

NORTHEASTERN JUNIOR COLLEGE
2011-2012 Student Handbook

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1.00 ~ GENERAL INFORMATION ~ 1.00

1.01 Introduction to the 2011-2012 Student Handbook

Dear NJC Student:

Northeastern Junior College expects all enrolled students to achieve the academic and personal goals they have selected. The Student Handbook is the college publication that describes and informs the student of college procedures and state policies pertaining to all aspects of your college life. The college is obligated to follow all policy and procedures as written.

All students enrolled for any credit course are responsible for knowledge of the information appearing in this handbook and any annual updates of costs, and student procedures. The Student Handbook contains all general student procedures and basic residence hall rules and procedures. The college reserves the right to change procedures in the Student Handbook, and to revise procedures as may be necessary and desirable. The students of Northeastern Junior College have student representatives as officers and senators to whom the responsibility of reviewing procedures is given.

When a student registers for any courses at Northeastern Junior College, he/she accepts a commitment to seriousness of purpose, academic integrity and high standards of personal and social behavior. Students are expected to be cooperative and responsive members of the college community and the city of Sterling, and comply willingly with college regulations and to abide by local, state and federal laws. All students have the right of due process, the right to file grievances; and the college has the right to restrict, evict, suspend and expel any student whose academic achievement and personal conduct does not meet the standards set forth in the College Catalog and the Student Handbook.

Northeastern Junior College students will be treated with fundamental fairness in all processes that involve college procedures. All interpretations of state policy and college procedures will be enacted equally and consistently for all students. When a student enrolls at Northeastern Junior College, a contractual agreement is implied between the student and the college, and the college will maintain and follow all college procedures and state policies and provide the academic requirements the student seeks. The Dean of Students represents the college to insure all student rights are protected and student procedures are interpreted and implemented fairly. All jurisdictional decisions and action taken by the college administration will be based upon policy and stated procedures in the College Catalog or the Student Handbook.

The Student Handbook is updated annually, with input from staff and students so the contents are current for the 2011-2012 academic year. All changes made in this handbook supersede all previous procedure/policy statements. The handbook is organized into six (6) sections with two of the four alphabetized for ease of locating information. Section One is General Information. Section Two is Academic Procedures. Section Three is the General Procedures in alpha order. Section Four is Student Activities Information, Section Five is the Student Judicial System and Section Six is the Residence Hall Procedures.

As Chief Judicial Officer of the college and student advocate, I recommend you treat the Student Handbook as a reference source, read and become familiar with all sections to enhance your personal and academic success at NJC. If you have questions regarding the contents of the Student Handbook, please contact my office, Hays Student Center 116. I hope you have a successful academic year and you take advantage of all the college opportunities offered in and outside the classroom.

Steve Smith
Dean of Students
August 2011

Northeastern Junior College Calendar 2011-2012
(38 Teaching Days A-Term, 36 Teaching Days B-Term - Total 74 Days)

Date	Day	Fall Semester (Full Term) 2011
July 22	Friday	New Student Credentials Due
August 5	Friday	Academic Appeals Due by 4:00 p.m.
August 8	Monday	Academic Standards Review
August 15-16	Monday- Tuesday	Student Advising Days
August 17-19	Wednesday -Friday	All Staff In-Service /Office Days
August 20	Saturday	Residence Halls Open for Freshmen
August 21	Sunday	Required Orientation for Freshmen Living on Campus
August 22	Monday	Academic Advising and Registration Day - All Students Sophomore Move-in Day Group Orientation - ASG Activities Day
August 23	Tuesday	All Classes Begin /Day & Evening
August 29	Monday	Last Date to Add New Classes
August 31	Wednesday	No Shows Due
September 5	Monday	Labor Day - No Classes
September 7	Wednesday	Last Date to Drop Classes (Census Date)
September 19	Monday	"Early Alert" for fulltime students
October 7	Friday	All Fall Graduation Applications Due
October 10	Monday	Midterm Grades Due by 10:00 p.m.
November 9	Wednesday	All Student Advising Day (No Daytime Classes)
November 9	Wednesday	Registration for Spring Semester 2012 Begins for Current Students at 7:00 a.m.
November 16	Wednesday	Open Registration for Spring Semester 2012 begins
November 17	Thursday	Last Date to Withdraw Full-term Classes with "W" Grade
November 21-25	Monday- Friday	Semester break/Thanksgiving Holiday <i>(No Classes)</i>
December 13	Tuesday	Last Class Day (Day Classes)/ All English Final exams 4:40 p.m.
December 14-16	Wednesday-Friday	Final Exams Day Classes
December 16	Friday	Cafeteria Closes at 12:00 p.m. - Residence Halls Close at 5:00 p.m.
December 19	Monday	Final Grades Due by 10:00 p.m.

Date	Day	Fall A-Term 2011
August 23	Tuesday	A-Term Registration All A term classes begin / Day & Evening
August 25	Thursday	Last Day to Add A-Term Classes
August 29	Monday	No Shows Due
August 30	Tuesday	Last Day to Drop A-Term Classes (Census Date)
September 5	Monday	Labor Day - No Classes
September 19	Monday	Mid-Term Grades Due by 10:00 p.m.
October 4	Tuesday	Last Date to Withdraw A-Term Classes with "W" Grade
October 10-14	Monday-Friday	Final Exams A-Term
October 20	Thursday	Final Grades Due by 10:00 p.m.

Date	Day	Fall B-Term 2011
October 17	Monday	General Registration/All B term classes begin/ Day & Evening
October 19	Wednesday	Last Date to Add Classes
October 21	Friday	No Shows Due
October 24	Monday	Last Day to Drop B-Term Classes (Census Date)
November 15	Tuesday	Mid-term Grades Due by 10:00 p.m.
November 21-25	Monday-Friday	Semester break/Thanksgiving Holiday <i>(No Classes)</i>
December 5	Monday	Last Date to Withdraw B-Term Classes with "W" Grade
December 14-16	Wednesday-Friday	Final Exams B-Term
December 19	Monday	Final Grades Due by 10:00 p.m.

**Academic dept to determine one non-contracted day*

**Faculty departmental meeting day*

Northeastern Junior College Calendar 2011-2012 (38 Teaching Days A-Term, 36 Teaching Days B-Term - Total 74 Days)
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Date	Day	Spring Semester (Full Term) 2012
January 2	Monday	Residence Halls Open at 12:00 p.m. for J-term Residents Living on Campus
January 3-13	Tuesday - Friday	J-Term (Coursework counts for Spring 2012)
January 6	Friday	Academic Appeals Due by 4:00 p.m.
January 9	Monday	Academic Standards Review of Appeals
January 16	Monday	All Staff In-Service
January 17	Tuesday	New Student Orientation - Registration Day Students Complete Registration/Payment
January 18	Wednesday	Residence Halls Open 9:00 a.m. - Cafeteria Opens With Evening Meal
January 23	Monday	Spring Semester Classes Begin/Day & Evening
January 25	Wednesday	Last Day to Add New Classes
February 1	Wednesday	No Shows Due
February 15	Wednesday	Last Day to Drop Classes (Census Date) "Early Alert" for fulltime students
February 24	Friday	All Spring Graduation Applications Due
March 7	Wednesday	Midterm Grades Due by 10:00 p.m.
March 12-16	Monday - Friday	Spring Break (No Classes)
April 9	Monday	Registration for Fall Semester 2012 begins for current students at 7:00 a.m.
April 11	Wednesday	Associated Student Government Elections
April 16	Monday	Last Date to Withdraw Full-term Classes with "W" Grade
April 23	Monday	Open Registration for Fall Semester 2012 begins
May 7	Monday	Last Class Day (Day Classes)
May 8-11	Tuesday - Friday	Final Exams Day Classes
May 11	Friday	Commencement-Cafeteria closes at 12:00 p.m.-Residence Halls close at 7:00 p.m.
May 14	Monday	Final Grades Due by 10:00 p.m.
Date	Day	Spring A-Term 2012
January 17	Tuesday	A-Term Registration
January 18	Wednesday	All A term classes begin/Day & Evening
January 20	Friday	Last Date to Add A-Term Classes
January 23	Monday	No Shows Due
January 25	Wednesday	Last Date to Drop A-Term Classes (Census Date)
February 13	Monday	Mid-Term Grades Due by 10:00 p.m.
February 28	Tuesday	Last Date to Withdraw A-Term Classes with "W" Grade
March 5-9	Monday - Friday	Final Exams A-Term
March 20	Tuesday	Final Grades Due by 10:00 p.m.
Date	Day	Spring B-Term 2012
March 19	Monday	B-Term Registration - All B-term Classes Begin/Day & Evening
March 21	Wednesday	Last Date to Add Classes
March 23	Friday	No Shows Due
March 23	Friday	Last Date to Drop B-Term Classes (Census Date)
April 16	Monday	Mid-Term Grades Due by 10:00 p.m.
April 26	Thursday	Last Date to Withdraw B-Term Classes with "W" Grade
May 8-11	Tuesday - Friday	Final Exams B-Term
May 14	Monday	Final Grades Due by 10:00 p.m.
May 14-25	Monday-Friday	M-Term (Coursework counts for Summer 2012)
Summer 2012		
February 28	Tuesday	Registration for Summer begins
May 29	Tuesday	Summer Semester classes begin
June 28	Thursday	5 week summer session- Last day of class
July 12	Thursday	7 week summer session- Last day of class

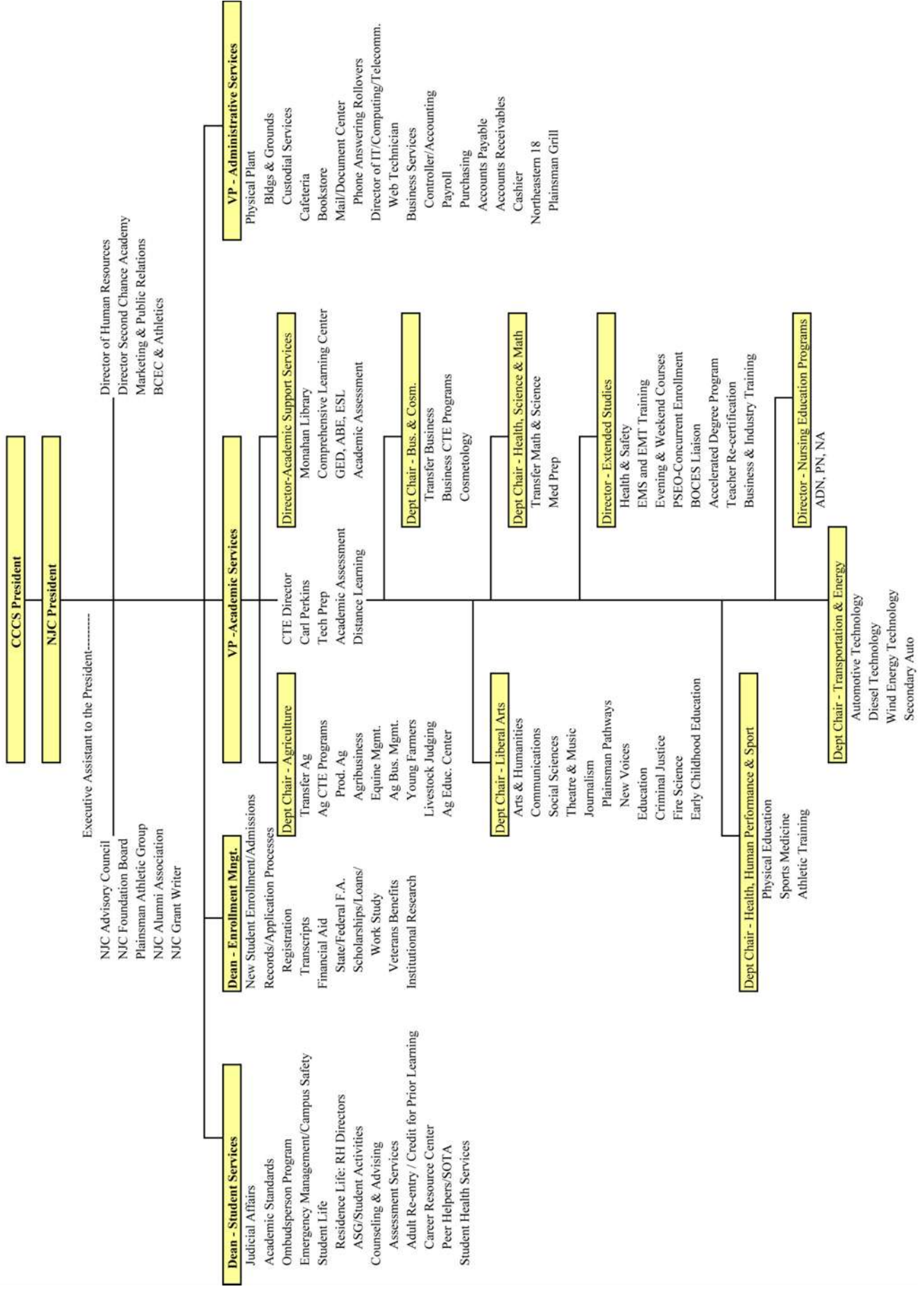
1.03 The Organizational Structure of Northeastern Junior College

- A. Northeastern Junior College was founded in 1941, and has been in continuous operation since that date. The college consists of 23 buildings on 59 acres. Until June 30, 1997, NJC was a locally controlled college, supported by the Logan County electorate. As of July 1, 1997, the college became a member of the Colorado Community College System.
- B. The Northeastern Junior College Foundation is a non-governance and non-administrative board, established to provide additional financial resources to enhance the educational programs for students.
- C. The Administration of the college carries out state policy and college procedures to provide the optimum educational programs for students, in short term training, one-year certificates of vocational competency, and two-year degrees to transfer to four-year colleges or universities. The President, Vice President of Academic Services, Vice President of Administrative Services, the Dean of Students, the Dean of Enrollment Management, the Human Resources Director, Executive Director of the NJC Foundation, Director of New Student Enrollment/Admissions, the NJC Faculty Association President, NJC Classified Staff President, and the Associated Student Government President are considered the Administrative Leadership Team.

1.05 NJC Organizational Chart (see page 5)

Northeastern Junior College Organizational Chart

Effective: August 2010



2.00 ~ ACADEMIC PROCEDURES ~ 2.00

2.01 Students Rights and Responsibilities

All students enrolled for any credit course are responsible for knowledge of the information appearing in the College Catalog and any updates of costs, course revisions, curriculum changes and published course schedules. All students are responsible for knowledge of the procedures in the Student Handbook. The Student Handbook contains all general student procedures and the basic residence hall rules and procedures. The college reserves the right to change procedures in the Catalog and the Student Handbook as deemed necessary and revise the college curricula as may be necessary and desirable.

All students registered for any courses at Northeastern Junior College accept a commitment to seriousness of purpose, academic integrity and high standards of personal and social behavior. Students are expected to be cooperative and responsible members of the college community and the city of Sterling, comply willingly with college regulations and abide by all local, state and federal laws. All students have the right of due process and the right to file grievances and the college has the right to restrict, evict, suspend and dismiss any student whose academic achievement and personal conduct do not meet the standards set forth in the College Catalog and the Student Handbook.

In accordance with the regulations and procedures assuring due process, the Chief Judicial Officer may dismiss any student whose conduct does not meet the standards of the college as set forth in the Student Code of Conduct.

2.02 Academic Evaluation

Faculty Authority - Professional, qualified faculty are hired to teach each course and make preliminary, ongoing and final evaluations of each student's progress. The instructor is the final authority on each student's academic progress and the assignment of final grades for each course. Each faculty member is committed to teach the course content, make individual and on-going academic evaluations of each student and assign a final letter grade based upon these evaluations. An Academic Department Chair, under supervision of the Vice President of Academic Services, supervises each member of the faculty.

2.03 Graduation/Completion of Degree Requirements

Graduation Requirements - Students intending to complete a degree or certificate must complete all course and credit requirements at the acceptable standard of a 2.0 GPA or C average. The student's advisor can provide program advisement guides to inform the student of progress toward graduation.

The tradition of quarters to semester and also to general education requirements has presented some credit evaluation challenges. The following statement is necessary to clarify graduation requirements.

Students, who have not completed 50 percent (50%) of the credit hours for a degree or certificate under a catalog prior to August 1989, will be required to satisfy current catalog requirements.

All lower division undergraduate credit hours awarded within the prior ten years will apply towards the completion of the graduation requirements. Credits more than ten years old will receive careful consideration. The Registrar, in conjunction with the Department Chairs of the respective academic divisions, reserves the right to examine any courses more than ten years old to

determine their currency and applicability to existing curriculum and programming before credit is accepted. Note: Nursing programs are an exception to this 10 year rule. The science courses used for nursing programs expire at seven (7) years per the Colorado Community College nursing policies.

Guarantee of degree in 2 years:

The Colorado Community college System's (CCCS) colleges have adopted a set of guidelines to define the conditions under which a student can expect to graduate with an Associate of Arts or Associate of Science in two years. The CCCS colleges guarantee that if the scheduling of essential courses is found to have prevented a student from completing all course work necessary for an AA or AS degree from a specific Colorado Community college in 60 credit hours, and 2 years (24 months), that college will provide tuition plus any fees for all courses required for completion of the degree requirements. Students must satisfy all the conditions described below to be eligible for this guarantee.

To be eligible for the above guarantee, the student must:

1. enroll at the same community college for at least four consecutive fall and spring semesters.
2. have completed all required remedial coursework before the beginning count of two years
3. enroll in and pass an average of 15 credit hours each of the four consecutive semesters.
4. earn a grade point average of 2.0 for each semester.
5. earn a C- or better in all course work.
6. have met with an academic advisor during the 1st and 3rd semesters of study.
7. have a recommended plan of study signed by the student and his/her advisor no later than the start of the second semester of study.
8. follow the signed recommended plan of study.
9. documentation proving requirements were all satisfied. (Advising records, transcripts, etc.)

Graduation Application

Students who expect to graduate must complete an Application for Graduation by the beginning of their final semester. Applications for Graduation are available in the Records Office. Applications received after the deadline may be delayed within the evaluation process.

Credits Completed in Residence

Students must satisfactorily complete a minimum of 15 credit hours at the institution from which the Degree is offered. For Certificates, at least 25% of the credits must be completed in residence. Online courses with registrations through the home college will be included in residency hours.

2.04 Change Major and Advisor

A program of study or college major is the choice of the student. The college urges a selection of major upon admission so the appropriate academic advisor can be assigned to assist in course registration and complete requirements for graduation. An advisor is a faculty member who teaches within a specific program. If a student realizes another course of study suits his/her interests and abilities, contacting the Vice President of Academic Services in the student's current program can complete a change of major/advisor.

If a program of study is a completely new field, then a new advisor will be requested. Students have the privilege of changing major or advisor for any term. Caution should be taken in this procedure; frequent changes will delay completing graduation requirements.

2.05 Major/Advisor Change Procedure

1. The student meets with his/her current advisor and notifies the advisor of intent to change major or advisor.
2. The advisor assists the student with the "Change of Major/Advisor form and signs it on the upper portion of the sheet where it reads "Advisor."
3. The Advisor refers the student to the Administrative Assistant in the division of his/her new major or advisor. It may be in the same division or it may not be.
4. The student hand-carries the triplicate "Change of Major/Advisor" form to the Administrative Assistant in the division of the NEW major/advisor. In some instances, the Administrative Assistant is able to assign the new advisor; in other instances, the Administrative Assistant may need to inquire with the Department Chairs.
5. Once the Department Chair or Administrative Assistant prints the name of the NEW advisor on the bottom of the "Change of Major/Advisor: form, the form can then be separated before it goes to the Records Office. The original is sent to Records: the second copy is for the student and the third copy is sent to the newly assigned advisor.
6. The Records Office processes the original copy, making the necessary major/degree or advisor changes in Banner. They do not route copies because these copies will have already been distributed to the necessary people as a part of the process.

2.06 Class Attendance

Student learning is best served through regular and consistent class attendance. Students are expected to attend all scheduled meetings of each course. Encouragement of regular class attendance remains with the instructor while the actual responsibility remains with the student. The development of class attendance guidelines for each class is encouraged. Students may be dropped from a class for excessive absences. The following general attendance guidelines are for all students and all classes.

Attendance Guidelines

- 1) Each class will have attendance procedures set forth by that instructor. Self contained vocational programs may develop uniform program attendance procedures.
- 2) Specific procedures for class attendance and the effect that absences may have on daily assignments, make-up work, examinations and/or course grades should be made available in written form and given to enrolled students during the first or second class meeting.
- 3) Class attendance procedures must be uniformly applied to all students enrolled in a course. Individual students should confer with instructors on personal and specific attendance concerns and conflicts. The determination and application of attendance guidelines is the responsibility of the instructor.
- 4) Class attendance is the responsibility of the student. The student must communicate to each of his/her instructors regarding any attendance situation that may affect course assignments, exams or grades.
- 5) Students serving on athletic or livestock judging teams or members of an approved college club or extra-curricular activity or students enrolled in a class that is missed for a field trip or college sponsored performance will be considered "excused" by all instructors for the duration of the travel. The college sponsor/advisor/coach should communicate to the instructors those students who will be participating. The students are representatives of the college in these approved instances.

- a. It is the responsibility of the student to make faculty aware of upcoming "excused absences" for approved college activities and to assume responsibility for completion of all assignments during the excused absences.
- b. It is the responsibility of faculty sponsors, coaches or instructors involved in other student travel to inform Department Chairs and other faculty members of students who miss classes because of approved student travel. The notification of students to be excused from classes should be distributed at least five (5) class days before departure from class.
- c. In the event that the instructor determines that an assignment or exam cannot in any form be taken prior to or made up after the excused absence, the assignment or exam shall not be used in calculating the student's grade.

2.07 Credit Hour Load

Course Load - The most common full-time course load is 15 credits per semester in addition to the graduation requirement of one physical education activity credit per semester for two semesters. Students who carry fewer than 12 credits are part-time students. A student who desires to carry more than 18 credits in a given semester must have demonstrated his/her ability to do so by having maintained a "B" average for the preceding semester, and the student must obtain the approval of his/her faculty advisor for override of the 18 credit limit. Students working part or full-time should make allowances in their college program for outside work.

For many students an 18-semester hour course load will be an extremely heavy schedule. New students should consider taking a lighter load for the first semester. In unusual circumstances it may also appear necessary for a student to carry more than the normal course load. Permission to carry such a course load may be granted to individual students, depending on the excellence of the previous course work and attendance.

Full-time career/technical students will normally register for the number of credits indicated for that semester in the curriculum outline. Students may not take a course for more or less credit than assigned in the college catalog or the schedule of classes.

2.08 Satisfactory Progress-Financial Aid

Each institution that receives Title IV funds is required by the U.S. Department of Education, Section 132 of the Higher Education Amendments of 1976, to define and enforce standards for satisfactory academic progress. Satisfactory Academic Progress measures a student's performance in the following three areas/criteria: cumulative completion rate, cumulative grade point average (GPA) and maximum time frame. The Financial Aid Office is responsible for establishing and monitoring a standard of "satisfactory academic progress: for continuation of financial aid eligibility. In order to be eligible to receive financial aid (federal and/or state and at times institutional aid), the student must be making satisfactory progress towards a certificate or degree, as identified in the quantitative (the completion rate of credit hours attempted) and qualitative (the GPA) standards of the policy. Progress will be reviewed at the time an application is processed (including Federal Pell, Federal Stafford and Federal PLUS Loans if submitted separately) and at the end of each term. The maximum timeframe allowed in which a student is expected to complete his/her certificate and/or degree program is 150% of the number of credit hours required for the specific program. The standard of satisfactory academic progress must include a student's total academic history at Northeastern Junior College regardless of whether he/she has previously received financial assistance. A complete copy of the policy is available in the Financial Aid Office.

Students with extenuating circumstances that prohibit them from meeting the standards have a right to file an appeal with the Financial Aid Office. All appeals should be in writing and accompanied by third party documentation.

2.09 Adding Classes

To register for a class (add) students can either register online through My Community Education, or they can complete an add/drop/registration form and submit the completed form to the Counseling office or an administrative assistant in any instructional office. Students may add classes during the “add period” which is the first six percent (6%) of the specific course. Any requests to add after the add deadline will need instructor approval and must be completed before the census date of the class.

2.10 Repeating Classes

The college recognizes the varied circumstances when a student requests to repeat a course, such as but not limited to the following: unacceptable grade for transfer, a required course for graduation or transfer and possibly a need to raise a low grade point average for graduation. To understand how a repeat class could affect grade point average and overall transcript, the student should consult an academic advisor before enrolling in the same class for a second time.

If a student chooses to repeat a course: They need to submit a Repeat Class form (see the Repeat Form in the Appendix of this Handbook) to the Records Office. (*The Repeat Class form should be submitted to the Records Office before the student starts the class that they are intending to repeat.*) The new course must have the same number of credits as the original course. All courses completed will be listed on the student's transcript and none eliminated by any future course completions. Credit hours can only be earned once for any course. Any college level course beginning Fall Semester 1988 to the present can be repeated. No restrictions on the type of course or the previous grade, and only the highest grade will be used for computation of the grade point average. In the event duplicate grade is earned, the most recent grade will be used in the computation of the grade point average. All repeat courses that are excluded from the grade point average will have an “E” printed after the grade to show it was excluded. All previous grades in a given course will also appear on the student's transcript. All credit hours earned for initial and repeated courses will be deducted from a student's remaining COF stipend eligible hours. Students should direct questions on repeating courses to an Academic Advisor, the Records Office or the Counseling Office.

Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript.

NOTE: Due to the logistics of the college conversion from quarters to semesters in the fall of 1988, the College limits the repeat procedure to courses completed from the fall of 1988 to the present.

2.11 Mid Term Assistance

All students are assessed at the middle of each term - A, B, or full semester. This academic assessment provides the student with a mid-term grade review to plan needed improvements before final exams. All students assessed at a D or F grade level will be contacted to encourage use of tutors, study skills or a change in academic preparation to raise their grades.

2.12 Dropping Classes

Students may drop a class during the first fifteen percent (15%) of the course duration (the census date) without being financially responsible for the class; the class will not appear on the student's permanent record. Specific drop deadlines for A, B, and Full-term classes are listed in the schedule of classes. Students who register and do not want to be held liable for tuition and fees must drop the class on or before the last day for refund (census date.) Notifying the instructor, the advisor or simply not attending the class is not sufficient to ensure that a student is dropped from the class. To drop a class students can either drop online through My Community Education, or they can

complete an add/drop/registration form and submit the completed form to the Counseling office, Records office, or an administrative assistant in any instructional office.

2.13 Withdrawal from All Classes

Withdrawal from Class(es) - Any student may withdraw from any course(s) or the college without academic penalty anytime up to and including seventy-five percent (80%) of total class days. All courses withdrawn during this period will receive the grade "W." Courses designated "W" will be recorded on the student's permanent record, but will not be used in the calculation of the student's semester or cumulative grade point average. After the dates for withdrawal without penalty specified above, the students may not withdraw from a course and "W" is no longer a grade option for the instructor.

A student initiates requests for withdrawal from a course by obtaining the appropriate withdrawal form from either the Records Office or an academic advisor. The student will then obtain the signatures of the instructor(s) and the advisor as a matter of information, indicating communication of the student's intent. Course withdrawals will not become valid until the student has returned the completed forms to the Records Office. Failure to complete the prescribed withdrawal procedure will result in receiving a grade in each course affected by withdrawal.

Note: Students are responsible for the full amount of tuition and fees for courses which are withdrawn from.

Withdrawal from College/All Courses - A student who decides to withdraw from all enrolled courses must obtain the "Withdrawal from Northeastern Junior College - All Courses" form from the Dean of Students Office. This form must be completed and returned with the current ID before withdrawal from college is official.

Withdrawal from college can be completed up to and including the day prior to the start of final examination week. As part of a total withdrawal from college, a student cannot withdraw from a class that has already given its final exam or has otherwise ended, such as A-term and non-standard term classes that have concluded. The withdrawal code to be used by an instructor will be a "W" to show a termination of enrollment or an "I" for an incomplete which allows the student to complete specific course requirements at a later date. Instructor and student must complete all required protocols before the instructor can assign a grade of incomplete. (See section 2.16 Inventory of Common Grading Symbols - I Incomplete.)

As a part of a total withdrawal from college, a student cannot withdraw from a class that has already given its final examination or has otherwise ended, such as A-term and non-standard term classes that have concluded.

Note: In unusual circumstances (death, disability, and excessive absences) the Dean of Students, the instructor of the course enrolled, or the academic advisor may initiate the "Withdrawal from Northeastern Junior College - All Courses" for a student. Procedures for withdrawing from the institution may be initiated only in the office of the Dean of Students. Upon withdrawal from all classes, the student automatically severs the relationship with the college and is required to surrender his/her college identification card.

2.14 Administrative Withdrawal from a Class

An approved representative of the college reserves the right to withdraw a student from a class without a student's approval or signature based upon documentation and reasonable information indicating, but not limited to, the following:

- 1) Persistent and continued nonattendance for personal, health, legal or other reasons to such an extent that passing the course(s) is not possible.

- 2) Disruptive and/or discourteous behavior in the classroom that continues to prevent other students from obtaining an education.
- 3) Course assessment indicates that the student's current level of skill performance does not meet the course entrance requirements.

Note: The approved college representative must complete the required withdrawal forms within the college withdrawal deadlines for class or classes and for that enrolled term. The college will make every effort to communicate the administrative withdrawal to the student. This act does not remove, defer or reduce any incurred financial obligation due to the college.

2.15 Academic Renewal

The Academic Renewal Procedure allows former NJC students to apply for establishment of a new academic record. A student may be granted an "Academic Renewal" only once, and if approved by the Academic Standards Committee and accepted by the student, the decision will be final. The following guidelines apply:

1. An "Academic Renewal" can be granted only once on a student's record.
2. A student is eligible for "Academic Renewal" after two (2) years have elapsed since the student's last attendance at NJC,

A student must have re-enrolled and have completed at least 6 credit hours at 2.00 GPA to show serious intent for an "Academic Renewal."

4. 30 credit hours can be excluded from GPA.

A student granted an "Academic Renewal" would have demarcation on the permanent academic record to identify courses not used to compute the cumulative GPA under the "Academic Renewal" procedure. The student's transcript will reflect the entire academic record while only the grades earned after the "Academic Renewal" will be used to compute the new cumulative grade point average. Credits for those courses in which a grade of "C" or better was awarded prior to the "Academic Renewal" may be applied toward graduation requirements under the "Academic Renewal" procedure.

Previous classes/grades will remain on the permanent transcript and may be evaluated by other receiving institutions when a student transfers. "Academic Renewal" applies only to the student's academic standing. Previous grades will impact Financial Aid eligibility and are subject to interpretation by specific Financial Aid Procedure.

The Records Office and the Academic Standards Committee will review the applicant's academic record and the student will receive notification of the decision within thirty (30) days by mail.

Call 970-521-6659 for additional information and clarification on this procedure.

Procedures

1. A student must submit a letter of request to NJC Records Office for a Academic Renewal.
2. The Records Office will check the student's transcript for eligibility, and if eligible, forward the request of eligible students to the Chair of the Academic Standards Committee for review.
3. The Academic Standards Committee will review and make recommendations for approval or denial prior to a semester pre-registration or registration period.

4. The NJC Records Office, after a thorough review of the student's transcript, will identify and recommend the appropriate academic term to declare a Renewal.
5. The Records Office will compute a Academic Renewal GPA from the designated academic term and provide the student with a Academic Renewal Transcript.

Guidelines

1. The student's transcript will reflect the entire academic record and no courses will be deleted.
2. Only grades earned after the Academic Renewal will be used to compute the new cumulative grade point average.
3. Courses with a C grade or better prior to the Academic Renewal may be applied toward graduation requirements.
4. Academic Renewal will not change Satisfactory Progress for Financial Aid eligibility and previous grades are subject to interpretation by specific Financial Aid Procedure.

2.16 Academic Progress

Overview: Recognizing the value of measuring academic progress for all students, the Colorado Community College System (CCCS) has established the following practice for measuring and notifying students of their academic progress (APP) standing. The APP practice is intended to be informational and not punitive. CCCS colleges are encouraged to devise and implement appropriate Academic Alert strategies early in the term, to assist students who are experiencing academic difficulties.

Application: During a student's first twelve credits, the college will monitor satisfactory progress through an Academic Alert process. The Academic Progress Procedure applies to all students who have completed thirteen (13) or more credits in residence while attending a Colorado Community College System college. The APP practice shall be applied consistently and uniformly by all CCCS institutions. All colleges will determine the APP status of enrolled students no later than five days following the posting of term grades for each semester. Students with deficient progress statuses will be notified of their status. Suspended students will not be allowed to begin enrollment in the subsequent semester. Students Academic Progress status will be noted on their transcripts. The APP status of a student is specific to the college determining the status and does not transfer or impact a student's enrollment at other CCCS colleges.

Practice standards:

Good standing

Cumulative Grade Point Average (CGPA) \geq 2.00 for all classes completed in residence.

Probation (initial)

Cumulative Grade Point Average (CGPA) $<$ 2.00 for all classes completed in residence.

Probation (continuing)

Cumulative Grade Point Average (CGPA) $<$ 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) \geq 2.00.

Suspension (initial)

Cumulative Grade Point Average (CGPA) $<$ 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) $<$ 2.00. Student may not register for the next term (fall, spring, or summer) following the suspension term. Student may register for the subsequent term after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but

does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

Suspension (second)

Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) < 2.00. Student may not register for the next two terms (fall, spring, or summer) following the suspension term. Student may register for the term following the two term break in enrollment after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

Suspension (third)

Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) < 2.00. Student is suspended from the college and may not register for two (2) calendar years. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

Notes:

1. A student's transcript will include the following notation as appropriate: Good Standing, Probation, Continued Probation, and Suspension (Initial, Second and Third.)
2. Summer semester will be considered as a term of non-enrollment.
3. Academic standing at one institution does not affect academic standing at another institution.

2.17 Grades

Final Grades - Final grades are issued by the primary instructor for each course approximately three days after the course ends. Final grades for any term will be available either on an official college transcript or an unofficial academic record. The official and unofficial academic record can be ordered or printed by the student through CCCWeb using the student's PIN number.

Grading System (Pass-Fail Option) - Student achievement is evaluated in relation to the attainment of specific objectives of the course. At the beginning of the course the instructor will explain the basis upon which students earn grades. For the purpose of the grade descriptions, "achievement" means successfully reaching an identified level of knowledge or understanding, and "mastery" means successfully reaching an objective level of competency in a skill.

