), offers a wide selection of cardio machines, free weights, and cable machines. Wellness & Rec Center membership is included in tuition and fees for students enrolled in six (6) credit hours on the Pueblo campus. Students enrolled in only online classes can purchase a membership for $20 per month at the PCC Cashier's Office.

In addition to the fitness center, PCC Wellness & Rec also has a variety of wellness videos on the Wellness & Rec YouTube Channel web page or the URL at: https://www.youtube.com/channel/UCENCX1rlqoNiWGP5WFhOY6g. Check out the Rec Center web page or the URL at: https://pueblocc.edu/RecCenter for more info on self-care resources, current hours of operation, and much more.

PCC Wellness & Rec does offer student employment opportunities. Open positions are posted on the Wellness & Rec facility and on the PCC Career Connections website.

Tutoring

The Learning Center at the Pueblo campus offers professional tutoring labs for all students enrolled in writing, math, IT (computers), and science courses. These "Pro" areas do not require an appointment. Students may come in and obtain assistance on a first-come, first-served basis when tutors are scheduled. Students may also access services remotely. Please call the Learning Center for more information or make an appointment for remote tutoring via Navigate.

We offer additional tutoring services outside the Learning Center's normal hours. Call the Learning Center front desk at 719.549.3393 for information on how to access the supplemental tutoring.

Any questions may also be directed to the Learning Center Director by calling 719.549.3365.

RESOURCES - Important publications to assist you at Pueblo Community College

Annual Security Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, also known as the Clery Act, the Pueblo Community College Annual Security Report (ASR) is published each year in order to provide accurate information to potential and current students and employees about campus crime statistics, campus crime logs, and policies regarding the safety and security of the campus community. This report covers the main Pueblo Campus of Pueblo Community College, as well as other campuses: Fremont Campus, PCC Southwest Campus (Mancos), and PCC Southwest Site (Durango).

On or before October 1 and each semester, thereafter, a notification of the report's availability is emailed to all current students and employees. A link for the current year's ASR, containing a summary of its contents and where to obtain a copy. Prospective students who visit one of the campuses are given a notification of availability form by Enrollment Services. The notification of availability is attached to job postings for those potential employees who apply online. As noted, a notification of the report's availability is e-mailed to all current students and employees, with a website link of the current year's ASR, a summary of its contents, and how to access the report.

A printed copy of the ASR may be obtained at the PCC Police Department, Human Resources, and Office of the Senior Student Affairs Officer (SSAO) or designee.

Pueblo Community College posts the Annual Security Report (ASR) web page or the URL at: https://pueblocc.edu/public-safety.

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 at the College's web page or the URL at: https://catalog.pueblocc.edu/ or may be found in the Pueblo Community College Library, 900 West Orman, AB110; Phone: 719.549.3305.

Identification Cards

The Panther One ID Card is required at all campus locations: Pueblo Campus, PCC Southwest Campus, and Fremont Campus.

The card is required for identification at student-sponsored events and in various offices at PCC. All first-time students will be assessed a one-time ID card fee during the first semester they attend. The only time students will be charged additional fees is if the card is lost or needs to be replaced.

Students can obtain a Panther One Card after they have registered for classes by visiting the Welcome Center on the Pueblo Campus or the Go!Zones at the Fremont and PCC Southwest Campus. Photo identification must be presented to obtain an ID card.

Faculty and staff must obtain and display a PCC ID card once they have completed the new hire process through Human Resources.

Other Resources

Students: Did you know PCC offers the following services for students:

(*) Costs listed were effective July 2026; Costs subject to change without notice.

