



COMMUNITY  
**COLLEGE**  
of AURORA

# CCA GUIDE LINES

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# Academic Success

## GENERAL

### CCA ACS 2.01: Commitment to Diversity, Equity, and Inclusion in Education

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**Legal or Other Authority:** CCA President's Cabinet

#### PURPOSE

The purpose of this guideline is to provide information on the overall approach of the Community College of Aurora (CCA) and the Academic Success division to equity, diversity, and inclusion in education.

#### DEFINITIONS

- **Care:** The display of compassion, empathy, and open-mindedness extending to one another.
- **Community:** a culture fostering authentic spaces for the collective participation of diverse voices and partnerships
- **Cultural Intelligence:** The action of demonstrating a mindful appreciation and understanding of intersectional cultural differences through effective engagement and adaptation
- **Diversity:** Embracing differences in people, perspectives, backgrounds, identities & abilities.
- **Equity:** Implementing responsive practices in recognition of the differing circumstances, resources, and opportunities stemming from systemic & structural imbalances experienced across diverse communities.
- **Inclusion:** Ensuring all are included in a thoughtful and meaningful way.

#### DESCRIPTION

The Community College of Aurora (CCA), except for some academic programs (see guideline CCA ACS 2.19: Special Program Admission Requirements), practices an "open door" admissions policy where entry is generally unrestricted. Furthermore, the College prohibits discrimination on the basis of sex/gender, race, color,

national or ethnic origin, physical or mental ability, veteran status, pregnancy status, religion, genetic information, gender identify, or sexual orientation in all of its educational programs and activities. The College therefore welcomes a remarkably diverse student population.

#### RECOGNITION OF DIVERSITY IN VISION, MISSION, AND VALUES

CCA is committed to serving the educational needs of this diverse student population in ways that consider the varied educational and cultural backgrounds of students, their learning goals, and requirements for equal access and equitable participation. The core elements of this commitment are articulated in CCA's vision, mission, and values:

- **Vision:** The Community College of Aurora aspires to be the College where every student succeeds
- **Mission:** The Community College of Aurora serves our diverse community by providing high-quality instruction and support services to prepare students for transfer and employment
- **Values:** Respect, Collaboration, Quality, Access, Diversity, Inclusion

CCA embraces diversity, equity, and inclusion, meaning that the members of the College community strive to be active, respectful, and mindful of them at all levels of engagement.

Recognizing the diversity of our students is only the first step toward creating equitable and inclusive

learning spaces in which our students thrive and are successful. This commitment is reflected in policies, procedures, practices, and initiatives that support our students' economic and social mobility.

## EQUITY MODEL

As an institution of higher education, CCA is responsible for student learning and creating equitable systems in pursuit of equitable outcomes for all students. Developing an equity model requires disavowing a one-size-fits-all approach, with particular attention to systematically and historically excluded students. In alignment with our Achieving the Dream commitments, CCA divisions practice principles of equity through:

- Developing an equity mindset and setting a foundation for the College to commit to equity
- Interrogating institutional practices, structures and policies, and replacing those that are inequitable
- Integrating holistic supports throughout the student experience to support their unique needs
- Embracing cultural competence and culturally responsive pedagogy through engaging in culturally responsive pedagogy that acknowledges, respects, and integrates students' cultural identities in relation to their learning experiences
- Collecting data disaggregated by race and ethnicity, gender, educational experiences, and socioeconomic factors to identify where inequities exist
- Making decisions on this disaggregated data to create, implement, and employ resources to ensure equitable student outcomes

In the Academic Success division, the leadership, faculty, and instructors foster and engage in practices that reflect the commitment to create experiences that embrace the diversity of the students, foster learning, and aim at equitable outcomes, such as:

- Providing professional development opportunities geared toward culturally relevant practices and inclusive pedagogy
- Implementing research-based strategies to close equity gaps
- Embracing a data-informed culture that supports a culture of continuous improvement
- Assessing and improving systems and procedures to ensure equitable outcomes
- Designing and delivering high-quality responsive programming and services outside of the classroom that supplement and expand the work done inside the classroom
- Fostering a culture of care, respect, and understanding that supports open dialogue
- Facilitating opportunities to develop cultural intelligence through cross-cultural interaction
- Leading and participating in the Diversity, Equity, and Inclusion Council, taskforces, committees, and other equity-minded cross-institutional groups

# CCA ACS 2.02: Academic Freedom and Responsibilities

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**Legal or Other Authority:** CCA President's Cabinet

## PURPOSE

This guideline provides information about academic freedom, truth and its free exposition, and the responsibilities of the Community College of Aurora's (CCA) faculty and instructors, guest speakers, and as related to library materials.

## DEFINITIONS

**Academic Freedom:** Concept expressing the freedom of inquiry and the freedom to communicate ideas for both faculty and students that are based on facts without resulting in a job loss, condemnation, repression, censorship, discipline, or legal action against the person.

## DESCRIPTION

CCA respects the intellectual inquiry of its faculty, instructors, and students with the [academic freedom principles](#) established by the American Association of university Professors' (AAUP) in the 1940 Statement of Principles on Academic Freedom and Tenure.

## FACULTY AND INSTRUCTORS

CCA's faculty/instructors are viewed as citizens, education professionals, and representatives of the College. When a faculty/instructor speaks or writes as a citizen, they will be free from institutional censorship or discipline. However, as education professionals and representatives of CCA, they should keep in mind that the public may judge their profession and their institution through their opinions. Therefore, they should make every effort to indicate that they are not institutional spokespersons unless they are appearing or speaking under the auspices of the College.

Faculty/instructors will be entitled to freedom in the research and publication of findings, subject to meeting performance expectations for their primary academic duties and to Institutional Research Board standards.

Faculty/instructors will be entitled to freedom in the classroom to discuss their subject matter. At the same time, they have an obligation to distinguish personal conviction from proven conclusions and to present relevant data to students in a transparent and straightforward manner. They should encourage free discussion, inquiry, and expression among students, and evaluate them solely on the basis of their academic performance, not on their opinions or conduct.

## GUEST SPEAKERS

Individual faculty/instructors have the right to invite anyone they choose as an occasional guest speaker to their classes. The right carries with it the assumption of individual responsibility, as follows: The appearance of an invited speaker does not signify an endorsement, either implicit or explicit, of the speaker's views by the Community College of Aurora, its faculty, administration, or governing bodies.

Speakers are subject to standard law and order considerations and to the specific limitations imposed by the State Constitution and laws. Guest speakers must assume responsibility for protecting the right to free speech, including the rights of speakers to be heard and the rights of CCA's community to hear speakers. If there is significant potential for disruption at an event featuring a guest speaker, the College may appoint a chairperson to preside at the event who is empowered to ensure reasonable conduct and

courteous treatment of all event participants. CCA’s may also require the provision of security personnel for the protection of event participants and College property CCA assumes no obligation to provide an audience for outside speakers on its campus. All invitations and engagements of outside speakers must be initiated from within the CCA’s community.

COURSE AND LIBRARY MATERIALS

In the selection of course and library materials, the Community College of Aurora is committed to providing books and other publications that, within the scope of CCA’s mission, will enrich the quality of thought and expression and make available a diversity of views, expressions, and experiences. This may

include works that are unorthodox or unpopular with the majority. CCA does not assume responsibility for nor endorse the ideas or presentations contained in the books made available.

Neither CCA nor any staff member may establish their own political, moral, or esthetic views as the sole standard for deciding which books should be used for instruction or otherwise made available to students. Similarly, CCA and its staff, as guardians of the students’ academic freedom, will contest encroachment upon that freedom by individuals or groups seeking to impose their own standards or tastes on the materials provided.

CCA ACS 2.03: Non-CTE Faculty and Instructor Qualifications

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Reviewed: October, 2022      Legal or Other Authority: HLC Assumed Practice B.2; SBCCOE BP 3-10; CCCS SP 3-10b; CCA President’s Cabinet

PURPOSE

This guideline provides information on the qualification requirements for faculty and instructors who teach general education and non-occupational courses, either as concurrent enrollment or non-concurrent enrollment.

DEFINITIONS

- **Faculty:** Employees whose assignments are comprised of at least one-half of duties as a teacher, which may include but are not limited to program coordination/development and related activities (State Board for Community College and Occupational Education (SBCCOE) Policy BP 3-10).
- **Instructors:** Employees hired to teach on a temporary as-needed basis at an hourly rate within a range established by the SBCCOE BP 3-10.

DESCRIPTION

The Community College of Aurora (CCA) recognizes that a properly qualified faculty/instructor body is essential to provide high-quality programs and educational opportunities that prepare students for transfer and employment and support their social and economic mobility.

As required by the Colorado Community College System Procedure SP 3-10b and following the practices established by the Higher Learning Commission in its Assumed Practice B.2, CCA has established the following minimum qualification requirements for faculty/instructors teaching general education and other non-occupational courses:

- Hold a master’s degree in the discipline or subfield<sup>i</sup>. If the master’s degree is in a discipline or subfield other than in the one they will be teaching, the faculty/instructor must have completed a minimum of eighteen (18) graduate credits in the discipline or subfield
- Demonstrated commitment to diversity, equity, and inclusion and closing equity gaps

Specific degree requirements and the extent or type of professional background required for faculty/instructors in a particular department will be determined by the department chair/program director in consultation with the dean, as necessary. These requirements may vary between departments.

The department chair/program director may use the tested experience protocol<sup>ii</sup> described in the guideline CCA ACS 2.08: Using Tested Experience as a Basis for Determining Minimally Qualified Faculty and Instructors when the faculty/instructor has neither a master’s degree in the discipline or subfield nor has achieved the eighteen (18) graduate credit hours in the discipline in which they teach. The department chair/program director will coordinate a revision of the requirements established in the tested experience protocol by the Department’s content expert as part of the program review process. This revision will ensure that the discipline-specific tested experience guidelines align with the current practices and theories of the discipline.

This guideline applies to all faculty and instructors, including those teaching Concurrent Enrollment



courses, except for those teaching in Career and Technical Education (CTE) programs. CTE faculty and instructors must meet credentialing requirements as detailed in the institutional guideline ACS 2.04: CTE Faculty/Instructor/Part-time Hourly Expert Credentials.

<sup>1</sup> HLC Assumed Practice B.2. defines a subfield as a component of the discipline in which the instruction is delivered. The focus is on the alignment of the courses being taught and the general appropriateness of faculty qualifications with reference to such courses according to the conventions of the academic field.  
<sup>2</sup> A copy of the current tested experience requirements for each prefix is filed in the Office of the Vice President of Academic Success

# CCA ACS 2.04: CTE Faculty/Instructor/Part-time Hourly Expert Credentials

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## PURPOSE

This guideline provides information on the credentialing requirements for faculty/instructors who teach career and technical education courses, either as concurrent enrollment or non-concurrent enrollment.

## DEFINITIONS

- **Faculty:** Employees whose assignments are comprised of at least one-half of duties as a teacher, which may include but are not limited to program coordination/development and related activities (State Board for Community College and Occupational Education, SBCCOE, Policy 3-10).
- **Instructor:** Employees hired to teach on a temporary as-needed basis at an hourly rate within a range established by the SBCCOE (BP 3-10).
- **Part-time hourly:** Expert hired by the college to deliver partial course’s content in a CTE course.
- **Term:** Portion of the academic year during which the college holds classes; also known as semester.

## DESCRIPTION

The Community College of Aurora (CCA) recognizes that a properly qualified faculty/instructor/part-time hourly experts are essential to provide high-quality programs and educational opportunities that prepare students for transfer and employment and support their social and economic mobility.

CCA follows the Higher Learning Commission’s Assumed Practice B.2 that establishes that all those delivering content in a career and technical education (CTE) course must hold an associate’s degree or bachelor’s degree<sup>1</sup> in the field they are teaching and an approved combination of education, training, and tested experience. Additionally, CCA observes the credentialing requirements that the Colorado Community College System (CCCS) lists in the CTE Administrator’s Handbook for the distinct types of CTE credentials: initial, professional, part-time, and full-time.

All these requirements apply to faculty/instructors/part-time hourly experts teaching concurrent enrollment and non-concurrent enrollment CTE courses.

Those delivering content in any CTE course must hold the required valid credential. CCA recognizes that CTE credentials are the responsibility of individual CTE faculty/instructor/part-time hourly expert to obtain and renew. Likewise, CCA recognizes that it is the responsibility of the department chair/program director to hire faculty/instructors/part-time hourly experts who are credentialed or on track to be credentialed before the end of their first term or before the time their CTE credential expires. In the case it is evident from the moment of hire that the faculty/instructor/part-time hourly expert will not be able to meet the criteria and be credentialed before the end of their first term, the department chair/program director will identify an extended deadline and make the continuation of hiring conditional to the credential be issued before that deadline. Immediately, the faculty/instructor/part-time hourly expert will submit an exception request to the Board Designated Oversight Committee for Credentialing (BDOC) in which the commitment to meet the deadline requirement will be included. The BDOC will make recommendations on each individual exception request. More detailed information about this process can be found in the CTE Administrator’s Handbook.

The Board Designated Oversight Committee for Credentialing establishes that those hired to provide content in a CTE course without a previous credential must apply for an appropriate one within 60 days (about 2 months) from the date of hire. The applicant must have completed all the required criteria for this initial credential prior to the application. The faculty/instructor/part-time hourly expert must obtain the initial credential before their first term ends to continue as a program instructor/facilitator. The department chair/program director is expected to confirm that the faculty/instructor/part-time hourly expert has obtained the required initial credential prior to offering continued hiring<sup>2</sup>.

The continuing faculty/instructor/part-time hourly expert will have three (3) years from the awarding of the initial credential to complete the requirements for the professional one. CCA expects that the faculty/instructor/part-time hourly expert begin the professional credential application and renewal processes six months prior to their current credential expiration date to avoid lapses in credentialing and eligibility to teach at CCA. The department chair/program director is expected to confirm that the faculty/instructor/part-time hourly expert has obtained the required professional credential prior to offering continued hiring.

Credentialing processes, timelines, and documentation are provided in the CTE Credentialing Manual. This Manual is reviewed and updated annually by the Director of Career and Technical Education and Prior Learning Assessment (Director of CTE and PLA) to ensure compliance with the state’s and CCCS’s requirements. Furthermore, the Director of CTE and PLA collaborates with the Credential Manager to provide administrative support to the CTE Credentialing Officer. The CCCS designates the Vice President of Academic Success as the CTE Credentialing Officer with the authority to issue CTE credentials for the college.

The CTE Credentialing Officer will only issue a credential if all the required criteria are met, and all the required documentation is provided by the faculty/instructor/part-time hourly expert. A credential that is issued by the CTE Credentialing Officer at any point during an academic term is retroactive to the beginning of that term and valid for that entire term. The CTE Credentialing Officer and the BDOC have the right to deny, revoke, annul, or suspend a credential if the criteria are not met or are obtained through misrepresentation, fraud, or misleading information provided by the applicant.

<sup>1</sup> For instructors, the minimum educational requirement is a high school degree or equivalent, with either an industry license or associate degree in the credential area. For faculty, the minimal educational requirement is a bachelor’s degree in the credential area.  
<sup>2</sup> Contracts for part-time hourly hires, like for instructors, are semester-long.

# CCA ACS 2.05: General – Selecting Textbooks and Open Educational Resources

**Issued:** May 24, 2013

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**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

This guideline provides principles, minimum expectations, and processes related to the revision, selection, and adoption of textbooks, supplemental course materials, and Open Educational Resources (OER) for all courses offered by the college.

## DEFINITIONS

- **Colorado Online @ Teaching Course Sections:** Colorado Community College System’s online course sections delivered by the College’s faculty/instructors on behalf of the System and open to all students. They are also known as pool sections.
- **Low-cost material:** Course’s educational resource whose cost is under \$20
- **Open Educational Resources (OER):** Educational materials licensed to be free for the user to use and modify as needed. They can be the course educational resource identified as required.
- **Supplemental material:** The educational resource identified as beneficial in supporting the formal study of the course’s content but optional.
- **Textbook:** The course educational resource identified as required to support the formal study of the course’s content.

## DESCRIPTION

The Community College of Aurora (CCA) recognizes that the quality and rigor of textbooks and course material are critical factors in fulfilling its commitment to providing students with high quality instruction and learning experiences. Faculty/instructors, as content experts, are expected to exercise great care

when selecting learning materials to ensure that they are current in the theories and practices they present, accurate, accessible, affordable, and representative of the diversity of the student population.

As the academic head of the department, the Chair/Director has the responsibility of ensuring that a regular revision of course materials is conducted by the department’s discipline content experts as part of the comprehensive program review process. The department’s content experts should also conduct a revision of the course materials prior to the release of a new edition, when serious flaws have been identified in the text, or when the materials are no longer available and new ones need to be adopted.

It is a best practice that the Department Chair/Program Director keeps record of the justifications that support the choice of the materials. This information can be included in the comprehensive program review report as evidence of efforts conducted in support of the program rigor and quality.

## COMMUNITY COLLEGE OF AURORA’S COURSES

This guideline applies to all non-concurrent enrollment courses offered by CCA regardless of their delivery modality.

## TEXTBOOKS AND SUPPLEMENTAL MATERIALS

The department’s content experts selected to participate in the revision and selection process of

textbooks will follow these minimum principles and best practices:

- The materials must meet college-level academic rigor and expectations and present content that represent current industry standards, discipline trends, and a diversity of perspectives and experiences.
- It is advisable that the content experts consider adopting the same textbook for all the course’s sections. This will minimize the economic impact that adopting a variety of textbooks may have on those students who need to change sections during the semester or who need to retake the course with a different instructor. Additionally, it will ease the workload for any instructor who must be assigned as the instructor of record to a course after its start.
- The modalities (face to face, hybrid, online, hyflex) in which the course is offered and how adequate the materials are for them.
- If available, textbooks and supplemental materials at different price points should be revised, but the relevancy and rigor of the content should be prioritized over the financial burden on the students.

These are criteria that can be considered and, if appropriate, used to develop an evaluation rubric:

- Accessibility
- Supportive of differentiated instruction and a variety of learning styles
- Consistency with the Common Course Numbering System (CCNS) content guides (course description, standard competencies, and topical outline)
- Currency of content
- Content represents diversity of identities, perspectives, and voices in a positive light and without bias, stereotype, or microaggression
- Readability, quality of organizational structure and flow, and quality of illustrations, graphs, and charts
- Compatibility with supplemental resources
- Supportive of active learning, reflective, and metacognitive skills
- Availability of and quality of test banks, where applicable

- Computer application and availability of other multimedia resources
- Cost, including materials that are bundled or sold separately
- For edition changes, the extent to which substantive content differences exist between the current and immediate previous edition
- Date of next edition
- Availability from multiple vendors

The adopted textbook and supplemental materials must be kept for at least two academic years unless the selected text has serious flaws or is no longer available. This is particularly important if the same textbook and supplemental materials will be used for multiple semesters of any course sequence.

## OPEN EDUCATIONAL RESOURCES (OER)

The Department Chair/Program Director will collaborate with the department’s discipline content experts to decide if the adoption of common OER for all the course sections is the best option. It is the responsibility of the Department Chair/Program Director to ensure that the OER adopted meet the college-level rigor and academic expectations. These are criteria that can be considered when reviewing OER:

- Accessibility
- Consistency with the Common Course Numbering System (CCNS) content guides (course description, standard competencies, and topical outline)
- Currency of content (current industry standards and discipline)
- Diversity of perspectives and experiences
- Cultural and gender equity or sensitivity, as appropriate
- Readability, quality of organizational structure and flow, and quality of illustrations, graphs, and chart
- Compatibility with supplemental resources
- Availability of and quality of test banks, where applicable
- Computer application and availability of other multimedia resources



CONCURRENT-ENROLLMENT (CE) COURSES

The materials proposed by the high school instructor will be part of the proposed course’s evaluation and approval process.

Instructors of CE courses can use the textbook and supplemental materials selected by the school district if they meet college-level rigor and academic expectations. Otherwise, they will have to adopt the course materials reviewed by the department’s content experts and approved by the Department Chair/ Program Director.

If the CE instructor wants to adopt Open Educational Resources (OER), the Department Chair/Program Director will collaborate with the department’s discipline content experts to corroborate that the proposed materials meet the college-level rigor and academic expectations.

COLORADO ONLINE@ TEACHING (POOL) COURSE SECTIONS

CCA will follow the guidelines established by the Colorado Community College System (CCCS). The textbook selected by the CCCS’ discipline group will be commonly adopted and the instructor of record will not be able to replace it with a different textbook or OER. If the CCCS’ discipline group decides that OER will be adopted instead of a textbook, the instructor of record will be able to select their own OER within the rigor and quality parameters established by the CCCS’ discipline group.

BOOK ADOPTION TIMELINE

The Department Chair/Program Director will coordinate the adoption of textbooks, supplemental materials, and OER in accordance with the timeline and deadlines indicated below. The department’s administrative support person will collaborate with the bookstore’s manager to guarantee a timely and efficient book adoption process.

Semester	Materials Review and Selection Process Finalized by	OER / Low-Cost Information Due to Director of Internal Operations in the Schedule Database by <sup>i</sup>	Enrollment Starts	Book Adoptions Due to Bookstore
Fall	End of Jan	End of Jan	Mid-March	Mid-April
Spring	End of Aug	End of Aug	End of Oct	Mid-Oct
Summer	End of Jan	End of Jan	Mid-March	Mid-March

No faculty or staff member shall demand or accept any payment, loan, advance, good or service promised in exchange for selecting or purchasing specific course materials for use in one of CCA’s courses or for selling any textbooks received in their role at the college. Faculty or other college staff may, however, accept (unless otherwise prohibited for ethical obligations):

- Free review copies, complimentary teacher editions, or instructional materials that are not intended to be sold by any faculty, staff, or bookstore
- Royalties or other compensation from the sale of course materials that include the faculty member’s own writing or work (see organizational guideline CCA ACS 2.07: Copyrights and Intellectual Property for additional details)
- Honoraria for peer review of course materials
- Training in the use of course materials and/or learning technologies

<sup>i</sup> HB 18-1331 requires that we inform students concerning which courses and sections use open educational resources or other low-cost materials. Schedules are open for view approximately one month before registration starts.

CCA ACS 2.06: Academic Calendar

Issued: March 29, 2013  
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Reissued: July 5, 2016; February 9, 2023  
Legal or Other Authority: CCCS SP 9-80a; CCA President’s Cabinet

PURPOSE

This guideline provides information on the length of the academic calendar, who drafts and approves it, and matters taken into consideration when planning it.

DEFINITIONS

**Academic Calendar:** The system that consists of the semester’s landmark start and end dates, observed holidays, and term breaks.

DESCRIPTION

The Community College of Aurora’ (CCA) academic calendar is planned out collaboratively by the Registrar and the Director of Academic Internal Operations and in consultation with the Vice President of Academic Success for the academic year two (2) years hence. The calendar is semester-term based and designed in alignment with these broad Colorado Community College System’s start and end dates for terms, which follow the requirements for the disbursement of student financial assistance under Title IV of the Higher Education Act of 1965:

- Spring: January 1 – May 15
- Summer: May 16 – August 15
- Fall: August 16 – December 31

The Registrar and the Director of Academic Internal Operations make certain that the academic calendar guarantees adequate number of contact hours and accommodates observed holidays, term breaks, Colorado Online@ courses start and end dates, and faculty contract hours. The Director of Internal Operations also guarantees that the start and end dates for the courses do not begin more than two (2) weeks

prior to the start of the defined term, end two (2) weeks after the end of the defined term end date, or extend both before and after the start and end dates of the term dates. The Dean of Concurrent Enrollment shares the academic calendar with the high school districts in a timely fashion so they can schedule the concurrent enrollment courses in alignment with the official term’s start and end dates.

President’s Cabinet receives a copy of the recommended academic calendar by the end of March for revision and approval. The approved calendar is published in the college’s website along with important dates like the official drop and withdraw dates.

CCA ACADEMIC CALENDAR BUILDING PROCESS

The Registrar and the Director of Internal Operations, in collaboration with the Vice President of Academic Success, draft CCA’s academic calendar based on the additional years to the standardized F15 part of term (POT) published by the Colorado Community College System (CCCS). CCCS normally publishes the standardized F15 part of term dates three (3) years in advance.

The Registrar and the Director of Internal Operations take into consideration these elements when drafting the academic calendar:

- For all semesters use the start date provided in the system standardized F15 part of term (POT) document which can be found in the Standardized POT folder in the CCCS' Pcommon\$ shared drive.
- These dates should be built out three years at minimum. The system will create a cross functional group across colleges to meet yearly to create these dates.
- Calculate the end date by counting out 16 weeks from the start date for the fall and spring semesters and 10 weeks for the summer semester. If the semester begins on a Tuesday, the end date should end on that Monday after the 16th week for fall and spring and that Monday after the 10th week for summer. If the semester begins on a Monday, the end date should be the Sunday of the 16th week for fall and spring and the 10th week for summer.
- Holidays
  - Fall semester
    - Labor Day
    - Thanksgiving week/fall break
    - The Monday of Thanksgiving week is used as a day to make-up the Monday missed on Labor Day.
    - [Since the fall 2022 semester: The traditional In-service Day on the Tuesday of Thanksgiving week is replaced by the Saturday of Graduation]
    - Classes do not meet Tuesday – Saturday of Thanksgiving week.
  - Summer semester
    - Fourth of July
    - Juneteenth
  - Spring semester
    - Spring break
    - Typically, the last full week in March (or a week that is primarily March).
    - We attempt to match APS and CCSD schedules, but they do not always match one another and often build their calendar well after we build ours.
- Graduation is the Saturday before courses end on the following Monday.
- Grades due
  - Fall semester - Full-term courses, grades are due the Wednesday after and three (3) calendar days for accelerated or late end.
  - Spring & Summer semester - Full-term courses, due the Thursday after the POT ends and three (3) calendar days for accelerated or late end.
  - Colorado Online @ Teaching sections – grades are due three (3) calendar days after the end of the course.

# CCA ACS 2.07: Copyrights and Intellectual Property

**Issued:** April 9, 2013  
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**Legal or Other Authority:** Copyright Act of 1976 (Title 17 of the United States Code); BP 3-90; CCA President's Cabinet

## PURPOSE

The guideline provides information on both the use and creation of materials by the college's faculty, instructors, staff, and students that may be copyrighted or otherwise protected under federal law.

## DEFINITIONS

- **Copyright:** It is a form of protection provided under the Copyright Act (Title 17 of the United States Code) to the authors of original works of authorship, including books, articles, study guides, brochures, lectures, music and dramatic compositions, video and film, and other intellectual works. Copyright protection covers any work, published or unpublished, and includes material published in an electronic format.
- **Copyrightable Materials:** Any material which can be copyrighted under federal law. The term includes but is not limited to books, articles, study guides, proposals, brochures, pamphlets, lab manuals, lectures, music, dramatic composition, films charts, transparencies, prints, slides, filmstrips, video and/or audio recordings, live audio and/or video productions, programmed instructional materials, computer generated materials, and computer programs in any reproducible or usable form.
- **Creative Commons Licenses:** Types of licenses established by the authors that give others permission to distribute and/or tweak, and/or remix, and/or build upon the author's work and require the original author to be credited.
- **Patentable Materials:** Any material which can be patented under federal law. The term includes but is not limited to ideas which utilize a unique process or technique, and tangible assimilated materials or equipment.

## DESCRIPTION

The Community College of Aurora's (CCA) faculty, instructors, staff, and students make widespread use of and are in the position to create copyrightable, patentable, and/or trademark-protected materials. CCA expects all students and employees to comply with applicable federal, state, and local laws governing copyrighted materials which grant control over the copying, distribution, transmission, and performance of original works to authors, publishers, and creators. CCA recognizes the importance of the fair-use doctrine that is part of the Copyright Act of 1976 and allows for the use of copyrighted resources for teaching, commentary, and criticism. The guidance for fair use is provided by a set of 4 factors outlined in copyright law:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted work
- The amount and sustainability of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for or value of the copyrighted work

Community College of Aurora's employees and students using copy machines or other devices for the reproduction of any material are responsible for familiarizing themselves with provisions of the copyright law and fair-use guidelines before copying or reproducing any material. CCA assists students and employees by displaying copies of the law and guidelines prominently near copying or other reproduction devices. These notices shall include text such as:

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is responsible for any infringement. Copying of materials or other uses not specifically allowed by the law, fair use, license agreement, or the permission of the copyright holder is prohibited.

In general, CCA’s faculty, staff, and students are advised to minimize the risk of copyright infringement by:

- Obtaining written permission to reproduce or otherwise use another’s work, including copyright clearance for the use or reproduction of articles, sections of texts or similar printed or electronic materials, and streaming licenses for the use of videos or films.
- Purchasing new copies of the materials when an original key code is needed to access supplemental materials.
- Citing the source of photos and other materials found on the open web that do not include an express permission-required statement.
- Limiting use according to “fair use” provisions. Among other things, fair use provisions state that if the use of another’s work is transformative – that is, adds value to and repurposes the work for a new audience, the material may be used to the extent needed to make the desired point or achieve the value-add or repurposing objective.
- Using works that are licensed through Creative Commons and that allow distribution, remixing, adapting, and/or building upon the original material.
- Using library-licensed works which include materials available through subscription service by authorized users such as those available through the CCA Library article and journal databases.

EMPLOYEE INTELLECTUAL PROPERTY

Under the Copyright Act of 1976, materials created by the instructor of record within the scope of their employment by CCA are considered “work made for hire” and they are property of CCA. If the instructor of record that created the materials wants to sell them for royalties or other type of compensation, they must receive approval from the college’s President. See also BP 3-90: Copyrights and Patents.

CCA’s employees who develop or plan to develop materials that are copyrightable or otherwise protected by federal law are required to make prompt disclosure to CCA’s President when it appears that use of the college or Colorado Community College System (CCCS) resources, in whole or part, will be required to complete the work. Works created by CCA’s employees will fall into one of three categories: wholly individual efforts, wholly college/system efforts, or college/system-assisted efforts. Upon review of the disclosure statement, the college’s President will assign the project to one of these categories and property rights will be treated as specified in the State Board for Community Colleges and Occupational Education (SBCCOE) Policy 3-90. This policy specifies the elements to be included in the disclosure statement, among other details related to intellectual property rights for CCCS’ employees. Failure to submit a timely disclosure statement may result in the project being deemed the property of the SBCCOE.

It is the creator’s responsibility to ensure that their intellectual property does not impermissibly include intellectual property owned by others. If the work does include intellectual property owned by others, the creator is responsible for obtaining the appropriate releases/permissions for the use of the material.

CCA ACS 2.08:  
Using Tested Experience as a Basis for  
Determining Minimally Qualified Faculty  
and Instructors

Issued: January 22, 2021      Reissued: February 9, 2023  
Reviewed: October, 2022      Legal or Other Authority: HLC Assumed Practice B.2; CCA President’s Cabinet

PURPOSE

This guideline provides information on the experience outside of the classroom relevant to the discipline that can be considered for hiring purposes when the prospective faculty/instructor does not meet the minimum qualification/credential requirements established in the instructional guidelines ACS 2.03 and ACS 2.04.

DEFINITIONS

**Tested experience:** The breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty/instructor would be teaching. This experience is considered in addition to the person’s academic credential and is not to be accepted as a sole source of qualification. The Higher Learning Commission states that prior teaching and/or teaching assistant duties are not considered tested experience.

DESCRIPTION

In accordance with the Higher Learning Commission’ (HLC) Assumed Practice B.2, the Community College of Aurora identifies minimum hiring qualifications/credentials that demonstrate the expertise necessary to instruct students in the discipline in two ways:

- Establishing educational qualification and credentials as governed under CCA’s instructional guidelines CCA ACS 2.03 Non-CTE Faculty/Instructor Qualifications and CCA ACS 2.04 CTE Credentials, and
- Determining minimum qualification through tested experience.

Program’s content experts (faculty and/or instructors) identify and review the minimum threshold of experience outside of the classroom and additional qualifications relevant to the discipline. These discipline specific skillsets and additional credentials are established in a way that ensures consistency and transparency in hiring, while fostering academic quality and rigor. All applicants to any instructional position, regardless of how their hiring qualifications are determined, must provide a copy of their educational transcripts and a resume or curriculum vitae.

The President of Faculty Senate ensures that content experts establish/review and recommend the specific discipline’s minimum qualifications through tested experience every four (4) years or as needed. When identifying these minimum qualifications through tested experience, the content experts must describe specifically what is required; for example, type of documentation for certifications, licensure, or other credentials and/or minimum number of years of significant work in the field. The President of Faculty Senate then submits the recommended minimum qualifications through tested experience to the Vice President of Academic Success (VPAS) for review and approval. Once approved, they will be filed with the Office of the VPAS.



GENERAL TESTED EXPERIENCE CRITERIA

Faculty Senate has identified these general criteria for tested experience:

- **By third-party credential:** A faculty/instructor has earned a high-level industry certification as the result of rigorous training and at least five (5) years of experience working in that field. This may also be proven by providing their military occupation specialty code (MOS code) as shown on their DD-214 or other active-duty documentation (i.e., research, statistics, meteorology, music, etc.).
- **By artistic talent:** A faculty/instructor teaching in the arts has earned a bachelor's or master's degree (see discipline-specific guidelines), demonstrated at least five (5) years of significant work in the field, and has their expertise, ability, and talent validated through publications or artistic works that have earned critical and/or national public acclaim.
- **By language proficiency:** A faculty/instructor has earned a bachelor's degree and can demonstrate their qualification through recognition of competence by tribal leaders or through a nationally recognized rating of proficiency in a foreign language. (Foreign transcripts or other foreign credentials translated by an HR-approved provider can be considered by the department, too.)
- **By professional expertise:** A faculty/instructor has earned a bachelor's or master's degree (see discipline-specific guidelines) and is able to demonstrate participation in additional activities including writing and editing relevant national/international publications, professional engagement/consulting via portfolios, and recognized national/international honors/awards.

Program's content experts can establish more specific criteria for tested experience.

TESTED EXPERIENCE FOR HIRING PROCESS

For a teaching position candidate to be considered for hiring using minimum qualifications through tested experience as a basis, the following must occur:

- 1 The hiring authority (Dean/Department Chair/Program Director), in collaboration with the program's content experts, will determine if specific tested experience criteria different to the one listed above should be considered. If that is the case, the program's content experts will identify the minimum qualifications and the evaluation method.
- 2 The hiring authority will then seek approval from the Vice President of Academic Success on the minimum qualifications and evaluation method identified.
- 3 The candidate will submit documentation in response to the identified and approved specific tested experience criteria to the hiring authority.
- 4 The hiring authority will convene an ad hoc committee to evaluate the tested experience of each applicant being considered under this process. The committee must be composed of the hiring authority, the dean of the program (if not in the hiring authority role), a content expert, and a member of the advisory committee if the position is to teach career and technical education courses.
- 5 The ad hoc committee will review the documentation provided and give a written evaluation of the applicant's qualifications. If the ad hoc committee deems the documentation sufficient to meet the minimum qualifications through tested experience, the hiring authority will coordinate the completion of the "Faculty Qualification – Tested Experience Form" and route it for official approval by the Vice President of Academic Success. If approved, the documentation will be submitted to Human Resources as part of the hiring process.

# Aca- demic Success

## ACADEMIC ISSUES



# CCA ACS 2.09: Curriculum Content Guides

**Issued:** March 29, 2013  
**Reviewed:** October, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCCS SP 9-71; CCA President’s Cabinet

## PURPOSE

This guideline provides information on the processes and requirements to maintain and implement the courses’ content guides that conform the CCCS’ CCNS, which supports transfers and articulations among state-funded higher education institutions.

