Student Services

STUDENT SERVICES

Student Services at Northeastern Junior College provides a variety of essential services, programs and learning support for all students and staff. Student Services provides the "out of class" support and personal, social environment to enhance academic and personal achievement. Student Services programs develop student access to programs of leadership, residence halls, athletics, intramurals, counseling and health services, financial assistance, student activities and student government. The college encourages and promotes participation and utilization of the following activities and services.

STUDENT SERVICE CAMPUS LOCATION/PHONE

Vice President Student Services:
Policy development, student judicial affairs, staff supervision, enrollment management. and student advocacy.
Hays Room 120, extension 6657

Activities:
Associated Student Government (ASG), Campus Activities (CAB), Senate, all student programs and campus activities.
Hays Student Center Room 132, extension 6655

Admissions:
New student admitting process, campus visits.
Hays Student Center Room 137, extension 7000

Counseling, Advising & Assessment:
Orientation, registration, career, personal, academic, social alternatives, assessment and advising.
Hays Student Center Room 132, extension 6657

Financial Aid:
Student financial assistance, scholarships, grants, loans, work study.
Hays Student Center Room 116, extension 6751

Food Service:
Contracted operation for cafeteria.
Hays Student Center, Pete's Retreat - snack bar
Phone - 522-9063

Residence Life:
Residence hall contracts, meal plans, room assignments, and residence hall activities.
Hays Student Center, Room 120, extension 6608

Intramurals:
Fall, winter, spring activities for all students.
Bank of Colorado Events Center, extension 6614

Records:
Registration/add/drop/withdraw of courses, grade processing, official transcript issuing, graduation/commencement, transfer credit evaluations, graduation evaluations, major changes.
Hays Student Center Room 116, extension 6700

Bookstore:
Textbooks, supplies, clothing, gifts
Hays Student Center Room 127, extension 6678

NJC
NORTHEASTERN
JUNIOR COLLEGE

To be Colorado's premier two-year college of choice through excellence in education.

RESIDENCE LIFE - HOUSING

Residence Halls

Each residence hall is under the leadership of a professional Residence Hall Director and a paraprofessional Resident Assistant staff. The staff is carefully selected and receives extensive training. Together they provide a living/learning community, whereby each resident has the opportunity to make new friends, grow individually, and receive support for their academic endeavors.

Residence Life Policy. All first-year students with fewer than thirty (30) semester credit hours earned are required to live in the residence halls for two semesters or until thirty (30) semester credits are earned. First-year students who are exempt from housing policy are:

1. Over twenty-one years of age
2. Married
3. Have minor dependent children
4. Commuting to NJC from a parent or grandparent's residence within a 60-mile radius.

Contract. The Residence Hall Contract, from the beginning date of the contract period, binds the resident to the length of contract selected; thirty-two (32) weeks required for first-year students and eight (8), sixteen (16) or thirty-two (32) weeks are optional choices for sophomore students. All students residing in the residence halls are required to purchase a meal plan in conjunction with the Residence Hall Contract. Students may choose between the following seven-day meal plans: ten (10) meals; ten(10) meals plus 100 flex points, fourteen (14) meals; fourteen (14) meals plus 75 flex points or nineteen (19) meals. Off-campus students may purchase meals daily or purchase a prepaid meal ticket.

Room Assignment Policy. All residents are required to pay a $125.00 room deposit, complete a contract to reserve accommodations and Colorado law requires college students born since January 1, 1957, to be immunized against measles, mumps, and rubella. All students, under the age of 19, must show proof of immunity if they attend a college or university with on-campus housing.

For all public or nonpublic postsecondary education institutions in Colorado, the state law requires that each incoming freshman student residing in student housing, as defined by the institution, or any student who the institution requires to complete and return a standard certificate indicating immunizations received by the student as a requirement for residing in student housing, be provided with information on meningococcal disease. If the student is under the age of 18 years, the student's parent or guardian must be provided with this information.

Each institution must require each new student who has not received a vaccination against meningococcal disease, or, if the new student is under the age of 18 years, the student's parent or guardian, to check a box and sign to indicate that the signer has reviewed information on meningococcal disease and has decided that the new student will not obtain a vaccination against meningococcal disease.

Returning residents are given first consideration in the room assignment process. New residents are assigned to rooms and halls according to the preferences on their application. All requests for specific room assignments will be granted on a first-come first-served priority. If the initial requested room/hall cannot be granted, the housing office will attempt to accommodate the student's second room/hall preference. Students in need of housing after all available rooms have been reserved will be placed on a "waiting list" and will be contacted as rooms become available. Priority will be given to students at the top of the waiting list without transportation.

Contract Release. The Residence Hall Contract is a legal and binding document for services rendered or reserved. The Department of Residence Life realizes, however, that circumstances may change once students move into the residence halls, and for this reason, the following guidelines will govern a contract release request:

- Medical: The student has developed a specific medical situation which prevents him/her from fulfilling the terms of the contract. A medical verification which specifically states the nature of the medical situation and why it contributes to the student's contract release request must be supplied by a health care professional (on doctor's letterhead with signature) and must accompany all requests for a release based on medical reasons.
- Financial: The student's financial situation has undergone an involuntary change which was beyond the control of the student when he/she first signed their Residence Hall Contract. For all financially related requests, the Financial Aid Office must supply a Student Financial Profile.
- Extenuating Circumstances: These include situations, other than financial or medical, which the student feels warrant a release from their contract. Examples of extenuating circumstances include an upcoming marriage, a counseling related issue, etc.

Students who move out without meeting with the Director of Residence Life & Student Activities, or without meeting the contract release guidelines will forfeit their damage deposit and one half of their housing fee. There will be <u>no</u> room refunds after eight weeks of the semester.

Refunds of Room Deposits. Housing deposits of $125.00 will be refunded only in accordance with the following procedure:

1. Full refund will be granted if notice of cancellation is postmarked and mailed to the NJC Department of Residence Life Office by July 1 for the fall semester.
2. Full refund for spring semester is allowed if the same procedure is followed on or before December 1.

Food Services. The college has one main cafeteria that seats three hundred diners with the option of banquet facilities up to four hundred and fifty in the Student Center Ballroom. The college contracts the operation of the food services to a private company; currently the vendor is Sodexo. Northeastern Junior College requires all student residents to contract for a meal or board plan while living on campus. Students can select from five meal plans to meet their individual dining needs as well as eat in Pete's Retreat, a fast food facility also under the food management contract.

Each student is issued a photo ID that has his/her meal plan encoded, the ID card gives the student access to the cafeteria for the meals selected. The cafeteria is open the days the residence

halls are open and closed for the major breaks such as between semesters and spring break.