Area	Office – Location	Cost (*)	Phone
Medical Needs See a Primary Care Provider Prescriptions Flu Shots Vaccines Physicals Illness / Minor Injuries Birth Control Smoking Cessation Referrals Behavioral Health Counseling	**Health Clinic** MT 118 Pueblo Campus	PCC and Pueblo Community Health Center have partnered to provide Health Care services. This clinic does bill insurance. If you do not have health insurance, the clinic can help assist you with benefits determination including Medicaid or PCHC's sliding fee scale. Learn more about the Health Clinic web page or the URL at: www.pueblocc.edu/Health_Clinic	**719.549.3315**
Dental – Hygiene Cleaning X-rays Dental Hygiene exams Sealants	**Dental Hygiene Clinic** HS 106 (Pueblo Campus Only)	Child cleaning - $25 Regular cleaning – $30 Deep scaling & root planning-$80 Periodontal Maintenance - $40 X-rays – additional fee	**719.549.3286**
Cosmetology – Hair, Skin, and Nail Care **Includes the following services:** Hair Services Skin Services Nail Services	**PCC Academy of Cosmetology and Barbering is located at:** Medical Technology Building: MT-130 Client Parking located in the Mike Davis Academic parking lot off Arthur Street	Open to the Public Check for Monthly Specials Tuesday through Thursday 8:00 a.m. to 3:00 p.m. Barbering during the afternoon and evening appointments available beginning January 2027	**PCC 719.549.3160**
Fitness Cardio equipment Cable Weight Machines Free weights A variety of wellness videos on the Wellness & Rec You Tube Channel and self-care resources	**PCC Wellness and Recreation** SC 159 (Pueblo Campus Only)	Use of the facility is included in tuition and fees for Pueblo campus students. A variety of wellness videos on the Wellness & Rec You Tube Channel and info on self-care resources, current hours of operation, and much more on our web page or the URL at: www.pueblocc.edu/RecCenter	**719.549.3063**

Parking

PCC provides open parking on all campuses. Reserved or restricted parking will be identified with signage. Students, staff, and faculty are required to obtain and display a parking permit for their vehicles. Permits may be obtained at the Welcome Center on the Pueblo Campus or the Go!Zones at the Fremont and PCC Southwest Campuses. Any person utilizing handicap parking must display a state-issued handicap parking placard or handicap license plate.

Parking citations may be issued for violation of the PCC Parking Rules and Regulations web page or the URL at: https://pueblocc.edu/ID-Cards-Parking. The complete PCC Parking Rules and Regulations can be found at the College's web page or the URL at: https://pueblocc.edu/ID-Cards-Parking. They may also be obtained at the Welcome Center at the Pueblo Campus and the Go!Zones at the Fremont and PCC Southwest Campuses.

PCC Schedule of Classes

The latest PCC Schedule of Classes is available for viewing one week prior to the start of registration (fall registration opens in April; spring and summer registration opens in November). To view the schedule and search for classes, visit myPCC Portal.

PCC on the Internet

The College's web page or the URL at: https://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:

Vice President of Student Success
Pueblo Community College
Student Center, Room 261
900 W. Orman Avenue
Pueblo, CO 81004
719.549.3080

FEDERAL COMPLIANCE STANDARDS CONDUCT FOR STUDENTS AND EMPLOYEES

Pueblo Community College complies with federal mandates such as the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), Clery Act and Violence Against Women reauthorization Act (VAWA) Section 304 and the Higher Education Act, National Voter Registration Act, and FERPA.

Biennial Report

The 2026 Biennial Report web page or the URL at: https://pueblocc.edu/document/2026-pcc-biennial-report is an internal report distributed to the Pueblo Community College which addresses the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). A printed copy of the Report will be housed in the Office of the Vice President of Student Success, Student Center, Room 261. Also, the Report is located on the College's web page or the URL at: https://pueblocc.edu/public-safety.

Clery Report – Annual Security Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, also known as the Clery Act, the Pueblo Community College Annual Security Report (ASR) is published each year in order to provide accurate information to potential and current students and employees about campus crime statistics, campus crime logs, and policies regarding the safety and security of the campus community. This report covers the main Pueblo Campus of Pueblo Community College, as well as other campuses: Fremont Campus, PCC Southwest Campus (Mancos), and PCC Southwest Site (Durango).

On or before October 1 and each semester thereafter, a notification of the report's availability is emailed to all current students and employees. A link for the current year's ASR, containing a summary of its contents and where to obtain a copy. Prospective students who visit one of the campuses are given a notification of availability form by Enrollment Services. The notification of availability is attached to job postings for those potential employees who apply online. As noted, a notification of the report's availability is e-mailed to all current students and employees, with a website link of the current year's ASR, a summary of its contents, and how to access the report.

