

# UNIVERSITY POLICIES

## AFFIRMATIVE ACTION

The University of Colorado at Colorado Springs follows a policy of equal opportunity in education and employment. In pursuance of this policy, no campus department, unit, discipline, or employee shall discriminate against an individual or group on the basis of race, color, religion, sex, age, national origin, sexual orientation, individual handicap, or veteran status. This policy applies to all areas of the University affecting present and prospective students or employees.

The institution's educational programs, activities, and services offered to students and/or employees are non-discriminatory and consistent with State Affirmative Action guidelines, as well as with Federal laws and orders.

For information about these provisions on equity, discrimination, or fairness, as well as internal and external complaint procedures, contact the Director of Student Enrichment Services, Room 318, Main Hall or call 719-255-3359.

## UCCS AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICY STATEMENT

The University of Colorado at Colorado Springs is committed to create and maintain a work and study environment for faculty, staff, and students that does not discriminate on the basis of race, color, religion, sex, age, political affiliation, national origin, individual handicap, sexual orientation, or veteran status. All employees, faculty and students must be allowed to work, study and teach in an environment that is free of unwanted sexual overtures which undermine the integrity of employment, teaching, and faculty-student relationships. The University of Colorado at Colorado Springs is as a matter of principle and legally committed to the cause and spirit of affirmative action and equal opportunity. As Chancellor, I wish to emphasize my professional and personal commitment in assuring that the implementation of affirmative action programs thus yield positive, tangible results at CU Colorado Springs.

Effective implementation requires the involvement, participation, and support of all segments of the University. Positive, good faith efforts will be

required of everyone, but particularly of those individuals who are responsible for recruiting, hiring, evaluating, and promoting others. Performance in this area will be an important element in the evaluation of all campus administrators and supervisors. The Director of Student Enrichment Services is available to assist all employees, faculty, and students in this important area.

Chancellor, Pamela Shockley-Zalabak

## CAMPUS CLOSURE PROCEDURES

Decision to cancel classes due to inclement weather will normally be made prior to 6:00 a.m. The decision to cancel evening classes will normally be made prior to 3:00 p.m. Faculty, staff and students should call the campus closure line, 719-255-3346 or listen to the following stations for cancellation information.

### Colorado Springs

KVUU	KVOR	KRDO
KSSS	KRCC	KTLF
KMAX	KKLI	KILO
KKFM	KATM	

**Pueblo** KRYT KCFJ KCCY  
KGHF

**Denver** KOA KYGO  
**TV** KKTV KOAA KRDO

Barricades and signs will be placed at all campus entrances. Access to the campus will be restricted. No one will be allowed on campus until the campus officially re-opens.

## CAMPUS SAFETY INFORMATION

The University of Colorado at Colorado Springs 2007 *Campus Safety and Security Report*, contains the information listed below and is available by calling or writing to: University of Colorado Police P.O. Box 7150 Colorado Springs, CO 80933-7150 (719) 255-3144 1-800-990-8227 ext. 3144

### Summary of Contents

- Access to Facilities
- Campus Resources
- Community Resources
- Crime Prevention Schedule
- Law Enforcement Authority
- Maintenance of Facilities
- Publications Listing
- Sexual Assault Programs & Reporting
- Sexual Harassment Policy

- Victim Assistance
- Alcohol and Drug Policy
- Committee on Personal Safety
- Crime Prevention Programs
- Crime Statistics
- Reporting Crimes and Emergencies
- Reporting
- Student Code of Conduct
- Weapons Policy

## COLORADO RIOTING ACT

No person who is convicted of a riot offense shall be enrolled in a state-supported institution of higher education for a period of twelve months following the date of conviction.

A student who is enrolled in a state-supported institution of higher education and who is convicted of a riot offense shall be immediately suspended from the institution upon the institution's notification of such conviction for a period of twelve months following the date of conviction; except that if a student has been suspended prior to the date of conviction by the state-supported institution of higher education for the same riot activity, the twelve month suspension shall run from the start of the suspension imposed by the institution. Nothing in this section shall be construed to prohibit a state-supported institution of higher education from implementing its own policies and procedures or disciplinary actions, in addition to the suspension regarding students involved in riots stipulated above. (Colorado Revised Statutes, 23-5-124).