The food service company strives to serve the student with a variety of menus, quality service and unlimited seconds for most meals. Special catering is available upon request for any location on campus. Purchasing food catering or food service from food vendors other than the contracted food service company is prohibited.

Academic Standard for Returning Residence Hall Students
Returning students wanting to reside in the residence halls must have at least a 2.0 CUM GPA. Incoming freshmen will have a year to show sufficient academic progress for continued residence on campus.

ASSOCIATED STUDENT GOVERNMENT

All students are encouraged to participate in student clubs and organizations for their personal growth and recreation. The Hays Student Center has student designated areas of: Legislative Chambers, Student Government Office, and various meeting rooms and lounges. Northeastern Junior College recognizes the satisfaction and the contribution to personal and social development, which come from participation in group activities outside the classroom. The central control system of student activities is placed in the hands of the students through their duly elected representatives in the Associated Students of Northeastern Junior College which includes all students and operates under a constitution adopted by students.

ASSOCIATED STUDENT GOVERNMENT (ASG)

Membership includes every member of the student body. Associated Student Government of Northeastern Junior College is headed by officers who are elected by the student body and functions through representatives of the academic divisions and chartered organizations. Any member of the Associated Students of Northeastern Junior College is welcome to attend the weekly meetings of ASG and may participate in the business meeting. ASG concerns itself with student affairs and campus life.

CAMPUS ACTIVITIES BOARD (CAB)

The Campus Activities Board is composed of representatives from all organizations on campus and is chaired by the second vice president of the ASG. This board correlates campus activities and allocates student activity funds set aside by Student Senate for campus life.

STUDENT SENATE

The Student Senate is composed of full-time students elected proportionally from the academic and occupational divisions of the college and headed by the first vice president of ASG. Its responsibilities include legislation concerning all students and allocation of student activity funds to Campus Activities Board for student activities and all other expenditures, including publications and special requests.

CONSTITUTION COMMITTEE

The College Constitution Committee rules on all questions concerning the student constitution and bylaws. The members are appointed by the President of ASG and confirmed by the Student Senate. Students also have an opportunity to participate in all-campus committees, which include students as voting members. Among these are the College Hearing Board, Academic Standards Committee and Food Service Committee. The organizations listed have been active in recent years. Interested students under authorized constitutional procedures may start additional organizations each year.

CHARTERED STUDENT ORGANIZATIONS

Aggies. (Post Secondary Agriculture Students) Contact Person: Kelly Huenink 521-6782/Larry Pollart 521-6640/Lisa Shinn 520-7458.
Ambassadors. Contact Person: Stephanie Weatherill; 521-6752.
Associated Student Government. Contact Person: David McNabb; 521-6655.
Auto Tech Club. Contact Person: Layton Peterman; 521-6794.
Book Club. Contact Person: Donna Brady-Lawler; 521-6725.
Business Club. Contact Person: Amanda Kerker; 521-6744.
Campus Activities Board. Contact Person: ASG 2nd Vice President; 521-6628.
Choir/Jazz Choir. Contact Person: Celeste Delgado-Pelton; 521-6754.
Cosmetology. Contact Person: Julie Rhine; 521-6734.
Criminal Justice. Contact Person: Jeff Schiel; 521-6629.
Crossroads. Contact Person: Kelly Huenink 521-6782
Diesel Power Club. Contact Person: Harv Rober; 521-6692.
Equine Club. Contact Person: Cole Briggs; 522-6913.
Farm Bureau (Collegiate). Contact Person: Mike Brownell; 521-6786.
Honors Program. Contact Person: Stanton Gartin; 521-6650.
Intramural Sports. Contact Person: Marci Henry; 521-6617.
LEARN. (Latino Network) Contact Person: Ronda Bowey 521-6620.
Livestock Judging. Contact Person: Ag Dept.; Randell Von Krosigk; 521-6638.
Math and Science Club. (AKA Outdoor Recreation) Contact Person: Dave Coles; 521-6753.
Music Groups. Contact Person: Celeste Delgado-Pelton; 521-6754.
New Voices Literary Magazine. Contact Person: Scott Thompson; 521-6705.
Nursing. (ADN) Contact Person: Julie Brower; 521-6707.
Nursing. (LPN) Contact Person: TBA
Outdoor Recreation. Contact Person: Dave Coles; 521-6753.
Peer Helpers. Contact Person: Steve Smith; 521-6657.
Phi Theta Kappa (PTK). Contact Person: Deb Walker; 521-6736.
Psychology Club. Contact Person: Scott Thompson ; 521-6705.
Residence Life. Contact Person: David McNabb; 521-6655.
Rodeo Club. Contact Person: Brian Cullen; 521-6609.
Senate. Contact Person: ASG 1st Vice President; 521-6627.
Students Over Traditional Age (SOTA). Contact Person: Cindy Carey; 521-6676.

INTRAMURALS

Intramural Sports. (Competition within the student body) are set up on a team, dual, and individual basis. They stress maximum participation, good sportsmanship, and freedom to choose activities.

Recreational Sports This area encompasses intramurals (competition within the student body), club sports (students organizing groups with specific interests), and special events (fitness week, swimming, bowling, mini-Olympics, skating, golf, etc.).

Intercollegiate Athletics : Men and Women

Varsity Sports. Varsity sports are coordinated by the Director of Athletics. Northeastern Junior College is a member of the Region IX of the NJCAA. Current major sports are women's volleyball, men's and women's basketball, baseball, women's softball, and men's soccer. Participants in these activities have an opportunity to develop athletic prowess, leadership ability, and skills in working with others in the accomplishment of a common goal.

COUNSELING/ASSESSMENT/ ADVISING SERVICES

COUNSELING

The college recognizes that all students encounter numerous challenges and adjustments upon attending college that will require information, support and assistance for successful problem resolution. The Counseling/Assessment Services offered at NJC give every student various opportunities to receive counseling that may deal with personal, social, educational, and career information and problem solving. Counseling is provided to students on a voluntary basis, by referral and to students in special categories. All counseling and test results are kept confidential.

Newly admitted students are strongly encouraged to meet with one of the counselors at NJC regarding their educational and career plans as part of the admissions process.

Nontraditional Student Program. This program provides both individual and group counseling assistance for adults seeking further training and education. Career assessment and planning as well as help with job search techniques are available. The unique issues and concerns of an adult returning to school can be addressed on an individual or group basis. This office uses an active referral/information network on campus and in the community to serve the needs of the nontraditional student.