## DEFINITIONS

- **Common Course Numbering System:** Curriculum system and procedure that establishes common course descriptions, student learning outcomes, topical outlines, and minimum credits to support transfer and articulation agreements and maintain standards of rigor.
- **Contact hour:** The number of schedule minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction. Detail information can be found in the Colorado Department of Higher education (CDHE) Student Full-time Equivalent (SFTE) Reporting Guidelines and Procedures.
- **Co-requisite:** A course that a student is required to take in the same semester in order to enroll in another course.
- **Course type:** An instructional activity as defined by the CDHE Guidelines (e.g., lab, lecture, studio, etc.)
- **GT Pathway:** A set of general education courses that the State of Colorado guarantees to transfer to all public colleges and universities within the state.
- **Prerequisite:** A condition of enrollment that a student is required to meet to demonstrate readiness for enrollment in a course or program. A prerequisite must be completed successfully with a grade of “C” or better to enroll in the course which follows. Placement test results can also be used to meet prerequisite sill levels.

## DESCRIPTION

As a member of the Colorado Community College System (CCCS), and according with the CCCS’ procedure SP 9-71, the Community College of Aurora (CCA) only offers courses that are part of the Common Course Numbering System (CCNS). The CCNS is a system and process by which state discipline groups, of which CCA’s faculty are members, identify course prefixes and numbers, descriptions, course learning outcomes, topical outlines, and credits or credit ranges. Courses recommended by the state discipline groups follow a multi-level review and approval process to be included in this database.

The Common Course Numbering System facilitates transfers and articulations between Area Technical Colleges, CCCS Colleges, and other state’s higher education institutions. It also eliminates unnecessary duplication of instruction, and unnecessary cost and delay in the completion of programs. CCA accepts for transfer all courses contained in the CCNS.

CCA’s discipline experts must obtain approval from the college’s Curriculum Committee to offer a course already listed in the CCNS database. They need to follow the process described in the CCA’s Curriculum Committee Handbook to request this approval. Moreover, CCA’s discipline experts, as members of the state discipline groups, have the right to propose changes to the CCNS, from recommending new courses to any type of change to the courses’ curriculum guides. To recommend changes to the database, they need to follow the procedures established in the CCCS’s State Faculty Curriculum Committee Policies and Procedures.

Although common pre-requisites and/or co-requisites across the CCNS are desired, CCA’s discipline experts can recommend college-specific co-requisites. They should take into consideration the needs of the college’s student population and the programs that depend on the courses. They need to follow the internal process established by the college’s Curriculum Committee and seek approval from the Vice President of Academic Success. Changes in co-requisites can have an impact on programs outside of the prefix and collaboration with impacted disciplines should occur before changes are recommended. CCA accepts successfully completed commonly numbered courses from other CCCS colleges regardless of the pre- and/or co-requisites established at them by their discipline experts.

The CCCS’s Academic and Student Affairs Division maintains the currency of the CCNS database. At CCA, the Academic Success Division holds the list of all courses approved to be offered by the college, including information outlining their contact hours and number of credits, their pre- and/or co-requisites, and any other college-specific information. This information is provided to the students in the year’s catalog and the course syllabus. In the case of a guaranteed transfer (GT) Pathways course, information on the course competencies and content criteria is also included in the course syllabus.

# CCA ACS 2.10: Course Syllabi

Issued: August, 2021

Reviewed: October, 2022

Reissued: June, 2016: February 9, 2023

Legal or Other Authority: CCA President’s Cabinet

## PURPOSE

This guideline provides information about the minimum components required in a syllabus, the timeline and approval process, and the retention policy.

## DEFINITIONS

- **Instructional method:** The way in which the course is delivered: classroom based, online, remote real-time, hybrid, hyflex, hyflex with lab, competency based, or continuing education.

## DESCRIPTION

The Community College of Aurora (CCA) fosters a productive learning environment for all students so they can succeed. The course syllabus serves a critical role in creating this environment by informing students of the course learning outcomes, topical outline, instructor expectations, and important deliverables and deadlines for the class.

The syllabus consists of three distinct parts:

- Course and instructor identification information in addition to any other state- or system-required information
- Specific course section-information, like course policies, evaluation procedures, and calendar
- Essential college information and resources common to all courses

Community College of Aurora’s Courses: Concurrent Enrollment and Non-concurrent Enrollment  
Regardless of the instructional method, all faculty/ instructors must include the components outlined below in the course syllabus:

- Course identification information: including the course prefix and number and the official course title and description as established in the Colorado Community College System’s (CCCCS) Common Course Numbering System (CCNS), the instructional method, and the meeting schedule if applicable.
- The instructor of record’s contact information.
- Information on required course materials.
- The official course’s start, end, drop, and withdraw dates.
- The course learning outcome/standard competencies and the topical outline as established in the CCNS. In the case of a guaranteed transfer (GT) Pathway course, information about the course competencies and content criteria must be included.
- An explanation of the course evaluation procedures, including overall assessment methods and instruments, and the system for earning points associated with course work.
- Clear class policies related to:
  - Attendance, including expectations related to accommodations due to approved absences. Refer to *CCA ACS 2.12: Class Attendance* for details and the information provided in the Essential College Information and Resources section of the syllabus.
  - Class conduct: Any specific conduct expectation that support the success of the students in addition to the expectations established in the Student Code of Conduct, referred in the Essential College Information and Resources section of the syllabus.
  - Make-up or late work that support learning and student success.

- A course schedule, detailing the completion and submission deadlines for the course assignments and examinations.
- A copy of the most up-to-date Essential College Information & Resources,<sup>1</sup> which details CCCS and federal compliance information, CCA’s guideline on academic dishonesty, CCA’s guideline and process for making reasonable accommodations for students with disabilities, information on assessment of student learning, emergency procedures information, instructions on activating student email accounts, etc.

Specific syllabus requirements for CCA’s online courses are communicated in the instructional guideline *CCA ACS 2.19: Course Platform (LMS) and Technology-Based Instruction Design and Use Expectations*.

The instructor of record must provide a reviewed and approved copy of the course syllabus to the students on the first day of class. This requires that the instructor of record makes a copy of the syllabus available to the department by the deadline established by the Department Chair/Program Director for review and approval. The Department Chair/Program Director is responsible for the approval of the syllabus but can delegate the review process on the department’s administrative support person or a faculty member. The Department Chair/Program Director will determine what sections of the syllabus must be reviewed for approval based on the instructor of record’s previous compliance with the syllabus requirements or other departmental expectations.

Course syllabi are part of the official college record and must be retained by the appropriate academic department electronically on the designated information management system.

## COLORADO ONLINE@ COURSE SECTIONS

For sections offered on behalf of Colorado Online@, the instructor of record will comply with the requirements established by the Colorado Community College System.

<sup>1</sup> Chairs Council reviews and updates the Essential College Information & Resources document annually in collaboration with representatives from other college’s divisions and functional offices.

# CCA ACS 2.11: Grades and Grade Records, Credits in Residency, Academic Honors, and Graduation Honors

**Issued:** March 29, 2013  
**Reviewed:** October, 2022

**Reissued:** May 29, 2020; February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 9-80; CCCS SP 9-80a;  
CCA President’s Cabinet

## PURPOSE

This guideline provides information on comprehensive standards for grading, credits in residence, and honors designations.

## DEFINITIONS

- **Attempted Grade:** Grade for a course in which a student enrolled and attempted to complete.
- **Credits in Residence:** Credit hours completed at the student’s home college.
- **Developmental Education:** Courses beginning with the digit “0”, designed to enhance students’ skills in Math, English, or other academic fields.
- **Developmental Grade:** Grade for developmental education courses.
- **Earned Grade:** Grade for a course that has been completed by a student.
- **GPA:** Grade Point Average on a 4.0 scale.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

Student achievement is evaluated by Community College of Aurora’s (CCA) faculty/instructors based on the attainment of specific course learning outcomes. Levels of performance are indicated by alphabetical letters provided to students as grades to inform them of their level of academic achievement. These letter grades are recorded on the student’s permanent transcripts. CCA does not include a plus or minus in its

grading system. Information on the grading structure is provided to students in the college catalog.

## STANDARD GRADES:

Grading standards for regular courses at CCA, that is, courses numbered 1000 or above, are as follows:

- **A** = Excellent or Superior achievement of course objectives
- **B** = Good (Above Average Achievement)
- **C** = Average
- **D** = Deficient
- **F** = Failure to achieve course objectives
- **S** = satisfactory, equivalent to a grade of C or better
- **U** = unsatisfactory, equivalent to a grade of D or F

While CCA does not mandate grades be determined on a 100-point scale (for example, A’s = 90%-100%, B’s = 70’s-89%, etc.) instructors must include a point or percentage grade scale in their syllabus so students can understand how they will be evaluated and what they will need to earn to achieve specific grade levels.

## PASS /FAIL GRADES:

A request for the P/F option must be submitted to the registration office. The P/F option may not be appropriate for certain courses. A “P” grade will indicate that the quality of students’ work in the course is equivalent to “C or better.” “P” will count in attempted and earned credits but will not carry any quality points. Therefore, “P” grades will not be included in GPA calculations, however “F” grades will.

- **P** = Pass
- **F** = Fail

## DEVELOPMENTAL GRADES:

Developmental Education and College Preparatory ESL courses, i.e., courses numbered under 1000 or starting with the digit “0”, are required for students who do not have the necessary English, reading, or mathematics skills to qualify for placement directly into college-level courses. Although students receive grades and earn credit for these classes, the credit will not apply towards a degree and will not be included in the student’s GPA calculation. GPAs for term recognition such as President’s List, Vice President’s List and Dean’s List will not include developmental course grades in the calculation. Grades for Developmental Education and College Preparatory ESL courses will always be preceded by a P (Passing), F (Not-Passing) or a I (Incomplete):

Grading standards for Developmental Education and College Preparatory ESL classes are:

- **P/A** = Passing (A-level) work in a developmental course
- **P/B** = Passing (B-level) work in a developmental course
- **P/C** = Passing (C-level) work in a developmental course
- **F/D** = Not-passing (D-level) work in a developmental course
- **F/F** = Not-passing (F-level) work in a developmental course
- **I/F** = Incomplete for developmental courses (Rolls to F/F if not completed within required time period)

In order to be eligible for an incomplete, a student is required to have completed over 75% of the coursework with a ‘P/C’ or better and must finish the coursework by the end of the next term, excluding summer. Colleges may make exceptions on a case-by-case basis

## OTHER GRADE CODES:

Other grade symbols that may be used on a student’s record include:

**I = Incomplete** - A temporary grade designed for students who have completed at least 75 percent of their coursework at a satisfactory (C or above) level but, because of documented illness or other circumstances beyond their control, are unable to complete 100 percent of all assignments and tests within the semester. The student must initiate the request for an incomplete grade or I, including documentation of the circumstances justifying the request. If the faculty/instructor approves the request, both the faculty/instructor and student must sign an Incomplete Grade Contract (found in the Forms tab under Instructional Forms on MyCCA) documenting the request, justification, assignments, and due dates for work to be completed. The Center Dean must also approve the request and sign the contract. The faculty/instructor must submit a copy of the contract to the Registrar’s Office when final grades are submitted for the semester. If the student fails to complete the outstanding work by the end of the following semester, not including the summer semester, their I grade is automatically changed to the default grade as listed on the Incomplete Grade Contract. See organizational guideline CCA ACS 2.630 Grade Changes for additional information.

**PLA = Prior Learning Assessment** - Used when a student is awarded credit for prior learning. The student’s transcript will note the course number, course title, number of semester hours, and a grade of PLA. See organizational guideline CCA ACS 2.28 Prior Learning Assessment Credit for additional information.

**W = Withdrawal** - Assigned when a student officially withdraws from a course. A withdrawal can only be processed up until the course is 80 percent complete. No academic credit is awarded; however, the course counts in attempted hours.



**WD = Withdrawn** - Administratively for cause - Assigned when a student is withdrawn from a course typically after a disciplinary procedure and the student was found at fault in the process. No academic credit is awarded; however, the course counts in attempted hours. The Registrar’s Office will post this grade, which is not assignable by a faculty member.

**WX = Withdrawn administratively through an appeal (no fault)** - Assigned when a student is withdrawn from a course typically after an Extraordinary Circumstance or other appeal and the student was found to not be at fault. No academic credit is awarded; however, the course counts in attempted hours. The Registrar’s Office will post this grade, which is not assignable by a faculty member.

**AU = Audit** - For students electing to audit a course. These students may participate in all course activities but receive no credit, grades, homework, or tests. For more detailed information, consult the instructional guideline CCA ACS 2.15: Auditing Courses.

**SP = Placeholder /Satisfactory Progress** - A placeholder grade for certain approved courses that extend beyond the end of a normal semester. Once the course is completed, the SP is replaced with the student’s earned letter grade. Academic credit is only awarded after the course is completed.

**Z = Placeholder/Missing Grades** - A temporary, placeholder grade entered by the Registrar’s Office when the student’s actual grade is not received from the course faculty/instructor by the designated deadline. The Z is replaced, and the student is awarded credit for the course once the Registrar’s Office receives the student’s grade from the instructor.

**GRADE BOOKS**  
Grade books are essential records documenting each student’s academic career at CCA, including:

- The courses for which the student registered.
- Attendance, including the last date of attendance if the student withdraws or simply chooses not to attend the class.
- Final grades received, which are recorded on the student’s permanent transcript.
- Data on assignments and examinations.

Faculty/instructors play a critical role in creating and ensuring the accuracy of this student record. They must record assignment grades in the learning management system regularly as the semester progresses. Final grades must be posted in the learning management system and Banner by no later than three days after each course is completed, unless otherwise announced by the Registrar’s Office. Instructions for entering final grades in Banner and the learning management system can be found in MyCCA, Faculty or Instructor tab, Instructional Links channel, Grading Instructions link. If an “F” grade is assigned in a classroom, remote, hybrid, or hyflex class, the last day of attendance (LDA) also must be entered in Banner. For an online class, the last day of attendance (LDA) should be stated as the date associated with the last completed and submitted content-based assignment.

CCA will follow the policies established by the Colorado Community College System for the Colorado Online@teaching (pool) courses.

**RECORDS RETENTION**  
Grade books are part of the official college record and must be retained by the appropriate academic division electronically in the learning management system for a minimum of one year from the date that grades were due for the course. The Registrar’s Office permanently saves final grades.

**GRADUATION HONORS**  
Graduation honors recognize outstanding academic achievement throughout a student’s academic career at CCA. The honors are awarded to students who complete the requirements for an associate degree and who earn the identified GPAs for the four recognized Graduation Honors:

- **Summa Cum Laude** - with highest honor - 4.00 cumulative GPA
- **Magna Cum Laude** - with great honor - 3.75 to 3.99 cumulative GPA
- **Cum Laude** - with honor - 3.50 to 3.749 cumulative GPA
- CCA also recognizes graduation honors for member of Phi Theta Kappa – cumulative GPA of 3.5 or above, with a minimum of twelve semester hours in residency at CCA.

**TERM ACADEMIC HONORS**  
Students who complete a minimum of six (6) credits hour s in the term with GPAs in the identified ranges listed below will have the corresponding honor designation for the term:

- **President’s List** - GPA of 4.0
- **Vice President’s List** - GPA of 3.75-3.99
- **Dean’s List** - GPA of 3.5-3.749



# CCA ACS 2.12: Class Attendance

**Issued:** April 9, 2013      **Reissued:** September 30, 2020; February 9, 2023  
**Reviewed:** October, 2022      **Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

This guideline provides information on requirements and expectations related to class attendance, attendance recordings, determination and reporting of no-show students, and absences.

## DEFINITIONS

- **Census date:** The latest point at which a student can drop a class without penalty. The census date will vary depending on the length and start date of the class.
- **Instructional Methods:** The types of methods/ experiences used to deliver curriculum content. For example: classroom based, hyflex, online, remote real-time, etc.
- **No-show Student:** Student with no recorded hours or attendance up to the census date based on the criteria established for courses’ instructional methods.
- **Official absences:** Those that occur when students are participating jury duty or subpoena activities; religious, spiritual, and cultural observances; official college activities; military commitments; due to pregnancy and parenting; or due to the death of a relative or other person with which the student had a significant relationship. They do not count against the number of absences allowed by the course instructor.
- **Religious/Spiritual/Cultural Observances:** Practices or beliefs of cultural, religious, or spiritual nature. They range from the traditional, organized religious to less widespread or common creeds. They also include public holidays and days of recognition.
- **Withdrawal date:** The latest point at which a student can drop a class for which will continue holding financial responsibilities and will receive a “W” grade in the transcripts.

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

The Community College of Aurora (CCA) recognizes and establishes the importance of regular, punctual class attendance as necessary to foster student success and for students to obtain the maximum benefits of instruction. Attendance requirements for individual classes are determined by the instructor and presented to students on the first day of class in the syllabus along with the official drop and withdrawal dates. Students are expected to comply with those requirements.

It is each student’s responsibility to consult with the instructor as early in the semester as possible regarding official or unofficial absences so alternative assignments and resources can be considered for the student to make up missed work. Some courses, like clinicals, may require full participation and special documentation to excuse absences if allowed.

Tracking of absences begins with the first scheduled class meeting posted on the college’s schedule. The instructor must record and keep up-to-date attendance registers in the learning management system throughout the semester. Online course attendance tracking is documented based on weekly completion and submission of content-based assignments.

## PEOPLE ALLOWED IN CLASS

Only people who are registered for a particular class may attend that class, except for trained interpreters and other support people approved by the Director

of Disability and Equity when appropriate. The Community College of Aurora extends the privilege of students bringing their children on campus and in the classroom (never in science labs, simulation labs, film/video studios, construction sites, police and fire academy facilities, or any place a potential hazard could exist) on a limited and infrequent basis. This privilege may be revoked at the discretion of the instructor at any time. Institutional guideline CCA ADS 3.80: Children on Campus provides further information.

If a student is in class but is not showing up on the class roster, the course instructor should refer the student to the Registrar’s office prior to the second class-meeting so the problem is solved in a timely fashion and the student can continue attending class.

## NO-SHOWS

A student is considered a no-show and must be recorded as such by the instructor based on the following criteria for the several types of instructional methods:

- **Classroom Based and Hyflex Courses** - The student has not attended any class session prior to the course census date
- **Online Courses** - The student has not completed and submitted a graded content-based assignment by the course census date
- **Hybrid Courses** – The student 1) has not attend the first hybrid meeting date for the course prior to the census date or 2) has not completed and submitted a graded content-based assignment by the census date. Either may be used to demonstrate attendance in the class
- **Remote Real-Time Courses** - The student 1) has not attended at least one virtual synchronous class meeting prior to the census date or 2) has not completed and submitted a graded content-related assignment by the census date. Either may be used to demonstrate attendance in the class.
- **Competency Based Courses** - The student has not completed and submitted a graded content-based assignment by the course census date.

The instructor must report no-shows in MyCCA > Faculty or Instructor tab > Faculty Grade Assignment section by noting a zero (0) in the attended hours column for each student who has not participated according to the aforementioned criteria. Students reported as no-shows will be dropped from the class then. Any student who drops a class prior to the census date will show up as such on the official class roster in Banner and no further action is needed from the course instructor.

## WITHDRAWALS

Students are responsible for withdrawing from a course and/or the college when they are unable to continue with that engagement. Students who fail to officially withdraw, or who withdraw after the withdrawal date, will receive the grade earned for their submitted coursework on their permanent transcript record.

Additional information is provided in the guidelines CCA ENM 6.13 Dropping or Withdrawing from Classes and CCA ENM 6.08 Tuition Credit Request Appeals.

## OFFICIAL AND UNOFFICIAL ABSENCES

Students are responsible for consulting with the instructor as soon as possible regarding any absence they anticipate so alternative assignments can be considered. The instructor will provide alternative arrangements and/or resources to the best of their availability and provided that the additional work does not create an undue hardship. The instructor will consult with the Department Chair/Program Director, and Human Resources if necessary, to determine if designing alternative assignments causes undue hardship. Moreover, the instructor can consult with the Director of Disability and Equity on how to better support the student within the context of course.

If the length of the absence will be longer than one week, the instructor and student will determine whether there is sufficient opportunity for the student to make up the work.

If the instructor allows for a certain number of permitted absences, official absences do not count against that number. Some courses, like clinicals, may have specific program-attendance expectations that do not allow for any type of absences or require documentation to excuse the absence. For courses without specific program-attendance requirements, the instructor can consult with the Director of Disability and Equity on what documentation can be requested to excuse absences.

In the case of circumstances that are out of the control of the student and that cause an undue hardship on the student’s ability to make up the assignments, students will be provided an opportunity to request an incomplete (if seventy five percent of the course has been completed and the student was earning a C or better grade) or drop the class. Documentation will have to be provided for the college to consider a tuition credit request. Details can be found in guideline CCA ENM 6.09 Tuition Credit Request Appeals.

RETENTION OF ATTENDANCE RECORDS

Attendance records are part of the official college record and must be kept by the appropriate academic department electronically on the designated learning management system for at least one year from the course end date.

CCA ACS 2.13: Credit and Contact Hour Calculations

<b>Issued:</b> March 29, 2013	<b>Reissued:</b> June 30, 2016; February 9, 2023
<b>Reviewed:</b> October, 2022	<b>Legal or Other Authority:</b> U.S. Department of Higher Education 34 Code of Federal Regulation (CFR) 668.8(k); HLC’s Assignment of Credits, Program Length and Tuition policy (FDCR.A.10.020); CCHE FTE Reporting Guidelines and Procedures April 2019; CCA President’s Cabinet

PURPOSE

This guideline provides information on calculations and equivalencies between credit hours and contact hours as defined by federal and state agencies for purposes related to financial aid eligibility, reporting, transfer, course and program rigor and quality, faculty/instructor workload and compensation, scheduling, etc.

DEFINITIONS

- **Contact Hour:** The Colorado Commission of Higher Education (CCHE) establishes the definition of a contact hour in its Full-Time Equivalent (FTE) Guidelines and Procedures as a 50-minute hour.
- **Credit Hour:** The U.S. Department of Higher Education defines a credit hour in the 34 Code of Federal Regulation 668.8(k) as “not less than one hour of classroom or direct faculty instruction and a minimum of two hour of out-of-class student work each week for approximately fifteen weeks for one semester... at least an equivalent amount... for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours”

DESCRIPTION

The U.S. Department of Higher Education establishes the definition of credit hour indicated above as a basic unit of measure. This minimum standard is used to

determine institutional and student federal financial aid eligibility (particularly for Title IV program eligibility), cost of instruction, quantity of student learning, faculty workloads, rate of educational efficiencies, and measure of student work for transfer students. The U.S. Department of Higher Education requires that state and accrediting agencies use this definition and evaluate the institution’s policies, procedures, and credit assignments according to it. The Community College of Aurora (CCA) is accredited by the Higher Learning Commission (HLC), which recognizes the Federal Regulation requirement in its Assignment of Credits, Program Length and Tuition policy (FDCR.A.10.020). Moreover, The Colorado Commission on Higher Education (CCHE) identifies a ration between credit and base contact hours in the Full-Time Equivalent (FTE) Reporting Guidelines and Procedures for the various types of instructional activities.

CCA follows key elements of these rules and regulation in calculating the ration between credit and contact hours for various types of courses. These rations are used for purposes related to federal and state reporting, course scheduling, credit awarding, credit transfer, faculty compensation rates, etc. The chart below provides clear guidelines for these purposes. Department Chairs/Program Directors are expected to follow them when establishing course schedules and approving workloads and compensations.

Course Type	Description	Notes	Minimum Guidelines for Weekly Contact Hours Expected to Receive 1 Credit Hour	Minimum Guidelines for Out of Class Study Expectation Per 1 Credit Hour
Clinical	Participation in client and client-related services that are an integral part of an academic program. Clinical instruction occurs in or outside an institutional setting and involves work with clients who receive professional services from students serving under direct supervision of a faculty member and/or approved member of the agency staff.	Course maximum enrollments may vary according to accreditation standards, pedagogical limitations, level of offering, availability of clinical sites, etc.	2.0 Hours = 1 credit (2:1) Contact Ratio	4 hours
Directed Study	Faculty and student negotiate an individualized plan of study.	A directed study is not to replace an existing course. If a course is offered on an individualized basis the faculty and student complete a non-scheduled course form.	0.75 Hour = 1 credit (.75:1) Contact Ratio	1.5 hours
Field Instruction	Instructional activities conducted by the faculty and designed to supplement and/or extend an individual course or classroom experience.		2.5 Hours = 1 credit (2.5:1) Contact Ratio	5 hours
Internship	Applied and supervised field-based learning experience where students gain practical experience following a negotiated and/or directed plan of study.	Student may or may not be paid for Internship.	3.0 Hours = 1 credit (3:1) Contact Ratio	N/A
LabL	Instructional activities conducted by the faculty which require student participation, experimentation, observation, or practice.	Course maximum enrollments may vary according to accreditation standards, pedagogical limitations, level of offering, availability of laboratory stations, equipment, etc.	2.0 Hours = 1 credit (2:1) Contact Ratio	4 hours

Lecture	Faculty member responsible for delivery and discussion of learning material and related instructional activities.	Course maximum enrollments may vary by level, discipline, classroom availability, course delivery format (hybrid, remote, online), etc.	1.0 Hour = 1 credit (1:1) Contact Ratio	2 hours
Physical Educ. / Recreation	Participation in or the performance of some form of physical activity. Knowledge associated with the proper performance of the activity is presented.	Course maximum enrollments may vary by level of instruction, type of activity, safety considerations, availability of facilities, etc.	2.0 Hours = 1 credit (2:1) Contact Ratio	4 hours
Practicum	Practical student work under the supervision of a faculty member or under supervision of a professional in the student's field and regular consultation with faculty member.		2.0 Hours = 1 credit (2:1) Contact Ratio	4 hours
Private Music Instruction	Formal presentation in a one-to-one relationship between student and instructor.	NASM guidelines list .5 = 2 credits (.25 = 1 hour)	0.25 Hour = 1 credit (.25:1) Contact Ratio	0.5 hours
Seminar	A highly focused course that may include student presentations and discussions of reports based on literature, practice, problems, or research (e.g., a capstone course)	Typically, at the upper division or graduate level.	1.0 = 1 credit (1:1) Contact Ratio	2 hours
Lab/CTE	Instructional activities involving training for employment with an active faculty teaching role		1.5 Hours=1 credit (1:5) Contact Ratio	3 hours
Student Classroom Observation	Teacher candidates observe, participate in, analyze, and reflect on issues in education.		2.0 Hours = 1 credit (2:1) Contact Ratio	4 hours
Studio	Lab-type activities conducted by faculty (e.g., music ensembles, art studio, theatrical productions, etc.)		2.0 = 1 credit (2:1) Contact Ratio	4 hours

# CCA ACS 2.14: Student Academic Overload

**Issued:** March 29, 2013  
**Reviewed:** October, 2022

**Reissued:** July 28, 2016; February 9, 2023  
**Legal or Other Authority:** U.S. Department of Higher Education 34 Code of Federal Regulation (CFR) 668.8(k); CCCS SP 4-10b; CCA President’s Cabinet

## PURPOSE

This guideline provides information on the requirements that students must meet and the approval they must receive to enroll in more than the maximum number of credit hours per term.

## DEFINITION

- **Academic Overload:** Credit load that is beyond 12 credit hours per semester.
- **Credit Hour:** The U.S. Department of Higher Education defines a credit hour in 34 Code of Federal Regulation 668.8(k) as “not less than one hour of classroom or direct faculty instruction and a minimum of two hour of out-of-class student work each week for approximately fifteen weeks for one semester... at least an equivalent amount... for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours”
- **GPA:** Grade Point Average on a 4.0 scale.
- **Maximum Credit Hours per Term:** The maximum number of credit hours per term student can enroll in without having to receive an override by the college. For the fall and spring semesters, the maximum credit hours per term is 18 credits. For the summer semester, it is 15 credits.

## DESCRIPTION

Community College of Aurora’s (CCA) students wishing to register in more than the maximum number of credits hours per term may do so if the following conditions are met:

- The student has a GPA of at least 3.25 and is able to demonstrate evidence of their ability to succeed with a larger-than-average course load. That is, the student has managed a course load of more than 12 credit hours and achieved the minimum required GPA.
- The student has obtained approval from their academic advisor.

Advisor approval must be noted in Banner before the student is allowed to register for courses that would constitute an academic overload. Only Advisors are authorized to sign off on an academic overload. See *CCA ENM 6.12 Student Academic Overload* for more information.

# CCA ACS 2.15: Auditing Courses

**Issued:** March 9, 2013  
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**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

This guideline provides information on the deadlines for a student to declare the intent to audit a course, the tuition rate for audited courses, and how they are recorded in the transcripts.

## DEFINITIONS

- **Census Date:** The latest point at which a student can drop a class without penalty. The census date will vary depending on the length and start date of the class.
- **College Opportunity Fund (COF):** State program that provides a stipend for in-state undergraduate students who meet eligibility requirements and attend a public higher education institution in Colorado.
- **Credit Hours:** The U.S. Department of Higher Education defines a credit hour in 34 Code of Federal Regulation 668.8(k) as “not less than one hour of classroom or direct faculty instruction and a minimum of two hour of out-of-class student work each week for approximately fifteen weeks for one semester... at least an equivalent amount... for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours”

## DESCRIPTION

The Community College of Aurora (CCA) is an open-doors institution and welcomes those students wishing to audit a course. Students must indicate their intent to audit at registration or by the scheduled drop (census) date for the class. Students may not reverse their decision to audit a course after that drop (census) date.

Tuition for audited courses will be charged at the standard tuition rate. Audited courses are not eligible for the College Opportunity Fund (COF) stipend. Financial aid, including Military and Veteran Services Department’s assistance, cannot be used to pay for them.

Students auditing a course may participate in all course activities but do not have to complete assignments or exams. Auditing students will receive an AU grade code for the course in their transcripts.

Audited courses may not be applied toward certificate or degree course requirements.



# CCA ACS 2.16: Special Program Admission Requirements

**Issued:** March 29, 2013      **Reissued:** June 30, 2016; February 9, 2023  
**Reviewed:** October, 2022      **Legal or Other Authority:** SBCCOE BP 4-10; CCA President’s Cabinet

## PURPOSE

This guideline provides information about the admission requirements that some academic programs have established based on industry, credentialing agency standards, and state law.

## DEFINITIONS

Not applicable.

## DESCRIPTION

In accordance with the State Board for Community Colleges and Occupational Education’s (SBCCOE) policy BP 4-10, the Community College of Aurora does not impose general admission requirements to the college. However, there are some programs that require special admission criteria. These requirements are based on and updated according to industry, credentialing agency standards, and state law.

These are the current program at CCA that have special admission requirements:

- Basic Law Enforcement Training Academy
- Emergency Medical Technician
- Fire Science
- Film and Video Media
- Integrated Nursing Pathway
- Translation and Interpretation

Temporary admission requirements for these and other programs, like Phlebotomy, Patient Care Tech, Theater, Nurse Aid, etc., may be established based on community health situations.

## BASIC LAW ENFORCEMENT TRAINING ACADEMY

The Basic Law Enforcement Training Academy at the Community College of Aurora is certified by the Colorado Peace Officers Standards and Training (POST) Board. Colorado state law requires that prospective students meet specific requirements for their application to be considered and approved. Prospective students can find a complete list of requirements on the Basic Law Enforcement Training Academy webpage.

Those interested must complete a Basic Law Enforcement Training Academy application packet and receive approval from the Director in addition to completing the standard college application.

The Basic Law Enforcement Training Academy staff processes the Academy application. Admissions, Registrations & Record’s personnel manage the college application.

## EMERGENCY MEDICAL TECHNICIAN

The Emergency Medical Technician (EMT) program, accredited by the Commission on Accreditation of Allied Health Education Programs, establishes the admission requirements:

- Holding a current Colorado EMT certificate with IV/IO endorsement,
- Having completed the course BIO 1006: Basic Anatomy and Physiology successfully by earning a grade of C or above,
- Pass a background check, and
- Provide a clean 10-panel drug screen

The department’s staff processes the program application. Admissions, Registrations & Record’s personnel manage the college application.

## FIRE SCIENCE

The Fire Science program establishes these admission requirements:

- Pass a background check and
- Provide a clean 10-panel drug screen

Prospective students apply and register for the program using the standard CCA application, which is manage by Admissions, Registration & Records’ personnel.

## FILM AND VIDEO MEDIA

The Community College of Aurora offers a variety of Film and Video Media programs through the Colorado Film School (CFS). In addition to completing the college standard application, prospective students must complete the CFS’s application packet to be considered for admission in any of the programs and enroll in their associated courses. Those interested can find details of the application requirements and process on the CFS webpage in the college’s website.

The Film School’s admission team manages the CFS’ application process. The college application process is managed by the Admissions, Registration & Record’s personnel.

## INTEGRATED NURSING PATHWAY

The Community College of Aurora offers the Integrated Nursing Pathway (INP) in partnership with the College of Nursing at the University of Colorado to prepare

students for their Bachelors of Science in Nursing. Prospective students must apply and be admitted by both institutions for their respective programs. CCA’s INP program requirements are:

- Demonstrated language proficiency in English if the prospective student’s first language is not English,
- Successful completion of some prerequisite courses with a grade of C or above,
- Letters or recommendation, and
- An essay.

This special application must be submitted through NursingCAS. The INP program’s admission team will invite initial candidates for an interview after the application materials are verified. Those interested can find more detailed requirements on the INP program’s webpage in the college’s website.

## TRANSLATION AND INTERPRETATION

The Translation and Interpretation (TRI) program at the Community College of Aurora prepares students to offer professional entry level bi-directional translation and interpretation services. The program leadership established adequate levels of proficiency in English and the prospective student’s target language as a requirement for admission. Those interested can find a list of accepted evidence of language proficiency in the Translation and Interpretation program’s webpage in the college’s website.

Prospective students must apply to CCA. They can register for classes once they are admitted to the college and their level of language proficiency is verified and approved by the Program admission team.

# CCA ACS 2.17: Class Field Trips

**Issued:** March 29, 2013  
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**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 19-30; CCCS SP 19-30; CCA President’s Cabinet

## PURPOSE

This guideline provides information on the various requirements and expectations for field trips that are designed as part of a class.

## DEFINITION

- **Class Field Trips:** Trips taken with students to off-campus locations during regular class time, although potentially extending beyond the regular class period. Student club activities are not considered class field trips.
- **Instructor:** The instructor of record of the course for which the field trip is sponsored.
- **Staff:** College’s representative that participates in the class field trip in a supervisory capacity.

## DESCRIPTION

The Community College of Aurora (CCA) supports class field trips designed to complement or reinforce concepts explored in the course or program, enhance student learning, and provide opportunities to expand understanding.

## APPROVAL

Any instructor interested in including a field trip as part of their class must submit a request in writing to the Department Chair/Program Director for review and approval. The requests should include:

- The purpose and rationale for the trip, identifying the course learning outcome(s) associated with the trip
- Number of students attending
- Detailed itinerary including destination, duration, departure date and time
- Names of people teaching and supervising the field trip

- Transportation plan
- Costs associated with the trip

A *Field Trip Waiver and Release Form* for the trip must be completed and signed by each student planning to attend and prior to the departure date. The instructor will collect the signed forms and submit them, along with a copy of the class field trip syllabus made available to the students, to the Department Chair/Program Director for record keeping.

