



Student Handbook

2022 – 2023

This publication supersedes any previously published Pueblo Community College Student Handbooks and will remain in effect until September 30, 2023 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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First Printing of the 2022-2023 Edition – September 2022

Pueblo Community College is a member of an accredited by The Higher Learning Commission, 30 North LaSalle Street, Suite 7-500, Chicago, IL 60604. [Website](#). Phone: 800.621.7440. In addition, several PCC academic programs hold approval or accreditation from national and state level associations and agencies.

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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](#) and [SPs](#).

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

The president, faculty, and staff of Pueblo Community College (PCC) are committed to making your educational journey a positive successful experience while attaining your academic goals. The College is committed to assisting you with your academic needs and to address your concerns. Whether you are a new PCC student or returning student, we are excited you have chosen PCC for your next step on your educational path.

This Student Handbook serves as a guide for student-related topics that includes students' rights, responsibilities, and resources. Pueblo Community College is dedicated to working with its students to attain their academic goals in a safe and supportive college environment. The 2022 – 2023 Pueblo Community College Student Handbook is an official PCC publication.

All students are expected to know their rights and responsibilities and to work in collaboration for a positive learning environment. PCC encourages you to get involved on campus and contribute your talents, and to help ensure a diverse and dynamic environment. You, our PCC students, are important to us, and your faculty and staff are here to help ensure your success. Use your resources. Ask questions. Get involved. You will succeed!

Wishing you the best,

Dr. Heather Speed, Ed.D.
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, recognizes 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 scholarship should occur in 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

St. Mary Corwin
1008 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
Durango High School
2320 Main Avenue
Durango, CO 81301
970.385.2020
Toll-free: 888.642.6017

PCC Bayfield Site
110 East South Street
Bayfield, CO 81122
970.385.2098
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

General Assembly implemented the Student Bill of Rights ([C.R.S. 23-1-125](#)) to assure students enrolled in Colorado public institutions of higher education have the following rights:

- a. A quality general education experience that develops competencies in reading, writing, mathematics, technology, and critical thinking through an integrated arts and science experience.
- b. Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty (60) credit hours or their baccalaureate programs in no more than one hundred twenty (120) credit hours unless there are additional degree requirements recognized by the commission.
- c. 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 (2) or four (4) years, unless there are additional degree requirements recognized by the commission.
- d. Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees.
- e. Students have a right-to-know which courses are transferable among the state public two-year and four-year institutions of higher education.
- f. 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.
- g. Students have a right-to-know if courses from one (1) or more public higher education institutions satisfy the students' degree requirements.
- h. A student's credit for the completion of the core requirements and core courses shall not expire for ten (10) years from the date of initial enrollment and shall be transferable.

CODE OF STUDENT BEHAVIORAL EXPECTATIONS AND RESPONSIBILITIES (CODE)

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 St. Mary Corwin, the Fremont Campus in Cañon City, PCC Southwest Campus located in Mancos, and PCC Southwest Sites located in Durango and Bayfield, online via remote learning classes/labs/etc., 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 programs to follow the standards identified in the 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
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](#) and [SP 4-30a](#) 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 incidents, 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, Student Behavior Expectations and Responsibilities Resolution Procedure.

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 Code of 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 in order 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 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/Pets: Animals are not permitted on campus (includes college-owned and/or college-controlled property) except as permitted by law (trained service animal) or as specifically approved by the College.

- Please see the “Animals on Campus” section outlined in a later section of the student handbook.
- Please see [SP 19-60b](#), regarding Student Disability Services for information related to service animals and emotional support animals.

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 [SP19-10](#), Bullying/Violence/Firearms on Campus.

COVID-19 Guidance

Masks are not required on PCC campuses / sites and weekly testing is not required for unvaccinated individuals. Requirements may change due to community outbreaks and may look different at each PCC campus.

Please continue to be respectful of those who may request that you wear a mask in their office or department. It is important that we remain supportive of all members of our Panther family.

Remember to please stay home and remain away from campus if you are not feeling well. If you have a COVID-19 related concern, please complete the COVID-19 Reporting Form found at the bottom of the COVID-19 Updates website.

For more information and the latest requirements, please click on our COVID-19 updates [website](#).

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

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.

- 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.
- Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation.
- 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.

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 oneself to 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 a criminal action.

Gambling: Gambling as 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 [SP 19-10](#), Bullying/Violence/Firearms on Campus.

Hazing: 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.

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 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 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 4-32](#), Student Email 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: 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 vehicular. 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, faculty, and staff possessing valid Colorado Concealed Handgun Licenses are permitted to carry concealed on campus in accordance with state law, PCC / CCCS policy. For more details about certain restrictions, please consult with the campus/local police, where applicable.
- For more information and compliance, see [SP 19-10](#), Bullying/Violence/Firearms on Campus.

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.

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:
 - **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 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** includes all land, buildings, facilities, and other property in the 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. **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,

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

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 responsible faculty member, longer suspensions can be done 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 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)** a person(s) who is subject to the 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).
11. **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 to 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 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 Sites in Durango, Bayfield, and PCC Southwest Campus in Mancos, and any other locations where PCC classes or activities are conducted.
15. **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 with 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 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. This standard is utilized by the SSAO or designee in the formal investigation process.
19. **Reasonable cause** is 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 a student whose alleged conduct is the subject of a complaint or incident.
22. **Resolution Coordinator** is a College official who is authorized by the SSAO or designee to coordinate conduct resolution.
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
24. **Student** 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. Persons 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).
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 to create 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 webpage found at this [link](#). 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 webpage located at this [link](#).

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:

1. **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.
2. **Interim Suspension**: This interim suspension includes attending classes and events pending a final 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.
3. 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 the 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 involved parties, 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.

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 proceed 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 an opportunity to be heard, and render a decision as outlined below:

1. **Investigation**: The SSAO or designee shall provide the Respondent 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 for 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 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 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 with the conduct process. These outcomes may also be put in place to ensure safety of 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 of time, 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 to three semesters or one academic year.
3. **Restriction on Visitation Privileges**: Restrictions that may be imposed on a residence hall student or non-residence 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 of time, 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 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; however, Pueblo Community College does not own or operate any campus housing at this time.
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 of time 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 duration of time at PCC / CCCS.
14. **Suspension**: Separation from a College for a specified minimum period of time, 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 as a result 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 below appeal deadlines apply from the date of that decision.

All appeals must be made in accordance with 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 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, unavailable during the formal investigation that could substantially impact the decision or the outcome. The new information must be included with the student's 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](#). It is the student's obligation to provide any and 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 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 (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) and SP 4-80a, 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 as a result 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 purposes of interfering with any right or privilege provided by this procedure.