Credit for Prior Learning. Students seeking credit for Prior Learning must contact a Counselor for a preliminary assessment and information on methods/ standards for awarding credit.

Personal Counseling. Professional counselors are available to assist students who are confronting adjustment challenges and personal problems.

Career Counseling. Assistance is provided to students in further exploring and clarifying career direction, gaining skills and realistic information for career/life goal setting. The community citizen, not enrolled, but wishing assistance in changing careers and planning future career changes, is encouraged to use this service.

Academic Advising. An all-campus program of academic advising by individual faculty members is supported through Counseling Services. Information on course credits, transfer requirements and college graduation requirements can be obtained by talking with a counselor or the full time academic advisor.

Referrals to Counseling. Counseling typically is based on self-referral but visible problems that arise which need immediate attention may prompt referrals for counseling intervention. Common problem areas include academic probation, social probation, excessive absence, withdrawal from college, suspension and readmission, and residence hall staff and faculty concerns over a student.

Drug/Alcohol Prevention Programs. The counseling office coordinates proactive prevention/educational activities for the campus.

Academic Counseling. Counselors make contact with students to provide academic and personal support in several ways. The week after midterms each semester, the counselors receive a list of students with low grades and general reasons. These students are contacted individually for counseling and individual help. Academic probation students meet to develop academic improvement plans.

Registration/Orientation Programs. Registration programs offer the new student and family information regarding college courses and requirements, student service organizations, the academic advising process, and the opportunity to register for classes. New students are invited to registration dates in May, June, July, and August.

Fall orientation activities involve small group discussions regarding information about the campus and college life and other opportunities that help new students acclimate to campus and prevent problems for the student.

BEHAVIORAL INTERVENTION TEAM

The Northeastern Junior College Behavioral Intervention Team is a trained group of caring NJC faculty and staff professionals who meet regularly to support our students via an established protocol. The team tracks "red flags" over time, detecting patterns, trends, and disturbances in individual or group behavior. The team receives reports of disruptive, problematic or concerning behavior or misconduct (from faculty & staff members, students, community members, freinds, etc.), conducts an investigation, performs a threat assessment, and determines the best mechanisms for support, intervention, warning/notification and response. The team then activates the resources of the college and/or the community and coordinates follow-up. BIT is a specific model that has no parallel. The NJC BIT is made up of the following campus personnel: Steve Smith, Vice President of Student Services; Cindy Carey, NJC Counselor; Scott Thompson, Liberal Arts Division Chair & Psychology Instructor; Misti Pierce, Director of Academic Support Services; and David McNabb, Director of Residence Life & Student Activities. For more information call Steve Smith, Vice President of Student Services, at 970-521-6657.

PEER HELPING

The NJC Peer Helpers provide two main services for the student body. First, they are trained to help students with everyday personal and adjustment to college life problems. Secondly, they present educational programming on healthy lifestyle issues. New members are selected at the beginning of each fall semester. Additionally, the members receive one credit per semester for PSY 175, and a scholarship stipend. Students interested in this program can request an application in HSC 132.

OMBUDSPERSON

Purpose: to resolve problems that students at NJC have been unable, for any reason, to resolve through normal channels. This program offers alternatives for resolution of conflicts and problems before they must be dealt with in the judicial system. Conflicts between students and faculty/staff sometimes escalate due to the fact that the normal channels of redress will eventually lead back to the party with whom the student were in conflict. Only the confidential intervention of the Ombudsman can give the students the opportunity to express their concerns outside the loop of authority with which they were unccomfortable and not fear reprisal.

CONCURRENT ENROLLMENT FOR HIGH SCHOOL STUDENTS

Northeastern Junior College's Concurrent Enrollment Program allows high school students to concurrently enroll in college courses. High school students earn both high school and college credit. Students must be approved by their high school for enrollment into concurrent enrollment courses. Guidelines for student eligibility include:

1. Demonstration of readiness to take college courses by means of acceptable ACT, SAT or Accuplacer scores.
2. Demonstrate through previous high school work of the skills/knowledge necessary to be successful in the concurrent enrollment course.
3. Completion of all high school and college prerequisites.

School districts will pay tuition for concurrent enrollment courses. Please check with your local school district regarding the policies they may have for tuition reimbursement.
Concurrently enrolled students and their high school advisor will need to work with NJC to develop a postsecondary educational plan.
All courses administered through NJC's concurrent enrollment program conform to college academic standards of rigor and Colorado Community College System (CCCS) curriculum outcomes.
Concurrent enrollment courses can be applied towards a degree/ certificate at NJC or can be transferred to another college or university.
For more information about NJC's concurrent enrollment program, contact Extended Studies at 970-521-6600 or visit www.njc.edu

Recertification Courses
Recertification Courses are available for students to enhance knowledge and proficiency, meet industry requirements, and promote workforce development.

ASSESSMENT

ADMISSIONS ASSESSMENT

ACCUPLACER (Basic Skills Computer Adaptive Test)
ACT and ACCUPLACER are information tools used for mandatory course placement for success decisions at NJC.

NJC follows the Basic Skills Assessment Policy as set forth by the State Board for Community Colleges and Occupational Education. This policy provides for the basic skills assessment in reading, writing and mathematics of first-time undergraduate students within the state system of community colleges. Students who are assessed and who do not meet basic skills standards are responsible for taking appropriate basic skills instruction with their first 30 credit hours of instruction.

For additional information on assessment or for information about exemptions to the assessment requirement, call the NJC Counseling & Assessment Office at 521-6657.

OTHER ASSESSMENTS AND INTERPRETATION

There are a variety of assessments available upon request to assist students or community members in personal, social, career and academic decisions. Some common types of batteries are: interests, aptitudes, personality traits, values, directed job search. All assessments administered are scheduled for interpretation and counseling follow-up. The counselor assists enhancing the student's self-awareness and facilitates decision-making/goal-setting.

Credit for Prior Learning Assessment. National standardized placement tests such as College Level Examination Program (CLEP), Advanced Placement Program (CEEB), and other nationally recognized testing, training, licensing and certification programs are offered to be used in assessing levels of knowledge, skills and competencies of the student. The student can receive credit from NJC by submitting evidence of successful levels of competency as determined by the college.

Other Tests. Various testing services are offered including Automotive Service Excellence (ASE), Nursing (AT1 TEAS) and National Registry for EMT (NREMT) for specific populations.

CAREER LAB

The Career Lab, in Hays Student Center, Room 132, is located within the Counseling Services facility. This lab houses excellent, up-to-date resources on occupational information, preparation programs and job seeking skills. All students are encouraged to take advantage of this valuable information in their process of career decision making. Those who are undecided/unsure about selection of education programs and job opportunities in various fields should make an appointment with one of the counselors for assistance with their career planning.