## DRUGS AND ALCOHOL

In compliance with the Drug Free Schools and Communities Act, the University of Colorado at Colorado Springs prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or of illicit drugs and alcohol, on university property or as part of any university activity. This prohibition applies to all students and to all employees. Any employee (including student employees) whose act in violation of the above policy also results in a conviction under a criminal drug statute must report the conviction in writing to the employee's departmental supervisor within five days. The University, in turn, may be obliged by law to report certain convictions to the federal government.

The University, through regulated law, established governance committees, procedures, and state laws and policies, will impose sanctions for violation of this policy,

which may include but is not limited to mandatory participation in a rehabilitation program, or disciplinary action such as reprimand, suspension, salary reduction, demotion, or termination of employment for employees, and for students a warning, probation, suspension, ineligibility for financial assistance, expulsion from university housing, or dismissal or expulsion from the University itself.

Many of the Acts which violate this policy also violate criminal law and must be referred for prosecution. In such cases law enforcement authorities may administer a separate penalty such as a fine or imprisonment.

In addition to the imposition of legal and financial consequences associated with the abuse of drugs and alcohol, the physical and psychological effects of such abuse can have a devastating effect upon the ability to perform physical and intellectual skills required of a student or employee. It can also impair the ability to develop and maintain the interpersonal skills and the working relationships essential to an effective environment.

The University of Colorado at Colorado Springs provides education, counseling, and referral for rehabilitative treatment relating to drug and alcohol abuse. Students should contact the Counseling Center for additional information.

## PRIVACY ACT - FERPA

The University of Colorado at Colorado Springs informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974. The University intends to comply fully with the Act, which was designated to protect the privacy of education records, to establish the right of students to inspect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Complaints can be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

The complete policy can be found in the University library and the Office of the Registrar web site. Information is also published in the Bulletin. A directory of records, which lists all education records maintained on students by this institution, may be found in the Office of the Chancellor.

The University of Colorado has designated the following items of student information as public or "directory" information. Such information may be disclosed by the institution for any purpose, at its discretion: name, address, telephone number, e-mail, dates of attendance, enrollment status, registration status, class level, major field of study, awards, honors, degree(s) conferred with location, past and present participation in officially recognized activities and sports, physical factors (height, weight of athletes), date of birth, ID photos.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. Examples of a school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position including law enforcement unit personnel and health staff; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; reporting to CO Dept of Education, Student Clearing house or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her duties.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of the Registrar. Forms requesting the withholding of "directory information" are available at the Admissions and Registrar's Offices. The University of Colorado assumes that failure on the part of any student to request specifically the withholding of "directory information" indicates individual approval for disclosure. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar.

## RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

A student is classified initially as an in-state or out-of-state registrant for tuition purposes at the time an application and all supporting credentials have been received in the Office of Admissions and Records. The classification is based upon information furnished by the student and from other relevant sources. The requirements for establishing residency for tuition purposes are defined by law

of the State of Colorado (Chapter 23, Article 7, Colorado Revised Statute 1973, as amended).

**Due to the complexity of the statute, detailed information should be obtained directly from the Office of Admissions and Records.**

After the student's status is determined, it remains unchanged in the absence of satisfactory evidence to the contrary. Classification standards conform to state statutes and judicial decisions and are applicable to all of Colorado's state-supported colleges and universities.

The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state or the reverse, has the responsibility of informing the tuition classification officer, Office of Admissions and Records, after such a change occurs. If an adult student or an emancipated minor establishes domicile outside Colorado, he is to send written notification within five days to the tuition classification officer.

## PETITIONING FOR CLASSIFICATION CHANGE

Any student who is 23 years of age or older, or is an emancipated minor as defined by law, is qualified to change his domicile and his or her tuition classification status. Detailed instructions as to the procedure to follow and the necessary petition forms are available from the tuition classification officer, University of Colorado at Colorado Springs, Office of Admissions and Records.