INVENTORY OF COMMON GRADING SYMBOLS

(Implementation of the Common Grade Symbols to be effective Fall 2009)

- A - Excellent or Superior
- B - Good
- C - Average
- D - Deficient
- F - Failure
- I - Incomplete
- S - Satisfactory
- U - Unsatisfactory
- S/A- Satisfactory (A-level) work in a developmental course
- S/B- Satisfactory (B-level) work in a developmental course
- S/C- Satisfactory (C-level) work in a developmental course
- U/D - Unsatisfactory (D-level) work in a developmental course
- U/F- Unsatisfactory (F-level) work in a developmental course
- W - Withdrawal

AW- Administrative Withdrawal (available as an individual college option)
AU - Audit

Place Holders

SP - Satisfactory Progress
Z - Grade not yet reported
R - Repeat Field
CPL - Prior Learning Credit
CNG - Conversion—No Grade

AU- Audit

The "AU" grade will continue to be included in the grading policy. Audit is a registration status in Banner. "AU" is automatically posted as the grade.

Students must choose the audit option by census date so that colleges can reconcile the COF file. Students need to be informed that the COF stipend cannot be used for "audit" courses. If students change to the audit status following initial enrollment they will be responsible for the entire in-state tuition, not just the student portion. Colleges may wish to consider suggesting the S/U grading option rather than audit because the COF stipend will be eligible for S/U courses but not for audit courses.

I- Incomplete

The "Incomplete" grade is a temporary grade and is designed for students who because of documented illness or circumstances beyond their control are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

If circumstances beyond the student's control prevent the student from completing a test or assignments at the end of the term, then it is the student's responsibility to initiate the request for an "Incomplete" grade from the instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner.

In requesting an "Incomplete" grade the student must present to the instructor the documentation of circumstances justifying an "Incomplete" grade. Institutions will determine if electronic or paper contract is required for incomplete grade.

The instructor will complete and sign an "Incomplete Grade Contract" and will submit it to Student Services with final grades for the semester. Student Services will send a copy of the "Incomplete Grade Contract" to the student. Instructor must assign an Incomplete Grade on the regular grade roster in a timely fashion.

Whether colleges utilize the paper contract or an electronic contract, the student and instructor must satisfy the following:

Incomplete Grade Contract must include the following information:

1. Student Name (F, MI, L)
2. Student ID #
3. Course Number and Section
4. Reason for assigning a grade of incomplete (statement of extenuating circumstances)
5. Work outline to be completed for removal of incomplete grade (instructor should be very specific including the work to be done and how the final grade is to be calculated):
6. Evidence of completion of 75% of the semester course work:
7. Completion of a work plan that includes the following
 - What, when and how assignments and tests will be submitted to complete the course,
 - The time period in which the work must be completed.

- a. If using paper contract/form, faculty must list default grade and include appropriate signatures.

OR

- b. If using electronic method, faculty will report the incomplete grade through the institution's online student information system (e.g. Portal). At this time, faculty can assign a default grade higher than an "F" and designate a date by which the remaining work must be submitted (this date will not extend past the subsequent semester).

If using electronic contract, submission of an Incomplete grade and default grade via the portal signifies that both instructor and student agree to the conditions in the electronic contract.

8. Instructor Signature and Date

9. Student Signature and Date

Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the Instructional Officer of the college.

Military personnel and emergency management officials who are required to go TDY in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by the Chief Instructional Officer.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to an F grade. If the student would have earned a letter grade higher than an F without completing the work, faculty should be encouraged to submit that higher grade before the automatic conversion to F.

Veterans Administration regulations have prohibited certain grading practices for veteran students. Each veteran student must be aware of these regulations and conform accordingly. The following summary specifies those grading regulations with which the veteran must be in compliance.

Veteran Administration regulations require:

1. Daily attendance records on all veterans enrolled in Certificate programs.
2. Incomplete grades must be made up and a letter grade assigned to count in the GPA.
3. Withdrawal grade should not be used since all grades must count in the veteran's grade point average.

S- Satisfactory

The satisfactory grade is equivalent to a grade of "C or better". The course will count in attempted and earned credits, but will not carry quality points.

U- Unsatisfactory

The unsatisfactory grade is equivalent to a "D" or "F" grade. The course will count in attempted credits, but will not carry earned credits or quality points.

S/A, S/B, S/C

These are satisfactory grades awarded only for developmental courses. The A, B, and C indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned credits.

U/D, U/F

These are unsatisfactory grades awarded only for developmental courses. The D and F indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count in attempted credits, but will not carry earned credits.

W- Withdrawal

The "Withdrawal" grade is assigned when a student officially withdraws from a course. A withdrawal can only be processed during the first 80 percent of the course. No academic credit is awarded. The course will count in attempted hours. Faculty is required to provide the last date of attendance for each student who is assigned this grade.

Last Date of Attendance

Faculty is required to provide the last date of attendance for each student who is awarded an F or U/F grade. In addition, if faculty assign a W then last date of attendance is also required.

Place Holders

SP- Satisfactory Progress

This symbol is limited to certain approved courses that extend beyond the end of a normal semester. No academic credit is awarded until the course is completed.

Z - No Grade Submitted

The grade of "Z" is a temporary grade entered by the Registrar when a grade is not received from the course instructor. This "Z" grade is replaced and credit is awarded upon the Registrar's receipt of the grade.

CPL - Prior Learning Credit

A symbol of "CPL" indicates that the course and credits to which it is attached were awarded according to BP 9-42, Credit for Prior Learning.

CNG - Conversion No Grade

In the Legacy System, course could exist on a transcript with no grade posted. These courses have been migrated to Banner with a symbol of "CNG", defined as Converted No Grade.

Repeat Field

The Repeat Field on the transcript will be marked I - Include in hours and GPA calculation, A - Exclude from earned hours and GPA calculation, or A Exclude from earned hours but count in GPA calculation.

Grade Point Average Calculations - The College employs a system of grade points for rating the student's scholastic achievement. The following point scale is used: A - four points for each credit; B - three points for each credit; C - two points for each credit; D - one point for each credit; F - 0 points for each credit; I - not computed in the grade point average. The following example illustrates how grade points are calculated.

SUBJECT	GRADE	CREDITS	X	GRADE POINTS	QTY. POINTS
English	B	3	x	3	= 9
Band	F	(1)	x	0	= 0
Biology	D	4	x	1	= 4
Spanish	C	5	x	2	= 10
History	A	<u>3</u>	x	4	= <u>12</u>
Total		16			35

Total Credits Attempted16

Total Credits Earned15

The cumulative average is obtained by dividing the total number of quality points accumulated at a given time by the total number of quality hours.

Physical education activity classes, although required, do not calculate quality and are not computed in the academic grade point average.

Grades awarded for developmental courses (as defined by CCHE as Basic Skills courses) will not be included in a student's grade point average (GPA). Grading for developmental courses will utilize the Developmental grade mode (S/A, S/B, S/C, U/D, U/F). The credits will count toward earned and attempted credits. GPA's for term recognition such as President's List and VP List will not include developmental courses in the calculation.

Individual students will not be able to select the S/U grading option for a course that has been identified as a traditionally graded course when using the self service features of Banner. A request for the S/U option may be submitted to the Records Office. NOTE: If individual students are permitted by college procedure to choose an S/U option for a course, the college will build two sections of the course - one for the graded section and one for the S/U option.

An "S" grade will indicate that the quality of student work in the course is equivalent to "C or better". "S" and "U" will count in attempted and earned credits, but will not carry any quality points. Therefore, S/U grades will not be included in GPA calculations.

2.18 Due Process for Grade Change

Purpose

A final grade is a professional educational decision made strictly by the faculty member and must have the complete support and backing of the college. *The integrity of the academic standards of the college depends upon the grading procedures of the individual faculty members.* A change of a final grade results from a personal and private appeal from the student to the faculty member. The intent of the following procedures is to keep the ultimate control of the final grade with the faculty member and to protect the faculty member and the college from requests that do not meet a minimum standard. The baseline of a grade change request involves unusual and mitigating circumstances to allow the faculty member to reconsider the decision involving a final grade in question. The following conditions and procedures are required for any grade change request.

Requirements for an Appeal

1. The student must have written academic materials or written information that supports an appeal. This information must be material that the faculty member could have, by some error, misplaced, overlooked or not included in the final grade. Other materials that assist an appeal would be schedule modification forms or withdrawal from college forms.
2. The appeal must be based upon documented material and not a gratuitous challenge to the judgment of the faculty member.
3. The appeal must be initiated within ten (10) college workdays after the start of a new grading semester. Summer is considered a grading semester. An appeal requested ten days after the first class day of the next semester will not be considered.
4. The instructor of record for the class must be a continuing full-time or part-time employee of the college. If the instructor of record is no longer an employee of the college, then an appeal for a grade change can only be resolved through the Vice President of Academic Services.
5. Only the student who has unusual and mitigating circumstances for the request may initiate the appeal. Other parties may assist but cannot make the appeal or present materials for the student.

Conditions of a Grade Appeal (Final Grade Only)

Conditions for a grade change appeal include but are not limited to the following examples.

1. The grade was the result of a mistaken identity - a student was given a grade that was intended for another student.
2. The instructor inadvertently recorded the wrong grade for an assignment or failed to record a grade for a test or for an assignment.
3. The grade was based upon the criteria of attendance and the student documents claims to have attended the class sessions as required but the instructor has attendance records that are different from the student's record.
4. A final grade was given after the completion of a paper, test, assignment or class obligation, and the final grade was more than one letter grade level lower than the student's class average prior to the last obligation. This reduction in final grade is entitled to an appeal.

Grade Appeal Procedures

Informal Resolution

The student should request a private discussion with the instructor to present the reasons for an informal resolution to the grade change request. The instructor can make the grade change or reject the request without any further action, and no written response is required.

An informal resolution by the instructor must be completed within ten (10) days of the student's initial request. A non-response within ten days by the instructor of record is considered a rejection of the appeal, unless the instructor of record is unavailable.

If the student feels the decision by the instructor of record was unfair and was not based upon current college grading practices, then a request for a formal resolution can be filed.

If the college no longer employs the instructor of record, the Vice President of Academic Services will review the appeal and determine the resolution. College grading practices, then a request for a formal resolution can be filed.

No other action is available after the vice President of Academic Services has reviewed the grade change request if the instructor of record is no longer employed by NJC.

Formal Resolution for a Grade Change Request

A Formal Resolution can occur, but is not limited to, the following:

If a student has attempted an Informal Resolution with the instructor of record and feels that additional impartial staff need to review the appeal.

If the student prefers not to seek an informal resolution with the instructor for whatever reason and wants impartial staff to review the appeal.

Procedures for a Formal Grade Change Appeal

1. The student can appeal the decision of the instructor by obtaining a Grade Change Petition from the NJC Records Office. The Grade Change Petition must be initiated within the first ten (10) days of the next grading period; copies of the petition will be filed with the Records Office, the Instructor and the Vice President of Academic Services. If an informal attempt has been made, the ten-day limit will begin after an informal resolution has been tabled or denied.
2. The Registrar will review the appeal and research the files for materials pertaining to the class and grade involved. The Records staff will forward all findings to the instructor of the course and to the VP of Academic Services. The Instructor will provide all grading materials to the VP of Academic Services pertaining to the student and grade involved. Materials from both the Records Office and the Instructor will be forwarded to the VP of Academic Services within five (5) days of the request.
3. The VP of Academic Services will review all material relating to the appeal and review the best possible resolution with the Instructor. Based upon the VP of Academic Services review of all related materials, personal interview of the Instructor and possibly the student, the VP of Academic Services will respond to the Grade Appeal. The VP of Academic Services will give a written response within ten (10) days after receipt of the materials.
4. The student may appeal the Department Chair's decision to the Vice President of Academic Services. This appeal must include the Grade Change Petition and significant and mitigating reasons for the continued appeal. The Vice President of Academic Services will confer with

the President and will respond in writing within ten (10) days of receiving the Grade petition.

5. The student may appeal the President's decision to a President's Academic College Hearing Board. This board appointed by the President will consist of three (3) faculty representatives, two (2) professional staff and three (3) students - could be ASG Officers or ASG Senators. The chair of the President's Academic College Hearing Board must be selected from the membership to insure an impartial decision. This appeal must include the Grade Change Petition and significant and mitigating reasons for the continued appeal. The College Hearing Board will forward a response to the President within ten (10) days of receiving the Grade Petition. The President will respond to the student's appeal within five (5) days of receiving the College Hearing Board's recommendation. The President's response is final.

2.19 Academic Honors

Northeastern Junior College promotes and encourages scholastic achievement. Students who achieve a Term GPA of 3.75 or higher while carrying a minimum of twelve credits within one semester will be listed on the Vice President's list. Students who achieve a Term GPA of 4.00 while carrying a minimum of twelve credits within one semester will be listed on the President's List. This honor roll is published each semester. Students with incomplete grades for the semester are not eligible.

S/U grades and grades for Developmental Education coursework are not included in the Grade Point Average Calculation. Students must complete a minimum of 12 eligible credit hours in the term to be considered for Term Academic Honors.

Athletic Scholastic Honors are given to students carrying a minimum of twelve credits with a cumulative grade point of 3.5 and participating in athletics. Each scholastic honors athlete receives a certificate denoting this achievement.

2.19(a) Graduation Honors

Graduation honors recognize outstanding academic achievement throughout a student's academic career at the home institution. The honors are awarded to students who complete the requirements for an associate degree and earn a 3.5 or better cumulative grade point average at the institution. Only college level courses completed at the institution will be included in the GPA calculation. Individual colleges may choose to designate a minimum number of credits to be earned in residence at the college to be eligible for graduation honors. The three levels of recognition are defined as follows and will be posted on the student's transcript. Individual colleges may choose to designate a minimum number of credits to be earned in residence at the college to be eligible for graduation honors. NJC has determined that thirty (30) credits must be earned in residence before graduation honors are recognized.

Cum Laude: ("with honor") 3.50 to 3.749 Cum GPA

Magna Cum Laude: ("with great honor") 3.75 to 3.99 Cum GPA

Summa Cum Laude: ("with highest honor") 4.00 Cumulative

2.20 College Transcript

Official cumulative permanent records must be established and maintained for all students who have been awarded credit from prior learning experiences. Official NJC transcripts shall designate all credit earned through the prior learning process and such credit shall be identified as special course prefix and number and credit. All documentation used as basis for credit awarded is to be maintained by the NJC Records Office. The Registrar and applicable faculty will evaluate prior learning credit being transferred from a regionally accredited institution.

2.20 (a) AA/AS Degree Designations

The CCCS Colleges are approved to offer one Associate of Arts Degree, and one Associate of Science Degree. These Degrees have a major of Liberal Arts. A designation of an emphasis area may appear on a transcript or diploma.

The Colorado Commission on Higher Education approved the following new degrees for CCCS colleges effective with the 2011-12 school year:

- Associate of Art in Economics
- Associate of Science in Engineering
- Associate of Art in History
- Associate of Science in Mathematics
- Associate of Science in Psychology
- Associate of Art in Psychology
- Associate of Art in Spanish
- Associate of Art in Business
- Associate of Science Degree - No designation
- Associate of Art Degree - No designation

As directed by legislation, the community college shall exclusively use the degree program designation name in official publications, course catalogs, diplomas, and official transcripts. Successful completion of an associate of arts or associate of science degree with academic designation does not guarantee the degree holder admission to a four-year state-supported institution of higher education; nor does it guarantee the degree holder automatic transfer of credits unless the degree holder has fulfilled the requirements of an existing statewide transfer agreement associated with the degree. No course substitutions are allowed when pursuing these degrees with designation.

2.21 Classroom Related Disciplinary Process

Procedures for Dealing with Disruptive Behavior in the Classroom

Assumptions:

Faculty members have two essential prerogatives in dealing with a disruptive student:

1. Establish and implement academic standards (expectations) for the classroom.
2. Establish and enforce behavioral standards for each class.

Reasonable accommodation will be followed and the instructor will handle minor disruptions. Major disruptions to the educational process invoke disciplinary action.

Forewarning Students in the Course Syllabus:

When instructors definitively state in writing those behaviors proscribed in their particular classes, several things follow: students know the expectations; the expectations underscore the importance of civil and respectful classroom behavior; they notify the student that the instructor has the prerogative to intervene and discipline when the student behaves disrespectfully. Written guidelines convey to students that instructors are not only acknowledged authorities in their respective field but also have institutional and legal rights to teach in an environment of consensual respect.

Disciplinary procedure:

- a. Students are required to adhere to the behavior standards listed in the Student Code of Conduct and to refrain from disrupting classes and other academic settings.

- b. If a student is disruptive, the faculty member may ask the student to stop the disruptive behavior and warn that such disruptive behavior can result in academic or disciplinary action.
- c. A faculty member is authorized to ask a student to leave the classroom or other academic site if the faculty member deems it necessary. If the faculty member does this, s/he must file a Disruptive Classroom Incident Report with the Department Chair within 24 hours. The Vice President of Academic Services shall provide the student with a copy of the report.
- d. A faculty member may also exclude the student from the classroom or other academic area pending resolution of the matter by:
 1. Informing the student of the exclusion
 2. Informing the student of his/her right to request an expedited review of the exclusion
 3. Immediately referring the matter to the relevant Department Chair. If such exclusion occurs, and if the student requests a review, the Vice President of Academic Services shall review the exclusion within three business days of the date that the student requests the review.
- e. If a disruption is serious, and other reasonable measures have failed, the class may be adjourned, and the Sterling Police Department summoned. Teachers may not use force or threats of force, except in immediate self-defense. They must prepare a written account of the incident and identify witnesses for the SPD as needed. A written report is immediately filed with the Vice President of Academic Services and Vice President for Student Services for disciplinary action to follow.

Documentation for disciplinary action:

Referrals to the Vice President of Academic Services or the Dean of Students require written documentation. Faculty members need to note the dates, times, witnesses and details of the incidents of disruption, and impact of the disruption on those present may be important in any future proceeding. Referral needs to include factual and concrete descriptive information, stressing only the student's unacceptable behavior. The student is entitled to see this documentation. (See Disruptive Classroom Incident Report format at end of this section.)

If instructors have strong preferences regarding the ultimate disposition of their complaints, they should specify those preferences in their reports.

Possible Sanctions

Authority of faculty member and Vice President of Academic Services:

- Warning
- Exclusion from instructor's classroom or academic area, pending expedited review by Vice President of Academic Services.
- Academic sanction, if course participation is a component of the final grade and is so indicated in the course syllabus.

Authority of the Vice President of Academic Services and the Dean of Students:

- Educational Sanction, such as classes, papers, or community services
- Disciplinary Probation
- Summary Suspension
- Exclusion from any of or all of campus
- Suspension
- Expulsion

Resources

NJC Campus Safety Phone	520-7443 (cell phone) 7:00 pm-3:00 am
Sterling Police Department	911 or 521-3512
Disability Services on campus	521-6679
Disability Services in community	522-3737
Department Chair in respective division	
Vice President of Academic Services	521-6650
NJC Counseling	521-6656
Dean of Students	521-6673

2.21(a) Due Process for Classroom Disciplinary Process

All students are entitled to a system of due process. Students who violate a college procedure and are notified of a violation should review their rights of due process as outlined in Section 5.11.

2.22 Academic Integrity

Students are expected to maintain the highest standards of academic honesty and integrity. Unless specified otherwise, all work submitted by a student is to be the original creation of that student. Penalties for plagiarism, cheating, falsifying work or other acts of academic dishonesty may include, but are not limited to, verbal or written warning to the student, no credit or reduced credit for an assignment, administrative withdrawal from the course, "F" grade for the course, disciplinary probation or suspended from the college.

When a student commits an act of academic dishonesty, the faculty member is required to meet with the student to discuss the alleged violation of academic integrity and the evidence available. Following the meeting, the faculty member decides on the sanction to be given the student (e.g. no credit or reduced credit for an assignment, "F" grade for the course, etc.) The faculty member will report the incident to his/her Vice President of Academic Services. In the report, the faculty member should provide a brief summary of the case, the evidence available, and the academic sanction given.

After consulting with the student and instructor, the Vice President of Academic Services will place the student on disciplinary probation. The student shall be notified in writing of this action and this action will be communicated to the Dean of Students and the Office of Financial Aid. If the student commits a second act of academic dishonesty, the student will be placed on one semester academic suspension from the college. Any act of academic dishonesty may also result in the student being required to complete a program designed to educate that student about academic integrity and associated issues.

Additional guidelines:

First violation

Student is placed on disciplinary probation and will be required to complete an educational sanction dealing with academic dishonesty. The student's name will be placed on a list containing those who have violated this policy. If more than one violation occurs prior to the student being formally placed on disciplinary probation, this is not considered two violations.

Second violation:

If a second violation occurs prior to the full-term census date in any semester, the student will be suspended from school for that current semester. In these situations, if the entire situation was handled and the student notified of their suspension prior to census date, the student could actually drop their courses and receive any refunds they would normally be due. This is consistent with other suspensions that occur prior to census date.

If a second violation occurs after the full term census date in any semester, the student will receive an "F" in that course but will be allowed to complete their other courses. The student would be suspended for the following semester.

Summer session does not count as a suspended semester. A student who has a second violation in the spring semester (after census date) could enroll in summer session, but would be suspended for the fall semester.

If a second violation occurred during summer session, the student would be suspended for fall semester. If this occurred during the fall semester, a student could take January term course but would be suspended for the spring.

If a second violation occurred during the January term, the student would be suspended for Spring Semester. Further violations beyond the second violation will be considered grounds for suspension.

A-term, B-term, and other non-standard terms of courses will not be a factor. For occurrences not specifically covered in this procedure, the Vice President of Academic Services will strive to arrive at a decision based on as much consistency as possible with the rest of the guidelines set forth in this policy. The list of violators will be confidential. Faculty will not be able to consult the list to see if a student is on the list.

A student who fails a course because of a violation of this policy may retake the course. However, both the original "F" grade and the new grade will be included in the student's overall GPA calculation. This is an exception to the Repeated Course Policy.

Students who are accused of violating the academic integrity policy have the right to due process accorded them through the NJC Judicial System.

2.23 Transferring NJC Credits

Colorado's guaranteed transfer program for general education—called “GT Pathways”—allows students to transfer from Northeastern Junior College to Colorado public four-year schools with certain assurances. For students who complete an Associate of Arts (A.A.) or Associate of Science (A.S.) degree, 60 credits of their A.A. or A.S. degree are guaranteed to transfer to a Colorado public four-year college or university, once that student is accepted for admission. In addition, students should be able to finish a B.A. or B.S. degree within another 60 credit hours. This is called a 60 + 60 transfer plan. The Colorado commission on Higher Education's (CCHÉ) website, www.state.co.us/cche/, has a list of bachelor degrees that are part of this 60 + 60 plan.

Within the 60 credits that are required for the A.A. or A.S. degree, 35-37 of the credits are considered “guaranteed transfer” courses. Although other courses in the A.A. and A.S. degrees transfer easily to a wide variety of schools, guaranteed transfer courses (with a “C” or better” will automatically transfer and continue to count toward general education core or graduation requirements for any liberal arts or science associate or bachelor's degree program at Colorado public colleges and universities.

Students should note that statewide articulation agreements for the following professional degree programs prescribe specific general education courses and degree requirements: Business; Early Childhood Education; Elementary Education; Engineering; and Nursing. Students interested in these fields should meet with an academic advisor to discuss the requirements for these programs.

The student will save time by seeing their transfer advisor at their earliest opportunity for “transfer guides.” In addition to showing the student which lower division courses are required for articulated programs such as Business, these guides will show which lower division courses will be best suited for the intended major to ensure completion of the pre-requisites for sequenced coursework before transferring to a four-year college.

This guaranteed transfer agreement applies to courses completed at any Colorado community college. Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which the student transfers will evaluate these credits according to its own policies.

2.23(a) Student Transfer Appeals Policy

If you

- graduated with an AA/AS degree,
- completed 35 credits of state-guaranteed general education courses, and
- earned a C or better in each course,

AND

- your transcript evaluation indicates that you need more than 60 hours to complete your bachelor's degree, you can file an appeal.

Contact your transfer advisor at your community college who will provide you with the student appeals policy and process. You also may find the policy at www.cccs.edu or www.state.co.us/cche/stuinf.html.

2.24 Transferring Credit to a Colorado Community College System (CCCS) College

CCCS Colleges do not require transcripts from previous high schools or colleges for admission. However, if a student plans to complete a degree or certificate with applicable transfer credit, an official transcript must be sent to the college.

The transfer of academic credit to the college is governed by the following policies and procedures:

- Courses accepted in transfer MUST match the content and meet or exceed the rigor of the accepting institution as determined by the professional judgment of the Transfer Evaluator or department Chair.
- Transfer credit is accepted as specified by legislated and CCCS articulation agreements.
- The college may examine credits to insure that the content is not outdated or obsolete.
- Courses will be evaluated against the CCCNS Catalog.
- The official transcript will include courses taken at the institution and those transfer credits requested by the student.
- Courses will be recorded with CCCNS course number, title, prefix and the number of credits awarded by the transferring institution.
- Grades for transfer courses will be recorded in Banner but will not show on the official transcript.
- Pre-requisite courses below the 100 level will not be accepted in transfer but will be noted in the student's academic record.
- A grade of "C", "P", "S" or better is required for transfer. Transfer credit will not be awarded for courses with "D", "F" or "U" grades. Individual colleges may choose to grant an exception to this rule and accept transfer courses with a grade of "D" on a case-by-case basis.
- Credits earned at the home institution with a grade of "D" may be applicable to a degree or certificate as determined by the program.
- There is no limit to the number of credits that may be transferred.
- Upper level courses can be accepted in transfer IF the course can be equated to a course in CCNS.
- Elective courses that do not equate to a CCCNS course will be listed with the appropriate prefix numbered as 999 and include Elective with a colon and then an entry to describe the course content. If no appropriate prefix is included in the CCCNS then the elective course will be given either the prefix TRN for Transfer Elective or CTE for CTE Elective. The course number will be 999 and the title will include a colon and an entry to describe the course content.
- Credit for prior learning, standardized tests and portfolio credits will be accepted as determined by the CCCS Guide to Credit for Prior Learning.
- Transfer courses that have the GT designation will be flagged as GT courses. If the course is not present in the CCCNS then it will be recorded with the prefix GTP for GT-Pathways, the course number 999 and the course title that matches the GT designation, e.g., CO1, AH3, MA1, etc.
- Transfer credits will be awarded as governed by CCHE and State Board policies and the System President procedures.

2.24(a) Student Transfer Appeals Process

Consistent with the requirements of the Colorado Commission of Higher Education, CCCS Colleges have established a Transfer Appeals Process. Based upon the initial transcript evaluation of transfer credits completed, a student may appeal:

1. A decision regarding the transferability of a specific course(s);
2. A decision regarding the placement of a specific course(s); or
3. The college's failure to provide a transcript evaluation within the designated 30-day calendar period.

Procedures:

Appeal and Initial Decision

1. Student should meet with the Transcript Evaluator and/or the Director of Admissions and Records to request clarification within 10 calendar days of the date of the evaluation.
2. The appeal must be submitted to the Director of Admissions and Records in writing within 15 calendar days of the date of the evaluation.
3. The decisions regarding course transferability and/or placement made in the initial transcript evaluation will be binding if the student fails to file a written appeal within 15 calendar days.
4. The Transfer Credit Appeal Committee will have 30 calendar days to review the student's appeal and inform the student in writing of the committee's decision on the appeal including the rationale for that decision. In addition, the student shall be informed in writing of the process for appealing this decision.
5. The student is informed by the committee of the remaining appeal options. Failure to do so will result in the committee's decision being considered null and void. The student's request prevails and cannot be overturned by the college.

Appeal Beyond Initial Decision

1. The initial decision may be appealed by filing a written appeal with the Academic Vice President of the college within 15 calendar days of the postmark date of the letter notifying the student of the committee's decision. If the student fails to file an appeal within this time period, the original or initial decision shall be binding.
2. The college will hear and reach a decision on the appeal within 15 calendar days after the appeal is filed.
3. The student will be notified in writing by the college of its decision regarding the transfer appeal and the rationale for the decision. In addition, the student may appeal the decision to CCCS.

Appeal to Colorado Community College System (CCCS)

1. The student may appeal the decision of the college by filing a written appeal with the Academic Vice President of CCCS or Educational Services Curriculum Committee within 5 calendar days of the postmark date of the letter notifying the student of the college's decision. If the student fails to file an appeal within this time period, the college's decision will be binding.
2. CCCS staff shall review and reach a decision on the appeal within 30 calendar days after the appeal is filed.
3. The student will be notified in writing by CCCS of its decision regarding the transfer appeal and the rationale for the decision. In addition, the student is informed by the college that the student may appeal the decision by filing a written appeal with the Colorado Commission on the Higher Education within 5 calendar days of the postmark date of the letter notifying the student of the decision by CCCS.

Appeal to Colorado Commission on High Education (CCHE)

1. The student initiates an appeal by informing the Commission in writing of the situation and the reason for the appeal.

2. The Executive Director of CCHE will immediately notify the chief executive officer of the institution of the appeal and request the institution to submit documentation for the decision being appealed by the student. The Commission will submit documentation within 15 calendar days of notification.
3. The chair of the Transfer Advisory Council will schedule the appeal to be heard at the council or convene a special meeting if the appeal cannot be heard within 30 calendar days. Both the student and the institution will be notified of the Council's meeting time and location. The student and/or institution may be asked to make an oral presentation to the council. The resolution of a dispute will be completed within 30 calendar days from the time an appeal is made to the Commission. In no circumstance will the appeal process extend beyond 120 days from the day the student was notified of the transcript evaluation unless it benefits the student.
4. Should an appeal be filed involving a campus or governing board represented on the Transfer Advisory Council, the TAC member will not participate in hearing the appeal, nor may the member be present during the discussion. Transfer disputes will be heard by only those members who are not directly affiliated with the institution or governing board involved.
5. The Council's consideration of the appeal will include, but is not limited to, the institution's compliance with the Statewide Transfer Policy, the governing board policy statement, the institutional Articulation/Transfer Agreements, the transfer appeal process, and the student's compliance with the institutional Articulation/Transfer Agreements. In the absence of a written Articulation/Transfer Agreement for the program in question, the Transfer Advisory Council will conduct a transcript evaluation and determine the transferability of individual courses.
6. The chair will inform the Executive Director of the Transfer Advisory Council's recommendation.
7. The Executive Director will inform the chief executive officer, the chief academic officer; and the student of the final determination and advise the chief executive officer to implement the recommendation within 5 calendar days.
8. The institution's chief academic officer will inform the TAC chair within 10 calendar days of the action taken in regard to the final determination.
9. The Council's recommendation and the action taken by the institution will be reported to the Commission as an information agenda item.

Appeal of Higher Education Policy Issues

In addition to hearing appeals regarding the state guaranteed general education program, a student may appeal directly to the Colorado Commission on Higher Education when the issue involves one of the following areas:

- Violation of the Student Bill of Rights
- Noncompliance with Commission policies pertaining to transfer, student fees, etc.
- Failure of an institution to follow its established policies and procedures
- Failure of an institution to respond to a student's written appeal within 30 days

However, the Commission's appeal process is not designed to resolve disputes between an individual and an institution that involves grades, billing, terms of employment or that involve athletic eligibility. In addition, institutional tuition classification decisions are not subject to appeal to the Commission after the institutional appeal process has been completed.

Procedures:

To initiate this process at the Commission level, a student may appeal by submitting a written request (letter or email) describing the issue and steps the student has taken to resolve the issue. Eligible appeals, as indicated above, will follow the full appeal process. Appeals that involve issues that are reserved for the institution will be referred to the appropriate college authority.

Full Appeal Process

The Commission will assist the student by identifying the institutional staff person or department that is in the best position to resolve the issues directly. If the institution does not act on the appeal within thirty days from the date that the appeal was received or if the outcome appears inconsistent with state policy, the student may formally request a hearing by Commission's Appeal Board.

For issues that are within the Commission's authority, the Commission will convene the appeals board. The board will request that the institution provide a 1-2 page document for rationale for its decision. The board will review the submitted material within two weeks and will meet to hear the student's appeal. The board will recommend appropriate action. To ensure timely implementation of the decision, the decision will be communicated to both the student and institution. Such decisions are binding and not subject to further appeal. The Commission will respond to all other issues by letter.

Expedited Appeal Process

An enrolled student who receives a transcript evaluation that does not award general education transfer credit for a "state guaranteed" general education course may appeal directly to the Commission. The disputed credit must be earned in a course in which a student received a grade of "C" or better. The student must have enrolled during the 2002-03 academic year or later. The Commission staff will resolve such cases within five days.

2.25 DISRUPTIVE CLASSROOM INCIDENT REPORT

Date of Report _____

Student's Name _____ ID# _____

Instructor's Name _____

Instructor's Phone Number _____

Instructor's email: _____

Title of Course, Course Number _____

Date/Time/Location of Incident _____

Please attach a detailed summary of the incident, including a description of the disruptive behavior.

Witnesses:

Action, if any, taken by instructor (e.g. student warned, asked to leave class, etc.)

What is your recommended course of action and reasons for this recommendation?

Instructor's Signature _____

(Please use other side for additional information.)

3.00 ~ GENERAL STUDENT PROCEDURES ~ 3.00

3.01 Animal and Pet Policy

The college requests that students and staff refrain from bringing pets of any kind to campus property. Pets or animals are not allowed in any campus building, nor are they allowed to be tied to any campus structure or confined on or in parked vehicles on campus property. The exception is "service dogs" for those who need them.

Noncompliance with this procedure will result in a report to the city animal control specialist for immediate removal of the animal and the student responsible for the animal on campus will be reported for judicial sanctions. Pets or animals of any kind are restricted from campus residence halls.

3.02 Authorized Maintenance, Health, Safety and Security Inspection

- A. The college as "landlord" reserves the right to enter a room or secured area anytime to inspect the property for maintenance and repair and for health, safety and security reasons.
- B. Authorized physical plant representatives of the college have the right to enter any room, building, or secured area on campus (including residence hall rooms) to inspect, repair or clean college property, to maintain building or fixtures and equipment.
- C. Authorized residence life staff has the right to enter any residence hall room to visually inspect a room for potential health, sanitary and safety reasons, and to enforce all college procedures.
- D. Authorized college staff has the right to correct any maintenance, safety or health hazard found and to confiscate and report any potentially dangerous illegal equipment or material.
- E. Security personnel of the college check buildings and all material, equipment and vehicles on college property to prevent theft and vandalism. Security personnel have the right to check personal identification of any person on campus and request immediate vacating of property of any person to protect campus property, students and staff.
- F. An "inspection" is a visual check only and does not include opening any secured, restricted or reserved areas. Authorized staff may conduct an inspection anytime as part of their assigned duties. Efforts will be made to conduct inspections while the resident is present (hall room) and usually requires more than one staff person present.