Self-Awareness. To aid in a student's self-assessment for career planning several computerized career exploration systems are available. A variety of vocational interest inventories, aptitude or ability tests, work value and personality inventories, and various self-assessment strategies can be taken. Assistance from a counselor is given as the student progresses through exploration of self as relating to careers.

Career Exploration. The occupational information in the Career Lab includes written and computerized career reference systems including relevant Internet sites. Decision-making, goal setting and financial aid resources are available. Materials are available in English and Spanish.

Educational and Program References. Transfer guides are found on college or university websites. Materials about many out-of-state colleges and programs, as well as transfer and scholarship information, are located in the Counseling Office.

Job Search Skills. Assistance for the development of job search skills regarding job applications, resume writing and interview skills are available to all students. Resources include books, DVD's, software programs, regularly scheduled workshops and on-line resources.

Self-Help. This area contains books and miscellaneous material all of which relate to problem solving and personal adjustment topics. Organized informational programs and support groups are offered to enhance student development.

Drug and Alcohol Education Component. These materials are designed to educate and give information related to drug and alcohol use and abuse.

HEALTH SERVICES

The Family Care Clinic serves NJC students. It is located at 615 Fairhurst in Sterling. The Clinic is fully staffed and provides front line health care. Full-time students (12 credit hours or more) may be seen by staff without charge. Other minimal fees are assessed to all patients to cover the cost of materilas such a strep screening, urine screening, any lab procedures and supplies, such as braces, condoms, bandages, etc.

COMPREHENSIVE LEARNING CENTER

The Comprehensive Learning Center (CLC), located on the first floor of Monahan Library, meets the individual academic needs of any Northeastern Junior College student. The CLC staff is committed to the success of each and every student regardless of major or subject area.

The CLC provides academic and personal support services to approximately 1,300 students each year, including preparatory classes, workshops, study groups, personal tutoring, accommodations for disabilities, adult basic education, general equivalence diplomas and English as a Second Language instruction.

A full-time, professional staff provide a friendly atmosphere where students can work one-on-one and in small groups to help students achieve the best possible academic performance. Professional Instructional Specialists tutor students in all majors for virtually all courses offered on the NJC campus. Student Learning Assistants, selected for their high grade point averages and demonstrated academic performance in their majors, provide high-quality tutoring services from a student-to-student point of view.

PERSONAL TUTORING

Personal tutoring may be scheduled with either Instructional Specialists or Learning Assistants. Tutoring appointments typically run 30-50 minutes and focus on course subject matter, test preparation, and study skills. Surveys show that students consider tutoring a key to academic success. Like study groups, personal tutoring is based upon student preparation for each session and active student participation. Personal tutoring has enhanced students' success in upper-level courses including biology, chemistry, and advanced mathematics. Students may make tutoring appointments in person or by calling the learning lab. One-time and permanent appointments are available.

STUDY GROUPS

When several students in the same class request academic assistance, Instructional Specialists and Learning Assistants form small study groups. The groups may meet occasionally—just before exams and major assignments— or on a regular, weekly basis. The study groups require that students prepare for each session (completing reading assignments or textbook exercises) and participate in discussions. Historically, study groups have greatly enhanced student success in challenging subjects such as sociology, psychology, and algebra.

WORKSHOPS

Workshops, offered in the Comprehensive Learning Center, residence halls and classes at faculty members' requests, provide students opportunities to learn strategies for time management, test taking, memory improvement and other topics, such as resume writing and decision-making.

PLACEMENT FOR SUCCESS

Northeastern Junior College has adopted the Placement for Success program which strives to ensure that all NJC students are placed in classes appropriate to their skill level. NJC utilizes the Accuplacer computer program to assess students reading, writing and mathematics competence.

This system is especially important to the Counseling & Advising Office because Accuplacer results often place students in the developmental English, Math and Reading courses listed below.

DEVELOPMENTAL CLASSES

These courses are designed to prepare students to succeed in all areas of their studies during their time at NJC and beyond:

AAA 50 Semester Survival
AAA 109 Academic Achievement Strategies

CCR 91 Composition and Reading Lab (begins Spring 2014)
CCR 92 College Composition and Reading (begins Spring 2014)
CCR 93 Studio D (begins Spring 2014)
CCR 94 Studio 121 (begins Spring 2014)

ENG 30 Basic Writing Skills
ENG 45 Academic Writing Preparation (begins Fall 2014)
ENG 60 Writing Fundamentals
ENG 90 Basic Composition

MAT 25 Algebraic Literacy Lab (begins Spring 2014)
MAT 30 Fundamentals of Mathematics
MAT 45 Compressed Pre-Algebra with Basic Mathematics
MAT 50 Quantitative Literacy (begins Spring 2014)

MAT 55 Algebraic Literacy (begins Spring 2014)
MAT 60 Pre-Algebra
MAT 90 Introductory Algebra
MAT 91 Applied Quantitative Lab (begins Spring 2014)
MAT 92 Quantitative Lab (begins Spring 2014)
MAT 93 Algebra Lab (begins Spring 2014)
MAT 96 Combined Introductory & Intermediate Algebra
MAT 99 Intermediate Algebra

REA 30 Basic Reading Skills
REA 45 Accelerated Preparatory Reading (begins Fall 2014)
REA 60 Foundations of Reading
REA 90 College Preparatory Reading

Credits earned in developmental courses do not count in the calculation of the academic grade point average or toward transfer degree requirements and must be taken in excess of required credits. These credits are, however, used to qualify for fulltime student status, financial aid and athletic eligibility.

The Colorado Community College System will be transitioning to new developmental education courses during the 2013-14 academic year. NJC will implement some of the new courses during the Spring 2014 semester.

CCR 91 Reading & Composition lab
CCR 92 College Reading & Composition
CCR 93 Studio D
CCR 94 Studio 121
MAT 25 Algebraic Literacy lab
MAT 50 Quantitative Literacy
MAT 55 Algebraic Literacy
MAT 91 Applied Quantitative lab
MAT 92 Quantitative lab
MAT 93 Algebra lab

READING LAB

The CLC is home to NJC's reading program. The Reading Specialist has designed a combination of traditional class sessions and technology-based learning opportunities to prepare students for success in all their courses.

NJC faculty members have designated certain courses as reading intensive, requiring a high level of reading skill. Research conducted by the CLC shows that students have a substantially better chance of success in these classes when they read at an appropriate level. The reading intensive courses include: Animal Sciences, Intro to Business, Astronomy I & II, General College Biology I, English Composition I & II, General Psychology I & II, Human Growth & Development, and Intro to Sociology I & II. A complete list of the classes is available in the CLC or in the semester class schedule. Students are advised to take these classes only if their Accuplacer reading scores are appropriate, or if they have completed their required CLC reading courses.