## CLASS FIELD TRIP SYLLABUS

The instructor must provide students with a class field trip syllabus that includes, at minimum, the following information:

- Objectives of the field trip
- All relevant safety issues that may be associated with the trip to ensure that students are aware of any obstacles they might encounter (e.g., strenuous exercise including hiking or climbing, limited oxygen at high altitudes, wild animals, loose rocks, chemical hazards, etc.)
- An invitation for students to discuss personal challenges or constraints due to medical, physical, or emotional limitations individually with the instructor or Director of Disability and Equity prior to the field trip. Every attempt should be made to accommodate constraints where reasonable and no student should be prohibited from participating unless the needed accommodations are beyond the capacity of the college and/or trip facilities.
- Prohibitions of students and staff from using alcohol or drugs on any CCA-sponsored field trip activity as required by the Drug Free Schools Act and the Drug

Free Workplace Act and detailed in State Board for Community Colleges and Occupational Education Policy BP 19-30 and Colorado Community College System President’s Procedure SP 19-30

- Emergency procedures and emergency contact information

## ATTENDEES

All class field trips must be accompanied by a CCA instructors or staff member, with at least one other responsible party identified and in attendance. The second responsible party may be a field trip participant. Only those people who are eligible to participate in or attend field trips are authorized to do so. Eligible participants include:

- Students who have enrolled, paid for (if applicable), and signed the waiver and release form prior to the trip departure
- Instructor, staff, and/or outside resource people who are contributing to the field trip learning experience

Family, friends, and others who are not CCA instructors, staff, or identified resource people are not allowed to participate unless authorized by a responsible party from the college prior to the conduct of the trip.

## EXPENSE REIMBURSEMENT

Reimbursement for expenses incurred by employees participating in the class field trip will be managed as detailed in the guideline *CCA ADS 3.23 Overnight Travel Authorization, Mileage and other Travel Reimbursement*. All restrictions and approval requirements outlined in that guideline will apply.

## TRANSPORTATION

Students are responsible for arranging their own transportation for class field trips.

## CONDUCT AND RESPONSIBILITIES

Students and staff members are expected to conduct themselves in a manner consistent with on-campus standards. Violators will be subject to disciplinary actions as outlined in the Student Code of Conduct and Human Resource procedures.

When on a field trip, instructors and staff members are responsible for the safety, conduct, and welfare of the participants from the beginning to the conclusion of the field trip. Instructors and staff member supervising the field trip are authorized to terminate the trip, or the participation of any individual, at any time during the trip if safety and conduct expectations are not met.

# CCA ACS 2.18: Substitute Instructors

**Issued:** March 29, 2013      **Reissued:** August 7, 2017; February 9, 2023  
**Reviewed:** October, 2022      **Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

This guideline provides information on the expectations, standard processes, and compensation rates in circumstances when a faculty/instructor is not able to attend a class for approved unforeseen reasons during a brief period.

## DEFINITIONS

- **Absence Due to Approved Foreseen Reason:**  
Inability to perform teaching or other duties for which hired due to religious, spiritual, or cultural observances. They must be conveyed to the Department Chair/Program Director in writing at the time prospective course assignments are communicated.
- **Absence Due to Approved Unforeseen Reason:**  
Inability to perform teaching or other duties for which hired due to illness, injury, family circumstances, transportation problems, weather, jury duty or subpoena, or college events.

## DESCRIPTION

The Community College of Aurora (CCA) recognizes that the primary role of the faculty/instructor is to provide quality and rigorous instruction in a way that fosters and facilitates student. CCA expects faculty/instructors to facilitate all the class sessions and avoid unnecessary absences that may have a negative impact on the learning process.

The college recognizes that, occasionally, faculty/instructors may not be able to instruct a class due to unforeseen reasons, college events, or professional development opportunities. The college’s goal is to recognize such circumstances and to encourage

effective communication with students, the academic department, and/or college personnel during absences to maintain an effective learning environment.

## NOTIFICATION OF FORESEEN AND UNFORESEEN ABSENCES

Faculty/instructors are expected to let the Department Chair/Program Director know of absences due to foreseen or unforeseen circumstances as soon as possible to allow time for finding alternative options and minimize the impact on student learning and outcomes.

The department will attempt to provide a substitute rather than cancelling a class session. Faculty/instructors may substitute for their colleagues who must miss a class session. The Department Chair/Program Director must approve the faculty/instructor who will serve as the substitute.

In the event a substitute cannot be found, the administrative support person will post an approved notice on the classroom door notifying students of the class cancelation. Moreover, the faculty/instructor will communicate to students a plan for making up missed course content upon their return or through the LMS platform.

## INSTRUCTIONS TO SUBSTITUTES

Whenever possible, faculty/instructors who must be absent should provide instructions for a substitute to make the class meeting(s) as effective for students as possible. These instructions should be emailed to the Department Chair/Program Director and the administrative support person in a timely fashion so

they can be provided to the substitute. It is advisable that the faculty/instructor who will be absent and the substitute meet to discuss the instructions and clarify any doubt so disruptions to the learning process are minimized.

## COMPENSATION

Once a substitute has been identified and approved by the Department Chair/Program Director, the substitute must complete and sign a Substitute Teaching Pay Authorization Form. After the substitute assignment has been completed, the substitute must obtain the signature of the Department Chair/Program Director and provide the form to the administrative support person, who will submit it to the Human Resources Department for payroll processing.

Faculty/instructors who serve as substitutes are compensated at the substitution rate established by the Vice President of Academic Success for the academic year. Normal pay for faculty and instructors who miss a class session is not reduced for the absence.

The Department Chair/Program Director, on behalf of the college, reserves the right to determine:

- If excessive absences have occurred which impact student learning and outcomes
- When a reduction of pay, on a prorated basis based on the number of classes missed, should occur

In cases where an excessive number of classes have been or will be missed, the Department Chair/Program Director will inform the faculty/instructor of the concern and the decision to prorate the compensation as determined appropriate.



# CCA ACS 2.19: Course Platform (LMS) and Technology- Based Instruction: Design and Use Expectations

**Issued:** March 29, 2013      **Reissued:** May 23, 2022; February 9, 2023  
**Reviewed:** October, 2022      **Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

This guideline provides information about the LMS tools and use requirements for course modalities and the mandatory trainings for all instructors and those teaching online course sections.

## DEFINITIONS

- **Learning Management System (LMS):** Application for the development, facilitation, administration, documentation, tracking, reporting, and delivery of educational courses, trainings, and materials.

## DESCRIPTION

The Community College of Aurora (CCA) strives to maximize the use of technology as a tool to support and enhance teaching and learning. Technology has become essential to most professions and permeates personal life. The use of technology starts with the adoption and utilization of the learning management system (LMS) identified by the Colorado Community College System (CCCS). Instructors are expected and encouraged to make robust use of the LMS, a variety of smart technologies, immersive learning strategies, and an array of multimedia applications to enhance learning and interactivity where appropriate. [Note: Concurrent Enrollment Instructors in the high school are not required to use CCA’s LMS.] The adoption and use of a common LMS supports a Universal Design approach that helps with equitable access to information. The minimum design and use expectations described below support this.

## COURSE MODALITY DEFINITIONS

- **Classroom-based Courses:** These courses have scheduled days and times for meeting on campus.
- **Hybrid Courses:** These courses have both in-person (scheduled days/times meeting on campus) as well as
- **HyFlex Courses:** These courses have attendance options through in-person, online, or virtual offerings.
- online components.
- **Online Courses:** These courses have no scheduled days or times and are offered asynchronously online.
- **Remote Courses:** These courses have scheduled days and times to meet virtually on Zoom.

## D2L TOOLS AND USE REQUIREMENTS FOR ALL COURSE MODALITIES

These are the minimum use and design expectations for course LMS shells regardless of their modality:

- **Announcements:** A welcome message, where to find materials, and weekly updates/ reminders are included.
- **Content:** The syllabus must be posted, and the class materials must be provided in a logical, consistent, and accessible format. In the case of GT courses, the syllabus folder structure provided must be maintained and the instructor must upload their course information in the appropriate subfolder.
  - **Web Accessibility:** Documents, videos, images, and recordings must comply with Web Accessibility guidelines (Resources/training provided by the Department of Online and Blended Learning)

- **Gradebook:** The gradebook in the LMS must be maintained. Items should match assignment titles and grading structures in the syllabus. Assignments must be tied in a given tool (Dropbox/Assignments, Discussions, Quizzes/Exams, Written Work, etc.), where possible, to the grade in the grade book to which it applies.
- **Attendance:** The attendance record must be created and updated according to the course modality guidelines described in CCA ACS 2.12: Course Attendance and the department’s expectations.
- **Email:** The use of both LMS and CCA emails must comply with FERPA expectations. Instructors should respond to student emails according to department guidelines or within 24 hours, Monday – Friday, with the exception of holidays.

## LMS TOOLS AND USE REQUIREMENTS FOR ONLINE, REMOTE, AND HYBRID COURSE MODALITIES IN ADDITION TO LIST ABOVE

- **Create Community:** Instructors should implement strategies or activities that create a sense of community based on best practices for teaching and learning online.
- **Office Hours/Student Meetings:** Times for virtual office/help hours, study sessions, etc. should be scheduled.
- **Content:**
  - Content modules should be scheduled by week or by unit and should align with the calendar in the syllabus.
  - A consistent and well-organized structure should be maintained.
  - Deadlines for major course components should be indicated.
- **Dropbox/Assignments:** This tool should be used to gather student work as much as possible.
- **Assessment:** This tool should be utilized for quizzes and exams when appropriate.
- **Remote Courses:** Instructors should hold virtual meetings on the days and times listed on the schedule and according to the departmental guidelines for flexibility in remote courses.

- **Hybrid Courses:** A list of required meeting dates should be included in the syllabus and posted in a prominent section in the LMS Content section or Announcement channel.
- **HyFlex Courses:** Instructors should ensure that materials and engagement opportunities are equivalent between classroom, online, and virtual spaces.

## MANDATORY TRAININGS

All new faculty and instructors are required to complete the following related trainings prior to teaching a course at CCA:

- *Online LMS Training*
- *Web Accessibility Training*

Completion of these requirements is necessary for future class assignments as well as tracked for Professional Development hours and pay level advancement.

All faculty and instructors assigned to teach an online course through CCA, whether home or teaching (pool) course sections, are required to complete the *Online Teaching Essentials* prior to teaching. This requirement is tracked for professional development hours.

Exceptions to the completion of these requirement before starting a course by both the Department Chair/ Program Director and the Dean must approve

## OTHER SUPPORT AND RESOURCES

Workshops, LMS resource materials, links to other instructional technology resources, etc. are available in the LMS and will be announced/held periodically by the Department of Online and Blended Learning as well as other varying departments.

NOTE: When using external resources, please evaluate them with an equity lens. You can always consult with your Department Chair/Program Director when in doubt.



# CCA ACS 2.20: Academic Appeals and Renewal

**Issued:** March 29, 2013      **Reissued:** July 1, 2016; February 9, 2023  
**Reviewed:** October, 2022      **Legal or Other Authority:** CCCS SP 4-20d; CCCS SP 9-80b; CCA President’s Cabinet

## PURPOSE

This guideline provides information on the processes to establish academic standings and their appeals, request an academic renewal, and the academic requirements for graduation.

## DEFINITIONS

- **Academic Standing:** Description of a student’s successful progression toward their degree or certificate after they have completed nine (9) or more credits at a Colorado Community College System college and base on the cumulative GPA. Academic standing values:
  - **Good Standing:** Student has completed fewer than nine (9) cumulative credit hours with a cumulative GPA greater than or equal to 2.00.
  - **Probation-Initial:** Student has completed fewer than nine (9) cumulative credit hours with a cumulative GPA less than 2.00.
  - **Probation-Continuing:** The student’s cumulative GPA is less than 2.00 but the last semester’s GPA is greater than or equal to 2.00.
  - **Suspension-Initial:** The student’s cumulative GPA is less than 2.0 and the last semester’s GPA is less than 2.00.
  - **Suspension-Second and Suspension-Third:** Suspension-Second and Third occur if and when the GPA pattern resulting in Suspension-Initial is repeated.
- **Academic Renewal:** Process by which up to thirty (30) credits hours of poor academic performance may be excluded from the GPA calculation.
- **GPA:** Grade Point Average on a 4.0 scale and calculated as the total number of grade points

received over a given period divided by the total number of credits awarded.

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

The Community College of Aurora (CCA) strives to foster a challenging and academically rigorous learning environment by establishing high standards for grading, academic progress, and graduation. CCA uses these standards to mark academic progress, flag areas of concern in order to direct additional support toward students in need and ensure high-quality graduation standards. At times students may wish to appeal decisions based on these standards and the associated processes. Following are guidelines detailing how CCA addresses student appeals of grades, academic probation, academic suspension, and graduation requirements.

## GRADE APPEALS

A student wishing to contest the final grade issued for a course is encouraged to first discuss the grade with the instructor, and then, if necessary, with the instructor’s department chair/program director. If no resolution comes from these discussions, the student may formally appeal the grade by submitting a written statement to the division dean explaining the problem. The dean will investigate and respond in writing within 15 days. The student must initiate an appeal regarding a final grade within sixty (60) calendar days after the end of the semester in which the grade was awarded.

## ACADEMIC PROBATION AND SUSPENSION APPEALS

The Colorado Community College System’s (CCCS) procedure SP 9-80b requires system colleges to monitor and notify students of their academic progress and standing.

### Probation Appeals

Students placed on academic probation may continue to attend CCA on a Probation-Initial or Probation-Continuing status as long as their semester GPA stays above 2.0 each term until they are able to bring their cumulative GPA up to 2.0 or above. Students on probation are strongly encouraged to collaborate with an academic advisor to identify and implement strategies to improve their academic success.

Students on academic probation are not required to file an appeal to continue attending CCA. See organizational guideline CCA ACS 2.36 Academic Progress Monitoring, Probation and Suspension for additional information.

Grade appeals associated with GPA calculations must be addressed as noted above. Probationary status will be automatically reversed in the event of a successful grade appeal that results in a GPA adjustment that negates the probationary status.

### Suspension Appeals

Students placed on academic suspension will be notified of their status prior to the start of the subsequent semester. Students on academic suspension are required to meet with an academic advisor before they are allowed to re-enroll in classes at CCA. Academic advisors will assist students in developing plans to improve their academic success and avoid subsequent suspensions.

Students placed on academic suspension may appeal that decision within sixty (60) calendar days after the end of the semester in which the suspension decision was rendered following this process. The appeal process is as follows:

- Student must complete a Suspension Reinstatement or Appeal form (MyCCA > Forms tab > Registration & Records > Appeals). The completed and signed form along with the required supporting documents, as noted on the form, must be submitted to an academic advisor.
- The academic advisor will review the student’s request and notify them in writing within 15 days of a decision on the appeal.
- The student may appeal the academic advisor’s decision to the Director of Advising.
- If the student remains dissatisfied with the appeal decision from the Director of Advising, they may appeal that decision to the Vice President of Enrollment Management and Pathway Success. The Vice President’s decision will be final.

A student whose appeal is accepted will be allowed to enroll in classes for the upcoming semester and transcript notations will be updated as appropriate.

## GRADUATION REQUIREMENTS APPEALS

Students who expect to complete their degree or certificate requirements and be eligible for graduation at the end of a semester must apply for graduation the semester before graduation is anticipated. This early application allows the college’s Graduation Processor to review the student’s records and ensure that they register for the appropriate courses in their final semester. Students are encouraged to follow the instructions provided in the Steps to Graduate process included in MyCCA > Student tab to verify that they are registered in the right program. They are also encouraged to review their Degree Works audit to ensure that they register in the appropriate courses in order to graduate.

A student who is determined not to have met graduation requirements may appeal the decision within sixty (60) calendar days after the decision is rendered. The appeal process is as follows:

- The student must submit a written appeal to the Graduation Processor

- The Graduation Processor will review the appeal and respond to the student in writing within fifteen (15) days.
- If the student's wishes to appeal the Graduation Processor decision, they must submit an appeal in writing to the Credential Evaluator
- The Credential Evaluator will collaborate with the Registrar, the Dean, and the Department Chair/ Program Director to investigate and attempt to resolve the situation. The Credential Evaluator will respond in writing to the student within fifteen (15) day with a final decision.

ACADEMIC RENEWAL

Students may apply for academic renewal to remove up to a maximum of thirty (30) semester credit hours of coursework from their grade point average (GPA) calculation in order to avoid having previous poor academic hinder future academic success. These are procedures that apply to applications for academic renewals:

- An academic renewal can only be applied to courses taken at CCA.
- It can be awarded only once, and it is irreversible.
- It can be requested for courses in which the student received a grade of a D or F.
- Grades approved for academic renewal remain on the transcript but are excluded from the GPA calculations. However, other institutions receiving a CCA transcript for transfer or other purposes are not bound by this policy and may choose to calculate the student's GPA using all grades, including those excluded by CCA under this policy.
- Courses and credits excluded from the GPA calculation cannot be used to satisfy the requirements for completion of a certificate or degree at CCA.
- Colorado Opportunity Fund (COF) and/or financial aid for credits and courses excluded is not restored.

Students applying for academic renewal are responsible for investigating transfer admissions requirements, financial aid, COF stipend hour balances, veterans' benefits and other agency requirements or benefits that may be impacted by academic renewal.

- Student wishing to apply for academic renewal must meet these requirements:
- Having completed a two-year period of not attending CCA and
  - Upon re-enrollment at CCA, they must have completed at least six (6) semester credit hours during the term in which the application is submitted with a GPA greater than or equal to 2.00.

Students must complete the Application for Academic Renewal Application form, which can be found in MyCCA > Forms tab > Registration and Records > Appeals and meet with an academic advisor to discuss other academic progress options and strategies for academic success. The academic advisor must sign the Academic Renewal application form.

CCA ACS 2.21: Mid-Semester Instructor of Record Replacement

<b>Issued:</b> March 29, 2013	<b>Reissued:</b> July 28, 2016; February 9, 2023
<b>Reviewed:</b> October, 2022	<b>Legal or Other Authority:</b> CCA President's Cabinet

PURPOSE

This guideline provides information on the processes to follow when an instructor of record leaves their teaching position during the semester.

DEFINITIONS

Not applicable.

DESCRIPTION

In the event that the instructor of record leaves their teaching position mid-semester, the Department Chair/ Program Director, in consultation with the Dean, will hire a replacement instructor as quickly as possible. Once the new instructor is hired, the Department Chair/Program Director will help to facilitate the class transition by introducing the new instructor and giving students an opportunity to ask questions, voice concerns, and obtain detailed information about any changes in the class structure, approach, or expectations.

Any changes to the class structure or calendar, homework or project assignments, or grading expectations will be drafted jointly by the Department Chair/Program Director and the new instructor. These changes will be shared with students in writing in the form of an updated syllabus within the new instructor's first week of teaching.

STUDENT GRADES

Whenever possible, the departing instructor will ensure that all student grades are up to date and entered in the Learning Management System. The new instructor

will encourage all enrolled students to review and verify their progress to date in the course and notify the instructor immediately of any questions or concerns.

In the event that up-to-date grades are not provided by the departing instructor, the new instructor will work with students to enter grades for any previously graded work the student is able to provide and/or begin anew at accumulating grades for assignments within the course.

RESOLUTION OF STUDENT TRANSITION CHALLENGES

If a student experiences difficulty with the transition to a new instructor, the student may, upon approval by the Department Chair/Program Director or Dean, request a refund for the course, alternative instructional delivery, transfer to another section (if available and if agreeable with the instructor receiving the transfer), or other option for suitable resolution. Students will have one week from the arrival of the replacement instructor to initiate action for section transfer, course withdrawal, refund, or other action.

Once the student-initiated action is approved and implemented, the student cannot opt to reverse that action and return to the original course section and instructor.

# CCA ACS 2.22: Academic Integrity

**Issued:** March 29, 2013      **Reissued:** March 10, 2021; February 9, 2023  
**Reviewed:** October, 2022      **Legal or Other Authority:** CCA President's Cabinet

## PURPOSE

The pursuit of Academic Excellence is an important priority at the Community College of Aurora (CCA), and we expect all students to demonstrate care and quality in their academic pursuits. Learning how to express original ideas, cite sources, work independently, and share results accurately and honestly are transferable skills for students beyond their academic career.

## DEFINITIONS

- **Fabrication:** The invention of material or its source and its use as an authority in academic work. Fabrication includes but is not limited to: inventing the data for a scientific experiment; inventing the title and author of a publication in order to use the invented publication as a source; or knowingly attributing material to an incorrect source.
- **Plagiarism:** The act of using someone else's work without giving proper credit to the original source. The work can be expressed, for example, through writing, art, music, language and symbols, media, or a presentation. Reusing your own work without proper citation (or approval of instructor) is also plagiarism.
- **Cheating:** The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor.

## DESCRIPTION

### Commitment to Academic Excellence

Maintaining academic excellence involves working with integrity:

- Creating and expressing your own ideas in course work
- Acknowledging and citing all sources of information

- Completing all work independently and/or with approved collaboration
- Sharing results accurately when conducting your own research or working in a laboratory
- Complying with all test and examination expectations and requirements

Behavior that violates academic integrity undermines the pursuit of academic excellence, and includes, but is not limited to:

- 1 **Plagiarism.** The act of using someone else's work without giving proper credit to the original source. The work can be expressed, for example, through writing, art, music, language and symbols, media, or a presentation. Reusing your own work without proper citation (or approval of instructor) is also plagiarism.
- 2 **Cheating.** The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor.

Cheating includes, but is not limited to:

- Using books, notes, calculators or any other electronic devices, or copying from or conversing with others in the completion of academic work (unless such external aids are permitted by the instructor).
- Having someone else do research, write papers, or take examinations for someone else.
- Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).

- Contract Cheating: a third party (i.e., GitHub, Dropbox, stack Overflow, Chegg, Quizlet, Clutch, Course Hero) completing a student's academic work. This can include friends and family completing work for a student or the use of test banks, drop boxes, and/or paid subscription services as well as stealing, distributing, selling and buying academic work.
- Having someone or an artificial intelligence (AI) tool complete academic work on your behalf.

- 3 **Fabrication.** The invention of material or its source and its use as an authority in academic work. Fabrication includes but is not limited to: inventing the data for a scientific experiment; inventing the title and author of a publication in order to use the invented publication as a source; or knowingly attributing material to an incorrect source.

## ACADEMIC INTEGRITY PROCESS FOR STUDENTS

When there is a potential violation of academic integrity, the student must be provided with due process, a right grounded in the Fifth Amendment to the United States Constitution. This right allows the student to receive notification and to share their perspective with a college representative(s) on the allegation at hand. By doing so, the process for resolving potential violations of academic integrity can be both educational and restorative for the student and the CCA community. The section below outlines the process for addressing alleged academic misconduct when a student's behavior may be incompatible with CCA's commitment to Academic Excellence.

## NOTIFICATION OF ALLEGED VIOLATION(S)

If a faculty member/instructor perceives that a student may have violated the academic integrity guideline, they will initiate an informal process with the student to

gather information about whether or not an academic integrity violation may have occurred:

- The faculty member/instructor will notify the student within three (3) business days of when incident is identified. This initial contact can be in person, via video conferencing software, by phone, or via email, but a notification must be sent to the student's CCA issued email address. The email notification will include description of the potential violation, a copy of the CCAIN 2.14: Academic Integrity Guideline (this document), a meeting request to discuss the incident, and supporting information about academic misconduct and campus resources (i.e., accommodation, translation or interpretation services) for students. The student will have three (3) business days to respond to the meeting request via their CCA college issued email.
- The faculty member/instructor will complete an Academic Integrity Referral, which will be routed to the Dean of Student Success (or designee) and the Dean of Academic Success for the department in which the course is delivered. The purpose of this referral is to notify the Office of Dean of Student Success of the potential violation and to expedite any student requests for resources and support throughout the informal process. The referral will not result in any direct communication to the student from the Office of the Dean of Student Success.

If the student does not respond to the meeting notification, the faculty member/instructor will notify the Dean of Student Success (or designee) and the Dean of Academic Success for the department in which the course is delivered, and a student conduct process for non-compliance will be initiated.

## MEETING WITH FACULTY MEMBER/INSTRUCTOR

The meeting between the student and the faculty member/instructor is intended to facilitate a conversation that is both educational and restorative,



while promoting a positive learning environment and supportive experience. In the meeting, the student and faculty member/instructor will review:

- CCAIN 2.14: Academic Integrity Guideline (this document)
- The allegation of the academic integrity violation and its referral to the Dean of Student Success (or designee)
- Information supporting the allegation of a violation of academic integrity, and
- If applicable, the alleged violation's potential impact on the student, faculty member/instructor, course, and larger CCA community

The student and/or faculty member/instructor may bring a support person to the meeting to provide both emotional and moral support. The role of the support person for either the student or faculty member/instructor is to help facilitate a safe space and/or take notes. The support person is not allowed to speak on behalf of either the student or faculty member/instructor. Examples of support people are peer, parent/legal guardian, spouse/partner, mentor or CCA employee. If a support person will be attending, it is expected that the student and/or faculty member/instructor notify the other party via email at least 24 hours in advance that they will have a support person joining the meeting.

The student and/or faculty member/instructor may also request the Dean of Academic Success for the department in which the course is delivered be present in the meeting. Notification of the request will be sent to both the student and faculty member/instructor from the Dean.

If the student does not attend the meeting, the faculty member/instructor will notify the Dean of Student Success (or designee) and the Dean of Academic Success for the department via email in which the course is delivered, and a student conduct process will be initiated.

## ACADEMIC OUTCOME

If the faculty member/instructor concludes that a violation of academic integrity has occurred, the faculty member/instructor will notify the Dean of Academic Success via email. The Dean of Academic Success will consult the Dean of Student Success (or designee) to identify any extenuating or additional information about the student involved in the potential academic integrity violation, including information about any prior violations of academic integrity. After this discussion, the Dean of Academic Success and the faculty member/instructor will meet to discuss the potential academic integrity violation (any information about prior violations will not be shared during this discussion).

If the Dean of Academic Success and faculty member/instructor agree that a violation of academic integrity has not occurred, no academic outcome will be issued, and the case will be closed in Academic Success. The Dean of Academic Success or the faculty member/instructor will communicate this finding and the rationale for that decision to the Dean of Student Success (or designee) and to the student via the student's CCA issued email address.

If the Dean of Academic Success and faculty member/instructor agree that a violation of academic integrity has occurred, they will discuss and agree on an educational outcome. Outcomes must be appropriate and consistent with college guideline and the course syllabus, and may include one or more of the following outcomes:

- Academic warning listed in the student's file in the office of the Dean of Student Success
- Partial or complete loss of credit on an assignment or exam
- Grade reduction in the course
- Grade of F in the course

The educational outcome will be communicated to the student via the student's CCA issued email address

and to the faculty member/instructor and Dean of Student Success (or designee) by the Dean of Academic Success. This communication will include the official notification to the student of the Academic Integrity violation, outcomes as a result of the violation, and a description of the appeal process.

If there is a pattern of behavior (one or more previous academic integrity violations in addition to the current violation), the student will be asked to participate in the student conduct process with the Dean of Student Success (or designee) and the Dean of Academic Success. The student will receive an email notification to their CCA college issued student email from the Dean of Student Success (or designee) and the Dean of Academic Success inviting them to a student conduct meeting. The student conduct process will provide the student with both educational and restorative opportunities for them to develop skills, restore any negative impact created, accept responsibility, and engage in accountability.

Multiple or severe violations may lead to a warning, probation, suspension or expulsion from the college. If the student chooses not to participate in the student conduct process as indicated in the Student Code of Conduct and/or student conduct meeting notification, an outcome may be determined without the student's input. For more information on the Student Code of Conduct, student conduct process, and/or institutional, educational and restorative outcomes, please view the [Student Code of Conduct](#).

## NOTIFICATION OF OUTCOME

A notification of the outcome for the academic integrity process may come from both Academic Success and the Dean of Student Success (or designee). A student will be notified via their CCA college issued student email of an outcome within three (3) business days for both responsible and not responsible findings. The notification will include:

- A summary of the behavior that led to the violation

- Rationale for the responsible or not responsible finding, and
- A description of any outcomes determined with a timeline of deadlines

## APPEAL PROCESS

Students may appeal the finding and outcome(s) by submitting a written notice within seven (7) days of the decision by filling out the student conduct appeal form. In the appeal, the student must specifically share how their appeal meets the appeal criteria of a procedural or substantive error or new evidence. Upon the receipt of the appeal, the student will receive a written notice via their CCA college issued student email that their appeal is in process of review.

The Dean of Students and the Dean of Academic Success over the department will complete an initial review of the written notice to identify if the appeal meets the criteria and (7) day appeal window. If the appeal meets the criteria, the Dean will conduct further analysis. This may warrant a new review of the case and/or conduct meeting. The student will receive notification via their CCA college issued student email within seven (7) business days about the appeal decision. The appeal decision will be final.

## ACADEMIC INTEGRITY PROCESS FOR FACULTY MEMBERS/INSTRUCTORS/ ACADEMIC SUCCESS

### Process for 1st Allegation in the Course

- 1 The faculty member/instructor identifies a potential academic integrity violation.
- 2 The faculty member/instructor will notify the student within three (3) business days of when incident is identified. This initial contact can be in person, via video conferencing software, by phone, or via email, but a notification must be sent to the student's CCA issued email address.



- Communication to the student should be conducted privately, and will include:
  - Invitation to meet to discuss the potential academic integrity violation
  - Supporting information related to the potential academic integrity violation
  - Information related to the CCA guideline
- The faculty member/instructor will use the email template provided in the Academic Integrity D2L shell to communicate information about the potential academic integrity violation and the request for a meeting.
- The faculty member/instructor will complete an Academic Integrity Referral, which will be routed to the Dean of Student Success (or designee) and the Dean of Academic Success for the department in which the course is delivered. The purpose of this referral is to notify the Office of Dean of Student Success of the potential violation and to expedite any student requests for resources and support throughout the informal process. The referral will not result in any direct communication to the student from the Office of the Dean of Student Success.
- **No grade or outcome will be determined at this point.**
- Student response
  - The student must reply within three (3) business days from when the follow-up email was sent via their CCA issued email account. The instructor must confirm the appointment with a follow-up email to the student providing date, time, and location of meeting.
  - If an accommodation or translation and interpretation service is requested, the faculty member/instructor and student must allow at least three (3) business days for the Office of Disability & Equity to provide the needed support for the meeting.
  - If there is no reply from the student to the request to schedule a meeting after three (3) business days, the faculty member/instructor will notify the Dean of Student Success (or designee) and the Dean of Academic Success for the department in which the course is delivered, and a student conduct process for non-compliance will be initiated.



The meeting between the student and faculty member/instructor occurs.

- The meeting between the student and faculty member/instructor is intended to facilitate a conversation that is both educational and restorative, while promoting a positive learning environment and supportive experience. In the meeting, the student and faculty member/instructor will review:
  - CCA's Academic Integrity Guideline
  - The allegation of the academic integrity violation and its referral to the Dean of Student Success (or designee)
  - Supporting information of the alleged academic integrity violation to the student, and
  - If applicable, the potential impact on the student, faculty member/instructor, course, and larger CCA community
- The student and/or faculty member/instructor may bring a support person to the meeting to provide both emotional and moral support. Examples of support people are peer, parent/ legal guardian, spouse/partner, mentor or CCA employee. If a support person will be attending, it is expected that the student and/or faculty member/instructor notify the other party at least 24 hours in advance that they will have a support person joining the meeting via email.



Outcome and Communication

- **If it is determined that a violation of academic integrity has not occurred:**
  - The faculty member/instructor will send an email to the student within three (3) business days, thanking them for attending the meeting and sharing their perspective, while also providing rationale for their decision of no responsibility.
  - The faculty member/instructor will notify the Dean of Academic Success and the Dean of Student Success (or designee) that there is no violation of academic integrity, and the case will be closed in Maxient.

- **If it is determined that a violation of academic integrity has potentially occurred:**

- The faculty member/instructor will notify the Dean of Academic Success via email.
- The Dean of Academic Success will consult the Dean of Student Success (or designee) to identify any extenuating or additional information about the student involved in the potential academic integrity violation, including information about any prior violations of academic integrity.
- The faculty member/instructor and the Dean of Academic Success meet to discuss the potential academic integrity violation (any information about prior violations will not be shared during this discussion).
- If the Dean of Academic Success and faculty member/instructor agree that a violation of academic integrity has not occurred, no academic outcome will be issued, and the case will be closed in Maxient. The Dean of Academic Success or the faculty member/instructor will communicate this finding and the rationale for that decision to the Dean of Student Success (or designee) and to the student via the student's CCA issued email address.
- If the Dean of Academic Success and faculty member/instructor agree that a violation of academic integrity has occurred, they will discuss and agree on an academic outcome and, if applicable, an educational outcome that best fits the student's needs.
- The Dean of Academic Success will notify the student of the academic outcome and, if applicable, the educational outcome via the student's CCA issued email address and record all outcomes in Maxient. The Dean of Academic Success may include resources applicable to the situation in their email to the student. The communication of outcome will be completed within three (3) business days of the meeting.
- The Dean of Academic Success will ensure that the student understands the impact of engaging in this type of behavior. They will also inform the

student that the violation may be referred to the Dean of Student Success (or designee).

- **If it is determined that a violation of academic integrity has occurred and the student does not have previous violations of academic integrity,** the Dean of Academic Success will provide case management by documenting the incident and closing the case in Maxient. The Dean of Academic Success may provide a copy of the report to the Department Chair.
- **If it is determined that a violation of academic integrity has occurred and the student has previous violations of academic integrity,** the Dean of Academic Success will collaborate with the Dean of Student Success (or designee). They will send a notification to the student via their CCA college issued student email to participate in a student conduct meeting.

#### Process for 2nd + Allegation in the Course



The faculty member/instructor identifies a potential academic integrity violation.



The faculty member/instructor will notify the student within three (3) business days of when incident is identified. This initial contact can be in person, via video conferencing software, by phone, or via email, but a notification must be sent to the student's CCA issued email address.

- Communication to the student should be conducted privately, and will include:
  - Invitation to meet to discuss the potential academic integrity violation
  - Supporting information related to the potential academic integrity violation
  - Information related to the CCA guideline
- The faculty member/instructor will use the email template provided in the Academic Integrity D2L shell to communicate information about the the potential academic integrity violation and the request for a meeting.

- The faculty member/instructor will complete an Academic Integrity Referral, which will be routed to the Dean of Student Success (or designee) and the Dean of Academic Success for the department in which the course is delivered. The purpose of this referral is to notify the Office Student Success of the potential violation and to expedite any student requests for support from that office. The referral will not result in any direct communication to the student from the Office of Student Success.
- No grade or outcome will be determined at this point.
- Student response
  - The student must reply within three (3) business days from when the follow-up email was sent via their CCA issued email account. The instructor must confirm the appointment with a follow-up email to the student providing date, time, and location of meeting.
  - If an accommodation or translation and interpretation service is requested, the faculty member/instructor and student must allow at least three (3) business days for the Office of Disability & Equity to provide the needed support for the meeting.
  - If there is no reply from the student to the request to schedule a meeting after three (3) business days, the faculty member/instructor will notify the Dean of Student Success (or designee) and the Dean of Academic Success for the department in which the course is delivered, and a student conduct process for non-compliance will be initiated.