## Classification Notes

1. Petitions will not be acted upon until an application for admission to the University and complete supporting credentials have been received.
2. Changes in classification are made effective at the time of the student's NEXT registration.
3. A student who willfully gives wrong information to evade payment of the out-of-state tuition is subject to legal and disciplinary action.
4. Petitions must be submitted by June 17, 2009 for the summer semester.
5. **Late petitions will not be considered until the next semester.**

# UNIVERSITY POLICIES

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## RESIDENCY-MILITARY

Special rules apply to active duty members of the U.S. and Canadian Armed Forces permanently stationed in Colorado and their dependents.

**Strict deadlines of certification each term one enrolls are enforced for these individuals.** Please contact the tuition classification officer in Admissions and Records for details.

## SEXUAL HARASSMENT POLICY

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The University of Colorado at Colorado Springs is a collegial academic community whose mission requires an open learning and working environment which values and protects individual dignity. The University's educational process is based upon mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation.

As a place of work and study, the University must be free of inappropriate and disrespectful conduct and communication of a sexual nature, of sexual harassment, and of all forms of sexual intimidation and exploitation. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, living conditions and/or academic evaluation; submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Any person who desires information, has questions about procedures, or feels that he/she may have been sexually harassed is encouraged to seek advice and counsel from a member of the Committee on Sexual Harassment. Names of the Committee members as well as a full statement of the Sexual Harassment Policy are available from the Campus Sexual Harassment Officer and in most offices on campus and in

the Student Center. For more information contact the campus Sexual Harassment Officer, Main Hall, Room 318, 719-255-3359.

## STUDENT APPEALS

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The University has established procedures for students who believe that inappropriate decisions have been made that affect them. Academic issues (for example, graduation requirements or course grades) should be addressed to the office of the dean of the appropriate school/college. Appeals of administrative actions (for example, financial aid awards, or parking tickets) should be directed to the office which made the decision. Allegations of any discriminatory practices should be referred to the Dean of Students. Advice and assistance on appeal procedures is available from the Dean of Students.

## STUDENT CONDUCT

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The University of Colorado at Colorado Springs has established a code of conduct Standards of Conduct to maintain the general welfare of the University community. The University strives to make the campus community a place of study, work and residence where people are treated with civility, respect and courtesy. Admission to the University carries with it the expectation that students will be responsible members of the campus community. This includes respecting the personal safety and individual rights of all in the University community, acting in accordance with accepted standards of social behavior and abiding by the regulations of the University and the laws of the city, state and nation. The Standards of Conduct clearly state the University's expectations for student behavior. Students are expected to become familiar with these standards and fully understand their responsibility as University community members.

The Standards of Conduct apply to all students at UCCS, regardless of designation, program, or residence. These regulations apply primarily to misconduct on University premises; however, off campus violations that may impact the University's mission fall under the jurisdiction of the office of the Dean of Students and may lead to disciplinary action.

The Standards of Conduct help to promote a safe and civilized campus environment. All students enrolled at UCCS are required to abide by these standards or they will be subject to discipline. An attempt to commit an act prohibited by these standards or attempts to aid, abet or incite others to commit acts are subject to discipline to the same extent as a completed act. Similar standards of conduct apply to other members of the University community, faculty, staff and visitors. Allegations of any violations should be directed to the office of the Dean of Students for resolution.

The Standards of Conduct document details the rights and responsibilities of students accused of misconduct as well as victims of alleged student misconduct. Questions regarding behavioral issues should be directed to the office of the Dean of Students in Main Hall, Third Floor, 719-255-3258. See our web page at <http://web.uccs.edu/studentconduct/> for more information.

## STUDENT RIGHT-TO-KNOW

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As required by the *Student Right-to-Know and Campus Security Act*, the University of Colorado at Colorado Springs is complying fully with the provisions of this law by informing all currently enrolled and prospective students of the "projected graduation rate" of specific cohorts. The projected completion or graduation rates of the cohorts reflects the percentage of students in the cohort who (1) have already completed or graduated from their respective programs, or (2) re-enrolled during the period of July 1 through September 30, 2008.

Based on the above definition the projected completion rate for:

1999 cohort equals	54%
2000 cohort equals	56%
2001 cohort equals	59%
2002 cohort equals	61%
2003 cohort equals	67%
2004 cohort equals	67%
2005 cohort equals	63%
2006 cohort equals	68%
2007 cohort equals	70%