MATH LAB

The Math Lab provides all classroom instruction for MAT 30 and MAT 60 students based on a self-paced individualized learning model. Students will work independently on assignments, signaling instructors or tutors when they have questions. An Open Lab staffed by professional tutors will be available one afternoon/evening per week, where students can receive tutoring or take tests. Students move immediately and seamlessly to MAT 60 upon completion of MAT 30.

The Math Lab model will provide individualized attention to specific learners' difficulties, multiple opportunities to pass exams, alleviate math anxiety for students who feel pressured to "keep up", and an opportunity for motivated students to move quickly through both courses.

ACCOMMODATIONS FOR DISABILITIES

Northeastern Junior College is committed to serving students with disabilities. The CLC's Transition Specialist works with students to document their disabilities and make accommodations so that students can pursue their chosen program of study. Students who have received special services for disabilities during their K-12 school years or at other institutions are strongly encouraged to contact the CLC.

Students must take two critical steps to receive accommodations for disabilities: 1) identify themselves as disabled students, and 2) provide documentation of their disabilities. To complete these steps, students should contact the Transition Specialist at 970-521-6727.

ADULT BASIC EDUCATION AND HIGH SCHOOL EQUIVALENCY DIPLOMAS

Adult Basic Education (ABE) is available to anyone 17 years of age or older who is not enrolled in another another school under the department of education. ABE guides students in the development of their skills in reading, writing, mathematics, social studies and science and prepares them to test for the General Education Development (GED) diploma.

Students begin a program of study leading to GED completion by attending an assessment and orientation program that places them at the appropriate beginning academic level. The length of time to GED completion varies from student to student. Students utilize traditional classroom and individualized instruction.

The CLC's Adult Basic Education program is also designed to assist students in making the transition from GED completion to enrollment in degree or certificate programs at NJC. Contact 970-521-6793.

GED (HIGH SCHOOL EQUIVALENCY DIPLOMA)

The GED Assessment Center, located in Knowles Hall, serves as an authorized center for the High School Equivalency Diploma Test for Northeast Colorado. Satisfactory scores on the GED tests will be accepted as the equivalent of the high school diploma.

ENGLISH AS A SECOND LANGUAGE

English as a Second Language (ESL) classes are available to students whose first language is not English. In small groups, students learn to speak, read and write English. Students learn by conversation with their instructors and one another, by writing, and with the assistance of computer programs designed to help students acquire written English skills.

A language skills assessment places students in beginning, intermediate and advanced ESL courses that are taught by experienced ESL instructors. Students from countries all over the world are enrolled in ESL classes, and instructors strive to create

an inviting, comfortable environment in which to learn.

In addition to English language skills, students may also pursue GED completion and transition to NJC certificate and degree programs.

MONAHAN LIBRARY

The Monahan Library, located in Knowles Hall, houses a comprehensive collection of approximately 35,000 published and recorded items to help students complete assignments and expand their educational opportunities. These materials include books, DVDs, videotapes and compact disks, pamphlets, microforms, and various full-text online databases. The library subscribes to 263 periodicals, including local and regional newspapers. A computer lab with Internet access, word processing and other software packages is also available for student use.

The Monahan Library provides a computerized online catalog which can be accessed via the NJC web page. Patrons can access the Monahan Library's online catalog via the NJC web page. Material not owned by the Monahan Library can be ordered electronically through interlibrary loan. Periodical articles are generally procured overnight using current document delivery technologies. In addition, courier deliveries provide expedient shipment of interlibrary loan books and other materials from surrounding libraries.

Library staff members are available for reference assistance. Specialized library instruction and general tours are provided to college and area K-12 classes upon request. Library staff also works very closely with CLC staff to facilitate learning resources and services.

THE STUDENT JUDICIAL SYSTEM

PHILOSOPHY AND RATIONALE

All students at Northeastern Junior College have equal rights and privileges as accorded by the State of Colorado. All student policies and residence hall policies are in the Student Handbook and all academic policies are in the College Catalog. All students have the responsibility to abide by all policy so stated in the handbook and catalog. All students should have copies of these publications and become familiar with their rights and privileges as well as their responsibilities.

Students at Northeastern Junior College will be treated with fundamental fairness in all academic and judicial processes that involve college policy. When a student enrolls at Northeastern Junior College a contractual agreement is made by the student and by the college. The college agrees to maintain and follow all policy and procedure as stated and will provide the academic requirements the student seeks. The enrolled student also agrees by enrollment to abide by college policy and procedure, and the college will insure such policy and procedure is interpreted and enacted with fundamental fairness or the right of due process. All students have fundamental rights as stated in the Declaration of Student Rights.

The, as the chief judicial officer of the college, will insure all student rights are protected and student policy is interpreted and implemented fairly. All jurisdictional decisions and action taken by the and all student hearings will be based upon policy in the College Catalog and the Student Handbook. The student judicial process, to include due process, procedures, communication, hearings and appeals will be enacted fairly for all students.

DECLARATION OF STUDENT RIGHTS

Consistent with properly adopted and disseminated policies and procedures and with applicable law, and in consideration of students' joining together in this community, the college and its representatives will seek to ensure the following rights for all students. These rights carry with them duties and responsibilities. To protect and preserve the rights of others in the college community, they are therefore subject to those restrictions defined by law, and the enforcement of college policies and procedures and of agreements entered into freely.

a. **Expression and Inquiry**
   Every student has the right to freedom of opinion and expression on all subjects and is individually responsible for the consequences of any abuse of these freedoms. No student shall be prevented from exercising his or her right of self-expression or inquiry. The rights include the freedom to hold opinions without interference, to seek, receive and impart information and ideas orally, in writing, in print, and in the form of art, or through any chosen medium.
b. **Participation, Association and Assembly**
   Every student has the right to participate freely in intellectual, cultural, and political life of the college community, to enjoy the fellowship of his/her colleagues, and to assemble peaceably and associate.
c. **Thought, Conscience and Religion**
   Every student has the right to freedom of thought, conscience and religion. This right includes the freedom to manifest one's religion or belief in discussion, practice, worship and observance, either alone or in community with others. No student shall be harassed or molested on account of his religious persuasion, profession, or practice, but may not under color of religion disrupt the order or safety of the campus community or infringe upon others civil or religious rights. No student may be compelled to attend or prohibited from attending any religious service or observance.
d. **Privacy, Autonomy, Personal and Intellectual Security**
   All students have the right to be secure in their persons, dwellings, papers, communications, and effects. No student shall be subjected to interference with his/her privacy in the family, in the home, or in the autonomy of choice in consensual intimate relations or in any private matter relevant to the personal identity and well being of the individual. Every student has the right to protection of the moral and material interests resulting from any scientific, literary, or artistic production of which he/she is the author. No student shall be denied the right to take all reasonable and proportionate measures to protect his/her person.
e. **Discipline and Due Process**
   In all disciplinary (judicial) proceedings, students shall have the right to be informed of the accusation, to receive