3.03 Authorized Search on College Property

- A. The college "as landlord" reserves the right to conduct an unannounced search of any building, secured room or vehicle on campus property without a legal warrant if there is identifiable "reasonable belief" that such property is being used for illegal purposes; or there is illegal activity occurring on or in such property; or the secured property has potential for causing harm to others. A search can be requested by legal authorities to be conducted by authorized college staff.
- B. A "search" is a complete act of looking into any enclosed and secured areas on campus property and must have the prior approval of the Dean of Students. An authorized search form must be filed in the Student Services' Office. Two (2) authorized college staff should conduct a search.

3.04 Campus Security and Criminal Awareness

- A. Northeastern Junior College is an integral part of the City of Sterling, County of Logan and the State of Colorado. All criminal acts on the property of Northeastern Junior College will be immediately reported to the City of Sterling Police Department.
- B. (1) All facilities, when not in use by authorized college personnel or reserved and in use by community groups, are locked and secure. All residence halls are locked and secured twenty-four hours a day. Each hall has a security phone adjacent to the main lobby entrance so visitors may call a resident to gain access to the residence hall during visitation hours. Residents are issued outside door keys or cards for access to their hall.

(2) Campus law enforcement is conducted the same as any residential area within the city of Sterling. All law violations are reported to the local police first and then to the college administration, usually the Dean of Students.

(3) Personnel of the college are instructed to call the city police immediately for any law violation suspected on campus property. The Sheriff's Posse is hired to monitor large group events that require extra security. They are instructed to apprehend, detain and contact city police for assistance for any violation of the law.
- C. All students are given access to the Student Handbook via the NJC website and through the Access portal, which describes campus security. Hardcopies are made available across the campus and are available by any individual upon request from the Student Services Administrative Office, HSC 132. All students living in the residence halls will receive campus security instruction by the Residence Life Staff. This information will include personal security while on-campus, off-campus, room security in the residence halls, vehicle and parking security, emergency procedures and reporting of any unsafe conditions.

The NJC campus is well lit and secured in the evenings and on weekends as appropriate. A major element in maintaining a secure environment is prevention. Any employee, aware of or experiencing what could be a security problem, should notify an appropriate campus administrator, or authorities if the situation warrants as soon as possible. Another important element in maintaining security is to be aware of your environment, especially at those times of the day when common sense dictates extra caution should be exercised. A safe and secure campus is the responsibility of everyone.

- E. The City of Sterling Police Department and the Logan County Sheriff's Department cooperate and communicate with the Dean of Students to monitor off-campus student criminal activity within Logan County. Violations committed by students within the city of Sterling and county of Logan are reported to the Dean of Student's office. The college's "Student Conduct Off-Campus Procedure" enacts procedures to prevent student violations of law. This procedure requires educational programs and potential summary suspension if the student persists in violation of the Student Code of Conduct and violation of local, state and federal laws.
- F. The Dean of Students maintains statistical records for all campus conduct reports and student summons and arrests on campus and within the community. This data is reported in the publication "Your Right to Know." The college has a Drug Free, Alcohol Free Campus Policy, which has specific sanctions for drug and alcohol violations on campus. Possession of weapon reports is shown on the Dean of Students Report. The Dean of Students reports data in "The Right to Know Report" which is available to any student, parent, staff member or citizen of the community through the NJC Website or upon request.

3.05 College Computer Equipment, Network, Software

The college reserves the use of all computer equipment, including all hardware, software and network cabling for academic and educational services supervised and authorized by college staff. The following unauthorized use of college computer related equipment and services would be considered violations of the Student Code of Conduct and subject to educational and disciplinary action to include immediate suspension and restitution.

The college reserves the right to restrict access to the college and state computer network system from one day to a complete denial of access based upon the severity of the computer violation. A denial of access will affect computer class completion and use of college computers to complete assignments. This list is not all-inclusive and will be modified at the discretion and approval of the Dean of Students.

- A. Unauthorized entry into a computer file to use, read, copy, change, delete, and modify the contents for any purpose.
- B. Unauthorized transfer of a file, copying, duplicating of files or software.
- B. Unauthorized use of another individual's identification, password and call letters.
- C. Use of college equipment, software and computer network services to retrieve pornographic materials, materials intended to inflame and degrade any person or individuals.
- D. Use of college equipment, software and computer network services to violate the College Code of Conduct and/or Proscribed Conduct such as and not limited to the following: harassment - all kinds, hazing, lewd and indecent materials, cheating, plagiarism, falsifying identification cards, abusive speech and fighting words that incite and stigmatize individuals.
- E. Personally identifiable messages that are directed toward an individual to incite discrimination and harassment.
- F. Use of college equipment, software and computer network services to interfere with the work of another student, faculty member or college official.
- G. Use of college equipment, software and computer network services to interfere, disrupt, or cause any operational changes with the normal functions of the college computer network.
- H. Use of college equipment, software and computer network services for commercial and/or private gain.
- I. The college cannot insure the security or privacy of e-mail sent or received on any of the NJC servers. Students may want to consider that e-mail is like a postcard and may be viewed by anyone with access to the NJC network servers.

The NJC Computer Use Agreement can be found in the Appendix of this handbook as well as on the NJC website at <http://www.njc.edu/technology/njcpolicies.html>.

3.06 College Property to Include Facilities, Buildings, Grounds and Equipment

- A. College property and buildings are open to the public for educational purposes at the times when classes are scheduled and services are available. Non-students will be considered visitors and are subject to all visitation rules and hours. All persons on college property must carry proper identification.

- B. College security personnel or city police may request proper identification from anyone at any time on college property. Persons without proper identification or unwilling to show proper identification will be asked to leave college property.
- C. Use of college facilities, grounds, buildings and equipment requires approved reservation requests through Physical Plant. Non-student or non-educational use of college facilities, grounds or equipment is subject to rental fees. Priority of such requests will be given to students, faculty, and staff before non-student requests.
- D. Persons entering or leaving buildings, other than normal exits, will be charged with damages of unlawful entry. Only maintenance personnel are allowed on roofs of buildings.

3.07 College/State Immunization Policy

Northeastern Junior College complies with Colorado law for immunization, which is as follows:

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.

3.08 Dangerous Acts, Weapons, Materials and Equipment

State board policy states that no person may have on his/her person any unauthorized firearm, ammunition, explosive device or illegal weapon on campus or any facility used by a college.

- A. Students may not carry, possess on their person, store, display, or in any manner use any weapon, materials or equipment deemed potentially dangerous to self or others on the campus property unless authorized per CCCS System President's Procedure SP19-10 Violence/Firearms on Campus. This System President's Procedure addresses carrying a concealed handgun with a valid issued permit and applies to any vehicle or building on campus property.
- B. The college is not responsible for approved storage of weapons, materials and equipment.
- C. Dangerous acts with the intent to harm, to threaten self or other people will be reported to law enforcement authorities. Any physical endangerment act may result in immediate eviction/expulsion and/or warrant for arrest.
- D. A dangerous act that involves physically striking another student will be considered as grounds for immediate dismissal from college if there are no additional mitigating circumstances.
- E. Acts of verbal and physical harassment or intimidation will be considered as grounds for dismissal from college after a warning has been issued to cease and desist from such acts.

3.09 Faculty Authority for the Classroom Experience

No student will be permitted to begin the study of any subject if he/she lacks the necessary preparation to undertake it. This rule takes precedence over all others.

Every student is required to attend class regularly and to satisfy the instructor that he/she is performing the work of the course in a systematic manner. An instructor may exclude from the class any student whose conduct is discourteous or who fails to show satisfactory interest and effort.

Northeastern Junior College students are expected to meet and exceed all standards of academic and personal commitment as determined by the instructor of each class. The faculty member sets the academic standards for each class taught, and the student is expected to comply with the following standards of classroom conduct and academic experience.

Northeastern Junior College faculty is expected to attend all class sessions. Each instructor sets his/her attendance policy.

Northeastern Junior College students are expected to meet and exceed all standards of academic and personal commitment as determined by the instructor of each class. The faculty member sets the academic standards for each class taught and the student is expected to comply with the following standards of classroom conduct and academic experience.

Northeastern Junior College faculty members have the authority to evaluate each student's educational experience by the following standards.

- A. Attendance requirements - Each student is expected to attend all class sessions. Each instructor sets his/her attendance guidelines.
- B. Classroom conduct - Each student is expected to arrive on or before each class begins and is expected to remain until the class is dismissed. Each student is expected to bring only books and appropriate educational materials into the classroom; food and drink are not allowed. Guests and visitors, (including small children) presence in the classroom must be approved by the instructor and can be asked to leave, if disruptive. Any student (or visitor) can be asked to leave if their presence creates a hindrance to the teaching and educational process.
- C. Textbooks, materials, supplies and equipment - Each student is expected to purchase all the required supplies and materials to meet the requirements of the course by the second-class session.
- D. Reading assignments - Each student is expected to complete all reading, as required.
- E. Written reports, assignments and verbal reports - Each student will complete all written and verbal reports, as required.
- F. Special assignments - Special assignments for extra credit (if allowed by the instructor), and make-up tests or assignments require instructor's approval.
- G. Test and evaluation assessments - Each student will comply with all course evaluations, as required.
- H. Performance or lab requirements - Students enrolled in courses which involve physical performance of assigned tasks are assessed on performance outcomes.
- I. Plagiarized material, cheating or falsifying any assigned material as original - Students are expected to produce original work with correct documented sources.

The Northeastern Junior College faculty member has the authority to make immediate and preliminary evaluations of a student's academic and personal conduct based upon one or more of the above standards. The instructor of the class has the option of dropping a student from their class based upon noncompliance with classroom and academic experience standards. All "Administrative Drops" initiated by a faculty member will be documented to the Vice President of Academic Services.

3.10 Refunds and Returns

A refund of 100% of tuition and fees will be made if a student officially drops a class before the census date (the last day to drop a class for a term). There will be no refund after that date.

When a student completely withdraws from Northeastern Junior College during a term a refund of room and board will be made as follows:

- a. Room and Board will be refunded on a per week basis up to the 8th week of the term.

If the student has Title 4 federal financial aid, a portion of these grants or loans must be returned to the programs based on the date the student withdrew from college. If the withdrawal occurs after 60% of the term is completed, no return of these federal funds will be required.

In order to calculate the amount to be returned the withdrawal date will need to be determined. This will be the date the student began the withdrawal process as prescribed by NJC with official notification of intent to withdraw. If the student withdraws without any of the above notification and the financial aid office is unable to obtain a last date of attendance from the instructor, the midpoint of the term will be used as the withdrawal date. If the student is in online courses, the financial aid office will get the last date the student logged onto their course from the system office (CCCS). If the withdrawal process was not begun because of illness, accident, grievous personal loss, or similar circumstances beyond the student's control, NJC can determine the appropriate withdrawal date.

The amount of unearned institutional charges and unearned Title 4 funds based on the number of days in attendance to the withdrawal date will be calculated. NJC will then return to the Title 4 programs the lesser of the unearned institutional charges or the unearned Title 4 assistance. The student will return any remaining unearned Title 4 funds. (If the student needs to return funds to the Pell or SEOG programs based on the return priority, they need to return no more than 50% of the original award amount.) The loan amount the student needs to return will be repaid according to regular repayment schedule for the loan. The school refund to the loan will be credited to the original loan amount. The amount a student needs to return to grants will be collected from the student by the school and then repaid to the grant program.

The order of return of Title 4 funds will be as follows:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- Plus Loans
- Federal Pell Grants
- Federal SEOG
- CLEAP

3.11 Indebtedness Procedure

No student who has a prior unsettled indebtedness to the college may register in any new semester, or during the period in which the indebtedness remains unsettled may any evidence of attendance or other official credentials be obtained from the college. Indebtedness shall include tuition and fees, room and board charges, library and parking charges, and any other charges incurred by the student and owed to the college. Degrees or certificates will not be granted, nor will transcripts of credits be transferred to another college (transcripts released) until all accounts are settled.

A student who does not drop a class by the drop deadline, which is within the first six percent (6%) of the class, will be charged for the full cost of the class. It is the responsibility of the student to officially drop classes.

3.12 Petition for Extenuating Circumstances-petition for tuition adjustment

An enrolled student who withdraws from a course(s) is responsible for paying the entire amount of the course's tuition and fees. While this aforementioned contract is binding, NJC recognizes that there are extenuating circumstances that may contribute to the student's withdrawal action merit consideration. A student who has extenuating circumstances which cause them to withdraw from a course(s) will have an opportunity to petition for an institutional grant to assist with their tuition/fees for the following semester. In these cases, NJC offers the student the right to petition for a grant to partially offset the contracted costs through a future tuition supplement.

1. The Dean of Students will be the college official that has responsibility for disbursement of the petition upon request. This official will visit with the student to identify if their situation would possibly be supported through the petition process.
2. To be eligible for consideration the student would have to meet the following criteria:
 - Meet a narrow definition of acceptable extenuating circumstance: unexpected transfers, family crisis, serious illness, injury or death of an immediate family member or serious personal injury or illness.
 - Petitions must be submitted by the last class day of the semester during which the extenuating circumstance occurred.
3. Completed petitions with attached supporting documentation must be submitted back to the Dean of Students by the last day of the class and/or the last day of the semester.
4. A review board will meet at the end of each semester to review petitions that have been submitted by the last day of the semester, during which withdraw(s) occurred.
5. A set amount of institutional grant money will be available to award each semester. Since the grant funding is limited, petitions would be reviewed on a case by case basis.
6. The review board will consist of 1 student services representatives, 1 business office representative, 1 records office representative, and 1 financial aid office representative.
7. The review board will determine whether or not to award a grant for the following semester. The dollar amount for the grant would be determined based on number of days complete, the extenuating circumstance and the amount of funding available.

Final decisions will be reviewed and signed by the Dean of Students.

3.13 Mental Health Assistance

The challenge of adjusting to a college environment requires many adaptations and personal adjustments. Students that require assistance to adapt, from minor personal problems to ongoing therapy, can be helped to be successful at Northeastern Junior College. The following intervention process will be followed.

- A. Student's behavior is identified as needing assistance; a referral will be made to counseling or health services.
- B. College professionals will determine by personal conference and assessments the extent of intervention needed. Recommendation is made to the Dean of Students.

- C. Intervention procedures will be communicated to the student or parent/guardian (if under 21). If behavior warrants mandatory assistance, the Dean of Students will also receive this communication.
- D. Counseling to clinical therapy may be recommended, depending upon the need. The number of sessions and dates of requested or required intervention will be noted.
- E. If professional assessment and behavior noted shows a definite lack of productive adjustment to the college environment, the Dean of Students could initiate an administrative withdrawal, so the student could seek intensive mental health treatment.
- F. Any student identified as needing professional medical or clinical treatment will be required to receive such treatment during their current enrollment or prior to their next enrolled term. Written verification from a health professional will be required, before readmission.
- G. If a student has been determined to be at risk of harm to self, an attending physician or the on-call NJC counselor contacts the Dean of Students and the student's parents or legal guardians. If the physician or on-call NJC counselor has not had clinical contact with the student (e.g. the student has been taken directly to the ER and hospitalized) the Dean of Students will make the call. Exceptions to contacting the parents or legal guardians can only be made by the Dean of Students or designee. The on call NJC counselor will contact the referral source and Director of Residence Life/Student Activities of Residence Life (if the student is an on-campus student.) The Dean of Students coordinates arrangements for a "disposition meeting." This meeting involves the student, his/her parents or legal guardian, the Dean of Students, the on-call NJC counselor, Centennial Mental Health response worker and the Director of Residence Life/Student Activities of Residence Life. The student is not allowed to return to on campus residential housing, classes or activities until cleared.

Students who leave campus under the above procedure must have a clearance meeting before they may return to campus. Ideally, this clearance meeting is with the same team that conducted the disposition meeting. The purpose of the clearance meeting is to determine the student's safety and readiness to return, plus conditions that will support the student's success.

3.14 Rollerblading, Skateboarding, Roller Skates

The college prohibits the use of any device that has potential to cause surface and structural damage to any interior floors or carpets in college buildings; to any designated outdoor tennis courts and basketball courts. The use of rollerblades, skateboards, roller skates or similar wheeled conveyances within any building on campus is strictly forbidden.

Persons using such devices as rollerblades, skateboards, roller skates or similar wheeled conveyances in restricted areas will be asked to remove the restricted equipment and leave college property. Those identified persons will be charged for potential restitution of damages and could be permanently restricted from college property. A repeat offense will result in a trespass summons and restitution of all damages.

3.15 Sales and Solicitation

- A. All sales, solicitations, canvassing, exhibits, demonstrations of products on campus property must be approved by the President of the College, Dean of Students, or Director of Human Resources..
- B. All advertising of sales, solicitations, canvassing, exhibits, and demonstrations of products with the intent to sell is prohibited on campus property, unless appropriate written approval has been received from the President, Dean of Students, or Director of Human Resources. Upon written approval, the approving office will provide a designated access area.

- C. Solicitors, sales persons, peddlers, and canvassers seeking students and/or NJC staff are not permitted to operate on the college campus without administrative approval.
- D. Faculty, staff or students at Northeastern may not operate as a sales representative or a solicitor on campus without written administrative approval.
- E. Products, services, food delivery, merchandise preordered off campus can be delivered on campus (excluding beer or alcohol), if the delivery person receives approval from the supervisor of the building where delivery is to be made.
- F. Student lists with any personally identifiable information, (other than directory information) is considered confidential and cannot be released for any sales or solicitation. Anyone using such student lists is in violation of the Student Records Law and College Policy.
- G. Staff lists with any personally identifiable information, other than directory information, is considered confidential and cannot be released to any individual or organization for sales or solicitation.

3.16 Sexual Assault/Sexual Harassment

A. Education

Northeastern Junior College schedules Sexual Harassment/Assault and Rape Prevention educational programs within each residence hall by the Counseling staff and the Rape Prevention Team of Centennial Mental Health Center. The Counseling staff promotes awareness of sexual harassment, sexual assault, date rape and personal relationship control with written materials, audiotapes, videotapes and personal counseling available to all students.

B. Disciplinary Sanctions

The state policy and college procedures are clearly stated for sexual harassment and sexual assault for all enrolled students. A student victim of sexual harassment has the option of filing a formal grievance or filing an informal complaint for any sexual harassment offense. Sexual assault requires an immediate report to the law enforcement authorities for filing of charges. The college will suspend any student accused of sexual assault until such time all charges are dropped. A sexual harassment complaint will result in a one-time warning, with a repeat offense causing dismissal, without appeal. A College Hearing Board to determine appropriate sanctions will review a sexual harassment grievance.

C. Reporting the Offense

All student sexual offenses should be reported to the college Chief Judicial Officer, the Dean of Students. An alleged sexual assault will be reported to the local city police prior to a report to the Dean of Students, if the alleged victim consents. A Rape Response Team member and NJC Counselor will be sent to the victim to preserve the evidence, request medical assistance and arrange psychological counseling and attend to any personal support the victim needs.

D. Victim Rights

The victim of a sexual offense has the options available under "Disciplinary Sanctions" shown in this document, and all sanctions available in the NJC Student Judicial System. A formal grievance involves a careful review and communication of the rights of due process for both the victim and the accused. After a victim or grievant has filed charges on-campus, the respondent or accused has the right to review the charges, accept them and the subsequent sanctions or reject them and ask for a formal hearing. The Student Harassment/Discrimination Procedure clearly outlines the procedure for both victim and the accused to protect their due process rights. It is essential the victim and the accused have equal access to all information and both the alleged victim and the accused are given equal treatment for assistance and counsel, as needed.

E. Law Enforcement Reporting

The student victim of any sexual offense is encouraged to report such action to the local police by all professional staff. Sexual assault must be reported to the police immediately; sexual

harassment will be referred to the Dean of Students to implement the college sanctions available. Victims will be assisted in making the report by phone and will be assisted to the police station to file and sign a report by resident hall staff, counselors or administrators.

F. Victim Assistance

Counseling programs on campus involving date rape, sexual harassment, and prevention techniques for personal safety emphasize the availability of counselors on-campus and the accessibility of support groups and counselors in the community. The NJC Counseling staff is able to assist any student as needed. The Centennial Mental Health Resource Center has a rape response team that provides on-the-site support and referrals for long-term assistance, as needed.

G. Changes in Academic and Living Situations

A student victim of a sexual offense has the option of changing class schedules to avoid unnecessary personal conflicts. The student victim living on-campus has the option of changing residence halls or room (if available) to alleviate personal distress due to the recent sexual harassment/assault charges.

3.17 Student Grievance Procedure

References

Board Policy 4-21, System President's Procedures 4-31, Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Title II and Age Discrimination 1975

Application

The procedure applies to the state system community colleges.

Basis

The student grievance procedure is intended to allow students an opportunity to present an issue that they feel warrants action. This includes the right to secure educational benefits and services without regard to sex, race, national origin, or ancestry, creed, color, disability, or age and have the issue considered in a prompt and equitable fashion.

Definitions:

Grievant: A "Grievant" is a currently enrolled student, a client or volunteer who is providing a service to benefit the college under the supervision and control of a college employee. A client or volunteer may only grieve a decision, which bans him or her from campus.

Respondent(s): A "Respondent" is student, volunteer or client, faculty member and/or administrator identified by the grievant as causing or contributing to the grievance.

Grievance: A grievable offense is any alleged action, which violates or inequitably applies written college policies or procedures. Such violation or inequitable action must personally affect the grievant. A grievance must be brought to the formal stage within 20 calendar days of the date the student knew or reasonably should have known about the action.

Chief Judicial Officer: The "Chief Judicial Officer" is the college employee designated by the college president to administer student grievances. Grievances alleging discrimination issues may be referred to the employee responsible for ensuring equal opportunity and access.

Remedy: The relief that the grievant is requesting will be considered the "Remedy."

Non-grievable Matters: The following matters are grievable under this procedure except as noted: matters over which the college is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by illegal discrimination; and disciplinary actions taken pursuant to BP 4-30.

Time Limits: All time limits shall be considered as maximum and every effort will be made to expedite the process. However, official absences from campus or other previously scheduled events may alter the prescribed time limits to allow all involved parties the opportunity for full input and consideration. Such deviation from these time limits will be stated in writing to all principals.

Work Day: A "Work Day" is any day that the college is normally conducting business as indicated by the official calendar.

Calendar Day : A "Calendar Day" is one of seven days designated each week, including work days, weekend days and holidays. Calendar days are used to designate day limits for judicial responses.

Statement of Commitment

The following grievance procedure has been designed to provide a forum for full, prompt and objective consideration and resolution of alleged grievable violations involving students, clients or volunteers within the college community. It is the proper and exclusive procedure for submission of such grievances to the college for resolution. Grievance procedures shall be maintained confidential, subject only to the need of the grievant and the college to comply with the processes specified herein. Any findings shall be held in private. The outlined procedures will be followed but an agreement and settlement of the grievance may be reached at any stage of the proceedings.

Procedures

1. Informal Procedures

Preface: The student grievant files a complaint with the Dean of Students, describing the alleged grievance, the issues, acts, complaints and the student(s) and staff involved. The form of this complaint can be either verbal or in writing.

- A. The grievant is encouraged to resolve the issue with the respondent or his/her supervisor.
- B. In the case of grievances based upon one's race, color, creed, national origin or ancestry, disability, age or gender the grievant may first contact the Human Resources Manager responsible for affirmative action to seek informal resolution of the issues.
- C. If the complaint alleges facts, which might constitute a violation of SP 3-120 concerning sexual harassment, the administrator shall investigate the complaint under that procedure.

If the complainant alleges facts that might constitute sexual harassment, verbal or physical harassment, the Chief Judicial Officer will investigate the complaint under the following procedure.

1. The student grievant consents to the Dean of Students making a contact with the student causing the problem (student respondent); the student respondent is given a copy of the complaint and the opportunity to file a response.
2. The student respondent is informed by the Dean of Students to cease and desist from all acts that constitute harassment and unwelcome contact with the student grievant with the knowledge that any verified reported contact will result in an immediate summary suspension.
3. If the student respondent disagrees with the charges and is unwilling to accept the warning to cease and desist from the alleged harassment acts, then a formal grievance will be filed.
4. While the grievant is encouraged to resolve the issues through the informal process, he/she may at any time elect to go to the formal stage by the following formal procedures.

2. Formal Procedures

- A. The student grievant files a written statement with the VP of Student Services within the twenty (20) day time limit that describes the remedy he/she is seeking; the issues, acts, complaints and the student(s) and staff involved. If the Dean of Students is not available, the College President could refer this process to his/her designee.
- B. Once a written grievance is filed or referred, the Dean of Students or designee will determine whether or not the situation states a grievable offense or not.
- C. The matter will be closed if the situation is determined not grievable and the grievant will be notified of the reasons. If the situation is not grievable, the Dean of Students will notify the student and the President of the reasons within five (5) workdays after receiving the written grievance.
- D. If the matter is grievable, the Dean of Students or designee will request the College Hearing Board to convene to hear the grievance as expeditiously as possible.
- E. The College Hearing Board will hear the case which will give the grievant, the respondent(s) and other witnesses opportunity to explain what they know about the issues surrounding the grievance. The Dean of Students or an appointed impartial staff person will act as chair of the hearing. The college will conduct this hearing within the approved procedures for a student hearing as described in section 4.0 of the Student Handbook.
- F. The College Hearing Board will consider all related oral and written statements and other supporting documents and information and by consensus resolve the issues of concern as requested by the student grievant. The Board will direct the Dean of Students to issue a written decision and response to all the grievance issues within ten (10) workdays of the close of the hearing. The decision shall reject the grievance or grant the grievance and make recommendations to resolve the issue(s).
- G. The written response shall be served upon the grievant and the respondent personally or by certified mail to the addresses currently on file in the Housing Office. The Dean of Students' written decision as directed by the College Hearing Board is final unless either party files a Petition for Review with the President within five (5) workdays of the service of the decision.
- H. Upon receipt of a Petition of Review, the President will review the record and issue a written decision within ten (10) calendar days (SP 4-31) of the receipt of the Petition of Review. The President's decision is final.
- I. The Chief Student Services Officer (Dean of Students) or designee may extend the scheduling timelines described above for good cause. If the grievance is against the Chief Student Services Officer, the Chief Academic Officer or other designee of the President shall perform the duties of the Chief Student Services Officer.

3.18 Social Conduct - Judicial Levels of Authority

- A. All students are governed by local, state, federal laws and college procedure. Illegal acts will be subject to prosecution by law enforcement authorities. Violation of state policy/college procedure by any student will be subject to college disciplinary action according to the NJC Student Due Process System. Legal action waives student's due process until such time all charges are dismissed by local, state or federal authorities.
- B. The President of the college will be informed of all jurisdictional action by the Dean of Students that involves eviction, summary suspension, suspension or expulsion, with the final authority to approve or disapprove action by the Dean of Students.

- C. The State Board for Community Colleges has the highest level of authority as empowered by the voters of Logan County and the State of Colorado. The state system president is the chief administrator for the state board of community colleges.
- D. The respective Department Chair of Instruction receives all concerns involving academic matters such as: cheating or academic dishonesty, student appeals on instruction, evaluations, grades, final exams, and academic related problems.
- E. All violations of student conduct or policy will be referred to the Chief Judicial Officer of the college, otherwise known as Dean of Students for interpretation, hearings, appeals and jurisdictional action as empowered by the college President.
- G. The College Hearing Board consists of three faculty members, one ASG officer, one administrator appointed by the President of the College. The chair is an impartial staff person appointed by the College President. The College Hearing Board hears student cases from due process appeals, student grievances, student dismissal and eviction. This board is the final group hearing available in the student due process before the presidential appeal.

3.19 Off Campus Student Conduct Policy

All enrolled students of Northeastern Junior College are representatives of the college on and off campus, in and out of the classroom. The college encourages and supports student activities on the campus and in the community which promotes leadership, citizenship, and positive student growth as members of society.

- A. When a student is charged with a violation of law on campus or at a college-sponsored activity, college disciplinary proceedings will be instituted against this student.
- B. If the student conduct violation was not at a college sponsored activity but was of such a nature to impact the college and a violation of the Student Code of Conduct, college disciplinary proceedings may also be instituted against this student.
- C. Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

The following levels of educational sanctions will be followed on all known violations of the Student Code of Conduct – Off Campus and violations of local, state and federal law.

1. The first off-campus violation will initiate letter of assistance and an offer for a private discussion regarding the student's off-campus conduct and its impact upon their enrollment status.
2. The second off-campus violation within the academic year (two semesters plus summer) will require the student to participate in an educational program specifically designed to prevent continued community legal violations. Police reports from the local police department and county sheriff are forwarded to the Dean of Students to assist with this intervention program.
3. The third off-campus violation within the stated academic year will be grounds for summary suspension or assigned campus or community service with additional educational sanctions.

Note: If a student commits a violation of the Student Code of Conduct off-campus that has a severe negative and detrimental impact on any student, any staff or the college, this violation can be grounds for immediate summary suspension (see Summary Suspension, Page 74).

Northeastern Junior College is an integral member of the Sterling Community and Logan County; we promote good citizenship for all students. The Off-Campus Student Conduct Procedure is

intended to place responsibility with the student for personal conduct in the community as well as on campus.

3.20 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 variety 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 Donelle Hogarth, 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.

Student Rights and Responsibilities:

The student code of conduct prohibits abusive conduct and defines it as:

“Abusive conduct that threatens or endangers the physical or psychological health, safety, or welfare of an individual or a group of individuals and harassment of any member of the college community including harassment on the basis of race, sexual orientation, age, gender, religion or physical disability are prohibited.”

In addition, NJC prohibits violation of any federal or state law or local ordinance including but not limited to those covering harassment, assaults, violation of civil rights, ethnic intimidation, disorderly conduct, trespass, or lewd, indecent or obscene conduct or expressions.

The following options for assistance are offered to students:

- A. If you would like to obtain more information about policies or services, discuss options, or explore the possibility of facilitated discussion or mediation, you should contact the Dean of Students.
- B. If the perpetrator is a college staff member, you should contact the Human Resources Office. The Director of Human Resources is designate to respond to inquiries or complaints of discrimination at NJC. Your contact with the office is confidential.
- C. If the perpetrator is a student, contact the Dean of Students. The case can be discussed and if the alleged behavior violated the Student Code of Conduct, disciplinary action will be initiated.
- D. If the situation is an emergency, or if you feel physically threatened or endangered, contact: Sterling Police Department (911) and the Dean of Students (970) 521-6657.
- E. Personal support, information or referrals may also be obtained through the following student advocacy services: NJC Counseling Services or the NJC Residence Life Office.

For information regarding civil rights or grievance procedures contact:

Steve M. Smith (970) 521-6657
Dean of Students

Tammy Kallsen (970) 521-6661
Human Resources Director
Northeastern Junior College
100 College Avenue, Sterling, CO 80751

Angie Gramse
Assistant Legal Counsel
9101 E. Lowry Blvd.
Denver CO 80230
(720) 858-2721

Barbara McDonnell, Legal Counsel
Community Colleges of Colorado
9101 E. Lowry, Bldg. 959
Denver, CO 80230
(303) 595-1549
Office of Civil Rights

Federal Office Building
1244 North Speer Blvd. Suite 310
Denver, CO 80204
(303)844-5696

Title IX

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs. NJC, by virtue of its commitment to the ideal of dignity, equality and mutual respect for all people, condemns any form of sexual harassment. It is the intent of NJC to comply by both the letter and spirit of Title IX to make certain discrimination does not occur or adversely affect the educational environment. NJC has a legitimate and compelling interest in prohibiting sexual harassment. We have an obligation to discipline those who do engage in sexually harassing behavior.

The college is committed to maintaining the campus community as a place of study, work and residence that is free from abuse, incivility, intimidation and harassment and where everyone is treated with respect and courtesy. It is everyone's responsibility to uphold this commitment.

- A. Students may not be restricted from any college classes, affiliated groups, memberships, organizations, activity or programs based on race, color, sex, or religious doctrine, handicapped or national origin.
- B. Any organization, club, membership, affiliated group activity or program that restricts membership or discriminates against members based on race, color, sex or religious doctrine, handicapped or national origin will not be allowed facility use, activity funds or support of the college.
- C. A designated representative of the President will investigate student discrimination complaints, and recommendations will be forwarded to the President for corrective action. See item 3.16.

3.21 Student Health and Safety

- A. A housing contract file is not complete without an immunization record on file.
- B. All students are expected to maintain acceptable personal health standards in classes, on campus property and in residence halls. The Dean of Students and the campus health services liaison will review complaints regarding personal habits and/or hygiene.
- C. Legal or illegal substances, materials, property that constitute a public health hazard will be restricted by law or by college officials.
- D. Reported communicable and sexually transmitted diseases will be subject to treatment and follow-up according to college procedure and policy by the health services coordinator. Treatment is recommended according to Colorado Disease Control and medical doctor's protocol.
- E. Unsafe conditions of behavior that constitute a threat to self or other people will require an immediate correction, and an order to cease or desist as soon as these acts are reported to college officials, i.e. Dean of Students.

3.22 Assessment/Placement

Accuplacer is a nationally recognized placement test used to measure your skills in Reading, English and Math. If you are a new student, the State of Colorado requires you to take an assessment test and enroll in appropriate courses unless you qualify for an exemption. Students exempt from assessment include those who:

1. Have earned a baccalaureate degree;
2. Have earned a transfer-oriented associate degree (i.e. A.A. or A.S.; excludes A.G.S. and A.A.S. graduates);
3. Are an exchange student (students coming from another institution, state, or country for study) for a defined period of time (e.g. academic term or year);
4. Show proof of minimum ACT score of 17 in Reading, 18 in English, and 23 in Math (for placement into College Algebra, MAT 121);
5. Show proof of SAT scores of 430 in the reading area, 440 in the verbal, and 460 in math;
6. Have successfully completed (earned a grade of C or higher) a college-level mathematics or a college-level writing course. College-level courses are defined as those courses that apply to the graduation requirements of an academic degree;
7. Have successfully completed (earned a grade of C or higher) necessary remedial course(s), if required, in mathematics, writing, and reading.

Students whose completion of courses at other colleges which demonstrate their proficiency in English, Math, and/or Reading may submit transcripts for the purpose of waiving all or part of the assessment requirements.

