

1-290

**AIMS COMMUNITY COLLEGE
DRUG AND ALCOHOL POLICY**

General: In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Aims Community College is committed to maintaining a campus free from illegal drugs. Aims expects all members of its community to conduct themselves in accord with the local, state and federal laws and Aims rules governing drug and alcohol use. As set forth in local, State, and Federal laws, and the rules Aims, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on campus-controlled property is strictly prohibited.

Student Activities: Alcoholic beverages may not be served, consumed or possessed at any event which is considered a student activity.

Sanctions: Students, student organizations and employees who violate this policy shall be subject to disciplinary action by the College in addition to any civil or criminal charges by governmental authority. Additionally, employees or students who violate this policy may be required, at their own expense, to participate satisfactorily in alcohol or drug abuse education, counseling or rehabilitation programs acceptable to the College.

Serving Alcohol on Aims-Controlled Property: The President may permit the serving of alcoholic beverages on Aims-controlled property at non-student events upon prior written application and approval. Those persons or organizations that control the service of alcoholic beverages are responsible for compliance with applicable laws and College regulations. The serving of alcoholic beverages shall only be performed by properly licensed individuals or entities.

Approved: Aims Board of Trustees

Date: April 6, 2005

3-500

**AIMS COMMUNITY COLLEGE POLICY
PARKING VIOLATIONS**

Automobiles improperly parked or left unattended in restricted areas, as designated by Aims Community College, may be issued a notice of violation or it may be booted or towed away by the College or a contracted towing service.

The College is authorized to charge a service fee against parking violators to defray the costs of implementing this policy.

Nonpayment of the service fee will result in the withholding of grades and/or transcripts for students and wages for College employees.

APPROVED: Aims Board of Trustees

Date: April 10, 1979

Revised: December 9, 1980

3-705

**AIMS COMMUNITY COLLEGE POLICY
RISK MANAGEMENT**

In order to preserve and protect the assets and human, financial and reputational resources of Aims Community College, the Board hereby authorizes the establishment of a risk management program.

The President shall implement appropriate procedures to carry out the intent of this policy.

APPROVED: Aims Board of Trustees

Date: June 6, 2002

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3-710

AIMS COMMUNITY COLLEGE POLICY SAFETY AND HEALTH

Because the safety of its students, employees and visitors is of such importance, it is the intention of this College to provide an environment as free of hazards as practical and reasonable. When given a choice, all personnel of the College shall consider the prevention of accidents and the avoidance of injuries to themselves and others to take precedent over expediency and aesthetics.

Furthermore, because the responsibility for maintaining a safe and healthy campus is a shared responsibility of all persons on campus, employees and students will be expected (1) to work safely, (2) to maintain an awareness of possible hazards associated with their respective jobs or assignments, (3) when practical, to eliminate hazards, and (4) at all times to conduct themselves in accordance with generally accepted safe practices. The responsibility for providing information and instruction concerning safe practices shall rest with classroom, laboratory and shop instructors insofar as students are concerned, and supervisors insofar as employees are concerned.

APPROVED: Aims Board of Trustees

Date: May 3, 1995

See: Procedures

3-710A Safety and Emergency Preparedness Committee

3-710B Animals on Campus

3-710C Weather Closing

3-710D Worker's Compensation Designated Medical Provider

3-710E Use of Automated External Defibrillation (AED)

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3-710A

AIMS COMMUNITY COLLEGE PROCEDURE SAFETY AND EMERGENCY PREPAREDNESS COMMITTEE

1. **Purpose:** The safety committee is charged with the implementation of Aims Policy 3-710 "Safety and Health." Safety is a high priority with Aims. To pursue that priority, a representative body is necessary to implement and safeguard it. Aims Policy 3-710 prescribes that employees and students will be expected to work safely, to maintain an awareness of possible hazards associated with their respective jobs or assignments, to eliminate hazards when possible, and at all times to conduct themselves in accordance with generally accepted safe practices.

2. **Goals:** The Safety Committee will include the overall safety and well being of the Aims Community College constituencies. These groups would include:

- Aims employees
- Aims students
- Persons utilizing Aims physical facilities.

Safety issues include the entirety of the college's life, whether working, attending classes or utilizing the campus for authorized activities to include meetings, community activities or just visiting. The committee should evaluate any procedures or guidelines needed to ensure the safety and health of Aims Community College. The committee should have a

reporting role through the Risk Management Committee to advise and recommend areas of concern and suggested remedies for potential safety hazards to the institution.