promptly a copy of the complaint, and to have access to relevant material to be introduced in order to guarantee the ability to prepare a defense. They shall have the right to be assisted without prejudice by an advisor, to have access to procedures for securing the appearance of reluctant as well as friendly witnesses, to examine all witnesses in disciplinary (judicial) hearings, and to receive a timely and impartial proceeding. No student may be compelled to testify against him or herself, although a negative inference may be drawn from any person's failure to respond to relevant questions in a judicial setting.

f. Equality of Rights and Equal Protection
Equality of rights and equal protection under the rules and regulations of the college shall not be abridged or denied because of race, color, creed, sex, martial status, personal appearance, age, national origin, political affiliation, physical or mental handicap, relationships, citizenship or lineage, sexual orientation, other personal beliefs and associations, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution.

g. Other Rights
This enumeration of rights shall not be construed so as to deny or disparage other rights held by students.

DIVERSITY/NON-DISCRIMINATION

Our Commitment to Diversity - Northeastern Junior College works to foster a multicultural environment. We believe that a diverse college population provides all students opportunity to learn from a wide varety of people. This diversity adds an important and valuable dimension to the college experience that helps students succeed in the larger world.

Policy of Non-discrimination/accommodations - NJC is an equal opportunity educational institution and does not discriminate on the basis of race, color, national or ethnic origin, religion, age, gender or sexual orientation. Our programs, activities, and employment are in accordance with the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act of 1990.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in college programs, services or activities, please contact the Director of the Comprehensive Learning Center at 970-521-6679.

The college takes a leadership role in demonstrating the productivity of a thriving multi-cultural society and actively engages in a policy of nondiscrimination. NJC acts vigorously to address acts of discrimination and promotes equal opportunity and treatment.

CODE OF STUDENT CONDUCT

a. Rationale
The Student Code of Conduct's primary purpose is the basis for the student judicial process that protects the rights of all students and protects the campus community. Consistent with this purpose, reasonable efforts will be made to foster personal and social development of those students who are held accountable for violations of this code, student policy and academic procedures.

b. Definitions

1. The term "faculty member" means any person hired by the college to conduct classroom activities.
2. The term "institution" and "college" means Northeastern Junior College, Sterling, Colorado.
3. The term "college official" includes any person employed by the college performing assigned administrative or professional responsibility. The term "impartial decision maker" refers to the individual/committee designated by the college president to hear student disciplinary appeals.
4. The term "student" means a person taking or auditing courses in a college course, on or off campus, full or part-time.
5. The term "member of the college community" includes any person who is a student, faculty member, college official or any other person employed by the college.
6. The term "organization" means a number of persons who have complied with college requirements for registration or are chartered student clubs with Associated Student Government.
7. The term "group" means a number of persons who are associated with each other and who have not complied with college requirements for registration as an organization.
8. The term "chief judicial officer" means the authorized college official assigned to administer the Student Code and the imposition and monitoring of sanctions, this usually is the Vice President of Student Services.
9. The term "judicial body" or "hearing board" means any person or persons authorized by the chief judicial officer (Vice President of Student Services) to determine whether a student has violated the Student Code and to recommend imposition of educational sanctions.
10. The term "day" refers to a calendar day unless otherwise noted in any communication. The term "workday" is sometimes used to set parameters for appeals and resolution of cases. These are actual days that the institution is open for business.
11. The term "policy" is defined as the written regulations of the college as found in the Student Code, the Student Handbook, the Residence Life Handbook, and the College Catalog.
12. The term "sanctions" refers to the assigned consequences of a violation of the Student Code of Conduct; these consequences range from educational performance activities to suspension from college.
13. The term "notice" refers to the written communication from a college official to an enrolled student regarding academic or educational decisions of the college. A notice is considered served when given by personal delivery or by certified mail to the last known address filed with the college. If notice is mailed, the student is given three (3) additional days to respond.
14. The term "cheating" includes, but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence upon the aid or sources beyond those authorized by the instructor

in writing papers, preparing reports, solving problems, or carrying out other assignments; or 3) the acquisition (without permission) of tests or other academic material belonging to a member of the college faculty or staff.

15. The term "plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use by another person or agency engaged in the selling of term papers or other academic materials.
16. The term "aggravated violation" means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a threat to the stability and continuance of normal college sponsored activities.
17. The term "distribution" means sale or exchange for personal profit.
18. The term "reckless conduct" means action or conduct by any member of the college community which creates a clear risk of harm to persons or property, or would disrupt the lawful activities of others, including studying, teaching or any other college work or college sponsored activity.
19. The term "college premises" means buildings or grounds owned, leased, operated, controlled or supervised by the college.
20. The term "weapon" means any object or substance designed to inflict a wound, cause injury or incapacitate, including but not limited to, all firearms, pellet guns, switchblade knives, knives with blades five or more inches in length, and chemicals such as "Mace" or tear gas. Common objects not designed or intended as a weapon but used in a harmful and threatening manner can be considered a weapon, i.e. baseball bat.
21. The term "college sponsored activity" means any activity on or off campus, which is initiated, aided, financed, authorized or sponsored by the college.
22. The term "abusive speech or writing" means speech or other means of communication that:
    a. Is intended to insult or stigmatize an individual or a small number of individuals based upon their sex, race, color, handicap, religion, sexual orientation, or national/ethnic origin.
    b. Is addressed directly to the individual(s) whom it insults or stigmatizes.
    c. Makes use of insulting or fighting words or symbols. Fighting words are those which by their very utterance inflict injury or tend to incite immediate breach of the peace, and are commonly understood to convey direct or visceral hatred or contempt for persons on the basis of sex, race, color, handicap, religion, sexual orientation, or national/ethnic origin.
23. The term "student harassment" means an unwelcome verbal or physical or discriminatory act specifically directed toward an individual student with the intent to cause emotional or physical distress, or to influence, control or intimidate that student.