### 3 The meeting between the student and faculty member/instructor occurs.

- The meeting between the student and faculty member/instructor is intended to facilitate a conversation that is both educational and restorative, while promoting a positive learning environment and supportive experience. In the meeting, the student and faculty member/instructor will review:
  - CCA's Academic Integrity Guideline

- The allegation of the academic integrity violation and its referral to the Dean of Student Success (or designee)
- Supporting information of the alleged academic integrity violation to the student, and
- If applicable, the potential impact on the student, faculty member/instructor, course, and larger CCA community
- The student and/or faculty member/instructor may bring a support person to the meeting to provide both emotional and moral support. Examples of support people are peer, parent/ legal guardian, spouse/partner, mentor or CCA employee. If a support person will be attending, it is expected that the student and/or faculty member/instructor notify the other party at least 24 hours in advance that they will have a support person joining the meeting via email.

### 4 Outcome and Communication

- ***If it is determined that a 2nd violation of academic integrity has not occurred:***
  - The faculty member/instructor will send an email to the student within three (3) business days, thanking them for attending the meeting and sharing their perspective, while also providing rationale for their decision of no responsibility.
  - The faculty member/instructor will notify the Dean of Academic Success and the Dean of Student Success (or designee) that there is no violation of academic integrity, and the case will be closed in Maxient.
- ***If it is determined that a 2nd violation of academic integrity has potentially occurred:***
  - The faculty member/instructor will notify the Dean of Academic Success via email.
  - The Dean of Academic Success will consult the Dean of Student Success (or designee) to identify any extenuating or additional information about the student involved in the potential academic integrity violation, including

information about any prior violations of academic integrity.

- The faculty member/instructor and the Dean of Academic Success meet to discuss the potential academic integrity violation (any information about prior violations will not be shared during this discussion).
- If the Dean of Academic Success and faculty member/instructor agree that a 2nd violation of academic integrity has not occurred, no academic outcome will be issued, and the case will be closed in Maxient. The Dean of Academic Success or the faculty member/instructor will communicate this finding and the rationale for that decision to the Dean of Student Success (or designee) and to the student via the student's CCA issued email address.
- If the Dean of Academic Success and faculty member/instructor agree that a 2nd violation of academic integrity has occurred, they will discuss and agree on an academic outcome appropriate for a 2nd violation and, if applicable, an educational outcome that best fits the student's needs.
- The Dean of Academic Success will notify the student of the academic outcome and, if applicable, the educational outcome via the student's CCA issued email address and record all outcomes in Maxient. The Dean of Academic Success may include resources applicable to the situation in their email to the student. The communication of outcome will be completed within three (3) business days of the meeting.
- The Dean of Academic Success will ensure that the student understands the impact of engaging in this type of behavior. They will also inform the student that the violation may be referred to the Dean of Student Success (or designee).
- ***If it is determined that a violation of academic integrity has occurred and the student does not have previous violations of academic integrity,*** the Dean of Academic Success will provide case management by documenting the incident and closing the case in

Maxient. The Dean of Academic Success may provide a copy of the report to the Department Chair.

- ***If it is determined that a violation of academic integrity has occurred and the student has previous violations of academic integrity,*** the Dean of Academic Success will collaborate with the Dean of Student Success (or designee). They will send a notification to the student via their CCA college issued student email to participate in a student conduct meeting.

## ACADEMIC INTEGRITY PROCESS FOR DEAN OF STUDENT SUCCESS (OR DESIGNEE) & DEAN OF ACADEMIC SUCCESS

1 The Dean of Student Success (or designee) and Dean of Academic Success receive an Academic Integrity Referral.

2 The Dean of Student Success (or designee) and the Dean of Academic Success determine if the student has a previous violation of academic integrity via the Maxient database.

- ***If the student does not have previous violations of academic integrity:***
  - The Dean of Academic Success will provide case management as described above, and by documenting the incident and closing the case in Maxient. The Dean of Student Success may provide a copy of the report to the Department Chair.
- ***If the student has a previous violation of academic integrity:***
  - The Dean of Academic Success will review the student's academic history and collaborate with the Dean of Student Success (or designee) and initiate a student conduct process. This process may run simultaneously with that of the faculty member/instructor meeting with a student.

3 If a student conduct process is required, the Dean of Student Success (or designee) in collaboration with the Dean of Academic Success will:

- Send a notification to the student to their CCA issued student email to participate in a student conduct meeting.
- Hold a meeting with the student to discuss the potential academic integrity violation.
- Identify the appropriate conduct outcomes based on the CCA Academic Integrity guideline, if applicable.
- Notify the student of the conduct outcome via their CCA college issued student email for both responsible and not responsible findings within three (3) business days from the day of the meeting.

# CCA ACS 2.23: Tutoring

**Issued:** March 29, 2013      **Reissued:** July 28, 2016; February 9, 2023  
**Reviewed:** October, 2022      **Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

This guideline provides information on the tutoring services available to students, and the hiring, scheduling, and compensation processes followed by the College.

## DEFINITIONS

- **TutorMe:** An online service that allows tutors and learners to connect.

## DESCRIPTION

The Community College of Aurora’s (CCA) mission is to provide high quality tutoring services to support students in the successful attainment of their academic goals. Within the Academic Success Division, tutoring services are offered by the Academic Learning Center (ALC) and academic departments.

All tutors are compensated on an hourly basis and for the term. The hourly pay rates, based on academic credentials, are recommended by the Director of the ALC by mid-April and approved by the Vice President of Academic Success for the following academic year.

## TUTORING OFFERED BY THE ACADEMIC LEARNING CENTER RESPONSIBILITIES

The Academic Learning Center is responsible for:

- Providing accessible, high quality and equitable tutoring services to all CCA students (concurrent enrollment and non-concurrent enrollment) at no cost to them on both campuses and
- Offering administrative support to academic departments offering tutoring services to specific groups of students

- Facilitating professional development opportunities to all tutors regardless of whether employed by the ALC or an academic department

## MODALITIES

The ALC offers subject matter tutoring services in a variety of modalities:

- Online:
  - On demand tutoring services facilitated 24/7 through TutorMe (or equivalent platforms) on hundreds of subject matters. Students are allotted up to ten (10) hours of this online on-demand tutoring services per week
  - Scheduled tutoring services in Math, Science, and Writing facilitated by tutors hired by the ALC. They are available in half-hour blocks up to one-hour long appointments. There is no limit to the number of online tutoring hours that students can schedule per week
- In-person:
  - Facilitated by tutors employed by the ALC
  - Writing tutoring is by appointment only
  - Math, Science, and English as a Second Language tutoring is drop-in only
  - There is no limit to the number of in-person tutoring hours that the students can schedule per week

As a courtesy, the ALC has compiled a list of private tutors that the students can hire for pay. The ALC also makes available a list of private tutors that the students can hire for pay. All aspects of the business relationship between the student and private tutor are independent of CCA. Neither the college nor the

ALC are responsible for the actions or behaviors of any private tutor, including those on the private tutor list. The college does not screen, verify credentials or qualifications, nor endorse any individual private tutor. Students are responsible for all costs associated with services provided by the private tutor. All financial arrangements and transactions must be managed independently from the college as CCA or the ALC will not play a role in the student-tutor business relationship. The use of college facilities and equipment for private tutoring is prohibited. CCA faculty and instructors are not allowed to engage in paid, private tutoring arrangement with students enrolled in their classes. If they engage in paid private tutoring with other students, the business relationship is independent of the college and the ALC.

**HIRING AND SCHEDULING CRITERIA AND PROCESS**

Individuals interested in being employed by the Academic Learning Center are vetted and hired as per this process:

- The prospective tutor must request a copy of the application form from the Director of the Academic Learning Center and return it via email once completed
- The Director of the ALC will invite the prospective tutor for an interview if they meet the qualifications
- If the employment offer is extended, the candidate will complete the appropriate employment packet based on whether the hiring will be under the work study or hourly category

The Director of the ALC can seek the collaboration of content experts (faculty or instructors) as part of the vetting and interview process to further ensure that the candidates meet the levels of competency expected in support of high-quality tutoring services.

Once employed, tutors will be invited to participate in mandatory and/or optional meetings and professional development opportunities. They will be compensated

for this time based on the pay rate approved by the Vice President of Academic Success for the academic year.

Tutors hired by the ALC are scheduled based on the following criteria:

- Submission of the Tutor Availability Form before the deadline
- Availability based on their finalized teaching schedules
- Content areas needed
- Tutoring modalities needed
- Budget availability
- Tutor’s areas of expertise and/or modality preferences
- Previous performance observation reports, fulfillment of position responsibilities and expectations, and student feedback
- Representation of the student body’s diversity

The ALC follows this scheduling process:

**1** The coordinators email a link to the Tutor Availability Form to the tutors before the end of the previous semester and with the submission deadline of before the end of the semester

**2** The Coordinators work with the Director of the ALC to build the schedule based on the information provided by the tutors in their availability forms and the criteria stated above.

Late availability form submissions are considered based on openings and budget resources.

**3** One of the Coordinators notifies each tutor in writing of their schedule for the upcoming semester and request written confirmation from them within three to five business day from the date when the notification email is sent. It is noted in the email that this notification is not guaranty of employment.

If the tutor has not communicated previously that they will not be able to respond within that timeframe, the hours assigned to them are redistributed among the other tutors based on their availability, expertise, and modality preference.

**4** Once confirmation is received from the tutors and the schedule is finalized, the semester’s hourly appointment forms are processed.

**TUTORING SCHEDULE AND CANCELATIONS**

The Academic Learning Center’s semester schedule is published the first week of the semester. Tutoring sessions start the second week of the semester. Changes to the schedule may occur due to college events or weather conditions. In those circumstances, all tutoring services will be suspended, and students will need to reschedule their appointments. Students can receive online tutoring services through TutorMe.

The Director of the Academic Learning Center should conduct a student survey during the semester to gather feedback from students using tutoring services. Moreover, the Director of the ALC will track the times when online and in-person services are employed. All this information will be used to improve the quality of the tutoring services provided and meet the students’ needs at the times they need them.

**TUTORING OFFERED BY ACADEMIC DEPARTMENTS**

Tutoring offered by academic departments is only open to specific groups of students.

Academic departments tutors can develop their own vetting and scheduling processes. They are invited to collaborate with the Director of the Academic Learning Center for hiring, training, and administrative activities.

Academic departments must compensate their employed tutors according to the tutoring pay rates recommended by the Director of the Academic Learning Center and approved by the Vice President of Academic Success for the academic year. If the tutors participate in meetings and professional development opportunities offered by the Academic Learning Center, the academic department will compensate their employed tutors for that time.



# CCA ACS 2.24: Student Complaints

**Issued:** March 24, 2013      **Reissued:** July 28, 2016; February 9, 2023  
**Reviewed:** October, 2022      **Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

This guideline provides information on the approach, methods, and procedures to follow in order to support students when they feel that a situation related to a class needs to be addressed.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora (CCA) is committed to providing an environment that supports teaching and learning and that encourages open and respectful communication among all members of the college community. The college community benefits from both informal and formal procedures that address complaints and concerns that students may have about general college practices as well as the implementation of policies and procedures that govern the college.

Student concerns and complaints covered by this guideline are those regarding issues that are specifically instructional in nature, such as: deadlines, course materials, assignments, feedback, assignment grades, instruction, and inconsistencies between what is written in the syllabus and what is practiced in the classroom. Concerns of this nature will be addressed by the Academic Success division.

Processes for final grade appeals are described in the guidelines CCA ACS 2.20: Academic Appeals & Renewal. Processes to address non-instructional complaints can be found in the guideline CCA STS 7.06: Student Complaint Procedure. Complaints involving issues of discrimination and/or harassment based on federal,

state civil rights laws, and other non-instructional complaints will be addressed using the procedures noted in the guidelines CCA HRP 5.41: Sexual Harassment.

## INFORMAL PROCEDURE

Students are encouraged to address concerns informally and through direct communication with their course instructor or classmate. The student and instructor should work to resolve the issue in a way that ensures a continuation of learning in a safe and supportive classroom environment without disrupting the existing classroom community.

## SEMI-FORMAL PROCEDURE

If the student does not feel comfortable approaching the instructor, or still have concerns, they can contact the Department Chair/Program Director (or the corresponding Dean if the instructor is the Department Chair/Program Director) as soon as possible. The student should be provided a reply or information about the concern within three (3) business days from contacting the Department Chair/Program Director or Dean. The student and Department Chair/Program Director or Dean should work to address the issue in a way that ensures a continuation of learning in a safe and supportive classroom environment without disrupting the existing classroom community.

The Department Chair/Program Director or Dean will complete and save the Student Complaint Summary form in the Chairs shared drive > Student Complaint Process folder > Students folder. The file should be name after the student’s S#. The information in this form will be provided to the Dean if the student initiates a formal procedure.

## FORMAL PROCEDURE

The student has the option of initiating a formal complaint process if they do not feel the resolution is satisfactory or their concern has not been addressed. To do so, the student can bring their complaint to the Dean directly or by completing the Report a Concern or Incident form posted in the college’s website. If the student files their complaint using the Report a Concern or Incident form, the Dean of Student Success will evaluate the information provided and forward it to the Vice President of Academic Success, who will redirect it to the appropriate Dean.

During the formal procedure, the Dean will work collaboratively with those directly involved in the situation and other appropriate parties to conduct an evaluation of the situation and seek a solution according to existing college guidelines. The Dean will make a decision and communicate it in writing to all parties involved within three (3) business days from the day the complaint is received. Their decision will be final.

Any college representative interacting with the student should make a good faith effort to direct the student to the appropriate department representative, provide their contact information, or guide them in the process so their concerns can be address in a timely and supportive way.

# Academic Success

## COURSE ADMINISTRATION

### CCA ACS 2.25: Catalog: Course and Program Information

**Issued:** March 29, 2013  
**Reviewed:** October, 2022

**Reissued:** February 26, 2019; February 9, 2023  
**Legal or Other Authority:** CCA President's Cabinet

#### PURPOSE

This guideline provides information on the course catalog and program information.

#### DEFINITIONS

- **Banner:** Commercial Enterprise Resource Planning (ERP) system consisting of a single data base from which a variety of modules pull and allow for the management of information about students, courses, finances, human resources, and financial aid.

#### DESCRIPTION

The Community College of Aurora's (CCA) catalog is the official document in which the college provides information to students about CCA's vision, mission, strategic plan commitments, general education learning outcomes, policies and procedures, courses and programs, tuition and other financial matters, academic matters, and transfer options.

#### PUBLICATION AND ADDENDUM DATES

The Academic Success' Director of Internal Operations coordinates the annual update of the catalog in collaboration with representatives from other college Divisions and groups of stakeholders. The finalized catalog is published on the college website by March and prior to the beginning of the academic year, which starts in the summer semester. The Director of Internal Operations makes an addendum to the catalog by November in order to reflect:

- Any necessary corrections to the version published by March

- Recently approved degrees and certificates
- Any new courses recommended by the Curriculum Committee and approved by the Vice President of Academic Success

#### COURSES, PROGRAMS, AND PREREQUISITE REQUIREMENTS

Any course, program, or prerequisite published in the catalog must have been recommended for approval by the Curriculum Committee and approved by the Vice President of Academic Success. They must meet these requirements:

- Prerequisites must match those in Banner
- Courses must have an approved curriculum content guide and be part of the Colorado Community College System's (CCCS) Common Course Numbering System (CCNS). All other courses that are not included in the CCNS are experimental and do not appear in the catalog
- Programs must have an accurate and approved program description on file with the State Board of Community Colleges and Occupational Education (SBCCOE)

# CCA ACS 2.26: Faculty and Instructor Course Assignments

**Issued:** March 29, 2013  
**Reviewed:** October, 2022

**Reissued:** July 28, 2016; February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-80; CCA President’s Cabinet

## PURPOSE

This guideline provides information on the Chair’s/ Director’s responsibility to assign course assignments, the criteria to follow when doing so, and how to address course assignment conflicts.

## DEFINITIONS

- **Faculty:** Employees whose assignments are comprised of at least one-half of duties as a teacher, which may include but are not limited to program coordination/development and related activities (State Board for Community College and Occupational Education (SBCCOE) Policy BP 3-10).
- **Instructors:** Employees hired to teach on a temporary as-needed basis at an hourly rate within a range established by the SBCCOE BP 3-10.

## DESCRIPTION

The Community College of Aurora’s (CCA) Department Chairs/Program Directors are responsible for determining all course assignments for faculty and instructors. They should consider, but are not limited to, the following criteria when making decisions on course assignments:

- Appropriate academic qualifications and relevant experience
- Priority of assigning teaching loads to all faculty members
- Equitable workloads, considering all assigned activities and the needs of the discipline to which the faculty member is assigned (number of classes, class hours, class size, number of preparations, delivery mode, committee work, student advising, job placement, etc.)

- The total number of credit hours allowed per semester or per academic year as specified by faculty and instructor contracts (see guidelines *CCA HRP 2.12: Regular Faculty Workload and CCA HRP 2.13: Instructor Workload* for additional information<sup>1</sup>)

## COURSE ASSIGNMENT DECISIONS AND NOTIFICATIONS

Faculty and instructors may request specific courses to teach. However, final decisions on course assignments will be made by the Department Chair/Program Director in consultation with the division Dean and based on the criteria noted above and other considerations as appropriate. Course assignment conflicts will be negotiated among faculty and the Department Chair/Program Director, with arbitration by the Dean if needed.

In-person full-time faculty positions can typically teach up to 50% of their assigned teaching load per semester in online or remote courses, as quantified by credits or contact hours depending on the discipline, based on departmental need and assignment by/approval of the Department Chair/Program Director. Online or remote teaching assignments above 50% per semester by in-person full-time faculty requires approval from the Dean and Vice President of Academic Success.

Department Chairs/Program Directors must provide written notice of assigned courses to faculty and instructors in the form of emails. Verbal course

assignments or commitments are not considered official.

Faculty/instructors are expected to let the Department Chair/ Program Director know of absences due to foreseen or unforeseen circumstances as soon as possible to allow time for finding alternative options and minimize the impact on student learning and outcomes. Guideline ACS 2.18 provides information on possible compensation adjustments due to absences.

## OVERLOADS

Department Chairs/Program Directors should limit overload assignments so as not to erode the professionalism of the faculty/ instructor. Overloads must be in writing, discussed with, and approved by the Vice President of Academic Success.

<sup>1</sup> The system-wide credit assignments do not exceed twenty-one (21) credit hours per semester. Exceptions require the college President’s approval if in excess at a single System college or each college President’s approval and report to the CCCS’ Chancellor on a semester basis.

# CCA ACS 2.27: Course Cancellations

Issued: March 29, 2013  
Reviewed: October, 2022

Reissued: June 30, 2016; February 9, 2023  
Legal or Other Authority: ES 3-55a, CCA President’s Cabinet

## PURPOSE

This guideline provides information on the enrollment threshold that drives class cancellations, the cancellation and notification processes to follow, and the course inconvenience fee.

## DEFINITIONS

- **Banner:** Commercial Enterprise Resource Planning (ERP) system consisting of a single data base from which a variety of modules pull and allow for the management of information about students, courses, finances, human resources, and financial aid.
- **Instructors:** Employees hired to teach on a temporary as-needed basis at an hourly rate within a range established by the SBCCOE BP 3-10.

## DESCRIPTION

The Community College of Aurora (CCA) strives to minimize course cancellations. However, at times classes must be canceled due to insufficient enrollment or other factors that preclude the College’s ability to offer a particular course as originally planned.

## ENROLLMENT THRESHOLD

The standard, minimum enrollment threshold for CCA classes is 20 students. Any exceptions to this standard must be approved by the Dean with input from the Department Chair/Program Director. Classes that are run with fewer than 20 students will be canceled. In rare instances, with the approval of the Dean, a low enrolled course may be converted to a Guided/Independent Study format and result in a pay rate adjustment for the class for any assigned instructor.

## CANCELLATION AND NOTIFICATION PROCESSES

Department Chairs/Program Directors will work with their Deans to determine which courses must be canceled for the semester. They should make class cancellation decisions at least two (2) weeks prior to the scheduled class start date to give affected students time to find alternative classes.

Prior to any class cancellations being done in Banner, when a class is canceled or changed to a Guided/Independent Study, the department’s administrative support personnel will contact the students to notify them of the cancellation and provide them with information about alternative course sections that have available enrollment space. Additionally, they will post a note about the course cancellation in the student’s SPACMNT field in their Banner file.

## COURSE INCONVENIENCE FEE

The Educational Services Council Guideline ES 3-55a establishes that instructors will be paid an inconvenience fee equal to 10% of the full course compensation they would have received for instructing the course if the course is canceled or removed from their schedules for no fault of their own within fourteen (14) calendar days of the start of the course. Reasons of cancellation falling under this guideline are low course enrollment or having to assign the course to a faculty member to meet their required base load.

These are standards for the application of the Course Inconvenience Fee:

- Fees will not be paid for cancellation of continuing education courses, non-credit courses, or concurrent enrollment courses.
- Stacked course cancellations will only result in the course inconvenience fee if the cancellation results in the instructor receiving no pay for any of the associated stacked courses.
- The application of the fee does not affect, and has no relationship to any limitations on, credit hour limits imposed for academic quality reasons.
- If a canceled course is grant funded, the instructor will be paid the fee from general fund dollars, unless the grant provides otherwise.
- Validation of payment for canceled or removed courses will be done by the Department Chair/Program Director or the corresponding Dean.
- Payment should be processed as soon as possible after the course is canceled.
- Fee must be processed regardless of whether the instructor is assigned a course to back fill for the remove course.

Instructors who qualify to receive the course inconvenience fee must be entered into Banner as an employee. This requires instructors to complete all necessary new hire paperwork with Human Resources prior to processing the course inconvenience fee. The fee is processed through payroll with all employee deductions, taxes, and fees applied.

The course inconvenience fee is processed as a non-instructional assignment (FEE) through Faculty Load and Compensation (FLAC). The fee is entered with zero (0) credit and contact hours associated. All standard processing approvals apply.



# CCA ACS 2.28: Prior Learning Assessment Credit

Issued: April 9, 2013

Reissued: September 23, 2021; February 9, 2023

Reviewed: October, 2022

Legal or Other Authority: SBCCOE BP 9-42; CCCS SP 9-42; CCA President’s Cabinet

## PURPOSE

This guideline provides information on the requirements, processes, standards, and methods to request and award PLA credit.

## DEFINITIONS

- **CCA PLA Crosswalk Matrix:** College’s schema that shows the equivalency between catalogued courses and standardized exams, AP, and IB scores, and industry credentials and trainings, in addition to those courses that have challenge exams and portfolios available for PLA credit.
- **CCCS PLA Crosswalk Matrix:** College’s schema that shows the equivalency between catalogued courses and standardized exams, AP, and IB scores, and industry credentials and trainings.
- **Institutional Residency Requirement:** Expectation related to the completion of 25 percent of all coursework applicable toward a degree (1000-level or above) at the institution.
- **Prior Learning:** The learning defined as college-level knowledge or skills that have been attained outside a traditional academic environment and that have not been previously evaluated for or awarded college credit.

## DESCRIPTION

The Community College of Aurora (CCA) recognizes the value of prior learning in the achievement of academic goals and has systems in place for its evaluation in the form of processes described in detail in the following documents:

- CCA Prior Learning Assessment (PLA) Credit Staff Guidebook

- PLA Credit Policies and Standards Student Acknowledgement Form
- PLA Credit Request and Process Form
- PLA Credit Evaluation Form
- PLA Credit Crosswalk Matrix Course Addition Request Form

## PROVISION OF PLA INFORMATION TO STUDENTS

In response to one of the requirements established in the State Board of Community Colleges and Occupational Education’s (SBCCOE) policy BP 9-42 and the Colorado Community College System’s (CCCS) procedure SP 9-42, CCA provides clear and concise information to students and other external stakeholders about:

- How PLA Credit can help attain educational,
- The PLA credit procedures to follow, and
- Crosswalk equivalency between courses and PLA credit methods (CCA PLA Credit Crosswalk Matrix).

PLA credit information is published in the college website, the catalog, and provided to students as part of the college orientation and in conversations with their advisors. In following the procedure described in CCCS’ SP 9-42, CCA provides active duty and veteran military students with specific guidance to help them select a program of study that optimizes the use of their prior learning assessment credit toward a program of study.

## REQUIREMENTS TO AWARD PLA CREDIT

When evaluating prior learning that has taken place outside a traditional academic environment, CCA takes into consideration the educational goals which are identified by the student, as well as institutional, state, and system requirements. It is imperative that, for PLA credit to be awarded, substantive information about the knowledge and skills the student possesses is assessed. This knowledge and skills must meet or exceeds “C” college-level work or the minimum state-wide cut-off scores on standardized tests or other scores published in the CCA PLA Credit Matrix. CCA responds to requests for prior learning assessment only for courses that apply to the plan of study declared by the student. Student may request prior learning assessment for credit at any time.

## PLA METHODS

CCA employs the following system-wide approved PLA credit methods for which has identified standards and criteria:

- Standardized Tests:
  - Proctored by the Testing Center
- Institutional Challenge Exams and Portfolios:
  - These methods are developed and evaluated by content experts following the college-wide PLA Credit standards, processes, and templates
  - Instructors hired to develop and/or assess challenge exams and portfolios are compensated at the hourly pay rate approved by the Vice President of Academic Success for the academic year
  - They assess the student in all the course standard competencies as established in the CCCS’s Common Course Numbering System for the course
  - For prior learning assessed through a portfolio, the academic departments offer a mandatory orientation to assist the students in identifying, describing and documenting skills and knowledge gained through their learning experiences outside an academic environment

- Published Guides: CCA accepts credit recommendations for both military and industry evaluated training programs and credentials from these recognized entities:
  - Military training and learning experiences in the Armed Services as documented in the Joint Services Transcripts (JST) and recommended by the American Council on Education (ACE) in The Guide to the Evaluation of Educational Experiences in the Armed Services
  - ACE Workforce Training as documented on the ACE Transcripts: National Guide to College Credit for Workforce Training
  - Workforce and other non-accredited training as noted on The National College Credit Recommendations Service (NCCRS) transcript. In the case of conflicting credit recommendations between ACE and NCCRS, the ACE recommendations will take precedence.
- Recommendations by college or system-wide content experts upon their prior learning assessment evaluations of local industry and training programs.

## PLA FEES

The college charges PLA fees for the following methods: standardized exams, institutional challenge exams, and portfolios. The standardized exam fees are established by the Testing Center, where the state-wide fees for the challenge exams and the portfolios are approved by the CCCS’s Vice Presidents’ Council. The fees must be paid by the student prior to taking the exam or being provided with the portfolio instructions. These fees are non-refundable and should be paid for each exam or portfolio attempt. Students cannot use financial aid to pay for these fees. Besides, they cannot use awarded PLA credit to fulfill their institutional residency. There are not fees associated with industry-based credentials being applied for credit.

## PLA ATTEMPTS

Students who fail first time attempts of the standardized exam, challenge exam, or the portfolio are allowed to a second attempt after a certain period of time. Testing Center personnel, advisors, and

Department Chair/Directors should provide information about the second-attempt requirements and processes to follow described in the CCA PLA Credit Staff Guidebook.

DOCUMENTATION

The academic department issuing the PLA credit must keep copies of the completed exams, portfolio materials, evaluation forms, and other related documentation submitted by the student. The Registrar’s Office will maintain all grade records and PLA Credit forms submitted by the Department Chair/Program Director.

LIMITATIONS TO INSTITUTIONAL USE OF PLA CREDIT

The college treats PLA credits as any other credit in their application and use in course equivalencies. For PLA credit awarded, the student’s transcript will note the course number, course title, number of semester hours, and a grade code of PLA. However, CCA cannot use PLA credit to calculate Full-Time Equivalency (FTE) or other state entitlements. As a member of the Colorado Community College System (CCCS), CCA accepts as transfer any credit awarded by any other institution within the CCCS and coded as PLA. CCA does not, however, guarantee the transfer of PLA credit outside the System.

CCA ACS 2.29: CCA Articulation Agreements

Issued: March 24, 2013

Reviewed: October, 2022

Reissued: July 28, 2016; February 9, 2023

Legal or Other Authority: CCA President’s Cabinet

PURPOSE

This guideline provides information on the College’s process to establish, renew, and record pathway articulation agreements with other accredited education institutions.

DEFINITIONS

- **Articulation Agreement:** Articulation contract between CCA and other accredited education institutions that establishes transfer pathways and expectations for students, CCA, and the receiving institution.

DESCRIPTION

The Community College of Aurora (CCA) establishes articulation agreements with area vocational schools, public and private four-year institutions, and other accredited education programs in order to make students’ transfer into and out of CCA as smooth and seamless as possible.

Articulation agreements are designed to facilitate the transfer of credits and coursework, and to minimize duplication of coursework in order to help students meet their educational and professional goals. In addition to articulation agreements established specifically by CCA, students may also take advantage of system-wide transfer and articulation agreements established by the Colorado Community College System (CCCS). System-wide agreements are listed on the CCCS website.

AGREEMENTS

Specific CCA academic articulation agreements are developed and managed under the leadership of one of the Academic Success Division’s Deans. Agreements must include details on admissions and matriculation conditions, transfer of credit and course equivalencies, programs covered and associated program plans, institutional responsibilities and other general agreement terms. Agreements must be reviewed and approved by the Vice President of Academic Success and verified on an annual basis.

AGREEMENT RECORDS

The Office of the Vice President of Academic Success must archive expired agreements and keep active copies of current ones and archives expired ones. Current articulation agreements are noted in the catalog by the Director of Internal Operations.

The Assistant to the Vice President of Academic Success must forward copies of the current articulation agreements to the Vice President of Enrollment Management and Pathway Success to facilitate student advising and transfer assistance.

# CCA ACS 2.30: Grade Changes

**Issued:** April 9, 2013      **Reissued:** July 28, 2016; February 9, 2023  
**Reviewed:** October, 2022      **Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

This guideline provides information on the situations in which a grade change is permitted, and the process to follow to evaluates it and transcribe it.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora (CCA) permits a change of grade for the following situations:

- When a grade of I (incomplete) has to be changed to a final course grade
- When an institutional error when calculating, posting, or recording a grade has to be corrected

Grade changes can be requested by the course’s instructor of record, an instructor hired by the department to complete an Incomplete process, the Department Chair/Program Director, or the corresponding Dean.

Grade changes should be requested as soon as identified or as soon as the Incomplete contract is completed. They should be requested using the Request for Grade Change Form. The grade change is processed by the Registrar’s Office if approved by the Department Chair/Program Director or the corresponding Dean. The Registrar’s Office notifies the person requesting the grade change if the grade change has been approved or denied to their CCA assigned email address.

# CCA ACS 2.31: Waivers or Substitutions of Degree or Certificate Course Requirements

**Issued:** March 29, 2013      **Reissued:** February 9, 2023  
**Reviewed:** October, 2022      **Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

This guideline provides information on the requirements to identify and/or submit, evaluate, and process course requirement waivers and substitutions.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora (CCA) considers requests for a course substitution or waiver of a degree or certificate requirement if the student:

- Proposes a course that is reasonable substitution or
- Is able to demonstrate that they have completed a similar course under a different major or
- Is awarded credit via a Prior Learning Assessment method (refer to guideline CCA ACS 2.28: Prior Learning Assessment Credit)

When evaluating a proposed course waiver, the College will take these considerations into account:

- The proposed option does not negatively impact the academic integrity of the degree or certificate
- The course waiver does not reduce the total number of credits required to complete the program, and
- The proposed course fulfills the requirements of the degree or certificate stated on the Substitution Request Form

## REQUEST AND REVIEW PROCESS

To initiate a request for a course waiver or substitution, the student must:

- Request and complete a Request for Course Substitution or Waiver form (one form for each course the want a substitution for or waiver), available from the Admissions, Registration and Records Office, indicating the degree or certificate program to be modified, the required course, and the course proposed for waiver or substitution,
- Attach appropriate college transcripts and course descriptions for courses to be substituted or to justify a course waiver request. The course proposed for substitution or waiver justification must be listed on the student’s transcript. The course descriptions must be from the catalog that was in effect when the course was taken, and
- Submit the completed form with attachments to the Department Chair/Program Director of the department in which the required course is offered for review and approval.

The Department Chair/Program Director reviews the course waiver or substitution request in collaboration with the department’s content experts to determine if the rationale and documentation meet accepted academic standards to demonstrate proficiency in the required skills and knowledge. If approved, the Department Chair/Program Director submits the recommendation to the Dean for final review and sign-off. The Dean’s decision is final and may not be appealed.

Once sign-off is complete, the Department Chair/Program Director returns the form to Admissions, Registration, and Records for entry in the student’s record. The Credentials Evaluator modifies the student’s degree or certificate record to allow the approved course(s) to count towards their current degree or certificate requirements. If the student later completes a graduation application for a degree or certificate different from the one for which an academic record modification was approved, the original modification will be nullified as it is no longer applicable.

COURSE SUBSTITUTIONS DUE TO TEACHOUT PLANS

In the event the College determines that a program must be discontinued due to low demand and no longer meeting the needs of the community, the Department Chair/Program Director can identify course substitutions to secure options that allow students to complete the program within the time range established in the phaseout plan.

The Department Chair/Program Director collaborates with content experts to identify courses that meet these requirements:

- The course standard competencies are comparable to those of the course being substituted for
- The course standard competencies align with the program’s objectives and student learning outcomes
- The number of credits required to complete the degree or certificate is maintained

The Department Chair/Program Director must submit the identified course substitutions to the Dean for review and approval. If approved, the Departments Chair/Program Director notifies the Registrar and the Director of Advising of the approved substitutions, so they are updated in Degree Works and Navigate to allow the blanket substitution.

Students impacted by the change are notified by the Department Chair/Program Director as part of the phaseout plan.

CCA ACS 2.32: Waivers of Course Pre- or Co-requisites

Issued: March 24, 2013      Reissued: February 9, 2023  
Reviewed: October, 2022      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

This guideline provides information on the requirements to identify and/or submit, evaluate, and process waivers of course pre- and co-requisites.

DEFINITIONS

- **Prior Learning Assessment:** A process used to evaluate skills and knowledge acquired outside the classroom for the purpose of recognizing competence.

DESCRIPTION

The Community College of Aurora (CCA) considers requests for a waiver of course prerequisites or co-requisites if the student can demonstrate proficiency in the required skills or knowledge gained through other means.

The students must complete a *Request for Waiver of Course Pre- or Co-Requisite* form and submit it to the Admissions, Registration, and Records Office accompanied by a viable rationale and supporting documentation to justify the waiver, such as:

- Completion of a similar course or one with higher-level content than the pre-/co-requisite course with a grade of C or above.
- Credit awarded through a Prior Learning Assessment method.
- Previous successful completion of the pre- or co-requisite course, with documentation noting the course name and number, semester, and final grade.
- Current enrollment in another course deemed suitable to satisfy the pre- or co-requisite, with documentation of the course title and number.

- Previous verifiable experience deemed to provide similar knowledge or skills development as the pre- or co-requisite.

The Registrar’s Office personnel submits the completed form and documentation to the corresponding academic department. The Department Chair/Program Director, in collaboration with content experts, evaluates the request to determine if the rationale and documentation meet accepted academic standards to demonstrate proficiency in the required skills and knowledge. The Department Chair/Program Director submits the recommendation to the Dean for final review and sign-off. The Dean’s decision is final and may not be appealed.

If the waiver is approved, the Registrar’s Office personnel note the approval in the student record in Banner and notify the student, who is then allowed to proceed with registering for the desired course.



# CCA ACS 2.33: Student Academic Overload

**Issued:** July 28, 2016  
**Reviewed:** December, 2022

**Reissued:** November 3, 2022; February 9, 2023  
**Legal or Other Authority:** Concurrent Enrollment Programs Act (C.R.S. 22-35-101 et seq.); CCA President’s Cabinet

## PURPOSE

The purpose of this guideline is to provide information on the implementation of the Concurrent Enrollment Programs Act and other concurrent enrollment related expectations established by State institutions or the Colorado Community College System.