3. Scope of Authority: In keeping with the Aims Community College Policy 3-710 the committee's span of authority encompasses a wide range of activities. The area of safety alone is far reaching and touches many areas of campus life. The issue of health is a broad area that has the potential of impacting many areas of campus life as well. Among some of the areas covered are:

- A. Environmental compliance
- B. Security
- C. Disaster Preparedness review
- D. Workers Compensation
- E. Workplace safety issues and compliance
- F. Occupational exposure to infectious agents

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These areas require not only the evaluation of current policies and procedures, but will result in the development of new or updated policies, procedures and guidelines. The committee should utilize the resources of the college in an effort to satisfy any deficiencies that are identified. These remedies might include utilization of the Center for Professional Development to provide employee education and awareness to these issues.

4. Committee Composition: The committee will be broadly comprised and representative of the program needs of Aims. Members will be appointed by the President. In order to maintain working efficiency, the committee will not exceed nine members. Ad Hoc members may be utilized as required to address subject matter needs of the Committee.

5. Periodic Review: The Safety Committee will review the safety status of Aims annually. The first review will occur one year after the first committee meeting.

FINAL APPROVAL: Dr. Marsi Liddell

Aims Community College President

Date: April 22, 2003

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3-710E

AIMS COMMUNITY COLLEGE PROCEDURE

USE OF AUTOMATED EXTERNAL DEFIBRILLATION (AED)

1. Authorization: The President of Aims Community College authorizes the use of Automated External Defibrillation (AED) equipment at its campuses and instructional sites.
2. Placement and Use: The placement and use of this equipment shall be consistent with the requirements of Colorado Statutes.
3. Training: The President authorizes training in the use of AED equipment as an extension of its first aid training for faculty and staff and for students, where such training is an extension of course curriculum. No faculty, staff or student, whether trained or untrained, shall be required to use such equipment in the case of an actual emergency.
4. Placement of AED's: The placement of an AED shall require the involvement and approval of a licensed physician in the program to ensure compliance with all requirements for training, maintenance, notification and testing. This physician shall be

notified of all uses of an AED placed in the school. Aims shall notify an agent of the applicable emergency services of the existence, location, and type of AED prior to placement in the school.

5. Immunity from liability: Any person or entity whose primary duties do not include the provision of health care and who, in good faith and without compensation, renders emergency care or treatment by the use of an AED shall not be liable for any civil damages for acts or omissions made in good faith as a result of such care or treatment or as a result of any act or failure to act in providing or arranging further medical treatment, unless the acts or omissions were grossly negligent or willful and wanton. The immunity provided in this paragraph extends to the licensed physician who is involved with the AED site placement, the person or entity who provides the CPR and placement of the AED, and the person or entity responsible for the site where the AED is located. Notwithstanding any other requirements, any individual may use the AED during a medical emergency as a good Samaritan under Colorado Statutes.

FINAL APPROVAL: Richard J. Wood

Date: May 10, 2004

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3-710F

AIMS COMMUNITY COLLEGE PROCEDURE INCIDENT REPORTING

Incident Defined: Any event, which is not part of the normal operations of Aims Community College, including but not limited to natural phenomenon.

Health and Safety: Designated Public Safety Officers are responsible for the filing of all internal Incident Reports. The responding officer is the contact official for external responding agencies. An incident may be reported by anyone. If a bodily injury has occurred, or is threatened, call 911 first. A 911 call is a direct dial call from campus that does not require dialing number nine to get an outside line. Use best discretion calling 911 first for incidents.

Initial Reporting: Call 911 or the Public Safety Officer at the following number:

- **911**
- **970-539-2171.**

Procedure: Once the phone call to the Public Safety Officer has been made the following procedure will be followed:

1. The responding officer will identify the action needed according to the Incident Report Form.
2. If additional emergency response is needed the Public Safety Officer will call 911 unless that has already been done.
3. Upon the Completion of the incident, the Public Safety Officer will complete the report and submit copies with accompanying information, as applicable and when available to the following: The President, The Chief Business Officer, The Chief Facilities Management Officer. Other agency reports must be submitted as they become available.
4. If the incident is outside of business hours, then the on-call Facilities Supervisor must be notified immediately. That supervisor will use his or her own discretion in notifying the President or other individuals.

5. Employee incidents also follow the reporting procedures provided by Human Resources.

An employee incident report must be submitted to Human Resources *immediately* so that the proper reports to our insurance carriers can be filed.

6. Emergency Response incidents will be forwarded immediately. Other incidents will be sent through intercampus mail as soon as possible but no later than one working day.