There will be a \$15.00 fee charged for the battery of Accuplacer tests, or a fee of \$5.00 per subject area test if the entire battery is not needed. After the initial test has been paid for and taken, the student will be allowed to retest two (2) times for free. However, a student is only permitted to test 3 times for placement in any given semester and they will not be allowed to take the test more than one time in a day. A valid picture I.D. must be presented before any student will be allowed to take the Accuplacer. Cell phones, food, and drink are not permitted in the testing lab.

Students will have 3 opportunities to test for placement for the fall semester.
Students will have 3 opportunities to test for placement for the spring semester.

In special circumstances a student may be granted an additional 4th testing opportunity in one of the 3 subject areas. The student must be enrolled in a course directly related to the subject in which he/she needs additional assessment. The instructor of the course must recommend the additional testing opportunity, believing the student would benefit from this extra attempt. The

instructor must also communicate this to the Assessment Center personnel. The student will pay the additional \$5 for this one time exception.

Testing for one semester may occur in the previous semester (i.e., testing in the summer for placement in the fall. This will be counted as a testing opportunity for the fall semester). The cut-off testing date for placement during a current semester is the withdrawal deadline date for classes during that term.

Assessment scores, including ACT and SAT scores, are considered valid for initial placement for a period of 5 years from the original date of testing.

3.23 Student Records - The Family Educational Rights and Privacy Act

The Family Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of student's educational records. The law applies to all schools/colleges, which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student, or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have been transferred are called eligible students.

Northeastern Junior College maintains individual records and information about students for the purpose of providing educational, vocational and personal services. Northeastern Junior College complies fully with the law to control release of and access to the aforementioned records.

The Intent

All students have the right to access their college records. Only approved personnel have the right to access student information without prior consent by the student. Appropriate college personnel based on educational need can use student records. Student records are privileged, private information and should be treated as such.

The Rights of Eligible Students

- Eligible students have the right to inspect and review all of the student's education records maintained by the school/college. School/colleges are not required to provide copies of materials in education records unless, for reasons as great distance, it is impossible for eligible students to inspect the records. The college may charge a fee for copies.
- Eligible students have the right to request that college correct records believed to be inaccurate or misleading. If the college decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the college still decides not to amend the record, the eligible student has a right to place a statement with the record commenting on the contested information in the record.
- Generally, colleges must have written permission from the eligible student before releasing any information from a student's record. However, the law allows colleges to disclose records without consent, to the following parties.
 - School employees who have a need to know.
 - Other schools to which a student is transferring.
 - Certain government officials in order to carry out lawful functions.
 - Appropriate parties in connection with financial aid to a student.
 - Organizations conducting certain studies for the college.
 - Accrediting organizations.
 - Individuals who have obtained court orders or subpoenas.
 - Persons who need to know in cases of health and emergency; and State and local authorities, within a juvenile justice system, pursuant to State law.

Prior Consent Needed

The eligible student must provide a signed and dated written consent before the institution may disclose personally identifiable information, other than directory information, from the student's education records.

The written consent must:

Specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or class of parties to whom the disclosure may be made.

All requests, other than the above must have prior consent. Directory information unless personally restricted by the student is not restricted.

Directory Information

The following items will be designated as "directory information". Colleges may disclose any of this information without prior written consent, unless notified by the student in writing to the contrary by the first official class meeting date of each semester.

- student name
- major field of study
- participation in officially recognized activities and sports
- dates of attendance
- degrees and awards received
- most recent educational institution attended
- college issued student email account
- birth year (birth day and month cannot be disclosed)

Disclosure of Directory Information: A student can prevent disclosure of directory information by filing a "Request to Prevent Disclosure of Directory Information" in the college records office.

Request to Release Student Information

All student information requests, other than the unrestricted information, will be denied unless the eligible student can sign a release of specific requested information or they can sign a release for all restricted information to a specific person. Student Information Release forms are available in the Student Services Office, Hays 132 or in the Admissions & Records Office, Hays 137. A release of information has a time limit unless otherwise specified, usually one year.

Parental or Guardian Disclosure

The eligible student may provide a signed and dated written consent for disclosure of personally identifiable information from the student's education record prior to the start of a semester to avoid a later request.

Right to File a Complaint with the Department of Education

A student may file a written complaint with the Department's Family Policy Compliance Office (Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605) regarding alleged failures by the institution to comply with FERPA requirements.

Conduct or Student Judicial Records

The college has the right to restrict access to personally identifiable conduct or judicial information. The "Right to Know" laws require the college to disclose conduct and specific legal violations that have occurred on the college campus. None of this information can be personally identifiable. Prospective students and parents, and all enrolled students have the "Right To Know" regarding campus crime statistics. If a personal record is generated for a student on-campus for a judicial file, this information is not available to the public. If the police off-campus has generated the record, this information is accessible.

Any violation of federal, state, or local law or of any NJC policy governing the use or possession of alcohol or controlled substances may be made to the parent or legal guardian if the student is under the age of 21 and it has been determined that the student committed a disciplinary violation.

Police Reports

Student information that is provided by the police is accessible as public information and is not restricted nor controlled by the college.

The college information has restricted access: Counseling Records, Assessment Records, Employment Records, Class Schedule, Grades, Transcripts, Scholarship Information, Financial Records, Financial Aid Information. Numbers of students who participated can be released but not "personally identifiable" information. Private parties calling for a phone release of any of this information should be informed of the following:

"I'm sorry, federal law regarding access to student records and student information requires the following college procedure; the student you are inquiring about must come in and personally sign a release form before the college can send you this restricted information. The college apologizes for not being able to provide you this information upon request but it is against the law. We can attempt to contact the student or better yet you contact the student to come in and sign a release form in the Student Services Office, Hays 132". This procedure does prevent the release of student information without the student's consent.

3.24 Substance Abuse Involving Alcohol

A. Statement of Compliance

Northeastern Junior College recognizes the social and personal consequences of drinking alcohol and the pressure to drink as part of the college rite of passage as a young adult. We also recognize the college's responsibility to enforce the state law, which limits legal consumption of alcohol to persons over twenty-one years of age, and the Drug and Alcohol Free Campus Federal Law, which restricts any alcohol or drugs on campus or associated with a college activity. As a local, state and federally funded college we must abide by all legal regulations and then realistically deal with the student behaviors related to alcohol use/abuse.

Note: The College may notify parents/guardians when their son/daughter violates the substance abuse policy after the first violation. This notification is allowed to all parents/guardians of students under the age of 21 years. The college reserves the right to withhold notification on the first violation but will notify parents for any violation after level one.

Police: The College will notify police when students are in possession of alcohol and/or drugs in a residence hall room or any other location on campus. This procedure applies to all discipline levels including level one.

B. Philosophy of Enforcement

Northeastern Junior College will respond to all known incidents of alcohol possession on campus property or any college activity and any other violations of the Student Code of Conduct. Strictly punitive measures as required by law do not serve the needs of our students. Violations of the alcohol policy will be dealt with at the education and behavior change level first. The goal of the Alcohol/Drug Education Procedure is to inform, educate and seek behavior change. The college assumes each student is developmentally normal and will respond to reasonable educational sanctions regarding alcohol use. The four-level education/intervention strategy provides appropriate assistance from the experimental user through the difficult chemical dependent level of addiction. Northeastern Junior College will abide by all laws while providing alcohol/drug education and will enforce appropriate disciplinary consequences of all alcohol use.

Note: Situations where excessive quantities of alcohol are found may result in the disciplinary level/sanction being enforced at a higher level.

Level One - Educational Sanctions

A student who has been reported for a first violation of the alcohol policy will be required to complete the following educational sanctions:

A. Explanation of Procedure

A Residence Hall Director, Director Residence Life of Residence Life, Counselor, or Dean of Students will review the procedure and potential consequences of alcohol use as a student and will explain the required sanctions and will conduct assessment of need. The student has five days to complete an appeal through appropriate due process if deemed necessary.

B. Assessment of Need

The student will be required to participate in an assessment process (conducted by a Resident Hall director/Director of Residence Life and/or NJC Counseling Services) to determining appropriate educational sanctions. Completion of all sanctions is required before any future enrollment at the college. The Dean of Students will monitor the completion of all educational sanctions. First level violations will be assigned one or more of the following sanctions:

C. Required Educational Sanctions

A Residence Hall Director/Director of Residence Life or the Dean of Students will assign the student Educational Sanctions. Completion is required before any future enrollment at the college. (The student may be required to complete a Substance Abuse Class; cost paid by the student. Completion is required before any future enrollment at the college.)

D. Disciplinary Warning

A student who has been reported for a first violation of the alcohol/drug procedure will be placed on Disciplinary Warning for thirty (30) days; additional violations will result in Disciplinary Probation. Violations during the warning period will cause the probation to increase two levels.

Level Two - Alcohol/Drug Education Class

1. Assessment of Need

The student will be required to attend a Counseling Assessment appointment with NJC Counseling Services to determine counseling assistance and complete a counseling assessment. This assessment will take into consideration information regarding prior violation. Based on the counseling assessment, the student may be required to complete additional counseling and assigned appropriate educational sanctions.

2. Alcohol/Drug Education Class

A student who has been reported for a second violation of the alcohol/drug procedure within four (4) enrolled semesters will be required to enroll in an Alcohol/Drug Education Class. This class addresses participant's knowledge, attitudes, and behaviors concerning alcohol and other drugs; encourages low risk decision making, positive life style changes and provides appropriate referral for those in need of further services. The student will be required to show proof of completion of this class prior to the next enrollment period. The student will pay the cost of the class.

3. Disciplinary Probation

A student who has been reported for a second violation of the alcohol policy within four (4) enrolled semesters will be placed on Disciplinary Probation for thirty (30) days. Violations during the warning period will cause the probation to increase two levels.

Note: Disciplinary Probation causes loss of NJC Scholarship support, loss of participation in any activity representing the college, for the duration of the probation status.

4. Parental Notification of Enrolled Students Under 21 years of age.

The parents of a student, under 21 years of age that is reported for a Second Level Alcohol Violation will be notified within seven (7) days of the violation. This notification will include the report for the Level One or the first alcohol violation. The parents of a student, under 21 years of

age that is reported for a Third or Fourth Level Alcohol Violation will be notified within seven (7) days of the violation. This notification will include the report for all prior alcohol and drug violations.

Level Three - Professional Assessment and Alcohol/Drug Education Class

1. Chemical Assessment

A student who has been reported for a third alcohol violation within four (4) enrolled semesters will be required to participate in an individual alcohol/drug assessment by a certified chemical dependency counselor. The assessment would include a series of chemical dependency tests that would direct personal strategies to avoid chronic alcohol/drug use. The chemical dependency counselor would recommend continued treatment and personal/social changes that would become a requirement to continue as a student. Should the counselor deem an Alcohol/Drug Education class as appropriate, this would be considered part of the treatment. The student will assume costs of assessment and continued treatment.

2. Extended Disciplinary Probation

A student who has been reported for a third violation of the alcohol procedure within four (4) enrolled semesters will be placed on Disciplinary Probation for sixty (60) days. Violations during the warning period will cause the probation to increase two levels, which would cause suspension. See Level Four.

Level Four - Chemical Dependency Treatment

1. Suspension for Treatment

A student who has been reported for a fourth violation of the alcohol procedure within four (4) enrolled semesters will be considered "Chemically Dependent". This student will be suspended from the report date until all required conditions are met for re-admittance. This suspension will be for the balance of the current enrolled semester and the following semester.

2. Treatment Certification

The chemically dependent student will be required to receive professional treatment and submit a certified statement of treatment completion along with an admission appeal to be reviewed by the Dean of Students.

Northeastern Junior College will enforce the Alcohol and Drug Educational Sanctions for all enrolled students as written and we presume each student is developmentally normal and capable of responding to all reasonable sanctions. Northeastern Junior College is not a treatment facility for alcohol/drug abuse; we are an educational institution promoting responsible personal behaviors and understanding of alcohol/drug use through an effective and reasonable Alcohol/Drug Education Procedure.

3.24(a) Substance Abuse Involving any Illegal Controlled Substance

Northeastern Junior College strives to educate students as well as preserve a positive educational environment for all learners and active participants in the learning process. In order to provide a consistent and fair judicial process for all students, the following policy is based upon four main criteria: 1. Repeat violations by the student; 2. By type of controlled substance (i.e.: marijuana-cocaine-heroin); 3. The legal amount of controlled substance present; 4. The possible intent of the violator to use or distribute.

Evidence of abuse of over the counter and prescription medications and herbal substances will be considered Substance Abuse violations.

Note: Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use

and/or possession of marijuana continues to be prohibited while a student is on campus, including in campus housing.

Controlled Substance Violation Judicial Levels

Level One - Private Possession

Level One is Possession only with no intent to sell or distribute. Presence of paraphernalia or devices used to smoke illegal substances are also consider a level one violation. Possession does not involve any other person (student or non-student) and is confined to a contracted room. Amount and type of illegal substance in possession does not exceed a misdemeanor legal summons. An amount of controlled-illegal substance that is excessive beyond a misdemeanor level will cause Level Two or Level Three sanctions.

Sanctions for Level One

An illegal possession will result in a police call for summons - always. The college judicial action will follow the current Level Two - educational Level for Alcohol. This requires educational sanctions to be assigned and referral to NJC Counseling Services for assessment. Disciplinary Probation is for thirty to sixty days. A repeat offense involving substance abuse within a four (4) semester time frame will result in a Level Three College Sanction of Summary suspension.

Level Two - Group Possessions and Use

Possession as well as use in a group is clearly indicated. There are other people present (either student or non-students and there is an obvious intent to use controlled substances by people present. Being physically present in a room where an illegal-controlled substance is visibly/physically being used and distributed implicates the "observer" as a violator. All people present will be subject to Level Two Sanctions. Amount and/or type of controlled substance exceed the misdemeanor legal definition.

Sanctions for Level Two

An illegal possession/use of a controlled substance will result in a police call for a summons - always. The college judicial action is immediate eviction (within 2 to 24 hours) and complete restriction from any residence hall and cafeteria. Disciplinary Probation is assigned for one (1) semester or eighty (80) days. A repeat offense involving a violation of substance abuse within a four (4) semester time frame will result in a Level Three College Sanction of Summary suspension.

Level Three - Possession with Intent to Sell or Distribute

Possession in an excessive amount is interpreted as intent to sell or distribute. There has been observed behavior of selling, distributing of an illegal-controlled substance. This activity may be confined to one room or expanded to more than one area on campus. Amount and type of controlled substance exceeds the misdemeanor level.

Sanctions for Level Three

An illegal possession/use and distribution of a controlled substance will result in a police call for summons - always. The college judicial action is immediate eviction (within 2 hours) and an Summary suspension from college. Complete removal from campus property will take place within two (2 hours) with police escort and total restriction from returning to campus until further notice.

Psychological Risks:

Some of the leading psychological risks of alcohol/drug use are:

Lateness to work or class	Temper tantrums
Attendance problems	Domestic violence
Inattentive-short attention	False confidence
Sluggish physically	Safety hazard
Criminal activity to support abuse	Distortion of reality
Hallucinations	Memory blackouts
Hyperactive to depression	Addiction

Medical Risks

Some of the leading medical risks are:

Damage to lungs	Addiction
Damage to reproductive system	Malnutrition
Damage to immune system	Brain seizure
Permanent loss of brain function	Overdose-death
Serious kidney/liver damage	

Drug/Alcohol Treatment:

Northeastern Junior College encourages all students who have identified drug or alcohol problems to seek rehabilitation treatment before disciplinary sanctions have to be implemented as outlined in the student procedures. Most treatment programs which are supervised by professional doctors, psychologists are covered under most student health insurance programs. Student may receive on-campus assistance from the NJC Counseling Office, phone 521-6608.

Local Resources:

Northeastern Junior College Counseling Services - 521-6608

NJC has a professional counselor trained in alcohol/drug intervention and counseling. This center is a first step in determining the needed support and resources for an individual's problem with alcohol or drug education. Consultation and referrals to other agencies and treatment programs are made.

Centennial Mental Health

General treatment and alcohol/drug treatment programs.

211 West Main Street
Sterling, CO 80751
522-4392 (24 hours)

CMH provides comprehensive community based mental health services consisting of outpatient clinic, partial care, residential, inpatient, consultation and education. Centennial also provides crisis and emergency intervention services 24 hours a day, 7 days a week.

They also provide Level II and III Alcohol Education Therapy groups to DUI drivers and court referrals. Also provides volunteer outpatient services and referrals for persons seeking treatment for alcohol and drug related problems.

Alcoholic Anonymous Groups

1325 North 7th Street - 522-4538

AA and Al Anon meetings are held several times a week. These serve as support groups for people desiring to stop drinking as well as for family and friends.

State of Colorado Resources:

A list of statewide drug and alcohol treatment resources is available upon request from the NJC Counseling Center.

The college conducts biennial reviews to determine program effectiveness, to show if procedures implemented need changes and to ensure disciplinary sanctions are enforced fairly and consistently.

3.25 Trespassing on College Property

- A. All students and guests may have access to all authorized buildings when those buildings are open for use and visitation. All campus buildings have closing hours and any unauthorized person may be asked to leave any building or a secure campus area to maintain security of those buildings and property.

- B. Any person in a restricted area on campus (residence halls) without justifiable reason and is not in compliance with college policy will automatically be subject to trespass without warning. The college property is within the legal jurisdiction of the city of Sterling and subject to the enforcement of all local, state and federal laws.
- C. Any person found in an unauthorized area is subject to trespass without a verbal warning or without posting trespass signs. Persons who are not invited or unwanted in authorized areas of the college will be asked to leave and if such persons do not leave police will be called for charges of trespass.

3.26 Tobacco Use

NJC is a smoke-free campus as of August 2009.

Introduction

The purpose of this policy is to reduce the level of exposure by students, employees, and the general public to environmental tobacco smoke. It is designed to regulate smoking on the campus and property of Northeastern Junior College to improve the public health of persons on college property. The U.S. Surgeon General Report of 1996, entitled "The Health Consequence of Involuntary Exposure to Tobacco Smoke," concluded the following:

- Involuntary exposure to second-hand smoke is a cause of disease, including lung cancer, in health non-smokers, and
- The simple separation of smokers and non-smokers within the same air space may reduce, but does not eliminate, the exposure of non-smokers to environmental tobacco smoke.
- The scientific evidence indicates that there is no risk-free level of exposure to secondhand smoke.

The Environmental Protection Agency (EPA) has classified secondhand smoke as a Group A carcinogen, a substance known to cause cancer in humans. The EPA does not recognize a safe level of exposure to Group A carcinogens.

Scope

This policy applies to all Northeastern Junior College employees, students, subcontractors and their employees, and visitors. This policy covers all college owned, leased or operated buildings, property, and grounds under the control of the college.

Definitions

The "college" is a "school" and "public educational facility" governed by the Community Colleges of Colorado System (CCCS) and the State of Colorado.

The "grounds of the college" include buildings, parking lots, athletic fields, lawns and any other outdoor area under the control of the college, including any vehicle located on such grounds.

"Smoking material" includes lighted cigar, cigarette, pipe, electronic cigarette, hookah, or other product that can be smoked in any manner or form or that emits second hand smoke, including ash, cigarette butt or filters, or cigar stubs.

Policy Statement

It is the policy of Northeastern Junior College to comply with the Colorado Clean Indoor Air Act (in effect July 1, 2006), which prohibits smoking within all buildings of educational institutions. It is also the policy of the college to declare the entire college grounds and properties as a smoke-free campus. Therefore, smoking is prohibited in buildings and vehicles on college property, as well as the entire grounds of the college.

Smoking is prohibited in each of the following enclosed areas:

- Enclosed areas designated as places of employment including but not limited to work areas, private offices, conference and meeting rooms, classrooms, lounges and cafeterias, hallways, restrooms, elevators, stairs, stairwells, residence hall rooms (college owned and rented/leased), and all other enclosed spaces and buildings.
- Vehicles owned, leased or provided by the college.
- Privately owned vehicles when operated or parked on the grounds of the college.
- Equine facilities located at the Logan County Fairgrounds.
- The NJC Greenhouse.

Smoking is prohibited in each of the following outdoor areas:

- The entire grounds of the college.
- The seating and parking areas of college outdoor sports complexes or other entertainment venues where members of the general public may assemble.
- The Ropes Course, outdoor practice and competition equine arenas, college-owned and leased equine stables, NJC agricultural & automotive properties.

All college employees, students, subcontractors and their employees, and visitors must extinguish any smoking material prior to entering the grounds of the college.

Included in this policy is the prohibiting of the sale, sampling/distribution, advertisement/marketing, and promotions of all tobacco products on college property or at college-sponsored events.

Responsibilities and Enforcement

All members of the NJC community are responsible for observing the provisions of this policy and share responsibility for compliance. Any employee, student or visitor violating the smoke-free policy will be asked to discontinue using the smoking product and will be provided with educational literature. Disciplinary measures would be served for repeat infractions or those that interfere with the College's academic or workplace needs. Ten dollar (\$10.00) fines and educational sanctions may be imposed on students for repeated violations. Supervisors will be responsible for managing this policy with their employees within their respective areas. Visitors who fail to comply with the policy may be prohibited from remaining on or returning to campus.

The Colorado Clean Indoor Act (C.R.S. 25-14-202) cites lawful provisions for general smoking restrictions in indoor areas and within 15 feet of building entrances (C.R.S. 25-14-204). Violations of the Colorado Clean Indoor Air Act are considered Class 2 Petty Offenses (C.R.S. 14-208), as enforced by local law enforcement agencies.

Northeastern Junior College will assist with compliance by providing smoking cessation resource information and materials to assist staff and students in overcoming their reliance on and addiction to nicotine.

Smokeless tobacco is prohibited in all campus buildings and facilities and college vehicles.

Complaints and Violation of the Smoke free Campus Policy

1. Student complaints about violations of the procedure should be filed with the Dean of Students in Hays 132.
2. Violations and complaints of the procedure by staff or guests should be addressed to the Human Resources Manager, Walker Hall.
3. Student violators could be assessed a fine (\$10 first violation) or assigned educational sanctions, or both. Persistent or continual violators will be referred to the Director of Residence Life/Student Activities of Residence Life or the Dean of Students.

3.27 (a) Vehicle Regulations

1. General: Northeastern Junior College is responsible for the establishment and enforcement of traffic and parking regulations on the campus of the college. Additionally, the City of Sterling has the authority to issue parking tickets in the areas marked as fire lanes, disability parking and/or areas where the curbs are painted yellow. Vehicle operators must comply with the following regulations.

2. Responsibility: The Vice President for Administrative Services has been delegated authority in matters concerning campus traffic and parking violations. This includes:

- a. Authorization for issuance of "warning" tickets - as appropriate.
 - b. Authorization to restrict the driving on campus of drivers who are habitual violators or whose driving offenses show a disregard for the safety of personnel or property.
- Authorization to impound any vehicles for repeated parking violations on campus property.
Authorization to impound any vehicles on campus property causing any hazard or deemed abandoned at the end of the academic year or end of employment.

College personnel have been delegated the responsibility of reporting violations of the NJC Vehicle Regulations policy. Northeastern Junior College is not responsible for any accident or theft occurring on the campus of the college. Persons using any college street or parking area do so at their own risk.

3. Campus Speed Limit: Maximum speed on campus is established at 15 miles per hour.

4. Vehicle Registration: All faculty, staff and students are required to register their vehicles and display the appropriate parking permit on their vehicles. Parking permits may be obtained at the Cashier's Office at no charge. A parking decal authorizes that particular vehicle to occupy a single designated parking space. Registration decals should be installed on cars in accordance with instructions for application. Registration decals will be installed in the lower left hand corner of the rear window on the exterior of the window. If the vehicle has louvers on the rear window, the decal may be affixed on the lower left rear bumper. The use of tape to secure decals on cars is not authorized. Students, faculty and staff failing to register vehicles and display parking permits will be restricted from parking on campus.

Only one car registration is necessary during the academic year unless there is a change of vehicles. All obsolete decals should be removed and current permits only displayed. Students are required to report any change of address to the Registrar Office in the Hays Student Center. Vehicles are not to be stored, cleaned or worked on in any building on the campus of Northeastern Junior College without prior written approval of the Vice President for Administrative Services. When a vehicle is sold or otherwise disposed of, the permit holder is responsible for removing the decal on that car. Decals are not transferable. If an individual uses more than one car in commuting to school, each car used should be registered and display the registration decal which can be obtained at no cost.

BY ACCEPTANCE OF A VEHICLE REGISTRATION DECAL, THE REGISTRANT AGREES TO ABIDE BY THESE REGULATIONS, INCLUDING THE IMPOSITION OF PENALTIES, MONETARY OR OTHERWISE, AS HEREIN PROVIDED. THE PERSON TO WHOM A VEHICLE REGISTRATION DECAL HAS BEEN ISSUED WILL BE HELD RESPONSIBLE FOR ANY VIOLATION OF THESE REGULATIONS BY ALL OPERATORS OF THE VEHICLE. REPEATED VIOLATORS WILL BE SUBJECT TO TICKETS AND/OR VEHICLE IMPOUNDMENT.

5. Trailer Parking: Trailers on vehicles or vehicles requiring more than one parking space are permitted only in the designated area west of Beede Hamil Hall. Trailer parking in other areas will be cited.

6. Reserved Diesel Parking Space: Individuals may purchase a Reserved Diesel Parking space that is located west of Blue Spruce/Dowis Hall. These limited parking spaces are on a first-come, first-

serve basis and may be obtained at the Cashier's Office. Each parking space provides an electric hook-up.

7. Student and Staff parking: Open parking exists at NJC in all campus parking lots unless otherwise designated and subject to the following parameters:

a. Vehicles must be properly parked within the painted stalls on the hard-surface parking areas and are subject to all designated signage restrictions. Unauthorized cars will not be parked in designated "FACULTY OF THE YEAR", "CLASSIFIED STAFF OF THE YEAR", "RESERVED FOR SERVICE & DELIVERY" or "DISABILITY" parking areas.

b. Parking spaces west of Beede-Hamil Hall are designated ONLY for trailer parking.

c. Parking spaces west of Blue Spruce Hall are designated ONLY for Reserved Diesel Parking permit holders.

d. Only authorized parking allowed at any time in the white painted service areas immediately west of Pete's Retreat and cafeteria kitchen.

8. Disability Parking: Persons with disability parking permits can park in any of the parking spaces on campus designated as disability parking. Designated disability parking is provided in the parking areas as follows: west of E.S. French Hall, parking lot between E.S. French Hall and Hays Student Center, Cosmetology and Dowis Hall lots, Bank of Colorado Event Center lots, west side of Beede-Hamil Hall and north of Knowles Hall.

9. Yellow Curb Markings: Areas designated by yellow curbs are "NO PARKING" areas. Sterling Police Department or campus personnel will issue tickets if parked in these areas.

10. Off Campus Parking: The college has no jurisdiction over vehicle operation off campus except for the operation of school vehicles. Students as well as faculty and staff are urged to comply with the Vehicle Code of Colorado and the Traffic Code of Sterling, Colorado.

11. Signs: Signs and markings have been placed to designate parking areas and assist all personnel in observing traffic regulations. Students responsible for altering, removing or damaging parking signs on campus will be subject to social and/or disciplinary action and cost of repair.

12. Enforcement: College personnel are instructed to enforce the rules and regulations of the college and to report all violations of those rules and regulations. College personnel will call for assistance and receive full cooperation of the City and Logan County law enforcement agencies. REPEATED VIOLATORS WILL BE SUBJECT TO VEHICLE IMPOUNDMENT.

13. Accidents: All vehicle accidents occurring on the campus where property damage or injury is involved are required by State law to be reported. The City of Sterling Police Department will be called on all accidents occurring on College property. Northeastern Junior College assumes no responsibility for any physical damage to vehicles parked on campus. This includes damage to windows and/or body by baseballs, softballs, golf balls, etc. People parking on campus do so at their own personal risk regarding physical damage to their vehicle.

15. Security of Vehicles and Their Contents: Northeastern Junior College assumes no responsibility for the care and protection of any vehicle and its contents at any time a vehicle is operated or parked on the campus.

16. Clean-up of Hazardous Materials: Owners of vehicles or the party to whom a vehicle is registered is responsible for clean-up of any hazardous materials coming from the vehicle. This would include, but is not limited to, gasoline, diesel fuel, anti-freeze, etc.

17. Permits for Physically Disabled: Students with temporary physical disabilities may secure a "Disability Permit" entitling them to park in disability parking areas. These permits are issued by the Logan County Automobile Department at the Logan County Court House, Sterling, Colorado.

18. Motorcycles and Motorbikes: Motorcycles and motorbikes are allowed on campus provided they are operated safely and are not operated in a loud or distracting manner. Motorcycles and/or

motorbikes are not permitted on walkways and cannot be stored, cleaned or worked on in any building on the campus of Northeastern Junior College without prior written approval of the Vice President for Administrative Services. Motorcycles and motorbikes are subject to the same parking restrictions and motor vehicle laws as automobiles.

19. Bicycles: Bicycles are allowed on campus provided they are operated safely. Bicycle storage racks are available on campus.

3.27 (b) Vehicle Regulation Enforcement

1. General: Northeastern Junior College is responsible for the establishment and enforcement of traffic and parking regulations on the campus of the college.
2. Responsibility: The Vice President for Administrative Services has been delegated authority in matters concerning campus traffic and parking violations. This includes:
 - a. Authorization for issuance of "warning" tickets - as appropriate.
 - b. Authorization to restrict the driving on campus of drivers who are habitual violators or whose driving offenses show a disregard for the safety of personnel or property.
 - c. Authorization to impound any vehicles for repeated parking violations on campus property.
 - d. Authorization to impound any vehicles on campus property causing any hazard or deemed abandoned at the end of the academic year or end of employment.
 - e. College personnel have been delegated the responsibility of reporting violations of the NJC Vehicle Regulations policy.
3. Enforcement: College personnel are instructed to enforce the Vehicle Regulation policy. College personnel will call for assistance and receive full cooperation of the City and Logan County law enforcement agencies.
 - a. All campus parking will have posted signage, stating any restrictions and imposed violation of policy.
 - b. All college personnel are delegated responsibility to report parking violations to the Finance Office. A database of parking violations based on license number/parking permit number will be maintained by the Finance Office. This database will be provided to Physical Plant Grounds to assist in their issuance of citations.

Reporting of violations may take the following forms:

- Cell phone picture of violation emailed to: xxx@njc.edu
 - Calling xxx to report violation, providing campus parking lot and license /parking permit #.
- c. Physical Plant Grounds are delegated responsibility to issue warnings for first and second parking violations.
 - d. Repeat or dangerous violations will be subject to vehicle impoundment at owner's risk and expense.
 - e. The City of Sterling has the authority to issue parking tickets in the areas marked as fire lanes, disability parking and/or areas where the curbs are painted yellow.

3.28 Water Fights, Paintball and Other Game Guns

The act of purposeful throwing water, shooting water or causing water or similar liquids to be thrown or shot by any type of containers or guns is prohibited within any campus building. The information above also applies to paintball and pellet/air soft guns. The act of throwing or shooting water, paint or pellets in a building will be considered a wanton act of vandalism and those persons responsible for such acts will be charged restitution for clean up, repair and replacement as determined by college staff. Water, paintball and pellet/air soft guns that are being used within a building or being used to shoot into a building will be considered a dangerous weapon due to the potential for injury and accidents. Guns used for this activity will be

confiscated and disposed of whenever discovered and the individuals involved will be charged with dangerous acts and vandalism.

3.29 Cafeteria Procedures

Sodexo Services welcomes all students to the food services offered here at NJC. We, as a contract service to the college, desires to do our part to enhance your college experience. We are committed to making our food program the best possible and, along with the residence halls, to provide a safe, healthy and enjoyable environment for all students.

All student procedures described below will be enforced for all student residents, non-traditional students and their visitors.

- A. Appropriate clothing - All food service customers must wear shirts and shoes while in the cafeteria and Pete's Retreat.
- B. Appropriate Behavior - The act of purposeful throwing of food or particles of food is prohibited within the cafeteria building and Pete's Retreat. This act will be considered as vandalism and those persons responsible for such acts will be charged restitution for clean up, repair or replacement as determined by the food service manager.

Any student(s) found physically abusing, using threats, intimidation, harassment, coercion and/or conduct that threatens or endangers the health and safety of any person will be removed and is subject to judicial action.

- C. Take Out Containers - Only in the following situations will take out containers be allowed:
 - 1. A student cannot make the meal period for the particular day because of class conflicts, job or sports schedules or any reasonable situation that can be documented. The student will have to produce the proper documentation stating the schedule conflict and be pre-approved by the Food Service Director.
 - 2. A student that is sick or is studying for an exam. The hall directors will have to bring the student's card to record the student's meal. Then a takeout container will be given to another student to deliver his or her meal. At no time will take out containers be allowed in the dining room.
 - 3. Everything must be consumed in the cafeteria. Once you have eaten your meal, you will not be allowed to remove any containers for drink or food from the cafeteria.
 - 4. Unauthorized containers will not be allowed in the cafeteria.

D Tobacco Use - Tobacco use (smoke or smokeless) is prohibited in the cafeteria and Pete's Retreat.

E. Student Card Procedure - All resident students, non-traditional students, and visitors must have a form of payment before entering the cafeteria

- 1. All resident students on a meal plan must have a student I.D. card issued by the college. All meal cards must be swiped at the terminal located at the cashier stand. A student will have a period of three (3) days to replace any broken or lost meal cards.
- 2. Any non-traditional student can purchase a meal plan by contacting the cashier for information. Cash will also be accepted.
- 3. All Visitors will have to pay at the cashier stand.

F. Book Bags and Other Carry-In Bags - Students cannot bring book bags and other carry-in bags into the cafeteria. A storage area will be provided for your convenience. If you have

any valuables in your bag, please inform the cashier and you can put your belongings near the cashier for safekeeping.

NOTE: We are not responsible for your lost articles. Please leave your valuables in your room or keep them on your person.

G. Consequences of Unacceptable Behavior - if a student has to be disciplined for unacceptable behavior in the cafeteria or Pete's Retreat, the following are possible consequences:

1. Restitution
2. Loss of meal privileges
3. Assigned work time in cafeteria or Pete's Retreat

Chuck Wagon Café

Hours

Monday - Thursday

Breakfast → 7:00 AM - 9:00 AM

Lunch → 11:15 AM - 1:15 PM

Dinner → 5:00 PM - 6:30 PM

Friday

Breakfast → 7:00 AM - 9:00 AM

Lunch → 11:15 AM - 1:15 PM

Dinner → 4:30 PM - 5:30 PM

Weekend Hours

Brunch → 11:00 AM - 12:30 PM

Dinner → 5:00 PM - 6:00 PM

Individual Meal Prices (Guests):

Breakfast - \$4.95

Lunch - \$5.95

Dinner - \$7.45

Brunch - \$5.50

Specials - \$7.70

Pete's Retreat

Monday thru Thursday

8:00 a.m. to 2:00 p.m.