Upon request, you may obtain a printed copy of the ASR at the PCC Police Department, or the Office of the Vice President of Student Success.

Pueblo Community College posts the Annual Security Report (ASR) on its web page or the URL at: https://pueblocc.edu/public-safety.

Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226)

Pueblo Community College upholds the Drug Free Schools and Campus Act by complying with and understands the U.S. Department of Education's mandate to notify and inform students, staff, or faculty against the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or as part of any college activity. Read more about the Drug and Alcohol Policies at the College's web page or the URL at: https://pueblocc.edu/Drug-Alcohol-Policies.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) web page or the URL at: https://pueblocc.edu/FERPA affords students certain rights with respect to their educational records. The Act helps protect the privacy of your records by requiring that PCC limits the disclosure of information from these records to third parties, as well as notify you of the right to review and correct your records. The following web page or the URL at: https://pueblocc.edu/FERPA provides additional information on students' rights regarding their educational records.

Important Disclaimers and Legal Notices

In addition to PCC's mandate to share important disclaimers and legal notices, PCC strives to be transparent and provide multiple opportunities to share this information so that our students are informed. Please visit the web page or the URL at: https://pueblocc.edu/Legal/Legal-Disclaimers.html to find this valuable information; currently this information is also located on the bottom of PCC's web page or the URL at: https://pueblocc.edu/. and named "Disclaimers and Legal Notices".

Student Handbook

The Student Handbook web page or the URL at: https://pueblocc.edu/Student_Handbook contains must read information on the above referenced federal regulations and the Student Code of Conduct, Complaint Policies and procedures, and resource services available at PCC.

Violence Against Women (VAWA)

Violence Against Women (VAWA) addresses sexual violence in higher education. Pueblo Community College fully supports VAWA by educating, preventing and supporting the community about issues surrounding domestic violence, dating violence, sexual assault, and stalking; defining consent; promoting options for bystanders' intervention; recognizing warning signs of abusive behavior; and promoting ways to avoid potential attacks.

Moreover, victims of domestic violence, dating violence, sexual assault and stalking are crimes that PCC will not tolerate.

Assistance for victims is available through a consortium of the Pueblo Rape Crisis Center, PCC Dean of Students Office, Pueblo Community College Police Dept., Vice President of Human Resources/Title IX web page or the URL at: https://pueblocc.edu/Title-IX Coordinator and Vice President of Student Success.

Please refer to the updated information on VAWA on the US Department of Justice web page or the URL at: https://www.justice.gov/tribal/2013-and-2022-reauthorizations-violence-against-women-act-vawa. Below is the main text from this page on VAWA.

2013 and 2022 Reauthorizations of the Violence Against Women Act (VAWA)

The Violence Against Women Reauthorization Act of 2013 (VAWA 2013) included a historic provision that recognized the inherent authority of "participating Tribes" to exercise "special domestic violence criminal jurisdiction" (SDVCJ) over certain defendants, regardless of their Indian or non-Indian status, who commit acts of domestic violence or dating violence or violate certain protection orders in Indian country. This provision enabled Tribes to exercise criminal jurisdiction over non-Indian offenders for the first time since the Supreme Court's 1978 decision in Oliphant v. Suquamish Indian Tribe, which held that, absent express Congressional authorization, Tribes lack jurisdiction over all crimes committed by non-Indians. The Act also specified the rights that a participating Tribe must provide to defendants in SDVCJ cases.

In 2022, Congress amended this provision to recognize "special Tribal criminal jurisdiction" (STCJ) over an expanded list of "covered crimes" that includes, in addition to the VAWA 2013 crimes, assault of Tribal justice personnel, child violence, obstruction of justice, sexual violence, sex trafficking, and stalking. This expanded recognition of Tribal sovereignty was enacted by the Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022), signed into law by President Biden on March 15, 2022. VAWA 2022 also specifically refers to participating Tribes as including those in the state of Maine and establishes a pilot program under which the Attorney General is to designate up to five Alaska Tribes per calendar year as participating Tribes to exercise STCJ over all persons present in the Tribe's Village.