PROSCRIBED CONDUCT

A. Jurisdiction of the College

The Student Code of Conduct generally pertains to student conduct on the college premises and conduct off-campus involving college sponsored and college sanctioned activities and any off-campus conduct for an enrolled student that adversely affects the educational interests of the any student, the staff, the college and the community.

B. Conduct - Rules and Regulations

Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

1. Academic Misconduct:
   Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Northeastern Junior College disciplinary procedures.
2. Disruptive Behavior:
   Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.
3. Deceptive Acts:
   Engaging in deceptive acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.
4. Conduct that is Detrimental to College or to Safety:
   Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the NJC Vice President of Student Services or designee. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.
5. Physical/Non-physical Abuse:
   - Physical abuse or conduct that threatens or endangers another person's health or safety.
   - Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
   - Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
6. Harassment and/or Discrimination:
   Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.
7. Sexual Misconduct
   Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. (See SP 4-120a for more information: http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf)

8. Weapons:
   Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others. (See SP 19 CCCS President's Procedure on Violence and Firearms on Campus.)
9. Narcotics/Alcohol:
   Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.

Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and or any function authorized or supervised by the college and/or in state owned or leased vehicles.

10. Dress & Hygiene:
    Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.
11. Leaving Children Unattended:
    Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.
12. Violation of Laws, Directives, and Signage:
    - Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
    - Violations of college traffic and parking rules, regulations, or signage.
    - Damage to or falsely using fire alarms and/or fire extinguishers.
    - Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
    - Violations of college policies, protocols, procedures or signage.
13. Illegal Gambling:
    Participation in illegal gambling activities on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.
14. Unauthorized Entry and/or Unauthorized Possession:
    Entry into, or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.
15. Unacceptable Use of College Equipment, Network or System:
    Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individuals account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.
16. Unauthorized Pets/Animals:
    Possession of any unauthorized pet or animal, excluding trained service animals and/or assistance animals while on college-owned or college-controlled property.
17. Tampering with Student Organization, Election, or Vote:
    Tampering with the process of any college recognized student organization, election or vote.
18. Group or Organization Conduct:
    Students who are members of a college recognized student organization or group and commit a violation of SCOC may be accountable both as an individual and as a member of the student organization.
19. Abuse of the Student Disciplinary and/or Grievance Procedure:
    Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:
    - Disruption or interference with the orderly conduct of the student disciplinary / grievance procedure.
    - Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
    - Attempting to discourage an individual's proper participation in, or use of, the student disciplinary / grievance procedure.
    - Attempting to influence the impartiality of a participant and/or the student disciplinary / grievance procedure.
    - Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary / grievance procedure.
    - Failure to comply with directives and/or sanctions imposed under student disciplinary / grievance procedure.
    - Influencing or attempting to influence another person to commit an abuse of the student disciplinary / grievance procedure.
    - Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary / grievance procedure
20. Any act or omission committed on or off campus that constitutes a serious criminal offense. A serious criminal offense is hereby defined as being an action which is a felony under Colorado law and which indicates that the student constitutes a substantial danger to the safety or property of the college or members of the community.
21. Unauthorized Entry into College Events:
    Entering or attempting to enter any college-sponsored activity without proper credentials for admission.

Please note: In most circumstances, college will treat attempts to commit code of conduct violations as if those attempts had been completed. Violations of the above may result in, but are not limited to, fines, restitution, community service, and/or disciplinary procedures.

JUDICIAL AUTHORITY

a. The chief judicial officer of the college shall make all decisions regarding violations of the Student Code of Conduct and may delegate enforcement and imposition of sanctions to other qualified college staff as required by their assigned job.
b. The chief judicial officer of the college will insure all students have the right of due process as described in the Student Handbook.
c. The chief judicial officer shall determine the composition of hearing boards as dictated by the president of the college and shall insure all college hearing boards are conducted consistent within the Student Code, Student Due Process and approved hearing board procedure.
d. Decisions made by a hearing board or chief judicial officer, or appointed designee shall be final, pending the normal appeal process.
e. Judicial authority is part of the responsibilities of the residence hall director's job; this person has the authority to make immediate decisions regarding student misconduct and violation of the Student Code of Conduct. The residence hall director has the authority to impose sanctions and procedures to insure the Student Code of Conduct is interpreted and enforced fairly for all students.
f. The Director of Student Life has the authority to make immediate decisions regarding student misconduct and violation of the Student Code of Conduct for resident students. The Director of Student Life has the authority to impose sanctions and procedures to insure the Student Code of Conduct is interpreted and enforced fairly for all students. Referrals can be made to the Director of Student Life before or after a residence hall director has assigned judicial procedures/sanctions.
g. A faculty member has the judicial authority to conduct their teaching assignment free of student misconduct and interference. The faculty member has the authority to make immediate decisions to insure the academic process continues unhindered and all students do not violate the code for cheating and plagiarism.

COLLEGE SANCTIONS

a. Dismissal
Dismissal is the permanent separation of the student from the college. Notification will appear on the student's transcript. The student will be barred from the college premises. Dismissal from college requires a College Hearing Board review with an optional review by the President, to alter, defer or withhold dismissal.

b. Suspension
Suspension is separation of the student from the college for a specific period of time (no longer than two semesters). Permanent notification will appear on the student's transcript. The student may not participate in any college-sponsored activity and may be barred from college premises. The chief judicial officer enacts suspension and this action may be reviewed by an appeal to the College Hearing Board.

c. Interim Action
The chief judicial officer or a designee may suspend a student for an interim period pending judicial proceedings or medical evaluation. Interim action can be enacted any time without prior notice. Interim action can be enacted when there is reasonable evidence that the continued presence of the student on the college campus and enrolled in college classes poses a substantial threat to the themselves, other students, faculty or any college official or the stability and continuance of normal college functions.

d. Disciplinary Probation
Disciplinary Probation restricts a student from representing the college in any extracurricular activity or run for/hold office in any student group or organization. Institutional scholarship support will be withheld as well as additional restrictions or conditions may be imposed. There are three levels of Disciplinary Probation with distinct sanction differences.

e. Disciplinary Warning
Disciplinary Warning communicates to the student that further misconduct will result in stricter judicial sanctions. A warning shall be used only once per term.

f. Restitution
The student is required to make payment to the college or other persons, groups or organizations for damages incurred as a result of a violation of this code. Restitution is required for vandalism, theft, payment for repair, cleaning charge, services rendered, loss and destruction of equipment. Fines for violations are considered restitution.

g. Eviction
A student residing in a residence hall may be evicted as a result of a specific violation of this code. Eviction requires immediate removal of all belongings and completion of checkout procedures with maintenance and housing. Monetary penalties will be assessed to include and not limited to breakage of contract fee, general hall or room damages and room deposit. An evicted student may continue present enrollment in classes but will be restricted from one or all residence halls and/or the college cafeteria. The chief judicial officer must give notice of eviction.

h. Educational Sanctions
Educational sanctions may be imposed by the Residence Hall Director, Director of Student Life, or Vice President of Student Services in addition to sanctions assigned by policy. The monitoring of the completion of educational sanctions will be centrally reported to the Vice President of Student Services office for follow up and reporting.

