

AIMS COMMUNITY COLLEGE

2019 - 2020 STUDENT HANDBOOK

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WELCOME MESSAGE

On behalf of all of us at Aims Community College, welcome! We are so happy to have you as part of our community. As you embark on the next steps in your educational journey—whether you're a first-time or returning student, we are here to support you. With each course that you take, with each semester you invest your time and energy, you are making strides toward a better future for yourself and your world. And that's why we make your success our number one priority.

At Aims, our commitment is to provide you access to:

- passionate, dedicated faculty and staff;
- a wide array of academic programs and services;
- affordable tuition and fees;
- beautiful and well-maintained facilities.

It is written in our very mission to, "provide knowledge and skills to advance quality of life, economic vitality, and overall success of the diverse communities we serve." We are able to do this by focusing on financial stability, innovation, and continuous improvement. It takes all of us to succeed in these efforts—faculty, staff, students, and community partners. We sincerely hope that as you work toward your own success, you keep in mind the broader mission, and support the success of your peers and the community as a whole.

Let's work together to carry out the distinctive and noble mission of Aims Community College. This distinctiveness is our greatest advantage—and yours!

We wish you the very best in your educational endeavors. Please remember to reach out whenever you need support.

Dr. Leah L. Bornstein
CEO/President of Aims Community College

AIMS OVERVIEW

HISTORY

In 1965 a citizen's committee representing all of Weld County's school districts recommended the formation of a junior college district. In January of 1967, voters of the district overwhelmingly approved the establishment of Aims Community College. Two months later a governing board was elected and it, in turn, selected Dr. Ed Beaty as the College's first president.

Aims has continued to grow to serve the needs of the community over the past 50 years and now provides educational excellence at locations in Greeley, Fort Lupton, Loveland and Windsor. Curriculum now includes 4,000 day, evening, weekend and online courses annually in more than 200 degree and certificate programs.

Aims continues to prepare for the future by expanding and remodeling facilities and by constantly updating the technology that is available to students in the classroom, around the campuses and online.

COLLEGE MISSION

The mission of Aims Community College is to provide knowledge and skills to advance quality of life, economic vitality, and overall success of the diverse communities we serve.

PURPOSE

Build a Stronger Community

VISION

First Choice - The Recognized Leader in Learning and Student Success

COLLEGE VALUES

The college's values define what Aims employees and students provide to and expect from each other. They are:

- Authenticity & Truthfulness
- Community
- Equity & Professional Respect
- Inclusiveness
- Performance Excellence & Effectiveness

TUITION

Aims Community College has the lowest tuition in Northern Colorado, making Aims the most affordable place to accomplish the first two years of your college education. Earn a professional certificate, an Associate's degree, or use your Guaranteed Transfer classes to achieve your Bachelor's degree at any four-year Colorado institution for a fraction of the cost to attend the full four years.

Aims Community College is accredited by the Higher Learning Commission.

www.hlcommission.org or 800-621-7440

REGISTRATION & PAYMENT INFORMATION

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ACADEMIC ADVISING

The Aims Community College academic advising department builds relationships and trust with students to educate and empower them as they explore, define, and pursue their goals.

Our goal is to facilitate **student learning** in the following areas:

- Utilization of resources to navigate Aims during your time here.
- Critical thinking to identify and address challenges related to attaining your academic goals.
- Increased self-awareness and the ability to articulate your awareness.
- Creation and maintenance of healthy interactions with others.
- Increased understanding of social responsibilities in a diverse world through engagement in opportunities and activities.
- The ability to implement a self-directed strategy to ensure your well-being.

Your academic advisor will work with you to examine the most accurate information in creating a realistic plan for accomplishing your educational and career goals. Please remember, however, the educational choices you make are yours, and the responsibility for understanding all aspects of your college attendance and for fulfilling your program requirements rests with you.

Here is how to earn an "A" as an Advisee:

- Show up! Choose to attend every scheduled academic advising appointment and arrive at the appointment prepared to discuss academic/career/life goals.
- Do the work! Be involved in the academic advising process by being prepared with relevant decision-making information.
- Participate actively! Review your degree requirements each semester and track your progress toward completing degree requirements by utilizing Degree Works.
- Take Responsibility! Own your journey by tracking your GPA, scheduling timely academic advising appointments, follow through with resources to which your academic advisor refers you, explore and learn about campus resources and campus/community involvement opportunities.

You will be paired with your academic advisor based upon your campus and major.

To learn more about academic advising and to see our hours of operation, please visit us at <https://www.aims.edu/student/advising/>

We look forward to working with you and to seeing you succeed!

FINANCIAL AID

The purpose of financial aid is to provide assistance to students in meeting their educational costs as they pursue their current academic program. Financial aid awards may come from one or any combination of grants, scholarships, work-study or loans. Financial aid awarded to students may be funded from federal, state, institutional and/or private funds.

To be considered for most types of financial aid, students must apply using the Free Application for Federal Student Aid (FAFSA). The application is available online at www.fafsa.ed.gov. The Federal School Code for Aims Community College is: 007582.

Most scholarships require an application separate from the FAFSA. Please contact the organization granting the scholarship or the Financial Aid Office for more information.

FINANCIAL AID APPLICATION

A FAFSA must be completed for each academic year (Fall through Summer). The FAFSA is available October 1st of each year for the following Fall semester.

PRIORITY DATES

To be considered for certain types of grants and/or work-study funds that are very limited, you are encouraged to have your FAFSA submitted to the federal processor by March 15 for the upcoming Fall semester.

In order to ensure that your financial aid is ready to be disbursed at the beginning of the semester you must complete all steps in the application, verification, and enrollment processes and be meeting Satisfactory Academic Progress by the following dates:

Fall 2019:

Complete FAFSA by June 1, 2019

Complete all requirements by

August 1, 2019

Spring 2020:

Complete FAFSA by November 1, 2019

Complete all requirements by

January 2, 2020

Summer 2020:

Complete FAFSA by March 1, 2020

Complete all requirements by

May 1, 2020

LATE APPLICANTS

If you miss the Financial Aid Priority Date for the term in which you wish to enroll, you are still strongly encouraged to apply. Your application will be accepted and processed, but it may not be processed in time for you to use your financial aid to meet the tuition payment deadlines and/or to pay for your tuition, fees and books. If this is the case, you will need to make other arrangements to pay your tuition, fees and to purchase your books. If you qualify for financial aid, a refund, if eligible, will be issued to you later in the term.

GENERAL ELIGIBILITY REQUIREMENTS

Your eligibility for financial aid is dependent upon the availability of federal, state, institutional and private resources.

To be eligible for financial aid, you must:

- Be accepted to Aims Community College as an eligible degree (A.A., A.S., A.A.S., A.G.S.) or certificate seeking student; and
- Be making satisfactory academic progress in accordance with the financial aid satisfactory academic progress guideline; and
- Be a U.S. citizen, a national, or an eligible non-citizen; and
- Enroll at least half-time (6 credits) for most financial aid programs. Enrollment must be for courses required for your degree or certificate; and
- Not be in default on a prior student loan; and
- Not owe a repayment or overpayment of a federal grant or loan; and
- Be registered with the Selective Service, if required; and
- Have a high school diploma or GED or completed secondary school education in a home school that state law treats as a home or private school; and
- Not have been convicted for sale or possession of illegal drugs while receiving federal (Title IV) funds.

Penalties may be imposed for abuse or fraudulently reported information and for misuse of financial aid funds.

FINANCIAL AID APPLICATION INSTRUCTIONS

You must apply for financial aid each academic year (Fall through Summer).

Apply for admission to the College

Go to www.aims.edu

Click on "Apply"

Be a current degree-seeking student at Aims Community College or a student seeking an eligible certificate program and enrolled in courses that are required for that degree or certificate.

Complete and submit the Free Application for Federal Student Aid (FAFSA.) Aims Community College's Federal School Code is 007582. This school code must be on your FAFSA for Aims to process your financial aid. You may submit the FAFSA:

Online at fafsa.ed.gov - this is the quickest and most efficient way

Research and apply for scholarships. Check the financial aid link on Aims website at www.aims.edu or search for FREE scholarships on the Internet.

Submit additional documentation as requested.

OTHER IMPORTANT APPLICATION INFORMATION:

Verification

The federal government requires that some applications be reviewed for accuracy through a process called 'verification'. In addition, if the Financial Aid Office has conflicting information, you may be selected for verification by the school. If your application is selected for this process, you may be required to complete a Verification Worksheet, provide copies of the federal returns or tax transcripts and W-2 forms for individuals whose income is required to be on your FAFSA, or other documents. You will be notified by letter or email if you have been selected for verification.

Federal database matches

When your FAFSA is processed, your name, social security number and date of birth are matched with a variety of federal agencies. Agency matches are performed against the files of the Social Security Administration, Department of Homeland Security (if applicable), Selective Service, Veterans Administration (if applicable) and the National Student Loan Data System (NSLDS). If there are any differences or questions about your information, you will be asked to provide additional documentation or to take additional actions to confirm your eligibility for federal/state and/or institutional financial aid. You will be notified by the Central Processing System (CPS) and our office by letter or email should additional documentation be required.

Transfer Students Who Have Applied for Financial Aid at Another School

If you previously applied for federal financial aid at another school and are now applying for financial aid at Aims, you must add Aims' federal school code (007582) to your FAFSA for the current academic year. This can be done by submitting a correction to your FAFSA online at www.fafsa.ed.gov. In addition, if the other school has awarded you financial aid for the term in which you are transferring to Aims, you will need to request those awards be canceled. Once canceled, it can take up to 30 days for those cancellations to be reported to NSLDS. It is our recommendation that you have the Financial Aid office from the other school email our office letting us know your financial aid has been canceled and the amount of aid you received. This will allow us to move forward in determining your financial aid eligibility.

You cannot receive financial aid from two schools for the same semester of enrollment.

MY PAYMENT PLAN

Aims Community College and Nelnet Business Solutions have partnered to offer easy payment plans as a convenient way to budget college expenses. MyPaymentPlan is a tuition management plan that provides you with a low cost option for budgeting tuition. It is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The only cost to budget monthly payments through MyPaymentPlan is a \$25 per semester nonrefundable enrollment fee. The enrollment fee is automatically deducted IMMEDIATELY after completing the agreement online.

Please visit our website at <http://www.aims.edu/student/cashier/ecashier/> for more information and current plans available.

RefundSelect - Your Refund, Your Choice

Aims has partnered with Heartland ECSI, to offer the RefundSelect program. During your college enrollment, you may at some time be eligible for a Financial Aid refund for dropping a class, overpayment or other type of refund.

You can choose how you want to receive your refund through the RefundSelect program.

- Direct Deposit to a bank account of your choice
- Paper check mailed to you

Watch your Aims email for your welcome to RefundSelect and unique key code for enrollment instructions and links. Sign up at <https://heartland.ecsi.net/index.main.html#/access/signIn>

Aims Foundation Scholarships:

Through the generous donations of many individuals and organizations, scholarship funds are available through the Aims Foundation to assist students while attending Aims. Only one application is required. The online application is available at www.aims.edu/student/finaid/scholarships/ or https://aims.academicworks.com/users/sign_in.

General eligibility criteria for all Aims

Foundation Scholarships may be found on the Aims website, www.aims.edu/student/finaid/scholarships/.

SCHOLARSHIP INFORMATION

Scholarships are available to students on all campuses. Aims Foundation scholarships, amounts, and deadlines are subject to change and are contingent upon availability of funds.

If you have questions, please contact the Financial Aid Office at 970-339-6548 or financial.aid@aims.edu. The Financial Aid Office is located in the College Center.

Aims Scholars & Aims Opportunity

Scholarships:

These are our merit-based (or GPA) scholarships designed to assist students who have excelled academically. A separate application, available online, is required. A copy of either a student's final high school transcript, if a recent (1 academic year or less) high school graduate, or most recent college transcript, if new transfer student, must be attached to the Aims Opportunity scholarship application. A FAFSA is not required. All awards are subject to the availability of institutional funding.

Other Scholarships:

There are a wide variety of scholarships available to students. The key is to search for them often and then take the time to apply! Local scholarship opportunities can be found on the Aims scholarship webpage, www.aims.edu/student/finaid/scholarships/.

You should NEVER have to pay to find out about the availability of scholarships. Planning and scholarship search websites are also listed on the Aims scholarship webpage.

STUDENT ENROLLMENT, RECORDS & TESTING

The Student Enrollment, Records and Testing department provides student services as outlined below:

CATALOG - providing an online, searchable annual catalog. All active catalogs can be found online <https://www.aims.edu/student/schedule/index.php>

SCHEDULE OF CLASSES - All available class schedules by department can be searched online. <https://www.aims.edu/student/schedule/index.php>

ENROLLMENT VERIFICATIONS - Please visit <https://www.aims.edu/student/sert/verify.php> for more information on National Student Clearinghouse and Verification request.

RECORDS - Maintaining students' academic records, processing grade changes, course repeats, academic standing, major changes, name changes and more. Please check our forms link <https://www.aims.edu/student/sert/forms/index.php>

APPLICATIONS FOR GRADUATION - Maintaining Degree Works to ensure that it matches all curriculum approved and published in the academic catalog. Processing graduation applications, processing course substitutions, and certifying official completion of degree and certificate requirements.

REGISTRATION - Assisting students with registration questions. Students are encouraged to register and add/drop/withdraw classes through the MyAims portal. Please visit <https://www.aims.edu/student/sert/addDrop/index.php> for more information in regards to, add, drop, and withdrawal deadlines and questions.

TRANSFER CREDIT EVALUATIONS - evaluating college-level coursework from regionally accredited schools and prior learning and work experience. For more information on approved transfer course work and how to start the process please visit <https://www.aims.edu/student/serf/transfer/index.php>.