If you have a concern, please do the following:

- If the concern is an immediate safety concern, call 911 and follow instructions of emergency personnel
- After the immediate safety concerns are addressed by emergency personnel, provide the applicable victim's bill of rights, provide the area/campus specific located on PCCs Police web page or https://pueblocc.edu/public-safety

- Reference PCC's Sexual Misconduct/Title IX web page or the URL at: https://pueblocc.edu/Title-IX that includes information on the reporting process, valuable support resources PCC for the 2013 and 2022 Reauthorizations of Violence Against Women Act (VAWA)
- Refer to PCC's Domestic Violence and Sexual Assault web page or the URL at: https://pueblocc.edu/dvp

Voter Registration

Through the Higher Education Act, the National Voter Registration Act, and Colorado law, PCC is required to distribute voter registration forms at the web page or the URL at: https://www.sos.state.co.us/voter/pages/pub/olvr/verifyNewVoter.xhtml to students. PCC is in compliance with making a good faith effort by notifying each student enrolled in a degree or certificate program on how to register to vote. A paper form at the web page or the URL at: https://www.sos.state.co.us/pubs/elections/vote/VoterRegFormEnglish.pdf can be selected and mailed to the Secretary of State's office. Students with disabilities can access the Voter Registration Application in the Accessibility Center.

Guide to Services and Assistance – Fremont Campus

Academic Advising
Go!Zone (A-100)……719.296.6101
Academic Dishonesty
Coordinator of Student Services (A-107)…..…719.296.6102
Academic Probation or Academic Suspension
Registrar's Office (SC-273 – Go!Zone - Pueblo Campus).....719. 549.3016
Accessibility Center
Accessibility Center Office (AB-120 – Pueblo Campus).....719.549.3446
Application for Admissions
Go!Zone (A-100) 719.296.6101
Change of Major
Coordinator of Student Services (A-107).....719.296.6102
Childcare Referral Services
Children First (SMC 3rd Floor - Pueblo) 719.296.6118
Discipline Issues (Students)
Coordinator of Student Services (A-107).....719.296.6102
Discrimination
Affirmative Action/Personnel–Human Resources
(CA-112 – Pueblo Campus).....719.549.3220
Doctor (see Health Clinic)
Dropping & Adding Classes
Coordinator of Student Services (A107) 719.296.6102
Financial Aid
Coordinator of Student Service (A-107)..... ……719.296.6102
Financial Aid Office (SC-261 – Go!Zone–Pueblo Campus) .719.549.3200
Grades
See Your Instructor
Registrar's Office (SC-261 – Go!Zone – Pueblo Campus)...719.549.3016
Graduation
Coordinator of Student Services (A-107)……..……..719.296.6102
Registrar's Office (SC-261 – Go!Zone - Pueblo Campus)....719.549.3085
Health Clinic (Pueblo Campus) 719.549.3315
ID Cards – Student and Staff
Go!Zone (A-100)……719.296.6101
Learning Center
Learning Center (L111).....719.296.6104
myPCC eLearning
Office (AB-210 – Pueblo Campus).....719.549.3310
Parking & Tickets
Go!Zone (A-100)……719.296.6101
Student Studio
Student Center (SC-155 – Pueblo Campus).....719.549.3093
Payment of Tuition & Fees
Go!Zone (A-100)…… ..... ……..719.296.6101
Cashier's Office (SC-231 – Pueblo Campus) 719.549.3212
Police Department
L113 .....719.296.6130 or 719.549.3355 (Pueblo) or 911
Scholarship Information
Financial Aid Office (Pueblo Campus-SC-261 – Go!Zone) .719.549.3200
Foundation Office (1018 W. Orman Ave. - Pueblo).....719.544.0677
Go!Zone (A-100)…… 719.296.6101
Security (See Police Department)