Revising this Procedure

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 2022

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 a 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 a strong expectation on all students to act honestly in all situations. The College does recognize that some students will choose to commit acts of academic dishonesty, which places an expectation on all faculty and staff to confront these acts of 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 student's 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 a 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

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

Where formal investigation is designated, the Senior Student Affairs Officer (SSAO) or designee shall investigate the allegations, provide the Respondent 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 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 for 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 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 involved parties, 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 to not 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 as a result 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 below appeal deadlines apply from the date of that decision.

All appeals must be made in accordance with 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, unavailable during the formal investigation that could substantially impact the decision or the outcome. The new information must be included with the student's 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 any and 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](#), 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 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 as a result 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 purposes 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 Given by the Academic Integrity Review Committee are below; additionally, a student found responsible for more than one incident of academic dishonesty, may receive additional academic sanctions and disciplinary sanctions.

- 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 as determined by the Academic Integrity Review Committee

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.

GRIEVANCE PROCEDURES

[BP 4-31, SP 4-31a](#)
Revised December 1, 2016

This Student Grievance 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.

If the basis of the claim is discrimination and/or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process. Please contact the [PCC Human Resources Office](#) (Pueblo Campus) Central Administration (CA), Room 112; 719.549.3220; to file a discrimination and/or harassment complaint.

Definitions

Complainant(s): A person(s) who is subject to the 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).

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

Grievance: A grievable offense is any alleged action which violates or inequitably applies State Board Policies, System President's Procedures, and College Procedures. The complainant must be personally affected by such violation or inequitable action.

Non-grievable matters: The following matters are not grievable under this procedure except as noted: 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 Grievance and Investigation Process.

Dean of Students (DOS): The PCC employee designated by the College to administer student grievances.

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, student shall be given three (3) additional days to respond

Day: Refers to working day unless otherwise noted below.

Remedy: The relief that the Grievant is requesting.

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

Students must timely submit all grievances by Reporting a Concern or Incident form found on the [Website](#). The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the initiator of a formal grievance should submit any supporting materials in writing as quickly as is practicable.

The complainant's supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion, and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the complainant should state the reason(s) why a contact could not be made.

Pueblo Community College benefits from informal and formal procedures that encourage prompt resolution of complaints and concerns students may have about the implementation of policies and procedures that govern the institution.

Formal Grievance Process

Complainant must timely file a written statement of the actions complained of and describes the remedies he/she is seeking with the Dean of Students. A matter could also be referred to this process by the College President or his/her designee. Once a written grievance is filed or referred, the Dean of Students or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the Complainant will be notified of the reasons.

If the matter is determined to be grievable, the Dean of Students will request a meeting (hearing) with both the complainant and respondent. Both parties will be given the opportunity to discuss the allegations of the grievance and may offer any documentation, witnesses, or other materials in support of the complaint.

During this hearing, neither party may have a representative, including attorneys or law students (legal counsel). The only exception to this rule is if there is civil or criminal action(s) pending specifically related to this grievance, both parties may be represented by legal counsel during these proceedings. Under those limited exceptions, the legal counsel's role shall be advisory only. The party represented by legal counsel must notify the Dean of Students forty-eight (48) hours in advance of any scheduled meeting so that the Dean of Students can notify the other party. These procedures are entirely administrative in nature and are not considered legal proceedings.

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

The Dean of Students may also contact or request a meeting with relevant college staff, students, or others as part of the investigation.

At the Dean of Student's discretion, the Dean of Students may discontinue meetings with anyone who is causing a disruption to the process or is being uncooperative, and will proceed to make a determination based on the information known at that time.

Based on the preponderance of evidence, the Dean of Students shall issue a decision, in writing, to both the complainant and respondent. The decision shall reject or grant the grievance and make recommendation(s) to resolve the issue(s). The complainant and respondent shall be advised of his/her right to appeal the decision, subject to the grounds below, by filing a written appeal with the Dean of Students within seven (7) days of service of the Decision.

Informal Grievance Process

Complainant is encouraged to resolve the issue with the Respondent through the informal process. The Dean of Students shall facilitate the informal process. If the informal grievance process is unsuccessful, or if PCC or the complainant chooses not to pursue the informal process, the Dean of Students will open a formal grievance case.

Appeals

In the event of an appeal, the Dean of Students shall give written notice to the other party to allow him/her the opportunity to submit a response in writing. The Dean of Students will also draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer, the SSAO or designee, or committee for initial review to determine if the appeal is timely and meets the limited grounds for an

appeal. The original finding will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting the appeal must show error as the original finding is presumed to have been decided reasonably and appropriately. The **ONLY** grounds for an appeal are as follows:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); or
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included in the written appeal.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the Dean of Students to reconsider in light of the new evidence, only.

If the appeals officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the Dean of Students with instructions to reconvene the hearing to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the Dean of Students in cases of bias, the appeals officer or committee may order a new hearing be held by a different individual acting in the place of the designated Dean of Students. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two (2) applicable grounds for appeals.

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 [website](#). 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 Grievance 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 grievance are pending and, in that case, the legal counsel's role shall be advisory only. The party represented by legal counsel must notify the Dean of Students forty-eight (48) hours in advance of any scheduled meeting so that the Dean of Students 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.
- Student shall have the right to identify documents, witnesses, and other material he/she would like the Dean of Students 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 Dean of Students.
- If student has a disability and would like to request an accommodation to assist him/her through the grievance process they may do so by informing the Dean of Students. The Dean of Students will then work with disability support services to accommodate the request.
- If the grievance is against the Dean of Students, the Vice President of Student Success, or other person designated by the President shall perform the duties of the Dean of Students.

- **Jurisdiction:** College grievance 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 grievance 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

Included but not limited to intimidation, verbal or physical threats, harassment, coercion, or other adverse action(s) against a person who reports an incident of misconduct to include retaliatory acts via proxy.

If any person who files a grievance, or any person who testifies, assists, or participates in a proceeding, investigation or hearing relating to such grievance, feels they are being subjected to retaliatory acts may report such incidences to the Dean of Students.

It is a violation of the grievance procedure to engage in retaliatory acts against any person who files a grievance or any person who testifies, assists, or participates in the grievance proceeding, investigation, or hearing relating to such grievance. Such act will be subject to discipline, up to and including expulsion for students, termination for PCC employees, and dismissal for authorized volunteers, guests, or visitors.

Revising this Procedure

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.

Campus Prohibited Access

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

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

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

Computers: Electronic Communication

The College has adopted the following policy in concert with [BP 3-125](#) to guide usage of all forms of electronic communication as an employer and owner of the computer system at PCC. The policy applies to faculty, staff, students, and other authorized persons granted computer access at PCC. For purposes of this policy statement, electronic communications includes but is not limited to electronic mail, internet services, voice mail, use of all 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 terms of applicable software licensing agreements or copyright laws.
- j. Deliberately wasting computing resources.