7. An incident involving a student offsite in a clinical site must also be reported to the appropriate Academic Dean.

FINAL APPROVAL: Aims Community College President

Date: August 20, 2007

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3-710G

AIMS COMMUNITY COLLEGE PROCEDURE

INJURED, ILL, or INCAPACITATED PERSONS ON CAMPUS

BACKGROUND

In the interest of protecting the safety of all persons in the Aims Community College community, this procedure is to codify the procedure for persons who are sick, injured, or otherwise incapacitated on campus or off campus at a school-related function. It is imperative in these situations to notify the proper authorities to avoid personal liability.

PROCEDURE

7) If a person appears to be sick, injured or otherwise incapacitated:

If in your judgment emergency response is potentially warranted, call 911 regardless of the person's desire not to have emergency personnel notified. Have someone else tend to the person while you notify the proper authorities.

911 is a direct dial from campus the number nine does not need to be dialed before dialing 911.

- Answer all of the dispatch person's questions.
- Stay on the line with the dispatch person until she or he indicates that you may go.

8) After the authorities have been notified and indicated that you are free to hang up the phone, notify Aims Community College Security personnel so that they may be available to assist emergency personnel. Our Public Safety Officer may be reached at 970-539-2171.

9) After the situation has been remedied, Aims Community College Security personnel will fill out an incident report according to Aims Community College Procedure 3-710F, Incident Reporting.

10) Under no circumstances, is Aims Community College personnel to provide personal transportation for a sick, injured, or otherwise incapacitated person to obtain medical treatment.

FINAL APPROVAL: Dr. Marsi Liddell

Aims Community College President

August 20, 2007

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3-715

**AIMS COMMUNITY COLLEGE POLICY
WEAPONS**

Except as otherwise permitted by state law, no person shall carry, bring or have in his or her possession a weapon, including but not limited to firearms (whether or not functional), explosives, dangerous chemicals or other weapons, on campus unless such person has prior authorization or if the weapon is in the possession of an employee of the college for the purpose of carrying out his or her necessary duties and functions.

The President shall provide such additional procedures to implement this Policy as deemed appropriate.

APPROVED: Aims Board of Trustees

Date: November 5, 2003

5-550A

AIMS COMMUNITY COLLEGE PROCEDURE STUDENT CRISIS RESPONSE

BACKGROUND

Tragic events such as domestic violence, loss of housing, or the sudden death of a family member or friend requires institutional intervention to foster the student's continued attendance and to protect the safety of the student and college community.

PROCEDURE

11) The Director of the Student Success Center will:

- Select staff who will respond to crises on each location.

These individuals will possess a graduate degree in counseling or a closely related field.

- Publicize this service to the Aims community.
- Locate and provide training to crisis-response staff on an ongoing/as-needed basis.
- Establish a Crisis-Response Manual that includes relevant procedures for handling crisis-response issues.

12) The responding staff person will:

- Make an appointment for the student or respond immediately to the crisis locale on any the campus.

In some instances, crisis response staff persons may have to respond to other campuses.

- Assess the danger the student poses to him/herself and others.
- Assist the student in understanding the crisis they are experiencing and facilitate the student's first steps to deal constructively with the issue.
- Refer the student to relevant on-campus or community resources.
- Make the best determination possible given the limited knowledge they may have of the student and circumstances, as to whether other people should be warned of a potentially dangerous situation.

This determination will be based upon FERPA laws and ethical standards set forth by the American Counseling Association.

- Contact the appropriate mental health or law enforcement agencies when it is adjudged that the student is a danger to him/herself or others.

- Record the following in a secure, separate file:

Student's name and Aims identification number.

Name of the referring person

Presenting issue/event

Summary of intervention

Future steps and or referral made

Documentation of call back to the referring person, if appropriate

Documentation of notice to the college administration if warranted

- Avoid making diagnoses or using diagnostic terms in their documentation.

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- Complete an incident report according to institutional policy/procedure.
- Attend crisis-response training.

13) During evening hours, the night administrator will call the appropriate community agency for assistance.

14) Except in emergency situations, the student will be advised as to the circumstances under which the confidentiality of their statements may not be kept.

15) Crisis response will be limited as appropriate and referral to a professional will be completed as soon as practicable.

16) In the event of a student's death, the President's Office will be notified so that this office can notify all student service offices to cease all normal correspondence, process a withdrawal, and send the college's condolence.

FINAL APPROVAL: Dr. Marsi Liddell

Aims Community College President

Date: June 25, 2007

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5-600

AIMS COMMUNITY COLLEGE POLICY DISCIPLINE

Individuals who engage in physical obstruction of the normal functions of the College after the Dean of Student Personnel Services or his deputy has warned, or made a reasonable attempt under the prevailing circumstances to warn the individual that he is so obstructing, shall be considered in violation of Public Law 40-8-23:

"Public buildings—trespass, interference—penalty.