Student Complaint
Coordinator of Student Services (A-107).....719.296.6102
Student Discipline
Coordinator of Student Services (A-107).....719.296.6102
Student ID Cards
Go!Zone (A-100).....719.296.6101
Student Life and Leadership
Coordinator of Student Services (A-107).....719.296.6102
Student Records
Go!Zone (A-100).....719.296.6101
Support Services
Coordinator of Student Services (A-107).....719.296.6102
Testing Services (Basic Skills)
Testing Center (L122).....719.296.6104
Transcripts
Go!Zone (A-100).....719.296.6101
Tutorial Services
Learning Center (L111).....719.296.6104
Upward Bound
TRIO Upward Bound (AB-154 – Pueblo Campus) 719.549.3254
Vehicle Registration
Go!Zone (A-100).....719.296.6101
Veterans Services
Veterans Upward Bound (Pueblo).....719.549.3077
Withdrawal from PCC
Go!Zone (A-100).....719.296.6101
Withdrawal from Classes
Coordinator of Student Services (A107) 719.296.6102
Meet with a class instructor to advise with intent to withdraw.

Guide to Services and Assistance – Pueblo Campus

Academic Advising
Faculty Advisors (see class schedule)
PCC Go!Zone (SC261-Second Floor).....719.549.3177
Academic Dishonesty
Dean of Students (SC-261 – Go!Zone).....719.549.3035
Academic Probation or Academic Suspension
Registrar's Office (SC-261 – Go!Zone).....719.549.3016
Accessibility Center
Accessibility Center Office (AB-120).....719.549.3446
Application for Admissions
New Student Studio (SC-251).....719.549.3093
Career Services (AB-160).....719.549.3033
Change of Major
Admissions Office (SC-261 – Go!Zone).....719.549.3014
Childcare Referral Services
Children First (SMC 3rd Floor).....719.549.3411
Customer Solutions Center, Student Center, Room 243 .....719.549.3200
Discipline Issues (Students)
Vice President of Student Success (SC-261 – Go!Zone).....719.549.3080
Dean of Students (SC-261 – Go!Zone).....719.549.3035
Discrimination/Harassement
Affirmative Action/Title IX/HR–Human Resources (CA-112) 719.549.3220
Doctor (see Health Clinic)
Dropping & Adding Classes
Your Campus Go!Zone
Financial Aid
Financial Aid Office (SC-261- Go!Zone).....719.549.3200
Grades
See Your Instructor
Registrar's Office (SC-261 – Go!Zone).....719.549.3016
Graduation
See Your Advisor
Registrar's Office (SC-261 – Go!Zone).....719.549.3085
Health Clinic (MT-118).....719.549.3315
Health Insurance Information
Your Campus Go!Zone
ID Cards – Student and Staff
Welcome Center (SC First Floor).....719.549.3355
Learning Center
Learning Center (AB-042).....719.549.3393
myPCC eLearning
Office (AB-210).....719.549.3310
Parking & Tickets
Welcome Center (SC First Floor).....719.549.3355
Payment of Tuition & Fees
Cashier's Office (SC-231).....719.549.3212
PCC Police Department (SC-103).....719.549.3355
Scholarship Information
Financial Aid Office (SC-261 - Go!Zone).....719.549.3200
Foundation Office - 1018 W. Orman Avenue.....719.544.0677

STEM
Career and Technical Education (AB-150) 719.549.3125

Student Complaints
Vice President of Student Success (SC-261 – Go!Zone) 719.549.3080
Dean of Students (SC-261 – Go!Zone) 719.549.3035

Student Discipline
Vice President of Student Success (SC-261 – Go!Zone) 719.549.3080
Dean of Students (SC-261 – Go!Zone) 719.549.3035

Student ID Cards
Welcome Center (SC First Floor) 719.549.3061

Student Life and Leadership
Associated Student Government Office (SC-155) 719.549.3019

Student Records
See your PCC Go!Zone

Testing Services (Basic Skills)
Testing Center (AB-134) 719.549.3091

Transcripts
See your PCC Go!Zone

Transfer Services
Go!Zone – (SC-261) 719.549.3177

TRIO Services
Educational Opportunity Center (EOC) PCC Go!Zone 719.549.3081
Student Support Services (AB-154) 719.549.3045
Upward Bound (AB-154) 719.549.3254
Upward Bound Math and Science (AB-154) 719.549.3254
Veterans Upward Bound (AB-194A) 719.549.3077

Tutorial Services
Learning Center (AB-042) 719.549.3393

Vehicle Registration
Welcome Center (SC First Floor) 719.549.3061

Veterans Services
Admissions Office PCC Go!Zone 719.549.3013
Dr. Davis Academic Building, Room 194 ..... 719.549.3077

Wellness and Rec Center (Gym), (SC-159) 719.549.3063

Withdrawal from PCC
See PCC Go!Zone

Withdrawal from Classes
Meet with class instructor to advise intent to withdraw.
Meet with Financial Aid to determine the impact of a withdrawal on Financial Aid.