- k. Using electronic mail to harass others.
- l. Using electronic mail for personal gain or profit, or for partisan political purposes.
- m. Masking the identity of an account or machine.
- n. Posting materials on electronic bulletin boards that violate existing laws or the College's Student Code of Conduct.
- o. Misuse of computer resources that creates a hostile environment, including, but not limited to, accessing sexually explicit materials, and accessing ethnic and/or racial hate materials.
- p. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing or deleting another's files or software without the explicit agreement of the owner.

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

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 and Finance 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.

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

Drug & Alcohol

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

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 [BP 3-24](#), Drug-Free Workplace 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.
- In order to assure fair and consistent treatment of all students or employees who are accused of illegal use of drugs and alcohol, the College will handle all cases which come to its attention within the guidelines of the applicable policies and procedures of the College as well as local, state, and federal regulations.
- Sanctions will be imposed on students or employees who violated State Board or College drug and/or alcohol policies. Sanctions may include up to suspension or expulsion for students and, for employees, disciplinary action up to and including termination.

- 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.
- Persons 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 persons is prohibited.
- No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.
- Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area.

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 was in need of 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 was in need of medical assistance due to alcohol or marijuana consumption if the conditions of said paragraph (a) are satisfied.

Health Risks

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

Among the risks are the following:

Alcohol Use & Abuse

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

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

Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants 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, excitement, 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 life styles which interfere with sleep, nutrition, and exercise.
2. Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
3. Repeated use of alcohol 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 to the CSCP, Pueblo Community College is providing a link to the [Colorado Sex Offender Registry](#).

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](#), [and Colorado Revised Statute 16-22-112](#). 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
816 Royal Gorge Blvd.	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
601 N. Mildred Road	601 N. Mildred Road
Cortez, CO 81321	Cortez, CO 81321
970.565.8441	970.565.8444

PCC Southwest Site – Durango:

Durango Police Department	La Plata County Sheriff's Department
221 Turner Driver	742 Turner Drive
Durango, CO 81301	Durango, CO 81301
970.385.2900	970.247.1157

PCC Southwest Site - Bayfield:

Bayfield Marshal's Office
1199 Bayfield Parkway
Bayfield, CO 81122
970.884.9544

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 campus must be closely supervised by an adult at all times.
- Children will be prohibited from entering dangerous settings such as labs and equipment rooms without the approval of the appropriate dean or administrative supervisor.
- Children under the age of 13 must be accompanied by an adult in any Learning Center, computer laboratory, or Library.
- Children will be subject to the usage restrictions/privileges specific to individual facilities.
- 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: Hazing initiations are prohibited and may not be included as part of any activity.

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 maintain appropriate physical boundaries at all times. 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	970.565.8444

PCC Southwest Site – Durango:

Durango Police Department	La Plata County Sheriff's Department
970.385.2900	970.247.1157

PCC Southwest Site – Bayfield:

Bayfield Marshal's Office
1199 Bayfield Parkway
Bayfield, CO 81122
970.884.9544

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](#)

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](#)

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](#)

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](#)

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](#)

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 grievance procedure, which is defined in this handbook. A person may also contact the [Higher Learning Commission](#), 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](#) 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 regular course is dropped during the refund period listed on the Portal, the student will not be charged for the course and the dropped course will not appear on the student's permanent record. Students may drop short courses, mini-courses, or special-length courses without penalty before 15 percent of the course duration has passed.

Courses may be added or dropped in one of two 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](#).

For add and drop deadlines for special-length courses, contact any registration station or the Admissions & Records Offices, or refer to the class schedule/bill you received at the time you register for course(s).

A student will be identified as a "no-show" and dropped from the course if he or she has not attended any class sessions and 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 and participate through direct interaction with the instructor prior to the census date. 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 in order to be considered "attending." Students dropped as no-shows will receive a full refund of tuition and fees. Students who may encounter unusual or extenuating circumstances may request a late drop after census. Extenuating circumstances may be military activation or TDY orders, health reasons, job changes and/or death in the family, to name a few. Normally, in these circumstances, a tuition credit request process is started; the student completes a form and submits this form along with documentation of the extenuating

circumstances to the records clerk. 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. Students may only appeal a drop within the following term of the term in question. More information can be found at [Tuition Credit Request](#). For a statement about PCC's refund policy, see the Tuition and Fees section of the PCC college catalog.

Withdrawing from Courses

It is the student's responsibility to initiate all withdrawals (from a course or the college) by meeting with their instructor, advisor, or Success Coach. After the meeting, students should contact the financial aid office, and initiate the process electronically or go to the college "Go!Zone" for assistance. 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.

Distribution of Printed Materials

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

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

A service, event, or activity, must use the bulletin boards provided throughout the campus, and must be approved by the Welcome Center or his/her designee located in the Student Center, lower level.

Written information may only be posted in approved locations. Approved locations for posted materials may be acquired from the Welcome Center or his/her designee. Permission to use building bulletin boards is at the discretion of the Welcome Center as appointed by the Senior Student Affairs Officer (SSAO) or designee. Designees will be assigned the responsibility to approve posting printed materials. All posted materials must additionally conform to facility operating policies where they exist, i.e., Student Center, Dr. Mike Davis Academic Building, and other campus buildings. Questions related to the interpretation of this policy will be directed to the Office of the Senior Student Affairs Officer (SSAO) or designee.

Anyone who wishes to publicize the sale of textbooks may do so with permission from the Welcome Center, and may only post them on the community boards located in the Student Center across from Pueblo Joe's and the Dr. Mike Davis Academic Building.

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

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

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

To post flyers at the PCC Fremont Campus, please drop off the flyers in the Go!Zone front office. The Director of Student Services will determine if the flyers are appropriate to post and will stamp each flyer approved for posting. Go!Zone employees will then post the flyer in the approved areas. Any flyer that has been posted on campus without being given to the Go!Zone for review will be removed.

To post flyers at the PCC Southwest Campus, please drop off the flyers in the Go!Zone at one of the three SW locations (Bayfield, Durango, or Mancos). The Director of Student Services or Site Coordinator will determine if the flyers are appropriate to post and will stamp each flyer approved for posting. Go!Zone employees/staff will then post the flyer in the approved areas. Any flyer that has been posted on campus without being given to the Go!Zone for review will be removed.

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](#)) 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](#)) 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](#). 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. 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 at 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 Officer. Supervisors and instructors are responsible for promptly forwarding such reports to the Title IX office.
- b. Grievance process - Individuals who believe that they have not been permitted to access the benefits of this policy, may appeal via the established Grievance 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 to 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 the centrally located Central Administration Building, Room 004. This room is private and secured with a cypher lock. Students wishing to utilize this location must first notify the Student Success office to sign up and receive the combination.

As a secondary location should one 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/sites 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 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 [website](#).