1. No person shall so conduct himself at or in any public building owned, operated or controlled by the state or any of its political subdivisions, as to willfully deny to any public official, public employee or any invitee on such premises, the lawful rights of such official, employee or invitee to enter, to use the facilities of, or to leave, any such public building.

2. No person shall, at or in any such public building, willfully impede any public official or employee in the lawful performance of duties or activities through the use of restraint, abduction, coercion or intimidation, or by force and violence or threat thereof.

3. No person shall willfully refuse or fail to leave any such public building upon being requested to do so by the chief administrative officer, or his designee, charged with maintaining order in such public building, if such person has committed, is committing, threatens to commit or incites others to commit, any act which did, or would if completed, disrupt, impair, interfere with or obstruct the lawful missions, processes, procedures or functions being carried on in such public building."

In cases of obstruction as defined above, the Dean of Student Personnel Services or his deputy may contact local law enforcement authorities for assistance if, in his judgment, the situation warrants such action.

APPROVED: Aims Board of Trustees

Date: N/A

5-601

AIMS COMMUNITY COLLEGE POLICY STUDENTS' RIGHTS AND RESPONSIBILITIES

As members of an academic community, Aims' students are expected to conduct themselves in a mature and responsible manner. Students should at all times try to promote a sense of cooperation within the College and work to build an atmosphere that will be most conducive to the goals of higher education within the institution.

It is expected that the students of Aims Community College observe all local, state and federal laws and respect other members of the community. Aims' students neither gain nor lose any of the rights and responsibilities of other citizens by virtue of their student status. Aims Community College reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community.

Students shall have the right to discuss and to express by orderly means any view in support of any cause, providing it does not disrupt the operation of the college or infringe on the rights of other members of the college community.

Students also have the right to peaceful assembly and to select speakers and guests to discuss issues of their choice. An invitation to a speaker shall not imply endorsement of the speaker's view by either the student group or the College administration. Peaceful assembly is defined as the purposeful gathering on campus, either within or outside a campus building, of two or more persons whose conduct is peaceful. A student group or organization planning a gathering or demonstration is required to provide written notice about time, place and content of gathering to the Dean of Student Services or his designee at least two (2) school days prior to the gathering.

A student has the right to: initiate grievance procedures when he/she believes that an act or decision made by a college employee resulted in a violation of one or more of his/her rights; examine his/her own personal records in the presence of the Dean of Student Services or his designee; express opinions and concerns regarding College related issues through the Associated

Students of Aims Community College; and be free from explicit or implied sexual harassment and discrimination based on age, race, color, religion, sex, national origin or disability.

Students, both on-campus and while participating in off-campus College sponsored activities, are expected to comply with College rules and regulations of the off-campus sites. It is the responsibility of the students to make themselves aware of the rules and regulations of the institution and to comply with those rules and regulations.

Students are expected to practice academic honesty. Each student is responsible for contributing to a positive learning environment in classroom situations. Students who conduct themselves contrary to the best interest of the class as a whole may be dropped from the roster. Students should refrain from expressing derogatory opinions concerning race, gender, ethnicity, and should avoid using obscene language. They must refrain from any form of cheating, plagiarism, or knowingly furnishing false information to the college.

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Students shall not engage in the unauthorized or unlawful manufacture, distribution, possession or use of alcohol and/or illicit drugs on College property or as part of off-campus college activities, nor shall they possess or use illegal or unauthorized firearms,

explosives, dangerous chemicals or other weapons on College property or at off-campus college activities.

Any question or concerns regarding students' rights and responsibilities can be directed to the Dean of Student Services.

APPROVED: Aims Board of Trustees

Date: September 26, 1968

Revised:

December 9, 1980

November 1996

See: Procedures

5-601A Student Code of Conduct

5-601B Disciplinary Process

5-601C Student Grievance Process

5-601D Student Mediation, Assistance, and Advocacy Program Process (MAPP)

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5-601A

AIMS COMMUNITY COLLEGE PROCEDURE STUDENT CODE OF CONDUCT

A. INTRODUCTION

As members of an academic community, Aims Community College Community College students are expected to conduct themselves in a mature and responsible manner, to promote a sense of cooperation within the college, and to work to build an atmosphere that is most conducive to the goals of higher education within the institution.