6:30 p.m. to 10:00 p.m.

Friday

8:00 a.m. to 1:30 p.m.

Saturday and Sunday: Closed

3.30 Registered Sex Offender Information

Information concerning persons who are required by Colorado law to register as sex offenders including registered sex offenders who are enrolled, employed, or volunteering at Northeastern Junior College, may be obtained from the Sterling Police Department, Centennial Square, 421 North fourth Street, P.O. Box 4000, Sterling, CO 80751. (970) 522-3512, or the Logan County Sheriff's Department, south Fourth and Ash Street, P.O. Box 749, Sterling, CO 80751, (970) 522-2578.

3.31 Prohibition against Enrollment in State-supported Institutions of Higher Education of Persons Convicted of Rioting Offense.

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, not contest plea, or a deferred judgment and sentence for inciting riot, arming rioters, or engaging in a riot.

3.32 Suicide Threat Response and Prevention

A. Response to suicide attempt and/or ideation

Contact by Student

- Counseling Center staff will provide support as appropriate.
- Counseling Center staff will contact local mental health services, as appropriate.
- Counseling Center staff will notify family member, as identified on Informed Consent form, as appropriate.

Non-life threatening

- Immediate Referral to Counseling Center. Responder escorts student to Counseling Center
- Counseling Center Commitment to Action
 1. Contact local Mental Health Service Provider, as appropriate, for further instruction
 2. Notify family member, as identified on informed consent form
 3. Student makes a commitment to follow-up with Counseling Center

Life threatening attempt/serious ideation

- Staff member receiving initial notification shall contact 9-1-1
- Assessment by police or paramedic to determine whether or not to transport to Sterling Regional MedCenter
- Staff member receiving initial notification shall contact Counseling Center staff and/or Dean of Students.
 1. Counseling Center Staff or Police or Medical Personnel shall contact local mental health service provider.
 2. Dean of Students shall notify family member or other person, as identified on Informed Consent form. If consent form is not on file, parent or next closest relative shall be notified, as determined by Dean of Students.
- Upon receiving medical clearance, student shall follow-up with mental health service provider .
- Student will follow-up with NJC Counseling Center staff to include a minimum of four sessions.
- Notice to instructors will only be given upon student consent and/or request.
- Student may return to residence hall, upon clearance from mental health service provider.

- Depending of the situation, the Dean of Students may specify further conditions for continuing enrollment. The student will be expected to cooperate with college personnel in taking any necessary measures to reduce the likelihood that a suicide attempt will be made.

B. Response to a completed suicide

- In the event of a suicide of a student, the staff person receiving initial notification shall notify police immediately.
- Staff person receiving initial notification will notify the NJC Dean of Students who assumes responsibility for contacting parents, and other emergency contacts.
- The Dean of Students, in consultation with college and system policy, Housing and Residence Life staff, and Counseling Center staff shall assess impact populations (i.e. roommates, other residents, academic departments, teams, clubs or other groups of individuals who may be affected by the incident).
- The Director of Counseling Services or designee shall coordinate the response efforts, as needed to work with affected populations.
- The President or Dean of Students or designee, upon receipt of notification, shall implement its "Death of Student" procedures, providing appropriate notice to administrative and academic offices and campus news outlets.

C. Prevention of suicide

The college offers numerous educational programs to students and staff as well as crisis management training of key personnel. The NJC Counseling and Student Life departments continue to build a comprehensive suicide prevention program.

3.33 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 or to access the National Mail Voter Registration Form go to: <http://www.fec.gov/votregis/vr.htm>.

3.34 Waiver Request for Institutional Exception to the 145 College Opportunity Fund Lifetime Hours

Instructions to request additional COF lifetime hours

- Fill out this form completely and legibly; all appeals must be in writing.
- Submit all documentation with this form. All information submitted is confidential.
- NJC will consider each waiver request based on the materials provided and the facts submitted by the appropriate NJC offices and/or individuals.
- NJC must receive the COF Waiver Request within the semester you exceed your COF lifetime limit. NJC cannot grant COF Waiver Requests retroactively.
- Return the Waiver Request form and all supporting documentation to:
Records & Application Processing office
Hays Student Center, Room 137
100 College Avenue
Sterling, CO 80751

Process and Deadlines

- The State of Colorado limits the number of waivers to COF lifetime hours that NJC can approve in a 12-month period (July through June). NJC's Registrar's Office monitors and grants the number of COF Waivers.
- If approved, NJC will award the student a one-time 30-credit hour waiver. The student must use the additional stipend hours within three consecutive semesters.
- NJC calculates excess COF lifetime hours at full tuition. Submitting a COF Waiver Request does not exempt you from tuition, fees, or deadlines and does not guarantee approval.
- If NJC approves the COF Waiver Request and awards additional COF lifetime hours, NJC will recalculate your tuition bill and adjust your COF lifetime hours. As part of the COF required reporting, NJC will notify the College Assist office of the COF institutional waiver status.
- NJC will notify you of a final decision in writing. The Waiver Request Committee will meet monthly to review all requests. The decision of the committee is final and binding-there is no appeal after the Committee has made its decision.

Waiver Criteria

The criteria reviewed by NJC officials to grant a waiver to the COF 145 lifetime hours include the following:

1. Extenuating circumstances exist outside the student's control (health, physical ability, change of work hours/location) that kept the student from finishing the degree program within the 145 COF lifetime credit hour limit.
2. CCHE approved and the institution implemented an alteration of the degree requirements or standards for the student's specific degree.
3. The full-cost of tuition without the COF stipend would cause substantial economic hardship on the student or the student's family.
4. According to SB04-189 and SB05-132, priority for waivers to the COF undergraduate maximum hours are given to students who participated in the Post-Secondary Options

Program (PSEO) during high school, and who still might need more than 145 COF hours to complete their associate's degree/certificate program or to those seeking job retraining.

Additional NJC considerations for COF Waiver Requests:

1. Review of the student's academic transcript, including changes in major, course withdrawals, etc.;
2. If NJC granted a previous tuition refund. Since CCHE policy requires that students who withdraw from classes must use COF hours for those courses taken in that term even though tuition might have been refunded, this might be considered reason for a waiver of the 145 hours, for an amount of hours equal to the hours taken in the withdrawn semester.
3. Review of transfer hours (if applicable) and how many did not count towards current degree program (only for students enrolled in NJC or college prior to July 1, 2005).

If a waiver is approved, you must complete the additional hours within three consecutive terms.

Only one institutional waiver for COF lifetime hours is allowed per student during that student's lifetime. Please plan accordingly.

Completed by student: I want to complete these hours over the following consecutive term(s):

Semester 1 _____ credit hours anticipated _____

Semester 2 _____ credit hours anticipated _____

Semester 3 _____ credit hours anticipated _____

Waiver Request for Institutional Exception to the
145 College Opportunity Fund Lifetime Hours

Student Number (S#): _____
Name (First, Middle, Last): _____
Mailing Address: _____

Day-time phone number: _____
E-mail address: _____

On a separate page, please describe the reason(s) that you are request an exception to the 145 College Opportunity Fund lifetime credit hours maximum. Include all applicable supplemental documentation.

Certification Statement

- I certify to the best of my knowledge the information in this waiver request is accurate, true and unaltered. If false information or falsified supporting documentation is found to have been included in this waiver request, the request becomes void, and the resultant action becomes retroactively nullified.
- I understand that if this COF institutional waiver is approved, it is a one 30-credit hour lifetime waiver for the 145 COF lifetime hours limit, and all hours approved must be completed within three consecutive semesters specified by the Waiver Committee.
- I understand that if I have not received an associates/certificate degree at the end of the waiver period and choose to continue my course work, I must pay full tuition (without COF voucher credit) for all hours in excess of the hours added to my COF lifetime limit.

Student signature

Date

For Waiver Committee/Office Use Only

As of _____ date:

COF lifetime hours _____ COF hours used _____ COF hours remaining _____

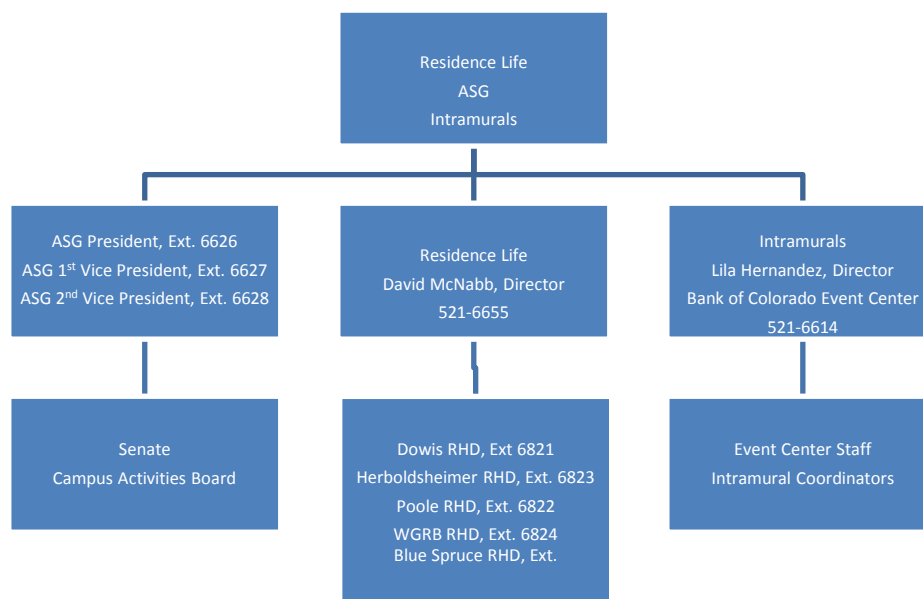
_____ Waiver denied because criteria not met.

_____ Waiver denied because waiver limit met – CCHE waiver possible.

_____ Waiver approved Start term _____ End term _____

4.00 ~ STUDENT ACTIVITIES AND ASSOCIATED STUDENT GOVERNMENT ~ 4.00

4.01 Introduction



4.02 Residence Life Activities

The Department of Residence Life offers a wide variety of programs and activities throughout the year. The residence hall staff plans and coordinates activities that include social, educational, recreational and athletic programs for individuals as well as the entire campus. Each residence hall is represented within the Campus Activities Board and works in conjunction with Associated Student Government to create an exceptional student life experience.

4.03 Associated Student Government

The Associated Student Government consists of three main components: The Executive Officers, Student Senate and the Campus Activities Board. Students elect the Executive Officers and student Senators, while the Campus Activities Board is comprised of one representative from each active club on campus. Student Senate consists of representatives from each of the three academic divisions. Student activity fees fund ASG operations including campus wide and club activities. Following is a list of active campus clubs and organizations:

Clubs and Organizations

Ambassadors
Stephanie Weatherill
Ext. 6752

Associated Student Government
David McNabb, Advisor
Josh Deines, ASG President
Ext. 6626

Auto Tech
Layton Peterman
Ext.6694

Book Club
Donna Brady-Lawler
Ext. 6725

Business Club/SIFE
Amanda Kerker
Ext. 6744

Campus Activities Board
Susan Hutton
Ext. 6628

Catholic Campus Ministries

Cheerleading/Danz
Marci Henry
Ext. 6617

Cosmetology
Julie Rhine
Ext. 6734

Creative Inferno
Celeste Delgado-Pelton

Criminal Justice Association
Jim Stewart
Ext 6629

Crossroads
Brenda Lauer
Ext. 6713

Diesel Club
Justin Mertens
Ext 6693

Dowis Hall/Herbie Hall/Blue Spruce Hall
Alisa Frye, Hall Director
Ext. 6821

Farm Bureau (Collegiate)
Mike Brownell
Ext. 6786

Honors Program
Stanton Gartin
Ext. 6650

Intramural Sports
Marci Henry
Ext. 6717

Livestock Judging
Ben Cooley
Ext. 6640

Math & Science Club/Outdoor Recreation
Dave Coles
Ext. 6753

Music Groups
Celeste Delgado
Ext. 6777

NJC Plainsmen Shooters
Dave Hoselton
Ext. 6911

New Voices Literary Magazine
Scott Thompson
Ext. 6705

Nursing (LPN)
Anissa Buhring
Ext. 6770

Nursing (ADN)
Julie Brower
Ext. 6707

Outdoor Recreation
David Coles
Ext. 6649

Equine Club
Cole Briggs
522-6913

Peer Helpers
Steve Smith
Ext. 6657

Phi Theta Kappa
Brenda Rhodes/Deb Walker
Ext 6716 or 6754

Rodeo Club
Brian Cullen
Ext. 6609

Senate
Andrew Candela
Ext. 6627

Poole Hall
Res. Hall Director
Ext. 6823

SIFE/Business Club
Amanda Kerker
Ext. 6744

Post Secondary Ag Students (Aggies)
Larry Pollart/Lisa Shinn
Ext. 6782/6635

Students Over Traditional Age
Cindy Carey
Ext. 6676

Psychology Club
Scott Thompson
Ext 6705

WGRB

Residence Life/Student Activities
David McNabb, Director
Ext. 6655

4.04 Volunteer/Work Guidelines

All clubs working in the Bank of Colorado Event Center, or in other areas on campus where they will be paid for services, must complete and sign a release/volunteer waiver. The waiver informs students that there are risks associated with their work and that the college would not be responsible for any injuries. This form can be found in the Appendix of this Handbook, downloaded electronically on the NJC web-site, or can be obtained from the Human Resource Office. The Student Life office recommends that all club advisors have their students complete these forms.

4.05 Supervision of Activities

All campus activities must be chaperoned by the advisor of the club and/or an NJC employee. For large events, the club should ask additional employees to chaperone. If an activity is expected to exceed 100 students, and is unstructured (such as a dance) the Logan County Sheriff's Posse must be hired for the event by the sponsoring club/agency. Exceptions can be made, with permission of the Director of Student Activities. When the posse is not present, the Sterling Police Department must be notified of the event so they can have a visible presence during, and at the end, of the event.

4.06 Guests at Campus Events

All NJC students, who invite non-NJC guests to a campus activity, must be willing to complete a guest form. Failure to comply with this request will result in eviction from the event. The guest must have a photo ID with them at all times. Any violation caused by the guest is the responsibility of the guest AND the NJC student(s) hosting the guest.

4.07 Bank of Colorado Event Center

The Bank of Colorado Event Center is a fully equipped health/wellness and fitness facility. It is also the place for entertainment and athletic events including concerts, dances, NJC varsity sports and community events. The Event Center fee allows NJC students to take advantage of nearly all activities free of charge. The staff coordinates Intramural sports and sponsors additional student activities in conjunction with Residence Life and ASG.

5.00 ~ STUDENT JUDICIAL SYSTEM ~ 5.00

5.01 Philosophy and Rationale

All students at Northeastern Junior College have equal rights and privileges as accorded by the State of Colorado. All student procedures/policies and residence hall procedures are in the Student Handbook and all academic procedures are in the College Catalog. All students have the responsibility to abide by all procedures/policies 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 procedure/state 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 ensure 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 Dean of Students, as the Chief Judicial Officer of the college, will ensure all student rights are protected and student policy/procedure is interpreted and implemented fairly. All jurisdictional decisions and action taken by the Dean of Students and all student hearings will be based upon policy and procedure 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.

5.02 Student Judicial System Ethics

- A. All students have equal access to the NJC Judicial System and all its provisions contained therein.
- B. All professional staff and student judicial members will avoid any personal conflict of interests so they can deal objectively and impartially with all student cases.
- C. Judicial members will not participate in any form of sexual harassment, nor personal conduct that would create a conflict of responsibilities.
- D. All judicial members will ensure that confidentiality is maintained with respect to all communications, judicial records and discussions.
- E. Staff and student members must disclose any conflict of interest that would preclude them from the judicial process.
- F. Staff will uphold all institutional policies and regulations in their conduct and duties as judicial staff.

5.03 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 or 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 or 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 or she is the author. No student shall be denied the right to take all reasonable and proportionate measures to protect his or 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, marital 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.

All students facing any accusation have the right to a thorough, complete investigation, and the right to share their personal account of the incident.

5.04 Code of Student Conduct

A. Rational

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 Dean of Students.
9. The term "judicial body", "College Hearing Board" or "impartial decision maker" means any person or persons authorized by the Chief Judicial Officer (Dean of Students) 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 "procedure" is defined as the written regulations of the college as found in the Student Code, the Student Handbook and the College Catalog.

12. The term "policy" is defined a written regulations of the Colorado Community College System found in the Student Code, the Student Handbook and the College Catalog.
13. 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.
14. 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.
15. 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.
16. 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.
17. The term "aggravated violation," means a violation which resulted or could have resulted in significant damage to persons or property or which otherwise poised a threat to the stability and continuance of normal college sponsored activities.
18. The term "distribution" means sale or exchange for personal profit.
19. 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.
20. The term "college premises" means buildings or grounds owned, leased, operated, controlled or supervised by the college.
21. 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 nor intended as a weapon but are used in a harmful and threatening manner can be considered a weapon, i.e. baseball bat.
22. The term "college sponsored activity" means any activity on or off campus, which is initiated, aided, financed, authorized or sponsored by the college.
23. The term "abusive conduct" means conduct 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/symbols/actions. Fighting words are those 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.

24. 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.
25. The term "college computer equipment, college computer network and/or college computer software" refers to all college or state owned and maintained computer hardware and software that requires a user password to access use.

5.05 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

Any student found to have committed the following misconduct or violations of the Student Code of Conduct would be subject to appropriate sanctions by the Chief Judicial Officer and/or a judicial board. The following student misconduct is subject to judicial action:

1. Intentional or recklessly causing physical harm to any person on college premises or at college sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm to others or self, to include all forms of intimidation and harassment.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health and safety of any person. This includes sparring, boing, or mixed martial arts (MMA).
3. Illegal or unauthorized use, possession or storage of firearms, explosives or other weapons or dangerous chemicals on college premises or at college sponsored activities. (See SP 19 CCCS President's Procedure on Violence and Firearms on Campus.)
4. Intentionally initiating or causing any false report, warning or threat of fire, explosion or other emergency on college premises or college sponsored activities.
5. 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.
6. Any act of sexual harassment in verbal, physical or written form to include but not limited to: unwelcome sexual advances, requests for sexual favors, unwelcome verbal or physical conduct of a sexual nature.
7. Knowingly violate the terms of any judicial sanction imposed accordance with this Code.
8. Intentionally or recklessly misusing, removing or damaging fire safety equipment. Intentionally setting off a false alarm that endangers many people, fire personnel and police personnel.
9. Possession and/or distribution of any controlled substance or illegal drugs on college premises, or at college sponsored activities.

10. The possession, use, distribution of alcoholic beverages except as expressly permitted by the law and college rules on college premises, or at college sponsored activities.
11. Intentionally and substantially interfering with the freedom of expression of others on college premises or at college sponsored activities.
12. Vandalizing or damaging property of a student, the college or the community or other personal or public property. Use of water guns and the throwing or shooting of water within, towards, in the vicinity of campus buildings is considered vandalism and a dangerous act. The act of using a roller blade, skateboard or roller skates in a campus building and on special outdoor surfaces such as tennis courts, basketball courts and shuffleboard courts is considered vandalism.
13. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
14. Theft or attempt of theft of property or of services on college premises or at college sponsored activities; knowingly possessing stolen property on college premises or at college sponsored activities. This includes electronic and computer hardware and software.
15. Participating in a campus demonstration or engaging in disorderly or disruptive conduct on college premises or at college sponsored activities which interfere with the activities of others, including studying, attending classes, teaching and college professional services, college support services and college administration. See 3.29 for consequences of participation in student riot.
16. Conduct, which is disorderly, lewd, or indecent, breach of peace, or aiding, abetting or procuring another person to breach the peace on college premises or at college sponsored activities. Conduct that is physical, verbal, written, drawn, recorded, or displayed or shown or intended to be shown or displayed or made known to more persons than self is subject to this code. This includes the use of computers as a mode of procuring, printing and displaying material that is the breach of the peace.
17. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored activity or supervised functions.
18. Failure to comply with the direction of college officials including campus security officers acting in performance of their duties, failure to identify oneself to those persons when requested to do so.
19. Unauthorized possession, duplication or use of keys or access cards to any college building or unauthorized entry to any restricted college building or area. Failure to return keys or access cards when authorized use is terminated.
20. The use or possession of fireworks on college premises or college sponsored activities.
21. Unauthorized use of college property, college buildings, college material, equipment, computers, phones, vehicles or supplies. The use of the campus phone system to harass, intimidate, discriminate, threaten, or to sell, solicit, attempt to control or persuade will be considered harassment.
22. Unauthorized use, theft or abuse of computer equipment, computer facilities, computer hardware or software including but not limited to:
 - a) Unauthorized entry into a file, to use, to read, or change or delete the contents or for any other purpose.

- b) Unauthorized transfer of a file or copying or duplicating of files/software.
 - c) Unauthorized use of another individual's identification and password.
 - d) Use of computing facilities to interfere with the work of another student, faculty member or college official.
 - e) Use of college equipment, software and computer network to retrieve pornographic materials and/or materials intended to inflame and degrade any person or individuals.
 - f) Use of computing facilities to send obscene or abusive messages.
 - g) Use of the college computer system to send personally identifiable messages directed toward an individual to incite discrimination and harassment.
 - h) Use of computing facilities to interfere with normal operation of the college computing system.
 - i) Unauthorized use of college computing equipment, hardware, software, files for commercial or private gain.
23. Unauthorized entering of a campus building or being present on campus property when college buildings and property are not open for visitation nor access; unauthorized access and presence will be considered trespass. Acts of entering a window is considered an unauthorized entry.
24. Acts of dishonesty including but not limited to the following:
- a) Cheating, plagiarism, or other forms of academic dishonesty. (See Academic Integrity Policy in Academic Standards Handbook 7.7)
 - b) Furnishing false information to any college official, faculty member or office.
 - c) Forgery, alteration or misuse of any college document, record or instrument of identification.
 - d) Tampering with the election of any college recognized student organization.
 - e) Falsely accusing a student of harassment, or any violation of the Student Code of Conduct.
25. Disruptive or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus or other authorized non-college activities when the act occurs on college premises.
26. Abusive conduct that threatens or endangers the physical or psychological health, safety or welfare of an individual or a group of individuals; and harassment of any member of the college community including harassment on the basis of race, sexual orientation, age, gender, religion or physical ability.
27. Violation of college regulations and policies as published in the Student Handbook. Such regulations or policies include:
- a) General Student Procedures/policies: dangerous acts, student health/safety, social conduct, sexual assault, student citizenship policy, mental health, student records, sales/solicitations, pets, vehicle on campus, security and search of premises, student discrimination/harassment, student grievance.
 - b) Residence Hall Procedures: residence hall procedure for freshman, residence hall procedure for sophomores, meal plans, room deposits, reservations, bill of rights, room assignments, check-in/check-out procedures, keys responsibility for room, guest procedure, visitations, general property, quiet hours, eviction, group gatherings, vacation periods, welfare of students, fire safety.
28. Violation of college procedure/state policy as published in the college catalog.
29. Any other conduct that is deemed detrimental to the mission of the college and jeopardizes the safety of students and employees of the college as determined by the Chief Judicial Officer of the college or the president and/or designee.

5.06 Student Groups, Clubs and Organizations

- A. Student groups and organizations may be charged with violations of this code.
- B. The student group or organization and its officers may be held collectively responsible when violations of this code by those associated with the group or organization have received the tacit or overt consent or encouragement of the group or organization or the group or organization's leaders, officers, or spokespersons.
- C. Sanctions for group or organization misconduct may include revocation or denial of recognition from the college and all the rights and privileges of an ASG charter or support terminated; as well as appropriate sanctions shown in part 5.06 of this code.

5.07 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 ensure all students have the right of due process as described in the Student Handbook.
- C. The Chief Judicial Officer (Dean of Students) shall determine an impartial decision maker or the composition of College Hearing Boards as dictated by the president of the college and shall ensure all College Hearing Boards are conducted consistent within the Student Code, Student Due Process and approved College Hearing Board procedure.
- D. Decisions made by an impartial decision maker or a College 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 ensure the Student Code of Conduct is interpreted and enforced fairly for all students.
- F. The Director of Residence Life/Student Activities has the authority to make immediate decisions regarding student misconduct and violation of the Student Code of Conduct for resident student behavior in campus residence halls. The Director of Residence Life/Student Activities has the authority to impose sanctions and procedures to ensure the Student Code of Conduct is interpreted and enforced fairly for all students. Referrals can be made to the Director of Residence Life/Student Activities 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 ensure the academic process continues unhindered and all students do not violate the code for cheating and plagiarism.

5.08 College Sanctions

A. 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

B. Disciplinary Probation

Disciplinary Probation restricts a student from representing the college in any extracurricular activity or running for or holding 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. The Disciplinary Probation sanction can only be used three (3) times during a student's enrollment for any violation of the student code. The levels and duration of Disciplinary Probation are: Level I - 30 days; Level 2 - 60 days; Level 3 - 90 days or Suspension/Expulsion. Days are interpreted as calendar days.

C. Educational Sanctions

Educational sanctions may be imposed by the Residence Hall Director, Director of Residence Life/Student Activities, or Dean of Students in addition to sanctions assigned by procedure. The monitoring of the completion of educational sanctions will be centrally reported to the Student Services' office for follow up and reporting.

D. Summary Suspension

An immediate action taken by the Dean of Students to ensure the safety and well-being of members of the college community or preservation of college property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the college. In such event, the hearing before the Impartial Decision Maker (if requested by the student), shall occur as soon as possible following the suspension. This hearing may be conducted via a telephone conference if the situation merits.

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 but 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.

E. College Suspension or Expulsion

Suspension is an involuntary separation of the student from the college form is conduct apart from academic performance for a specified period of time not to exceed one/two academic terms. Suspension differs from expulsion in that after the stated time period the student is eligible for readmission. Expulsion is a separation for more than two academic terms; student is not eligible for readmission unless at the end of the separation he/she can prove that the behavior that resulted in the expulsion has been resolved. Students may be suspended from a class, residence hall, and use of a College facility or an activity in the sole determination by an authorized College employee that the conduct is in violation of the Code subject only to an appeal to the Chief Student Services Officer to ensure that the action was taken pursuant to college policies. Students may be suspended from one class period by the responsible faculty member, longer suspensions can be done only in accordance with college procedures.

Students who are suspended or expelled from one CCCS institution are not eligible for admission or readmission at any of the remaining community colleges within the Colorado Community College System (CCCS). Once a decision to suspend or expel has been reached, it is the responsibility of the Dean of Students to activate a "Dean's Hold" in the system-wide Banner system with a comment that reads "Suspended or Expelled by NJC" per SP 4-30." If the student attempts to enroll at another institution that school will inform the student in writing that they are not eligible for admission per SP 4-30. If the decision is overturned during the appeals process, the "Dean's Hold" will be removed and the student may then enroll.

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.

5.09 Judicial Procedures

A. Interpretations of Judicial Procedure

Judicial regulations and procedures of the college are set forth in writing in order to give students general notice of acceptable and prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

B. Inherent Authority

The college reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community.

C. Student Participation in the Judicial Process

Students are asked to assume positions of responsibility in the college judicial system in order that they might contribute their skills and insights to the resolution of judicial cases. Final authority in judicial matters is vested in the college administration and the President of the college.

D. Violations of Law and Judicial Regulations

Students may be accountable to both civil authorities and the college for acts that constitute violations of law and the student conduct code. Judicial action by the college will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

5.10 Code Interpretations for Sanctions

- A. Violations of 5.05B may result in suspension or expulsion from the college, unless specific and significant mitigating factors are present. Factors to be considered in mitigation shall be present demeanor and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury, or harm resulting from it.
- B. Repeat or aggravated violations of any section of this code may also result in expulsion or suspension or in the imposition of lesser sanctions as may be appropriate.
- C. Attempts to commit acts prohibited by this Code shall be considered to the extent as completed violations.
- D. Judicial sanctions for off-campus misconduct shall not be more severe than for similar on-campus conduct. Students served an off-campus legal summons in Logan County will be reported to the Dean of Students to administer the Off-Campus Student Conduct Policy. Continued misconduct off campus and the severity of the acts committed by the student will be considered in all future judicial decisions.
- E. A student suspended on a summary basis shall be given an opportunity to appear before the Dean of Students or a designee within seven (7) calendar days from the effective date of the summary suspension in order to discuss the following issues:

1. The reliability of the information concerning the student's conduct, including the matter of his or her identity.
2. Whether the conduct and the surrounding circumstances reasonably indicate that the continued presence of the student on the college campus poses a substantial threat to him or herself or to others or the stability and continuance of normal college functions.

5.11 Student Due Process

After a thorough investigation of an incident and after a disciplinary decision has been made, all students are entitled to the following system of due process. Students who violate a college policy and are notified of a violation should review their rights of due process. The following due process system, including rights and responsibilities will be adhered to, (exceptions Due Process Exceptions 5.15).

- A. The Right to be Notified: The student who is involved in a decision regarding violation of college policy has the right to be notified as soon as possible, within a period of time not to exceed seven calendar (7) days of the decision. The Dean of Students, acting as the college representative, will notify the student in written form, to include the following:
 1. Description of the violation(s) of the Student Code of Conduct and the educational or disciplinary sanctions that will be enforced.
 2. Description of the student's responsibilities to comply with the sanctions.
 3. Right of due process and a private, confidential hearing with the Dean of Students or a review by a College Impartial Decision Maker or a College Hearing Board.
- B. The Right to a Private and Confidential Hearing: The student has the right to a private and confidential hearing with the Dean of Students or designee. This private hearing may take place before written notification. The Dean of Students will verbally state the reasons for the sanction, and then serve notice in writing of the action taken.

The private hearing can be requested by the student or the Dean of Students. Failure to attend a private hearing within a designated time frame requested by the Dean of Students indicate the decision and resolution is accepted by the student and is without need for further discussion.

- C. The Right to a College Impartial Decision Maker or College Hearing Board: The request must be made within seven (7) calendar days of a jurisdictional decision made by the Dean of Students. A written appeal must be filed in the Dean of Students' office. The College Impartial Decision-Maker or College Hearing Board will review the case, including all written documents that are necessary. The College Hearing Board will consist of three faculty members, one ASG officer, one administrator appointed by the President of the College. The Dean of Students or a designee will present the case to the Board but will not participate in resolutions. If an Impartial Decision Maker is going to review the case, the Impartial Decision Maker will be selected by the Dean of Students.

The College Impartial Decision Maker or College Hearing Board can overrule a jurisdictional decision made by the Dean of Students and can authorize a new resolution of case. The Dean of Students will notify the student of the Impartial Decision Maker or College Hearing Board's decision in writing within two (2) calendar days of adjournment.

- D. The Right to a Presidential Review: The Dean of Students or the student has the right to a Presidential Review of a College Impartial Decision Maker or College Hearing Board's resolution. A written letter of appeal must be filed in the Dean of Students office within five (5) calendar days of the written notification from the College Impartial Decision Maker or the chair of the College Hearing Board. Student appeals directly to the President that have not been reviewed by the College Impartial Decision Maker or College Hearing Board will not be considered an official Presidential Review and due process may not be available.

The student will be notified in writing of the President's resolution within fourteen (14) working days of the service of the review.

5.12 Judicial Appeals/Petition for Review

A. The Right of Appeal

- (1) A student has the inherent right of due process and fundamental fairness in all judicial decisions. A student has the right to appeal decisions made by a Residence Hall Director, Director of Residence Life/Student Activities, the College Impartial Decision Maker or College Hearing Board and decisions made by the Dean of Students. There are no additional appeals after a Presidential Review.
- (2) The purpose of an appeal is to ensure the rights of the student have been protected by allowing additional boards or levels of jurisdiction to review the case. An appeal is not intended to reverse nor change a judgment that has been fairly obtained; an appeal is encouraged when additional information is available that has direct bearing on the judicial outcome.
- (3) Appeals do not delay nor defer previous judicial decisions (an eviction remains an eviction until rescinded). All previous resolutions remain fully in effect until a higher appellate board/officer changes a previous judicial decision.

B. Appeal Procedure

- (1) A student desiring to appeal any judicial decision, excluding the Presidential Review should immediately contact the Dean of Students' Office and receive the correct appeal procedure. The Dean of Student's office will provide the student with a Student Appeal Form, which contains all essential informational headings to be filled out by the student within the appeal time limit.
- (2) Appeals submitted after the seven-day time limit (five for President's Appeal) would not be considered for action unless there are clear and understandable reasons for any delay.
- (3) An appeal should contain specific and explicit reasons for reconsideration of judicial action taken. New and additional information, clarification of facts, errors in testimony, imposed sanctions that are not educational or fitting of the violation, and procedural errors may be grounds for an appeal.
- (4) A student, group or organization that does not follow the appeal procedure and the correct level of appeals by informally or formally making contact with any impartial decision maker or judicial board member or President of the college with the intent to receive special consideration of a case pending will forfeit the right of appeal and the right of due process. Previous judicial resolutions will be final and conclusive.
- (5) The Dean of Students as Chief Judicial Officer of the college will receive all appeals and will expeditiously arrange for the next appellate level to review the case. The student, group or organization will be informed of a hearing scheduled by the Dean of Students. The College Impartial Decision Maker or College Hearing Board may review all dismissals, suspensions, summary suspensions, and evictions. Other judicial sanctions may be appealed.
- (6) A Presidential Review can be requested as a final appeal level after the College Impartial Decision maker or College Hearing Board has reviewed and resolved the case. The decision by the chief executive officer of the college is final. An appeal to the President must be in writing to the Dean of Students within five (5) calendar days of notification of the Impartial Decision Maker or College Hearing Board action.