TRANSCRIPTS - providing official academic transcripts when requested online through myAims or by setting up a Parchment account. Please visit <https://www.aims.edu/student/serf/transcripts.php> for more information on how to order your official transcripts. Transcripts are provided free of charge.

TUITION CLASSIFICATION/RESIDENCY QUESTIONS - reviewing and processing student petitions for tuition classification and residency questions. (in-district, in-state, out-of-state).

For more information on residency please visit: <https://www.aims.edu/student/serf/tuition-classification/index.php>

TESTING CENTER - For information about the Testing Center go to page 22 of this handbook or online at <https://www.aims.edu/student/testing/index.php>

Everything you need can be found ONLINE!

Have you visited the Aims website lately? Instead of standing in line, check out www.aims.edu where you can search for course offerings, obtain financial aid information, register for classes, get your class schedule, pay your bill, view your grades for every term you've attended Aims, communicate with your current instructors, and view unofficial transcripts.

Many services (like registration) require your Aims username and password to log into your myAims account. If you do not have your username and password, click on the "Reset Password" link on the myAims Login page and follow the online instructions. Remember to get your username and password and start using myAims today!

STUDENT LOANS

A FAFSA is required to determine a student's eligibility for all types of federal loans.

Federal Direct Subsidized Stafford Loan:

A variable interest rate (up to 6.8%) loan that is based on documented financial need. The U.S. Department of Education is the lender. A fee of up to 0.5% of the loan amount is deducted proportionately from each loan disbursement. Interest is paid on the loan by the U.S. Government so long as you are enrolled at least half-time during eligible periods of deferment. You are responsible for the payment of interest that begins to accrue from the time you are no longer enrolled half-time until the loan is paid in full, with the exception of eligible periods of deferment.

Federal Direct Unsubsidized Stafford Loan:

A variable interest rate (up to 6.8%) loan that is not based on documented financial need. The U.S. Department of Education is the lender. A fee of up to 0.5% of the loan amount is deducted proportionately from each loan disbursement. You are responsible for the payment of interest that begins to accrue from the time the loan is disbursed until it is paid in full.

Federal Direct Parent Loan for Undergraduate Students:

This is a loan where the parent of a dependent undergraduate student can borrow to help pay for their student's educational costs less other aid being offered. This is a credit-based loan and a separate application is required

(www.studentloans.gov). The U.S. Department of Education is the lender. This loan has a variable interest rate (up to 8.25%) and the repayment of the loan will begin within 60 days of being fully disbursed. Interest will begin to accrue once the first disbursement of the loan has been made. A fee of up to 4% of the loan amount is deducted proportionately from each loan disbursement.

Alternative Educational Loans:

Aims Community College is approved for our students to apply for loan funding to assist them in meeting their educational costs. These loan products are not backed by the U.S. Department of Education.

TUITION and FEES

All tuition, payment policies and fee charges are subject to change by the Aims Community College Board of Trustees as circumstances may require, without notice. See current semester schedule of classes for updated information.

VETERAN SERVICES

The Financial Aid Office and the Veteran Services Office works with the Department of Veterans Affairs to ensure that students who are eligible under Title 38 United States Code receive their education benefits. In addition, we offer additional information concerning resources available to active duty members, veterans and their dependents who have needs outside their education benefits.

The following VA educational benefits are available to those who qualify:

- Chapter 30, Montgomery GI Bill®
- Chapter 31, Vocational Rehabilitation
- Chapter 33, Post 9/11 GI Bill®
- Chapter 35, Dependents Educational Assistance
- Chapter 1606, Reserve Montgomery GI Bill®

Students eligible for VA educational benefits are encouraged to contact the Aims Veterans Affairs School Certifying Official (SCO). The School Certifying Office is located in the Financial Aid Office. We recommend submitting paperwork to the School Certifying Official at least 12 weeks before enrolling to allow adequate document processing time through the Department of Veteran Affairs and Aims Community College.

For more information, please call 970-339-6548 or visit <http://www.aims.edu/student/finaid>.

Visit the Department of Veterans Affairs Education Benefits website at www.gibill.va.gov to learn more about veteran benefits and services.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

WORK STUDY

A FAFSA is required to determine a student's eligibility for all work-study programs.

Federal Work-Study: A Federally funded work program with a portion of the funds contributed by the college. Awards are made only to students who have documented financial need. On and off-campus jobs, including jobs with non-profit agencies, are available.

Colorado Work-Study: Funding by the Colorado General Assembly for an employment program awarded to undergraduate Colorado residents with documented financial need. On and off-campus jobs, including jobs with non-profit agencies, are available.

Colorado No-Need Work-Study: Funding by the Colorado General Assembly for an employment program awarded to a limited number of undergraduate Colorado residents without documented financial need. On and off-campus jobs, including jobs with non-profit agencies, are available.

ACADEMIC INFORMATION

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ACADEMIC STANDARDS POLICY

Degree/certificate-seeking students must maintain satisfactory academic progress. To remain in good standing, students must achieve a minimum cumulative and term grade point average (GPA) of 2.00 for all attempted undergraduate level courses.

Students who fail to maintain satisfactory academic progress shall be placed on academic probation. Probationary students who do not show progress toward good standing in the first term of their probation will be placed on multi-term probation. Students who do not show progress toward good standing in the subsequent term will be placed on academic suspension.

Students who are academically suspended will need to submit a written appeal for reinstatement which will be forwarded to the Academic Standards Appeals Committee for review and decision. If an appeal is denied, students will be required to sit out, reapply for admission, and develop a reentry plan. A full explanation of the appeal process is available online at www.aims.edu/student/admissions/standards.

Financial aid and certain Aims programs may have more specific guidelines in their program handbook concerning course load, GPA, and other academic standards. Students must achieve a minimum cumulative GPA of 2.00 to receive a degree or certificate.

Additional information can be found online at <https://www.aims.edu/student/ser/standards/policy.php>

CLASS ATTENDANCE

Students are expected to attend all classes for which they are registered, except in case of illness or other emergencies. The instructor shall determine and inform students of the effects of absences on the grade. If any student accumulates so many absences that continued enrollment in the class seems to be of little value, the student may be asked by the instructor to withdraw from the course.

GRADING SYSTEM

Aims Community College uses the following grades to indicate the level at which a student has achieved the education objectives of a class:

Grade	Definition	Grade Points
A	Superior Work	Four grade points per credit hour
B	Above Average	Three grade points per credit hour
C	Average Work	Two grade points per credit hour
D	Minimum Passing Work	One grade point per credit hour
F	Failing	Zero grade points per credit hour

Additional Grading Symbols (not calculated into GPA):

Symbol	Definition	Description
W	Withdrawal	Student withdrew from class
S	Satisfactory	Student has satisfactorily completed course requirements at a level of C or better
U	Unsatisfactory	Student failed to complete course requirements
I	Incomplete Work	Student has been given extra time to complete the class
NR	No Report	Grade not turned in by instructor
AU	Audit	Does not imply success or failure of class

Audit: No credit is granted. Regular tuition rates apply. The audit (AU) grade does not affect the grade point average. Any course for which an AU grade is assigned: does not count toward any certificate or degree program; cannot be used to satisfy a course prerequisite; cannot be used to satisfy "in residence" requirements; and cannot be used to satisfy requirements for financial aid or veterans' benefits. Each academic department will set guidelines for the approval or disapproval of a student's auditing a course. The student must obtain instructor approval on an Audit Request Form and submit the form to the Student Enrollment office by the add/drop deadline for the course. Once approved and submitted, the final grade of AU will be assigned. The grade of AU is final and cannot be changed. The student may receive credit for a course that was originally audited only by enrolling in and satisfactorily completing another section of the course in a subsequent semester.

Withdrawal: Indicates a student's withdrawal after the point marking 15% of the course (the drop/refund deadline) and before the point marking 75% of the course. After the 75% point, students may no longer choose to withdraw from a course, and faculty will either assign the grade earned or submit an incomplete Agreement with the student.

Incomplete: The Incomplete is an option for the instructor when a student has, for good reason, been delayed in completing the required work and has satisfactorily completed at least 75% of the course. To receive the grade of "Incomplete," the student does not re-register for the course but instead completes an agreement with the instructor, in which the instructor specifically identifies the time frame and requirements for completing the course. The instructor then submits the completed Incomplete Agreement form to the Student Enrollment Office and ensures that the student receives a copy. The student has a maximum of one term to complete the course requirements. If necessary, the instructor may extend the time limit for one additional academic term. After one year from the issuance of the "I", an Incomplete that remains on a student's record will be converted to the "F" grade.

GRADE POINT AVERAGE

A student's grade point average (GPA) is computed according to the following formula:

Number of credits of "A" multiplied by 4; plus
Number of credits of "B" multiplied by 3; plus
Number of credits of "C" multiplied by 2; plus
Number of credits of "D" multiplied by 1;
Number of credits of "F" multiplied by 0; then divided by total number of credits accumulated.

Only the credits accumulated and grade points earned in college level courses at Aims Community College are used in computation of semester and cumulative GPAs which appear on grade reports and transcripts. Courses numbered below 100 do not count for college credit or in the grade point average. Courses graded "S" count for credit, but are not used in the grade point average.

FRESH START POLICY

Fresh Start is an option for students who had a poor start academically and return to Aims after at least a two-year absence, counted from the end of the student's last term at Aims.

Under the program, the student may petition to have all of his or her previous grades eliminated from the cumulative Grade Point Average (GPA). The grades would remain on the transcript, but would no longer be calculated in the GPA.

The student may obtain a Fresh Start Petition in the Student Enrollment office or online.

GRADE REPLACEMENT POLICY

Grade Replacement is an option for students who may choose to repeat a limited number of courses for the purpose of replacing a poor grade with a better grade.

Under the program, both the previous and the new grades would remain on the transcript, but only the last grade received will be counted toward the GPA. The student may attempt to improve his or her overall GPA by repeating a maximum of 4 courses in which he or she had received a final grade of "D" or "F".

The student may obtain a Grade Replacement Petition in the Student Enrollment office or online.

HONORS PER SEMESTER

Honors recognition will be given to full-time students who earn a GPA of 3.5 or higher in at least 12 credit hours of college level courses used to compute the GPA during a semester. President's List is the designation for a term GPA of 4.0 (straight A), while Dean's List is the designation for a term GPA of 3.5 - 3.99.

REPEATING COURSES

A student who earns a grade of "D" or "F" may repeat the course to raise the grade to a "C" or better to meet the performance level required for subsequent courses. The course may be used only once to meet the graduation requirements of a particular degree or certificate program. All grades will be listed on the student's transcript and will be computed in the student's grade point average (GPA) unless either a Fresh Start or Grade Replacement policy applies.

GRADUATION INFORMATION

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GRADUATION VS. COMMENCEMENT

Degree/certificate-seeking students must maintain satisfactory academic progress. To remain in good standing, students must achieve a minimum cumulative and term grade point average (GPA) of 2.00 for all attempted undergraduate level courses.

What is the difference between graduation and commencement?

GRADUATION is the awarding of a certificate or degree once a student has satisfied all certificate or degree requirements as verified by the Registrar.

COMMENCEMENT is the ceremony for students, family, and friends to celebrate the student's accomplishments. Participation in the ceremony does not mean the student has officially graduated. Verification of graduation is done after grades are submitted each semester. Because of this, students do not receive their diploma on the day of commencement.

COMMENCEMENT CEREMONY & DIPLOMA/CERTIFICATE INFORMATION

per year, which is held at the end of spring semester. This year's commencement ceremony will be held on May 8, 2020, at the Budweiser Events Center.

All graduates who want to participate in the ceremony **MUST** wear the college provided regalia. Information on how to order regalia will be mailed and/or emailed to graduates in the spring.

There will be one day scheduled in May for Spring graduates and one day in August for Summer graduates to pick up their diploma or certificate at Aims. If it is not picked up on the designated day, it will be mailed to the last known address on file for the graduate. Those students who were Fall graduates will have already received their diploma or certificate.

EFFECTIVE CATALOG

The catalog in use during a student's first enrollment in the College normally is used in determining degree or certificate requirements. The effective catalog may, however, be no more than four years old at the time of graduation. A student may elect to meet the requirements of any subsequent catalog published during the four year period, including the current year. This election should be made well before the student files a graduation application.

A student who has a break in enrollment in the College may be required to meet the program requirements of the catalog in use at the time of readmission due to program changes. Any previously completed course work may be subject to an evaluation of its relevancy to any revised program. If the program in which the student was

previously enrolled has been discontinued, or if a public notice of program discontinuance has been given, the student cannot re-enroll in that program.

The College reserves the right to substitute courses for those no longer offered, to modify course content at any time, to approve the substitution of one course for another in any degree or certificate program, or to waive any course prerequisite or corequisite.

GENERAL REQUIREMENTS

The general requirements for awarding of an Associate of Applied Science (A.A.S.) degree, an Associate of Arts (A.A.) degree, an Associate of Science (A.S.) degree, an Associate of General Studies (A.G.S.) degree, or Certificates in Career and Technical Education programs are outlined in the Degree and Certificate Requirements section of this catalog. The student must achieve a cumulative 2.0 grade point average or above for all course work taken at Aims Community College in order to graduate with a degree or certificate, and only courses numbered 100 or above may be applicable toward the degree or certificate. Specific requirements for individual programs may be obtained from either the catalog or the DegreeWorks degree audit available through myAims.

At least fifteen semester hours of course work applicable to the degree or 50% of course work applicable to the certificate program and completed prior to graduation must be Aims Community College courses.

Students must apply for graduation. See the academic calendar for exact deadline dates. Students can download a graduation application from the Student Enrollment, Records and Testing webpage under "Commonly Used Forms" or they can log into their myAims account to apply online. Graduation applications are also available in a paper form through faculty advisors and the Student Enrollment office. Completed paper graduation applications must be returned to the Student Enrollment office where final evaluations will be made. The A.G.S. degree requires the signature of the Advising Program Director. After processing the Graduation Application, Student Enrollment & Records personnel will notify the student through their myAims email account.