Sexual Harassment

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

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

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

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

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

Individuals who feel that they have been subjected to sexual harassment and are in need of further information as to the procedures, may contact the 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: **Sexual assault** is 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](#)). **Sexual abuse** is defined as an act of a sexual nature not covered under sexual assault and which includes but may not be limited to fondling and touching of sexual body parts without consent. **Domestic violence** is 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](#)). **Dating violence** is defined as the physical, sexual, or psychological/emotional violence within a dating relationship. **Stalking** is 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](#)). **Consent** is 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 shall not be sufficient to constitute consent. Submission under the influence of fear shall not constitute consent ([C.R.S.18-3-401\[1.5\]](#)).

Reporting: Alleged victims of sexual misconduct or persons with knowledge of such incidents should file a report immediately at the Pueblo Campus: contact Pueblo Community College Police Dept., Student Center, Room 103 - 719.549.3355; Fremont Campus: contact Sterling Jenkins, Police Dept. – Room L104 - 719.296.6130; PCC Southwest Campus and Sites: contact Director, Academic Services; Perry Pepper – Perry.Pepper@pueblocc.edu, 970.564.6205; and/or their local law enforcement agency. All reports will be thoroughly investigated and referred to 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 Police Department, Student Center, Room 160 - 719.549.3355; PCC Southwest Campus and Sites: contact Regional Director of Academic Services at 970.564.6205, or the Executive Dean at 970.564.6222; Fremont Campus: contact Public Safety at 719.296.6130, Room L104; or the Dean at 719.296.6108, Room FC-A109.

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

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 as any other student discipline case; however, the following stipulations will also apply:

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

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

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](#) 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](#). [Complaint procedures website](#).

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 Police Dept. 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.

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 particular 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 to not 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 purpose and destroyed/deleted immediately after	Performing arts events; Town hall style meetings; Recording student course work for grading purposes only; etc.
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.

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, protects a student's right to privacy regarding one's educational records. The Act helps protect the privacy of student records by requiring that PCC limit the disclosure of information from these records to third parties, as well as notify students of the right to review and correct student records. Upon request, Pueblo Community College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Pueblo Community College (PCC) may release the following directory information about you without prior written consent:

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

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;
- 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. 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. Credit hour threshold for release may be stipulated in system-wide or individual College agreements.

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.

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

Surveys and/or Research at Pueblo Community College

The Office of Institutional Research (OIR) is responsible to review all proposed surveys and questionnaires; protect the rights of human subjects; ensure good survey methodology and design; prevent specific populations from being over-surveyed; avoid the collection of duplicated information; and encourage sharing of survey results with the PCC community. The OIR is authorized to review, approve, require modifications in, or disapprove surveys or questionnaires conducted by or through the College. All surveys, questionnaires, and research activity/project requests must be approved prior to administration. Contact the Office of Institutional Research (OIR) and submit a request through Ultimus under "PCC Survey Request P1".

Testing Policies

Assessment Policies (including the Accuplacer): Policies and regulations related to assessment, including taking the Accuplacer, are located on the [PCC website](#).

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](#) (VAWA). 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 at 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 [PCC Title IX webpage](#) that includes policies, contact information, and support resources and the [PCC Police Department webpage](#).

Violence/Firearms on Campus

Violent behavior or the threat of violent behavior toward employees, students, the general public, College property, or College operated facilities will not be tolerated. The open carry of firearms or other weapons is specifically prohibited on Pueblo Community College property [BP 19-10](#) and [Colorado Revised Statute 18-12-105](#), as amended and applicable.



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 – 2101 E. Evans Avenue, Pueblo, CO 81004 – 719.250.7805
- Catholic Charities Family Counseling Center: 719.544.4233
- CO Anti-Violence Program (LGBT): 1.888.557.4441 (May have to leave a message)
- **Community Care**: 719.314.2560
- Child Abuse/Neglect Reporting: 719.583.6901
- YWCA - Adult & Child Domestic Violence Counseling 719.545.8195
- Posada: 719.545.8776
- Alano Club (Support & Referral) - 320 Clark Street, Pueblo, CO 81003 – 719.542.6347
- Alcoholic Anonymous - 4035 Club Manor Drive, Suite A, Pueblo, CO 81008 – 719.546.1173
- Crossroads Turning Point - 509 E. 13th Street, Pueblo, CO 81001 – 719.546.6666;
Special Women's Services - 3500 Baltimore, Pueblo, CO 81008 – 719.545.1181;
Alcoholism Treatment Program – 1711 E. Evans Avenue, Pueblo, CO 81004 – 719.924.9511
- Parkview-Chemical Dependency Program - 58 Club Manor Drive, Pueblo, CO 81008 – 719.584.4343
- Parkview Adolescent Substance Abuse Program - 56 Club Manor Drive, Suite 104, Pueblo, CO 81008 – 719.584.4457
- HIV/AIDS Hotline: 1.800.CDC.INFO (1.800.232.4636)
- **Health Solutions** – 719.545.2746
- Pueblo City/County Health Department: 719.583.4300
- Teen Crisis Line-Runaway Hotline-Covenant House "9" Line: 1.800.999.9999
- **Safe2Tell**: 1.877.542.SAFE (1.877.542.7233)
- **TESSA Crisis Line** - 719-633-3819
- Pueblo Community Health Center:
 - On Campus: MT 118 – 719.549.3315
 - Main Clinic: 110 East Routt Avenue, Pueblo, CO 81004: 719.543.8711

Fremont Campus:

- Alcoholics Anonymous – 719.275.7089
- Family Crisis Services, Inc. - 3228 Independence Road, Cañon City, CO 81212 – 719.275.2429
- Rocky Mountain Behavioral Health - 3239 Independence Road, Cañon City, CO 81212 – 719.275.7650
- Solvista Health; Canon City call 719.275.2351; Westcliffe call 719.783.9064

Mancos Campus, Bayfield, and Durango Sites:

- Al-Anon and Al-Ateen Family Groups SW Groups – 970.259.2982
- Alcohol & Drug Treatment Referral – 800.454.8966
- [Alcoholic Anonymous \(Southwest\)](#) – 970.247.1706
- Alternative Horizons, Durango, CO – 970.247.9619
- Axis Health System SW Locations – Axis Crises Line – 970.247.5245
 - Emergency Suicide Prevention – 970.247.5245
 - Crossroads – Emergencies, Durango, CO – 970.403.0180
- [Colorado Crises Services](#) – 1.844.493.8255; Text “TALK” to 38255
- Detox of La Plata County, Durango, CO – 970.259.8732
- Four Corners Child Advocacy Center, Cortez, CO – 970.565.8155
- Narcotics Anonymous, Durango, CO 970.259.5820
- NEST Child Advocacy Center – 970.565.8155
- New Day Counseling, Durango, CO – 970.259.5820
- Pine River Shares, Bayfield, CO – 970.884.6040
- Preferred Counseling Services, Durango, CO – 970.739.8970 or 970.259.3952
- Recovery Center – CARS, Cortez, CO – 970.565.4109
- Second Wind Fund – 720.962.0706. This is not a crisis hotline but the fund is available to youths who face social or financial barriers to crisis counseling. The organization requires a referral by a school counselor or mental health professional.
- Sexual Assault Services Organization (SASO hotline) Durango, Bayfield, Ignacio – 970.247.5400
- Southern Colorado Community Action Agency, Inc., Ignacio, CO – 970.563.4517
- Southern Ute Health Center, Ignacio, CO – 970.563.4581 (Serving ALL Indian tribes w/proof of documentation)
- Trevor Project – 866.488.7386. Crisis intervention and suicide prevention for LGBTQ youth via online chat, text, or phone
- Ute Mountain Ute Tribe – 970.565.3751