Information for different departments, campuses, and sites:

President's Office

President Dr. Chato Hazelbaker	CA-110	719.549.3213
Vice President of Human Resources, Title IX, & Affirmative Action Mr. Dana Moss	CA-111	719.549.3220
Institutional Research Vacant	CA-101	719.549.3060
Marketing & Public Relations Ms. Erin Hergert Tafoya	CA-207	719.549.3226

Student Services Division

Vice President of Student Success Mr. Michael J. Gage	SC-261	719.549.3080
Accessibility Services Dr. Marcus Hernandez	AB-120B	719.549.3449
Office of the Registrar Ms. Barbara Benedict	SC-268	719.549.3039
Bookstore – The Nook - Pueblo Camp Ms. Danna Dimmick	SC-140	719.549.3065
Career Services Mr. Jimmie Romero	AB-160	719.549.3033
Children First Ms. Angela Shehorn	SMC 3rd Floor	719.549.3411
Concurrent Enrollment Ms. Jennifer Welte	SC-297	719.549.3056
Customer Solutions Center Mr. Richie Ince	SC-243,	719.549.3455
Dean of Students Mr. Vernon J. James	SC-261	719.549.3035
Enrollment Management & First Year Experience Mr. Richie Ince	SC-243	719.549.3455
Financial Aid Ms. Pam Elson	SC-273	719.549.3026
Health Clinic	MT-118	719.549.3315
Learning Center Ms. Cristina Guerra	AB-058	719.549.3365
New Student Orientation (NSO) Mr. Richie Ince	SC-243	719.549.3455
Student Life & Leadership Ms. Toni Skilling	SC-155	719.549.3019
Student Success Technology Ms. Lori Cortese	SC-261	719.549.3030
Student Support and Outreach Servic Ms. Carlee Bradford	SC-267	719.549.3031
Success Coaches Ms. Carlee Bradford	SC-267	719.549.3031
Testing Center Mr. Richie Ince	SC-243	719.549.3455
TRIO – Student Support Services Ms. Andrea Martinez	AB-154	719.549.3045
TRIO – Upward Bound Ms. Alixandria Aguilar	AB-154I	719.369.3525

Academic Division

Vice President of Academic Support Ms. Jennifer Sherman	MT-176A	719.549.3175
Dean of Arts & Sciences Dr. Patrick Maille	AB230J	719.549.3259
Dean of Business & Advanced Techn Mr. Brett Burke	GC-108	719.549.3362
Dean of Health Professions & Public S Dr. Andrew Miller	SMC-1100C	719.549.3353
Dean of Medical and Behavioral Healt Ms. Cheryl Gomez	SMC-1100B	719.549.3486
Fremont Campus Executive Director Mr. Michael Maffucci	51320 W. Hwy. 50 Cañon City, CO 81212	719.296.6108
Executive Director, Pueblo Corporate College Ms. Amanda Corum	GC-201F	719.549.3163
Vice President (Mancos) Ms. Lisa Molina	33057 Hwy 160, Mancos, CO 81328	970.564.6228 o
Vice President (Durango Site) Ms. Lisa Molina	701 Camino del Rio Durango, CO 81301	970.564.6228 o

Administration & Finance Division

Vice President of Administration Mr. Bob Williamson	CA-211B	719.549.3340
Cashier's Office Ms. Jill Sanchez	SC-231	719.549.3212
Computer Services Mr. Peter Green	CA-011	719.562.7000
Senior Director, Facility Services Mr. Ron Vigil	SMC-1102	719.549.3291
Senior Director, Accounting Ms. Jonnie Martin	CA-201	719.549.3343
Grounds, Housekeeping, and Mainten Mr. Ray Marquez	SJ-122	719.549.3345
Police Department Chief William Brown	SC-103	719.549.3355