SERVICES FOR STUDENTS

[Bookstore](#)

[CARE](#)

[Center for Diversity & Inclusion \(CDI\)](#)

[Disability Access Services](#)

[Food Services](#)

[Learning Commons](#)

[MAAP](#)

[Personal Counseling](#)

[Physical Education & Recreation Center](#)

[Student Emergency Fund](#)

[Testing Center](#)

[Transitions Center](#)

[TRiO](#)

BOOK STORE BARNES & NOBLE

Your Aims Community College Bookstore carries all required and recommended textbooks for classes taught at each campus. In many cases, textbooks are available in new, used, rental, and digital formats. A new program offers students the option of charging up to \$600 during the first few weeks of the semester. For more information, stop in the Bookstore.

The Bookstore for the Greeley Campus is located in the College Center building. Bring in your class schedule, and our friendly staff will assist you in finding your books and required supplies. You will also find a wide variety of school supplies, Aims clothing, backpacks, gift items and snacks. Textbook refunds will be accepted on the Greeley campus during the first five days of the semester. All refunds require a sales receipt.

Please note: Bookstore hours change throughout the academic year and vary by campus. Please refer to the website for specific hours.

Textbooks, supplies, and clothing can be ordered by visiting the Bookstore website at:

<http://aims.bncollege.com/>

CARE COORDINATED ASSISTANCE AND RESOURCE EDUCATION

CARE addresses non-emergency concerns with the goal of facilitating the health and well-being of students. CARE can help you get a perspective on the concerning issues, problem solve, and coordinate resources.

What is CARE?

CARE is here to support you. Whether it's the stress that sometimes comes with going to college or any other distressing situation, we are here to provide campus and community resources to help you stay on track to your educational goals.

What to Report

If you, or a student you know, are in distress (overly anxious, emotional, acting out of character, etc.), and the situation is not urgent, submit a CARE report.

How to Submit a CARE Report

Online www.aims.edu/care

Email richard.hanks@aims.edu or call 970-339-6223

In person at the Dean of Students office in College Center Room 165
(Greeley campus)

In case of emergency, call 911.

CDI CENTER FOR DIVERSITY AND INCLUSION

Location:

Greeley Campus, Ed Beaty Hall, Room 127

The Center for Diversity and Inclusion acknowledges that students have multiple identities which influence and shape their college experience. The CDI strives to create an intentional community of students, serving as a hub to amplify the voices and enhance experiences of students from historically under-represented communities.

PROGRAMS AND SERVICES

Diversity Focused Programming

Programming which engages students on issues and topics related to diversity, social identity, and equity.

Affinity Groups

Provides a space for groups of students who are linked by shared interest, purpose, or identity and offer support to each other. Affinity groups can represent a broad and/or narrow definition such as: women, queer and/or transgender people of color, military and/or veterans of color, students with disabilities, etc. Visit the CDI if you are interested in establishing an affinity group.

Veterans Engagement

The Veterans Engagement Hub provides a space for veterans and military affiliated students to connect, be in community, study, relax, and gain resources to support their transition to college culture.

IGNITE

Social Justice Learning Experience - 9-week structured experience designed to introduce students to topics related to diversity and social justice and how we can begin to foster a mindset for individual and collective responsibility towards social change. Visit the CDI to learn more about the application process.

Latinx Mentoring Program

The mentoring program pairs Latinx students with other successful students, community members, staff, and faculty. Mentors provide educational advice, career guidance, and lifelong lessons. The program's mission is to increase student engagement, family participation, and degree completion.

Interfaith Prayer and Meditation Room

The CDI strives to support students' religious beliefs, spirituality and emotional wellbeing by sustaining a calming space where students can recenter themselves through prayer, reflection and/or meditative practices. This room includes a shoe basket, meditative pillows, compass, and a gentle timer.

Lactation Room

The CDI recognizes the importance of breastfeeding/chestfeeding parents and strives to create an environment conducive to the needs of students and employees within the Aims community. The lactation room is equipped with a comfortable chair, mini refrigerator, wall mirror (to help readjust clothing before returning to class/work), coat/clothing rack, extension cord, and cleaning items.

Conference and Study Rooms

Students have access to a 16-seat conference room and a 4-seat study room. Priority is given to identity focused clubs and organizations, followed by all other student clubs, ASACC, all SAIL programs and initiatives, and then other departments.

Community Lounge

Provides a space for students to relax between classes, visit with friends, or make new friends. The lounge includes comfortable couches, 50-inch TV, and power stations to charge laptops/phones.

DISABILITY ACCESS SERVICES (DAS)

DAS Office 970-339-6388

Text..... 970-823-2467

Providing equal opportunity is an important and shared responsibility at Aims Community College. DAS shares this responsibility by assisting students with documented disabilities in reaching their academic potential. Our office strives to accomplish this by providing qualified students with diagnosis' reasonable academic accommodations as mandated under ADA and Section 504 of the Rehabilitation Act.

DISABILITY CATEGORIES SERVED BY OUR OFFICE INCLUDE, BUT ARE NOT LIMITED TO:

- ADD/ADHD
- Autism Spectrum
- Blind/Low Vision
- Deaf/Hard of Hearing
- Traumatic Brain Injury
- Learning Disabilities
- Cognitive Disabilities
- Psychological/Psychiatric
- Physical Disabilities
- Services for temporary disabilities

If you wish to self-identify and request accommodations while attending any Aims campus, please contact DAS to arrange an intake meeting. Documentation that describes your diagnosis and current functional limitations is requested. If you do not have documentation, you can make an appointment to discuss options. Based on the provided documentation and the interactive intake meeting, it will be determined which reasonable accommodations and/or services you are eligible to receive. Appropriate paperwork will be completed during the initial intake.

EXAMPLES OF ACCOMMODATIONS INCLUDE:

- Extended test time
- Test readers and/or writers
- Access to computer equipment
- Screen reading software
- Braille embossers
- Voice recognition software
- Audio books
- Sign Language Interpreters
- Adjustable tables

Any new or returning student with a diagnosis wishing to receive accommodations must contact DAS. The admissions process at Aims Community College will not inform DAS of your presence on campus nor your needs. Please note that once your documentation and paperwork are submitted, DAS will review the documentation and accommodation requests. You will be notified via your Aims email if additional documentation is needed. The status of your accommodation requests will also be sent to your Aims email account. For more information, email: disabilities@aims.edu or access the website at: www.aims.edu/student/das

FOOD SERVICES

Aims Food Services offers a variety of options for your nutritional needs at various sites across the Greeley Campus, ranging from vended options to full service options at Arty's Bistro. Vending machines are located in all buildings including our Fort Lupton, Loveland and Windsor sites; in the event of machine malfunctions, call (970) 339-6448 for assistance.

Arty's Grind Coffee Cart has two locations. One in the lobby of the College Center building and another in Ed Beaty Hall on the Greeley Campus. Both offer a variety of your favorite coffeehouse style beverages, baked goods and other grab-n-go food items. Arty's Bistro is located on the main level of College Center, offering a variety of food choices including grilled items, fresh salads, sandwiches, snack items and beverages.

Arty's Underground is located in the PSI building on the Windsor Campus. They offer hot and cold drinks and grab-n-go food options.

Arty's Corner is located in the Prairie Building on the Fort Lupton Campus.

For your convenience all Arty's locations accept cash, Visa, MasterCard, American Express, Discover and Arty's gift cards.

LEARNING COMMONS

The Learning Commons provides numerous services to students and faculty in support of their educational goals and objectives. Located on all four Aims campuses, The Learning Commons includes Computer Learning Labs, Kiefer Library, Tutoring Services, and Supplemental Instruction. Each campus Learning Commons supports student success by providing a friendly and welcoming atmosphere for independent study and collaborative effort. Knowledgeable staff have expertise in academic, research, career, and technical fields. Additional information and hours of operation are available on the Learning Commons homepage.

Some of the services offered at all campus

Learning Commons include:

- Free-use PC and Mac computer labs with current software and free internet access
- Scanners, printers, and color copiers
- Accessibility software and assistive technology
- Reserve textbooks, available to students for 3-hour and 3-day checkout
- NOOK readers with on-request titles, available to the Aims community for 3-week checkout
- Laptops and tablets, available to students for 3-week checkout
- Group study rooms and relaxed reading areas
- Drop-in tutoring available in math, writing, and science, as available
- Individual and group tutoring for selected subjects
- Online assistance and tutoring available
- Writers' Community sessions
- Over 17,000 Library items for checkout, including books, magazines and DVDs
- Free access to 150,000+ eBooks and eMagazines, over 1M full-text scholarly articles
- Access to OERs, Open Textbooks and electronic content through Research Guides
- Live text 24/7 library reference help through AskAcademic

MAAP STUDENT MEDIATION, ASSISTANCE AND ADVOCACY PROGRAM

MAAP is a process intended to assist in resolving issues informally if a student has a complaint, issue, concern, or problem with a College employee, College department, another student or an instructional situation as described in Aims College procedure 5-601C.

Using the MAAP (Informal Complaint) Process

Initial contact for a student when there is a complaint, issue, concern or problem should be the MAAP process. The student should complete an online MAAP report to begin the process. The student will be contacted to schedule a MAAP meeting with a MAAP Officer.

Students may refer themselves directly to MAAP or they may be referred by a College employee (faculty, staff or administrator).

A back-up referral option will be identified in the case it might be necessary.

PROCESS

The MAAP/Informal Complaint process can provide the following:

- Describe, explain and/or advise a student about the process they should use if a situation occurs in which the student is seeking guidance.

- Conduct an intake of the relevant information and complaint.

- Assist the student if an advocacy situation exists.

- Assist the student in interpreting and applying proper procedures as is appropriate and navigating the College system.

- Provide information for all students in relation to rights and responsibilities.

- Provide mediation services; student to student, student to employee, as appropriate.

- 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.

For accommodations please call 970-339-6388 or email [**disabilities@aims.edu**](mailto:disabilities@aims.edu).

PERSONAL COUNSELING

The goal of our counseling services is to provide students with confidential and free counseling. The number one hindrance to graduation reported nationwide is "personal problems", and that can involve many different manifestations. Depression, anxiety, relational difficulties, basic stress, substance abuse, and traumatic experiences all can impact the ability to meet the expectations of college. Aims is committed to providing or helping to find appropriate resources to address these common student needs. Services are offered on the Greeley, Fort Lupton, Loveland, and Windsor Campuses. Please call 970-378-3576, or 970-339-6223 to schedule an appointment, or email [**richard.hanks@aims.edu**](mailto:richard.hanks@aims.edu) for further information.

PHYSICAL EDUCATION AND RECREATION CENTER

The highly celebrated Aims Physical Education and Recreation Center opened on the Greeley campus in Fall 2015. The 46,000 square foot expanded and renovated facility serves a wide range of students, faculty, staff and community members. The two-story floor plan is very open and provides a vibrant and welcoming campus setting. The facility features state-of-the-art equipment and is designed to fit the busy schedule and on-the-go lifestyle.

FEATURING:

- Wood floor gymnasium
- Spacious locker rooms
- 1,113 square foot Cross Training Studio
- Indoor and outdoor student and staff center
- 2 smart classrooms
- 2 Racquetball Courts
- Mind and Body Studio
- Expansive Flood and Peterson Strength Center with free weights and circuit training stations
- Banner Health NCMC Multipurpose Fitness Studio
- Indoor Cycling Studio featuring 20 cycles
- 1/10th Mile Vista Loop walking/jogging track
- 2,500 square foot Fitness / Cardio Training Center
- 6 station Human Sport selectorized cable-based weight area
- 3 tennis courts
- Acres of greenspace

PHYSICAL EDUCATION AND RECREATION CURRICULUM AND PROGRAMS:

Register for one of the diverse activity courses including various classes in the Dance (DAN), Holistic Health Professional (HHP), Health and Wellness (HWE), Outdoor Recreation (OUT) and Physical Education (PED) curriculum. The wide variety of courses makes it easy to find the right activity for your fitness and wellness goals. To review a complete list of the classes offered during the current semester, please see the course descriptions in the online catalog at www.aims.edu/student/schedule.

Recreation activities and intramural sports are scheduled for students, faculty and staff to enjoy their leisure time. These programs provide physical, mental and social benefits and include special events like the Aardvark Fun Run.

GENERAL INFORMATION:

In many cases, up to three credits of physical education or related courses can be applied toward electives in the general Associate of Arts degree.

ACCESSIBILITY:

Any student who feels an accommodation based on the impact of a disability is needed should contact Disability Access Services (DAS) at 970-339-6388 or disabilities@aims.edu to set up an appointment to discuss the process of requesting reasonable accommodations.

TOURS:

The Aims Physical Education and Recreation Center team provides facility tours for groups or individuals upon request. Groups or individuals may contact the Welcome Center team member to establish an appointment for a tour. Should a small group or individual request an impromptu tour of the Center we can generally accommodate their wishes.

Stop by today!

FOR MORE INFORMATION:

Physical Education and Recreation Center
Aims Community College
5401 W. 20th St.
Greeley, CO 80634
(970) 339-6295

Terry Anderson
Program Coordinator / Department Chair
(970) 339-6421

terry.anderson@aims.edu

STUDENT EMERGENCY FUND

The Student Emergency Fund is a student-fee supported fund for one-time small financial assistance to help currently enrolled Aims students meet an unexpected need currently impacting their likelihood to stay in classes and complete their degree or certificate at Aims Community College.

FOR ELIGIBILITY, STUDENTS MUST BE:

- Enrolled in 6 credits
- In good conduct standing
- Paying student fees
- Experiencing an unexpected or unplanned hardship such as a medical issue, accident, loss of dependent care, or emergency such as fire, flood, victim of a crime.