Drug & Alcohol Screening in Health & Public Safety

- THC (marijuana) will be tested.
- A positive test will result in non-admission to a program(s).
- Re-testing is not an option for that application cycle.
- If a student does test positive for THC he/she will have to wait for the next application cycle to re-apply and re-test.
- Marijuana typically stays in someone's system for approximately 30 days.

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, and those who are in need of addiction assistance or suicide prevention resources, include:

Addiction Resources:

[Addiction Care and Education](#)

[Addiction Guide](#)

[Addiction Group](#)

[Addiction Help Today](#)

[Addiction Treatment Resources](#)

[Alcohol Addiction](#)

[Alcohol and Drug Rehab](#)

[American Addiction Centers](#)

[American Addiction Recovery Centers](#)

[Colorado Free Rehab Centers](#)

[Delphi Behavioral Health Group](#)

[Detox Centers and Drug Rehab](#)

[Detox Local](#)

[Drug Addiction Help](#)

[First City Recovery Center](#)

[Granite Recovery Centers](#)

[Live Another Day](#)

[Local Addiction Resources](#)

[Online Addiction Counseling](#)

[RehabSpot](#)

[Start Your Recovery](#)

[Substance Abuse and Mental Health Services Administration](#)

[The Recovery Village](#)

Violence Prevention & Resources:

[Bullying Awareness & Prevention](#)

[Colorado Anti-Violence Program, Building Safety and Justice for LGBTQ Communities](#)

[Colorado Coalition Against Domestic Violence](#)

[Colorado Coalition Against Sexual Assault](#)

National Domestic Violence Hotline – 800.799.7233. or Text “LOVEIS” to 22522

[National Organization for Victim Assistance](#): 1.800.879.6682

[Rape, Abuse and Incest National Network](#)

[Violence Awareness & Prevention](#)

Suicide Prevention:

[Student Suicide & Depression Awareness Guide](#)

[Suicide Prevention Guide](#)

[Suicide Prevention Help and Resources](#)

Suicide Prevention – Teen Hot Line – 1.800.273.8255

*Crisis Text Line – Text START to 741.741 24 hours

[The National Suicide Prevention Lifeline](#): 1.800.273.8255

GENERAL PROCEDURES

Animals on Campus – [BP 16-70](#) and [SP 16-70a](#)

Pueblo Community College (PCC) 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, complete work or projects in laboratories, libraries, offices, and other work places with a minimum of distractions or interruptions. To ensure that the appropriate academic environment is maintained, PCC has adopted the following regulations that will be enforced by the appropriate administrative supervisor.

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

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

Special Note on Service Animals:

Service animals are welcome on campus and are not required to be registered with the Disability Resources Center or get approval of their presence on campus, as they are allowed and protected under ADA. Please note that while service animals are allowed on campus, emotional support/therapy/comfort animals are not. A service animal, under ADA, is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

Please note that service animals and their handlers/owners must also abide by the following policies while on campus:

- Service animals must be under control of the handler/owner at all times and are not allowed to wander around freely, barking, playing, running, sniffing through bags, getting on classroom/office furniture and going up to other people or service animals.
- Service animals can be off-leash **ONLY IF tethering/leashing the animal hinders it from performing its trained task for the student.**
- Service animals must be housebroken.
- Service animals must not exhibit any dangerous behaviors; such as, growling, aggressive barking, snapping, biting or lunging.

If a service animal and their handler/owner are not adhering to the above policies, handler/owner will be asked to remove the service animal from the classroom/office/campus event. If there is an incident, PCC staff/faculty/instructors are required to **submit a Behavior Report** to document the incident.

If you have questions concerning these policies, please feel free to contact the Disabilities Resources Center at 719.549.3446 or Disability.Resources@Pueblocc.edu.

Bicycle and Skateboards on Campus

In order to avoid accidents or hazardous situations that might threaten the health and safety of persons on PCC campuses/sites, the operation of skateboards, longboards, rollerblades, and bicycles on any PCC campus/sites is prohibited.



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.

Tech Level ONE

Laptop Computer

- Windows 10/Mac OS 12
- Intel Core i5 or AMD Ryzen 3 or higher
- 2 GHz or faster
- 8 GB RAM or greater (16 GB recommended)
- Monitor and graphics card with 1280 x 1024 resolution
- A webcam and microphone capable of video conferencing. A headset with a microphone and speakers is preferred and highly recommended.
- Antivirus software
- Internet connectivity - 5 Mbps dedicated bandwidth per online user
- Protection plan/warranty

Tech Level MOBILE

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.

- Android 12 or higher
- iOS 15 or higher
- **Chromebooks not recommended**

Tech Level TWO

Laptop Computer: Computer Aided Design / Nursing Programs

- Windows 10 / Mac OS 12 64-bit
- Intel or AMD with SSE2 support*
- 16 GB RAM or greater (32 GB recommended)*
- Supported graphics card**
- Monitor with 1280 x 1024 or greater resolution
- A webcam and microphone capable of video conferencing. A headset with a microphone and speakers is preferred and highly recommended.
- Antivirus software
- Internet connectivity - 5 MB dedicated bandwidth per online user
- Protection plan/warranty

**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.

Tech Level THREE

Laptop Computer: Media Communications

- Windows 10 - 64-bit with Current Build / Mac OS 12
- Multicore processor with 64-bit support*
- RAM: 32 GB or greater*
- Supported GPU card for accelerated performance**
- Sound card compatible with ASIO protocol / Apple Core audio*
- Monitor 1280 x 1024 or greater resolution
- Internet connection for software validation/install
- A webcam and microphone capable of video conferencing. A headset with a microphone and speakers is preferred and highly recommended.
- Antivirus software
- Internet connectivity - 5 MB dedicated bandwidth per online user
- Protection plan/warranty

**Please refer to current software system requirements*

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

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 device is suspected of a violation of the Student Code of Conduct, it may result in academic probation and/or expulsion.