Academic Services Division

Vice President of Academic Support Ms. Jennifer Sherman	MT-176A	719.549.3175
Library Ms. Hannah Moody-Goo	AB-110B	719.549.3307
myPCC eLearning Mr. Robin Leach	AB-210J	719.549.3310
Scheduler Ms. Tamara Housh	AB-210A	719.549.3218
STEM Ms. Samantha Miller	AB-150	719.549.3125

Fremont Campus, PCC Southwest Colorado

Fremont Campus Executive Director Mr. Michael Maffucci	51320 W. Highway 50 Cañon City, CO 81212	719.269.6108
Fremont Campus Go!Zone Student Services Mr. Jeffrey Smith	51320 W. Highway 50 Cañon City, CO 81212	719.269.6102
Vice President (Mancos) Ms. Lisa Molina	33057 Hwy 160, Mancos, CO 81328	970.564.6228
Vice President (Durango) Ms. Lisa Molina	701 Camino del Rio Durango, CO 81301	970.564.6228

Other Offices of Interest

Bookstore – Barnes & Noble	SC-140	719.549.3065
Bookstore – Fremont Campus www.pueblocc.bncollege.com		719.549.3065
Bookstore – PCC Southwest Site Barnes Noble (Durango) www.pueblocc.bncollege.com		719.549.3065
Bookstore – PCC Southwest Campus Ba & Noble (Mancos) www.pueblocc.bncolleg		719.549.3065
Foundation Office Ms. Julie Rodriguez	1018 W. Orman Pueblo, 81004	719.544.0677
Mail Room	MT-194	719.549.3132
Conference and Event Services Ms. Jill Young	SC-241	719.549.3066
Print Shop	MT-190	719.549.3126
PCC Wellness and Recreation Center Mr. Eric Rincon	SC-161	719.549. 3015

Guide to Services and Assistance – PCC Southwest Campus and Site

Academic Advising	
Durango	970.385.2020
Mancos	970.564.6201
Academic Dishonesty	
Director of Student Services	970.564.6225
Academic Probation or Academic Suspension	
Director of Student Services	970.564.6225
Accessibility Center	
Accessibility Center (Pueblo)	719.549.3446
Mancos Campus Representative	970.564.6209
Application for Admissions	
Durango	970.385.2020
Mancos	970.564.6201
Career Information	
Durango	970.385.2020
Mancos	970.564.6201
Change of Major	
Durango	970.385.2020
Mancos	970.564.6201
Discipline Issues (Students)	
Mancos Director of Student Services	970.564.6225
Durango	970.385.2015
OR Vice President	970.564.6228
Discrimination	
Affirmative Action/Personnel-- Human Resources (Pueblo)	719.549.3220
Dropping & Adding Classes	
Durango	970.385.2020
Mancos	970.564.6201
Financial Aid	
Mancos	970.564.6201
Grades	
See Your Instructor	
Graduation	
Durango	970.385.2020
Mancos	970.564.6203
ID Cards – Student and Staff	
Durango	970.385.2020
Mancos	970.564.6201
Learning Center	
Mancos Learning Center	970.564.6209
Payment of Tuition & Fees	
Mancos Cashier's Office	970.564.6203
Public Safety	
Durango	970.385.2020
Mancos	970.564.6201
Scholarship Information	
Durango	970.385.2020
Mancos	970.564.6201
Security (See Public Safety)	

STEM EDGE Melissa Watters, Academic Career Expert	 970.564.6227
Student Complaints Mancos Director of Student Services **OR** Vice President	 970.564.6225 970.564.6228
Student Discipline Mancos Director of Student Services **OR** Vice President	 970.564.6225 970.564.6228
Student Life and Leadership Mancos Director of Student Services	970.564.6225
Student Records Durango Mancos	 970.385.2020 970.564.6203
Support Services Mancos Director of Student Services Testing & Academic Support	 970.564.6228 970.564.6273
Testing Services (Basic Skills) Durango Mancos	 970.385.2020 970.564.6273
Transcripts Durango Mancos	 970.385.2020 970.564.6201
Transfer Services Durango Mancos	 970.385.2020 970.564.6203
Tutorial Services Mancos Learning Center	 970.564.6209
Veterans Services Pueblo	 719.549.3015
Withdrawal from Classes Durango Mancos	 970.385.2020 970.564.6201