CRITERIA

Expenses covered include costs related to:

- Medical care
- Books and essential academic expenses
- Safety needs
- Replacement of personal items due to fire, theft, or natural disaster
- Dependent care costs

EXCLUSIONS

Expenses not covered include:

- Aims tuition and fees
- Non-essential utilities
- Debt/owed payments

AMOUNT

Up to \$599 depending on fund balance.

AWARD PROCESS

For more information visit the Student Activities, Inclusion & Leadership Office in the College Center, room 131 on the Greeley Campus, or visit www.aims.edu/sef where you can find the online application. Documentation to support the emergency request will be required when submitting the application.

Eligible students can only receive SEF assistance funds one time for the duration of their enrollment at Aims. Successful applicants will be required to meet with a CARE Team member before distribution of financial assistance.

The Student Emergency Fund is funded by student fees and provided by the students, for the students.

TESTING CENTER

The Testing Center at Aims Community College believes that assessment plays an important part in helping you succeed in your educational endeavors. Keeping that in mind, it is the Center's goal to provide you with a comfortable, quiet and secure testing environment.

Aims Community College is a multi-campus institution. Each campus offers a variety of assessment tests and services, including:

ASSESSMENT

At Aims Community College, you must complete the Ruffalo Noel Levitz College Student Inventory (CSI) before registering for classes.

According to the State of Colorado and Aims Community College institutional procedures, it is recommended that all first-time degree and certificate-seeking students, meet assessment standards in reading comprehension, English and mathematics. This can be done in a variety of ways, including taking the Accuplacer.

ACADEMIC TESTING

Testing services for faculty include administering the following: makeup exams for the classroom, exams for Hybrid and Internet courses, written FAA exams, secured Nursing exams and secured EMS exams. We also provide test accommodations for those with documented disabilities.

CLEP & DSST

The Testing Center offers both the College-Level Examination Program (CLEP) and the DSST Subject Standardized Tests (DSST). Both programs give you the opportunity to obtain college credit for learning obtained outside the conventional college/university classroom.

OTHER TESTS AND SERVICES OFFERED THROUGH THE TESTING CENTER

- Accuplacer Next-Generation Placement Testing
- ACT Work Keys exam for paraprofessionals
- ATI testing (including ATI TEAS)
- BIO 105 and BIO 111 test out exams (Aims students only)
- Certiport exams (including Microsoft Office Specialist & Intuit QuickBooks exams)
- FAA & COMIRA testing through PSI-CATS
- HESI A2 RN Admission Assessment
- Pearson Vue (GED, NREMT, CompTIA, etc.)
- Performance Assessment Network (PAN) testing
- Proctored Exams - We proctor exams for other colleges and universities. Proctored tests are by appointment only.
- National Center for Competency Testing (NCCT) Certifications
- Spanish and French Placement Tests
(Aims students only)

Please call 970-339-6533, email assessment@aims.edu, or visit in the College Center room 230, to inquire about fees

TRANSITIONS CENTER

The Transitions Center, located on the upper level of the College Center in room 226, provides students with the necessary tools and experiences to ease the transition into college and pave the way to academic success, graduation, and entry into the workplace or transfer to another institution. The Transitions Center includes both the First-Year Experience and Career and Transfer Services.

Transitions Center Office: 970-339-6508

FIRST-YEAR EXPERIENCE

www.aims.edu/fye

The First-Year Experience (FYE) supports a successful academic, social, and cultural transition of our diverse students and their families into the Aims community. Take advantage of these programs designed specifically for your various transitions at Aims! If you are a new or continuing student, take advantage of these programs designed specifically for you!

AIMS020 - Arty's Orientation

Aims offers on-campus orientation for all new and transfer students. Orientation is designed for students who have completed the admission and class registration process. Orientation provides students and their families opportunities to connect with their on-campus support network and resources, find their classes, and learn tips for success from current students and faculty. Look up AIMS020 in the course schedule today!

AIMS101 - First-Year Seminar

First-Year Seminar will connect you to your college community! You will make friends, find study partners, meet campus advocates and supporters, learn about the many resources available to you, and build your success network at the college. By registering for this non-credit class, you may be eligible for a scholarship for the following semester.

YouFocus Workshops

The YouFocus workshop series, offered on all campuses and online, will assist students in developing and achieving their educational, professional, and personal goals. YouFocus was created to meet the needs of students in the areas of academics, multiculturalism, leadership, health and wellness, career and transfer, and technology. Popular workshops include: Aims Online D2L Orientation, Make & Take Aromatherapy, Mastering the Job Interview, Fuel Your Body Fuel Your Brain, and many more!

Catalyst

Catalyst is a selective program for students returning to Aims after at least one semester with a minimum 2.0 GPA. To apply to the program students must be nominated by a faculty or staff member. The term "catalyst" is defined as someone or something that encourages progress and change. This unique program helps students foster a mindset of completion and a vision of the "end in mind." Over the span of two semesters (spring & fall) participants are provided the opportunity to improve skills attractive to future employers: teamwork, communication, leadership, organization, decision making, and other personal/professional skills. Membership in Catalyst strengthens your leadership skills, making you "the" candidate for your future career!

Peer Coaching

Peer Coaches serve as guides to all Aims students, supporting them both academically and socially during their time at Aims. Peer coaches encourage students to participate in co-curricular programs and campus events, connect to campus and community resources, and offer academic support by assisting students with study skills and technology questions related to assignments. Peer Coaches are available for 1-1 support in the Learning Commons and in the Transitions Center on the Greeley campus, look for them in their blue shirts!

CAREER & TRANSFER SERVICES

www.aims.edu/student/career

Career & Transfer Services (CTS) provides programming and services to help students with either finding their ideal transfer university or their ideal job. Career coaches are available at no charge to assist students with the next step in their journey.

Career coaches will help students with:

- Career exploration
- Career planning
- Resume development
- Interview preparation
- Researching transfer universities
- Job search strategies
- And much more!

Career Coaching

Career coaching appointments are available to assist students in discovering how interests, skills, and values can lead to finding a major, discovering career opportunities, selecting a transfer university, and learning how to become the best possible job candidate.

Career Services

Career services include resume development and critique, interviewing preparation, job skills development, recruitment events, employer panel discussions, career-related workshops and resources, and career assessments.

Transfer Services

Transfer services include recruitment events, transfer-related workshops, college application assistance, college search and comparison, campus visits, and transfer-student cohort development.

Online Job Board

CTS provides a free online job board for students to upload resumes, connect with employers, and apply for part- and full-time opportunities. The CTS online job board is only available to Aims students and alumni.

TRIO STUDENT SUPPORT SERVICES

The TRIO Student Support Services Classic and STEM program missions are to develop and equip historically underrepresented student populations with skills, experiences, and academic practices that assist them in achieving their educational goals and becoming strong contributing members of society.

We will accomplish this by providing and referring participants to these services:

- Intensive academic advising

Academic coaching and tutoring
Transfer preparation
Learning opportunities for financial and economic education
Support and information on financial aid and scholarship opportunities
Cultural, STEM and community engagement opportunities

TRIO Student Support Services Classic

Supports and encourages students who are considering pursuing a wide variety of degrees and certificates at Aims Community College.

TRIO Student Support Services STEM

Serves students who are looking to pursue an academic and career path in science, technology, engineering or mathematics.

TRIO SSS Program Eligibility

Accepted to or enrolled at Aims Community College;

Demonstrate a need for academic support

Identify as a U.S. Citizen or permanent resident

Identify in one or more of the following categories:

Be financially limited according to federal guidelines

Be a first-generation college student (neither parent received a bachelor's degree by the time you turned 18)

Have a documented disability

CAMPUS SAFETY & SECURITY

[Campus Emergencies](#)

[How to Contact Security](#)

[Safety Escort Services](#)

[How to Report a Crime](#)

[Anonymous Reporting](#)

[Lighting Concerns](#)

[Lost and Found](#)

[Vehicle Assistance](#)

[Parking Permits](#)

[Daily Crime Log](#)

[Campus Sexual Violence Elimination \(SaVE\) Act](#)

[Annual Clergy Crime Statistics⁷](#)

[Aims Alerting & Notification System](#)

[Title IX \(9\) Official](#)

CAMPUS EMERGENCIES

In the event of an emergency, call 911.

HOW TO CONTACT SECURITY

Security on the **Greeley** campus can be reached 24 hours/day at 970-539-2171. Additionally, the Campus Safety and Security Officer or School Resource Officers can be e-mailed at security@aims.edu or by calling x6650 from an on-campus phone. Please leave a message if we miss your call.

Security at the **Loveland** campus can be reached by calling 970-518-5137.

Security at the **Fort Lupton** campus can be reached by calling 303-591-3164.

Security at the **Windsor** campus can be reached by calling 970-744-0322 or 970-339-6544.

If unable to reach security at the numbers above, call 970-539-2171 or 970-888-2582

SAFETY ESCORT SERVICES

Any student, visitor, faculty or staff member can request an escort to their vehicle anytime by calling the security officers directly for the campus location where you are requesting an escort.

HOW TO REPORT A CRIME

Suspicious Behavior/Crime:

If it is an emergency, remain calm and dial 911 or 9-911 from an on-campus phone. Be prepared to inform the operator of your location and the nature of the emergency.

For non-emergency situations on any of the Aims' campuses, you can report incidents by calling a Campus Security Officer. They can be reached by calling the appropriate contact number listed under "How to Contact Security."

Additionally, you can call the Campus Safety and Security Coordinator at 970-888-2582. In addition to the above options, an incident may be reported using our automated incident reporting system located on the Aims website.

Go to: <https://www.aims.edu/about/departments/safety/> and follow the simple to use instructions. These reports can be made anonymously.

ANONYMOUS REPORTING

On-campus non-emergency criminal activity or other security related incidents or concerns may also be reported by calling security at the campus location you are at, or by accessing the anonymous online report form at <https://www.aims.edu/about/departments/safety/> or calling Security at the campus location you are at or 970-888-2582.

LIGHTING CONCERNS

Sufficient and effective lighting is important to the College and its visitors. If you find an area where the lighting is either off or is inadequate, please send an email to **security@aims.edu**. You can also call Facilities and Operations at 970-339-6243. We have a team of dedicated individuals who constantly review lighting concerns throughout the campus, and lighting projects are always being evaluated. Recommendations are always welcome.

LOST & FOUND

To turn in an item or inquire about a lost article, please contact Security at the campus location.

VEHICLE ASSISTANCE

If any student, visitor, faculty or staff member needs assistance with vehicle breakdowns, Campus Safety representatives will be happy to respond by helping the vehicle owner make contact with a service provider and staying with the owner until help arrives. Officers can be contacted by calling the campus security officer for the campus where the help is needed. See "How to Contact Security" for the correct security contact numbers.

*Aims Security officers are not authorized under any circumstance to offer vehicle assistance

PARKING PERMITS

Students at Aims are required to have a parking permit for all cars or motorcycles they want to park at Aims Community College. The permit is free to the student and provides the college with an added level of security for our enrolled students. Additional information about the permit program can be obtained through the Student Activities, Inclusion & Leadership office at 970-339-6501.

DAILY CRIME LOG

In compliance with Clergy regulations, Aims Community College maintains a daily crime log, listing all criminal incidents and alleged criminal incidents that are reported to the Safety and Security Office. This report includes incidents on the various Aims campuses and on public property adjacent to the campuses.

The Daily Crime Log is available for review online at <http://www.aims.edu/about/departments/safety/crimelog.php> or upon request to the Safety and Security Director 970-339-6650.

CAMPUS SEXUAL VIOLENCE ELIMINATION (SaVE) ACT

Aims Community College is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Clergy Act and the Campus Sexual Violence Elimination Act (SaVE Act), Aims Community College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the Aims community (students, faculty, and staff) as well as contractors and visitors. Aims Community College encourages any member of the Aims community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to Stephanie Lucero, Title IX (9) Coordinator & Student Equal Opportunity Officer, 970-378-3587, stephanie.lucero@aims.edu or local law enforcement. The Safety and Security Office can be contacted by using one of the contacts listed under "How to Contact Security, How to Report A Crime or Anonymous Reporting" listed in this section.

ANNUAL CLERGY CRIME STATISTICS

Aims Community College is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Clergy

As part of the annual Campus Safety and Security Report, all institutions of higher education must report three years' worth of statistics for certain types of crimes that were reported to have occurred on campus or on public property immediately adjacent to the campus. For the purpose of this report, the following definitions apply:

On Campus:

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Public Property:

All public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus, or immediately adjacent to and accessible from the campus. Note: Include sidewalks and streets surrounding the campus as well as the sidewalk across the street from campus, but do not include public property beyond the sidewalk.

Crime statistics can be viewed at:

<http://www.aims.edu/about/departments/safety/docs/crimeStats.pdf>

AIMS CC ALERTING AND NOTIFICATION SYSTEM

RAVE ALERTS

Rave Mobile Safety is the most trusted software partner for campus and public safety. Used by leading Institutes of Higher Education and State and Local Agencies, the award-winning portfolio of RaveAlert, RaveGuardian, Eyewitness, Smart911 and SmartPrepare enables millions to feel safe, secure and connected.

Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details. Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 226787.

How do I register for Rave Alert?

Go to www.getrave.com
Enter your school email address.
Click on the link Join Now!
Follow steps for creating your Rave user account.

How do I access Rave Alert?

Go to www.getrave.com
Select your school.
You will be directed to your school's Rave Alert homepage.
Enter username and password.

WALL MOUNTED ALERT BEACONS AND COMPUTER SCREEN POP-UPS

Alert Beacons:

These boxes are part of the alerting system intended to inform our community of an emergency. They will sound an alarm and light up and flash to grab your attention. Additionally, there will be a message in the beacon window informing you about the emergency and actions you need to take. Above each beacon is also a set of instructions on how to silence the alarm and more information. Please direct any questions you have to the Safety and Security Office at security@aims.edu.