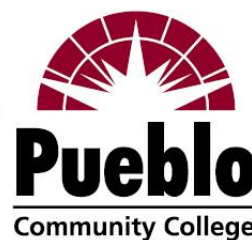
Have the Tools You Need For Your Degree

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.



Library

The PCC Library is on the main Pueblo campus and the Fremont campus has a small branch library. All college locations have Course Reserve collections providing on-campus access to select textbooks. All currently enrolled students have 24/7 online access to the library's plentiful academic [databases and eBooks](#) simply by entering their S number at the prompt. Virtual reference assistance is also available from the library's webpage by selecting the [Book a Librarian](#) option. Additional research help can be located in the PCC Library Classroom on D2L. 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, Southwest Campus Learning Centers each provide different services. Students are free to use the space, access technology, and all services offered. ID may be required for utilization of campus technology. As a center for learning and study, students and their family members are welcome as long as behavior is conducive to the learning environment.

PCC Wellness and Recreation

PCC Wellness & Recreation, located on the lower level of the Student Center in Room 159 next to the Bookstore, offers a wide selection of cardio machines, free weights, and cable machines. Wellness & Rec membership is included in tuition and fees for students enrolled in 6 credit hours on the Pueblo campus. Students enrolled in online only classes can purchase a membership for \$20 per month at the PCC Cashier's Office. Students are required to check into the facility during every visit using their student ID.

In addition to the fitness center, PCC Wellness & Rec also has a variety of wellness videos on the [Wellness & Rec YouTube Channel](#). Check out our [website](#) 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 in 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. Schedules of availability, instructions on how to access remote tutoring, and links to connect with tutors can be found on your D2L home page. Click on the "Free Tutoring" link to access these resources.

We offer additional tutoring services via small groups for students in other classes. Schedules of available small groups and the tutors who lead them are located outside of the Writing Pro area (AB 054). If a group is not readily available, one may be created when a tutor request form is submitted to the Learning Center front desk.

Any questions may be directed to the Learning Center & Tutoring Coordinator by calling 719.549.3393.

RESOURCES - Important publications to assist you at Pueblo Community College

College Catalog

The PCC Catalog is a comprehensive publication that provides detailed information in the following areas: Admissions, Graduation Requirements, Financial Aid, Educational Costs, Services for Students, General Student Information, Student Activities, Academic Regulations, Community Education and Training, Off-Campus Instructional Sites, Certificate and Degree Programs, Course descriptions, College Personnel, and the Academic Calendar. The catalog is available [online](#) or may be found in the Pueblo Community College Library, 900 West Orman, AB110; Phone: 719.549.3305.

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 Sites (Durango and Bayfield).

On or before October 1 and each semester, thereafter, a notification of the reports 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 on-line. 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) on its [website](#).

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 Xampuses. 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 2021; 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.	719.549.3315
Dental – Hygiene Cleaning X-rays Dental Hygiene exams Sealants	Dental Hygiene Clinic HS 109 and MT 130 (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 Salon and Spa is located at: 700 West Abriendo (Corner of 4 th and Abriendo Avenue – across from Loaf-n-Jug)	Open to the Public Monday through Thursday 8:00 a.m. to 1:00 p.m. Check for Monthly Specials	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 are 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 website: 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](#). The complete PCC Parking Rules and Regulations can be found at the following [website](#). 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 [PCC website](#) 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.

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](#).

Biennial Report

The [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 [website](#).

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 Sites (Durango and Bayfield).

On or before October 1 and each semester thereafter, a notification of the reports 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 on-line. 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 Vice President of Student Success.

Pueblo Community College posts the Annual Security Report (ASR) on its [website](#).

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](#) Coordinator and Vice President of Student Success.

Voter Registration

Through the Higher Education Act, the National Voter Registration Act, and Colorado law, PCC is required to distribute [voter registration forms](#) 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](#) can be selected and mailed to the Secretary of State's office. Students with disabilities can access the Voter Registration Application in the Disability Resources Office.

Family Educational Rights and Privacy Act (FERPA)

The [Family Educational Rights and Privacy Act of 1974](#) (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 link](#) 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 [Disclaimer and Legal Notices link](#) to find this valuable information; currently this information is also located on the bottom of [PCC's website](#) and named "Disclaimers and Legal Notices".

Student Handbook

The [Student Handbook](#) contains must read information on the above referenced federal regulations and the Student Code of Conduct, Complaint and Grievance Policies/procedures, and resource services available at PCC.

GUIDE TO SERVICES AND ASSISTANCE – Fremont Campus

Academic Advising	
Go!Zone (A-103).....	719.296.6100
Academic Dishonesty	
Director of Student Services (A109).....	719.296.6105
Academic Probation or Academic Suspension	
Go!Zone (A-103) Appeal Forms.....	719.296.6100
Registrar's Office (SC-273 – Go!Zone).....	719. 549.3016
Application for Admissions	
Go!Zone (A-103)	719.296.6100
Change of Major	
Go!Zone (A-103)	719.296.6100
Childcare Referral Services	
Children First (L108)	719.296.6118
Disability Services	
Disability Resources Office (AB-120).....	719.549.3446
Discipline Issues (Students)	
Director of Student Services (A-109)	719.296.6105
Discrimination	
Affirmative Action/Personnel–Human Resources (CA-112) .	719.549.3220
Doctor (see Health Clinic)	
Dropping & Adding Classes	
Go!Zone (A-103).....	719.296.6100
Financial Aid	
Go!Zone (A-103).....	719.296.6100
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	
Go!Zone (A-103).....	719.296.6100
Registrar's Office (SC-261 – Go!Zone).....	719.549.3018
Health Clinic (A-103)	719.549.3315
Health Insurance Information	
Go!Zone (A-103).....	719.296.6100
ID Cards – Student and Staff	
Go!Zone (A-103).....	719.296.6100
Learning Center	
Learning Center (L121)	719.296.6104
myPCC eLearning	
Office (AB-210)	719.549.3310
Parking & Tickets	
Go!Zone (A-103).....	719.296.6100
Student Studio	
Student Center (SC-155).....	719.549.3093
Payment of Tuition & Fees	
Go!Zone (A-103).....	719.296.6100
Cashier's Office (SC-231)	719.549.3212
Police Department.....	719.296.6130
Scholarship Information	
Financial Aid Office (SC-261 – Go!Zone)	719.549.3200
Foundation Office (AB-194)	719.549.3314
Go!Zone (A-103).....	719.296.6100
Security (See Police Department)	

Student Grievances	
Director of Student Services (A-109)	719.296.6105
Student Discipline	
Director of Student Services (A-109)	719.296.6105
Student ID Cards	
Go!Zone (A-103).....	719.296.6100
Student Life and Leadership	
Director of Student Services (A-109)	719.296.6105
Student Records	
Go!Zone (A-103).....	719.296.6100
Support Services	
TRIO Student Support Services (AB-154)	719.549.3045
Director of Student Services (A-109)	719.296.6105
Testing Services (Basic Skills)	
Testing Center (L124)	719.296.6104
Transcripts	
Go!Zone (A103).....	719.296.6100
Tutorial Services	
Learning Center (L101)	719.296.6104
Upward Bound	
TRIO Upward Bound (AB-154)	719.549.3254
Vehicle Registration	
Go!Zone (A-103).....	719.296.6100
Veterans Services	
Go!Zone (A-103).....	719.296.6100
Withdrawal from PCC	
Go!Zone (A-103).....	719.296.6100
Withdrawal from Classes	
Go!Zone (A-103).....	719.296.6100
Meet with class instructor to advise intent to withdraw.	