## DEFINITIONS

- **Concurrent Enrollment (CE):** Simultaneous enrollment of a qualified student in a local education provider and in one or more postsecondary courses, including academic or career and technical education courses, which may include course work related to apprenticeship programs or internship programs, at an institution of higher education. [C.R.S 22-35103(6) (a)]
- **Local Education Provider (LEP):** A school district, a board of cooperative services, a district charter school, or an institute charter school [C.R.S 22-35-103(13)]
- **Institution of Higher Education (IHE):** State universities, colleges, community colleges, junior colleges, local district colleges and area vocational schools, or meeting other eligible requirements as outlined in § 22-35-103 (12)(b) [C.R.S 22-35-103(12)]

## DESCRIPTION

The Community College of Aurora (CCA) enters into concurrent enrollment cooperative agreements with school districts, charter schools, and other local education providers in response to its commitment to extend early college opportunities to students in high schools inside and outside the local area (Colorado Community College System’s procedure SP 9-40a).

These agreements must be approved by the Colorado Community College System’s legal counsel and registered with the Office of the System Vice Chancellor for Academic and Student Affairs. These agreements must include elements required by the Concurrent Enrollment Programs Act, such as tuition payment provisions and language stating that coursework must qualify as basic skills credit or academic credit applicable to a CCA degree or certificate.

Concurrent Enrollment courses can be taken either on the institution of higher education campus, online, or at a local education provider site. Provisions for the type and number of courses, vary at each site.

## FUNDING

CCA requires that the local education provider (LEP) pay the tuition for the postsecondary courses at the resident community college rate on behalf of the student.

## STUDENTS

The Community College of Aurora, as established in the Concurrent Enrollment Programs Act, admits students who apply and meet the following eligibility criteria:

- Under twenty-one (21) years
- 9th to 12th grade
- Receive approval for their academic plan of study
- Meet the minimum prerequisites for courses

Participant school districts or high schools may set class limits based on educational considerations or funding constraints.

CCA follows the same drop and withdraw guidelines and processes for all students, whether concurrent enrollment (CE) or non-concurrent enrollment (non-CE). The college cannot respond to a drop or withdraw request made by a counselor, teacher, principal, parent, or guardian on the student’s behalf. It is the responsibility of the concurrent enrollment student to request a drop or withdraw from the course by notifying the Concurrent Enrollment Division and their high school counselor.

## EDUCATIONAL QUALITY AND RIGOR

The Community College of Aurora ensures the quality and rigor of the concurrent enrollment courses in a variety of ways:

- High school instructors interested in offering CE courses must submit an application packet to the Concurrent Enrollment division to have their credentials and qualifications and the content and rigor of their courses evaluated by the Department Chair/Program Director. CCA follows the same qualification and credential requirements and expectations when hiring CE and non-CE instructors. CE instructors teaching career and technical education (CTE) courses must meet the same CTE credentialing requirements established by the state for CTE faculty/instructions/part-time hourly experts teaching in post-secondary institutions.
- Instructors hired to teach CE courses must meet the educational, administrative, and pedagogical expectations established by the Department Chair/ Program Director for their approved courses.
- The Department Chair/Program Director will assess and re-approved the instructor’s permission to teach concurrent enrollment courses on an annual basis.
- The Department Chair/Program Director is responsible for certifying that the course proposed by the high school meets the college-level rigor and academic standards established for the course by the faculty. Their syllabus must comply with the requirements listed in the guideline CCA ACS 2.10: Course Syllabi.

- Concurrent Enrollment instructors are invited and/or required to participate in meetings and professional development (PD) opportunities facilitated by the department and the college. Additionally, the Concurrent Enrollment division offers specific onboarding and PD sessions for CE instructors.
- Those teaching CE courses on behalf of CCA must conduct and implement college-wide and/or department-wide activities, like those related to course- and program-level assessment of student learning and assessment of general education learning outcomes.
- CE instructors are subjected to the same annual observations the department’s faculty and instructors participate in
- CE students are invited to participate in CCA’s course student evaluations, which are made available to the students electronically once they have completed 80% of the course.

## RESOURCES AVAILABLE TO STUDENTS

Students taking concurrent enrollment classes in their high schools will receive help primarily from their classroom teachers and through tutoring and assistance programs at their high schools. Moreover, students will also be eligible and encouraged to use CCA’s student support services offered by the Library, the Academic Learning Center, Advising, etc.

## GRADE RECORDS

Concurrent enrollment instructors post final grades in CCA’s Banner system and transmit grade books to their CCA departments using the same processes for other CCA classes.

Students can view, print unofficial transcripts, and also order official transcripts from the college’s intranet or request official transcripts from the Admissions, Registration and Records Office.

# CCA ACS 2.34: Instructor Course Scheduling

**Issued:** May 14, 2018      **Reissued:** April 10, 2019; February 9, 2023  
**Reviewed:** October, 2022      **Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

This guideline provides information on the processes followed to provide instructors with a reasonable assurance of employment and notify them about course assignments and cancellations.

## DEFINITIONS

- **Instructors:** Employees hired to teach on a temporary as-needed basis at an hourly rate within a range established by the SBCCOE BP 3-10.

## DESCRIPTION

The Community College of Aurora (CCA) recognizes the value and importance of our instructors and is committed to supporting them. In an effort to provide transparency on employment. To this end, CCA has a series of processes in place to provide instructors with reasonable assurance of employment and notify them of their course assignments and cancellations.

## REASONABLE ASSURANCE NOTIFICATION

Instructors are provided with a written reasonable assurance of employment from their Dean if the college intends to continue employment in the following academic semester. The notification is sent out three times per year and is not intended to create a contract of employment or to alter an existing contract of employment, if any. Payroll dates for the semester(s) referenced in the letter are included.

The process to provide reasonable assurance notifications is as follows:

- The Department Chair/Program Director submits a list of instructors they intend to schedule to

- their Dean by March 15th for the Summer and Fall semesters and November 15th for the Spring semester.
- The Dean drafts letters using the appropriate letter template to each instructor to be sent via email to their CCA assigned email address. A copy of the letter must be archived by the department.

The reasonable assurance notifications for each semester must be sent to the instructors before these deadlines:

- **Summer Semester:** April 1st
- **Fall Semester:** April 1st
- **Spring Semester:** December 1st

## TEACHING AVAILABILITY REQUEST

The Department Chair/Program Director must request availability from their instructors to assist with course assignments at the time they have to build the schedule in the Schedule Database.

## NOTIFICATIONS OF COURSE ASSIGNMENTS AND CANCELLATIONS

Once the schedule is finalized, the Department Chair/Program Director provides official written notice of assigned courses to the instructors by sending an email to their CCA assigned email address. CCA does not consider verbal course assignments or commitments official. The Department Chair/Program Director needs to indicate in this official notification that the teaching assignments for the semester are contingent upon, but not limited to, availability and enrollment demand.

The Department Chair/Program Director must send the official notifications according to this timeline:

- **Summer Semester:** February 1st to Start of Summer Courses
- **Fall Semester:** February 1st to Start of Fall Courses
- **Spring Semester:** September 1st to Start of Spring Courses

If the Department Chair/Program Director has to cancel a course section because enrollment does not meet the minimum threshold, they will notify the instructor of the cancellation by email to their CCA assigned email address. The Department Chair/Program Director will use the course cancellation template.

## COURSE INCONVENIENCE FEE

The Educational Services Council Guideline ES 3-55a establishes that instructors will be paid an inconvenience fee equal to 10% of the full course compensation they would have received for instructing the course if the course is canceled or removed from their schedules for no fault of their own within fourteen (14) calendar days of the start of the course. Reasons of cancellation falling under this guideline are low course enrollment or having to assign the course to a faculty member to meet their required base load.

These are standards for the application of the Course Inconvenience Fee:

- Fees will not be paid for cancellation of continuing education courses, non-credit courses, or concurrent enrollment courses.
- Stacked course cancellations will only result in the course inconvenience fee if the cancellation results in the instructor receiving no pay for any of the associated stacked courses.
- The application of the fee does not affect, and has no relationship to any limitations on, credit hour limits imposed for academic quality reasons.
- If a canceled course is grant funded, the instructor will be paid the fee from general fund dollars, unless the grant provides otherwise.

- Validation of payment for canceled or removed courses will be done by the Department Chair/Program Director or the corresponding Dean.
- Payment should be processed as soon as possible after the course is canceled.
- Fee must be processed regardless of whether the instructor is assigned a course to back fill for the remove course.

Instructors who qualify to receive the course inconvenience fee must be entered into Banner as an employee. This requires instructors to complete all necessary new hire paperwork with Human Resources prior to processing the course inconvenience fee. The fee is processed through payroll with all employee deductions, taxes, and fees applied.

The course inconvenience fee is processed as a non-instructional assignment (FEE) through Faculty Load and Compensation (FLAC). The fee is entered with zero (0) credit and contact hours associated. All standard processing approvals apply.

# Academic Success

## ACADEMIC EVALUATION

### CCA ACS 2.35: Assessing Academic Achievement for Continuous Improvement

**Issued:** March 29, 2013

**Reviewed:** October, 2022

**Reissued:** February 26, 2019; February 9, 2023

**Legal or Other Authority:** CCA President's Cabinet

#### PURPOSE

This guideline provides information on processes, roles and responsibilities, and activities as they relate to assessment of student learning as a tool for continuous improvement.

#### DEFINITIONS

See assessment process.

#### DESCRIPTION

The Community College of Aurora (CCA) values assessment of student learning as a crucial mean to ensure the quality of the educational programs and experiences it offers. Therefore, CCA approaches assessment of student learning as a particularly important instrument to realize its mission of serving our diverse community by providing high-quality instruction and support services to prepare students for transfer and employment.

The Division of Academic Success uses assessment of student learning results to engage faculty and staff in continuous improvement efforts and to communicate with students, employers, and other stakeholders about the quality of teaching and learning taking place at CCA.

#### ASSESSMENT PROCESS

Each of the Division of Academic Success' departments overseeing curricular and cocurricular programs follows this six-step assessment process in striving for continuous improvement:

1. Identify Learning Outcomes – Establish clear, observable goals for student learning
2. Map Learning and Mastery – Identify opportunities to achieve those goals and map where mastery (at exit level) should occur
3. Design Methods and Instruments – Construct assessment tools that allow for the measurement of the achieved outcomes in an accurate way
4. Collect and Analyze Data – Systematically gather and analyze data about learning
5. Draw Conclusions- Interpret evidence of how well student learning meets those goals and use that to determine benchmarks and targets
6. Close the Loop – Use the resulting information to understand and improve student learning

#### ROLES AND ASSESSMENT RESPONSIBILITIES

The College has identified clear assessment responsibilities for each role, from the president to the vice presidents to the deans to faculty and instructors to staff. In the Division of Academic Success, content experts (faculty and instructors) lead assessment activities and continuous improvements strategies. The vice president of academic success, the deans, and the department chairs/program directors perform supporting roles, like ensuring resources, coordinating efforts, and providing structure and feedback.

#### COURSE- AND PROGRAM-LEVEL ASSESSMENT

Assessment of academic achievement is done at the program- and course-level. Assessment of general education, or institutional, learning outcomes is



done by aligning program-level outcomes with the four (4) identified general education competencies: Communication, Critical Thinking, Career and Transfer Readiness, and Cultural Competency.

### PROGRAM-LEVEL ASSESSMENT

All curricular programs are assigned to one of the four (4) assessment groups. Each group follows a four-year assessment cycle that is aligned with the comprehensive program review process. Following are standard elements and criteria of the program-level assessment cycle:

- The assessment cycle starts with the Department Chair/Program Director convening content experts (faculty and instructors) to (1) identify the program-level learning outcomes relevant to the main objectives of the program to be assessed during the cycle and (2) establish the success targets. In the case of Career and Technical Education (CTE) programs, the Department Chair/Program Director must seek input from the Advisory Committee members on what program learning outcome to assess.
- The Department Chair/Program Director and content experts must perform assessment activities with the crucial objective of continuously improving student learning, which requires additional efforts and emphasis on the closing the gap steps of the assessment cycle.
- The Department Chair/Program Director is responsible for ensuring that program-level assessment of student learning activities take place in a successful and timely fashion. However, they can delegate the coordination of these activities on a content expert, who will function as the assessment lead. This assessment lead can be the same person who acts as the lead for course-level assessment activities.
- During the fall semester, the program content experts complete the activities related to the assessment map and the design of the methods and instrument.

The department chairs/program directors submit copies of the maps, methods, and instruments to the dean of academic effectiveness and instructional support for feedback and official filing.

- Assessment data is collected for a minimum of one calendar year. Content experts can extend the length of the collection period based on criteria like how often the course in which data is collected is scheduled and enrollment patterns.
- Data is collected in all the course sections, including concurrent enrollment sections and regardless of the instructional method in which they are facilitated.
- The Department Chair/Program Director employs the Demographic Assessment Database to disaggregate the assessment data by gender, race/ethnicity, first generation status, full-time or part-time status, and expected family contribution. Moreover, they can decide to disaggregate the data by other criteria (instructional method, instructor, schedule) if they conclude it will support continuous learning improvement.
- In the spring semester, the Department Chair/Program Director coordinates activities to analyze the data, draw conclusions, and plan the articulation of improvement activities for later implementation.
- The Department Chair/Program Director is responsible for ensuring that the annual assessment report is completed and submitted before mid-April for feedback and revision by the corresponding Dean. This annual assessment report can be drafted by the Department Chair/Program Director or the program-assessment lead.
- The Department Chair/Program Director must share the complete annual report with the department faculty and instructors at the fall semester's department meeting. In the case of CTE programs, they must also share the complete annual reports with the advisory committee members at one of the

biannual meetings. Furthermore, they must ensure that a summary of the annual assessment report is composed and shared publicly on the program's webpage in the college website.

### COURSE-LEVEL ASSESSMENT

Academic departments also perform course-level assessment of student learning. Following are course-level assessment standards and criteria:

- In the fall semester, the Department Chair/Program Director convenes content experts (faculty and instructors) to (1) identify the course(s) on which they want to focus assessment of student learning efforts, (2) select the specific learning outcomes they want to assess, and (3) establish the success targets.
- The content experts are responsible for designing the assessment cycle, whose length should be based in criteria like how often the course is scheduled and the sample size they want to target.
- The Department Chair/Program Director and content experts must perform assessment activities with the crucial objective of continuously improving student learning, which requires additional efforts and emphasis on the closing the gap steps of the assessment cycle.
- The Department Chair/Program Director is responsible for ensuring that course-level assessment of student learning activities take place in a successful and timely fashion. However, they should delegate the coordination of these activities on a content expert, who will function as the assessment lead. This assessment lead can be the same person who acts as the lead for program-level assessment activities.
- Course-level assessment data is collected in all the course sections, including concurrent enrollment sections and regardless of the instructional method in which they are facilitated.

- The Department Chair/Program Director employs the Demographic Assessment Database to disaggregate the assessment data by gender, race/ethnicity, first generation status, full-time or part-time status, and expected family contribution. Moreover, they can decide to disaggregate the data by other criteria (instructional method, instructor, schedule) if they determine it will support continuous learning improvement.
- Once the data collection period has concluded, the Department Chair/Program Director coordinates activities to analyze the data, draw conclusions, and plan the articulation of improvement activities for later implementation.
- The course-level assessment lead is responsible for completing the course-level assessment report and submitted it to the Department Chair/Program Director for feedback and revision. The Department Chair/Program Director will share the information with the Dean.
- In the case of Career and Technical Education (CTE) courses, the Department Chair/Program Director should share copies of the course-level assessment reports with Advisory Committee members as appropriately.
- The Department Chair/Program Director must share the complete annual report with the department faculty and instructors at the fall semester's department meeting. In the case of CTE courses, the Department Chair/Program Director should share copies of the course-level assessment reports with Advisory Committee members as appropriately.
- The Department Chair/Program Director requests that instructors of core course in degrees and certificates include a completed course assessment map in the syllabus. The course assessment map provides information to the students about how each course standard competency or course outcome is assessed. The course assessment map of Guaranteed

Transfer (GT) Pathway courses must also indicate the state-wide GT Pathway competency.

SUPPORT AND RESOURCES

The dean of academic effectiveness and instructional support is responsible for providing structure, leadership, and coordination of division-wide assessment activities in collaboration with a faculty member. They also provide resources, like individual support and consultations as requested.

Central to efforts to provide resources, it is the online, on-demand Assessment Academy, developed and maintained by the dean and the faculty member and facilitated in the Learning Management System. This two-semester long professional development opportunity is mandatory for those leading assessment of student learning in their programs and departments as well as for new department chairs/program directors, faculty, and instructors. The Assessment Academy is also open to anyone interested in expanding their knowledge of assessment of student learning. Faculty members can sign up for the Assessment Academy as an annual work plan goal. Instructors receive eight (8) hours of professional development per semester if they complete all the semester’s modules successfully.

The Community College of Aurora is committed to our diverse student population and equitable outcomes. As with other data analyzed and employed across the College and the Division of Academic Success, assessment data is disaggregated by a variety of demographic criteria and then analyzed to identify patterns and areas of success and opportunity. Institutional Research (IR) develops and maintains a Demographic Assessment Database that the department chairs/program directors can access on-demand to manage the assessment data collected. The Department Chair/Program Director or the assessment lead must input the assessment data in the Demographic Assessment Database Template according to the instructions provide by the IR data developer.

Diamond by SPOL is the college-wide data management system. The department chair/program director, or a person designated by them, is responsible for uploading all assessment information according to the timeline developed by the dean of academic effectiveness and instructional support in collaboration with the vice president of academic success and the director of strategic initiatives. These are the assessment elements and information that must be noted or uploaded:

- Student learning outcomes
- Copies of assessment methods
- Assessment instruments
- Baselines and success targets
- Copies of disaggregated data
- Data analysis results
- Copies of assessment reports

INSTITUTIONAL PLANNING, BUDGET, ASSESSMENT, AND INNOVATION CYCLE

Assessment or student learning is one of the elements of the comprehensive program review process and, as such, included in the institutional Planning, Budget, Assessment, and Innovation Cycle.

At the department-level, information gathered from assessment activities should be taken into consideration for annual planning and budgeting purposes so adequate resources are available to continuously improve the quality of the programs, courses, and student learning.

CCA ACS 2.36: Academic Progress Monitoring, Probation and Suspension

Issued: April 9, 2013      Reissued: February 9, 2023  
Reviewed: October, 2022      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

This guideline provides information on the standards and processes followed to monitor student’s academic progress, establish their academic standing, address appeals, and provided support to correct negative standings.

DEFINITIONS

- **Academic Standing:** Description of a student’s successful progression toward their degree or certificate after they have completed nine (9) or more credits at a Colorado Community College System college and base on the cumulative GPA. Academic standing values:
  - **Good Standing:** Student has completed fewer than nine (9) cumulative credit hours with a cumulative GPA greater than or equal to 2.00.
  - **Probation-Initial:** Student has completed fewer than nine (9) cumulative credit hours with a cumulative GPA less than 2.00.
  - **Probation-Continuing:** The student’s cumulative GPA is less than 2.00 but the last semester’s GPA is greater than or equal to 2.00.
  - **Suspension-Initial:** The student’s cumulative GPA is less than 2.0 and the last semester’s GPA is less than 2.00.
  - **Suspension-Second and Suspension-Third:** Suspension-Second and Third occur if and when the GPA pattern resulting in Suspension-Initial is repeated.
- **GPA:** Grade Point Average on a 4.0 scale and calculated as the total number of grade points received over a given period divided by the total number of credits awarded.

DESCRIPTION

The Community College of Aurora (CCA) recognizes the value and importance of measuring and communicating to students their academic progress with the expressed intent of being informative. Consequently, CCA has established the following practices for measuring and notifying students of their academic progress.

The Registrar’s Office personnel monitors satisfactory progress through an academic alert process of all students who have completed nine (9) or more credits in residence at CCA using the academic progress monitoring practice detailed below.

ACADEMIC PROGRESS MONITORING

Each semester, as soon as the majority of semester grades have been posted, and no later than ten days after the grading deadline, the Registrar’s Office personnel runs the academic progress (SHRASTD) program to calculate each student’s academic standing. Students who have completed at least 13 GPA-impacting credit hours receive a status notation on their unofficial and advising transcript and be notified, as appropriate, as noted below.

Academic progress status notations are: Good Standing, Probation (Initial or Continued), or Suspension (Initial, Second, or Third). Academic progress status is noted on the student’s advising and unofficial transcript, but not on the official transcript. The academic progress of a student is specific to CCA and does not transfer to nor impact a student’s enrollment at another Colorado Community College System college or other institution.

## GOOD STANDING

Students in good standing are not sent a status notification.

## PROBATION

Students placed on probation (initial) are notified of their status via their student e-mail account and are sent a letter explaining GPA requirements and encouraging them to meet with an academic advisor. The advisor helps the student identify and implement strategies to improve their academic success. If the student is on probation (continued), no further status notification is sent.

Students placed on probation can continue to attend CCA as long as their term GPA stays above 2.0.

## SUSPENSION

The student is notified via e-mail of the suspension and informed that they are required to sit out for one semester or appeal for early reinstatement through an academic advisor. If the student has registered for the upcoming semester, the student is dropped from all courses.

If the student is placed on second suspension, the student is notified via e-mail of the suspension and informed that they are required to sit out for two semesters or appeal for early reinstatement through an academic advisor.

If the student is placed on third suspension, the student is notified via e-mail of the suspension and informed that they are required to sit out for two years or six consecutive semesters, or appeal for early reinstatement through an academic advisor.

## APPEALS

Students may appeal suspensions based on extenuating circumstances or appeal for early reinstatement using the process that follows. See guideline *CCA ACS 2.20: Academic Appeals & Renewal* for additional information on appeals based on extenuating circumstances.

If a student wishes to obtain a waiver of the suspension sit-out requirement and be reinstated to enroll in classes, the student must complete an Enrollment Services Suspension Reinstatement or Appeal form, submit all required documentation and meet with an academic advisor. The form is available from the Registrar's Office.

The academic advisor considers requests based on the circumstances leading to the suspension and the student's plans for addressing the associated challenges. Advisors may require students to re-take courses and/or limit the number of credit hours a student is allowed to take. The signed Suspension Reinstatement or Appeal form is forwarded to the Admissions, Registration, and Records Office to either allow the student to register for the term or note the denial of the request on the student's records.

If the academic advisor signs off on the request, the student is then allowed to register for the next term. The advisor's approval does not guarantee that the student will not experience a break in enrollment. Approvals may be for a future semester or may be granted after registration for the current semester has closed. The academic advisor will assist the student in developing a plan to improve their academic success and avoid subsequent suspensions.

## ADDITIONAL MONITORING OF STUDENT PROGRESS – EARLY ALERT PROGRAM

The Community College of Aurora's Early Alert Program through Navigate is used to identify students who are experiencing difficulties with performance or attendance in the early part of the semester. The goal of the program is to provide struggling students with strategies and support to help them avoid more serious academic challenges later on, such as the accumulation of poor grades leading to probation or suspension.

Around the third week of the semester, instructors receive an email to notify advisors of any student in their courses who is experiencing difficulties due to the

reasons aforementioned. Upon receiving the progress report, the advisors contact the students identified as in need of support to determine the nature of their problems and identify potential solutions to help increase their likelihood of success. Instructors are invited to follow up with the student's advisor to collaboratively find solutions that foster the success of the student.



# Academic Success

## PROGRAM MANAGEMENT & SPECIAL PROGRAMS

### CCA ACS 2.37: Comprehensive Academic Plan

**Issued:** March 29, 2018

**Reviewed:** October, 2022

**Reissued:** February 26, 2019; February 9, 2023

**Legal or Other Authority:** CCHE Policy, Section I (0); SBCCOE BP 9-20;  
CCA President's Cabinet

#### PURPOSE

This guideline provides information on the criteria and requirements pertinent to the development and report of the comprehensive academic plan.

#### DEFINITIONS

Not applicable.

#### DESCRIPTION

The Community College of Aurora (CCA) develops a comprehensive academic plan (CAP), as required by the Colorado Commission on Higher Education (CCHE) Policy, Section I (0). The CCHE policy indicates that system-wide goals for high quality, access, diversity, efficiency and accountability should be taken into consideration.

The CAP is developed under the leadership of the Vice President of Academic Success and with input from

all instructional department and division leaders, as well as leaders from other divisions of the college as appropriate. The finalized CAP is submitted by the Vice President of Academic Success to the Colorado Community College System no later than May 15.

CCA follows the general requirements for the Comprehensive Academic Plan established by the State Board for Community Colleges and Occupational Education (SBCCOE) in Policy BP 9-20:

- The plan must be updated every academic year and submitted to the CCHE through the CCCS
- A description of the college's academic goals and priorities for the academic year must be included.
- An explanation of consistencies with facility and technology planning goals must be provided.

# CCA ACS 2.38: Academic Program Review

**Issued:** March 29, 2018  
**Reviewed:** October, 2022

**Reissued:** February 26, 2019; February 9, 2023  
**Legal or Other Authority:** CCHE Policies & Procedures Section I, Part C; SBCCOE BP 9-47; CCCS SP 9-47; CCA President’s Cabinet

## PURPOSE

This guideline provides information on the timeline, process, activities, and elements included in the formal, comprehensive and informal, annual reviews of academic programs.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora (CCA) recognizes the importance of program review for educational program planning and management, program quality and effectiveness, program efficiency, and program vitality. CCA reviews and revises existing academic programs as needed and as required in the Colorado Commission on Higher Education (CCHE) Policies & Procedures Section I, Part C Policy and General Procedures for Review of Academic Programs and State Board for Community Colleges and Occupational Education (SBCCOE) Policy BP 9-47. The timeline, process, activities, and elements included in the formal, comprehensive reviews comply with the requirements of Colorado Community College System President’s Procedures SP 9-47.

Comprehensive Program Reviews occur on a four-year cycle based on a comprehensive list of both quantitative and qualitative data elements. Quantitative metrics are tracked on an annual basis for program vitality. Both the comprehensive program review and the annual review are conducted in an open and transparent manner. They include program faculty, instructors, chairs/directors, and Deans. The results of the analysis and commentary of the findings

and interpretations included in the comprehensive program review is the official position of the college, when approved by the college President. This official position is a critical component of the report submitted to the System. The President submits the Program Review Report no later than July 1 of each year.

## COMPREHENSIVE PROGRAM REVIEW

Every four years, CCA requires and submits a comprehensive program review report. This report includes at a minimum, and based on relevancy, all the elements listed in the Colorado Community College System’s Procedure SP-9-47- Appendix A. For this comprehensive review, quantitative and qualitative measures of student success, program outcomes, and program vitality are evaluated.

Program faculty, instructors, and Chairs/Directors consider these data elements and questions, based on relevancy for the program, when reviewing programs:

### Value/Need of the Program:

#### Centrality to mission

- Is this program central to the mission of its institution?
- How are program objectives related to institutional and statewide master plans for higher education?
- How does the program fit into the current and projected Colorado environment?

#### Student interest and program potential

- Service to major–how many credit hours were produced for students who have their home in this department? (For most recent three years)

- Service to non-major–how many credit hours were produced for non-major? (For most recent three years)
- Supply and demand analysis for types of jobs filled by graduates of the program. (Economic data\*)
- Other program potential (Public Service, Other)

### Quality and Effectiveness of the Program:

#### Overview of the program

- History of the program (brief)
- Library holdings (comment on adequacy)
- Facilities and equipment (comment on adequacy)
- Accreditation status
- Faculty quality (measures appropriate to the institution, HLC credentials\*, CTE credentials\*, programmatic licensure\*)

#### Program outcomes

- Review of program outcomes for currency and alignment with community needs\*
- Ensure program objectives are measurable and data are being collected annually\*
- Instructional outcomes
  - Course level instructional objectives - defined and measured on an annual basis\*
  - General education requirements – reviewed for alignment and program foundation\*
  - Curriculum map – reviewed for currency and student progression\*
  - Course Materials – reviewed for currency including but not limited to textbooks and lab equipment
  - Curriculum reviewed for equity, inclusion, and diversity\*
- Public service outcomes
- Graduate satisfaction\*
- Graduates who continue their education (undergraduate, graduate, or professional school as appropriate to the major)
- Analysis of placement data on graduates
- Job placement rate\*
- Licensure rate (CTE)\*
- Employer satisfaction\*
- Analysis of transfer data\*
- Transfer rate (DwD)\*

**Efficiency of the program** (for each of the following, report for the most recent three years) [Data and analysis for each element must be given if applicable to the program. The information for each element will be compiled by CCA Institutional Research]

- Faculty FTE
- Support staff FTE
- Credit hours produced
- Credit hours produced by instructors\*
- Credit hours produced by faculty\*
- Percent of credit hours taught by instructors\*
- Percent of credit hours taught by faculty\*
- Average faculty salary
- Student/faculty ratio
- Program cost
- Revenue generated through tuition and fees\*
- Program cost per three credit hours\*
- Average class size
- Average faculty load
- Number of courses offered
- Number of degrees granted
- Graduation rate within 150% of the time in the program, based on the length of the program\*
- Graduation based on gender, ethnicity, Pell-eligible, full-time, part-time\*
- Number of certificates granted\*
- Number of majors
- Number of unduplicated majors\*
- Student FTE\*
- Retention based on gender, ethnicity, Pell-eligible, full-time, part-time\*
- Fall-to-fall retention\*
- Fall-to-spring retention\*

The four parts of the Program Review Report, designated by SP 9-47, are as follow:

1

**Description of the Institutional Review Process**

This section should reference the general process noted in III. 3. of this document but should also include a list of those who participate in the review and any unique features of the review, such as the use of

outside consultants or the conduct of the review in relation to an accreditation visit.

**2 Program Objectives**

They should be written so that the need they address is clear, program outcomes can be assessed, and program clientele is specified. Program objectives are extremely important not only because they guide the activities of the program but also because they provide the context for program assessment and planning.

**3 Analysis and Assessment**

This section should be developed from an institution-wide perspective including a discussion of how the program contributes to the fulfillment of the broader objectives of the institution, as well as judgments concerning the accomplishment of program objectives, program need, program quality, and program efficiency. Conclusions should be supported by the data and information considered in the review.

**4 Program Plan**

This section should start with a description of decisions that have been made because of the review and of actions that are planned to implement these decisions; for example, expand the program, maintain the program at the current level, or terminate the program. Plans should be clearly linked and supported by the information and analyses that were articulated in the previous sections and should contain a realistic strategy for implementation. For example, if the program is recommended for expansion and will require additional resources, a plan for the acquisition or allocation of such resources should be included. If the program is recommended for termination: What are the strategies for dealing with personnel matters, with students, with physical resources that will now be free for reallocation to other programs?

This section of the report also should include, where appropriate, a discussion of such items as anticipated changes in program objectives, organizational realignments, faculty turnover and renewal, changes in

curriculum, changes in clientele, changes in support, and possible requests for changes of role and mission statements.

The Program Review Report is submitted to the Vice President of Academic Success in the fall semester of the fourth academic year. In the spring semester, the Academic Success Leadership Team reviews the report, and questions and the college position are clarified. The finalized Report is submitted to the President for approval and submission to the Colorado Community College System.

**ANNUAL VITALITY REVIEW**

Program reviews at CCA are conducted on an annual basis to assess the quantitative measures of enrollment, full time equivalency (FTE), average class size, graduation rate, retention rate, and fiscal alignment with the program operating budget.

The elements evaluated in the Annual Vitality Review include, but are not limited to, the following:

- Annualized student FTE
- Program revenue versus program cost
- The ratio of full-time faculty to student FTE
- Completion rates from the last three years
- Average section enrollment for the last three years
- Number of unduplicated students enrolled per year for the last three years
- Retention rates fall to fall and fall to spring
- Licensure rate (CTE)
- Transfer rate (DwD)

The information for each of these elements is compiled by CCA Institutional Research.

The metrics are informed by data from national sources such as IPEDS and National Student Clearinghouse, state, system, and national initiatives such as Achieving the Dream, Guided Pathways, the National Community College Benchmark Project, the Community College Survey of Student Engagement (CCSSE), and the

Survey of Entering Student Engagement (SENSE). When establishing and refining target outcomes, the Academic Success Instructional Leadership strive to meet or exceed the national, state, or system averages.

Programs that do not meet most of the required metrics may be recommended for program discontinuance or revitalization.

# CCA ACS 2.39: Development of New Academic Programs

**Issued:** March 29, 2018  
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**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCHE Policies 1-V; SBCCOE BP 9-30; CCCS SP 9-30 A-C; CCCS SP 9-71; CCA President’s Cabinet

## PURPOSE

This guideline provides information on the elements, processes, and resources to be considered when proposing the development of new academic programs.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora (CCA) develops new instructional programs following the procedures and requirements provided in the Colorado Commission on Higher Education (CCHE) Policies & Procedures Section 1, Part V, the Board for Community Colleges and Occupational Education (SBCCOE) Policies 9-30, and the Colorado Community College System President’s Procedure 9-30 A-C and 9-71.

All new programs must be planned out as a coherent program of study for a specific purpose (transfer or employment) and meet the descriptions and requirements established for each type of degree or certificate in CCCS SP 9-30 A (Associate Degrees), CCCS SP 9-30 B (Bachelor Degrees), and CCCS SP 9-30 C (Certificates). They must be designed within the context of the State, the Colorado Community College System, and the College’s role, mission, and service area needs.

Departments interested in offering a new program should complete a New Program Proposal packet. All proposals, whether for a degree or certificate, must include these minimum elements:

- Narrative explaining the rationale for the program and addressing the state issues of role, mission, duplication, and bona fide need
- Curriculum design, including course descriptions and prerequisites
- Enrollment and graduation projections
- Physical plant and resource needs
- Revenue and expense projections

Proposal for CTE degrees and certificates must include these other elements in addition to any other requirements established in the CCCS Career and Technical Education Administrators’ Handbook, Section II: Program Approval:

- Labor market analysis
- Industry involvement
- Well-defined needs or opportunities to strengthen the workforce

All new program proposals must be initiated by the department’s faculty and Chair/Director in collaboration with the dean. If the curriculum committee approves the new proposed program for recommendation, the Vice President of Academic Success will review the proposal and submit it for revision, recommendation, and approval by external groups of stakeholders before submission to the Colorado Department of Higher Education (CDHE).

The CCA’s New Program Manual provides detail information on the process to follow, resources, and a list of required information to be provided by program type. Departments can find additional resources in the CCA’s Curriculum Committee Manual.

# CCA ACS 2.40: Discontinuance of Academic Programs and Teach-Out Process

**Issued:** March 29, 2018  
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**Legal or Other Authority:** CCHE Policies I-V and I-G; SBCCOE BP 3-20, SBCCOE BP 3-20a, SBCCOE BP 3-20b; CCA President’s Cabinet

## PURPOSE

The purpose of this guideline is to provide information on the timeframes, lists of required actions, and a checklist for the phaseout process of discontinued programs.

## DEFINITIONS

- **Discontinuation:** Governing board or Colorado Commission on Higher Education action to formally close a degree program.
- **Teach-out Period:** Time during which currently enrolled students may complete the degree graduation requirements for a discontinued program. Colorado statute limits this period to no more than two years for associate degree programs. The phaseout period begins at the end of the academic year in which the discontinuance action occurs.
- **Program Closure:** The official date after which students may not enroll in the degree program and the institution may not confer a diploma bearing the program name. The official date of program closure is the last day of the degree program’s allowable phaseout period.