Students at Aims Community College Community College are members of both the College Community and the larger communities of which the college is a part, and, as such, are entitled to all the rights and protections enjoyed by members of the larger community. At the same time, admission to Aims Community College Community College carries special privileges and imposes responsibilities apart from those rights and duties enjoyed by non-students. As members of the larger community and as members of the College Community, Aims Community College' students have the responsibility to conduct themselves in a lawful manner and in compliance with the College's Standards of Student Conduct or other published college policy or regulation including standards of conduct set forth in course syllabi.

B. DEFINITIONS

1. **Campus.** All land, buildings and facilities of or owned by, used or controlled by Aims Community College Community College, and all streets, alleys, sidewalks and public ways abutting any land of the College.
 2. **College.** Aims Community College Community College, including satellite campuses and outreach locations.
 3. **College Community.** Members of the college community are any student, employee, or guest of the college.
 4. **Dangerous Weapon.** A firearm, whether loaded or unloaded, or a firearm facsimile; any pellet or BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; a fixed blade knife with a blade that measures more than three inches in length or a spring loaded knife or pocket knife with a blade longer than three and one-half inches; or any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
 5. **Drug or Controlled Substance.** Any controlled substance as defined in the Colorado Criminal Code.
 6. **Instructional Area.** Any classroom, lab, faculty office or other area designated for instruction.
 7. **Misconduct.** Any act proscribed in the Standards of Student conduct or which violates any other published College policy or regulation prescribing a standard of student conduct.
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8. **Organization.** Any student group recognized by the College pursuant to any relevant policy of the College. The term organization shall also include any Student organization established by or other organization whose presence on Campus is approved by an academic or administrative unit of the College.
 9. **Student.** Any person taking courses on the Campuses of Aims Community College

Community College. This includes persons who have been admitted but not yet enrolled in courses, persons who enroll for a full-time or part-time course load, and persons who are pursuing undergraduate, professional, developmental or personal enrichment programs of study. A person who is not officially enrolled for a particular term but who has a continuing relationship with the College, such as completion of academic work from a prior term, or an individual who was a Student, as defined herein, at the time of an alleged misconduct shall be considered a Student for the purpose of these Standards of Student Conduct and Disciplinary Procedures. Wherever the word "Student" is used in this document, it may also mean more than one Student, a Student Organization, or representatives of a Student Organization.

10. **Student Mediation and Assistance Program (Student MAP).** Located in the Student Life Office. The program provides mediation for student complaints and information about formal proceedings.

11. **Unlawful.** Conduct in violation of any ordinance of a municipality or county or in violation of any law or regulation of the United States or the State of Colorado.

C. MISCONDUCT

Student Misconduct includes, but is not limited to the following:

1. **Conduct Relating to Academic Dishonesty.** The maintenance of academic honesty and integrity is a vital concern of the College community. Any student found guilty of academic dishonesty may be subject to both academic and disciplinary sanctions as defined herein. Academic dishonesty includes, but is not limited to, the following:

a. **Cheating.** Copying or attempting to copy the academic work of another Student (including but not limited to quizzes, examinations, assessment tests, and assignments); using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a Student; or communicating information in an unauthorized manner to another person for an academic examination or exercise.

b. **Fabrication or Falsification.** Falsifying or fabricating any information or citation in any academic exercise, work, speech, or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.

c. **Plagiarism.** Presenting another person's academic work as one's own.

d. **Complicity in Academic Dishonesty.** Helping or attempting to help another student to commit an act of academic dishonesty.

e. **Falsifying Grade Reports.** Changing or destroying, or attempting to change or destroy grades, scores, or markings on an examination or in an instructor's or the College's records.

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f. **Lying to Avoid Academic Assignments.** Fabricating an otherwise justifiable excuse such as illness, injury, accident, death in the family, etc. in order to avoid or delay timely submission of academic assignments or to avoid or delay the taking of an examination or test.

g. **Other.** Additional standards of conduct relating to academic honesty specified in writing by an academic division or department and/or an individual faculty member for a particular course.

2. **Conduct Causing Disruption or Obstruction of College Operations, Activities, or**

Functions. Although students have the right to free expression as guaranteed by the First Amendment, conduct which materially disrupts the normal operations of the College, which involves substantial disorder, or which invades the rights of other persons shall constitute misconduct. This may include the following:

- a. Leading or inciting others to materially and substantially disrupt scheduled activities at any location on the College campuses.
- b. Substantial disruption or obstruction of teaching, research, administration, or other College activities, including its public service functions on or off campus, or other authorized activities on Campus. Examples of disruptive behavior in a classroom include but are not limited to persistent arguing with the instructor, monopolizing conversation, frustrating efforts of the instructor to maintain control of the class, violating class conduct provisions of course syllabi, and verbally abusing or threatening the teacher and/or any student.
- c. Material or substantial disruption of any activity or event of or sponsored by the College or an organization, either on or off campus.
- d. Obstruction of ingress to or egress from any College building or facility.
- e. Obstruction of the free flow of pedestrian or vehicular traffic on Campus.
- f. Obstructing or failing to comply with the directions of a peace officer, firefighter, or College official in the performance of his or her duties on the Aims Community College Campuses, or at any activity or event sponsored by the College, or at an organization of the College.
- g. Using obscene language in the classroom or directed to any College employee.