5.13 Judicial Appeal Levels/Petition for Review Levels

- A. All student violations of the Student Code of Conduct, violations of college general procedures and residence hall procedures will be reviewed for judicial and educational sanctions by the Chief Judicial Officer, the Dean of Students. Residence hall directors and/or the Director of Residence Life/Student Activities prior to this review can take action. All other violations must be referred to the Dean of Students for enforcement.
- B. The Chief Judicial Officer of the college, (Dean of Students), will make jurisdictional decisions on all violations of the Code as needed to maintain fundamental fairness and ensure the rights of all students are protected. The Dean of Students will make decisions on all violations and inform the student(s) or groups involved of the resolution and their right of due process. The College Impartial Decision Maker or College Hearing Board may review sanctions involving dismissal, suspension, summary suspension, and eviction. All other sanctions enacted by the Dean of Students will be reviewed by appeal only.
- C. The College Hearing Board appointed by the President of the college, is the major college judicial board for student cases warranting careful review. Chair must be appointed by the President from the membership of three faculty representatives, one ASG officer and one administrator.
- D. A Presidential Review can be requested as a final appeal level after the College Hearing Board has reviewed and resolved the case. The decision by the chief executive officer of the college is final. An appeal to the President must be in writing to the Dean of Students within seven (7) calendar days of notification of the College Hearing Board action.

5.14 Student Rights when appearing before College Hearing Board

- A. All students against whom disciplinary action has been taken have the right to appear in person at all formal hearings and present his/her defense to the hearing body. The student will be given seven (7) calendar days notice for a hearing, unless both parties can agree on a shorter time. The student may call witnesses to appear in their behalf. The student may also elect not to appear, and the absence will not affect the judgment of the group. The hearing, if scheduled, will meet with or without the student in attendance and with or without all board members present; however, a quorum is necessary to conclude a decision.
- B. The student has the right to receive a written copy of all material given to the College Hearing Board before the College Hearing Board meeting.
- C. The student has the right to receive counsel from a member of the college faculty before, during and after the hearing. Neither the student nor the College may have legal representation at the College Hearing Board proceedings.
- D. The student has the right to make a record of the College Hearing Board proceedings, either written or taped at his/her own expense. The chair will provide this service if requested.
- E. The student has the right to ask questions of the College Hearing Board during the meeting and the right to refuse to answer question.
- F. The student has the right to an expeditious hearing. The Dean of Students will arrange a College Hearing Board within seven (7) calendar days of a student appeal. A jurisdictional decision made prior to a College Hearing Board decision will remain in effect until the College Hearing Board directs otherwise. If a quorum cannot be gathered, the case will not be dismissed, but rescheduled as soon as possible.

- G. The student has the right to have their case determined solely on the facts presented at the hearing, by the authority that holds the hearing. The chair will not allow extraneous information.
- H. The student has the right to receive a written statement of the findings and the resolution of any jurisdictional decision made by any judicial body and the Dean of Students within two (2) calendar days of adjournment. The President of the College has fourteen (14) working days to complete a resolution.
- I. The student has the right to appeal a jurisdictional decision made by the Dean of Students or a College Hearing Board to the President (see 5.11 D). All appropriate appellate levels prior to a Presidential Review must have reviewed the case. The appeal for Presidential Review must be in writing to the Dean of Students within seven (7) calendar days after the College Hearing Board's decision. The President will review the case and accumulative information and has the authority to overrule all previous decisions. The President's decision will be submitted as final within fourteen (14) working days of being served a petition of appeal.

5.15 Due Process Exceptions

In special circumstances to preserve and protect the rights and privileges of the majority of students, the Dean of Students 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 Dean of Students is unable to make decisions due to emotional or psychological reasons, the due process is waived.
- C. Physical Health: In the opinion of the Dean of Students, the student's health is or will be affected by the due process procedures; the due process will be waived in the best interest of the student. An expeditious hearing and the seven-day appeal requirement may be extended by request of the student or the Dean of Students.
- 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.

5.16 Restorative Justice

INTRODUCTION

Definition: A method of educational discipline that involves both the victim(s) and offender(s) along with their advocates and a mediation team. The process recognizes that the *incident was wrong and should not have occurred. The opportunity is that injustice is recognized, equity is restored and the future is clarified so both victim and offender feel safer, more respectful, and more empowered and cooperative with each other and society. The process is designed to “*make things as right as possible*” for all involved.

**Incident: Defined as an offense against human relationships and/or a violation of a law (written to protect safety and fairness in human relationships.)*

Guiding Principles/Values of Restorative Justice:

1. An incident is an offense against human relationships.
2. Victims and the community are central to the justice process.
3. The first priority of justice processes is to assist victims and satisfy their safety concerns.
4. The second priority is to restore the community, to the degree possible.
5. The offender has personal responsibility to victims and to the community for crimes committed, but deserves to have their safety concerns satisfied as well.
6. Stakeholders share responsibilities for *Restorative Justice* through partnerships for action.
7. The offender will develop new & improved competencies for acting and being in a community.

Application:

All campus procedures will apply as stated in the Student Handbook except in situations where the Dean of Students and/or Director of Residence Life/Student Activities determines that *Restorative Justice* is the better solution for the remedying the situation. If *Restorative Justice* is recommended, it will only be used if the following conditions exist:

1. The victim is willing to participate
2. The offender admits guilt and is willing to help restore equity and make things right as much as possible.

For more information regarding *Restorative Justice*, please stop by the Residence Life Office in the HSC, room 116, and ask for a copy of the Fundamental Principles & Procedures of Restorative Justice.

5.17 NJC 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 students 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 uncomfortable and not fear reprisal.

The contact information for the campus ombudsperson is posted on the NJC website.

NJC Residence Life Judicial Due Process

Disciplinary Warning

Residence Assistants will refer all violations of the Student Code of Conduct to the Residence Hall Directors. The Hall Directors meet regularly with the Director of Residence Life/Student Activities to determine appropriate educational sanctions and a written disciplinary warning. The warning becomes part of the student's file for future documentation. All residents accused of a violation have the right to a private conference with the Director of Residence Life/Student Activities to resolve the violation. All violations that involve an educational sanction and/or appeals must be filed with the Director of Residence Life/Student Activities. Only one Disciplinary Warning can be issued without a referral.

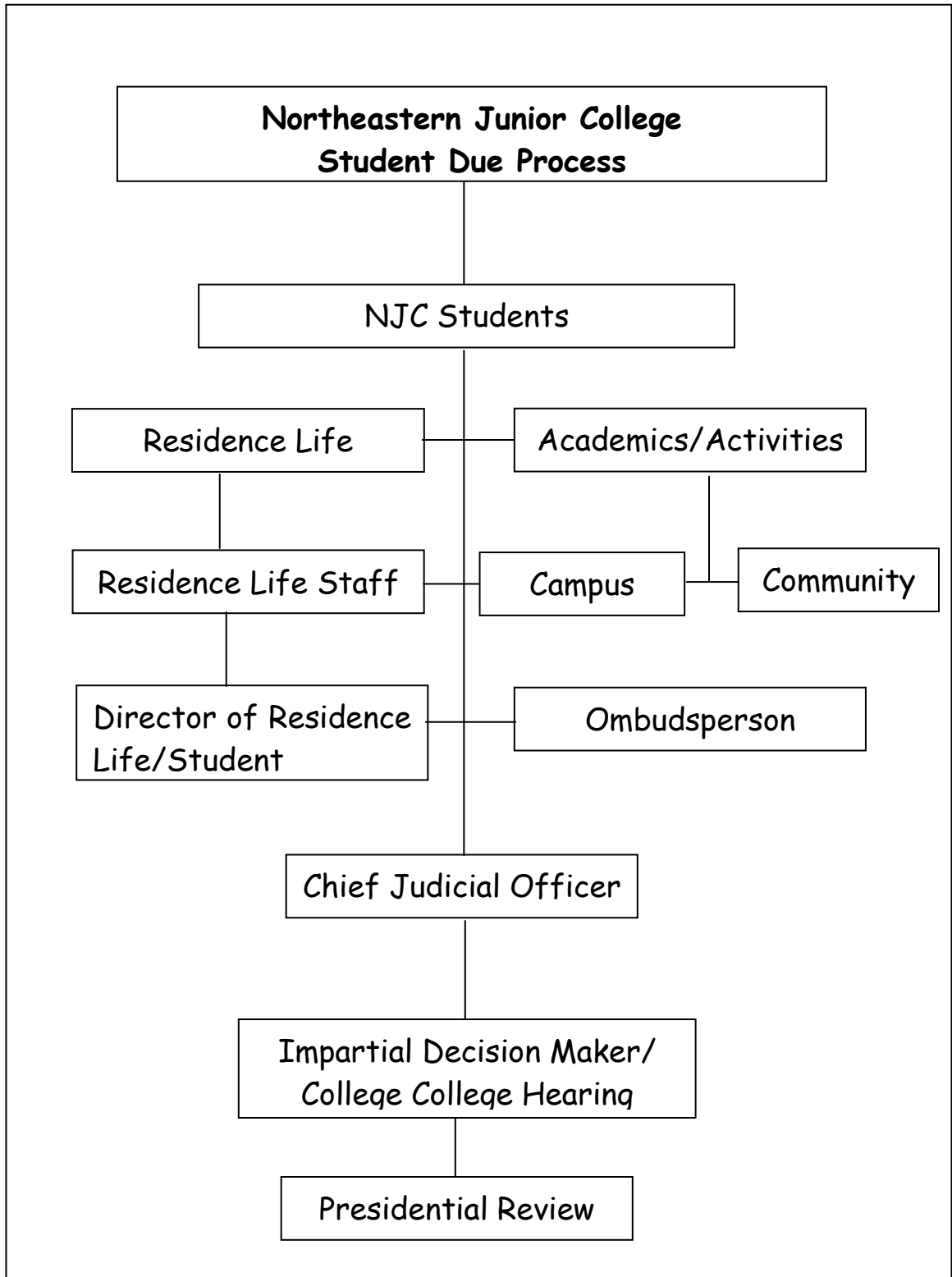
Referral to the Director of Residence Life/Student Activities/Student Activities

If a resident is involved in additional violations of the Student Code of Conduct and/or the behavior is of a more serious nature, the resident is referred to the Director of Residence Life/Student Activities. The resident will be given a private conference with the Director of Residence Life/Student Activities who will assign appropriate sanctions. Appeals must be filed with the Dean of Students.

Referral to Chief Judicial Officer – Dean of Students

If a resident violates a residence hall or college procedure/regulation of extremely serious nature or has more than two previous incident reports, this incident will be filed with the Dean of Students. The Dean of Students will resolve the case or call a College Hearing Board to resolve the case. **All evictions and suspension sanctions are issued only by the Dean of Students.**

5.19 Student Due Process



6.00 ~RESIDENCE HALL PROCEDURES~ 6.00

WELCOME

Northeastern Junior College Residence Life welcomes all students to our residence halls. The living/learning experience and personal relationships available through on-campus living are beneficial to all students. Residence Life is committed to creating on-campus environments that provide the best possible opportunity for academic and personal growth. On-campus living requires rules and regulations to preserve a safe, quiet, healthy and enjoyable residence hall for all students. All student procedures described will be enforced for residents and their guests.

We certainly hope that your college years will be all you want them to be. Through the combined efforts of Residence Life and other departments on campus, we hope to make your experience here an enjoyable one.

We urge you to read this handbook carefully in order to become more familiar with your new residence hall community. It is important for you to understand what services and opportunities are available to you, as well as what is expected of you.

Your time here in NJC's residence halls will go quickly. We encourage you to become involved in your residence hall community, make new friends, and most importantly, grow as an individual. The Residence Life staff is here to help, but you must take the first step. Welcome to campus!

Residence Life Staff

6.01 Residence Life Mission Statement

Northeastern Junior College Residence Life is committed to providing each student a living/learning environment that promotes individual growth and personal development within safe, well-maintained facilities which includes a selection of double occupancy rooms and apartments and a variety of meal plans served in a common cafeteria. The residence hall program will be managed by professional staff and trained Resident Assistants in an orderly, effective and professional manner in order to give each resident the opportunity for academic and personal growth.

6.02 Frequently Asked Questions

When do the residence halls open and close?

Fall Opening - **Saturday, August 20, 2011—Residence Halls open for Freshmen.**

Monday, August 22, 2011—Sophomore Move-in Day

Thanksgiving break closing- **Friday, November 18, 2011 at 5:00 pm. Re-opens Sunday, Nov. 27, 2011 at 12:00 noon**

Fall Closing - **Friday, December 16, 2011 at 5:00 pm**

Spring Opening - **Tuesday, January 17, 2012 at 9:00 a.m.**

Spring Break-**Friday, March 9, 2012, at 5:00 pm and re-opens on Sunday, March 18, 2012, at 12:00 noon.**

Spring Closing-**Friday, May 11, 2012 at 7:00 pm**

When do the dining facilities open and close?

Fall Opening—**Sunday, August 21, 2011 for Brunch**

Fall Closing—**Friday, December 16, 2011 at 12:00 noon**

Spring Opening—**Tuesday, January 17, 2012 at 4:30 p.m.**

Spring Closing—**Friday, May 11, 2012 at 12:00 noon**

How can my family and friends contact me?

It is your responsibility to inform family and friends of your address and phone number. However, NJC is able to release directory information to family members. Please refer to the directory on the back cover of this handbook for the appropriate phone number. The Department of Residence Life (970-521-6608) will take messages for residents during normal business hours--8:00 am - 5:00 pm. Please refer to the section titled *Mail* for your residence hall address. You will receive your phone number upon checking into your room.

When do we receive our deposits back?

Deposits will be refunded at the end of each semester after both a residence life staff inspection and a physical plant inspection of each room. Any damages assessed during those inspections, as well as charges incurred during the school year, will be subtracted from the \$125 deposit. The spring semester refunds will arrive no later than July 1 of that year.

If leaving during the semester, and if the deposit is not forfeited, refunds will be issued within 30 days of departure.

6.03 Residence Life Staff

Residence Hall Director (RHD)

Full-time, professional RHD's live in each residence hall. The RHD's primary focus is the creation of a positive living/learning environment. The RHD is responsible for the entire operation in his/her hall, including training and supervision of staff, ensuring maintenance is completed, and dealing with violations of residence hall procedure. The RHD has the authority to:

1. Remove any person from the premises (hall).
2. Confiscate any material that is deemed dangerous or illegal.
3. Call campus security when necessary.
4. Call the police for any incident that needs legal enforcement, protection, removal, control or prevention of any dangerous situations.
5. Call the fire department for any assistance.
6. Call the ambulance for any medical emergency.
7. Impose fines and restitution payments when necessary.
8. Make immediate decisions regarding judicial and educational sanctions.
9. Request eviction, with approval by the Dean of Students.
10. Inspect and search rooms when the health and safety of residents are threatened, or illegal activity is suspected, with approval of Dean of Students.
11. Make any immediate and specific decision not covered by procedure that protects and preserves the safety and welfare of the residents.

Resident Assistant (RA)

The RA, who is an NJC student, lives on the floor with you. He/she receives special training to assist you and fellow residents in a variety of ways. The RA helps you to get involved in campus organizations, helps to organize programs and activities, and acts as a resource for campus information. If you need a person who is a good listener, try your RA or RHD. You do not have to become best friends with them, but perhaps they can offer some objective advice based on their experience. The RA will not act in any capacity as a primary judicial officer; any observed student acts of misconduct that violate policy or procedure will be reported for the RHD's judicial decision.

Custodians

The custodian is one of the hardest working people you will find in your hall. He/she works daily to provide you with clean restrooms. You are expected to show respect for your custodian by cleaning up after yourself, not littering, and disposing of all trash in the appropriate place.

Support Staff

NJC's Residence Life staff includes many other individuals, such as Hall Directors, the Director of Residence Life/Student Activities, the department's Administrative Assistant and the Dean of Students. The entire staff works cooperatively to provide an environment conducive to personal growth and academic achievement.

6.04 College/State Immunization Policy

Northeastern Junior College complies with Colorado law for immunization, which is as follows:

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.

6.05 Focus on Community

We realize that each resident is unique with his or her own goals, interests, and needs. At the same time, you must recognize that you are part of a larger group of individuals--a residence hall community. You must challenge yourself to value your own individuality while respecting your fellow community members. Through your interaction with one another, you will be able to establish an environment in which everyone experiences a feeling of cooperation and commitment to the community. The Residence Life staff assists with community building in a variety of ways, including programming to meet social, educational, community service, and health & wellness needs.

Programming

Sponsored by your RHD and RA, programs are generally educational or social in nature and are designed to continue your learning and self-development outside of the classroom. Programming topics may include resume writing, alcohol awareness, time management, preventing sexually transmitted diseases, etc. Before you start to feel that the residence halls are all work and no play, take comfort in knowing that numerous social programs take place as well, such as Hot Wet Fun, talent shows, eating contests, and much, much more! Below are the philosophical areas that guide the residence hall programming efforts.

Personal Awareness

Intellectual

Emphasizes the acquisition of the knowledge, skills, and understanding of one's self, which helps to make academic and career choices that are consistent with personal strengths, values, and goals.

Emotional

Emphasizes a positive self-esteem; developing appropriate expression of feelings that are sensitive to the emotions of others; acquiring an awareness of one's personal belief system or life philosophy that is consistent with daily actions and behaviors.

Physical

Encourages a healthy physical lifestyle by showing how proper and improper choices--exercise, nutrition, alcohol/drug use & sleep--affect a person's body.

Community Awareness

Diversity

Encourages awareness, understanding, and appreciation of diverse cultures, genders, ethnicity's, religions, ages, and sexual orientation; appreciation for the arts.

Relationships

Focuses on learning how to build healthy relationships; outlines healthy balances between the needs of self and others; advocates respecting individual rights and contributing to the welfare of the greater community.

Citizenship

Encourages a lifestyle in which individuals live in harmony with their surroundings; advocates understanding how personal behavior/actions impact the community; emphasizes appreciation for one's surroundings.

6.06 Your Rights and Responsibilities

The following is a listing of your *rights* -- what you are entitled to as a resident living in one of NJC's residence halls; and your *responsibilities* -- what is expected of you as a member of a residence hall community.

You have the right . . .

- to enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation, or political affiliation.
- to be free of intimidation or harassment.
- to have free access to your living accommodations.
- to live in a clean and secure environment.
- to expect a competitive price on housing accommodations and food service.
- to receive written copies of college housing rules and regulations, or individual building policies which govern individual and group behavior.
- to the respect and safety of personal property.
- to study without interruption or interference.
- to express yourself creatively within established guidelines.
- To direct access to staff that provides assistance, guidance, and support as needed.
- to host guests, within established guidelines.
- to equitable treatment when your behavior is in question.
- to participate in student government and residence life committees.
- to individual and group educational and developmental opportunities in your living community.

You have the responsibility . . .

- to read the information provided for you by the NJC Residence Life staff, especially your Residence Hall Contract--Terms and Conditions, and your Student Handbook (located on-line).
- to adhere to rules and regulations.
- to comply with an official request of a Residence Life staff member or College official.
- to monitor and accept responsibility for the behavior of your guest(s).
- to report violations of rules and regulations to appropriate staff.
- to respect the rights of others.
- to express yourself individually or by association with groups.
- to notify a staff person of maintenance or personal problems in a timely manner.
- to meet expected room and board payment schedules.

- to participate in floor meetings and share responsibility for adhering to and enforcing community policies and guidelines.

6.07 Community Guidelines

Please contact your RHD or RA immediately, if you know of rules being violated.

Advertising

We welcome your advertisement, but require that you obtain an “OK to POST” from the Residence Life Office. Signs cannot be posted on glass or painted surfaces and painter’s tape must be used.

Beds

Beds assigned to rooms must remain unless you have a medical condition which requires a different bed. In any situation where you are requesting a different bed, you must have permission from your hall director. The hall director will then submit a work order to have the bed moved. Students are not allowed to move beds from one room to another.

Bicycles

While storing your bicycle in your room is allowed, riding bicycles in residence halls is not allowed.

Cable Television & Internet

All residence hall rooms have been pre-wired for basic cable service and high speed internet. The charge has been incorporated into your room payment. Non “cable-ready” televisions may require channel selector boxes, which require a monthly fee. You may contact Bresnan Communications to obtain additional services at your own expense.

Co-Habitation

Co-habitation, defined as an emotionally and/or a physically intimate relationship conducted in a common living space, is not allowed in any of the residence halls.

Decorations

You are allowed to decorate your room under certain conditions. We discourage the use of tacks, nails, screws, double-sided tape, duct tape, adhesives, or glues. These products damage the walls. We do allow poster putty and blue painters tape to hang things on walls. If you damage a wall decorating you will be assessed that damage towards your damage deposit.

Diesel Pick-Ups

Students with Diesel pick-ups are not allowed to plug into residence hall buildings or run extension cords from their hall or room. There are plugs for your pickups provided on campus at certain locations. Contact your hall director or the housing office for more information.

Eviction

A resident will be evicted for unreasonable or unsatisfactory personal conduct, for harassing an individual, or threatening an NJC residence hall community. Length of eviction is at the discretion of the Dean of Students. Residents evicted from the residence halls are not eligible for any refund other than noted in the Residence Life Terms & Conditions. All residents have the right to appeal.

Exclusion

Residence life reserves the right to exclude (prohibit entry to a specific area/hall) persons whose behavior is detrimental to the residence hall community or incompatible with its function as part of an educational institution.

Fighting

A person who instigates or willingly engages in a fight may be suspended or evicted from NJC residence halls. If both parties are willing, then both may face the same penalties. If one party was clearly the aggressor and at fault, then only that party may be suspended or evicted.

Fire Alarms

Fire alarm boxes, smoke detectors, fire extinguishers and cabinets, and exit signs must not be covered, disabled or pulled. Fire Alarm pulls will result in a \$1,000 fine divided among all residents if the offender is not identified. If the offender is identified, criminal charges will be pursued.

Residents are required to exit the building when the Fire Alarm sounds. Failure to exit the building will result in a \$75.00 fine.

Fireworks and Explosives

Fireworks and explosives of any type are strictly prohibited in the residence halls. Possession or discharge will result in disciplinary action and possible suspension or eviction.

Firearms

Projectile firing weapons of any type are not allowed in the residence halls for any reason. Possession and/or discharge will result in action and possible suspension or eviction. This includes paintball guns, pellet guns, air-soft guns, etc.

Front Desk

Each residence hall has a Front Desk located in the main lobby of the building. All visitors must register at the Front Desk. An approved picture ID must also be presented at the time of check-in.

Furniture/Room Furniture

Furniture is provided for your use in your room, the main lobbies and also individual floor lobbies. Furniture and equipment are not to be taken from public areas for use in private rooms or outside of the residence hall, as this action deprives your fellow residents of its use. You will be subject to disciplinary actions if you remove public area furniture. You are responsible for all furniture in your assigned room. Any furniture that is not permanently attached to walls may be arranged in any fashion you like in accordance with fire safety standards. You may also bring in your own furniture in addition to the moveable furniture provided.

Gambling

Gambling is strictly prohibited.

Graffiti

Graffiti is not allowed in the residence halls. This includes writing on walls, doors, bathroom stalls, etc. Obscene language is not allowed.

Harassment

Residence Life will not tolerate verbal, physical or sexual harassment. This includes direct or indirect comments or other communications, which may be intimidating, coercive or abusive to another person.

Hazing

Activities that endanger the mental or physical health and safety of students are strictly prohibited.

Housekeeping

You are directly responsible for cleaning your own room. Your custodian maintains public areas. You are expected to show respect for your custodian by cleaning up after yourself, not littering, and disposing of all trash in the appropriate place.

Laundry

Coin-operated washers and dryers are available for resident use only. Do not leave your clothes unattended. The college is not responsible for lost or damaged items. Immediately report any malfunction of the laundry machines to your RHD.

Ledges/Roofs

For safety reasons, individuals are not allowed on ledges, or roofs at any time. Violators may be suspended or evicted.

Local Calls

To place a local (free) call, dial 9 plus the number you are calling. Local calls include Sterling, Ft. Morgan, Holyoke, Crook, Merino, Brush, Ovid, Akron, Hillrose, Julesburg, Fleming, Stoneham, New Raymer and smaller towns in the vicinity.

Long Distance Calls

To place long distance calls, dial 9+0 plus the number you are calling be sure to include the area code. An operator will intercept your call to ask for billing information. The call may be billed in one of two ways: 1) Collect and 2) Credit Card/Calling Card. Prepaid phone cards are available at the NJC Bookstore.

IMPORTANT NOTE--Calls may not be billed to a third-party or charged back to the college. If calls are billed improperly, all residents contracted to the room will be held liable for the charges; disciplinary action will be taken.

Lounges

Lounges are available for study and social purposes. Individual floors and Residence Life staff may develop specific guidelines. Any requests by outside groups to use a residence hall lounge must be approved by the RHD in advance.

Mail

You are provided with your own mailbox, located in the lobby of each residence hall. Mail is delivered Monday - Saturday. If you receive a package larger than your mailbox, a special notice will be placed in your mailbox. To receive your package, take this *notice and your ID to the Mail Room located in Walker Hall.

*Notices: If you are aware that you have a package, but have not seen the notice in your mailbox, please contact your hall director and inquire before going to the mail room. Exceptions will be made to the notification policy, but you MUST have identification.

Your NJC address is as follows:

Dowis Hall Your Name (Room #) Dowis Hall 145 College Avenue Sterling, CO 80751	Poole Hall Your Name (Room #) Poole Hall 629 Landrum Lane Sterling, CO 80751
Herboldsheimer Hall Your Name (Room #) Herbie Hall 147 College Avenue Sterling, CO 80751	WGRB Complex Your Name (Room #) WGRB 619 Landrum Lane Sterling, CO 80751
Blue Spruce Hall Your Name (Room #) Blue Spruce Hall 143 College Ave. Sterling, CO 80751	Long Berg Hall Apts. Your Name 125 Charmony Frontage Rd Sterling, CO 80751

When you move out of the residence halls, be sure to notify anyone you receive mail from and request an address change. Mail will be forwarded to a valid address for the first two weeks after school has ended after which time all mail will be returned to sender. Magazines which arrive at NJC in the summer will NOT be forwarded. DO NOT REQUEST A CHANGE OF ADDRESS FROM THE U.S. POSTOFFICE as NJC is considered their forwarding agent.

Maintenance

Repairs and maintenance needs should be reported to either your RA or RHD immediately. Repairs that are more than normal wear and tear will be billed to the individual residents contracted to the room unless otherwise noted.

Motorized Vehicles

No motorized vehicles are allowed in the residence halls. Once you leave campus, you have 10 days to remove all vehicles from campus or make special arrangements. If they are not removed, they will be towed and impounded.

Obscene and Prank Calls

Obscene phone calls are taken seriously, and will result in disciplinary action. If you receive prank phone calls, please notify your RA or RHD immediately. For tracking purposes, please record the time, date, and content of the call. The Residence Life staff will work with other NJC departments to stop the prank calls.

Open Flames, Space Heaters and Coils

Due to fire danger, open flames and coils are prohibited in the residence halls. This includes incense, candles, space heaters, toasters, etc. Due to fire hazard, coffee pots are also prohibited in the residence halls.

Painting

Painting your room is not allowed.

Parking

Students are not allowed to park horse trailers on the main campus. They may be parked on NJC's North campus.

Pets

No pets are allowed in the residence hall system. This includes fish and other animals in tanks.

Pranks

Pranks such as water fights, jamming doors to students rooms, tying room doors to one another, or any other unwelcome activity that is disruptive, annoying, presents a fire hazard, or damages property are prohibited in the residence halls. Such activity will be subject to disciplinary procedures and/or fines.

Quiet Hours

To ensure an academic atmosphere, residents must limit all noise to their room during quiet hours as posted. Courtesy hours (24 hours a day) require all residents to turn down any noise when asked by another resident or Res. Life staff member. Please maintain a reasonable level of quiet at all times.

Recreation Areas

NJC has wonderful open spaces that allow you to enjoy outdoor recreational activities. However, due to sprinkler-heads and permanent obstacles in the ground, some areas are off-limits and should not be used. Areas that are available include: the lawn east of Herbie Hall, the lawn south of Dowis Hall, the lawn adjacent to Poole Hall, and the sand volleyball court behind Herbie Hall.

Recreation Equipment

Each residence hall has a variety of recreation equipment, which may include pool tables, footballs, basketballs, tennis racquets, Ping-Pong tables, soccer balls, and volleyballs. These items are usually available for checkout at your Front Desk.

Storage

Unfortunately, there is no storage available on-campus. However, you should check the phonebook for a local storage facility.

Theft

Residence Life may prosecute any person who illegally possesses college, community or another's private property.

Telephones

You must provide your own telephone. However, local telephone service is provided as a part of your room payment. Please make sure that your phone operates on a TONE system and not a PULSE system. Students are not allowed to have voice messaging systems which charge a service fee to the college phone system. Answering machines are encouraged. Students choosing to use their cell phone instead of their assigned room phone must provide their cell number to the housing office.

Tobacco

The use of tobacco (smoking or chewing) is not permitted in the residence halls, college cafeteria or any other campus facility. Smoking tobacco is banned from the entire campus.

Vending

Vending machines are located in each hall. Immediately report any malfunction of the vending machines to your RHD.

Vacuums

Vacuums are available for your use. Contact your RA to find the vacuum for your floor. Lost, broken, or missing vacuums will be replaced at the expense of the residents on the floor from which the vacuum was broken or lost.

Vandalism

Destruction or defacing of NJC public property and other personal property will be considered vandalism. Violators will face restitution, community service, residence hall probation and/or eviction.

Visitation Hours

Guests are allowed in the residence halls from 8:00 AM to 11:00 PM, unless otherwise stated by your Hall Council or Staff. Guests must be accompanied by a resident of that particular building at all times. Visitors will be required to check-in at the Front Desk and show an approved form of ID (NJC student ID, valid driver's license, state issued picture ID, or current military ID). Visitors will be required to checkout when leaving the residence hall.

Water, Paintball & Pellet Fights

Water, paintball & pellet fights are not allowed in the residence halls.

Windows

Windows are not be used as a means of entering or leaving rooms. Items may not be thrown out of residence hall windows. Window openings may not be altered. Please do not hang items from outside of windows, and/or display inappropriate or objectionable window decorations. The Hall Director and Director of Residence Life in this regard will make final judgment.

Window Screens

Removing window screens is not permitted at any time. Inappropriate removal of window screens can result in damage to the screen; repair costs may be charged to the student(s) responsible.

6.08 Food Service

If you live in the residence halls, you are required to purchase a meal plan, which allows you to eat in the Cafeteria. The college realizes that flexibility is important to you; thus, there are three types of meal plans available from which you may choose:

- 19 meals per week
- 14 meals per week
- 10 meals per week
- 14 meals per week +\$75.00 per semester
- 10 meals per week + \$100.00 per semester

The Cafeteria offers a variety of unique menu items, including roast beef, baked chicken, lasagna, and fajitas. Hamburgers, burritos, and pizzas are also offered. For a lighter meal, visit the sandwich bar and complement it with some soup, which changes daily. A full salad bar is also offered. And for those with a sweet tooth, there is always a tasty dessert available. Food is not to leave the Cafeteria, unless approved by management. You are requested to leave your backpacks, book bags, etc., at the door when you come in; this helps to prevent plates and utensils from disappearing. If you are causing a disturbance (throwing food or silverware, being overly loud or vulgar), you may be asked to leave and may face disciplinary sanctions, including restricting your use of the Cafeteria. Continued abuse of dining privileges may result in forfeiture of all meals, including their monetary value.

Your NJC ID Card contains your meal plan and will need to be presented upon entering the Cafeteria. Students or guests who do not have a meal plan may purchase a single meal from the Cafeteria. As with most dining facilities appropriate attire is required.

Chuck Wagon Café

Hours

Monday - Thursday

Breakfast → 7:00 AM - 9:00 AM

Lunch → 11:00 AM - 1:30 PM

Dinner → 5:00 PM - 6:30 PM

Friday

Breakfast → 7:00 AM - 9:00 AM

Lunch → 11:00 AM - 1:30 PM

Dinner → 5:00 PM - 6:30 PM

Weekend Hours

Brunch → 11:00 AM - 12:30 PM

Dinner → 5:00 PM - 6:00 PM

6.09 Safety & Security

Accidents/Illnesses

If you should be injured or become ill, and you feel your situation needs immediate assistance, contact your RA or RHD. If your injury or illness does not need immediate attention, you are encouraged to have yourself assessed at the Family Care Clinic, located 615 Fairhurst, Sterling, CO. This may prevent aggravation, infection, or other complications. Keep your RA and RHD informed of your situation. If an RA or Hall Director deems your condition serious, an ambulance will be called; especially if the student cannot drive themselves and/or Family Care Clinic is closed.

Physical/Mental Health

At times, a student's physical and/or mental health can create significant disruptions to the development and maintenance of that community. At this time, the residence life staff may become involved in addressing the student's health concern. Students may be expected to fulfill certain requirements, such as appointments with a health care provider, medication, or other treatments in order to treat the health issue while remaining in the residence halls. If the circumstances are determined to be more serious in nature, students may be asked to take a Medical Leave of Absence from NJC in order to restore their health to a level at which they are fit to live in a community. In these situations a committee comprised of members from Residence Life & Counseling, and when applicable, Disability Services, will meet to make an informed decision about the student's fitness to live in a community setting. Any medical leave of absence will be reviewed by the Dean of Students before being acted upon.

Building Security

For security purposes, all residence hall entrance doors are locked twenty-four hours a day. There are security phones located outside each residence hall if you need to gain access to another hall other than your own. We ask that you do not prop open locked doors, as you are endangering fellow residents; disciplinary action may be taken. If you find doors, which are propped, open, please close the door and promptly notify your RA or RHD. Sharing keys and ID's for building/room entry is forbidden.

Emergencies

An emergency is defined as when the police, fire, medical, or maintenance staff are needed to provide a necessary service for you or other residents. You should immediately report all emergencies to either your RHD or RA. If no such staff person can be located, call the appropriate duty pager number. The staff member will then assess the situation and call the appropriate personnel, if necessary.

Fire Safety Standards

Though extremely rare, the potential for fires is a very real concern. To help protect yourself know the following:

- Items that require an open flame to operate (candles, incense, etc.) may not be used in your room or in any other area in the hall.
- Know the location of all fire exits, fire alarms, and fire extinguishers on your floor.
- Keep stairwell doors closed at all times. Hallway fire doors must be closed in the event of a fire, but may remain open on a day-to-day basis or at the discretion of the hall director.
- Do not bring firearms, ammunition, fireworks, explosives, or dangerous chemicals (gasoline, paint thinner, etc.) into the residence halls.
- Halogen lights are prohibited.
- Plugging one extension cord into another is prohibited.
- If you need more outlets, use an overload surge cord, rather than a multiple outlet extension cord.
- Do not cover light fixtures with any combustible materials, such as acetate, cellophane, or tissue.
- No items may be hung from ceilings in residence hall rooms, and no nails, bolts, screws, etc. should be put in ceilings. Room decorations and furniture should not block visual access into the room from the doorway for safety reasons.