## DESCRIPTION

As a result of regular monitoring and program evaluations, the Community College of Aurora (CCA) may determine that an academic program should be discontinued due to low student enrollment and graduation or to the program no longer responding to the current market environment (refer to guideline CCA ACS 5.38: Academic Program Review). As required by the Colorado Commission on Higher Education (CCHE)

policies I, Part V and I-G, CCA follows an orderly process for the discontinuation and phaseout of the program that aims at:

- Reducing the disruption that students, faculty, and staff will experience
- Maintaining the integrity of educational services to students
- Assisting faculty members and staff impacted in accordance with requirements established by the Colorado Commission on Higher Education policy I-G and the State Board for Community Colleges and Occupational Education (SBCCOE) policies BP 3-20, 3-20a, and 3-20b.

## PHASEOUT PLAN

Once the need to discontinue a program is approved, the Department Chair/Program Director must develop a written phaseout plan to guide the transition of the program and staff. At minimum, the plan must include:

- A listing of all registered students by name and preferred name; S number; last date of registration; list of major required courses: completed, attempted, in-progress, and not completed: and financial information like status of unearned tuition, all current refunds due and account balances
- The schedule for classes and date of program closure, allowing 1.5 times the length of the program for completion
- An explanation, accompanied by appropriate supporting documentation and timelines, of how the College will notify students of the program closure and the teach-out process and requirements



- Procedures to ensure that the delivery of classes and services to students will proceed with minimal disruption either as provided by CCA or through a teach-out agreement with another accredited institution able to offer a comparable program and accessible. If an agreement with another institution is established, additional charges will not be imposed on the students so equitable and fair treatment is provided.
- Faculty and staff transition and support plans per the requirements of SBCCOE BP 3-20, 3-20a, and 3-20b.

The Academic Program Discontinuation and Phaseout Plan Manual provides a detail description of the process and templates to be used.

### STUDENT TRANSITION

The program’s Dean or a designee must inform affected students of the program discontinuation, the time within which they must complete the program, and a schedule detailing when courses will be offered for the teach-out period. They also share this information with the director of advising and the pathway advisors.

During the teach-out period, pathway advisors work closely with students as follows:

- Each student is provided with a teach-out schedule detailing when courses will be offered. Course offerings should continue for, at most, the length of what is considered the teach-out period (1.5 times the length of the program for completion)
- The advisor assists the student in developing an academic plan that guides them to complete the program requirements within the teach-out period. Some courses may be offered in the summer semester
- Students should be advised to take enough courses each semester to complete all requirements within the teach-out period, including general education requirements for degrees. If this is not possible for the student, the student should be advised to declare a different major
- Students who do not make adequate progress on

- their academic plan for teach-out should be advised to declare a different major
- If a course required for the degree is not offered at CCA or the student is unable to take the course at the time designated, they may arrange, with the department’s consent, to take the course at another institution as a transient student and transfer the credit back to CCA. It is also possible that the Department Chair/Program Director, in collaboration with content experts, identify substitute courses (see guideline CCA ACS 2.31: Waivers or Substitution of Degree or Course Requirements for details)
- Students are required to have ongoing contact with their pathway advisors during the teach-out period to ensure that their academic plan is current and consistent with projected course offerings

New students cannot be enrolled in the program starting with the term following the date of final approval of the phaseout plan.

### FACULTY AND STAFF TRANSITION

The Vice President of Academic Success receives all recommendations concerning instructional programs from the division Deans and reviews and advances the priorities to the President for approval and implementation. If the program closure requires a reduction in force (RIF) of faculty or other college staff, CCA follows the requirements of SBCCOE policies BP 3-20, BP 3-20a, and BP 3-20b.

The college President determines what assistance and retraining programs should be made available based on the needs in other program areas and the faculty member’s ability to teach in those programs. Faculty can be presented with other options, if available and feasible, like split appointments with another community college or among two internal departments.

The salary and benefits of faculty members cease on the effective date of their reduction in force. Faculty have the right to be rehired as detailed in Board Policy BP 3-20.

### REPORTING AND APPROVAL REQUIREMENTS

Federal regulations governing the implementation of the Higher Education Opportunity Act and State statutes require that educational institutions provide a phaseout plan to their accrediting agency in the following instances:

- U.S. Department of Education notifies the accreditation agency of an emergency action or action to limit, suspend or terminate the institution’s participation in federal financial aid
- Colorado Commission on Higher Education (CCHE) acts to withdraw, terminate, or suspend the institution’s accreditation
- The institution notifies CCHE that it intends to cease operations
- The state or another government authorizing authority notifies the accrediting agency that an institution’s license or legal authorization to provide an educational program has been or will be revoked
- The institution notifies CCHE and the Colorado Community College System (CCCS) that it intends to close one or more locations that provide 100 percent of at least one degree program
- The institution decides to cease instruction in one or more programs before all students have a reasonable opportunity to graduate

If a CCA program is designated for discontinuation, the College submit a phaseout plan to the CCCS Chancellor and the Colorado Department of Higher Education.

If the Colorado Commission on Higher Education mandates the closure, the Commission provides the final approval of the phaseout plan following CCCS’s review. Plan review and approval will be obtained before implementing the program phaseout plan for the CCHE-mandated program discontinuation.

CCA will send an official notice to the accrediting agency for the terminated program, to the U.S. Department of Education, and other credentialing agencies as appropriate notifying the agency of the program being discontinued, the rationale, timeframe, and general phaseout process.

# CCA ACS 2.41: Non-Credit Courses

**Issued:** March 29, 2018  
**Reviewed:** October, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCHE Policy II-D; CCHE Policy V-B; CCCS Accounting Procedures Manual SAP-12; CCA President’s Cabinet

## PURPOSE

The purpose of this guideline is to provide information on what non-credit courses are offered by the College, and the admission, hiring, and fiscal criteria followed for them.

## DEFINITIONS

- **Non-credit courses:** Courses that are not applicable towards a degree and are not part of the Colorado Community College System’s (CCCS) Common Course Numbering System (CCNS).

## DESCRIPTION

The Community College of Aurora (CCA) offers these non-credit courses:

- Community English as a Second Language (ESL) courses, designed to serve as a pathway to credit course, the College Preparatory ESL, and certificates and degrees
- Citizenship preparation classes
- High School Equivalency classes to prepare participants to take the high school equivalency exam

As non-credit courses, CCA does not include them in the Full-Time Equivalency (FTE) calculation and reporting.

## STUDENT ADMISSION AND FINANCIAL AID

There non-credit courses do not have admission requirements. However, students in the Community ESL program must take a placement test to determine

the course level appropriate to their needs. Once they register and pay the established course tuition, they receive a student number (S#) for tracking purposes.

Federal Financial Aid and Colorado Opportunity Funds (COF) are not available for these non-credit classes.

## REVENUE/EXPENSE ADMINISTRATION

The Community ESL Department establishes the tuition for these courses in collaboration with the vice president of academic success. Tuition for non-credit classes is set at levels that ensure that, at minimum, full instructional and administrative costs associated with the courses are covered, including the auxiliary overhead charge as mandated by state law as described in Colorado Community College System (CCCS) Accounting Procedures Manual SAP-12. All revenue and expenses for non-credit classes will be managed in an auxiliary account.

## INSTRUCTORS

Non-credit instructors are subjected to the standard hiring, evaluation and supervision, and hourly contract employee practices of the College. They are expected to have a minimum of a bachelor’s degree.

The hiring and supervisory processed is conducted by the Community ESL program director.

# CCA ACS 2.42: Short-Term Study Abroad Program

**Issued:** March 24, 2013  
**Reviewed:** October, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

The purpose of this guideline is to provide information on the resources, requirements, and expectations (administrative, instructional, conduct, and financial) of short-term study abroad opportunities.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora (CCA) offers unique short-term study abroad programs. These are exceptional experiential learning opportunities in which participating students can immerse themselves in worldwide experiences that enrich their education and expand their intercultural understanding. These opportunities are scheduled and offered as for-credit courses and have evident strong academic elements. These short-term study abroad educational trips can only be offered in agreement with third-party vendors approved by the Colorado Community College System (CCCS).

Upon approval of the vendor by the CCCS, the Department Chair/Program Director will submit a Proposal Packet to request review and approval from the President’s Division. The Proposal Packet template, instructions, and other information and forms required are available in the CCA’s Short-term Study Abroad Program Handbook.

## INSTRUCTOR OF RECORD AND FACULTY ADVISOR RESPONSIBILITIES

Each short-term study abroad program must have one instructor of record for the scheduled course and one faculty advisor for every eight (8) students registered for the course. The Department Chair/Program Director must seek that the instructor of record and faculty advisor(s) represent, at minimum, the gender diversity of the students participating in these opportunities.

The instructor of record and faculty advisor(s) accompany the students during the short-term study abroad trip. The instructor of record is responsible for the academic and instructional requirements of the course and acts as the group leader. All the responsibilities related to planning, marketing, etc. can be shared with the faculty advisor(s).

During the trip, the instructor of record and the faculty advisor(s) work to safeguard the safety and wellbeing of the participants. They function as Campus Security Advisors (CSA) during the trip and fulfill the responsibilities established by the Clery Act and the U.S. Department of Education. They must complete the annual CSA training prior to the start of the program and guarantee compliance with the State Board for Community Colleges and Occupational Education Board Policy 19-20 and the System Procedures 19-20a. In addition, they must follow the guidance and recommendations of the third-party tour company and the tour director for emergency responses and protocols during the length of trip.

STUDENT RESPONSIBILITIES AND LIABILITIES

The Dean of the program must ensure that the following information is provided to students in writing in a timely fashion so they can make an informed decision about their registration in the course and participation in the program:

- They should consult with the Office of Disability and Equity director with regards to any accommodation that they may need based on the essential functions for the course identified by the instructor of record
- They are responsible for:
  - Obtaining a passport and all other travelling documents required
  - Securing and providing proof of health insurance to afford adequate coverage for any injuries or illnesses that they may sustain or experience while participating in the program, including but not limited to, costs related to medical care or evacuation and all other expenses related to the program
  - Any incidental costs associated with travel
- Students, their families and spouses, their estate, heirs, personal representatives, or assigns must release the State of Colorado, the State Board for Community Colleges and Occupational Education, the Community College of Aurora, and their officers, representatives, employees, and agents from any responsibility or liability for expenses due to: injuries and illnesses (including death), expenses or losses due to changes to the program, expenses or losses that may be sustained prior to the start of the program or after the end of the program, and any harm, injury, damage, claims, demands, actions, causes of actions of any nature that they may have or that may accrue to them or to property belonging to them, regardless of the cause

STUDENT CODE OF CONDUCT AND OTHER COLLEGE POLICIES AND REGULATIONS

The College reserves the right to expel participants (students and faculty/instructors) from the short-term study abroad program and/or trip accommodations at any time should any actions or behavior, in the sole discretion of the College or College representatives at the trip, impede or obstruct the progress of the program, or are in violation of the Student Code of Conduct or College policies, procedures, rules and regulations. In such events, those expelled are responsible for the entire cost and expenses related to the program and accommodations and are not entitled to any refund. Moreover, CCA may subject those expelled to disciplinary action according to the College policies and procedures.

CCA ACS 2.43: Workforce Development and Customized Training

**Issued:** March 29, 2018  
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**Legal or Other Authority:** CCHE Policy II-D; CCHE Policy V-B; SBCCOE BP 9-43; CCCS Accounting Procedures Manual SAP-12; CCA President’s Cabinet

PURPOSE

This guideline provides information on services provided by the Office of Workforce Development, as well as administrative and fiscal criteria.

DEFINITIONS

- **Workforce Development Services:** Customized trainings and programs facilitated by CCA to further the career and professional opportunities of their participants. They can be funded by grants, employers, or other third-party organizations.

DESCRIPTION

The Community College of Aurora (CCA), through the Center for Workforce Development, offers professional development programming and customized trainings to organizations to upskill, reskill, and new skill their work force. Moreover, grant administration services are provided upon request as part of partnerships with industries. These activities are led and coordinated by the Senior Workforce Development Officer. These services assist individuals in overcoming employment barriers and gaining financial stability through education, training, and case management services.

WORKFORCE DEVELOPMENT SERVICES

The Senior Workforce Development Officer, under the guidance of the Vice President of Academic Success, establishes contracts, subjected to annual renewal, with official and industry organizations. These contracts, which can involve grants, must be approved

by the Vice President of Academic Success and the college President.

Any contract that involves grants must follow the CCA Grant Proposal, Application and Approval Process and have to be approved by the college President and the Vice President of Administrative Services/Chief Financial Officer.

CUSTOMIZED TRAINING

Individual Student Success departments may provide customized training programs to area employers upon request or through solicitation. CCA follows Colorado Community College System’s recommendations and expectations when offering services to organizations outside of the natural College’s area of service.

These customized trainings will not be applicable for any degree. Therefore, participants will not have to apply and register with CCA. Federal Financial Aid and Colorado Opportunity Fund (COF) will not be available for these trainings. These trainings may be paid by employers or other third parties. Moreover, CCA does not include customized trainings in the Full-Time Equivalency (FTE) calculation and reporting.

The Senior Workforce Development Officer, under the guidance of the Vice President of Academic Success (VPAS), will negotiate each client organization the customized training fee, which must be approved by the VPAS. The pricing, market-based, must be set levels that ensure that, at minimum, full instructional and administrative costs associated with the courses

are covered, including the auxiliary overhead charge as mandated by state law as described in Colorado Community College System (CCCS) Accounting Procedures Manual SAP-12. All revenue and expenses for non-credit classes will be managed in an auxiliary account.

### **COLORADO FIRST AND EXISTING INDUSTRY GRANTS**

CCA administers Colorado First and Existing Industry grants upon request or referral for companies in CCA's service area as well as for companies in the Community College of Denver's service area. The Senior Workforce Development Officer serves as CCA's point of contact for these grants, assisting companies with the grant application process and administering company grant awards per state guidelines.

Information on eligibility criteria, application forms and administrative requirements for Colorado First and Existing Industry grants can be found at in the [CCCS website](#).

### **WORKPLACE LITERACY PROGRAM CERTIFICATION**

If an employer in CCA's service area wishes to obtain certification and sponsorship of a Certified Workplace Literacy Program to be delivered by the college, CCA will address the review and certification requirements outlined in State Board for Community Colleges and Occupational Education Board (SBCCOE) Policy BP 9-43. The Senior Workforce Development Officer will take the lead in collaborating with the employer in this process and coordinate with other college divisions as appropriate.

# Aca- demic Success

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**LEARNING  
RESOURCE  
CENTER**



# CCA ACS 2.44: Library Services

Issued: March 29, 2013

Reissued: February 9, 2023

Reviewed: October, 2022

Legal or Other Authority: CCA President’s Cabinet

## PURPOSE

This guideline provides information on the Library’s mission, the services it provides to the various types of patrons it serves, and the patrons’ access and service privileges

## DEFINITIONS

- **Primary Patron:** Concurrent and non-concurrent enrollment student, faculty/instructor, or staff member to whom an S# has been issued.
- **Secondary Patron:** Holders of a Colorado public library card or other Colorado Libraries Collaborate participating institution.
- **Colorado Libraries Collaborate:** Program that allows patrons of member libraries to borrow from any other library.

## DESCRIPTION

The Community College of Aurora’s (CCA) Library serves our diverse student population with high quality instructional support services to assist in their academic preparation for transfer and employment.

The Library personnel strives to provide welcoming physical and virtual spaces where students, faculty/ instructors, and staff can come together as a community. They work to support and engage socio-academically those they serve through the provision of learning resources, services, and programming. Under the guidance of the Director of Library Services, the Library personnel engages in a culture of continuous improvement and data-informed practices by participating in assessment of student learning in its various programs and activities to improve outcomes; collecting and evaluating feedback to improve services;

and conducting data analysis of circulations and database usage to keep the collections updated and available.

## SERVICES TO STUDENTS

The Library offers the following services to all CCA’s students (concurrent enrollment and non-concurrent enrollment) free of charge:

- Research appointment, in-person or online, that student can schedule to find resources or get a research project started
- Online guides on different citation styles
- Online tutorials on how to access library and other online resources
- Online support and in person instructions on how to access databases
- Computers with in-person support for basic computer use and technology
- Calculators
- Inter-library loan services for articles, books, DVDs, and other materials

## SERVICES TO FACULTY/INSTRUCTORS

The Library offers these services to faculty/instructors:

- Specific course reserves: textbooks, study guides, DVDs, and other materials
- Classroom instruction on general information literacy topics or customized topics
- Class library tours
- Expansion and actualization of general and discipline-based databases that support specific accreditations, course modalities, and currency in the subject matter

- Purchase recommendations
- Inter-library loan services
- A professional collection focusing on administration, teaching and learning, and higher education topics
- Support with the location and adoption of Open Educational Resources (OER)

## COLORADO LIBRARIES COLLABORATE

As part of the Colorado Libraries Collaborate (CLC), CCA’s Library offers borrowing privileges to any person who owns a library card issued by any participating CLC library. These secondary patrons have access to CCA’s Library to exercise their borrowing privileges. They must be able to show their library card upon entering the facilities. The Library personnel has the responsibility of making a copy of the patron’s library card at the time of lending the materials and specify the return deadline. The secondary patron will have their borrowing privileges suspended if the materials are not returned by the established deadline.

## CHILDREN IN THE LIBRARY

In response to the requirements established in guideline CCA ADS 3.80: *Children on Campus*, children are permitted in the Library only when accompanied by a responsible adult. Children may not be disruptive and must not present a safety risk to themselves or other Library users. This privilege may be revoked at the discretion of the Library personnel.

# CCA ACS 2.45: Make-up Testing

**Issued:** March 29, 2013  
**Reviewed:** October, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

The purpose of this guideline is to provide information about the make-up test services provided by the Testing Center and the timeline and process to be followed by instructors.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora’s (CCA) Testing Center provides proctoring of make-up tests for CCA instructors. Proctoring is available during the week according to the schedule provided each semester by the Testing Center Coordinator, normally between 9:00AM and 5:00PM.

Instructors are expected to deliver copies of the make-up test no later than twenty-four (24) hours prior to the examination time. They can deliver the make-up test copies in-person or via email at [Instructor.Testing@CCAurora.edu](mailto:Instructor.Testing@CCAurora.edu).

Students can sign up for their respective make-up tests using [RegisterBlast](#).

Any questions or requests for support can be submitted to [Testing@CCAurora.edu](mailto:Testing@CCAurora.edu).

# CCA ACS 2.46: Computer Labs

**Issued:** April 9, 2013  
**Reviewed:** October, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-125; CCCS SP 3-125E;  
CCA President’s Cabinet

## PURPOSE

This guideline provides information on the availability and location of computer labs, basic technical support provided to students, and the establishment of clear rules to prevent the illegal copying and distribution of copyrighted materials.

## DEFINITIONS

- **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

## DESCRIPTION

The Community College of Aurora (CCA) recognizes that facilitating access to computers and technology support are critical aspects of its mission of providing high-quality support services to prepare students for transfer and employment. To this end, CCA makes three computer labs available to all CCA’s students:

- At the CentreTech location:
  - One at the Library in the Student Center building
  - One at the Academic Learning Center in the Classroom building
- At the Lowry location:
  - One at the Academic Learning Center in the West Quad building

Student use of these computers is prioritized and extended to faculty/instructors and staff when possible. Students can make online reservations of computers from the Library’s webpage or in-person at any computer lab location.

## COMPUTER LAB RULES AND EXPECTATIONS

CCA has established the following rules to ensure the appropriate use and integrity of the equipment and a supportive learning environment:

- Cell phones must be turned off or silenced while in the computer lab. Only communications via text or email are allowed
- Downloading and sharing of copyrighted materials, such as software, games, music, photographs, etc., without the appropriate permissions is prohibited, as per the General Higher Education Opportunity Act Procedures established in the Colorado Community College System (CCCS) Procedure SP 3-125e and reflected in *CCA’s guideline CCA ADS 3.55 Peer-to-Peer File Sharing and Digital Millennium Copyright Act*. The following note is posted on each computer in the computer labs:  
“Copying and distributing copyright protected works may be an infringement of the copyright law (Title 17 U.S. Code)”
- In response to the requirements established in guideline CCA ADS 3.80: Children on Campus, children are permitted in the computer labs only when accompanied by a responsible adult. Children may not be disruptive and must not present a safety risk to themselves or other lab users. This privilege may be revoked at the discretion of the computer lab personnel

## COMPUTER ASSISTANCE

Computer lab personnel offers complimentary, one-on-one assistance for basic computer and other common technology-related questions upon request, in-person.

# Academic Success

## COMMITTEES

### CCA ACS 2.47: Academic Success Leadership Team

**Issued:** May 27, 2013

**Reviewed:** January, 2023

**Reissued:** February 9, 2023

**Legal or Other Authority:** CCA President's Cabinet

#### PURPOSE

This guideline provides information about the nature, composition, and meetings of the Academic Success Leadership Team.

#### DEFINITIONS

Not applicable.

#### DESCRIPTION

The Academic Success Leadership Team (ASLT) serves as a consultation and recommendation body for the following topics:

- Evaluation of academic guidelines and operations
- Program review reports, proposal of new programs, and discontinuation of programs
- Academic Success' Planning, Budget, Assessment, and Innovation Cycle activities

#### COMPOSITION

The members of the ASLT include the Vice President of Academic Success, the academic Deans, the Department Chairs/Program Directors, the Director of the Academic Learning Center, the Director of Internal Operations, the Director of Library Services, the Director of Career and Technical Education and Prior Learning Assessment, the Chair of Curriculum Committee, the Faculty Senate President, and the Instructor Representative.

Community members are invited to participate in meetings, as requested.

#### MEETING SCHEDULE

The Team meets biweekly or as needed.

#### AGENDA AND MINUTES

The Assistant to the Vice President of Academic Success prepares the agenda and records minutes. Copies of the minutes are filed in the College's data warehouse.



# CCA ACS 2.48: Career and Technical Education (CTE) Program Advisory Committees

**Issued:** April 9, 2013

**Reviewed:** January, 2022

**Reissued:** February 9, 2023

**Legal or Other Authority:** C.R.S. 23-8-103; CCA President’s Cabinet

## PURPOSE

This guideline provides information on the state, system, and institutional requirements for CTE Advisory Committees.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora (CCA) maintains Career and Technical Education (CTE) Advisory Committees to provide input on the planning, conduct, and evaluation of these programs, as required by state law C.R.S. 23-8-103.

CCA follows the Colorado Community College System’s (CCCS) Colorado CTE Advisory Committee Handbook in determining the membership, functions and priorities of these committees.

There are common requirements for all of CCA’s CTE Advisory Committees:

- They must meet a minimum of two times per year as established by the Colorado Community College System (CCCS)
- The Advisory Committee will strive to find members who are representative of all genders and reflect the ethnic diversity of the community or, at a minimum, represent the diversity of the industry.

- Committee membership requirements:
  - At least 51% of the members must be business and industry members
  - One college administrator must be a voting member
  - A counselor/advisor and/or a special populations representative must be a voting member
- All committees must have these positions:
  - Chairperson - Presides at meetings; calls meetings; appoints subcommittees.
  - Co-Chairperson - Assists the Chair.
  - Secretary - Records Attendance/ Meeting Minutes.
  - Administrator, Counselor, or Special Populations- Representative to assist with meeting assignments.
- The suggested maximum term for members is three (3) years. There should be at least a year break before a reappointment.
- The Advisory Committee must develop a Program of Work, as required by the state, to perform a systematic review of the program’s goals, curriculum, activities, funding, and resources with the overall goal of assessing the program’s effectiveness and sustainability.
- In collaboration with the Department Chair/Program Director, the committee member will provide

direction and feedback for utilization of Perkins funds for the improvement of the program aligning to industry standards.

- The Chairperson should use the CCA’s CTE Advisory Committee Agenda template, which includes these standing items:
  - Presentation and discussion of data related to student success, retention, and completion data, licensures, placement, assessment of student learning, and special populations
  - Perkins proposals and funds
  - Program effectiveness and vitality elements
- The Advisory Committee meeting minutes should be documented and filed in the institutional data warehouse program.

## ROLE OF THE DIRECTOR OF CTE AND PLA

The Director of Career and Technical Education (CTE) and Prior Learning Assessment (PLA) provides support to the Department Chair/Program Director and the program’s Advisory Committee members with documents and processes related to the Program of Work, Perkins proposals, agenda items, and the Advisory Committee Self-Evaluation of the program.

The Director of CTE and PLA will attend meeting based on their availability.

# CCA ACS 2.49: Assessment of Student Learning Steering Committee

**Issued:**  
**Reviewed:** March, 2023

**Reissued:**  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

This guideline provides information on the charge, responsibilities, membership, and functional processes of the Assessment of Student Learning Steering Committee.

## DEFINITIONS

Not applicable.

## DESCRIPTION

### Charge and Responsibilities

The Community College of Aurora (CCA) recognizes the importance of the assessment of student learning outcomes in both curricular and co-curricular offerings. The Assessment of Student Learning Steering Committee was created to provide an institutional vision on the assessment of student learning in support of the College’s mission and the guiding principle of continuous improvement. The committee fulfills this by:

- Ensuring that the assessment of student learning is intentional and data-informed.
- Committing to the continuous quality improvement of the assessment of student learning
- Developing and implementing coordinated guidelines and processes that result in the intentional and sustainable assessment of student learning.
- Contributing to a culture of data-centered assessment through meaningful data collection and data-informed decision making
- Providing professional development, resources, and tools to aid in the assessment of student learning.

## Membership

The membership of the Assessment of Student Learning Steering Committee is comprised of college representatives and heads of functional groups with the authority to identify, establish, and fund certain assessment-based initiatives. All members are directly involved in the assessment of student learning in at the institutional, program, and/or course level. Following are the role members of this committee:

- VP of Diversity, Equity and Inclusion
- VP Strategic Enrollment Management
- Dean of Student Success / Senior Student Affairs Officer
- Dean of Assessment, Strategy and Performance Excellence
- Dean of Academic Effectiveness and Instructional Support
- Dean of General Education
- Director of Institutional Research
- Academic Success Dean Representative
- Faculty Representative
- Instructor Representative

The committee is guided by a chair and co-chair. The positions are held by two years and fulfill by committee members with vice president or dean roles to ensure continuity. The chair’s and co-chair’s responsibilities are:

- Be knowledgeable and stay current on topics related to assessment of student learning, particularly on college assessment activities.

- Represent the committee at college functions and meetings.
- Lead the annual revision of assessment processes and procedures to ensure alignment with governing and accreditation bodies.
- Organize and facilitate meetings.
- Lead appropriate voting and record keeping.
- Coordinate the appropriate distribution and filing of documents.
- Ensure support on topics related to assessment as requested.
- Maintain accuracy and consistency of the definition of terms in the CCA Assessment Glossary.

The co-chair performs the functions of the chair during their absences or as requested by the chair.

The Dean of Student Success/Senior Student Affairs Officer represent the committee at meetings with the Student Government Association (SGA). The SGA, as the body representing students, is consulted on topics related to assessment of student learning as needed. The SGA officers are also informed of assessment activities at least once per semester at their September and February meetings.

### Annual Activities

Throughout each academic year, the Assessment of Student Learning Steering Committee shall:

- Create and/or improve upon annual goals set by the Steering Committee and/or President’s Cabinet.
- Perform an annual revision of assessment guidelines, processes and procedures to guarantee alignment with governing and accreditation bodies.
- Provide updated tools and resources to faculty and staff to aid in the assessment of student learning.
- Facilitate and provide guidance to faculty and staff on collecting data in meaningful ways and how to utilize these data to inform decision making.
- Ensure that assessment of student learning is included in the assessment of institutional effectiveness.
- Communicate assessment of student learning outcomes results to the broader CCA community and, when needed, accrediting entities.

# Admin Serv- ices: Finance

## FINANCIAL REPORTING

### CCA ADS 3.01: Accounting General

**Issued:** April 9, 2013

**Reviewed:** October, 2022

**Reissued:** November 4, 2022

**Legal or Other Authority:** State of Colorado Fiscal Rules 1-1 through 1-10; CCA President's Cabinet

#### PURPOSE

To ensure compliance and legality, the Community College of Aurora (CCA) is bound by and adheres to the State of Colorado Fiscal Rules 1-1 through 1-10.

#### DEFINITION

- **State of Colorado Fiscal Rules 1-1 through 1-10:** are a set of policies for state agencies and institutions of higher education concerning internal controls, accounting policies, and financial reporting. State of Colorado Fiscal Rules can be found on the Colorado Office of the State Controller website [www.colorado.gov/osc](http://www.colorado.gov/osc) under Financial Operations & Reporting, Financial Resources.
- **Tangible Personal Property and Equipment:** has a useful life of more than one year, an acquisition cost of more than \$5,000 and which is not a permanent part of a building and does not lose its identity through incorporation into a more complex unit.

#### DESCRIPTION

##### 1-1 Accounting Principles and Standards

Accounting principles must be based on generally accepted accounting principles (GAAP) as adopted by the Governmental Accounting Standards Board (GASB) and all applicable statutory provisions must also be met. When a conflict between statutory provisions and generally accepted accounting principles exists, generally accepted accounting principles will take precedence. Supplemental schedules may be used to report compliance of financial transactions with statutory requirements where needed.

The chief executive officer and chief fiscal officer must annually certify to the State Controller as to the adequacy of its systems of internal accounting and administrative controls following reporting requirements specified by the State.

##### 1-2 Use of the State Financial System

All state agencies and institutions of higher education are required to use the state financial system to record financial transactions and financial information, develop financial reports and prepare financial statements. An exemption is granted to the governing boards and institutions of higher education to transmit summary financial information to the state financial system where those institutions have an internal accounting system and an electronic interface that have been approved by the State Controller. The governing boards and institutions of higher education are also exempt from the requirement to use the state payroll system.

##### 1-3 Access to the State Financial System

The State Controller is the official custodian of the financial database in the state financial system. The State Controller prescribes the rules and regulations for query, use, or inspection of the financial records, approves access requests, and resolves all disputes regarding access to financial information. Each state agency or institution of higher education is delegated custodial authority for its portion of the financial database in the state financial system. Requests for query access to the financial database will be handled as specified in the rule.



At the Community College of Aurora (CCA), the controller or his or her designee will approve every request made for a CCA employee to be given access to the Colorado State Financial System (COFRS). Access requests must be submitted to the controller using the Security Request Form available from the Fiscal Affairs Office. The controller will review and approve requests on a case-by-case basis.

**1-4 Automated Interfaces with the State Financial System**

Only electronic interfaces approved by the State Controller will be allowed to feed data into the state financial system.

**1-5 State Financial System Security**

The State Controller is responsible for the overall security of the state financial system. The State Controller may delegate responsibility to state agencies for their portion of the database. This delegation may be revoked for non-compliance with state security guidelines.

**1-6 State Agency or Institution of Higher Education Accounting Systems**

All financial systems (defined as: all data processing software systems for general and subsidiary ledgers, debt collection, accounts payable, accounts receivable, cost distribution, fixed assets, inventory, payroll, purchasing, and time collection) used to record financial information and transactions, develop financial reports and prepare financial statements for the state must be approved by the State Controller. All state agencies and institutions of higher education must use the state financial system unless exempted by the State Controller. All state agencies/institutions must strive to improve their efficiency in the collection, maintenance, and reporting of financial information, including through approaches suggested in the rule.

**1-7 Delegated Signature Authority**

State agencies and institutions of higher education must submit a listing of persons authorized to sign or approve specific documents for the State Controller.

The list must be approved by the chief executive officer of the submitting agency and must include the name and manual signature of the people to whom signature authority is delegated. Any changes to the approved listing must be submitted to the State Controller.

**1-8 Pre-Audit Responsibility for Accounting Documents and Financial Transactions**

All accounting documents and financial transactions must be subjected to a pre-audit prior to recording them on the state financial system or approved alternative accounting system, and prior to making payment. Internal accounting and administrative controls are required to ensure that financial transactions are accurate, reliable, and conform to state fiscal rules.

**1-9 Reporting Theft or Embezzlement**

State agencies are expected to design and implement programs and controls to prevent, deter and detect fraud. Corrective measures should be implemented if incidents occur.

Any suspected fraudulent misstatements of the financial statements should be reported to the State Controller. Any suspected theft or embezzlement of state funds or assets should be immediately reported to the chief executive officer or delegate and the chief financial officer of the agency and appropriate action taken. A suspected theft or embezzlement of state funds or assets totaling \$5,000 or more (or other amount if designated by the State Controller for a given agency) per incident shall be reported in writing to the State Controller.

**1-10 Accountability and Capitalization of Equipment**

Agencies are responsible for ensuring that all tangible personal property and equipment is properly accounted for when acquired, inventoried and safeguarded throughout its useful life, and accounted for at the time of disposal. Equipment purchased by the state shall be capitalized in the fiscal year in which it was acquired.

# CCA ADS 3.02: Reconciliations

**Issued:** April 9, 2013  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure compliance, the Community College of Aurora (CCA) will notify the appropriate State and Colorado Community College System offices within the outlined time frames.

## DEFINITION

- **Sweep Account:** is a bank account where funds are automatically managed between a primary cash account and secondary investment accounts.
- **Exhibit J:** a report submitted at the end of the year to the Office of the State Controller to verify accounting systems.

## DESCRIPTION

The Fiscal Affairs Department will reconcile the Community College of Aurora’s (CCA) accounting system balance with the State’s system on a monthly basis. As required with each fiscal year-end close of the accounting records, the Fiscal Affairs Department will prepare this reconciliation on Exhibit J and submit the document to the State Controller’s Office.

## BANK ACCOUNTS

The Fiscal Affairs Department will transfer funds from the sweep account to the State Treasurer’s account on a weekly basis and record the transfer on the State accounting system. The sweep account is the bank account utilized by CCA to deposit funds received. The account is held in the name of the State of Colorado Treasurer on behalf of CCA.

The Fiscal Affairs Department will reconcile every CCA bank account on a monthly basis and prepare correcting entries as necessary using standard accounting practices.

## VENDOR ACCOUNTS

The Fiscal Affairs Department will ensure that vendors are paid on a timely basis. Upon receipt, vendor statements will be reconciled and any differences resolved prior to processing payment.

# CCA ADS 3.03: Chart of Accounts

Issued: April 9, 2013

Reviewed: October, 2022

Reissued: November 4, 2022

Legal or Other Authority: CCA President’s Cabinet

## PURPOSE

In order to track transactions and other financial information, the Community College of Aurora (CCA) created and maintains a chart of accounts.

## DEFINITION

- **Chart of Accounts:** is a list of financial accounts used for recording transactions within an organization.

## DESCRIPTION

The Fiscal Affairs Department at CCA will collaborate with the Colorado Community College System (CCCS) office to set up and maintain the college’s chart of accounts. CCA will submit requests for the addition or deletion of accounts to be used at CCA to the CCCS Chart of Accounts Committee for review and approval. The CCCS Chart of Accounts Committee will ensure alignment between CCCS and system college accounts with the state financial system’s centrally defined chart of accounts where appropriate. Information on the state financial system’s centrally defined [chart of accounts](#) can be found on the Colorado Office of the State Controller website [www.colorado.gov/osc](http://www.colorado.gov/osc) under Financial Operations & Reporting, Financial Resources.

# CCA ADS 3.04: Accounting General

Issued: April 9, 2013

Reviewed: October, 2022

Reissued: June 16, 2014; June 6, 2016; November 4, 2022

Legal or Other Authority: State of Colorado Fiscal Rules 8-1 through 8-3; CCA President’s Cabinet

## PURPOSE

To ensure compliance the Community College of Aurora (CCA) follows State of Colorado (State) Fiscal Rules 8-1 through 8-3 with respect to State financial reporting.