GUIDE TO SERVICES AND ASSISTANCE – Pueblo Campus

Academic Advising

Faculty Advisors (see class schedule)	
PCC Go!Zone (SC261-Second Floor)	719.549.3010
Advising Center (SC-261 – Go!Zone)	719.549.3177

Academic Dishonesty

Dean of Students (SC-261 – Go!Zone).....	719.549.3035
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Academic Probation or Academic Suspension

Registrar's Office (SC-261 – Go!Zone)	719.549.3016
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Application for Admissions

New Student Studio (SC-251)	719.549.3093
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Change of Major

Admissions Office (SC-261 – Go!Zone).....	719.549.3014
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Childcare Referral Services

Children First (AB-174)	719.549.3411
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Disability Services

Disability Resources Office (AB-120).....	719.549.3446
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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/Harassment

Affirmative Action/Title IX/HR–Human Resources (CA-112)	719.549.3220
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Doctor (see Health Clinic)

Dropping & Adding Classes

Your Campus Go!Zone

Financial Aid

Financial Aid Office (SC-261- Go!Zone)	719.549.3200
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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).....	719.549.3018

Health Clinic (MT-118).....

Health Insurance Information

Your Campus Go!Zone

ID Cards – Student and Staff

Welcome Center (SC First Floor).....	719.549.3061
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Learning Center

Learning Center (AB-042)	719.549.3393
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myPCC eLearning

Office (AB-210)	719.549.3310
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Parking & Tickets

Welcome Center (SC First Floor).....	719.549.3061
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Payment of Tuition & Fees

Cashier's Office (SC-231)	719.549.3212
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PCC Police Department (SC-103)

Scholarship Information

Financial Aid Office (SC-261 - Go!Zone)	719.549.3200
Foundation Office - 1018 W. Orman Avenue.....	719.544.0677

Student Grievances

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) 719.549.3319

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 – (SC261)..... 719.549.3036

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

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 impact of withdraw on Financial Aid.

President's Office

President Dr. Patty Erjavec	CA-110	719.549.3213
Vice President of Human Resources, Title IX, & Affirmative Action Vacant	CA-111	719.549.3220
Institutional Research Mr. Cory Butts	CA-103	719.549.3064
Marketing & Public Relations Ms. Erin Hergert	CA-207	719.549.3226

Student Services Division

Vice President of Student Success Dr. Heather Speed	SC-261	719.549.3080
Academic Advising Mr. Michael Gage	SC-261	719.549.3177
Admissions & Records/Registrar Ms. Barbara Benedict	SC-268	719.549.3039
Bookstore – The Nook - Pueblo Campus Ms. Willi Bradburn	SC-140	719.549.3065
Children First Ms. Angela Shehorn	AB-174	719.549.3411
Concurrent Enrollment Mr. Chase Watts	SC-234	719.549.3036
Customer Solutions Center Mr. Richie Ince	121 City Center Dr., Pueblo, 81003	719.549.3455
Dean of Students Mr. Vernon J. James	SC-261	719.549.3035
Disability Services Ms. Bonnie Clark	AB-120B	719.549.3449
Financial Aid Ms. Pam Grable	SC-273	719.549.3026
First Year Experience Ms. RaeAnn Gutierrez	SC-261	719.549.3040
Health Clinic	MT-118	719.549.3315
Learning Center Ms. Cristina Guerra	AB-058	719.549.3365
New Student Orientation (NSO) Ms. RaeAnn Gutierrez	SC-261	719.549.3040
Office of Recruitment Mr. Chase Watts	SC-234	719.549.3116
Student Life & Leadership Ms. Toni Skilling	SC-155	719.549.3019
Testing Center	AB-134E	719.549.3091
TRIO – Student Support Services Ms. Andrea Martinez	AB-154	719.549.3045
TRIO – Upward Bound Mr. Gabriel Lucero	AB-154I	719.549.3254

Academic Division

Vice President of Academic Services Dr. Quincy Rose-Sewell	AB-210R	719.549.3175
Dean of Arts & Sciences Dr. Young Kim	AB-230	719.549.3247
Dean of Business & Advanced Technology Ms. Jennifer Sherman	GC-104	719.549.3322
Dean of Health Professions & Public Safety Dr. Andrew Miller	MT-176	719.549.3280
Dean of Medical and Behavioral Health Dr. Raj Pandit	CA-116	719.549.3486

Dean of Fremont Campus Mr. Mark Peacock	51320 W. Hwy. 50 Cañon City, CO 81212	719.296.6106
Executive Director, Pueblo Corporate College Ms. Amanda Corum	GC-201B	719.549.3163
Executive Dean of PCC Southwest Campus (Mancos) Kevin Aten, Interim	33057 Hwy 160, Mancos, CO 81328	970.564.6222
Executive Dean of PCC Southwest Site (Durango Site) Kevin Aten, Interim	Durango High School 2320 Main Avenue Durango, CO 81301	970.564.6222
Executive Dean of PCC Southwest Site (Bayfield) Kevin Aten, Interim	110 East South Street Bayfield, CO 81122	970.564.6222

Administration & Finance Division

Vice President of Admin & Finance Mr. Robert Gonzales	CA-211	719.549.3340
Cashier's Office Ms. Jill Sanchez	SC-231	719.549.3212
Computer Services Mr. Bryan Crawford	CA-011	719.562.7000
Facility Services Mr. Robert Gonzales	SJ-120	719.549.3345
Fiscal Operations Mr. Robert Gonzales	CA-207	719.549.3327
Grounds & Housekeeping Mr. Robert Gonzales	SJ-122	719.549.3288
Police Department Chief William Brown	SC-103	719.549.3355

Academic Services Division

Vice President of Academic Services Dr. Quincy Rose-Sewell	AB-210R	719.549.3175
Library Ms. Christina McGrath	AB-110A	719.549.3308
myPCC eLearning Mr. Robin Leach	AB-210J	719.549.3310
Scheduler Ms. Tamara Housh	AB-210A	719.549.3218