Loft Policy

Residents desiring to create a loft in their individual rooms are to be in compliance with the Colorado Department of Health sanitary standards and regulation for public accommodations effective April 15, 1971. Single beds shall be spaced not closer than 36 inches laterally or end to end and double deck facilities shall be spaced not less than 60 inches laterally or end to end. There shall be a clearing space of at least 27 inches between the mattresses of a double bunk...for fire and personal reasons, nothing is allowed to cover, hang down, or block the view underneath a loft or top bunked bed (i.e., blankets, sheets, tapestries, banners, etc.).

Fire Evacuation Procedures

Complete and immediate evacuation of your residence hall is required once an alarm has sounded. The Fire Department will be called every time an alarm sounds, even when it is a prank. As you leave your room you should:

- Not panic-you will need to think clearly to make good decision.
- Dress appropriately for the outside temperature.
- Wet a towel or cloth. The towel will help to shield your face and lungs from dangerous smoke. A dry towel will suffice if you do not have access to a sink.
- If you are in your room, feel the door with the back of your hand, not the palm. If the door feels hot, do not open it.
- If the door is cool, cautiously open the door, standing behind the door as you open it.
- As you leave your room, be sure all windows and doors are closed but not locked. Be sure all your roommates are out of the room.
- If there is smoke in the air, cover your mouth and nose with the towel, stay low, and move quickly to the nearest exit.
- As you make your way out of the building, alert other residents by shouting or knocking on doors.
- Once outside, move to a designated place at least 50 yards from the building.
- Do not return to your residence hall until the "all-clear" signal is given.
- If you are not in your room when the alarm sounds, proceed directly to the nearest exit. Do not return to your room.

Failure to evacuate during a fire alarm or hindering the evacuation of other residents is prohibited. Any such behavior may result in serious disciplinary sanctions, including dismissal from NJC.

If you are trapped in your room and cannot leave:

- Pack wet or dry towels/clothing under the door to keep smoke from entering your room.
- If you live on the first floor, open the window and exit to safety.
- If you live on the second or third floor, let people know you are trapped by waving a towel or sheet out your window. Call 9-911.
- Stay low and near the window. Do not jump. Do not panic.
- Place a towel over your face and wait for help to arrive.

Safety Prevention Programs

Each residence hall conducts a campus personal safety program each semester and conduct fire drills on a regular basis. Attendance is required of residents. Written materials are made available in each hall lobby which review keeping oneself safe on a college campus.

Hazards

If you feel certain conditions in your residence hall are a hazard to you and other residents, such as lights out in a stairwell, wet stairs, etc., contact your RA or RHD so that they may remedy the problem.

Keys

Upon checking into your residence hall, you were issued keys: one for your assigned room and one for your mailbox. If you misplace your key or lock yourself out of your room, your RA or RHD may give you access to your room. In the unfortunate instance that you lose your keys, contact your RHD so that the lock may be changed and new keys issued. There will be a charge for lost keys. Residents are not allowed to share their keys or ID's with other students.

Loss/Damage To Personal Property

NJC is not responsible for personal property lost, stolen, or damaged due to fire, facility failure, severe weather, theft or other incidents. Large sums of money and other valuables should not be kept in your room. The best guard against property loss is always to keep your room door locked. If items are stolen from your room, you should report it to your RHD immediately and no more than 24 hours after the incident. For purposes of insurance claims, it is recommended that you file a police report. It is also recommended that you secure insurance for your personal property. Contact your parents to determine if you are covered by their Home Owners insurance.

Personal Security Tips

Your personal security is one of Residence Life's main concerns. While NJC has a number of preventative measures in place to protect you, there are also actions you should take to protect yourself.

- When walking alone at night stay in well-lighted areas.
- When you leave your hall, let your roommate know where you are going and when you will return.
- Be sure that strangers do not follow behind you when you are entering your hall.
- It is never advisable to hitchhike, regardless of the time of day.
- If you notice unusual activity on campus, notify your RHD immediately.
- Should you be the victim of a crime, notify your RHD immediately.

Room Entry

While your room is your private domain, and you are protected against unreasonable searches and seizures, there are times when College officials and civil authorities may need to enter your room. If the police must enter your room, such action is outside the jurisdiction of NJC to prevent entry and/or search.

Your RHD may enter your room in one or more of following circumstances:

- To remedy a situation that may be disturbing other residents, such as alarm clocks going off, loud stereos and televisions, and open windows.
- To conduct Health and Safety Inspections.
- To perform maintenance or repair functions in your room.
- If there is perceived imminent risk to the safety or health of your roommate(s), you, and/or College property.
- If reasonable suspicion exists that a College procedure is being violated.
- Conducted pursuant to an administrative search permit authorized by the Dean of Students, or his/her designee. Such a permit must include the following:
 - The room(s) to be searched.
 - The regulation(s) allegedly being violated.
 - The item(s) being sought (if applicable).
 - The names of those authorized to enter/search.

It is a reasonable and lawful request for your RA or RHD to ask you to open your door in any situation. Failure to comply is a violation of college procedure.

Securing Your Possessions

There are also certain precautions you can take where your personal property is involved. Below are some helpful suggestions:

- Keep your room door locked whenever the room is unoccupied.
- Do not keep excess amounts of cash in your room;
Establish a checking/savings account at a local bank.
- Record the numbers of all credit cards and bank accounts. Also, keep the phone numbers and addresses of these companies and banks so that they may be notified if your cards are lost or stolen.
- Record the serial numbers of all electrical appliances and of valuable items.
- If your keys are lost or stolen, notify your RHD immediately so that he/she may change your lock and issue you new keys. Though there is a charge for the lock change and lost keys, your personal safety is of most importance.

- It may also be wise to insure your valuables through a Homeowners or Apartment Renters policy.

Severe Weather

In the event of severe weather, stay tuned to a local radio or TV station for the latest report on weather conditions. If it becomes necessary to take cover, follow the instructions of your RA or RHD. Move in an orderly manner to your shelter area. Do not leave your residence hall for any reason. In your shelter area, sit on the floor with your back to the wall or in the central portion of the room. If a storm strikes, place your head between your knees and cover your head with your hands for protection. Do not leave the shelter area until a Residence Life staff member gives the “all-clear” signal.

6.10 Campus Resources

NJC’s number one goal is to make sure that you, the student, gains the skills to be successful while in school as well as in life. To that end, the College has created numerous offices to help you achieve success.

Admissions Office

Hays Student Center 138, Ext. 7000.

The Admissions Office processes all inquiries for prospective students and processes all new student applications for enrolling. Information regarding transfer to other colleges, acceptance of credits and current college programs can be found in Admissions.

Extended Studies

Knowles Hall 3rd Floor, Ext. 6900

The Extended Studies program offers numerous opportunities for both students and community members. Below is a listing of those opportunities. Contact the Adult/Continuing Education office for further explanation.

- Classes
- Outreach Center Classes
- Travel Study
- Cooperative Education
- Summer Programs
- Red Cross/CPR classes
- Workshops, seminars
- Special events

Adult Re-entry Counseling Services

Hays Student Center 132, Ext. 6676.

The Adult Re-entry Counseling Services provides information regarding resources and procedures, and counseling assistance to the many adults who are returning to school to further their education and skills.

Associated Student Government (ASG)/Student Activities

Hays Student Center 215, Ext. 6626 or 6655

The Campus Activities Board, as part of the Associated Student Government, coordinates approximately 30 student clubs. Clubs are open for membership for any enrolled student.

Bank of Colorado Event Center (BOCEC)

The Bank of Colorado Event Center is a fully equipped health/wellness and fitness facility. It is also the place for entertainment and athletic events including concerts, dances, NJC varsity sports and community events. The Event Center fee allows NJC students to take advantage of nearly all activities free of charge. The staff coordinates Intramural sports and sponsors additional student activities in cooperation with Residence Life and ASG.

Computer Labs

Check each building for available labs and times of availability.

Comprehensive Learning Center (CLC)

Knowles 209, Ext. 6679

Services include: English, Math, and Reading courses, tutoring, academic counseling, study skills, and computer lab access.

Counseling and Advising Center

Hays Student Center 132, Ext. 6608.

Counseling Services provides information, strategies, and personal adjustment assistance to maintain any student in college classes. Testing, social and personal counseling, and career exploration are also part of this service.

Financial Aid Office

Hays Student Center 120, Ext. 6800.

NJC Financial Aid Office can provide information on how to apply and qualify for loans, grants, and work-study to finance a college education.

Health Services

615 Fairhurst, Sterling

Phone 521-3223

The Family Care Clinic, serves NJC students. Students must call for an appointment. 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 materials such as strep screening, urine screening, any lab procedures and supplies, such as braces, condoms, bandages, etc.

Although medical insurance is not offered through the college, NJC does have other resources to offer students.

Health Insurance Options:

1. The Student Services Office, located in the Hays Student Center, Room 132, has brochures from the American Association of Community Colleges which offers a limited benefit health plan.
2. American College Student Association insurance plans can be viewed and applied for online at www.acsa.com.
3. Anthem Blue Cross Blue Shield offers insurance plans starting at \$66.60/month. More information can be obtained by calling 1-800-234-3391. Flyers are available in the main hallway of the Hays Student Center.
4. Contact your local insurance agent, such as your car, home or life insurance agent. They should have student or short term policies available or can tell you how to contact a company who does offer such policies.

Monahan Library

The Monahan Library Hours typically are as follows:

Monday-Thursday

7:45 am - 9:00 pm

Friday

7:45 am - 5:00 pm

Closed Saturday

Sunday

4:00 pm - 9:00 pm

However, check with the library, or on-line, for hours of operation. They change depending on the college schedule. Instruction and assistance on "How to use the Library" is offered to groups and individuals.

Records Office

Hays Student Center 138, Ext. 6700

The Records Office coordinates all activity dealing with grades, transcripts, records, transfer transcript evaluation, etc. Procedure regarding access to records is explained in *NJC Student Handbook*.

6.11 Procedures

The following policies are complementary to the Residence Hall Contract, which you signed when you reserved your room. The policies have been established to serve as guidelines for acceptable behavior in the residence halls. Failure to comply with the established policies may result in disciplinary action.

Alcohol

Northeastern Junior College has a zero tolerance alcohol procedure (see 3.24). Possession, consumption, or sale of alcohol is strictly prohibited. Anyone found in violation of this procedure will face judicial sanctions, including police involvement, possible suspension, eviction and expulsion.

Checkout Procedure

Each resident agrees to follow the proper checkout procedures when moving out of the assigned hall or relocating to another room or hall. This includes, but is not limited to, removing personally owned furniture and equipment, removing all waste and debris and cleaning the room. In short, the resident should leave the room in the same condition or better as when accepted; reasonable wear and tear excepted. If additional cleaning or repair is required after the student checks-out, the resident may be charged cleaning fees.

In the event a resident is evicted from a residence hall, he/she will be given written notification and 72 hours (or less) to properly checkout and remove all personal belongings. As described in the Residence Hall Contract, Section 2--General Conditions, #4--Termination of Contract by College, the deposit is forfeited and the resident will be assessed up to four (4) weeks room and board.

Compliance with Official Requests

The staff in your building (RHDs and RAs) are college officials who have full authority to make reasonable and lawful requests of residents. Failure to comply with such official requests is a violation of procedure.

Residence Hall Contract

1. Eligibility

In order to be eligible for occupancy in college housing, the student must first be officially admitted to Northeastern Junior College (NJC) and be enrolled as a full-time student (12 semester credits) and maintain full-time student status.

2. Application

Students eligible for college housing must complete a Residence Hall Contract, pay the housing deposit, and mail or bring the completed contract to the Housing Office, Hays Student Center, 132. Priority will be given on a first come, first serve basis to those individuals who turn in a completed contract, pay their \$125.00 deposit and submit a current Certificate of Immunization showing the student has received two (2) MMR immunizations.

- A. The residence hall procedure for freshman (less than 30 semester credits) and sophomores (more than 30 semester credits) is explained below. All qualified freshman students must abide by the procedure to reside on campus; failure to initiate a housing contract and enrolling for classes shows intent to avoid the procedure. The student will be assessed a fee of \$125.00 if the student fails to abide by the housing procedure and ½ of 1 semester's housing costs.

- B. All freshman contracts are for a minimum of two semesters or the completion of thirty credits. Sophomore students can contract for eight (8), sixteen (16) or thirty-two (32) weeks. All housing contracts will be considered binding for the weeks or term designated.
- C. Students who desire to cancel a contract prior to any academic semester must submit written notification to the Housing Office by July 1 (or thirty days after receipt of contract) for fall term or December 1 for spring term to receive a full refund. Cancellation of a contract any time after the dates indicated will result in forfeiture of the deposit.
- D. Students who are eligible to continue for any contracted term and decide not to return and fail to meet the cancellation requirements indicated in item #C will forfeit their deposit.
- E. The college reserves the right to ask each student requesting to live on-campus if they have been convicted of any illegal offense and if so describe. The college will determine if the offense is of such a serious nature as to potentially place other students in dangerous or threatening situations. The college will deny residence hall space to these students.
- F. The college has the right to deny on-campus residency to a returning student if they are deemed to be a potential source of discontent in the halls.

For additional details of the housing contract, please refer to the General Terms and Conditions document from the Residence Life Office.

Residence Hall Procedures and Contract Release

All first-year, full-time students with less than thirty (30) semester credit hours earned are required to live in the residence halls for two semesters or until thirty (30) semester credit hours have been completed. Exceptions to this procedure are first-year students who are:

- 1) Over the age of 21
- 2) Married
- 3) Have minor dependent children
- 4) Commuting to NJC from a parent or guardian's residence of less than sixty (60) square miles. Verification documentation may be required.

You will be required to submit proof of your request for release from the First-Year Student Housing Policy. If you do not meet one of the above stated criteria, and do not fulfill the first year student housing requirement, you will be charged a fee of one-half of a semester's standard room rate. Additionally, contract holders will forfeit their damage deposit of \$125.00.

Students who are over the traditional age of 23 are encouraged to find housing off campus. A list of apartment complexes in the City of Sterling can be obtained in the Housing Office located in the HSC 132.

Contract Release

The Residence Hall Contract that residents signed upon completing their housing application 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 resident has developed a specific medical situation that prevents him/her from fulfilling the terms of their contract. A medical verification which specifically states the nature of the medical situation and why it contributes to the resident's Contract Release request must be supplied by a health care professional (on the physician's letterhead with signature) and must accompany all requests for a release based on medical reasons.

Financial: The resident's financial situation has undergone an involuntary change that was beyond the control of the student when they first signed their Residence Hall Contract. A Student Financial Profile will be requested from the Financial Aid Office to help determine a release based on financial reasons.

Extenuating Circumstances: The resident has undergone situations, other than financial or medical, which the resident feels warrants a release from their contract. Extenuating circumstances require verifiable documentation.

In all cases, a letter from the resident must accompany all requests for a contract release. This letter must state, in detail, all circumstances surrounding the release request. If a resident is granted a contract release, their deposit will not be refunded, but their remaining room and board balance will be refunded. Residents who choose to vacate the residence halls after eight weeks into the semester without being granted a Contract Release, will not receive a refund of their unused room and board, will forfeit their deposit, and will be responsible for fulfilling the terms and conditions of the Residence Hall Contract.

Residence Hall Procedure for Sophomore Students

Sophomores (students with thirty or more earned semester credit hours) are not required to live on campus. Sophomores have the option of contracting for room and board in eight (8), sixteen (16), or thirty-two (32) week agreements.

Academic Standard for Returning Residence Hall Students

Northeastern Junior College has an academic standard for students returning to the residence halls for the fall semester. Returning students must have at least a 2.0 CUM GPA after the completion of their first academic year in order to live in the residence halls for a third semester.

Eligibility for the GRB suites and Blue Spruce Hall: Sophomores who have a 2.5 or higher GPA and no more than one campus policy violation may be eligible to live in the GRB suites or the new Blue Spruce Hall. Rooms are assigned on a first-come, first-served basis from those who qualify.

Check-In Procedure

All residents desiring to check-in or change rooms, must contact the Residence Hall Director before moving any items out of or into a room.

Each resident will be assigned an approved room. Before moving into any room the resident will complete the check-in room inventory form to document any pre-existing damages in the room assigned. All conditions of the room that show wear or damage should be noted on the check-in form. Failure to complete this step will result in the resident assuming all pre-existing damages.

Cost of replacement and repair for any item in a room is listed in Section 6 of the NJC Student Handbook.

Closing of Residence Halls

There are three times during the contracted period when residents are unable to stay in the residence halls: Thanksgiving Break, Winter Break, and Spring Break (for exact dates, residents should refer to current college calendars). All residence halls will close at 5:00 p.m. on the last day of finals fall semester and by 7:00 p.m. on the last day of finals/commencement in the spring. Residents must vacate the residence halls prior to closing time. Special permission to remain in the residence halls after closing time may be granted by the Residence Hall Director for that building.

Contract Terms

PERIOD OF CONTRACT: The Contract is for the entire academic year, or, if the student applied for accommodations after the beginning of the academic year, for that part of the academic year remaining after the effective date of the Contract. If a student moves out of the residence halls before the end of the contract, and does not meet the criteria listed in Section 1, the student will forfeit their deposit and be charged a "failure to perform" fee of one-half of a semester's standard room rate.

Controlled Substances

Federal & State laws and NJC procedure forbid the illegal use, sale, or distribution of controlled substances. Any student known to be possessing, using, distributing or hosting the use of drugs will be immediately referred to the Director of Residence Life/Student Activities and subject to College disciplinary action and possible arrest, imprisonment, or fine according to state law. Holder of Colorado Medical Marijuana card will be excused from living on campus.

Dangerous Materials

Possessing, storing, mixing, or experimenting in any college facility or on any college property, with any chemical or explosives including, but not limited to, gun powder, propane, and gasoline, which may be injurious to any person's life or safety, except as provided for under the supervised academic programs is not permitted.

Electrical Appliances

Appliances that use an open coil/burner to heat food are prohibited. Examples include toasters, toaster ovens, and hot plates (i.e., coffee makers). Other appliances must follow the below requirements:

- No more than ONE refrigerator or microwave may be used in a resident's room. Extension cords may not be used to operate these appliances.
- Refrigerators may not be more than 4 cubic feet.
- NJC will not be responsible for any damage or spoilage to the refrigerator or its contents because of electrical power failure.
- Microwaves must be 700 watts or less.
- If more outlets are desired, use only UL approved power strips that contain their own fuse. Surge protectors are the best type of power strip to use.
- Air conditioning units are not allowed.

False Reporting

Knowingly offering false testimony at any disciplinary hearing or investigation is prohibited. Causing information regarding College business to be conveyed to any College official or office knowing the information reported or circulated to be false or baseless is prohibited.

Littering

Dropping, discarding, throwing, or otherwise disposing of bottles, cans, food, or refuse of any kind in the residence halls or on the grounds of college property except in receptacles provided for that purpose is prohibited.

Parking

Parking a motor vehicle in student parking lots or spaces without registering the vehicle is prohibited. The Business Office issues parking stickers and takes care of vehicle registration.

Room Assignment Policy

Returning residents are given first consideration in the room assignment process. New residents are assigned to rooms and halls according to their preferences on their application and space availability. All requests for specific room assignments will be granted on the basis of a first-come, first-serve priority. If the initial requested room/hall cannot be granted, the housing office will attempt to accommodate the student's next 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 spaces become available. Priority will be given to students according to the date placed on the waiting list.

Room Changes

Room changes are only granted with written authorization of the Hall Director. If a resident moves into a hall that is more expensive, the resident is responsible for paying the increased cost. If a resident moves into a hall that is less expensive, the resident will pay the fee of the originally assigned hall. Unauthorized room or hall changes will result in a \$40 assessment. No moves are allowed the first two weeks of the semester without permission from the Director of Residence Life/Student Activities.

Room Consolidation

Residents who find themselves without a roommate have three choices: 1) elect to contract for the present accommodations for the remainder of that semester and pay the single room rate; 2) consolidate with another resident of their own choosing; or 3) consolidate with a roommate chosen by the Residence Life staff. These choices will be made within one week of notification.

Room Decorations

- Residents are encouraged to decorate their room as they see fit while following the below guidelines:
- All materials used (paper, pictures, etc.) must be non-flammable or flame retardant. RHDs may require proof that the materials have been adequately treated.
- Empty alcohol & tobacco containers (boxes, bottles, cans, etc) may not be used for decorations. Violation of this procedure will result in substance abuse sanctions and probation.
- Fire alarm boxes, smoke detectors, fire extinguishers and cabinets, and exit signs must not be covered or disabled. Exits themselves are not to be blocked.
- Nothing can be fastened to the ceiling as it is a fire hazard and is against fire codes for the buildings.
- Strings of lights may be displayed around windows and doorways as long as the lights do not touch any flammable objects or materials, such as drapes or paper. Lights should be unplugged when the room is unoccupied.
- Christmas decorations are not to include live or live-cut trees...Students may have an artificial tree, with UL approved lights, in their rooms.
- Duct tape leaves a lot of residue at the end of the year. Try to avoid its use. We recommend painters tape or tacky materials that can be easily removed.

Room Occupancy

Two residents will be assigned to each residence hall room (3-4 people in Dowis Apartments and GRB Suites). Based upon availability, students may request single rooms at an increased rate on a first-come, first-serve basis. Residence Life reserves the right to assign students to single rooms as deemed necessary. If all vacancies in the residence halls are filled, Residence Life also reserves the right to assign roommates to previously contracted single rooms, with the appropriate credit given to the resident who was paying the single room rate.

Room & Public Area Damage Charges

The deposit that residents pay is a damage deposit to cover excessive damages and unusual wear and tear to rooms and public areas in the residence halls. The resident agrees to pay for any damage to residence hall rooms and buildings caused by said resident or their guests due to negligent actions. In the instance where two or more residents occupy the same room, and no one resident accepts responsibility for the damage, damage fees will be assessed to all occupants of the room. Damage that occurs on a specific floor and cannot be attributed to an individual or individuals will be prorated to all residents living on the floor where the damage occurred. Damage that occurs in public areas that cannot be attributed to an individual or individuals, will be prorated between all residents of the residence hall. If there are damage charges, the charges will be deducted from the resident's deposit. If the damage charges are in excess of the deposit, a bill will be issued for the amount in excess of the deposit. Where the damage charges are not in excess of the deposit, a refund of the deposit will be mailed to the resident.

Showers & Bathroom Facilities

Unauthorized persons entering shower areas and restroom facilities, which are designated for use by the opposite sex is prohibited.

Smoking

In order to maintain an environment in which all residents may be comfortable, smoking is not allowed in any residence hall or anywhere on campus. See the Tobacco Policy, Section 3.25.

Sound Amplification Devices

Disrupting the campus community with loud music or other excessive noise is not allowed at any time, unless the college authorizes use of sound amplification equipment.

Sports

Unless otherwise authorized by the RHD or in places that have been designated as such areas (e.g., billiards tables), participating in any type of sports/recreation activity in the residence halls is prohibited. Examples of sports/recreation activities include, but are not limited to, basketball, football, soccer, rollerblading, and roping.

Trash

Disposing of personal trash in bathroom, lounge, or hallway garbage cans is prohibited. All personal trash should be disposed of in outside dumpsters. Additional disciplinary action, including educational sanctions, may be imposed along with fines for improper disposal of personal trash in the residence hall.

Trespassing

Trespassing, the act of not being correctly checked-in to a residence hall, is prohibited. It is also considered trespassing if you have been evicted or restricted from a hall, but disregard the restriction by entering the building. Police will be called for all trespassers.

Visitors/Guests, Escort Procedure, & Overnight Guests

The following policies must be followed if residents are to enjoy their privilege and responsibility in regard to having guests enter the residence halls:

- All residence halls are locked 24 hours a day 7 days a week. Visitation hours in the halls are from 8:00 AM to 11:00 PM each day.
- All guests are allowed to enter any residence hall through the main lobby in the presence of a resident and with the approval of that same resident.
- Visitors will be required to check-in at the Front Desk and show an approved form of ID (NJC student ID, valid driver's license, state issued picture ID, or current military ID). Visitors will be required to checkout when leaving the residence hall.
- Visitors wishing admittance to a residence hall must call a resident from the outside security phone for approval.
- Visitors must be eighteen years of age. Exceptions include NJC students presenting a NJC student ID or those receiving approval by the RHD.
- Requests to have visitors leave may be made at any time by the resident, the RA or RHD, College Security, or if necessary, the police, in that order.
- Any time residents have guests enter their residence hall the resident must escort their guest at all times. Guests without escorts will be considered trespassers and will be asked to leave.
- While a guest is in the building, the resident is directly responsible for that individual's conduct--if the guest is in violation of a procedure, the resident will be held just as responsible for that violation as the guest.
- Overnight guests may stay with authorization from the Residence Hall Director.
- The Residence Hall Director or designee has the authority to modify or suspend all visitation procedures to maintain a safe, quiet residence hall living environment.
- If a roommate or other hall residents believe that this policy is being violated, s/he is encouraged to seek the assistance of a RA or RHD. In the event of a formal complaint, the student(s) will be questioned and could be sanctioned through the discipline process, moved to another room, or both.

6.12 Liability of the College Student

Disciplinary Action

Disciplinary action may be taken against college residents and other individuals on college property for violation of federal, state and local laws, college policy and procedures, rules and

regulations. This may include, but is not limited to, such action as educational sanctions, monetary restitution, eviction, suspension, rescinding privilege to use all or part of Residence Life services, or any sanction necessary to maintain order and protect the rights of students, faculty, staff, and administration population.

A resident will be immediately suspended from occupancy if the college determines continued occupancy poses substantial risk or harm to the safety of the residents or his/her self, or unduly interrupts legitimate operational processes of the college.

Unclaimed Personal Property

The college and the Department of Resident Life shall, without liability, have the right to dispose of any personal property left on the premises 30 calendar days after the end of the Residence Hall Contract term or termination of the Contract. The Department of Residence Life, the College, and their respective officers, employees and agents shall not be held responsible for loss, damage, or theft of the property.

Resident Liability for Property and Personal Acts

Northeastern Junior College, its officers, employees and agents, and the Department of Residence Life are not liable for any property of the resident that may be lost, stolen, or damaged in any way on the premises of the college. The college is responsible to maintain a secure, locking room door. All requests for repair will be honored as soon as possible.

The resident agrees to save and hold harmless, and indemnify the college and its officers, employees and agents from any claims or damages substantiated by the resident or other parties as the result of acts of omissions of the resident relating to the room or furnishings, including but not limited to the construction of loft beds, bookshelves, waterbeds, partitions or other structures.

The resident will be financially responsible to the college in the event a third party, who is injured by the resident's acts or omissions, claims the college liable for damages. Personal property insurance coverage is highly recommended.

Suspension of College Obligations

The obligations of the college under this contract to provide housing, dining services and other contracted services may be suspended if prevented or delayed as a result of natural disasters or extenuating circumstances such as floods, fires, insurrection, strikes, and as a result of an order, rule, or regulation of federal, state, municipal, or other governmental agency, or as a result of any cause whatsoever beyond the control of the college, whether similar to causes herein above specified or not. The time of such delay or interruption shall not be counted against the college, any items in this agreement to the contrary notwithstanding.

Contract Changes

Residents may not make changes in the terms and conditions of this contract without agreement and written authorization of an appropriate agent of the college.

Contract Authority

If a student is under the age of 18 years of age his/her parent or legal guardian shall become a party to this contract and shall sign the contract as acceptance of all contractual responsibilities.

Student ID Procedure

General Information

1. An NJC student ID card is the property of NJC, is issued to the cardholder only, and is non-transferable.
2. The NJC student ID card cannot be copied or reproduced without the expressed written consent of the Dean of Students. This includes any portion of the information on or within the card, such as name, student identification number, bar code, pictures, logos, or magnetic strips. NJC graphic requirements, guidelines, and user responsibilities shall apply as applicable.

3. Misuse of the NJC ID card is a violation of NJC procedure. This includes but is not limited to: mutilation, alteration, or misrepresentation. The card may be revoked at the Dean of Student's sole discretion for such violations.
4. Access privileges of the student ID card will be deactivated when student status is terminated.
5. NJC ID card must be presented upon request at the time of use to obtain services or to establish official college status.
6. The NJC ID card is to be used only by the person to whom it is issued. Only the cardholder can present the card for privileges. ID cards will be confiscated if presented by someone other than the cardholder.
7. The Dean of Students Office is the primary authority in determining if a replacement fee for an ID card can be waived. This applies to all circumstances, i.e. lost, stolen, damaged cards, etc.

Full-Time Students

1. Each full-time (12 semester credits or more) student must obtain an NJC student ID card. This ID card will grant them access to all ASG activities, the Bank of Colorado Event Center, and if applicable, the NJC Cafeteria. Event Center and athletic events are supported by the Event Center fee charged to full-time students.
2. The ID card will also serve as the outdoor electronic entry into the residence hall for students who live on campus. The ID card will only allow students to gain access into the residence hall in which the student resides.
3. Full-time student ID cards can be obtained in the Hays Student Center room 132 (Housing, Counseling, Dean of Student's Office) during normal business hours.
4. Student will be charged \$25 to replace lost, stolen, or damaged ID cards. Replacement cards will be issued in Hays Student Center room 132.

Procedure for receiving an NJC student ID card

1. Student must have applied for admission and received a student identification number before and ID card can be generated.
2. The student college identification number must be presented along with proof of registration before an ID card will be issued.
3. A valid driver's license may be required.

Part-Time Students

1. Part-time students will not be issued an NJC student ID card.
2. Part-time students wishing to participate in ASG sponsored activities can pick up a "Part-time Activity Pass" from the Housing Office (Hays 132). This pass allows part-time student access to ASG sponsored activities only. It does not grant student access to athletic events or access into the Bank of Colorado Event Center.

Damage/Replacement Costs

Keys

Mailbox key	\$10.00
Room key	\$25.00
ID Cards/Outdoor Key Card	\$25.00
Change Core of door	\$50.00

Room Door

Replace completely.....	\$1,000.00
Replace complete lock	\$125.00
Replace door bolt	\$40.00
Replace lock rose	\$25.00
Remove super glue	\$25.00

Remove toothpaste, shaving cream, etc	\$25.00
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Paint door and jamb.....	\$50.00
Rivet door	\$50.00

Windows

Large size window glass	\$150.00
Regular size window glass	\$100.00
Window screen.....	\$80.00

Room

Closet door - per side.....	\$75.00
Closet mirror.....	\$25.00
Closet drawer (fronts only).....	\$20.00
Desk drawer (fronts only)	\$20.00
Chair	\$45.00
Wastebasket	\$45.00
Bed frame/weld	\$25.00
Bed frame/replace	\$160.00
Bed complete.....	\$260.00
Mattress.....	\$185.00

Mattress pad	\$15.00
Patch/paint ceiling.....	\$40.00
Patch/paint walls - each	\$40.00
Paint closets/desk area.....	\$145.00
Paint radiator	\$25.00
Paint entire room	\$150.00
Replace blinds.....	\$225.00

Lights	
Ceiling light	\$60.00
Bed light - complete.....	\$50.00
Bed light - glass only	\$20.00

Fire/Smoke Detectors	
Fire Detector Head.....	100.00
Smoke Detector	20.00
Fire Alarm Horn Strobe	120.00

Miscellaneous Charges	
Personal Trash left in RR and other areas (per incident):	\$25.00
Vandalism to signs and bulletin boards (per incident)	\$25.00
Candle violation (per candle):.....	\$15.00
Improper Room Change:	\$40.00
Removal of lounge furniture (per piece):.....	\$40.00
Use of pellet, water or paintball Guns (per incident):.....	\$40.00
Not Cleaning Kitchenette after use (per incident):	\$15.00
Spit cleanup (per incident):.....	\$10.00
General Cleaning Chg. (per hr.).....	\$15.00
Graffiti Charge (per incident).....	\$25.00
Pulled Fire Alarm-assessed to an entire hall if the offender is not identified	\$1,000.00

GRB Damage/Replacement Costs	
Paint LR/BR (ea. room).....	\$250.00
Paint bathroom.....	\$150.00
Window glass replacement	
Large	\$150.00
Small	\$75.00
New screen	\$80.00
Per Replacement Costs	
Furniture	
Bathroom damage	

6.13 Residence Life Staff Directory

Dean of Students.....	6657
Director Residence Life/ Student Activities	6655
Administrative Assistant.....	6608
<u>Herbie Hall</u>	
Residence Hall Director	6822
1st Floor RA	7041
2nd Floor RA.....	7061

3rd Floor RA.....	7044
RA Duty Phone.....	580-6164
Front Desk	6828
<u>Dowis Hall</u>	
Residence Hall Director	6821
1st Floor RA	7063
2nd Floor RA	7030
Apt. RA	7080
RA Duty Phone.....	580-6163
Front Desk	6826
<u>Poole Hall</u>	
Residence Hall Director	6823
1 st Floor RA.....	5276
2 nd Floor RA	5268
3rd Floor RA.....	5251
RA Duty Phone.....	580-6165
Front Desk	6827
<u>WGRB Hall</u>	
Residence Hall Director	6824
1st Floor RA	5133
2nd Floor RA	5288
3rd Floor RA.....	5275
Suites RAs	
2 nd floor.....	5103
3 rd floor	5255
RA Duty Phone.....	580-6166
Front Desk	6829
<u>Long Berg Hall RA</u>	580-2618
<u>Blue Spruce Hall</u>	
Residence Hall Director.....	6825
RA Duty Phone.....	580-7465
Hall Director Duty Phone	580-6831

CAMPUS DIRECTORY
Please refer to the NJC web site for directory information. www.njc.edu. Key phone numbers are located in your student planner. Numbers can also be obtained by calling the college at 521-6600 and pressing #1 when the recording begins. You will then be given the option of typing in a person's name.

ASNJC CONSTITUTION

The Associated Student Government at NJC is a student self-government system established to promote student activities, student involvement in campus activities, provide student leadership opportunities, and student development. The following was revised and adopted on April 21st, 2010 by at least a two thirds majority vote of the ASNJC student body.

Preamble

We the students of Northeastern Junior College, in order to establish a system of self-government, upon our inherent right, do ordain, establish, and incorporate this constitution of the Associated Students of Northeastern Junior College.

Article I - Name

Section 1. The name of this organization shall be the Associated Students of Northeastern Junior College; hereafter referred to as ASNJC.

Section 2. Executive and Legislative branches shall be known as Associated Student Government, hereafter referred to as ASG.