Computer Screen Alert Pop-Up Notifications:

Aims uses the "Alertus Desktop" notification software to get the attention of computer users immediately during an emergency. When an emergency occurs, we will activate a warning and a full-screen computer desktop alert will pop up on all the college administered PCs and Macs for all campus locations. The alert will take over the whole screen with a warning. Once the alert is sounded, students, faculty and staff should follow the instructions displayed on the screen.

TITLE IX (9) OFFICIAL

Title IX (9) questions or concerns should be directed to:

Stephanie Lucero
Title IX (9) Coordinator &

Student Equal Opportunity Officer
(970) 378-3587
stephanie.lucero@aims.edu

For more information on Title IX (9), refer to the Policies and Procedures section of this handbook.

STUDENT ACTIVITIES, INCLUSION & LEADERSHIP

Student Activities, Inclusion & Leadership Office
Programs & Services
Associated Students of Aims Community
College Student Government Association
Campus Activities Programming Board
Center for Diversity & Inclusion (CDI) Chartered
Student Clubs & Organizations Commencement
Ceremony
Graphic Services
Honors Programs
Student Lounges
Student ID
Parking Permits
Bus Passes
Student Emergency Fund
Student Clubs & Organizations
Arty's Pantry

STUDENT ACTIVITIES, INCLUSION & LEADERSHIP (SAIL) OFFICE

The Student Activities, Inclusion & Leadership office on the Greeley campus offers support and growth experiences through a variety of educational, social, and multicultural activities at all campuses. Students participate in student leadership activities through the Associated Students of Aims Community College.

Student Activities, Inclusion & Leadership's mission is to create educational and community building opportunities that facilitate SAIL's values of collaboration, inclusiveness, intentionality, integrity, learning & growth and students first.

PROGRAMS AND SERVICES

The Student Activities, Inclusion & Leadership office is committed to serving as a resource for Aims students as well as supporting student activities. The office provides opportunities for students to gain valuable experiences in planning and implementing activities and programs. Students meet new and interesting people and participate in activities that often have a lasting effect on both the campus and the individual. SAIL encompasses a broad range of programs and services designed with the student as the priority.

ASSOCIATED STUDENTS OF AIMS COMMUNITY COLLEGE (ASACC)

The Associated Students is a student organization whose membership includes all Aims students. This organization serves the students at Aims by addressing student concerns and student-related campus issues and by coordinating student activities. ASACC is governed by the Student Government Association (SGA).

STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA provides a student voice in campus decision-making processes and brings student concerns to the forefront of campus operations. This group provides input on student life issues to the college administration and the Aims Board of Trustees. Additionally, SGA assists in chartering and working with student clubs and organizations.

CAMPUS ACTIVITIES PROGRAMMING BOARD (CAP)

The CAP Board enhances the educational environment at Aims by providing free events focused on holistic wellness, awareness-raising, and community building. CAP events take place on all campuses and cover topics ranging from physical and emotional wellness, to multiculturalism and diversity, to fun and entertainment.

CENTER FOR DIVERSITY & INCLUSION (CDI)

The Center for Diversity and Inclusion acknowledges that students have multiple identities which influence and shape their college experience. The CDI strives to create an intentional community of students, serving as a hub to amplify the voices and enhance experiences of students from historically under-represented communities. For more information please go to page 17 of this handbook or visit us in Beaty Hall, Room 127 on the Greeley Campus.

CHARTERED STUDENT CLUBS AND ORGANIZATIONS

Included are academic, honors, social, identity based, special interest, and civic groups. Get involved by contacting the SAIL office for a current listing of chartered clubs and organizations or go to www.aims.edu/campusconnect.

COMMENCEMENT CEREMONY

The commencement ceremony is held each year at the conclusion of the Spring semester for all students earning degrees and certificates during the academic year.

GRAPHIC SERVICES

Available to the SGA and CAP Boards and recognized student clubs/organizations, providing the opportunity to work with a Media Specialist/graphic artist to develop promotional materials, brochures, signs, and web pages.

HONORS ORGANIZATIONS

Included is Beta Kappa Lambda - the Aims chapter of Phi Theta Kappa, Aims English Honor Society, and Veterans National Honor Society - SALUTE.

STUDY LOUNGES

Lounges are located in Westview, Beaty Hall, Horizon Hall, Applied Technology and Trades Center, and Allied Health and Sciences building on the Greeley campus and at the Fort Lupton, Loveland, and Windsor campuses.

STUDENT ID

The Aims Student ID is the official identification card for all members of the student community. It functions as a Physical Education & Recreation Center (PERC) pass, Library and Learning Commons card, Testing Center pass and includes benefits in the surrounding community including student discounts. All students are expected to obtain an Aims Student ID after registering for courses for their first term at Aims. Bring a copy of your class schedule and photo ID to the Student Activities, Inclusion & Leadership office, Room 131 in the College Center on

the Greeley campus for Greeley/Windsor campuses or the front desk at Fort Lupton/Loveland campuses to obtain a free student ID.

PARKING PERMITS

Vehicular parking is available on all campuses in designated lots with a parking permit. Parking regulations are enforced by the Department of Campus Safety and Security.

Students at Aims are required to have a parking permit for all cars or motorcycles they park on campus. Parking permits are required at the Greeley, Fort Lupton, Loveland, and Windsor campuses. Any student visiting those campuses must have a permit or they risk being ticketed. The permit is free to the student and provides an added level of security for the campus population.

Permits may be obtained by:

Completing a parking permit form

Bringing a valid photo ID and vehicle license plate number, make, model and color, to:

Greeley: To the SAIL office,

College Center 131

Fort Lupton, Loveland, and Windsor:

To the front desk at the campus

For more information about parking permits, contact the Student Activities, Inclusion & Leadership office at 970-339-6501. For parking information, contact the Safety and Security Coordinator at 970-339-6474.

BUS PASSES

The Associated Students of Aims Community College (ASACC) provides all student activity fee-paying Aims students the use of Greeley-Evans Transportation District (GET) buses at the student cost of \$1/semester, subsidized by student fees. Pick up your bus pass at the start of each term in the Student Activities, Inclusion & Leadership office in room 131 of the College Center on the Greeley campus.

STUDENT EMERGENCY FUND

A student-fee supported fund for one-time limited financial assistance to help currently enrolled Aims students meet an unexpected need currently impacting their likelihood to be retained and complete their degree or certificate at Aims Community College. For more information: www.aims.edu/student/studentlife/services-resources.php.

STUDENT CLUBS & ORGANIZATIONS

Get involved in an Aims student club or organization to improve your leadership skills, enhance your resume and scholarship applications, make a difference in your community through volunteer activities, and connect with other students. The "moments" of your college experience aren't just in the classroom.

Joining a club or organization at Aims is easy. Visit Campus Connect at www.aims.edu/campusconnect to see which clubs are active and available at Aims this year. See a club that interests you? Login to Campus Connect with your MyAims username and password, click the "Join" link for any Aims club. The club should then contact

you to assist you in joining. For more information, contact the Student Activities, Inclusion & Leadership Office in the College Center on the Greeley Campus at 970-339-6259 or email student.activities@aims.edu.

ARTY'S PANTRY FEEDING STUDENT SUCCESS

Are you or do you know a currently enrolled student experiencing financial need and/or food insecurity? **WE CAN HELP!** Arty's Pantry provides all Aims students experiencing financial need and/or food insecurity with food, personal hygiene items, and school supplies. For more information or to access Arty's Pantry, stop by the SAIL office in room 131 of the College Center on the Greeley campus or the front desk areas at the Fort Lupton, Loveland, and Windsor campuses. *Student must present their Aims student ID and agree to assessment agreement as part of service.*

POLICIES & PROCEDURES

For the complete listing of Aims policies and procedures please visit <http://www.aims.edu/inside/policies/manual/policyProcedure.pdf>

[Alcohol & Drug Free Institution](#)
[Smoking Policy](#)
[Student Code of Conduct](#)
[Student Expectations in the Classroom](#)
[Your Rights as a Student](#)
[Consequences of Inappropriate Classroom Behavior](#)
[Prohibited Behaviors](#)
[Disciplinary Process](#)
[Student Grievance Process](#)
[Non-Discrimination or Harassment](#)
[Sexual Harassment](#)
[Title IX \(9\)](#)
[Notification to Students of Privacy Rights Under FERPA](#)

ALCOHOL & DRUG FREE INSTITUTION

I. Background

The National Drug Control Strategy issued in September 1989, proposed that Congress pass legislation requiring schools, colleges and universities to implement and enforce firm drug prevention and education programs as a condition of eligibility to receive Federal financial assistance. On December 12, 1989, President Bush signed the Drug-Free Schools and Communities Act Amendment of 1989 (PL 101-226) which requires institutions of

higher education to implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by their students and employees on school premises or as part of any school activity.

This law, in addition to the Drug Free Workplace Act (PL 100-690, 5151-5160), which requires applicants for federally funded grants and contracts to certify that they will institute affirmative steps to prohibit the unlawful manufacture, distribution, possession, and use of controlled substances in the workplace, establishes the foundation on which Aims Community College has established its drug and alcohol policy.

II. Standard of Conduct

Aims Community College complies with both the Drug-Free Schools and Communities Act and the Drug Free Workplace Act. In compliance with these Acts all students and employees are prohibited from the unlawful manufacturing, possession, use or distribution of illicit drugs and alcohol on any of the Aims' campuses or at any Aims sponsored activity.

III. Legal Sanctions

Students and employees are reminded that local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful manufacturing, possession, or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

The Federal Controlled Substances Act specifies penalties, for a first offense individual involved in the unlawful manufacturing, distribution, or possession with intent to distribute narcotics, of not fewer than 10 years or more than life imprisonment and a fine up to 4 million dollars, or both. The penalty for simple possession, knowingly or intentionally possessing a controlled substance, is imprisonment up to one year and a minimum fine of \$1,000, or both. Penalties for unlawful distribution of a controlled substance to a person under twenty-one (21) years of age is imprisonment or a fine, or both, up to twice that established for distribution offenses.

The Colorado Criminal Code relating to controlled substances (Title 18, Article 18) establishes penalties for the unlawful distribution, manufacturing, dispensing, sale, or possession of a controlled substance ranging from six months imprisonment or \$500 fine, or both, to 16 years imprisonment and/or \$750,000 in fines, depending on the classification of substance. Penalties under the Colorado Beer Code (Title 12, Article 47) relating to unlawful manufacturing, distribution, and possession of alcoholic beverages range up to one year imprisonment and/or up to \$5,000 in fines, or both.

Local ordinances for the City of Greeley, relating to illicit drugs and alcohol, coincide with the State of Colorado statutes.

IV. College Sanctions

Students and/or employees (full or part-time) who violate the standards set forth under the Aims Substance Abuse Policy (Aims Community College Policy 1-290) will be subject to

disciplinary actions. Sanctions include, but are not limited to, reprimand, probation, suspension, expulsion or termination and/or referral to the appropriate authorities for prosecution.

V. Health Risks

Health risks associated with drug and alcohol abuse encompass physical and psychological effects, including but not limited to: malnutrition, brain damage, paranoia, psychosis, hepatitis, convulsions, coma, depression, heart disease, death, pancreatitis, cirrhosis of the liver, damage to the central nervous system, elevated blood pressure, respiratory failure, low birth weight babies, babies with drug/alcohol addictions, and an increased probability of intravenous drug users contracting AIDS. It is recommended that anyone having specific questions relating to their health and drugs/alcohol should consult their physician. Aims Community College Policy 1-290.

SMOKING POLICY

Aims Community College favors a tobacco-free environment. The use of tobacco products on Aims' campuses, in Aims' vehicles, or at Aims events is prohibited except in limited areas as designated by the President. Aims Community College Policy 3-725.

STUDENT CODE OF CONDUCT

Aims Community College is committed to the highest standards of respect for self and others, academic excellence, integrity, and civil discourse. All are responsible for cultivating an environment of civility and mutual respect. To view the complete code of conduct and disciplinary process, go to www.aims.edu/conduct.

STUDENT EXPECTATIONS IN THE CLASSROOM

Your academic attitude is a major factor in your success at Aims. You, along with your Instructor and other students, share responsibility for creating a productive learning environment. This includes behaving courteously and respectfully and becoming self-disciplined in your learning.

Here are ways to create a productive college experience:

Attend class and pay attention.

Be on time and stay until the end.

Give full attention while the instructor or another student is speaking.

Show respect and concern for others by not monopolizing class discussion.

Turn off all electronic devices, including cell phones, headphones, digital media, etc.

Refrain from text messaging and social media.

YOUR RIGHTS AS A STUDENT

As a student, you have the right to a learning environment free from distractions. If others in your classroom are engaging in behavior that interferes with your learning, bring the situation to the attention of your instructor, who is responsible for managing the classroom environment and determining the action that should be taken.

CONSEQUENCES OF INAPPROPRIATE CLASSROOM BEHAVIOR

The instructor has both the right and the responsibility to take appropriate action when observing inappropriate classroom behavior. The form of intervention taken by the instructor will depend on the nature of the misconduct observed.

PROHIBITED BEHAVIORS

1. Conduct Relating to Acts of Dishonesty

- Cheating
- Fabrication or falsification
- Plagiarism
- Complicity in academic dishonesty
- Falsifying grade reports
- Lying
- Other acts of dishonesty

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

- Leading or inciting others to disrupt scheduled activities.
- Disruption or obstruction of teaching or other college activities.
- Disruption of any college-sponsored activity or event on or off campus.
- Obstruction of ingress to or egress from any college building.
- Obstruction of the free flow of pedestrian or vehicular traffic.
- Obstructing or failing to comply with the directions of any college official.
- Using obscene language in the classroom or directed to any college employee.
- Bringing children under the age of 18 to the campus except for single day/evening emergencies or very brief convenience visits

3. Conduct Related to College Property or Property of Members of the College Community

Unauthorized occupation, use of, or entry into any college building.
Destroying, defacing, stealing, or making inaccessible library or other college-owned resources or equipment.
Forging, altering, or otherwise falsifying any college document, record, or instrument of identification.
Borrowing, lending, or improperly possessing any college instrument of identification.
Using college computing resources for any purpose other than the purpose for which they are intended.
Unauthorized use of college property, facilities, equipment, or materials.
Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any college facility or lock.
Traffic violations on campus, including reckless endangerment, careless driving, speeding, or operating any vehicle while intoxicated.
Taking or damaging the property of any student, college employee, or member of the college community.