Fremont Campus, PCC Southwest Colorado Campuses

Fremont Campus Mr. Mark Peacock	51320 W. Highway 50 Cañon City, CO 81212	719.269.6100
PCC Southwest Campus (Mancos) Kevin Aten, Interim	33057 Hwy 160, Mancos, CO 81328	970.564.6201
PCC Southwest Site (Durango) Kevin Aten, Interim	2320 Main Avenue, Durango, CO 81301	970.385.2020
PCC Southwest Site (Bayfield) Kevin Aten, Interim	110 East South Street Bayfield, CO 81122	970.385.2098

Other Offices of Interest

Bookstore – The Nook Pueblo Campus	SC-140	719.549.3065
Bookstore – Fremont Campus www.pueblocc.bncollege.com		719.540.3065
Bookstore – PCC Southwest Site (Durango) www.pueblocc.bncollege.com		719.549.3065
Bookstore – PCC Southwest Campus (Mancos) www.pueblocc.bncollege.com		719.549.3065
Foundation Office Ms. Martha Simmons	1018 W. Orman Ave. Pueblo, 81004	719.544.0677
PEAK (The Place for Enrichment and Academic Knowledge at PCC) Ms. Jill Young	SC-241	719.549.3066
Print Shop	MT-190	719.549.3126
PCC Wellness and Recreation Dean Vernon J. James	SC-159	719.549. 3063

GUIDE TO SERVICES AND ASSISTANCE – PCC Southwest Campus and Sites

Academic Advising Bayfield Durango Mancos	970.385.2098 970.385.2020 970.564.6201
Academic Dishonesty Director of Student Services	970.564.6228
Academic Probation or Academic Suspension Director of Student Services	970.564.6228
Application for Admissions Bayfield Durango Mancos	970.385.2098 970.385.2020 970.564.6201
Career Information Bayfield Durango Mancos	970.385.2098 970.385.2020 970.564.6201
Change of Major Bayfield Durango Mancos	970.385.2098 970.385.2020 970.564.6228
Disability Services Disability Resources Office (Pueblo) Mancos Campus Representative	719.549.3446 970.564.6273
Discipline Issues (Students) Mancos Director of Student Services Bayfield Durango OR SW Executive Dean	970.564.6228 970.385.2098 970.385.2012 970.564.6222
Discrimination Affirmative Action/Personnel-- Human Resources (Pueblo)	719.549.3220
Dropping & Adding Classes Bayfield Durango Mancos	970.385.2098 970.385.2020 970.564.6228
Financial Aid Mancos	970.564.6228
Grades See Your Instructor	
Graduation Bayfield Durango Mancos	970.385.2098 970.385.2020 970.564.6203
ID Cards – Student and Staff Bayfield Durango Mancos	970.385.2098 970.385.2020 970.564.6201
Learning Center Mancos Learning Center	970.564.6273

Payment of Tuition & Fees Mancos Cashier's Office	970.564.6203
Public Safety Bayfield Durango Mancos	970.385.2098 970.385.2012 970.564.6201
Scholarship Information Bayfield Durango Mancos	970.385.2098 970.385.2020 970.564.6201
Security (See Public Safety)	
STEM EDGE Melissa Waters, Academic Career Expert Maggie Sandusky, Outreach Coordinator	970.564.6227 970.564.6231
Student Grievances Mancos Director of Student Services OR SW Executive Dean	970.564.6228 970.564.6222
Student Discipline Mancos Director of Student Services OR SW Executive Dean	970.564.6228 970.564.6222
Student Life and Leadership Mancos Director of Student Services	970.564.6228
Student Records Bayfield Durango Mancos	970.385.2098 970.385.2012 970.564.6203
Support Services Mancos Director of Student Services Testing & Academic Support	970.564.6228 970.564.6273
Testing Services (Basic Skills) Bayfield Durango Mancos	970.385.2098 970.385.2020 970.564.6273
Transcripts Bayfield Durango Mancos	970.385.2098 970.385.2020 970.564.6201
Transfer Services Bayfield Durango Mancos	970.385.2098 970.385.2020 970.564.6203
Tutorial Services Mancos Learning Center	970.564.6273
Veterans Services Pueblo	719.549.3015
Withdrawal from Classes Bayfield Durango Mancos	970.385.2098 970.385.2020 970.564.6228

President's Office

President Dr. Patty Erjavec	CA-110	719.549.3213
Executive Dean of PCC Southwest Campus and Sites Kevin Aten, Interim	124	970.564.6222
Special Assistant to the Executive Dean Becky Atnip	126B	970.564.6233
Marketing & Public Relations Becky Atnip	126B	970.564.6233

Student Success Division

Director of Student Success Lisa Molina	100B	970.564.6228
Admissions & Records Bayfield Durango Mancos		970.385.2098 970.385.2020 970.564.6203
Financial Aid Bayfield Durango Mancos		970.385.2098 970.385.2020 970.564.6228
Durango Site James Hall	2320 Main Ave. Durango, CO 81301	970.385.2012
Bayfield Site Ms. Bethany Powell	110 East South Street Bayfield, CO 81122	970.385.2098
Regional High School Outreach Coordinator Ms. Michelle Perez	102A	970.564.6223

Academic Division

Director of Academic Services Perry Pepper	107	970.564.6205
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Administration & Finance Division

Cashier's Office PCCSW - Kiesa Howell	102B	970.564.6203
Facility Services, Grounds & Housekeeping 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 all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in 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 Cheyenne Berrios, Talent Acquisition and Employee Relations Manager as its Interim AA/EEO and Title IX Coordinator. 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 HR.PCC@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 (PCC) prohíbe todas formas de discriminación y acoso, inclusive violación de leyes federales y estatales o las políticas educativas 3-120 y 120 4 del Consejo Estatal de Colegios Comunitarios y Laborales. El Colegio no discrimina en base al sexo/género, raza, color, edad, credo, origen nacional o étnico, incapacidad física o mental, estado de veterano, estado de embarazo, religión, información genética, identidad de género o orientación sexual en sus prácticas de empleo, programas educativos, o actividades que ofrece el Colegio. PCC tomará medidas apropiadas para asegurar que la falta de conocimientos del idioma inglés no será un impedimento para la inscripción y participación en programas de educación vocacional.

El Colegio ha designado Cheyenne Berrios el talent adquisicio y empleado relacion empresario/el intemedio de AA/EEO y Título IX. Si tiene alguna pregunta, comuníquese con el talent adquisicio y empleado relacion empresario/el intemedio, 900 W. Orman Avenue, Central Administration Building, Room 111, teléfono 719.549.3220, correo electrónico HR.PCC@Pueblocc.edu. También puede comunicarse con la Oficina de Derechos Civiles, Departamento de Educación de los Estados Unidos, Región VIII, Edificio de Oficinas Federales, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; teléfono: 303.844.3417.