3. Conduct Related to College Property or Property of Members of the College Community. Conduct related to the misuse, theft, or damage to college property or to property of members of the College community shall constitute misconduct. Such negligence may include the following:

- a. Unauthorized occupation or use of or entry into any College building or facility, including both indoor and outdoor facilities.
- b. Destroying, defacing, stealing, or making inaccessible library or other College-owned resource material or equipment.
- c. Forging, altering, or otherwise falsifying any College document, College record, or any College instrument of identification, including but not limited to parking permits, transcripts, college applications, student IDs, registration forms, or insurance forms.
- d. Borrowing, lending, or improperly possessing any College instrument of identification.

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e. The use of college computing resources for any purpose other than the purposes for which they are intended is an act of misconduct. The following misuses of computers are considered misconduct:

- i. Disrupting the intended use of computers or computer networks.
- ii. Damaging or destroying computer equipment or computer-based information.
- iii. Using a computer for unauthorized personal and business purposes.
- iv. Violating copyright laws or license restrictions with respect to the copying or use of computer programs, data, material, or information.
- v. Unauthorized use of another person's identification or password.
- vi. Unlawful or unauthorized access to or use of computers, computer networks and

computer data, programs, materials, or information.

vii. Attempting to create, alter, or delete records or entries on computer files without authorization.

viii. Exhibiting obscene pictures or literature on College computers or in print.

ix. Attempting to influence College personnel to engage in any of the above listed acts.

f. Unauthorized use of College property, facilities, equipment or materials.

g. Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any College facility or lock.

h. Serious traffic violations on the Campus, including reckless endangerment, reckless driving, speeding, or operating any vehicle while intoxicated.

i. Taking or damaging the property of other Students, College employees or members of the College Community.

4. Conduct Involving the Use of a Controlled Substance, Alcohol or Tobacco.

a. Students are prohibited from selling, representing they are selling, dispensing, or representing that they are dispensing, possessing, distributing, using, abusing, or being under the influence of alcohol or a controlled substance while on Campus or at a College sponsored event, whether or not on Campus.

b. The use of tobacco products is prohibited in all buildings owned and operated by the College.

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5. Conduct Causing or Threatening Harm or Injury to Other Persons.

Prohibited conduct includes, without limitation, the following:

a. Engaging or attempting to engage in any act for the purpose of injuring, threatening to injure, or unreasonably alarming a member of the College.

b. Engaging in or attempting to engage in any act for the purpose of unreasonably interfering with the work, education or the environment or activities surrounding the work or education of any member of the Campus Community.

c. Using obscene language to verbally abuse any member of the Campus Community.

d. Repeatedly expressing derogatory opinions concerning race, gender, ethnicity, disability, or any other personal characteristic of an individual or group in such a manner as to exhibit a pattern of abuse or to create a hostile environment or a perception of threat directed toward any member of the College Community.

e. Sexual harassment which includes making unwelcome sexual advances or requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature toward any member of the College Community, or sexual behavior that creates an intimidating, hostile or offensive environment for any member of the College Community.

f. Carrying, bringing, using or possessing any Dangerous Weapon on Campus or at any College sponsored activity.

6. Other Unlawful Acts of Misconduct.

Any act that occurs on any of the College Campuses or at any activity or event sponsored by the college that is in violation of any other College policy, standard, or regulation prescribing a standard of student conduct or any ordinance of a municipality or county or any law or regulation of the United States or the State of Colorado.

FINAL APPROVAL: Aims Community College President

Date: February 13, 2004

5-601B

AIMS COMMUNITY COLLEGE PROCEDURE DISCIPLINARY PROCESS

General: The Aims community includes students who are engaged in both credit and non-credit classes at three principal campuses as well as many other locations. Each member of the Aims community is expected to uphold the policies and procedures of the College as well as the laws of our community. This procedure applies to the relationship between students and Aims. Students are subject to two sources of authority: civil and criminal authority and Aims authority. Neither is exclusive.