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

Selling, representing you are selling, dispensing, or representing you are dispensing, possessing, distributing, using, abusing, or being under the influence of alcohol, marijuana, or any other controlled substance while on campus or at a college-sponsored event.
Using any tobacco product in any college building. This includes smoking/vaping, using cigarettes, electronic cigarettes, cigars, pipes, hookahs, or any other smoking product as well as dip, chew, snuff, snus, and any other smokeless tobacco product. Tobacco use is prohibited on walkways and within 15 feet of building entrances.
Using or possessing marijuana on college property. Federal law prohibits the presence or use of drugs, including marijuana, on campus.
Using prescription medication other than by the person to whom it is prescribed and in accordance with the prescription.
Misuse of legal substances including use of general products as intoxicants or "means to get high."

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

Engaging in any act for the purpose of injuring, threatening to injure, or unreasonably alarming a member of the college including physical abuse, verbal abuse, threats, intimidation, harassment, or coercion.
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 college.
Using obscene language to verbally abuse any member of the college.
Any disparaging comment, epithet, slur, insult, derogatory opinion, or other expressive behavior concerning age, race, color, religion, sex, gender identity and/or gender expression, sexual orientation, national origin, political affiliation, disability, veteran status, or any other personal characteristic of an individual or group.
Conduct which is disorderly, lewd, or indecent.
Stalking, defined as a course of conduct (two or more acts) directed at a specific person causing fear or emotional distress.
Bullying, defined as severe, aggressive behavior likely to intimidate or intentionally harm, control, or diminish another person physically or mentally.
Cyber bullying using the Internet, interactive and digital technology, or mobile phone.
Carrying, bringing, using or possessing any dangerous weapon on campus or at any college sponsored activity, subject to Colorado State Law.
Participating in, making claims of, or claiming responsibility for terrorist activity such as threats of bombs, biological weapons, etc., whether in fact or as a hoax.

6. Sexual Misconduct

Any sexual misconduct including:

- Non-Consensual Sexual Contact
- Non-Consensual Sexual Intercourse
- Sexual Exploitation
- Sexual Harassment

Intimate partner violence including:

- Domestic Violence
- Dating Violence

7. Service Animals

Service animals may be asked to leave the campus if the animal is out of control and the animal's handler does not take effective action to control it; or the animal is not housebroken.

8. Conduct Causing an Abuse of the Disciplinary Process

Failure to obey the summons of a college official.

Falsification, distortion, or misrepresentation of information to a college official.

Disruption or interference with the orderly conduct of a disciplinary proceeding.

Attempting to discourage an individual's participation in or use of the disciplinary process.

Attempting to influence the impartiality of a member of a disciplinary proceeding.

Harassment (verbal or physical) or intimidation of a member of a disciplinary proceeding.

Failure to comply with the sanction(s) imposed under the disciplinary process.

Influencing or attempting to influence another person to commit an abuse of the disciplinary process.

9. Conduct Involving Social Media

Entries or posts on social media that violate federal, state, or local law or program handbooks, the Student Code of Conduct, or college policies.

10. Other Unlawful Acts of Misconduct

Any act that occurs on any of the college campuses or at any sponsored activity that is in violation of any college policy, program handbook, standard, or regulation, or any ordinance of federal, state, or local laws.

CONSEQUENCES OF INAPPROPRIATE CLASSROOM

BEHAVIOR

DISCIPLINARY MEETING

The Dean of Students Office receives incident reports from Campus Security Officers, faculty, staff, or other members of the college community. If a report suggests you may have violated the Aims Community College Student Code of Conduct, you will be asked to schedule a meeting with the Dean of Students. You will receive a notice letter with the nature of the complaint and the conduct code that has been allegedly violated. The notice letter may contain specific requirements or restrictions pending the resolution of the matter to protect the interests of involved students or employees of the college. These requirements could include, but are not limited to, restriction from specific campus locations or orders prohibiting contact with the complainants or witnesses. The notice letter will be sent to your current address as listed in the college database. If a notice letter is returned due to a change of address that has not been recorded, the letter may be served to the student by a Campus Security Officer. Failure to comply with a summons from the Dean of Students may result in disciplinary action that will include a hold placed on your records. At the meeting you may explain your perspective on the incident. The

Dean of Students will issue a decision as to whether the alleged conduct occurred and whether the conduct violated the Code of Conduct or other college policies or procedures, and will impose a sanction(s) if appropriate. The standard of proof used in all student conduct proceedings is *preponderance of evidence. You will receive a written notice of the decision and be advised of your right to appeal. * *Evidence that persuades a judge or jury to lean to one side as opposed to the other, during the course of litigation.*

OUTCOME/SANCTIONS

If you are found responsible for a conduct code violation, you may be assigned one or more sanctions. All sanctions are issued in writing. View a complete explanation of the Disciplinary Procedure at www.aims.edu/conduct.

Possible sanctions include:

Warning

Probation

Loss of privileges

Other disciplinary measures such as fines, restitution, assignment to perform services for benefit of the college community, required meetings with an advisor/college official, and required attendance at programs.

Withdrawal from class with consequent loss of tuition and fees.

Immediate suspension from the college to ensure the safety and well-being of the college community.

Faculty determination of immediate removal from class if a student is unresponsive to a faculty member's intervention and continues to be disruptive.

Exclusion from college facilities, activities, or academic programs.

College suspension with consequent loss of tuition and fees for up to two academic terms.

College expulsion with consequent loss of tuition and fees for more than two academic terms.

Revocation of admission prior to matriculation for fraud, misrepresentation, or other serious behavioral violation.

Withholding the awarding of a degree or certificate until the process set forth in the Student Code of Conduct has been completed including the completion of imposed sanctions.

Persona Non Grata (PNG) notice served upon a student who is no longer permitted to be present in any or specified college locations.

APPEALS

If you disagree with the outcome of your hearing you may file a written appeal with the Dean of Students within seven days of receiving your disciplinary decision letter.

The appeal must cite at least one of the following criteria as the reason for appeal:

The conduct hearing was not conducted in conformity with procedures and substantial prejudice to the student resulted.

New information that could substantially affect the outcome of the conduct hearing has been discovered since the conduct hearing.

The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with college procedures or precedent.

An Appeal Committee will be appointed to review your request. You will have an opportunity to appear before the Committee to present your case.

After reviewing your request, the committee will make one of these decisions:

Reverse the decision

Affirm the decision

Modify the decision

You will receive the Appeal Committee's decision in writing. The Decision of the Appeal Committee is final. Full details about the appeal process are explained in the Disciplinary Procedure at www.aims.edu/conduct.

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 that 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 MAAP 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 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 Vice President of Student Engagement, Inclusion and Success (SEIS). After receipt, the Vice President of Student Affairs will determine whether or not the situation presents a grievable matter. The grievance will be dismissed if the matter is determined to be ungrievable 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 Vice President of SEIS or designee 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 Vice President of SEIS or designee 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 their 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.

Considering the oral and written statements and comments, the Vice President of SEIS or designee 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 Student Enrollment and Records Office.

APPEAL

The decision of the Vice President of SEIS or designee 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:

A violation of this procedure,

The decision was arbitrary and was not based on the facts of the grievance, or

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 now 0-1100. The scheduling timelines described above may, for good cause, be extended.

NON-DISCRIMINATION OR HARASSMENT

Aims Community College is an equal opportunity education institution and does not discriminate on the basis of age, ancestry, color, creed, disability, ethnicity, familial status, gender, gender identity, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status in admission or access to, or treatment or employment in, its educational programs or activities. Any student or College employee who encounters acts of discrimination or harassment should contact the Title IX (9) Coordinator at Aims Community College at 970-339-3587 or the Executive Director, Human Resources at 970-339-6434.

SEXUAL HARASSMENT

It is the policy of Aims Community College to maintain a working and learning environment that is free from sexual harassment. It shall be a violation of policy for any employee to sexually harass students or other employees or for any student to harass employees of the College or other students. Unwelcome sexual advances, requests for sexual favors and other written, spoken, or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's education or employment;

Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's education or employment; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive educational or work environment.

As defined above, sexual harassment may include, but is not limited to the following conduct:

Sexually oriented verbal "kidding," abuse, or harassment;

Unwelcome requests for sexual activity;
Remarks with sexual or demeaning implications made to another person;
Unwelcome touching, such as patting, pinching, or intentional brushing against another person's body;
Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or other personal, academic or employment concerns; or
Inappropriate display or transmittal of sexually suggestive or pornographic material.

An individual engaging in sexual harassment shall be subject to disciplinary action up to and including termination or expulsion.

Individuals who knowingly file fraudulent complaints under this policy are subject to disciplinary action. Individuals will not be subject to retaliation for filing legitimate complaints.

For more information about this policy and/or procedures for filing a complaint, you may contact the Title IX (9) Coordinator at Aims Community College.

Stephanie Lucero
Title IX (9) Coordinator &
Student Equal Opportunity Officer
(970) 378-3587
stephanie.lucero@aims.edu

TITLE IX (9) COMPLIANCE

Sexual Harassment and Sexual Assault as Defined by the Office of Civil Rights

Title IX (9) of the Education Amendments of 1972 ("Title IX (9)") prohibits discrimination on the basis of sex in any educational programs or activities that receive federal funding, whether they take place in the facilities of a school or at an event sponsored by the school at another location. While perhaps best known for its application to program equity, such as in athletics, Title IX (9) also applies to sexual harassment (including sexual assault), as it has been determined in subsequent legal cases and regulatory interpretations that sexual harassment can prevent students from participating fully and equitably in educational opportunities. Sexual harassment was, in fact, explicitly recognized as a form of discrimination for purposes of Title IX (9) compliance in 1992.

The Office of Civil Rights (OCR) of the US Department of Education is responsible for overseeing compliance with Title IX (9), and has issued guidelines for institutions to help them comply with its principles. In the case of sexual harassment, the OCR guidelines require that once an institution has received notice of the possible sexual harassment of a student, it should take immediate and appropriate steps to investigate what occurred, take prompt and effective action to end the harassment if such is found to be the case, take steps to remedy the effects and to prevent it from occurring again. These steps are the school's responsibility whether or not the student who was harassed makes a complaint or otherwise asks the school to take action; all reasonable steps to investigate and respond are still required. The OCR standard for "notice" is that a school may be held accountable for the failure to take appropriate steps if any person perceived to be a responsible school employee was put on notice and took no corrective action.

One important compliance requirement established by the OCR is that each school receiving federal funding should appoint a Title IX (9) Coordinator; this individual is responsible for promoting an institutional environment that is free of gender bias and sexual harassment. To that end, they must be familiar with the school's grievance

procedures and be a resource for student inquiries on those procedures, monitor and evaluate compliance with Title IX (9) reporting requirements, and oversee training to the community on the issue of sexual harassment.

The Title IX (9) Coordinator at Aims Community College is:

Stephanie Lucero

Title IX (9) Coordinator &

Student Equal Opportunity Officer

(970) 378-3587

stephanie.lucero@aims.edu

NOTIFICATION TO STUDENTS OF PRIVACY RIGHTS UNDER FERPA

Family Educational Rights and Privacy Act (FERPA)

FERPA affords you the following rights related to your academic record:

The right to inspect and review information in your academic record

The right to request amendment of your education record.

The right to consent to disclosure of personally identifiable information in your education record.

The right to file a complaint with the U.S. Department of Education (Family Policy Compliance Office, U.S.

Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202), if you feel your FERPA rights have been violated

Additional information regarding FERPA can be found on the Aims CC website at <https://www.aims.edu/student/ser/faq-ferpa.php>.

GREELEY CAMPUS INFO

5401 W. 20th Street, Greeley, CO 80634

[https://goo.gl/maps/](https://goo.gl/maps/z4TXFHPafEoXL3vj9)

z4TXFHPafEoXL3vj9 Local: 970-330-8008

Toll Free: 1-800-301-5388

Advising - 970-339-6404

Aims Foundation - 970-339-6556

Associated Students (ASACC) - 970-339-6572

Bookstore - 970-339-6580

Career & Transfer Services - 970-339-6508

Cashier's Office - 970-339-6349

Center for Workforce Development - 970-339-6229

Center for Diversity & Inclusion - 970-378-3646

Community & College Relations - 970-339-6473

Computer Learning Lab - 970-339-6541

Dean of Students Office - 970-378-3576

Disability Access Services - 970-339-6388

Facilities & Operations - 970-339-6243

Financial Aid Office - 970-339-6548

Food Services - 970-339-6405

Help Desk - 970-339-6380

Human Resources - 970-339-6670

Kiefer Library - 970-339-6458

Physical Education & Recreation Center (PERC) - 970-339-6295

Student Activities, Inclusion & Leadership (S.A.I.L.) - 970-339-6501

Student Enrollment - 970-339-6404

Supplemental Instruction - 970-339-6328

Testing Center - 970-339-6533

Transitions Center - 970-339-6508

Tutoring Services - 970-339-6328

Vending Services - 970-339-6448

SECURITY - 970-539-2171

For office hours, please go to www.aims.edu.