## DEFINITION

- **Indirect Cost Allocation:** is used to estimate the distribution of indirect costs to programs or functions in order to approximate their full cost.

## DESCRIPTION

The Community College of Aurora (CCA or College) follows State of Colorado (State) Fiscal Rules 8-1 through 8-3, highlighted below, with respect to State financial reporting. The Vice President of Administrative Services at CCA oversees and ensures CCA compliance.

### 8-1 – Financial Statements

Annual financial statements must be submitted to and approved by the State Controller’s Office. If the agency or institution of higher education has its financial statements audited by the Office of the State Auditor or its contractor, the institution of higher education or agency may provide draft statements to the State Controller’s Office.

Balance sheets and income statements generated from the state financial system are considered acceptable for complying with Fiscal Rules 8-1 through 8-3. Financial statements prepared by State agencies or institutions of higher education must be reconciled to the State financial system and copies of this reconciliation must

be provided to the State Controller’s Office. State agencies and institutions of higher education are encouraged to provide additional financial reports that are tailored to their needs and enhance their ability to make timely and accurate decisions.

### 8-2 – Quarterly Financial Reporting

Quarterly financial reports must be submitted to the State Controller’s Office per requirements related to specific funds, agencies and institutions of higher education and associated due dates.

### 8-3 – Cost Allocation Plans

State agencies and institutions of higher education are required to document an indirect cost allocation or indirect cost rate plan that assigns indirect costs to programs, activities, and services relative to their benefit or another equitable relationship. Allocated costs are used to recover indirect costs from the federal government, determine fees for program services and activities, and assess the cost effectiveness of a program or activity.

Indirect cost recoveries must be recorded when earned in separately identifiable accounts except in the following cases:

- If the State agency or institution of higher education can document that use of the federal indirect cost rate or allocation, in lieu of a separate indirect cost determination, would not result in a significant reduction in recovered costs. In these instances, the agency or institution of higher education does not have to create its own cost allocation rate.

- For institutions of higher education, costs that cannot specifically be identified with a particular final cost objective (e.g., a sponsored project, instructional or other activity) but may be assigned to such activities with a high degree of accuracy may be allocated as a direct cost.
- If the State agency or institution of higher education has negotiated a multi-year indirect cost recovery rate with its federal cognizant agency, the State agency or institution of higher education does not need to submit another cost rate proposal to the State Controller's Office as long as the multi-year rate is in effect.
- For institutions of higher education, costs that cannot specifically be identified with a particular final cost objective (e.g., a sponsored project, instructional or other activity) but may be assigned to such activities with a high degree of accuracy may be allocated as a direct cost.
- If the State agency or institution of higher education has negotiated a multi-year indirect cost recovery rate with its federal cognizant agency, the State agency or institution of higher education does not need to submit another cost rate proposal to the State Controller's Office as long as the multi-year rate is in effect.

# Admin Serv- ices: Finance

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## PURCHASING



# CCA ADS 3.05: General Purchasing

**Issued:** March 29, 2013  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rules 2-1 through 2-7, CCA President’s Cabinet

## PURPOSE

To ensure compliance, the Community College of Aurora (CCA) follows the requirements of State of Colorado Fiscal Rules in purchasing procedures.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora’s (CCA) purchasing procedures follow the requirements of State of Colorado [Fiscal Rules 2-1 – 2-10](#), highlights of which are noted below.

### 2-1 – Propriety of Expenditures

All expenditures must be for official state business purposes only and be reasonable and necessary.

### 2-2 – Commitment Vouchers

Commitment vouchers include any approved form of purchase order, state contract, travel authorization, employment offer, grant contract, license agreement or other written authorizations for disbursement. Procurement cards are not considered commitment vouchers.

Agencies may not disburse funds unless the disbursement is supported by a commitment voucher or small purchase documentation meeting criteria for authorization, reasonable need, fair and reasonable pricing available funds and reasonable risk.

Rule specifies types of agreements required for different dollar thresholds and purposes as well as

exempt disbursements. Rule also provides guidance on handling state purchase orders, contracts, statutory violations, advance payments, emergency procurements, vendor agreements, and purchase order terms and conditions.

### 2-3 – Receiving Reports

Receiving reports, or other similar documentation, are required for all goods and services received except for with personal service expenditures or when internal accounting and administrative controls provide sufficient verification that goods or services were received.

### 2-4 – Purchase Discounts

Payments should be processed in a timely manner to take advantage of purchase discounts where available.

### 2-5 – Interest Payment on Delinquent Payables

A payable is delinquent if a disbursement is not made within 45 days. Delinquent payables are assessed at one percent interest per month. Interest liabilities must be processed on a separate voucher supported by a written claim, referencing the delinquent payment, the number of days of interest to be paid and the applicable interest rate.

### 2-6 – Interagency Purchases and Payments

Interagency payments must be made within 30 days of receipt of invoice using an interagency document in lieu of a state warrant wherever possible. Rule specifies the process for resolving disputes related to interagency purchases.

### 2-7 – Official Functions and Training Functions

Rule defines official and training functions and states the following objectives for these functions: limited to reasonable and actual costs, attendance of state employees must be kept to a minimum and limited to those individuals directly related to the function purpose, expenditures must be kept to a minimum and must be approved by the chief executive officer or other representative with delegated authority.

### 2-8 – Miscellaneous Compensation and Other Benefits (Perquisites)

Rule defines benefits and specifies that state employees must not receive any type of benefit by virtue of their position and cannot grant any perquisites except as provided by state statute or fiscal rule. Monetary allowances may not be given to employees in lieu of benefits except as allowed by statute or approved by the state controller.

Rule details how to handle miscellaneous compensation including: honorariums, clean air transit benefits, sponsored event discounts, discounts on meals prepared in state dining facilities, instructional courses and job-related training, state-owned housing, temporary housing, uniforms and uniform maintenance, bookstore discounts, authorized commuting, and exceptions related to housing and separation incentives.

### 2-9 – Moving and Relocation

Rule relates to state employees, not new hires, who are moving or relocating due to a change in assignment, promotion or other reason related to the employee’s duties. Moving expense reimbursement is allowed when authorized by the chief executive officer or delegate. Reimbursement for moving expenses is not allowed when the move is made solely for personal reasons. Rule specifies how various expenses and allowances are to be handled.

### 2-10 – Procurement Card

State agencies must participate in the state procurement card program and may not enroll in other

credit or debit card program agreements for purchases covered by the procurement card program. Procurement cards may be used to pay for services as well as goods and may be used for payments over \$5000 if approved on a previously issued purchase order and if authorized by the agency controller. Any misuse which is recurring, significant or in excess of \$500 must be reported in writing to the state controller, annually at minimum.

# CCA ADS 3.06: Signature Authority

Issued: March 29, 2013

Reviewed: October, 2022

Reissued: November 4, 2022

Legal or Other Authority: State of Colorado Fiscal Rule 1-4 Delegated Authority, SBCCOE BP 8-60; CCCS SP 8-60b and 8-61a; CCA President’s Cabinet

## PURPOSE

To ensure consistency and compliance, the Community College of Aurora (CCA) outlines the necessary signatures to complete a range of Fiscal activities.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora (CCA) follows State of Colorado Fiscal Rule 1-4 Delegated Authority, State Board for Community Colleges and Occupational Education Policy BP 8-60 , and Colorado Community College System President’s Procedures SP 8-60b and SP 8-61a regarding signature authority thresholds and procedures for approving college-related expenses. Every document authorizing hourly employee time sheets, purchases, budget transfers, or expenditures for the college must be signed by the appropriate signing authority, as outlined in this guideline. Approvals by the appropriate signing authority must be obtained prior to the procurement of goods and services as well as prior to any payment by the college.

The specific levels of signature authority required for various types of expenditures at CCA and the dollar limits for each level are detailed in the Signature Approval Policy that follows. Sign-off must begin with the lowest level of sign-off required, as noted, and proceed through the levels indicated up to the highest level required based on the size and type of financial commitment.

## DESIGNATION OF AUTHORIZED SIGNERS

Prior to the beginning of each fiscal year, and throughout the year as necessary, supervisors must inform the Purchasing Department in writing of any changes to signing authority of any individuals who report to them. The Purchasing Department will maintain a list in Banner documenting the designated signing authorities for each defined level of authority.

Prior to any absence, individuals with signature authority are responsible for arranging and providing appropriate written delegation of their authority to the Purchasing Department.

# COMMUNITY COLLEGE OF AURORA SIGNATURE APPROVAL POLICY

Non-Payroll	Document Type	Maximum Dollar Limit	Special Instructions	SIGNATURES REQUIRED					
				Payee	Cost Ctr Director	Dean	VP	President	Other
1	Purchase Requisition	no limit	goods \$10k or more & services \$25k or more require formal bid process (See guideline FIN 2.3 for additional information)	n/a	required	required up to \$4,999	required if \$5k or more	required if \$25k or more	n/a
2	Application for CCA procurement credit card	\$1,500 per purchase (varies by staff member)	cardholder must keep all purchase receipts	n/a	required	required	required	required	cardholder
3	Official Function form	no limit	events over \$100 must be pre-approved	n/a	required	required up to \$99.99	required if over \$100	required if over \$1,000	n/a
4	Travel Authorizations (before travel)	max \$500 travel advance	required for out-state or overnight stays	required	required	required	required	Out of state, internat’l, VP	n/a
5	Travel Expense forms (after travel)	no limit		required	required	required	required for cost center director travel	required for VP travel	n/a
6	Utility invoices	no limit		n/a	required	required	n/a	n/a	n/a
7	Invoices for items other than utilities	no limit	invoice serves as proof of receipt	< any full-time staff in the department other than payee can sign >					
8	Classified appointment	n/a	Employee Salary /Status Notification form	n/a	n/a	required	required	required	n/a
9	Full-time exempt staff appointment	n/a	Employee Salary /Status Notification form	n/a	n/a	required	required	required	n/a
10	Temporary Project Specialist	n/a	Contract	required	required	required	required	required	n/a

11	Part-time temporary hourly contracts	n/a	Contract	required	required	required	required	n/a	n/a
12	Student hourly contract	n/a	Contract	required	required	required	required	n/a	n/a
13	Work study contracts	n/a	Contract Form	required	required	n/a	n/a	n/a	n/a
14	Hourly timesheets	n/a	Timesheet	required	required	n/a	n/a	n/a	n/a

# CCA ADS 3.07: State Price Agreements

**Issued:** April 9, 2013  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Purchasing Office  
Procurement Code and Rules; CCA President’s Cabinet

## PURPOSE

The ensure compliance with the State of Colorado competitive bids, the Community College of Aurora (CCA) utilizes mandatory price agreements.

must comply with the requirements set forth in organizational guideline CCA ADS 3.08 Purchasing Methods.

## DEFINITIONS

- **Competitive bids:** on befall of all state agencies and institutions of higher learning the State of Colorado competitively bids for goods and services. Current price agreements resulting from competitive bidding processes are published on the State Purchasing Office website. CCA is required, based on State Purchasing Procurement Code and Rules to utilize mandatory price agreements as defined below.

When a mandatory price agreement allows for a waiver to be issued, the waiver must be obtained prior to making the purchase. The waiver must be completed by the requestor and submitted to the Purchasing Department for review and processing. The Purchasing Department will notify the requestor as to whether the waiver was approved, denied or if additional information is needed. Waiver forms are available from the Purchasing Department.

Two types of state price agreements exist:

- **Mandatory:** If a vendor has been awarded a mandatory price agreement, CCA employees must purchase the goods or services from that vendor. If the mandatory price agreement has a provision for waiver submittal, an alternate vendor may be used if the price agreement vendor approves the waiver request.
- **Permissive:** If a vendor has been awarded a permissive price agreement, CCA staff members are encouraged, but not required, to purchase goods and services from that vendor.

## DESCRIPTION

If no price agreement exists, CCA employees may purchase goods and services from any vendor. Any purchase made where no price agreement exists



# CCA ADS 3.08: Purchasing Methods

**Issued:** March 29, 2013  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rules 2-1, 2-3 and Fiscal Rule 3-1, 3-2 and 3-3; Code of Colorado Regulations (CCR) Procurement Rules; Office of the State Architect, State Buildings Program; Office of Management and Budget (OMB) Uniform Guidance and the Code of Federal Regulations. § 200.320; CCA President’s Cabinet

## PURPOSE

To ensure compliance and consistency, The Community College of Aurora (CCA) follows State of Colorado Fiscal Rules 2-1 through and Rules 3-1 through 3-5 and the Code of Colorado Regulation Procurement Rules regards to purchasing goods and services on behalf of the college.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

The guidelines that follow describe the methods and procedures used for purchasing at CCA to ensure compliance with state rules and requirements.

## ADVANCE PAYMENTS

Per State Fiscal Rule 3-1 Commitment Vouchers, sections 9.1 through 9.53, advance payments are not allowed regardless of the purchasing method used, including requests for up-front payment with a balance due upon project completion or other similar pre-payment requests. The only exceptions to this rule are in the instances listed below and as long as the payments are for a period of one year or less:

- Advertising services and related goods
  - Charter transportation
  - Construction permits
- Federal grants awarded by the State to sub-grantees
  - Overnight travel accommodations such as hotels, motels, etc.
  - Information technology service agreements (including Internet access, systems and database access)
  - Insurance premiums
  - Interagency agreements
  - Licenses, including software licenses
  - Maintenance of office equipment or information technology (software and hardware), and other maintenance agreements
  - Membership dues
  - Personal property leases or rentals
  - Post office box rentals
  - Professional services provided by expert witnesses hired for litigation purposes, mediators, entertainers, and speakers
  - Real property leases, where the State is a tenant, and perpetual easements, if the entire interest is purchased and all attendant rights are transferred upon payment
  - Sponsored projects
  - Subscriptions for journals, informational publications or similar materials (electronic or hard copy), which do not include services
  - Tuition, registration, and fees charged for trainings, classes, conferences, and seminars
  - Utility hook ups and line extensions performed by a utility company
  - Water rights purchases or temporary leases

Another exception to the rule prohibiting advance payments is if the payment is for less than \$10,000 and the controller documents in the contract file that the advance payment provides a benefit to the State at least equal to the cost and risk of the payment.

## PURCHASING METHODS

Type of Purchase	Purchase Method
Non-travel related services up to \$5,000	P-Card or Purchase Order (PO)
Non-travel related services from \$5,001 to \$50,000	Purchase Order (PO)
Travel-related services	State Travel Request and Authorization Voucher submitted to Fiscal Affairs Department
Goods of any type up to \$5,000	P-Card or Purchase Order (PO)
Goods of any type from \$5,001 to \$50,000	Purchase Order (PO) or contract
Goods of any type from \$50,000 or non-travel related services from \$50,000 to \$250,000.	Purchase Order (PO) per State Price Agreement or After Competitive Bidding Process through Purchasing Department
If sole source justification criteria exists, goods of any type for \$50,000 or more or non-travel related services of \$50,000 or more	Purchase Order (PO) with approved Sole Source Justification
Professional Services (architect, engineer, land surveyor, landscape architect, and industrial hygienist) at any amount.	Must be on contract, not Purchase Order -use Architect/Engineer Services Agreement (SC-5.1) or Consultant Agreement (SC-5.3) per the Office of the State Architect.

### P-Card Transactions

Purchases of goods within the individual cardholder purchase limit, purchases of services with prior approval from the p-card administrator in the Purchasing Office, and information technology-related items with prior Information Technology Department approval may be completed using a p-card. For additional information, see organizational guideline ADS 3.10 Procurement Cards or the P-Card Handbook found on the Employee tab of MyCCA in the Employee Forms and Publications section under Purchasing.

### Purchase Order

A purchase requisition must be sent to the Purchasing Department to request that a purchase order be issued when required based on the level and type of purchase.

A purchase order is a form of commitment voucher, as referenced in state rules, or written obligation specifying what the State is obligated to pay and the vendor is obligated to perform or deliver.

Purchase requisition forms are available from the Purchasing Department. The form should be completed in total, including vendor and requesting employee information and listing the items to be purchased and associated prices individually with the total calculated at the bottom of the form. If more than one page is needed, the total number of pages should be indicated on page one, each subsequent page numbered, and the authorized signer(s) should sign the final page where the total dollar amount is listed.

The form submitted to Purchasing should include all required signatures. See organizational guideline CCA ADS 3.06 Signature Authority for additional information.

The vendor quote or agreement should be submitted with the purchase requisition, if applicable. The employee submitting the vendor agreement to Purchasing must not sign it. The vice president of administrative services or his or her designee is the only CCA employee authorized to sign vendor agreements. These agreements are only signed after terms are reviewed and adjusted, as needed, to meet State Fiscal Rule requirements.

The Purchasing Department will generate a purchase order after the purchase requisition has been submitted and approved. The Purchasing Department will then send the purchase order to the vendor authorizing the purchase of goods or services.

A purchase order or contract is required for purchases of goods or services in the amount of \$5,001 or more. Purchase orders may be issued for amounts less than \$5,001 if the vendor requests one or if preferred by the requesting department. When required, the purchase order or contract must be generated by the Purchasing Department before the goods or services are ordered. Purchases in the amount greater than \$5,000 are required to be on a Purchase Order because of the need to report and track capital assets. Purchases greater than \$10,000 are required to be on a Purchase Order by Fiscal Rule 3.1 Commitment Vouchers and Rule 3.2 Purchase Orders, unless they are listed as an exempt disbursement in Rule 3.1, section 5.4,

If a vendor invoice for an amount greater than \$10,000 (and not exempt as listed above) is received and a corresponding purchase order or contract was not already in place, that purchase is considered a violation of State Fiscal Rules and must be approved by the state controller in order to process payment. In addition, orders of goods and/or services may not be intentionally split in order to avoid using a

state contract or purchase order. See organizational guideline CCA ADS 3.11 Statutory Violations for additional information.

## DEFINITIONS

### Competitive Bidding/Sole Source Justification

Purchases of services goods or services costing \$50,000 or more or more must be competitively bid through the State of Colorado Vendor Self Service (VSS) unless sole source justification exists or unless the purchase is made from a State Price Agreement Vendor. The Purchasing Department is responsible for posting all bids on the Colorado VSS website and reviewing sole source justification requests. Purchasing will work with any college department needing goods or services that must be competitively bid or sole source justified using the appropriate procedure as noted below.

### Documented Quote

A documented quote is used when the desired goods or services are clearly defined and cost less than \$250,000. The Purchasing Department will work with the requesting department to prepare a quote request. Quote requests must be posted for a minimum of three business days. Proposals or quotes need not be sealed and may be faxed, e-mailed or hand delivered. The award is made to the lowest qualified bidder.

### Invitation for Bid

An invitation for bid is used when the desired goods or services are clearly defined and cost \$250,000 or more. The bid invitation must be posted for a minimum of 14 calendar days. Bid proposals must be signed, sealed and delivered in a hard-copy original format; e-mailed or faxed bids cannot be accepted. The award is made to the lowest qualified bidder. A Request for Proposal may be used instead of an Invitation for Bid, if the delegated procurement official determines that this approach is in the best interest of the college.

### Request for Proposal

A request for proposal (RFP) is used when the college needs potential vendors to propose solutions to a particular business need. RFPs must be posted for

a minimum of 30 calendar days. Proposals must be signed, sealed and delivered in a hard-copy original format; emailed or faxed proposals cannot be accepted.

The requesting department must select an evaluation committee and provide a statement of work describing the scope of the project to Purchasing. Proposals must be reviewed by the evaluation committee. An award will be made to the bidder that demonstrates the greatest capacity and expertise to address the statement of work requirements based on the evaluation committee's review. The award is not required to go to the lowest bidder.

### Sole Source Justification

The sole source justification process is used when the college needs to purchase goods or services costing \$50,000 or more for which there is only one supply or service that can reasonably meet the need and there is only one vendor who can reasonably provide that supply or service.

Departments wishing to make a sole source purchase must complete and submit the Sole Source Justification available on the Employee tab of MyCCA in the Employee Forms and Publications section under Purchasing. The Sole Source Justification will be reviewed by the Purchasing Department to determine if it is valid and applicable to the purchase. Department employees may not proceed with a sole source purchase prior to receiving approval to proceed from the Purchasing Department.

### Federal Grant Purchases

Purchases paid from federal grants have additional requirements to the state bidding requirements listed above. The additional requirements apply to the following two levels described in the Office of Management and Budget (OMB) Uniform Guidance and the Code of Federal Regulations. §200.320 Methods of Procurement.

Purchases up to \$10,000 are classified as Micro Purchases and informal procurement methods may

be used. No formal bids or comparison quotes are required.

Purchases from \$10,000 to \$50,000 are classified as Small Purchases. For these purchases two additional quotes for price comparison are required. Competitive Bidding or Sole Source Justification may be used instead of comparison quotes.

# CCA ADS 3.09: Receiving of Goods and Services

**Issued:** March 29, 2013  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rule 2-2; CCA President’s Cabinet

## PURPOSE

To ensure compliance and condition of products and goods, the Community College of Aurora (CCA) complies with the requirements of State of Colorado Fiscal Rule 2-2.

## DEFINITION

- **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.

## DESCRIPTION

CCA documents and confirms the condition and compliance with specifications of goods received prior to processing payments. When goods or services are received at CCA:

- The department or user must acknowledge physical receipt of the goods and/or services by noting the received date and signing the invoice or sending e-mail verification with the received date to Accounts Payable or Purchasing. Invoices forwarded from Accounts Payable should be signed and notated with the received date and then returning to Accounts Payable.
- The Facilities Department or Purchasing will acknowledge receiving in Banner Finance. Accounts Payable will confirm that a purchase order has been received and, if so, will process payment.

## PHYSICAL RECEIPT OF GOODS

Goods delivered to the CentreTech location and those ordered using a purchase order will be physically

received and may be recorded in Banner Finance by the Facilities Department or recorded in Banner by Purchasing. The Facilities Department will then deliver the goods to the ordering department. One exception to this process is for information technology-related equipment which will be delivered directly to the Information Technology Department on the CentreTech location.

Goods delivered to the Lowry campus will be delivered directly to the ordering department representative at each building. Acceptance of all received goods must be confirmed with a signature and note of the received date. Purchasing will acknowledge receiving in Banner Finance based on e-mail or invoice verification as noted above for goods that do not go through the Facilities Department or require a purchase order.

## ITEMS REQUIRED FOR ASSET TAGS

Certain items require to be tagged with an asset tag to be tracked. See *CCA ADS 3.64 Equipment Identification and Inventory System* for details.

# CCA ADS 3.10: Procurement Cards (P-Cards)

**Issued:** March 29, 2013  
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**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rule 2-7; CCA President’s Cabinet

## PURPOSE

To be permitted to participate in the State of Colorado procurement card (p-card) program, the Community College of Aurora (CCA) complies with the requirements of State of Colorado Fiscal Rule 2-7.

## DEFINITION

- **Procurement card (p-card):** program provides credit cards issued to individual CCA employees for use in making allowable, small dollar purchases for official college business. Employees must obtain department approval prior to completing a p-card purchase.

## DESCRIPTION

P-Card Use Restrictions  
Travel and restaurant/dining expenses may not be purchased with a p-card. Purchases of services using a p-card must be pre-approved by the p-card program administrator in the Purchasing Department.

## P-CARDHOLDER RESPONSIBILITIES

All p-cardholders are required to attend a training session provided by the Purchasing Department prior to receiving their p-card. Purchasing will provide additional training to cardholders as necessary or if requested. Additionally, p-cardholders are responsible for familiarizing themselves with the P-Card Handbook available on the *Employee tab of MyCCA in the Employee Forms and Publications section under Purchasing*.

P-cardholders are ultimately responsible for the proper use of their p-card. Purchases made using a p-card are governed by all applicable statutes and rules issued by the State of Colorado. P-cardholders are responsible

for ensuring each purchase made with a p-card complies with all applicable statutes and rules, and is an appropriate use of state funds. A p-cardholder may be held personally responsible to reimburse the college for purchases that violate any statutes or rules.

The p-cardholder is responsible for reallocating purchases in Banner within one week of the transaction date, maintaining documentation to support each purchase, and making sure that all purchases are approved by their supervisor.

P-cardholders are responsible for the safekeeping of their p-card and p-card statements. P-cards and p-card statements should always be stored in a private and secure location. All original p-card records will be kept on file in Purchasing.

## SALES TAXES

The college is exempt from paying Colorado state sales tax and is sometimes also exempt from paying non-Colorado state sales tax and local sales tax. The p-cardholder may be held personally responsible for any Colorado state sales tax that is inadvertently charged to a p-card and may be required to reimburse the college for those tax expenses if a vendor refund is not provided.

## APPLYING FOR A P-CARD

In order to apply for a p-card at CCA, the employee must complete a P-Card Application and Commercial Cardholder Agreement both of which are available on the *Employee tab of MyCCA Employee Forms and Publications section under Purchasing*.



The p-card application must be signed by the prospective cardholder, the approving official, dean or director and vice president prior to being submitted to Purchasing. The Cardholder Agreement must be

signed by the prospective cardholder, the approving official and the dean or director. Banner roles for use in reallocating purchases will be assigned by Fiscal Affairs.

## CCA ADS 3.11: Statutory Violations

**Issued:** March 29, 2013  
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**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rule 3.1 Commitment Vouchers, Section 8.1 through 8.7; CCA President’s Cabinet

### PURPOSE

To ensure compliance, The Community College of Aurora (CCA) will educate and assist employees in avoiding statutory and other violations of state purchasing rules.

### DEFINITIONS

- **Statutory Violations or Illegal Purchases:** are instances when purchases are made without appropriate advance approval and/or without the use of appropriate purchase order or contract processes.
- **Split Purchases:** occurs when the employees of state agencies or institutions of higher education order goods and/or services on two or more occasions within a 12-month period from the time the order is first placed and intentionally split the order in order to avoid the using a state contract or purchase order.

### DESCRIPTION

According to State of Colorado Fiscal Rule 3-1 Commitment Vouchers, section 8.1 Personal Liability “...any person(s) who incurs, orders or votes for an obligation or makes a payment which creates a statutory violation shall be personally liable for such obligation, unless the statutory violation is ratified by the State Controller.” Organizational guideline CCA ADS 3.08 Purchasing Methods provides information on

options employees may use for making purchases and the requirements associated with each option.

When an illegal purchase is discovered, the Purchasing Department must be contacted immediately. The individual responsible for the illegal purchase must provide the vice president of administrative services with an explanation surrounding the circumstances of the illegal purchase. The vice president of administrative services will notify the state controller of the illegal purchase and request approval for the college to pay the vendor. If the state controller does not approve the payment, the employee who made the illegal purchase is responsible for payment.

Examples of illegal purchases or statutory violations include Split purchases are also considered a statutory violation. Per State Controller Policy, a “split purchase” occurs when the employees of state agencies or institutions of higher education order goods and/or services on two or more occasions within a 12-month period from the time the order is first placed and intentionally split the order in order to avoid the using a state contract or purchase order. Questions regarding purchasing rules and procedures to avoid statutory violations should be directed to the Purchasing Department.

## CCA ADS 3.12: Official Functions and Training Functions

**Issued:** April 9, 2013  
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**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rule 2-4; CCA President’s Cabinet

### PURPOSE

To ensure compliance and consistency, The Community College of Aurora (CCA) follows State of Colorado Fiscal Rule 2-4 with regards to official functions and training functions sponsored by the college.

### DEFINITIONS

- **Official Function:** A meeting, conference, meal, or other function that is hosted by the chief executive officer, or representative, of a state agency or institution of higher education, attended by guests and/or state employees, and held for official state business purposes.
- **Training Function:** A meeting, conference, or other function which is hosted by a state agency or institution of higher education, attended by customers of the state and/or state employees, and held to enhance employee knowledge or to educate customers of the state or state employees that are affected by the state agency or institution of higher education’s operations or regulations. Training functions should have a written agenda, study materials, and be led by an identified presenter.

### DESCRIPTION

State of Colorado Fiscal Rule 2-4 specifies that these types of functions should be convened to achieve specific program objectives and that costs for these functions should be reasonable. Expenditures should be kept to a minimum in order to avoid the perception of personal benefit and abuse of public funds.

### ALCOHOLIC BEVERAGES

The purchase or use of alcoholic beverages for college-sponsored events, including official functions and training functions, is prohibited except as specified in organizational guideline CCA HRP 5.37 Alcoholic Beverages.

### FOOD AND BEVERAGES PURCHASES

Food and beverages purchased for meetings where only state employees are in attendance must be limited to training functions and group meetings under the following criteria:

- Four hours or more in length,
- Interviews,
- College-sponsored recognition functions,
- Regular, beginning of term campus meetings.

Food and beverages cannot be purchased for regular staff meetings. Exceptions must be approved by the college president. On a very limited basis, food and beverages may be purchased for meetings between a dean or director-level employee and an outside person if pre-approved by the vice president or president.

### OFFICIAL FUNCTION FORMS

If a function involves food, beverage and related catering costs, an *Official Function* form must be completed. The official function form is available on the *Employee tab of MyCCA in the Employee Forms and Publications section under Accounts Payable Forms*. Events requiring only site or room rentals do not require an official function form.



Pre-approval is required for all functions with estimated costs of over \$100 (see organizational guideline *ADS 3.06 Signature Authority* for additional information). The standard signature sequence must be followed with final sign-off requirements as follows:

- Dean’s signature is required for events costing up to \$99; pre-approval is not required.
- Vice president’s pre-approval and sign-off is required for events costing between \$100 and \$999.
- The president’s pre-approval and sign-off is required for events costing \$1,000 or more.

The completed form with required signatures should be submitted to the Purchasing Department along with a completed purchase order or with the pay request and invoice.

# CCA ADS 3.13: Professional Memberships

**Issued:** March 29, 2013  
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**Reissued:** November 4, 2022  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To support the Community College of Aurora’s (CCA) mission and to advance professional standing of CCA’s employees, CCA recognizes the importance of memberships in academic and professional organizations.

## DEFINITION

Not applicable.

## DESCRIPTION

To support the advancement of the CCA’s mission, to enhance the professional standing of CCA employees and promote their professional development, and to facilitate campus-community relations. CCA supports institutional memberships that represent a commitment of college resources and an affiliation between CCA and the professional organization. Academic and professional memberships must be established with consideration to the intent and implications of membership.

## APPROVAL CRITERIA

Institutional memberships must be held in the name of the Community College of Aurora and not in the name of individual programs, departments, offices or employees. The following factors must be considered before committing the college to an institutional membership. The membership must be:

- Of clear benefit to the college,
- Substantially related to the mission of the college,
- Necessary for the proper discharge of college duties,
- Available at a reasonable financial cost.

Individual memberships in scholarly societies or professional organizations are normally the personal and financial responsibility of individual employees. Individual memberships may be approved at the discretion of the dean or director.

Memberships in organizations which are primarily social in nature, which support political action or activity, or which discriminate on the basis of race, religion, sex, age, color, national origin or disability are not allowed as professional, institutional memberships.

## MEMBERSHIP FUNDING

Funding for institutional memberships must be borne by a college general fund budget, an auxiliary fund, or a discretionary fund. The expense must be approved by a college employee with budget and signature authority at the level of a dean, executive director or higher and the college president.

## INSTITUTIONAL MEMBERSHIP TRACKING

As often as possible, the college should avoid duplicate institutional memberships by different areas of the college. A master list of all institutional memberships will be maintained and updated annually in the President’s Office. As institutional memberships are added or renewed, notification should be sent to the President’s Office by the sponsoring department.

# CCA ADS 3.14: Gift Cards and Incentive Items

**Issued:** April 9, 2013  
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**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rule 2.5, CCA President’s Cabinet

**PURPOSE**  
To ensure compliance and accountability, the Community College of Aurora (CCA) follows State of Colorado Fiscal Rules 2.5 on gift cards and incentive items.

- DEFINITIONS**
- **Promotional Materials:** examples are coffee mugs, water bottle or pens and pencils or similar items featuring the CCA logo.
  - **Auxiliary Funds:** are funds that account for units and activities that generate their own revenue.

**DESCRIPTION**  
**Gift Cards/Gift Certificates**  
Due to complex tax reporting requirements, the Community College of Aurora (CCA) discourages the use of college funds to purchase gift cards and/or gift certificates for use as incentives or awards for or by CCA employees. Written approval from the Vice President of Administrative Services is required prior to purchasing gift cards or gift certificates. Staff members are encouraged to identify other means to provide incentives or awards where possible.

**Promotional/Incentive Items – General Funds**  
General fund dollars may be used to purchase promotional materials to be given to prospective students, businesses and select community members for the purposes of recruiting or marketing. Purchases of these materials should generally be limited to recruiting and outreach efforts, unless otherwise authorized by the college president. Staff needing

promotional materials for external outreach or marketing or similar use should contact College Communications, outlining the specific need and promotional use of the materials.

On a very limited basis, with approval from the president, promotional materials that would normally be used for recruiting purposes may be given to faculty and/or staff when there is a reasonable expectation that the materials would benefit the marketing or promotion of the college. See Fiscal Rule 2.5 Section 3.1.6 De Minimis Employee Appreciation Items. For apparel-related questions, see organizational guideline *CCA ADS 3.15 Apparel with CCA Logo*.

**Promotional/Incentive Items –Auxiliary Funds**  
Auxiliary account funds may be used to purchase tangible materials to be given to students for the purposes of promoting student activities and goodwill. The president’s approval is required.

# CCA ADS 3.15: Apparel with CCA Logo

**Issued:** March 29, 2013  
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**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rule 2-5, section 2.3.10; CCA President’s Cabinet

**PURPOSE**  
To promote the Community College of Aurora’s (CCA) brand and offer employees and students with CCA apparel.

- DEFINITIONS**
- P-card statement, see *ADS 3.10*
  - Purchase order, see *ADS 3.08*

**DESCRIPTION**  
Academic disciplines or departments at the Community College of Aurora (CCA), such as Outreach and Recruitment or Facilities, may purchase and provide faculty and other staff members with apparel featuring the CCA logo to be used for advertising, branding and promoting professionalism to students and potential students, including for specific college events. Per State of Colorado Fiscal 2-5. Section 2.3.10, uniforms, such as CCA logo apparel, that are required to be worn by college employees may be provided at no charge, at a reduced charge, or through a uniform allowance.

Requests to purchase CCA logo apparel using general or auxiliary account funds must be submitted in writing or via email and pre-approved by the Vice President of Administration. The request must include the following:

- The name of the requesting academic discipline or department.
- The desired goal(s) to be achieved with the logo apparel.

- The type of logo apparel to be purchased and the estimated total cost.
- The position titles and names of the faculty and/or staff members who will be required to wear the apparel.
- The number of days per week or specific activities during which the apparel must be worn or, if for a specific college event, the name, place and date of the event.
- The estimated time period for replenishment or replacement of the apparel.

Documentation of the pre-approval must be attached to the corresponding p-card statement or purchase order as appropriate.

Faculty and staff members who are not required to wear CCA logo apparel may purchase such apparel at their own expense.

# CCA ADS 3.16: Gift Cards and Incentive Items

**Issued:** March 29, 2013  
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**Reissued:** November 4, 2022  
**Legal or Other Authority:** Internal Revenue Laws of the United States, Sections 1441, 1442 and 1446; CCA President's Cabinet

## PURPOSE

To ensure compliance and proper taxing, the Community College of Aurora (CCA) adheres by Internal Revenue Service (IRS) rules and regulations.

## DEFINITION

- P-Card: see *ADS 3.08*

## DESCRIPTION

The increase in online purchasing has resulted in increased scrutiny from the Internal Revenue Service (IRS) on the use of foreign vendors. The IRS has very complex tax laws and treaties governing payments to foreign vendors which require a detailed review of each individual purchase transaction made by the Community College of Aurora (CCA) to determine tax withholding and reporting requirements.