This procedure will be followed when a student is charged with violating the Student Conduct Code set forth in Procedure 5-601A. These procedures should be interpreted broadly with a sense of fairness both for the student and the Aims community.

Definitions:

1. Impartial Decision Maker: The individual or committee designated by the President to hear student disciplinary appeals.

2. Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery or mailing by certified mail to the address the student has filed with the College's admissions and records office. If notice is mailed, student shall be given three (3) additional days to respond.

3. Sanctions: One or more of the following may be given when there is a finding that a student has violated the College's Code of Conduct.

a. Warning: A Notice served upon the student advising him or her of a violation of the Code of Conduct or some other College rule.

b. Probation: After a finding of violation of the Code of Conduct, restriction of the student's privileges for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College rules during the probationary period.

c. Other disciplinary sanction: fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community; or other sanction that doesn't result in the student being denied the right of attending classes.

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d. College suspension or expulsion: An involuntary separation of the student from the College for misconduct apart from academic performance for a specified period of time not to exceed two academic terms. Suspension differs from expulsion in that after the stated time period the student is eligible for readmission.

Expulsion is a separation for more than two academic terms; student is not eligible for re-admission unless at the end of the separation he or she can prove that the behavior that resulted in the expulsion has been resolved. Students may be suspended from a class, 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 Dean for Student Services to ensure that the action was taken pursuant to college rules. Students may be suspended from one class period by the responsible faculty member, longer suspensions can be done only in accordance with college procedures.

e. Summary Suspension: An immediate action taken by the Dean for Student Services to ensure the safety and well-being of members of the college

community or preservation of college property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the college. In such event, the hearing before the Impartial Decision Maker (if requested by the student), shall occur as soon as possible following the suspension.

4. Day: Refers to calendar day unless otherwise noted below.

Procedures:

1. Decision: The Dean for Student Services or his/her designee (hereinafter Dean) shall receive all allegations of student misconduct, investigate the complaints and make a Decision. The Dean may refer the complainant and the student to the process set forth in Procedure 5-601D for informal resolution while retaining jurisdiction of the complaint. The Dean may decide that the charges can be disposed of administratively by mutual consent of the parties involved on an acceptable basis. If an administrative resolution is not reached, the Dean shall issue a Decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College policies or procedures; and impose a sanction(s) if appropriate. The student shall receive written Notice of the Decision and be advised of his or her right to appeal the Decision by filing a written appeal with the Dean within seven (7) days of service of the Decision. In the case of suspension or expulsion, the sanction shall be imposed no earlier than six days after service of the Notice unless it is a summary suspension or the sanction is agreed to by the student. If an appeal is requested, suspension and/or expulsion shall not be imposed until the appeal procedures below have been completed.

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2. Appeal:

a) In the event of an appeal, the Dean shall give written Notice to the student and the Impartial Decision Maker which describes the conduct to be inquired into; the Code of Conduct and/or College policies or procedures which were allegedly violated; the date, time and place of the alleged violation; the sanction that is threatened and the date, time and place of the hearing before the Impartial Decision Maker. The Notice shall be given at least seven (7) days prior to the hearing, unless a shorter time is agreed to by the parties.

b) Conduct of Hearings. The Impartial Decision Maker shall determine its own hearing procedures, keeping in mind the following guidelines:

1. Student shall have the right to be heard by the Impartial Decision Maker. In the event that the student is under the age of eighteen or incapacitated, he/she may have an advisor present to assist him/her in presenting his/her case.

2. Students do not have the right to be represented by an attorney during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only.

The Student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except as provided in #1 above.

3. Student shall have the right to identify documents, witnesses and other material he/she would like the Impartial Decision Maker to review before making a final decision.

4. Hearings shall be conducted in private unless all parties agree otherwise.

5. A record of the hearing should be maintained by the Impartial Decision Maker.

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

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

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

3. Miscellaneous:

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

b) Time limits for scheduling of hearings may be extended at the discretion of the Impartial Decision Maker.

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

Dr. Marsi Liddell Date: February 13, 2004

Draft Approval Signature

Aims Community College President

FINAL APPROVAL: Aims Community College President

Date: February 13, 2004

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5-601C

AIMS COMMUNITY COLLEGE PROCEDURE STUDENT GRIEVANCE PROCESS

Scope: Aims Community College provides this grievance procedure for its students. Additionally, clients of the College and volunteers who are providing a service for the benefit of the College under the supervision and control of a college employee may only grieve a decision which bans him or her from the campus. A grievance may raise any matter which the grievant believes violates or inequitably applies written Aims' policies or procedures. The grievant must be personally affected by such violation or inequitable action. Matters that are not grievable include those matters which the College is without authority to act, academic decisions, and disciplinary actions. Academic decisions which are believed to be the result of discrimination on a prohibited basis should be submitted to the EEO Officer.