FORT LUPTON CAMPUS INFO

260 College Avenue, Fort Lupton, CO 80621
<https://goo.gl/maps/pKRzwbaB5MBVtL8F7>
303-857-4022

Front Desk/Main - 303-857-4022

BUENO HEP / GED - 303-718-5901
303-718-5321
303-718-5902

CAMP Program - 303-718-5917
303-718-5908

Education Opportunity Center
(FAFSA) - 303-718-4325
303-280-8705

Executive Campus Director - 303-718-5307

Guest Relations - 303-857-4300

Information Technology
IT Help Desk - Greeley - 970-339-6380
Learning Commons - 303-718-5905

Staff Executive - 303-718-5304

Student Development
Counselor - 303-718-5903

Student Services Specialist - 303-718-5313

SECURITY - 303-591-3164

For office hours, please go to www.aims.edu.

LOVELAND CAMPUS INFO

104 East 4th Street, Loveland, CO 80537
<https://goo.gl/maps/uW5yxrWuzqeWaXBF8>
970-667-4611

Loveland Campus - 970-667-4611

Greeley Line - 970-330-8008

Toll Free - 1-800-301-5388

Student Enrollment, Records, and Testing - 970-667-4611 x3300

Career Services (Greeley Campus) - 970-667-6425

Cashier - 970-667-4611 x3302

Computer Lab - 970-667-4611 x3304

Disability Access Center (Greeley Campus) - 970-339-6388

Executive Campus

Director - 970-667-4611 x3311

Staff Assistant - 970-667-4611 x3308

Student Services (Greeley Campus) - 970-339-6251

Tutoring - 970-667-4611 x3313

SECURITY - 970-518-5137

For office hours, please go to www.aims.edu

Have you checked out our Facebook page?
www.facebook.com/AimsLoveland

WINDSOR CAMPUS INFO

AUTOMOTIVE & TECHNOLOGY CENTER (ATC): 1120 South Gate Drive, Windsor, CO 80550

<https://goo.gl/maps/L8sumGTMk6KsbmYA6>

PUBLIC SAFETY INSTITUTE (PSI): 1130 South Gate Drive, Windsor, CO 80550

<https://goo.gl/maps/ns126bWDuz3o4EjG9>

Windsor Campus Main Line - 970-339-6610

Windsor Campus Email - windsor@aims.edu

Automotive & Technology Center - 970-339-6286

Counseling and CARE - 970-339-6327

Executive Campus Director - 970-339-6248

Learning Commons - 970-378-3520

windsorlc@aims.edu

Public Safety Institute (PSI) - 970-339-6397

Windsor Enrollment Advisor - 970-339-6690

Windsor Learning Commons - 970-378-3520

SECURITY -

(cell) 970-744-0322

(desk) 970-339-6544

AIMS ONLINE

OFFICE OF LEARNING ENVIRONMENTS

WESTVIEW 102, GREELEY CAMPUS

PHONE: 970-339-6402

FAX: 970-506-6940

TTY: 970.339.6388

Online learning is a popular way for students to access courses. Online classes appeal to students who have work, transportation or other obligations that make it difficult to be on campus on a regular basis. It is even possible to complete an Associate of Arts (A.A.) degree entirely online at Aims.

Online classes are continually evolving and students should not expect to complete an entire course without ever leaving home. Some classes might have an on-campus orientation and others might have field trips or group projects. However, one consistent aspect of online courses is the need to access course materials, engage in discussions, and complete assignments remotely using a computer or mobile device.

Students interested in online learning should consider whether or not they possess the necessary skills and equipment needed to be successful online. Students who do well online will have strong organizational skills, be self-motivated and willing to engage in the course largely independently. Online courses are structured and will cover the same material at the same pace as a face-to-face class. Aims follows the mandated Colorado Common Course descriptions, learning outcomes, and outlines for all courses regardless of delivery method. However, the online learner will have to be disciplined and set aside time several times a week to “attend class.” Online classes are flexible with respect to when students engage, but still have weekly assignments and due dates. Students will also need a reliable computer and Internet connection.

Some students are under the impression that online courses are easier than a typical face-to-face class. While there will be obvious differences between courses regardless of whether or not they are online, students should expect to work just as hard online. In fact, many students find that online classes actually require more work when they consider the need to be diligent about attending their online class, working independently, and the added work that comes from engaging online and via text.

For more information, visit <https://www.aims.edu/online/rightforme.php>.

STUDENT CENTERED CLASSROOM GUIDE

CIVILITY STATEMENT

Aims Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

EXPECTATIONS OF STUDENTS IN THE CLASSROOM

Your academic attitude is a major factor in your success at Aims. You share responsibility, along with your professor and other students, for creating a productive learning environment. This includes behaving courteously and respectfully and becoming self-disciplined in your learning. Here are ways to create a productive college experience:

Attend class and pay attention.

Do not ask the instructor to go over material you missed by skipping class. Ask the instructor for help if you cannot understand the material.

Be on time and stay until the end of class.

If you are late to class, enter quietly without disruption. If you must leave class early, notify your instructor in advance and sit near the exit to avoid disruption when you depart.

Give full attention while the instructor or another student is speaking.

Show respect and concern for others by not monopolizing class discussion.

Allow others time to give their input and ask questions.

Turn off all electronic devices, including cell phones

If work or family obligations require you to keep your phone turned on, talk to your instructor and set the device to silent mode.

Refrain from text messaging and social media usage.

Focus on class material during class time. Sleeping, talking to others, doing work for another class, checking email or social media, exploring the Internet, text messaging, etc., are unacceptable and can be disruptive.

YOUR RIGHTS AS A STUDENT

As a student, you have the right to a learning environment free from distractions. If others in your classroom are engaging in behavior that interferes with your learning, bring the situation to the attention of your instructor. He or she is responsible for managing the classroom environment and determining appropriate action.

CONSEQUENCES OF INAPPROPRIATE CLASSROOM BEHAVIOR

The instructor has both the right and the responsibility to take appropriate action when he or she observes inappropriate classroom behavior. The form of intervention taken by the instructor will depend on the nature of the conduct observed.

A FINAL NOTE

The college is committed to creating and maintaining an effective community of learners in which all can grow and develop. We look forward to interacting with you in a civil and respectful classroom environment that encourages dialogue, supports the acquisition of knowledge, and assists all students in meeting their academic and personal goals.

FALL 2019 ACADEMIC CALENDAR

Semester: AUGUST 26 - DECEMBER 13, 2019

Monday, August 26, 2019 Fall 2019 - Classes Begin

August 26 - October 1, 2019 - 5-week Session

Friday, August 30, 2019 - Full-term Course Add Deadline

Monday, September 2, 2019 - Labor Day (college closed)

Tuesday, September 10, 2019 - Convocation (college closed; no classes)

Thursday, September 12, 2019 - Full-term Course Drop Deadline

Sunday, September 15, 2019 - Network Down Day (tentative)

Monday, September 30, 2019 - Spring 2020 Class Schedule Available Online

Tuesday, October 1, 2019 2020-2021 - FAFSA application is available

October 2 - November 5, 2019 - 5-week Session

October 2 - December 13, 2019 - 10-week Session

Monday - Friday, October 14 - 18, 2019 - Midterm Week

Friday, October 18 @ 5 p.m. - Sunday, October 20 @ 11:59 p.m., 2019 - Network Down Days

Monday, October 28, 2019 - Begin Continuing Student Registration for Spring Semester

Monday, November 4, 2019 - Begin Open Registration for Spring 2020 Semester

November 6 - December 13 - 5-week Session

Wednesday, November 13, 2019 - Full-Term Course Withdrawal Deadline

Friday, November 15, 2019 - Graduation Application Priority Deadline for Spring 2020

Sunday, November 17, 2019 - Network Down Day (tentative)

Wednesday, November 27 - Sunday, December 1, 2019 Thanksgiving Holiday (college closed)

Friday, December 13, 2019 - Last Day of Fall Semester 2019

Wednesday, December 18, 2019 - Grades Due at Noon

December 21 - 29, 2019 - Winter Break (college closed)

Sunday, December 29, 2019 - Network Down Day (tentative)

SPRING 2020 ACADEMIC CALENDAR

Semester: JANUARY 13 - MAY 5, 2020

Wednesday, January 1, 2020 - New Year's Day (college closed)
Sunday, January 5, 2020 - Network Down Day (tentative)
Monday, January 13, 2020 - First Day of Spring Semester 2020
January 13 - February 18, 2020 - 5-week Session
Friday, January 17, 2020 - Full-term Course Add Deadline
Monday, January 20, 2020 - Martin Luther King, Jr. Day (college closed)
Wednesday, January 29, 2020 - Full-term Course Drop Deadline
Monday, February 3, 2020 - Summer 2020 Class Schedule Available Online
Tuesday, February 11, 2020 - Conversation Day (college closed; no classes)
Sunday, February 16, 2020 - Network Down Day (tentative)
February 19 - March 31, 2020 - 5-week Session
February 19 - May 5, 2020 - 10-week Session
Monday, March 2, 2020 - Fall 2020 Class Schedule Available Online
Monday, March 9 - Friday, March 13, 2020 - Midterm Week
Sunday, March 15, 2020 - Network Down Day (tentative)
Monday, March 16 - Sunday, March 22, 2020 - Spring Break (no classes)
Friday, March 20, 2020 - Priority Date for 2020 - 2021 Financial Aid
April 1 - May 5, 2020 - 5-week Session
Monday, April 6, 2020 - Begin Continuing Student Registration for Summer and Fall 2020 Semesters
Wednesday, April 8, 2020 - Full-term Course Withdrawal Deadline
Friday, April 10, 2020 - Graduation Application Deadline for Summer 2020
Saturday - Sunday, April 11 - 12, 2020 - Easter Weekend (no weekend classes)
Monday, April 13, 2020 - Begin Open Registration for Summer and Fall 2020 Semesters
Tuesday, May 5, 2020 - Last Day of Spring Semester 2020
Friday, May 8, 2020 - Commencement Ceremony

SUMMER 2020 ACADEMIC CALENDAR

Semester: MAY 26 - AUGUST 4, 2020

Monday, April 6, 2020 - Begin Continuing Student Registration for Summer and Fall Semesters
Monday, April 13, 2020 - Begin Open Registration for Summer and Fall Semesters
Monday, May 11, 2020 - 4-Day Weeks Start (Closed Fridays)
Sunday, May 24, 2020 - Network Down Day (tentative)
Monday, May 25, 2020 - Memorial Day (College Closed)
Tuesday, May 26, 2020 - Summer 2020 Classes Begin
Tuesday, May 26 - Thursday, June 29, 2020 - 5-Week Session
Thursday, May 28, 2020 - Full-Term Course Add Deadline
Wednesday, June 3, 2020 - Full-Term Course Drop Deadline
Sunday, June 14, 2020 - Network Down Day (tentative)
Tuesday, June 30 - Tuesday, August 4, 2020 - 5-Week Session
Thursday, July 2, 2020 - College Closed for Independence Day
Monday - Thursday, July 6 - 9, 2020 - Midterm Week

Wednesday, July 16, 2020 - Full-Term Course Withdrawal Deadline
Sunday, July 19, 2020 - Network Down Day (tentative)
Monday, July 20, 2020 - Graduation Application Deadline for Fall 2020
Tuesday, August 4, 2020 - Last Day of Summer Semester 2020
Friday, August 7, 2020 - College Closed (4-day schedule ends)
Sunday, August 9, 2020 - Grades Due at Noon
Sunday, August 16, 2020 - Network Down Day (tentative)

STANDARD SYLLABUS POLICIES

The following academic policies apply to every course taught by Aims Community College. These academic policies are hereby incorporated into every syllabus at Aims.

ACADEMIC INTEGRITY:

Aims Community College students are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to, the following:

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.

Fabrication or Falsification. Falsifying or fabricating any information, College document, record, or instrument of identification. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.

Plagiarism. Use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials prepared by another person; or use of an agency engaged in the selling of term papers or other academic materials.

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

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.

Lying. Furnishing false information to any College official, faculty member or office.

Other. Additional standards of conduct relating to academic honesty specified in writing by an academic division or department and/or instructor for a particular course.
(See Student Code of Conduct, Aims Procedure 5-601A.)

ACCESSIBILITY AND PRIVACY POLICIES:

Our Online Campus is committed to providing a fully accessible learning experience to all students with the Learning Management System (LMS) and Aims Online (D2L). Visit us online at

<https://www.aims.edu/online/accessibility-privacy.php> for the accessibility statements and privacy policies for technologies used Aims.

Please see Aims Community College Privacy Policies at <https://www.aims.edu/privacy-policy.php>.

Note to Students: If you require disability-related assistance, please contact Disability Access Services.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

Any student who feels they may need an accommodation based on the impact of a disability should contact Disability Access Services (DAS) privately to discuss their specific needs. Please be aware that before accommodations can be allowed in class they must be approved through the DAS Office. Students should contact DAS at 970-339-6388 or disabilities@aims.edu to set up an appointment to discuss the process of requesting reasonable accommodations. (See Aims Policy 5-1400.)

ATTENDANCE:

Aims Community College is a community of learners. Students are expected to assume responsibility for their learning by attending all class sessions, participating in class discussions and completing all assignments. Each student is encouraged to develop a professional work ethic in class that reflects responsibility, initiative and teamwork.

When an absence is unavoidable due to illness or an emergency, students are responsible for notifying their instructors and arranging for make-up work. Because Aims Community College is committed to helping students succeed, students who demonstrate signs of unsatisfactory academic progress (e.g. unexcused absences, missed assignments, poor participation in class, etc.) will be referred to a retention specialist for assistance.

ATTENDANCE IN ONLINE COURSES:

Students enrolled in online classes must complete one or more attendance activities as listed by the Instructor during the first week of class in order to be counted as "attending" the online course. Failure to complete an assigned attendance activity may result in the student being dropped from the class.

Attendance activities are outlined by the course instructor in the syllabus. In addition, if a student has not logged into the course for a period longer than two weeks, the Instructor will notify administration that the student is a "Stop-Out." (See Aims Procedure 2-250E.)