President's Office

President Dr. Chato Hazelbaker	CA-110	719.549.3213
VP Southwest Campus and Site Ms. Lisa Molina	124	970.564.6228
Special Assistant to the Vice President Ms. Sabina Modeste	126B	970.564.6233
Marketing & Public Relations Ms. Sabina Modeste	126B	970.564.6233

Student Success Division

Director of Student Success Ms. Emily Monk	100B	970.564.6225
Admissions & Records Durango Mancos		 970.385.2020 970.564.6203
Financial Aid Durango Mancos		 970.385.2020 970.564.6228
Durango Site Mr. Jimmy Hall	701 Camino del Rio Durango, CO 81301	970.385.2020
Regional High School Outreach Coordinator Tracey Imel	102A	970.564.6223

Academic Division

Assistant Director of Academic Services Ms. Alex Linden	107	970.564.6273

Administration & Finance Division

Cashier's Office Ms. Megan Waterman	102B	970.564.6203
Facility Services, Grounds & Housekeeping Ms. Kelly Gagneaux	121	970.564.6217

Academic Support Division

Learning Center	114	970.564.6273
Testing Center	113	970.564.6273
Tutorial Services	111	970.564.6273

Pueblo Campus - Building Codes

AB = Dr. Mike Davis Academic Building
CA = Central Administration
CM = Cosmetology
GC = Gorsich Advanced Technology Center
MT = Medical Arts & Technology Building
SC = Student Center
SJ = San Juan Building

Notice of Non-Discrimination

Pueblo Community College prohibits discrimination, harassment, or retaliation on the basis of sex, gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy or related conditions, marital status, religion, genetic information, gender identity, sexual orientation, sex characteristics, sex stereotypes, gender expression, or any other class or category protected under applicable local, state or federal law (also known as "civil rights" laws) in connection with its employment practices or educational programs and activities. Pueblo Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated the Vice President of Human Resources as its AA/EEO and Title IX Coordinator, with the responsibility to coordinate the college's Civil Rights Compliance Activities and Complaints Procedures. If you have any questions, please contact the Vice President of Human Resources, 900 W. Orman Avenue, Central Administration Building, Room 111, telephone 719.549.3220, email pcchr@pueblocc.edu. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; phone: 303.844.3417.

Aviso de No Discriminación

Pueblo Community College prohíbe la discriminación, el acoso o las represalias basadas en el sexo, género, raza, color, edad, credo, origen nacional o étnico, ascendencia, discapacidad física o mental, estatus de veterano o militar, embarazo o condiciones relacionadas, estado civil, religión, información genética, identidad de género, orientación sexual, características sexuales, estereotipos de género, expresión de género, o cualquier otra clase o categoría protegida bajo las leyes locales, estatales o federales aplicables (también conocidas como leyes de "derechos civiles") en relación con sus prácticas laborales o programas y actividades educativas. Pueblo Community College tomará las medidas adecuadas para garantizar que la falta de habilidades en el idioma inglés no sea un obstáculo para la admisión y participación en los programas de educación vocacional.

El Colegio ha designado al Vicepresidente de Recursos Humanos como su Coordinador de AA/EEO y Título IX, con la responsabilidad de coordinar las Actividades de Cumplimiento de los Derechos Civiles y los Procedimientos de Quejas del colegio. Si tiene alguna pregunta, comuníquese con el Vicepresidente de Recursos Humanos, 900 W. Orman Avenue, Edificio de Administración Central, Sala 111, teléfono 719.549.3220, correo electrónico pcchr@pueblocc.edu. También puede comunicarse con la Oficina de Derechos Civiles, Departamento de Educación de EE. UU., Región VIII, Edificio Federal, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; teléfono: 303.844.3417.