Article II - Membership

Section 1. All full-time students of this college who pay the student activity fee, which is set at which is set at \$2.92 per credit hour and capped at a maximum of \$35.00 and all part-time students who pay the student activity fee, which is set at \$2.92 per credit hour shall be members of ASNJC.

Section 2. Participation in ASG is open to any member of ASNJC.

Article III - Executive Branch

Section 1. Membership:

Membership of the Executive Cabinet shall consist of an elected President, 1st Vice President, 2nd Vice President, and an optional hired Executive Secretary.

Section 2. Term of Office:

- A. The elected Executive Cabinet members shall be installed no later than April 30th of the current academic year.
- B. The Executive Cabinet members shall serve in their capacity until the installation of their successors in the following year.
- C. The Executive Cabinet may hire an optional Executive Secretary, if the Executive Cabinet so desires, prior to the beginning of the fall semester.

Section 3. Qualifications for Office:

- A. At the time of instillation all officer candidates shall be at least in their second semester as a full-time student at NJC. A minimum cumulative GPA of 2.5 is required to be eligible to run for office and to be maintained throughout the term of office.. Each candidate must submit a petition signed by at least thirty (30) members of ASNJC. A student desiring to become a member of the Executive Cabinet will be required to take a test consisting of twenty (20) questions covering Parliamentary Procedure and the ASNJC Constitution as established by the ASG Advisor. A score of 80% or higher is required for approval. Candidates will be allowed to retake the test but must score 85% or higher on the re-take test to be eligible for office.
- B. No elected cabinet member, or previously elected cabinet member, who has served more than a one-year term, may be re-elected. In the event of a second semester replacement, the said replacement is eligible for re-election for a total of three semesters.
- C. Any former cabinet member who is removed from office is ineligible for re-election.

Section 4. Powers and Duties of the President

The President shall:

- A. Preside over the Executive Cabinet.
- B. Act as chairperson of all ASG standing committees and carry out the duties required of those positions.
- C. Have the power to sign vouchers for ASG that have been authorized by the Student Senate, CAB or ASG standing committees.
- D. Sign each bill of legislation or veto and return to Senate with written objections. If the President does not sign or veto the bill within six (6) days from the time it was signed, the bill will automatically be considered as having been signed.
- E. Act as a representative of the student body.
- F. Appoint student members for student-faculty committees and ASG standing committees.
- G. Within four (4) weeks following the first Student Senate session of each semester, submit a detailed budget to the finance committee and then to the Student Senate for approval.
- H. Call special meetings of ASG standing committees.
- I. Attend weekly leadership meetings.
- J. The President shall serve as the ASNJC representative to the State Student Advisory Council, attend all SSAC meetings, and report relevant information back to the Student Senate and Campus Activities Board.
- K. In the event that an Executive Secretary is not hired, the President shall assume all duties of the Executive Secretary as outlined in Article 3 Section 7.

Section 5. Powers and Duties of the 1st Vice President

The First Vice President shall:

- A. Act as chairperson of the Student Senate.
- B. Call special meetings of the Student Senate.
- C. Appoint all members of special committees of the Senate with approval of the Student Senate.
- D. Assume the powers and duties of the president, excluding the power of presidential veto, during an absence exceeding six (6) days.
- E. Have the power to sign vouchers, which have been authorized by the Student Senate.
- F. Act as coordinator of fall, spring and special elections.
- G. Act as a representative of the student body.
- H. The First Vice President shall serve as the alternate representative to the State Student Advisory Council, in the event the President is unable to fulfill said duties, as outlined in Article 3 Section 4-J.

Section 6. Powers and Duties of the 2nd Vice President

The Second Vice President Shall:

- A. Act as chairperson of the Campus Activities Board (CAB).
- B. Call special meetings of the (CAB).
- C. Appoint all members of the CAB special committees with the consent and approval of the CAB.
- D. Assume the powers and duties of the 1st Vice President during an absence exceeding six (6) days.
- E. Have the power to sign vouchers, which have been authorized by the CAB.
- F. Act as a representative of the student body.

Section 7. Powers and Duties of the Executive Secretary

The Executive secretary shall:

- A. Record proceedings and maintain records of the Executive Cabinet, Student Senate and CAB.
- B. Post and distribute the minutes as requested by the Executive Cabinet.
- C. Fulfill other duties as deemed necessary by the Executive Cabinet.
- D. Act as a representative of the student body.
- E. In the event that an Executive Secretary is not hired, the President shall assume all duties of the Executive Secretary.

Section 8. Scholarship for ASG Officers

- A. Each Executive officer shall be offered a "Room and Board Scholarship" to be paid out of the General ASG Budget as follows: The cost of Housing will be paid directly to the officers' bill. Each officer will be reimbursed for the cost of a 14 meals per week meal plan to be paid out bi-weekly.

Section 9. Executive Cabinet Meetings:

- A) There shall be at least one (1) Executive Cabinet meeting held per month during each academic year or at least nine (9) meetings per calendar year.
- B) Invitations to Executive Cabinet meetings are extended to the President, Vice President of Academic Services, Dean of Students, Director of Residence Life & Student Activities/ASG Advisor, an Officer of Administrative Services, the Chief Financial Officer, and the Department Chairs.

Section 10. Procurement Card and Training

- A. Before the start of each term the Executive officers will arrive on a date determined by the ASG Advisor in order to attend the Residence Life Training Sessions, to finalize the first week activities, hang flyers, and anything else that can be accomplished. Using moneys in the ASG budget, meals will be provided for the Executive Officer team. Letter B will read as follows, "Each Executive officer will be supplied with a procurement card (after completing P-Card Training) to be used only for procurement of expenses related to ASG activities or functions.

Article IV - Legislative Branch

Section 1. Student Senate

- A. The 1st Vice President shall chair the Student Senate.
- B. Membership
 - 1) The Student Senate shall be composed of members of the student body selected from one of the six following divisions: Agriculture, Business/ Cosmetology, Liberal Arts, Science/ Math, Health/ Human Performance/ Sport/ Nursing, Transportation/ Energy. Four Senators shall be selected per division as outlined in Article 4 Section 1-C.
 - 2) Vacancies shall be filled according to Article VI, Section II.
- C. Interviews
 - 1) Interviews will be held to elect full-time Senators from each of the six divisions. These interviews will be held before the end of the fourth week of the fall semester. The interview panel shall consist of the Director of Residence Life & Student Activities and the Executive Officers.

Section 2. Powers and Duties of the Student Senate:

The Student Senate shall:

- A. Approve the ASG Budget.
- B. Initiate amendments to the Constitution.
- C. Determine its own internal rules, regulations and procedures where not already determined by this constitution.
- D. Establish special committees to assist the Student Senate with this legislative function.
- E. Appropriate funds for special legislative committees with the ASG President's approval under procedures defined by Article III, Section 4-C.
- F. All legislation, except procedural matters, may be sent to the President of the college for acknowledgment.
- G. Elect all other functioning officers of Senate.
- H. Shall have the option to over-ride a presidential veto by 2/3 vote of the total membership.

Section 3. Campus Activities Board

- A. The 2nd Vice President shall chair the CAB.
- B. Membership
 - 1) The CAB shall be composed of delegated representatives of chartered clubs.
 - 2) Participation in the CAB shall not be required of the chartered organization; however only active members of the CAB may secure CAB funds.

Section 4. Powers and Duties of the Campus Activities Board

The Campus Activities Board shall:

- A. Grant charters to organizations and clubs.
- B. Coordinate campus activities
- C. Allocate financial assistance to organizations.
- D. Determine its own internal rules, regulations and procedures where not already determined by this constitution.
- E. Elect all other functioning officers of the CAB.

Section 5. State Student Advisory Council (SSAC)

- A. The President-elect shall serve as the ASNJC representative to the State Student Advisory Council, and the First Vice President shall serve as the alternate in the event the President is unable to fulfill said duties as outline in Article 4 Section 6.

Section 6. Powers and Duties of the SSAC Representatives

The State Student Advisory Council Representatives from ASNJC shall:

- A. Represent NJC by attending monthly SSAC meetings.
- B. Vote at state meetings according to desires of the ASNJC Student Senate
- C. Report to Student Senate at the next regular Senate meeting following an SSAC meeting.
- D. Other Duties as assigned by the ASG Executive Committee.

Article V – Standing Committees

Section 1. Duties of all Committees

- A. All Standing Committees shall meet often enough to fulfill their duties with a minimum of one meeting per semester. Standing committees shall also be required to submit a committee report, including all expenditures, at the following Student Senate meeting.

Section 2. ASG Constitution Committee:

- A. This committee shall be composed of a minimum of six (6) student Senators, at least one from each division who is appointed by the ASG President with approval of the Student Senate. The ASG Advisor or an NJC Administrator, Faculty or Staff member shall also serve on the committee. This representative shall be appointed by the Director of Residence Life and Student Activities. The ASG Constitutional Committee is responsible for periodic review of the ASNJC Constitution, Student Senate By-Laws, and CAB By-Laws.

Section 3. The Finance Committee:

- A. Shall consist of a minimum of six (6) student senators, at least one (1) from each division. The ASG President with the approval of Student Senate shall appoint members.
- B. Powers of the Finance Committee:
 - 1) To review and amend the ASG Budget before it is approved by the Student Senate.
 - 2) To research budget requests brought to Student Senate.
 - a) Budget requests should be submitted to the Finance Committee for research by a specified date, determined by the Finance Committee.
 - b) Finance Committee is subject to give reports concerning individual allocation requests with their recommendations to the Student Senate.
 - c) Finance committee will meet weekly to determine the appropriate category for allocations. (i.e. General Fund, Educational and or Diversity.)
 - 3) Review any other ASG financial matters as requested by the Executive Cabinet, Student Senate, or CAB.

Section 4. Election Committee:

The Election Committee shall:

- A. Consist of at least four (4) students Senators, and the ASG Advisor or an NJC Administrator, Faculty or Staff member appointed by the ASNJC 1st Vice President with the approval of the Student Senate. Term of office shall be until successors have been appointed by the ASNJC 1st Vice President.
- B. Establish its own internal rules and regulations to conduct all ASG elections provided they do not contradict this constitution.

Section 5. Food and Banquet Committee:

The Food and Banquet Committee shall:

- A. Have monthly meetings with the cafeteria staff.
- B. Prepare and set-up for than annual banquet. Including decorations, invitations, menu and any other preparations needed.

Article VI – Recall and Vacancies

Section 1. Recall

- A. Elected Executive Officers: Any elected Executive Officer may be removed by a recall election in which at least fifteen percent (15%) of the members of the student body vote, with three-fourths (3/4) of these voting in favor of the recall. A recall election may be initiated by a petition

signed by at least ten percent (10%) of the student body or three-fourths (3/4) of the Student Senate.

- B. If a member of the Executive Cabinet does not maintain the specified 2.5 GPA (minimum) while maintaining full-time status (12 credits), they will be removed from office and replaced according to Article VII Section 2.
- C. Student Senators: Any Student Senator may be removed from office by a 2/3 vote of the Senate. The student will first receive a written warning. If the problem continues, the issue will be taken to Senate for an official vote.
- D. Any appointed official may be removed through the same procedure by which he or she was appointed.

Section 2. Vacancies:

- A. Any vacancy created in the Executive Cabinet shall be filled by a special ASG election; except the Presidency, which the 1st Vice President shall fill. Candidates must fulfill qualifications listed in Article III, Section 3.
- B. When a vacancy occurs in the Student Senate, Senators will be given two weeks to bring prospective Senate members. The candidates must be from the respective division the vacancy occurred. If there are no candidates at that time, the ASG 1st Vice President has one week to appoint a replacement Senator. All prospective members must be approved by a 2/3-majority vote of the membership of Student Senate.
- C. Prospective senators must notify the ASG 1st Vice President of intent of candidacy 24 hours prior to Senate. 1st Vice President must determine if eligibility requirements are met within this 24-hour period. Eligibility requirements are outlined in the Student Senate by-laws.

Article VII - Restrictions on Office

Section 1. No member of the ASNJC may be a member of both the Student Senate and the CAB.

Section 2. No elected Executive Officer is eligible for any position in the Legislative branch, except those specified by the duties of their office.

Article VIII - Student Government Limitations

Section 1. Student Government shall not deny a charter to any applying organization, which meets the requirements of the CAB by-laws and the policies of NJC stated in the student handbook.

Section 2. NJC ASG recognizes the inherent right of each individual to determine her/his own style of dress and shall not make any law, policy, or resolution interfering with this right.

Section 3. The right to vote in ASG sponsored elections shall not be denied to any ASNJC member.

Article IX - Amendments

Section 1. Amendments to the constitution shall be proposed by a two-thirds (2/3) vote of the Student Senate or by a petition signed by ten percent (10%) of the members of ASNJC. Petitions shall be submitted to the Student Senate. The amendments must be approved in an ASG sponsored election in which ten percent (10%) of the ASNJC members vote with two-thirds (2/3) voting in favor.

CAMPUS ACTIVITIES BOARD BY-LAWS

Article I- Purpose and Objectives

Section 1. The Campus Activities Board (CAB) shall coordinate campus activities, allocate financial assistance to chartered clubs, and shall be chaired by the Second Vice President of Associated Student Government (ASG).

Article II- Membership

Section 1. Each duly chartered club and organization shall have the power to choose one voting representative and alternate on the CAB.

Section 2. Any member representing a club or organization shall be properly enrolled in a minimum of 12 credit hours per semester and he or she shall be in good standing with the college.

Section 3. ASG Officers and Senators shall not represent any club or organization.

Section 4. Participation in the CAB shall not be required of chartered organizations or clubs; however, only active members of CAB shall receive financial assistance from CAB.

Article III- Representatives

Section 1. Each club shall have only one vote.

Section 2. No member shall represent more than one club or organization.

Section 3. CAB representatives shall:

1. Attend all CAB meetings.
2. Represent their organization or club in voting matters.
3. Serve as a liaison between their representative group and CAB.
4. Serve on CAB committees
5. Follow proper parliamentary procedures during all CAB meetings.

Section 4.

- A. Each CAB member will be allowed only three excused absences for both semesters; any further absences will count as unexcused.
- B. An absence will be considered excused when a CAB member contacts one of the Executive Officers or the ASG Advisor prior to the start of the CAB meeting with a legitimate reason for missing the meeting and not being able to find an alternate.

Article IV- Chairperson

Section 1. The ASG Second Vice President shall be the Chairperson of the CAB.

Section 2. Powers and duties of the Chairperson:

1. He or she shall preside at all meetings of the CAB, shall report the activities of the CAB to ASG, and represent CAB at various college functions.
2. He or she shall appoint CAB committees and their chairperson, subject to ratification of majority of the members of CAB.
3. He or she may call special meetings of the CAB to discuss emergency business; however, a quorum as defined in Article V must be present to conduct official business.

Article V- Quorum

Section 1. A quorum for CAB meetings shall consist of a 2/3 majority of the active membership in CAB.

Section 2. No official business shall be carried on unless a quorum is present.

Article VI- Meetings

Section 1. The date and time for regular meetings shall be set by the Executive Cabinet, first semester.

Section 2. Meetings may be canceled at the discretion of the ASG Second Vice President for the cause of insufficient business.

Section 3. Special Meetings – See Article 4, Section 2-C.

Section 4. The ASG Advisor should be present at all meetings of the CAB. Their role shall be as a liaison between the college and CAB, and they shall function in an advisory role.

Section 5. This organization shall be governed by parliamentary procedure as outlined in Robert's Rules of Order.

Article VII- Probation

Section 1. Any club absent from two consecutive meetings within any period, or three cumulative in any semester shall be placed on probation.

1. Probation shall be for an equivalent of four weeks to run concurrent with attendance at the future CAB meetings.
2. Eligibility for financial assistance shall be reinstated immediately upon adjournment of the fourth meeting attended under probation.

Section 2. A club or organization placed on probation shall be ineligible to receive financial assistance from CAB. The ineligibility to receive financial assistance shall be the only punitive action taken against and organization or club on probation.

Section 3. The Chairperson of CAB shall insure that written notification is sent to the Sponsor of any organization or club after each absence from a CAB meeting and impending probation within one absence of warranting probation.

1. This written notification shall be delivered no later than twenty-four hours prior to the next CAB meeting following the recorded absence.
2. Delivery date, time and person(s) receiving notification of probation shall be recorded in writing entered into the minutes of the next regular CAB meeting.

Article VIII- Suspension

Section 1. Any club that is absent for three consecutive CAB meetings in any period, or four cumulative CAB meetings within a semester shall be placed on suspension.

1. Suspension shall be for a period of eight weeks to run concurrently upon attendance at future CAB meetings.
2. Any club that is on suspension shall submit to CAB a written request containing cause, consideration of reinstatement of the privileges of CAB. The request shall be accepted or denied as per a vote of majority of the quorum present at the next CAB meeting following the last meeting under suspension.
- 3.

Section 2. Organizations or clubs on suspension shall have no-voice, nor voting rights during the meeting of CAB. Voice privileges shall be allowed upon the approval of a two-thirds majority of the quorum present. (As per *Robert's Rules Of Order*)

Section 3. The Chairperson of CAB shall insure that written notification is sent to the Sponsor of any organization or club after each absence of a CAB meeting and of impending suspension within one absence of warranting suspension.

1. Delivery date, time and person(s) receiving notification shall be recorded in writing entered into the minutes of the next regular CAB meeting.

Section 4. If any club ends the school year while they are on suspension, they must re-apply to be a voting club at CAB the following year.

1. See Article X, Section B for guidelines in becoming a chartered club.

Section 5. Probation and suspension will start fresh every fall.

Section 6. Any Club who receives funding from CAB for travel must abide by all campus policies. A violation of any campus policy, while representing the college on a school sponsored trip, will result in suspension of the club. All other criteria pertaining to suspension applies.

Article IX- Budget

Section 1. All students pay a student activity fee every semester which contributes to the CAB fund, which is established by the President and approved by the Finance Committee and the Student Senate

in the ASG Budget. Therefore, clubs shall plan for activities so as to allow the greatest number of students to participate in and benefit from the activity.

Section 2. Any moneys shall be allocated before the activity.

Article X- Allocations

Section 1. Club Procedure and general questions

- a. To help clubs sponsor their one all-student activity as required by the Charter Criterion Constitution.
- b. CAB is not designed to be a charity organization; thus, there shall be a definite need for funds from CAB. Uniforms cannot be fully funded by CAB. The club must contribute at least half of the money needed for uniforms. The club must first purchase the uniforms then submit an allocation for up to 50% of the cost to be reimbursed.
- c. The clubs are expected to finance as many of their activities as possible through clubs sponsored money-making activities. A club must have sponsored an all-campus activity prior to requesting funds that benefit only their club members. The prior semester will also be considered in making this determination.
- d. Any charge imposed upon non-NJC students and NJC students shall be left to the discretion of the clubs sponsoring the activity.
- e. Clubs shall submit a separate allocation for each activity for which they wish to receive financial assistance from the CAB.
- f. The allocation shall be turned in at a date and time established by the 2nd Vice President. Once established, the deadline shall remain the same for the entire academic year.
- g. When presenting a proposal the CAB representative or alternate may designate any ASNJC member, with the exception of current Senators, to present the allocation in his or her place.
- h. Allocations may not be turned in or presented to CAB sooner than four weeks prior to the event, except where there are extenuating circumstances.
- i. When a club is presenting an allocation, the club sponsor shall be present. CAB will not consider the allocation if sponsor is not present.

Section 2. Travel Allocation

A. Funding Criteria:

Criteria for the Funding of Travel

Education

In State \$10/person/day not to exceed \$500

Out of State \$15/person/day not to exceed \$1000

- B. Travel for recreational activities will not be funded by CAB.
- C. Proposals which request more than the allotted amounts indicated in the chart above will not be accepted.
- D. Club members are to be held to the NJC Student Handbook while travelling, as in accordance with the NJC Student Handbook Section 5.10. If a club member violates any of the policies outlined in the NJC Student Handbook, during the trip in which CAB allocated money for, the club will be required to re-pay the amount allocated by CAB.

Section 3. CAB and Senate Allocation Approval Process

- a. In order to approve an allocation a majority vote must be made by both the CAB and Senate representatives
- b. In both CAB and the Student Senate a motion must be passed by a majority vote on each allocation to reject or approve for an amount equal to or less than the Club requested.
- c. If CAB rejects the allocation, then the allocation dies and shall not be heard in Senate.
- d. If Senate has amended and passed the allocation, the allocation shall be presented at CAB the following week by a Senator. CAB shall then vote on the amended allocation. The allocation can be passed for anything equal to or less than the amended form. CAB has the final say and Senate shall not hear the allocation again.
- e. The President has the right to veto the allocation after being passed by Senate and CAB. If this is the case, the President shall present his or her recommendations to CAB. CAB may overturn the presidential veto by 2/3 majority vote.
- f. If there is no quorum at CAB, the allocation shall be heard and voted on by the executive cabinet.
- g. If there is no quorum at Senate, the allocation shall go to the Executive Cabinet.
- h. All allocations shall go through this process.

Section 4. Emergency Loans

1. An emergency loan may be applied for and if accepted, no allocation shall be granted until the loan is paid back in full to the CAB.
2. Emergency loan applications shall be submitted to the ASG Second Vice President 24 hours prior to any regular CAB meeting; in which loan application is to be voted on.
3. The loan must be paid back within 75 days from the day of request.
 - a. Any club or organization that fails to repay the loan in full within this period shall be subject to immediate charter revocation.
 - b. Any club or organization that has had their charter revoked, according to Article IX, Section D-3a, may apply for charter reinstatement upon complete re-payment of loan.

Article XI- Chartered Clubs

Section 1. Yearly Updates:

- A. All chartered organizations shall submit their updated Constitution and Constitutional Analysis each academic year.
- B. No moneys shall be allocated to a club until the 2nd Vice President has received their updated Constitution and Constitutional Analysis for the current academic year.

Section 2. New Clubs and Organizations

- A. Potential clubs or organizations shall establish a written constitution and by-laws that is not in violation of the current ASNJC Constitution. This Constitution and By-Laws shall be submitted for approval to the ASG officers before CAB and Senate can take any chartering action.
- B. Potential clubs or organizations shall establish a worthy purpose to benefit students and NJC.
- C. Potential clubs or organizations shall secure an on-campus sponsor from the staff of NJC.
- D. Potential clubs or organizations shall establish an active membership of at least five members.
- E. Items in Article XI Section 2 A, B, C, and D must be documented on a completed Constitutional Analysis Form and turned in to the ASG 2nd Vice President at the same time as the clubs constitution and by-laws.
- F. Potential clubs or organizations shall schedule and hold regular meetings.
- G. Potential clubs or organizations shall make an oral presentation to the CAB and Senate at a regular meeting.
- H. Clubs shall be granted a charter by a 2/3 vote of CAB's voting membership and then a 2/3 concurrence vote by Senate.

Section 3. Formerly Charter Clubs

- A. Formerly chartered clubs that have been inactive for two years or more shall be reinstated as new clubs by fulfilling the requirements of Article XI Sections 2.
- B. Formerly chartered clubs that have withdrawn themselves from CAB in the past two years or less, shall be reinstated as a new club by fulfilling the requirements in Article XI, Section 2, except for the following requirements:
 1. Attend 10 concurrent CAB meetings without receiving financial assistance from CAB.
 2. Submit to CAB a written request containing cause, consideration of reinstatement of the privileges of CAB. The request shall be accepted or denied as per a vote of a majority of the quorum present at the next CAB meeting following the last meeting of the 16-week period.
 3. Organization or club shall have no voice, nor voting rights during the meeting of CAB. Voice privileges shall be allowed upon approval of a 2/3 majority of the quorum present.
 4. If any club ends the school year before they have been reinstated as a club, they must reapply to be a voting club at CAB for the following year.
 - a. As per Article X, Section B.

Article XII- Amending Articles

Section 1. Amendments to these above articles shall be passed by 2/3 vote of the active members of the CAB.

Section 2. These above articles shall not contradict the ASNJC Constitution.

Article XIII- Closed Session

Section 1.

- A. When in the opinion of any member, the business before CAB requires that the discussion be carried on privately, such members may move that CAB proceed in closed session. When such

motion is adopted the chairperson shall direct everyone except CAB Representatives and officers out of the legislative chamber, and the legislative chamber will be closed and remain closed until such closed sessions are completed. Every member and officers shall keep secret all such proceedings and matters that take place in the private meeting. Divulging the proceedings before the order of secrecy is removed, shall result in removal from CAB. Expulsion or suspension from being a CAB Representative will be determined by a 2/3-majority vote of the CAB.

STUDENT SENATE BY-LAWS

Article I. NAME

1. The name of this organization shall be Associated Student Government (ASG) Student Senate.

Article II. PURPOSE

- A. The purpose of ASG Student Senate is to improve student life through responsible legislation of activities, student issues, and control and distribution of designated Student Senate funds.

Article III. PARLIAMENTARY PROCEDURE

- A. The Senate shall be conducted in accordance with *Robert's Rule of Order*.

Article IV. QUORUM

- A. A majority of the members on the official roll shall constitute a quorum for any regular Senate meeting.
- B. All appointed committees must have a simple majority for a meeting before business can be transacted.

Article V. THE CHAIRPERSON

1. The chairperson shall:
 1. Call the members to order, and upon the appearance of a quorum of legal members of the Senate, proceed to business.
 2. Preserve order and decorum and have the authority of intervention in the event of any disturbance or disorderly conduct.
 3. Appoint all special committees with the approval of the Senate.
 4. Sign all bills, resolutions, and memorials passed by the Senate.
 5. Receive all messages and communications from other departments of the government and announce them to the Senate.
 6. Represent the Senate, declare its will, and in all things pertaining to ASG, obey its commands.
 7. Vote only in the case of a tie vote.
- B. The chairperson may, in addition to the exercise of the above powers and duties:
 1. Speak as a member of the Senate on general questions when he or she calls some other members to the chair.
 2. If the chair is not able to preside over a meeting of the Senate, he or she shall appoint a member of Senate or an Executive Officer to preside during his or her absence.
 3. If at the hour of meeting of Senate, the chairperson is absent and has not appointed an interim, the secretary shall preside with all the powers and privileges of the chairperson until the chairperson appears.

Article VI. QUALIFICATIONS FOR ELECTION AND CONTINUANCE OF SENATORS

- A. All candidates or nominees running for a Student Senate office must be enrolled as full-time or part-time students at NJC.
- B. Students having attended NJC classes for one continuous semester on campus must be in good standing with the college by maintaining a cumulative G.P.A. of 2.25, and by not being on the Vice President's disciplinary list (level 2 or 3 probation) at the time of interview. Freshman or new student candidates will be given one semester to establish an acceptable G.P.A.
- C. Every candidate running for a Student Senate office must submit a petition signed by at least thirty students enrolled full-time (carrying 12 or more credits) at NJC. Candidates not fulfilling these requirements will not be allowed to run for a Student Senate office.
- D. Attendance - More than three excused or two unexcused absences from regular meetings per semester will cause a Senator to be removed from office. An ASG officer prior to the meeting must approve all excused absences. The same attendance policy will be used for committee meetings with absences being excused by the chairperson of the committee and the consequences being removal from that committee.
- E. Senators shall be expected:
 1. To participate in ASG activities.
 2. To work with ASG officers in planning ASG activities.

3. To volunteer and contribute to various Senate committees, at least two per semester.
 4. To be a positive leader on campus.
- F. All Senators who have met the above criteria will receive \$100.00 per semester. (See chart below for pay scale.)

Senate pay scale

		Unexcused Absences		
		0	1	2
# of committees	0	\$ 60.00	\$55.00	\$ -
	1	\$ 80.00	\$75.00	\$ -
	2	\$100.00	\$95.00	\$ -

Meetings = 60% = \$60.00 =
\$5.00/meeting
Committees = 40% = \$40.00 =
\$20.00/committee

Article VII. CLOSED SESSION

1. When in the opinion of any member, the business before the Senate requires that the discussion be carried on privately, such members may move that the Senate proceed in closed session. When such motion is adopted the chairperson shall direct everyone except Senators and officers out of the legislative chamber, and the legislative chamber will be closed and remain closed until such closed sessions are completed. Every member and officer shall keep secret all such proceedings and matters that take place in the private meeting. Divulging the proceedings before the order of secrecy is removed, shall result in removal from the Senate. Expulsion or suspension will be determined by a 2/3-majority vote of the Senate.

Article VIII. VOTING RIGHTS AND SPEAKING PRIVILEGES

- A. No person shall submit a bill or make a motion unless that person is an official member of Senate. Associated Students of NJC (ASNJC) may speak provided speaking privileges have been granted them by a majority vote of Senators present. Speaking privileges are valid for the duration of the session.

Article IX. ELECTIONS PROCEDURES

- A. The executive cabinet and election committee according to Article IV, Section 1-B in the ASG Constitution, will determine the number of Senators from each division.
- B. If at any time a Senator is removed from or cannot fulfill the duties of his or her office, then he or she shall be replaced according to Article VI, Section 2-B of the ASG Constitution.

APPENDIX FORMS

Agreement For Use Of Northeastern Junior College Computers

I, _____, agree to abide by the following policies:

1. This agreement specifies the rights and expectations of users of computer systems owned, operated or leased by Northeastern Junior College and the Colorado Community College System ("NJC/CCCS"). It includes e-mail, internet services, web pages and system computer use (collectively "computer systems"). *No person may use NJC/CCCS computer systems without signing and abiding by the terms of this Agreement.* This agreement is in compliance with SB 3-125, the Electronic Communication Policy for CCCS.
2. In consideration for the use of NJC/CCCS computer systems, the user understands and agrees to abide by the following:
 - a. This is a NJC/CCCS computer system. The user understands that the computer systems and any software installed on it or any other computer system it connects to by any means can **ONLY** be used for official purposes consistent with the administrative, instructional, educational and research objectives NJC/CCCS.
 - b. Examples of prohibited use include:
 - Sending or storing mail judged to be obscene, known to be false, harassing or otherwise abusive or transmitting to others images, sounds or messages that might reasonably be considered harassing.
 - Initiating or propagating chain letters.
 - Attempting to forge electronic mail messages or using someone else's electronic mail.
 - Creating or willfully disseminating computer viruses.
 - Copying copyrighted material (such as software) except as authorized.
 - Accessing, downloading, printing or storing obscene, sexually explicit images, text or services (except as necessary for research or debate on sexual themes in art, literature, history and the law or the routine exchange of information among professionals concerning child abuse and sexual assault).
 - Screen displays of images, sounds or messages that could create an atmosphere of discomfort or harassment for others, especially those considered obscene or sexually explicit.
 - For NJC/CCCS employees, accessing personal interest sites, viewing chat rooms or using recreational games during work hours.
 - Use for commercial gain or private profit.
 - c. All data contained in the NJC/CCCS computer systems is owned by NJC/CCCS. NJC/CCCS. Has the right to monitor such data pursuant to BP 3-125. **THERE IS NO RIGHT OR EXPECTATION OF PRIVACY ON ANY NJC/CCCS SYSTEM.** NJC/CCCS personnel may give to law enforcement officials or NJC/CCCS management personnel any information that constitutes potential evidence of criminal action or violation of NJC/CCCS policy taking place on any NJC/CCCS computer system. The user understands that such information may result in criminal proceedings or administrative actions against the user.
 - d. Electronic mail of an employee is subject to the Public Records Law and may be subject to public inspection under C.R.S. 24-72-203.
3. Only software authorized by NJC/CCCS may be used on NJC/CCCS computers. Users are not permitted to bring software from home and/or load it on NJC/CCCS computers.
4. If the user has access to personally identifiable information in student education records, he must comply with the confidentiality provisions of the Family Educational Rights and Privacy Act and any additional college policy

5. The user understands that any sign-on or password instructions issued are for his exclusive use only and are not to be shared with others.
6. I further understand that I am responsible for reading and understanding all policies concerning computer use as outlined in section 3.05 and 3.06 of the Northeastern Junior College Handbook.
7. The user understands that this Agreement is a binding legal document with NJC/CCCS. A violation of its terms may be grounds for discipline, including immediate termination of the **user's privileges on any NJC/CCCS computer system, reprimand, suspension or dismissal.**

This agreement can also be found at <http://www.njc.edu/technology/njcpolicies.html>

Disclosure to Parents of Dependent Students
and Consent Form for Disclosure to Parents

To: Registrar, Northeastern Junior College

From:

Student's First Name Middle Initial Last Name

Permanent Street Address City State Zip Code

Under the Family Educational Rights and Privacy Act (FERPA), Northeastern Junior College is permitted to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent.

Please check the appropriate box:

- Yes. I certify that my parents claim me as a dependent for federal income tax purposes.
- No. I certify that my parents do not claim me as a dependent for federal income tax purposes.

Signature: _____ Date: _____

If you are not claimed as a dependent or you do not know whether you are claimed as a dependent for federal income tax purposes, but you agree that Northeastern Junior College may disclose information from your education records to your parents, please sign the following consent:

I consent to the disclosure of any personally identifiable information from my education records to my parent(s), for reasons determined by Northeastern Junior College as appropriate. This authorization will remain in effect for the 2008-2009 school year.*

Signature: _____ Date: _____

If parents live at the same address, please list both in # 1.

1. _____	2. _____
Name(s)	Name(s)
-----	-----
Address	Address
-----	-----
City, State, Zip	City, State, Zip
-----	-----
Telephone	Telephone

**Students cannot be denied any educational services from Northeastern Junior College if they refuse to provide consent.*



RECORDS OFFICE
NOTICE OF REPEATED CLASS

Return completed form to Records Office at the beginning of repeating term.

This is to notify the Records Office that I, _____
(Print Name)

_____ am repeating the following course work:
(Student Identification Number)

_____(Course Number /Title) Received _____ Term Originally Taken _____ Original Grade _____ Term to Repeat _____ Cls. Grade

_____(Course Number/Title) Received _____ Term Originally Taken _____ Original Grade _____ Term to Repeat _____ Cls. Grade

_____(Course Number/Title) Received _____ Term Originally Taken _____ Original Grade _____ Term to Repeat _____ Cls. Grade

_____(Course Number/Title) Received _____ Term Originally Taken _____ Original Grade _____ Term to Repeat _____ Cls. Grade

_____(Course Number/Title) Received _____ Term Originally Taken _____ Original Grade _____ Term to Repeat _____ Cls. Grade

I understand that the original grade(s) will remain on my transcript until a better grade(s) has been received for this course(s). After the course(s) has been repeated, the better grade will be included in my GPA. It is the student's responsibility to return this form to the Records Office with all required signatures.

DATE

Student Signature

Advisor's Signature