CHILDREN ON CAMPUS:

Children on campus under the age of eighteen (18) must be under the direct supervision of a parent or legal guardian unless they are involved in a specific college approved and supervised activity. (See Aims Policy 3-600.)

COMPUTER RESOURCES:

The Computer Learning Lab staff provides assistance in various disciplines, including CIS, Business Technology, Graphics Technology and various programming languages. There are a large number of computers loaded with current software available for student use. Please visit the computer lab website at

<https://www.aims.edu/student/learning-commons/complab/index.php> for additional information.

COURSE EVALUATIONS:

Course evaluations provide valuable feedback to Instructors. Students are encouraged to complete the online course evaluation survey during the last two weeks of the course. Other short course evaluations will be available at various times, depending on the course start and end times. Students will receive an email message directing them to a website where they can login using their Aims credentials and complete evaluations. Course evaluations are confidential. The student course evaluation website is aims.campuslabs.com/courseeval.

FINANCIAL COMMITMENTS AND PAYMENT:

Students can view payment policies, deadlines, financial aid eligibility requirements and other financial information on the Aims website. Students are responsible to comply with the policies in order to prevent classes from being dropped for nonpayment, financial aid repayments and/or other penalties.

GRADE REPLACEMENT:

Repeating a course under grade replacement may be an option if the course to be repeated was originally taken Fall 2005 or later. To be eligible for a grade replacement, submit a completed Grade Replacement Petition to the Student Enrollment office before the end of the first week of the semester. It is the student's responsibility to check with the appropriate academic department(s) to determine course eligibility for grade replacement (See Aims Policy 2-220 for further information).

INCOMPLETE GRADES:

A student who has satisfactorily completed at least 75 percent of the course but has, for good reason, been delayed in completing the remainder of the required course work may request an 'Incomplete' grade. Students must arrange the terms of an incomplete with their instructors, who will define the terms of and deadline for the incomplete grade on an Incomplete Grade Contract form. Instructors are not obligated to allow a student to enter into an incomplete grade contract. If an Incomplete is approved, the student does not re-enroll in the class for the next term, nor is the student considered to be enrolled in the course the next term. It is an agreement to complete the missing assignment(s), and failure to do so will result in the final grade of "F." (See Aims Policy 2-200 and Procedure 2-250C.)

LEARNING OBJECTIVES:

Learning objective statements outlined in the instructor's syllabus specify the student achievement expected upon completion of the particular course. Learning objectives create a measure to assess a student's achievement or attainment of necessary knowledge or skills.

(See www.aims.edu/about/learning-college/).

LIBRARY:

The Kiefer Library offers services on all campuses that include book check-out, reserve textbook check-out, reference services, and off-campus online research databases. The Greeley Campus library is located in the Learning Commons, on the 2nd floor of the College Center. For assistance with library services, please contact the library staff via telephone at 970-339-6458 or email at reference@aims.edu.

PREGNANCY AND CHILDBIRTH:

Aims Community College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing accommodations are encouraged to seek accommodations as early as possible by filling out the Pregnancy & Childbirth Accommodations Request form located at <https://bit.ly/2OiWmQo>. They may also contact the Title IX (9) Office at 970-378-3587 or titleix@aims.edu.

STUDENT CONDUCT:

Please note a complete copy of the Student Code of Conduct can be found at www.aims.edu/student/conduct/. Each student is responsible for contributing to a positive learning environment in classroom situations. Because respect for the learning process is critical, no behavior that disrupts another student's ability to learn will be tolerated. Students who conduct themselves contrary to the best interest of the class as a whole may be referred to the Dean of Students for disciplinary action. Violations of the Student Code of Conduct may result in disciplinary measures up to and including expulsion from the College (See Aims Policy 5-601 and Procedure 5-601A).

TECHNICAL SUPPORT:

Students with difficulty accessing myAims, in an online course, or computer configuration for the Aims website may contact Technical Support by calling 970-339-6380 or emailing the helpdesk@aims.edu.

TESTING CENTER:

Please visit the following website for information on testing center hours: www.aims.edu/student/testing/

TURNITIN:

Any and all written work submitted in a course may be submitted to Turnitin.com or a similar detection program for evaluation of the originality of a student's work as well as proper use and citation of sources. Such software programs have the educational purpose of ensuring the integrity of submitted student work. Work submitted to Turnitin.com will be included as source documents in a restricted access database owned by Turnitin.com solely for the purpose of detecting possible plagiarism of such documents. By registering for this course at Aims, the student agrees that all assignments may be subject to the form of originality review mandated by the instructor. A paper not submitted according to the procedures and format set by the instructor may be penalized or may not be accepted for credit towards the student's grade. No work created for another class or project shall be submitted to another course for a grade without the prior consent of the instructor. (See Aims Procedure 5-601E).

TUTORING:

Drop-in, individual, and guided study group tutoring is available to currently enrolled Aims students. For available subjects, hours, and additional questions, please call 970-339-6541 for Greeley, 970-667-4611 ext. 3304 for Loveland, and 303-718-5905 for Fort Lupton services. Also, please visit the Tutoring & Supplemental Instruction website at <https://www.aims.edu/student/learning-commons/tsi/index.php> for current information about drop-in, individual, group, and online tutoring.

The Computer Learning Lab staff provide assistance in various disciplines, including CIS, Business Technology, Graphics Technology and various programming languages. There are a large number of computers loaded with current software available for student use. Please visit the Computer Learning Lab website at <https://www.aims.edu/student/learning-commons/complab/index.php> for additional information.

WITHDRAW "W" GRADE:

A "W" grade indicates a student's withdrawal after the point marking 15% of the course (the drop/refund deadline) and before the point marking 75% of the course. After the 75% point, students may no longer choose to withdraw from a course, and faculty will either assign the grade earned or complete an "Incomplete" contract with the student. An Incomplete will be assigned only under extraordinary circumstances and is left to the discretion of the instructor. (See Aims Policy 2-200.)

DISCLOSURE STATEMENTS

COPYRIGHT AND PEER-TO PEER FILE SHARING

Aims Community College will observe all copyright and intellectual property laws. Students who violate copyright and intellectual property laws will be subject to disciplinary measures and/or referred to law enforcement authorities. Illegal downloading and distribution of copyrighted material, including Peer to Peer file sharing, even if inadvertent, holds the risk of significant penalties beyond sanctions for violation of College policy and regulation.

Under federal law, a person found to have infringed upon a copyrighted work may be liable for actual damages and lost profits attributable to the infringement, and statutory damages from \$200 up to \$150,000.

Aims Community College supports the responsible and good faith exercise of fair use of copyrighted materials. The College provides information and resources about copyright law, the rights of copyright holders, and the exercise of fair use. Students have an obligation to make informed and responsible decisions regarding their use of copyrighted materials, including downloading and peer to peer file sharing, and are obligated to comply with copyright law.

For more information about copyright visit:
<https://www.aims.edu/kieferlibrary/copyright.php>

VACCINATIONS

Aims Community College does not require vaccinations for general admission to the college. However, vaccinations may be required for admission to a specific class or program. Students are responsible for determining if their chosen class or program requires specific vaccinations for admission. Students may contact the appropriate department or access the Aims webpage for specific program and course requirements.

ACADEMIC PROGRAM IMPROVEMENT PROCESS

As an institution that focuses on the principles of high performance, learning-centeredness and continuous improvement, Aims has developed processes and guidelines to ensure academic programs are reviewed for improvement. Aims uses as diverse a picture of academic program performance as possible. Evidence is gathered from multiple sources of different types in order to determine data and information patterns for more reliable results in assessing a program's strengths and opportunities for improvement. Some of these sources of information include:

Internally created mechanisms, such as faculty evaluation performance plans, internal program reviews, observations of instruction, course/instructor surveys, program improvement surveys and plans, advisory committee evaluations and General Education Assessment Plans External surveys and reviews, such as the Survey of Entering Student Engagement (SENSE) and the College Survey of Student Engagement/Community College Faculty Survey of Student Engagement (CCSSE/CCFSSE), Colorado Community College external program review for Career and Technical Education programs College AQIP Action Projects (in particular those which focus on Student Learning)

After collecting information, the utmost priority is to use the information to ensure that academic programs assess for improvement and "close the loop" so that trends and concerns are addressed, and action is taken to drive the changes necessary for improvement. Follow-up actions are also monitored and assessed for effectiveness, creating an effective review cycle.

STUDENT RESOURCES

[Aims Resources](#)
[Substance Use](#)
[Food Insecurity](#)
[Housing Insecurity](#)
[Mental Health Crisis Hotlines](#)
[Sexual Assault / Domestic Violence](#)
[Child, Youth & Family Services](#)

AIMS RESOURCES

Aims Student Counseling Services

Greeley Campus - 970-339-6436
Loveland Campus - 970-667-4611 x3306
Fort Lupton Campus - 303-718-5303
Windsor Campus - 970-339-6327

Arty's Pantry - 970-339-6501

Arty's Pantry provides all Aims students experiencing financial need and/or food insecurity with food, personal hygiene items, and school supplies. Located within the S.A.I.L. office, Room 131 of the College Center on the Greeley Campus, at the front desk on the Fort Lupton and Loveland campuses and the PSI front desk on the Windsor Campus.

Campus Safety & Security

Greeley Campus - 970-539-2171
Loveland Campus - 970-518-5137
Fort Lupton Campus - 303-591-3164
Windsor Campus - 970-744-0322 or 970-339-6544

Center for Diversity & Inclusion (CDI) - 970-378-3646 - www.aims.edu/student/diversity-inclusion/index.php

Interfaith Prayer and Meditation Room, Lactation Room, Student Conference and Study Room, Computer and Printer

Coordinated Assistance & Resource Education (CARE) - 970-339-6223 -

https://cm.maxient.com/reportingform.php?AimsCC&layout_id=1

CARE offers resources/referrals to students to better meet their needs and support them through life challenges and to graduation.

Disability Access Services (DAS) - disabilities@aims.edu

Pregnancy & Childbirth Accommodations -

https://cm.maxient.com/reportingform.php?AimsCC&layout_id=4

Report a Student Complaint or Concern - <https://cm.maxient.com/reportingform.php?AimsCC>

Student Activities, Inclusion & Leadership (S.A.I.L.) - 970-339-6501 - www.aims.edu/sail - The S.A.I.L. Office offers support and student growth experiences through a variety of educational, social and multicultural activities.

Student Emergency Fund (SEF) - www.aims.edu/student/conduct/student-emergency-fund - SEF is for one-time emergency financial assistance (up to \$599) for Aims students to meet an unexpected need.

Student Mediation, Assistance & Advocacy Program (MAAP) -
https://cm.maxient.com/reportingform.php?AimsCC&layout_id=2

Title IX (9) Coordinator & Student Equal Opportunity Officer - 970-378-3587 -
https://cm.maxient.com/reportingform.php?AimsCC&layout_id=3

SUBSTANCE USE

A New Perspective Counseling Center - Loveland - 970-461-0978

Certified Addiction Treatment for Substances - 970-351-0248

Colorado Treatment Services - 970-978-4386

Creative Counseling Services - 970-351-0248 or 970-663-2900 (Loveland office)

Fort Lupton Alcohol and Drug Abuse Treatment Services - 303-385-1095

InnerBalance Health Center - Loveland - 800-900-2252

Mountain Crest - Fort Collins - 970-207-4800

North Range Behavioral Health

Crisis line - 970-347-2120

Text "Talk" to 38255

Walk-In at 928 12th St. Greeley

SummitStone Health, Loveland

<https://www.summitstonehealth.org/>

(any mental health issue)

FOOD INSECURITY

Fort Lupton Food and Clothes Pantry - 303-857-1096

Fort Lupton Catholic Charities 303-857-0521

Food Bank for Larimer County 970-493-4477

Food Pantry at Faith United Church of Christ, Windsor - www.faithunitedchurchofchrist.com/food-pantry/

Immigrant and Refugee Center Food Truck - 970-352-7323

Loveland Community Kitchen - www.lovelandcommunitykitchen.org/

Loveland Vineyard Community Church Food Pantry - 970-667-8668

Weld County Catholic Charities

Day - 970-353-6433

Night - 970-353-3722

Weld Food Bank - 970-356-2199

HOUSING INSECURITY

137 Homeless Connection Loveland - 970-685-4173

House of Neighborly Service Loveland - 970-667-4939

Stepping Stones of Windsor - 970-686-2368

Weld County Guadalupe Center - 970-353-3720

Weld County Government - https://www.weldgov.com/departments/veterans_services/other_veterans_resources/shelter_housing

Weld County Transitional House - 970-352-3215

MENTAL HEALTH CRISIS HOTLINES

Colorado Crisis Services - 844-493-8255 or text "TALK" to 38255

National Association of Anorexia Nervosa and Eating Disorders - 630-577-1330

National Suicide Prevention - 1-800-273-8255

North Range Behavioral Health Crisis line - 970-347-2120

Planned Parenthood National Hotline - 800-230-PLAN (7526)

Suicide Hotline - 800-784-2433

The Trevor Lifeline (U.S. only) - 866-4-U-TREVOR or 866-488-7386

TransLifeline - 877-565-8860

SEXUAL ASSAULT DOMESTIC VIOLENCE

A Woman's Place 24/7 Crisis Line - 970-356-4226

24-Hour Rape Crisis Hotline - 970-472-4201

Sexual Assault Victim Advocate (SAVA) Weld County Office - 970-506-4059 or 970-472-4200

CHILD, YOUTH & FAMILY SERVICES

A Woman's Place 24/7 Crisis Line - 970-356-4226

North Range Behavioral Health Crisis Line - 970-347-2120
or text "Talk" 38255 or walk-in 928 12th St. Greeley

Weld Department of Public Health & Environment - Offers free health exams including breast and cervical health screening to eligible women.

Greeley - 970-304-6420

Longmont - 720-652-4238 ext. 5540