STUDENT DISCIPLINARY PROCEDURES

Procedures

Decision

The Vice President of Student Services or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the college will investigate those incidents through the Civil Rights Grievance and Investigation Process (3.18)

Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation process, the CSSO or designee shall render a sanction decision.

The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate. The student shall receive written notice of the decision and be advised of his/her right to appeal the Decision, subject to the grounds below, by filing a written appeal with the CSSO or designee within seven (7) days of service of the Decision.

Appeal

In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The ONLY grounds for appeal are as follows:

1. A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or

2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding.

The appeals committee shall be appointed by the NJC President and shall consist of one (1) administrator, three (3) faculty members (none of whom shall be a current or past instructor or advisor of the student filing the appeal), and one (1) student representative (an officer from the Associated Student Government). If the appeals officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO or designee with instructions to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the CSSO or designee in cases of bias, the appeals officer or committee may order a new hearing be held by a different individual acting in the place of the designated CSSO or designee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO or designee to reconsider in light of the new evidence, only. If the subject matter pertains to discrimination and/or harassment pursuant to 3.18 of the NJC Student Handbook, the appeals officer or committee will return the complaint to the Title IX Coordinator to reconsider in light of the new evidence, only. The reconsideration of the CSSO, designee, or Title IX Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;

- If the appeals officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSSO or designee for reconsideration (remand) should be pursued;

- Appeals are not intended to be full rehearings of the complaint. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;

- An appeal is not an opportunity for an appeals officer or committee to substitute their judgment for that of the CSSO or designee merely because they disagree with its finding and/or sanctions.

- Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.

- Sanctions imposed are implemented immediately unless the CSSO or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

- The appeals officer or committee will render a written decision on the appeal to all parties within four (4) days from receiving the appeal request. The committee's decision to deny appeal requests is final.

Special Discipline Process Provisions

- In the event that the student is under the age of eighteen or incapacitated, he or she may have an advisor present to assist him/her in presenting his/her case.

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

- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

- Standard of proof-the college will use the preponderance of evidence standard in the disciplinary proceedings, meaning, the college will determine whether it is more likely than not a conduct code was violated.

- All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the CSSO or designee for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. Graduation, study abroad, internships/externships/clinical placements, etc. do not in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

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

Retaliatory Acts

It is a violation of this procedure to engage in retaliatory acts against any employee or student who reports an incident(s) of code of conduct violations or any employee or student who testifies, assists or participates in the discipline proceeding, investigation or hearing relating to such allegation(s) of code of conduct violations.

Revising this Procedure

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

DUE PROCESS EXCEPTIONS

In special circumstances to preserve and protect the rights and privileges of the majority of students, the Vice President of Student Services can waive the due process. The following are due process exceptions; they are general categories that give the college authority and the right to make a reasonable and fair decision regarding exceptions.

a. **Dangerous Acts:** If a student's conduct is dangerous and life-threatening to self and other people, the due process is waived.
b. **Mental Health:** If the student has exhibited impaired and irrational judgment and in the opinion of the Vice President of Student Services is unable to make decisions due to emotional or psychological reasons, the due process is waived.
c. **Physical Health:** In the opinion of the Vice President of Student Services, the student's health is or will be affected by the due process procedures, the due process will be waived in best interest of the student. An expeditious hearing and the seven-day appeal requirement may be extended by request of the student or the Vice President of Student Services.
d. **Students with Legal Summons:** Students who are arrested for violation of a local, state, or federal law are still eligible for college student due process if such violation of law does not involve threatening the health, safety, rights and privileges of other students. If the student is arrested and/or charged for physical acts of endangerment of others, or for irrational behavior that could threaten other people, or the possibility of physical threat, the student's status may be decided by the college administration to protect other students, enrollment status and oncampus residence.
e. **Interim Action:** is outlined in College Sanctions.

SAFETY & SECURITY ON CAMPUS

The college relies on the Sterling Police Department to support a safe and well-ordered environment in which all students, staff and community guests can pursue their educational and personal goals. NJC staff is committed to honoring each person's rights, showing respect for all individuals and to uphold the law while striving for quality service and always acting with the highest integrity.

The college has made provisions to preserve and protect individuals and property by securing buildings, locking and supervising residence halls, supervising activities, providing security phones at each residence hall main entrance, and continuing monitoring of campus lighting. Nothing can improve personal safety and security better than each individual's own prudent and reasonable actions. Take time to investigate how to access emergency services such as police, fire and ambulance. Learn about the safest and quickest routes exiting any campus building. Know how and who to report unsafe conditions and the conduct of others that are dangerous to themselves and others. Personal awareness and current campus information is your best protection against crime and accidents.

In compliance with the Student Right to Know and Campus Security Act of 1990, NJC publishes annual Student Right to Know and Campus Safety Reports. These reports include explanations of campus security support that exists, emergency procedures and phone numbers, procedures regarding access to campus, drug free and alcohol fee campus, sexual harassment/ sexual assault prevention/response program and procedures for reporting unsafe incidents/situations of concern. Campus Crime and conduct violation statistics are provided. The reports are accessible by all student and staff on the campus web site (www.njc.edu) under Publications. Hardcopy reports are available upon request from the Vice President of Student Services Office in Hays Student Center 132, the Admissions Office or the Records Office. This notice of access and availability is distributed to all enrolled students and employees. The Campus Alcohol/Drug Policy is distributed directly to all enrolled students and to all employees.

NOTICE OF PROHIBITION AGAINST ENROLLMENT IN STATE-SUPPORTED INSTITUTIONS OF HIGHER EDUCATION OF PERSONS CONVICTED OF RIOTING OFFENSES

Under Colorado law, no person shall be enrolled in a state-supported institution of higher education for a period of twelve months following the date of a guilty verdict, guilty plea, no contest pleas, or a deferred judgement and sentence for inciting riot, arming rioters, or engaging in a riot.

VOTER REGISTRATION

Northeastern Junior College has institutionalized voter registration through a variety of promotional and educational programs and availability of voter registration forms across campus. Students are encouraged to register to vote and the forms are available in numerous offices, classrooms, residence halls and the library.

For more information see www.declareyourself.com.