Informal Resolution: A Grievant is encouraged to resolve the issue informally by use of the process described in Procedure 5-601D, the MAP process. If that process fails or is impracticable, the grievant should proceed by discussing the concern with the person, or the person's supervisor, who is believed to have caused or contributed to the matter on which the grievance is based (hereafter called the respondent). A respondent may be an Aims' employee or faculty member, student, volunteer, contractor, or client. Grievances based upon illegal discrimination are not covered by this procedure. Complaints of discrimination or unlawful harassment should be brought to the attention of an Equal Opportunity Counselor or the Equal Opportunity Officer.

Formal Resolution: If informal resolution fails, the grievant may file a written statement of the matters complained of and the remedy sought within twenty (20) calendar days of the incident. The written complaint should be filed with the Dean for Student Services. After receipt, the Dean for Student Services will determine whether or not the situation presents a grievable matter. The grievance will be dismissed if the matter is determined not grievable and the grievant will be notified of the reasons. A dismissal of a grievance may be appealed to the President. If the matter is determined to be grievable, the Dean for Student Services or designee (which may be an individual or a committee) shall refer the grievance to the Director of Judicial Affairs.

The Director of Judicial Affairs shall conduct a hearing and establish reasonable rules for the grievance procedure. Fact finding will be conducted which will give the grievant and responding Aims' personnel, who were named in the grievance, an opportunity to explain what they know about the matters surrounding the grievance and to review any related evidence. The Director of Judicial Affairs may choose to hear the information in individual meetings. If the student is a minor or incapacitated, an advisor may assist the grievant in presenting his or her case. Right to representation by an attorney during the proceedings is not permitted, except in the case where civil or criminal actions concerning the student are pending, and in that case the attorney's role shall be advisory only. The grievant is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under 18 or incapacitated.

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Considering the oral and written statements and comments, the Director of Judicial Affairs shall issue a decision within ten (10) calendar days of the close of the hearing.

The decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s).

Copies of the decision shall be served to the Grievant and the Respondent either personally or by certified mail to the addresses on file in the Admissions and Records Office.

Appeal: The decision of the Director of Judicial Affairs is final unless a Petition for Review is filed with the President by either party within five (5) calendar days of notification of the decision. The Petition for Review may be filed only on the following basis:

1. A violation of this procedure,
2. The decision was arbitrary and was not based on the facts of the grievance, or
3. The Grievant or Respondent can provide newly discovered information that was not available during the meetings or hearings.

Upon receipt of a petition, the President will review the record and issue a written decision within ten (10) calendar days of the receipt of the petition. The College President's decision is subject only to review by the Board of Trustees pursuant to Policy 6-500. The scheduling timelines described above may, for good cause, be extended.

FINAL APPROVAL: Aims Community College President

Date: February 13, 2004

5-601D

AIMS COMMUNITY COLLEGE PROCEDURE STUDENT MEDIATION, ASSISTANCE AND ADVOCACY PROGRAM PROCESS

Scope:

If a student has a complaint, issue, concern, or problem with a College employee or department, another student or an instructional situation as described in 5-601C, the first step is to contact the Student Mediation, Assistance and Advocacy Program (MAAP) Office. The Office is charged with assisting students and resolving their issues informally.

Referral to MAAP:

1. Initial contact for a student when there is a complaint, issue, concern or problem should be the MAAP Office.
2. The MAAP Office should be contacted before contacting a dean or other College official.
3. The student may refer themselves directly to the Office or they may be referred by a College employee (faculty, staff or administrator).
4. A back-up referral option will be identified in the case it might be necessary.

Process:

The MAAP Office can provide the following services:

1. Describe, explain and/or advise a student about the process they should use if a situation occurs in which the student is seeking guidance.
2. Conduct an intake of the relevant information and complaint.
3. Assist the student if an advocacy situation exists.
4. Assist the student in interpreting and applying proper procedures as is appropriate and navigate the College system.
5. Provide information for all students in relation to rights and responsibilities.
6. Provide mediation services; student to student, student to employee, as appropriate.
7. Refer students to College resources or community resources, as is necessary.

If working with and through the MAAP Office does not lead to a resolution the student will be

referred to another institutional process.

Dr. Marsi Liddell **Date: March 23, 2004**

Aims Community College President

FINAL APPROVAL: Aims Community College President

Date: March 23, 2004