## ONLINE PURCHASING CHECKS/ REQUIREMENTS

Employees should be aware when shopping for items via the Internet that some companies may be operated by foreign vendors even if that is not immediately evident. Foreign vendors often have business partnerships with U.S. resellers and distributors which should be used to facilitate the purchasing process.

CCA employees considering an online purchase should complete the following steps prior to completing the purchase:

- 1

Check the vendor's website or ask the sales representative if they are a foreign vendor.

- 2

If they are a foreign vendor, ask for a referral to a U.S. reseller or distributor and/or research the availability of the product from other U.S.-based vendors.

- 3

If a foreign vendor must be used, contact the purchasing coordinator in the Purchasing Department prior to completing the transaction. The purchasing coordinator will refer the issue to the Colorado Community College System office for further guidance. If approved, the vendor will be required to complete a tax identification form prior to the purchase transaction. The required review process may take two to six weeks. In some instances, the purchase may need to be reviewed by the college's tax auditors, resulting in a review fee that will be charged to the purchaser's department/organization code.

P-cards must not be used for transactions with foreign vendors. Foreign vendors are required to bill the college once the transaction is approved.

# CCA ADS 3.17: Honorarium Payments

**Issued:** March 29, 2013  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rule 9-6 Miscellaneous Compensation 2-8.01; CCA President's Cabinet

## PURPOSE

To encourage guest lecturers and speakers, the Community College of Aurora (CCA) approves Honorarium payments.

## DEFINITIONS

- **Honorarium Payment:** is a token payment made to bestow recognition to an individual for services they perform, for which payment is not required.
- **Official Function Form:** see *ADS 3.12*

## DESCRIPTION

Honorarium payments are intended to compensate guest lecturers or speakers who agree to address an audience for a class or event sponsored by CCA. The Vice President or Dean and Organization Code Administrator of the sponsoring department must approve the honorarium prior to payment.

If an official function form is required for the event, the honorarium payment must be included in the list of anticipated event expenses. If an official function form is not required, approvals should be noted on the appropriate documentation based on the payment request.

## EMPLOYEES

As a general rule, college employees who are to be paid an additional amount by CCA above their normal salary should not be paid an honorarium. Instead, those employees should be paid using the supplementary service assignment or similar payroll-related process as detailed in organizational guideline *CCA HRP 5.30 Supplemental Pay*.

Per State of Colorado Fiscal Rule 9-6 CCA employees invited by an outside group to address an audience for which they will receive an honorarium may retain the payment only if the engagement occurs outside normal working hours or outside their normal workload, or while on annual leave, and if there is no cost to the state for travel expenses. If the engagement occurs during normal working hours or within the employee's normal workload, the honorarium must be turned over to the college.

## HONORARIUM PAYMENTS

Honorarium payments of \$250 or less should be requested using the *Request for Payment of Honorarium* form available on the *Employee tab of MyCCA in the Employee Forms and Publications section under Accounts Payable Forms, Honorarium*. The completed form should be submitted to Purchasing for processing after the event along with a completed W-9 form and PERA Retiree Questionnaire.

Honorarium payments over \$250 must be requested using a *Pay Request Requisition* form, available from the Purchasing Office, along with a personal services agreement as described in organizational guideline *HRP 5.04/ADS 3.18 Hiring an Independent Contractor/ Personal Services Agreements*. All honorarium payments will be reported on IRS Form 1099 at the end the calendar year.



# CCA ADS 3.18: Purchasing Service from an Independent Contractor/Personal Services Agreements (cross-referenced as HRP 5.04)

**Issued:** March 29, 2018  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rules 3-1, 3-3; and Personnel Director’s Administrative Procedures Chapter 10; CCA President’s Cabinet

## PURPOSE

To ensure consistency and compliance, the Community College of Aurora (CCA) follows the rules and regulations outlined in State of Colorado Fiscal Rule 3-1 section 13, Fiscal Rule 3-3 section 11, and Colorado Department of Personnel Board Rules Chapter 10, Personal Services Agreements.

### Definition

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.
- **CentreTech Location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry Location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

## DESCRIPTION

The rules and regulations set forth specific requirements related to the purchasing service from and establishing contracts with independent contractors. These regulations require that the Community College of Aurora (CCA) set up a personal services agreement or contract with all outside contractors prior to purchasing service unless the desired services fall into a category for which a waiver of the personal services agreement requirement exists.

## WAIVERS

A list of current personal services waiver conditions and services is available from the purchasing coordinator at CCA or on the *Resources tab of MyCCA in the Purchasing section*. CCA employees should review the waiver conditions as well as the list of services for which waivers currently exist. If a service is listed among those for which a waiver exists but does not meet the waiver conditions, a personal services agreement may still be required. Also, all contract services must comply with state purchasing requirements, including the requirement that purchases of services costing \$50,000 or more be competitively bid through the Colorado Vendor Self Service (VSS) website. See organizational guideline *CCA ADS 3.08 Purchasing Methods* for additional information.

## ADVANCE SIGN-OFF REQUIREMENTS

In order to maintain compliance with these regulations, CCA staff members must prepare and submit required documentation to Purchasing *prior* to purchasing service from an outside vendor or service provider. These requirements also apply to any services to be provided by a CCA employee that fall outside the scope of their current job duties as noted below.

### Human Resources Approval

If the requested services are to be provided by a CCA employee and those services fall outside the scope of the employee’s current job duties, review and approval of the request by Human Resources are required. This

requirement also applies to any request to purchase the service of temporary personnel or for purchasing training services. If the request falls into any of these categories, the requesting department must send an e-mail to Human Resources to identify the employee, the desired services and the justification for using that individual. Human Resources will review the request and respond to the requesting department with a denial or approval.

- *Request Denial:* If the request is denied, Human Resources will help with identifying alternative strategies or approaches to obtaining the desired services that are in compliance with fiscal rules and personnel requirements, and meet department needs and the best interests of the college.
- *Request Approval:* If the request is approved, Human Resources will convey their approval via e-mail. This approval must be submitted to Purchasing along with other required documentation noted below.

## LOWRY/CENTRETECH NOTIFICATION

If the requested services will impact the Lowry or CentreTech buildings in any way, the director of facilities for the impacted campus must be notified as a courtesy and to obtain their input and assistance where needed.

## DOCUMENTS REQUIRED BY PURCHASING

In order to initiate the contracting and hiring process, the following documents must be submitted to Purchasing:

- Completed *Pay Request/Requisition form*, available from Purchasing, including all required signatures along with a copy of the quote, proposal or estimate from the vendor.
- *Certification for Personal Services Agreement* if the service category does not fall into one of the waiver categories, available on the *Employee tab of MyCCA in the FAQs section under Personal Services Agreements*.
- Human Resources approval, if applicable.

## PURCHASING PROCEDURES

Upon receipt of a completed form or agreement, Purchasing will review the request to ensure it meets fiscal and personnel requirements and assign approved requests to a waiver category, if applicable. If the vendor is new to CCA the following documentation needs to be submitted before the service vendor is set up in the accounting system (Banner).

### Corporations:

- W9 form
- Certificate of Liability Insurance – requirement may be waived by CCA Purchasing Director if the service is determined to be low risk.

### Individuals or non-incorporated Limited Liability Companies

- W9 form
- Certificate of Liability Insurance – requirement may be waived by CCA Purchasing Director if the service is determined to be low risk
- Unauthorized Immigrant Certificate
- PERA Retiree Questionnaire

*If the services to be purchased exceed \$5,000 and/or if the vendor is an Individual/Sole Proprietor or LLC Sole Proprietor, a purchase order is required. In these instances, Purchasing will generate a purchase order. Once the requesting department receives the final, fully authorized purchase order, the department can proceed with purchasing service from the vendor.*

*If the services to be purchased are for \$5,000 or less and/or if the vendor reports to the IRS as a Corporation, a purchase order is not required. In these instances, Purchasing will return the approved pay request/requisition, quote and personal services agreement or waiver to the department and the department may proceed with purchasing service from the vendor.*



# Admin Serv- ices: Finance

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## CONTRACTS

### CCA FIN 3.19: Contracts General

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**Legal or Other Authority:** State of Colorado Fiscal Rules 3-1, 3-3; Office of the State Controller's Contract Policies; Office of the State Architect Policies; CCA President's Cabinet

#### PURPOSE

To ensure consistency and compliance, the Community College of Aurora (CCA) adheres by the rules and regulations outlined by State of Colorado Fiscal Rules 3-1 and 3-3 and the Office of the State Controller's Contract Policies.

#### DEFINITION

- Commitment Vouchers: see *CCA ADS 3.05 Purchasing-General*.

#### DESCRIPTION

The processes for establishing and managing contracts at the Community College of Aurora (CCA) are governed by State of Colorado Fiscal Rules 3-1 and 3-3 and the Office of the State Controller's Contract Policies. Highlights of and additional information on State Fiscal Rule 3-1 – Commitment Vouchers can be found in organizational guideline *CCA ADS 3.05 Purchasing-General*. Highlights of State Fiscal Rule 3-1 – State Contracts and the Office of the State Controller's Contract Policies are noted below.

#### STATE OF COLORADO FISCAL RULE 3-3: STATE CONTRACTS

State Fiscal Rule 3-3 includes the following:

- Definitions of types and categories of contracts, including expenditure, revenue, and other contract types and cross-references to State Fiscal Rule 3-1 on Commitment Vouchers. The rule specifies the content of different types of contracts and approved state contract forms.

- Approval provisions for state contracts and associated records retention provisions. Rule also specifies provisions for legal review, both mandatory and discretionary, and specifies when State Controller review and approval is required.
- Instructions for the accounting and monitoring of State contracts. Also specifies distinctions in independent contractor relationship and related liabilities as well as exceptions to this rule including personal service contracts that are exempted from the State personnel system and elective officers' actions and liabilities.
- Special provisions, including: contract validity contingent on the state controller's or his or her designee's signature, fund availability requirement, governmental immunity, independent contractor limitations, compliance with law, choice of law provisions, prohibition of binding arbitration, software piracy prohibition, employee conflict of interest restrictions, vendor offsets for debts, and prohibitions related to undocumented workers.

#### STATE CONTROLLER'S CONTRACT POLICIES

The Office of the State Controller's Contract Policies provide additional details on contract types and data base tracking, federal contract management, records retention and more. Details most pertinent to CCA are provided in organizational guideline *CCA ADS 3.20 Contract Development, Sign-off, Management and Recordkeeping*.

Contract Types

CCA works with expenditure, revenue and other types of contracts. Expenditure contracts include, but are not limited to:

- Capital construction contracts (see organizational guidelines in section CCA ADS 3.21 Capital Construction and Controlled Maintenance General)
- Employee voluntary separation agreements
- Fund management services
- Goods purchase contracts, such as purchase orders (see organizational guidelines CCA ADS 3.08 Purchasing Methods)
- Information technology contracts
- Investment advisory services
- Outsource contracts
- Personal property leases/licenses - State as lessee
- Personal services contracts
- Personal services review exempt contracts
- Professional services contracts
- Real property leases/ licenses – State as tenant
- Real property purchase contracts – State as buyer
- Settlement agreements

Revenue contracts include, but are not limited to:

- Franchise agreements
- Real property leases/licenses where the State is the landlord
- Real property sales agreements where the State is the seller
- Other types of revenue contracts

Other contracts include:

- Debt contracts and sale of securities
- Grant contracts
- Inter-agency agreements
- Inter-governmental contracts
- Loan contracts
- No cost contracts/non-cash contracts
- Price agreements
- Sale of securities agreements
- Sponsored projects agreements

Contract Use Requirements

The following types of purchases must be completed by using a contract as the commitment voucher:

- An agreement to purchase goods with a total value greater than \$10,000 and if a State contract will better protect the State’s interests than a Purchase Order.
- An agreement to purchase services if:
  - The total value is greater than \$10,000 but less than \$250,000 and if a State contract will better protect the State’s interests than a Purchase Order.
  - The total value is greater than \$250,000.
- An agreement to purchase professional services (architect, engineer, land surveyor, landscape architect, and industrial hygienist – per Office of the State Architect), in any dollar amount.
- An agreement to purchase or lease real property in any dollar amount.

See organizational guideline *CCA ADS 3.08 Purchasing Methods* for additional information.

CCA ADS 3.20: Contract Development, Sign-off, Management, Recordkeeping

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PURPOSE

To ensure compliance, the Community College of Aurora (CCA) adheres to the rules and regulations outlined in State Fiscal Rules 3-1 and 3-3 and the Office of the State Controller’s Contract Policies.

DEFINITION

Not applicable.

DESCRIPTION

The processes for developing, approving, managing and keeping records of contracts at the Community College of Aurora (CCA) are governed by State Fiscal Rules 3-1 and 3-3 and the Office of the State Controller’s Contract Policies. The CCA President and the Vice President of Administration are the only college employees who are authorized to sign any type of contract, agreement or memorandum of agreement or understanding that is external to the Colorado Community College System (CCCS), on behalf of the college. One exception is for articulation agreements which may be signed by the Vice President of Academic Success. The College Controller or the Vice President of Administrative Services may sign on behalf of the State Controller, if they have been delegated by the State Controller.

CONTRACT NEGOTIATION

Negotiating and gaining conceptual agreement to the general terms and conditions of a contract, as well as ensuring that the contract is advantageous

for the college is handled by the vice president of administrative services or his or her designee. The Vice President of Administrative Services may consult with the CCA Cabinet if the potential contract is over \$50,000 or atypical of other CCA contracts in significant ways.

The Vice President of Administrative Services and/ or the College President will ensure that a potential contract is advantageous for the college from a business perspective by reviewing key considerations, including:

- Whether there is a compelling business reason for CCA to enter into the potential contract.
- If entering into the potential contract sets a precedent for CCA and, if so, whether the precedent is appropriate.
- Whether the potential contract is financially advantageous for CCA and if there are hidden or administrative costs that need to be considered.
- If the potential contract adds a liability that CCA does not want or cannot afford to assume.
- Which CCA stakeholders will be impacted by the potential contract and/or its requirements and whether those stakeholders are aware of and in agreement with the provisions of the potential contract and, if not, what might be modified or removed.

STAKEHOLDER SUPPORT/SIGN-OFF

Input and support from the contract stakeholder and authorized sign-off (see also organizational guideline *FIN 2.1 Signature Authority*) are required as follows:

- **\$5,000 and less than \$25,000** – support/approval by a Dean or Director and Vice President of the associated department or business unit.
- **\$25,000 and less than \$200,000** – support/approval by a Dean or Director, Vice President and President.
- **\$200,000 and less than \$500,000** – approval of the CCCS Vice Chancellor in addition to the Dean/Director, Vice President and College President.
- **\$500,000 or more** – approval of the State Board for Community Colleges and Occupational Education (SBCCOE) chair in addition to the Dean/Director, Vice President, College President and CCCS Chancellor.

CONTRACT PROVISIONS

The Purchasing Department encourages departments to allow a minimum of 10 business days for the development of a written contract complete with the terms and conditions negotiated by the vice president of administrative services or his or her designee. Where appropriate, one of the model contracts provided by the Office of the State Controller will be used in full or as a drafting guide.

All contracts will include the following minimum provisions:

- Identification of the parties,
- Statement of work,
- Payment terms, including maximum dollar amount,
- Performance period,
- General terms and conditions and any special provisions, if applicable,
- Signature page,
- Statement that the contract will not be valid until it has been approved by the state controller or designee,
- Limitation of liability - indemnification by the State is prohibited and will not be included in any contract provisions.

Personal services contracts over \$100,000 (other than sponsored project agreements and certain contracts related to health care) will also include:

- Performance measures and standards developed by the administering Institution;
- Accountability standards requiring regular vendor reports on achievement of the specified performance measures and standards;
- Payment provisions allowing the institution to withhold payment until successful completion of all or specified parts of the contract and requiring prompt payment upon successful completion;
- Monitoring requirements to evaluate performance, including progress reports, site visits, inspections, and reviews of performance data;
- Processes for resolving disputes.

Real property purchase contracts (State as Buyer), leases (State as Tenant) and licenses (State as Licensee) will include:

- State controller’s approval, funds availability, and vendor offset;
- Other special provisions, at the discretion of the college;
- Specified cancellation rights if the property is destroyed by fire and/or becomes subject to eminent domain.

If CCA contracts with a governmental entity outside of the State using an intergovernmental contract, CCA will not modify nor agree to modification of the special provision requiring the governance of Colorado law. However, if requested, CCA may agree to strike the Choice of Law Special Provision, resulting in contractual silence as to governing law. Any other change to the Choice of Law Special Provision will be submitted to the Office of the State Controller and a reviewing attorney for advance written approval. All intergovernmental contracts with any agency of the federal government will be submitted for review by the Office of the State Controller or a reviewing attorney as required by the State Controller Contract Policies related to federal government contracts.

CONTRACT LOG/TRACKING

The Purchasing Department will enter all CCA contracts into a contract log and update the log as needed. The college shall designate a contract manager with subject matter expertise who will be responsible for day-to-day management of the State Contract. See §24-106-107(3), C.R.S. This is typically a manager or support staff for the college department that requested the contract.

CONTRACT EXECUTION/SIGNATURE REQUIREMENTS

Once a final version of the contract is developed, the appropriate signatures must be obtained per organizational guideline *CCA ADS 3.06 Signature Authority* or according to the special signature requirements noted below. If the contract is atypical, the vice president of administrative services or his or her designee will write a brief summary of the background and purpose of the contract. This summary will be submitted with the contract when obtaining signatures.

Certain types of contracts require sign-off by other state departments prior to signing by the State Controller’s Office. These include:

- **Contingency-based contracts:** require the approval of the Office of State Planning and Budgeting.
- **Financial information contracts:** used to record financial transactions and information, develop financial reports, or prepare financial statements. These contracts require the approval of the state controller, not his or her delegate.
- **Legal services contracts:** require the approval of CCCS legal counsel as a delegate of the state attorney general.
- **Personal services contracts:** require the approval of the state personnel director or his or her delegate.
- **Real property contracts:** leases where CCA is the tenant, easements, and rights-of-way contracts require the approval of the state architect/director of real estate programs in the Department of Personnel and Administration or his or her delegate.
- **Utility costs savings contracts:** Require the approval of the state personnel director or his or her delegate.

Revenue and other types of contracts require vendor sign-off prior to signature by the CCA President. No additional signatures are required for revenue contracts. The Vice President of Administrative services is responsible for ensuring that the person(s) signing the contract on behalf of a vendor has authority to bind the vendor and make the contract enforceable.

The state controller has currently delegated signature authority to the Vice President of Administrative services and to the College Controller. As the last person to sign, CCA’s state controller delegate signs only after other required signatures have been obtained and after conducting a final contract review.

The state controller delegate may determine the risk level of a contract as specified in the Controller Delegation letter.

If the contract falls into one of the following categories it is considered high-risk and must be reviewed by the State Controller’s Office and CCCS legal counsel, to whom the state attorney general has delegated signature authority:

- Any contract, or agreement used to settle a dispute and any amendment used to modify a settlement agreement.
- Any contract involving a disbursement made in violation of CRS §24-30-202(1) or (3), which prohibit payments being made prior to the approval of a commitment voucher by the state controller or delegate, and prohibit obligations against the State in excess of, or for any expenditure not authorized by an appropriation, or other legal spending authority.
- Any contract that does not contain a maximum value.
- Any contract or amendment having a total value of more than \$100,000 unless reviewed and approved by CCCS legal counsel who has a delegation to approve such contracts for the CCA.
- Any multi-year contract that contains an option or maximum amount for any year that exceeds or is expected to exceed \$100,000, unless reviewed and approved by CCCS legal counsel who has a delegation to approve such contracts for the CCA.



- Any master task order contract.

If a contract falls under one of the following categories, the State Controller's Office delegate does not have signature authority and the contract must be signed by the state controller:

- Debt collection services,
- Acquisition of new or replacement financial systems,
- Voluntary separation agreements.

### CCA CONTRACT FILES

CCA's internal contract files include the following:

- All exhibits, attachments, schedules, tables, etc. referenced in the contract;
- In the case of a contract modification, a copy of the original contract and all prior modifications, including, a list of all amendments and other contract modifications related to the original contract;
- Any documentation supporting a "fair and reasonable" determination; for example, an appraisal for purchase of an interest in real property or information about vendor bids;
- A copy of Colorado Secretary of State web page information regarding the contractor showing it in good standing and identifying the registered agent (individuals and governmental units are not required to register; however, individuals using a DBA may be registered);
- Documentation that required insurance and/or bonds have been obtained;
- Copies of any necessary Central Approver documents, including, but not limited to:
  - Division of Human Resources personal services review or certification form (not applicable to intergovernmental agreements or interagency agreements).
  - The State Purchasing Office director's approval if the contract term extends beyond five years (not applicable to intergovernmental agreements or interagency agreements).
  - The State Purchasing Office director or delegate's sole source waiver if the contract is

sole source (not applicable to intergovernmental agreements or interagency agreements).

- A copy of the encumbrance showing state contract administrator approval;
- A copy of any risk analysis performed;
- All pertinent documentation (emails, letters, etc.) regarding contract issues, unusual contract situations, extenuating circumstances, statutory violations, and late contracts;
- Insurance and associated back-up materials;
- Copies of current and valid licenses for professions requiring licenses or certifications;
- Two-Month Extension documentation if invoked;
- Any contract signed by the State Controller's Office delegate for six years after the contract expires or terminates. If a contract-related dispute exists that lasts beyond the ending date of the contract, the contract is retained for six years after the resolution date.

### CONTRACT MANAGEMENT

The point of contact on the contract will oversee the operational aspects and fiscal management of the contract. The accounts payable accountant will set up payment processing and record payments as they are executed.

# Admin Serv- ices: Finance

## CAPITAL CONSTRUCTION & CONTROLLED MAINTENANCE



# CCA ADS 3.21: Capital Construction and Controlled Maintenance General

**Issued:** March 29, 2013  
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**Legal or Other Authority:** State of Colorado Fiscal Rules 4-1, 4-2 and 4-3; CDHE Policies and Procedures Chapter III; Colorado State Architect’s State Buildings Programs Guidance; SBCCOE BP 16-10, 16-20, 16-30, 16-40; CCA President’s Cabinet

**PURPOSE**  
To ensure compliance, the Community College of Aurora (CCA) adheres to the rules and regulations outlined in State of Colorado Fiscal Rules 4-1,4-2, 4-3, and Colorado Department of Higher Education (CDHE) and State Board for Community Colleges and Occupational Education (SBCCOE) for capital construction and controlled maintenance projects.

**DEFINITIONS**  
Not applicable.

**DESCRIPTION**  
Capital construction and controlled maintenance projects for buildings at the Community College of Aurora (CCA) that were financed with state funds or student bond fees are planned and managed in accordance with all applicable State of Colorado, CDHE and SBCCOE rules, regulations, policies, and procedures.

Applicable rules, policies and procedures for CCA buildings, include:

- State of Colorado [Fiscal Rules 4-1 through 4-3](#): covering capital construction administration, use of construction project funds and project retainage rules.
- CDHE Policies and Procedures, [Chapter III: Capital Assets](#).
- Colorado Office of the State Architect, [State Buildings Programs Guidance](#) which details policies, procedures and guidelines for project management, cost management, building code compliance, controlled maintenance program administration, emergency project requests, and facility audits.
- [SBCCOE Board Policies](#):
- [BP 16-10](#) - Facilities Master Plans
- [BP 16-20](#) - Facilities Program Planning

# CCA ADS 3.22: Project Funding

**Issued:** March 29, 2013  
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**Legal or Other Authority:** CDHE Policies and Procedures Section III Capital Assets Part Q; Colorado Office of the State Architect State Buildings Programs Controlled Maintenance Instructions; CCA President’s Cabinet

**PURPOSE**  
To ensure compliance, the Community College of Aurora (CCA) adheres to the rules and regulations outlined for the three different avenues for financing construction and maintenance projects.

**DEFINITIONS**

- Not-for-profit 501(c)(3) corporation: is a nonprofit organization established exclusively for one of the following purposes: charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, or preventing cruelty to children or animals.

**DESCRIPTION**  
The Community College of Aurora (CCA) has three avenues for financing construction and maintenance projects: cash funding, state-funded five-year capital or controlled maintenance funding, and CCA Foundation capital campaigns. Following are the processes used by CCA to access each option as applicable.

**CASH-FUNDED/SELF-FUNDED PROJECTS**  
Cash-funded construction and maintenance projects at CCA are those which use tuition and fee dollars available to the college for unrestricted use and cost less than \$2,000,000. These projects do not require approval by the Colorado Department of Higher Education (CDHE) but are reported to CDHE on the annual SB01-209 small projects report. Reporting and other policies for self-funded capital projects are detailed in [Section III Part Q](#).

The Vice President of Administrative Services, or their delegate, will present recommendations for construction or maintenance projects to the CCA Leadership as part of the annual budget development process. Cash-funded construction and maintenance projects with estimated total costs of less than \$500,000 require only approval and sign-off by the CCA President. Projects with estimated total costs equal to or greater than \$500,000, but less than \$2,000,000 must be submitted for review and approval by the Colorado Community College System (CCCS) Chancellor and the State Board for Community Colleges and Occupational Education (SBCCOE).

**STATE-FUNDED FIVE-YEAR CAPITAL CONSTRUCTION PROJECTS**  
The Vice President of Administrative Services will prepare and submit to CCCS any capital construction projects approved by the CCA Leadership and the College President that are appropriate for inclusion on the State-funded Five-Year Capital Construction List. CCCS will submit an integrated list of all CCCS requests to CDHE for the Capital Development Committee to review and approve for inclusion in the Long Bill, the annual state budget appropriations bill, as appropriate.

**STATE-FUNDED CONTROLLED MAINTENANCE PROJECTS**  
The Vice President of Administrative Services, or their delegate, will prepare and submit the appropriate request and reporting forms for controlled maintenance projects approved by the CCA Leadership according to the Office of the State Architect

State Buildings Programs Controlled Maintenance Instructions. The Office of the State Architect will integrate CCA's request with those from other state agencies and submit the full list to the Capital Development Committee to review and approve for inclusion in the annual legislative Long Bill as appropriate.

#### **CCA FOUNDATION CAPITAL CAMPAIGNS**

As a private non-profit with a 501(c)3 designation, the CCA Foundation is able to undertake fundraising on behalf of the college, including capital campaign efforts to secure private donations to support campus renovation and building efforts. The College and Foundation collaborate in the assessment of campus needs and associated fundraising plans. The CCA Foundation's Board of Directors approves these plans and leads the associated private fundraising efforts.

# Admin Serv- ices: Finance

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## TRAVEL

# CCA ADS 3.23: Overnight Travel Authorization, Mileage and Other Travel Reimbursements

**Issued:** March 29, 2013  
**Reviewed:** January, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** State of Colorado Fiscal Rule 5-1; CCCS SP 8-61b;  
CCA President’s Cabinet

## PURPOSE

To ensure compliance, the Community College of Aurora (CCA) outlines the requirements for the authorization and reimbursement of travel expenses.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

The Community College of Aurora (CCA) follows State of Colorado [Fiscal Rule 5-1](#) and Colorado Community College System (CCCS) President’s Procedure [SP 8-61b](#) requirements for the authorization and reimbursement of travel expenses. Because travel expenses have the potential to be construed negatively in the public eye, CCCS and CCA carefully manage the approval and reimbursement of travel expenses.

In general, according to State Fiscal Rule 5-1, travel expenses may only be reimbursed if the person is traveling away from home or meets the special situations criteria noted in the rule. Travel must be for state business, only for the necessary time period, completed by the most economical means possible and be approved by the appropriate authorized individual. Expenses must be reasonable and supported by adequate documentation. Expenses that are not eligible for reimbursement include: alcoholic beverages, entertainment costs, personal expenses not directly related to state business, political expenses, traffic fines or parking tickets, late fees for state

credit cards and certain insurance coverage, such as supplemental insurance on rental vehicles.

## P-CARD TRAVEL USE RESTRICTIONS

Employees who have been issued p-cards must keep in mind that the only travel-related expenses for which p-cards may be used are for conference registration fees. Other travel expenses must be handled as indicated in organizational guideline *CCA ADS 3.24 Airline, Hotel, Rental Car Reservations and Payments* or paid directly by the traveler and reimbursed as noted below.

## OVERNIGHT TRAVEL AUTHORIZATION AND REIMBURSEMENT REQUIREMENTS

CCA employees traveling overnight on state business must comply with the following requirements to obtain pre-authorization of travel plans and associated expenses and to receive post-travel reimbursements.

- Employees must complete a State Travel Request and Authorization form available on the *Employee tab of MyCCA in the Employee Forms and Publications section under Travel Forms, Travel Authorization* for any travel consisting of an overnight stay(s). The form must be filled out completely and all required signatures obtained before being submitted to the Accounts Payable/Travel Office in Fiscal Affairs. The form should be submitted at least 15 days prior to departure to allow time for review and processing. Sign-off requirements vary based on the travel destination as follows:

- In-state travel: cost center director and dean
- Out-of-state travel: CCA president, in addition to cost center director and dean
- Out-of-country: CCCS president, in addition to CCA president, dean and cost center director.
- Travel arrangements must not be made prior to receipt of all required approval signatures and the issue of an AU number from the Accounts Payable/Travel Office.
- Once travel is completed, the following items must be submitted to the Accounts Payable/Travel Office:
  - The travel envelope, provided by the Accounts Payable/Travel Office, filled out completely and signed by appropriate authorized signers. [Per diem rates](#) are listed on the back of the travel envelope and are also available on the Travel Fiscal Rule section of the State Controller’s Office website. Per diem rates will not be computed automatically. Travelers must request per diem reimbursement by completing the appropriate sections of the travel envelope.
  - The hotel invoice for back-up documentation with the associated credit card bill.
  - Receipts for incidentals other than food for which reimbursement is requested. Meal receipts may also be submitted as back-up for per diem reimbursements but are not required.

## LOCAL TRAVEL EXPENSE REIMBURSEMENT

To request reimbursement for travel-related expenses that do not require pre-authorization or an overnight stay(s), CCA employees must complete and submit a Travel Expense Voucher/Requisition available on the *Employee tab of MyCCA in the Employee Forms and Publications section under Travel Forms, Travel Expense Voucher*. The completed form with appropriate back-up documentation and signatures should be submitted to the Accounts Payable/Travel Office for processing.

## MILEAGE REIMBURSEMENT

Mileage reimbursement is made based on the [mileage reimbursement rate](#) published on the State Controller’s Office website. For tracking purposes, employees

should only request reimbursement for business travel-related mileage that goes beyond their standard daily commute mileage to and from the office. Mileage for travel between the CentreTech and Lowry locations is eligible for reimbursement if the employee offices exclusively on one campus and must travel to the other campus to attend a meeting or for other business purposes.

## 60-DAY RULE FOR REIMBURSEMENTS

Beginning September 2010, IRS rules changed in terms of how travel and mileage reimbursements over 60 days must be processed. Based on the rule change, travel and mileage reimbursements are considered non-taxable, as long as the requests for reimbursements are submitted within a “reasonable” time frame from the time the costs were incurred. Per state fiscal rules and IRS guidelines, this “reasonable” time frame is 60 days. Requests that are made within this time frame are considered non-taxable. However, requests after the 60 day window are taxable, and therefore, must be reported and included in an employee’s W-2 as a taxable benefit.

At CCA, all requests for travel and mileage reimbursements made outside the 60-day window will be paid through Accounts Payable and will also be submitted to Payroll to be reported as a taxable benefit on the employee’s W-2. Any employee submitting reimbursement requests prior to the 60-day window will be reimbursed through Accounts Payable with no reporting to Payroll.

## WORKERS’ COMPENSATION

Worker’s compensation covers employees if a work-related injury or illness occurs while on business-related travel even if the trip is paid for by an entity other than the college. Coverage may, however, be affected if the employee is on annual or personal leave and is considered off-duty when a travel-related incident occurs. Any work-related injury or illness that occurs should be reported immediately to the Human Resources Office using the *Worker’s Compensation Employee Statement* available on the *Employee tab of MyCCA in the FAQs section*.



# CCA ADS 3.24: Airline, Hotel, Rental Car Reservations and Payments

**Issued:** March 29, 2013  
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**Reissued:** February 9, 2023  
**Legal or Other Authority:** State of Colorado Fiscal Rule 5-1-10.2; CCA President’s Cabinet

## PURPOSE

To ensure compliance the Community College of Aurora (CCA) outlines state business travel related payments.

## DEFINITIONS

- **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

The State of Colorado, through its State Travel Management Program, requires that all state employees traveling on state business pay travel-related airfare, rental car and lodging expenses directly, such as via check, or by using the State Travel Payment Program. The State Travel Management Program offers three different credit payment alternatives as detailed in State of Colorado [Fiscal Rule 5-1, Section 10.2](#). The Fiscal Affairs Department at the Community College of Aurora (CCA) determines which of these payment options will be used at CCA and manages their use. Following are the procedures CCA employees must follow in making and paying for airline, hotel and/or rental car reservations.

## AIRLINE RESERVATIONS AND PAYMENT

The central travel system account maintained by the state enables state agencies and institutions of higher education to book airline reservations through specified travel agencies. Airfares are then billed directly to the travel system account and paid for by the appropriate agency. The Fiscal Affairs Office at CCA maintains records and reconciles CCA’s travel account, pays for airfares, and reallocates those expenses to the appropriate department accounts.

All airline reservations for CCA employee business travel must be booked through the travel agency designated by the Fiscal Affairs Office. Department administrative assistants or other designated staff may book an employee airline reservation only after receiving an AU number from the Accounts Payable/Travel Office as noted in organizational guideline CCA ADS 3.23 *Overnight Travel Authorization, Mileage and Other Travel Reimbursements*.

## HOTEL AND RENTAL CAR RESERVATIONS AND PAYMENT

Once travel is authorized and an AU number issued, employees may book hotel and/or rental car reservations and use one of the following payment options:

- **CCA credit card:** Employees may request that hotel and/or rental car costs be charged to CCA’s credit card by completing a *Central Travel Event Card Request*

*form provided on the Employee tab of MyCCA in the Employee Forms and Publications section under Travel Forms.* Once the form is processed and approved, the employee will be able to use the CCA credit card to cover authorized travel expenses.

- **Employee credit card:** Employees may also opt to use their personal credit card to cover approved travel expenses. The employee must then request reimbursement using the *Travel Expense Voucher/ Requisition* form available on the *Employee tab of MyCCA in the Employee Forms and Publications section under Travel Forms, Travel Expense Voucher* as described in organizational guideline CCA ADS 3.23 *Overnight Travel Authorization, Mileage and Other Travel Reimbursements*.

## REIMBURSEMENTS

Instructions on the process for requesting travel-related expense reimbursements may be found in organizational guideline CCA ADS 3.23 *Overnight Travel Authorization, Mileage and Other Travel Reimbursements*. Staff should also keep in mind the 60-day rule for travel and mileage reimbursements. That is, based on an IRS rule change, travel and mileage reimbursements are considered non-taxable, as long as the requests for reimbursements are submitted within a “reasonable” time frame from the time the costs were incurred. Per state fiscal rules and IRS guidelines, this “reasonable” time frame is 60 days. Requests that are made within this time frame are considered non-taxable. However, requests after the 60 day window are taxable, and therefore, must be reported and included in an employee’s W-2 as a taxable benefit.

At CCA, all requests for travel and mileage reimbursements made outside the 60-day window will be paid through Accounts Payable and submitted to Payroll to be reported as a taxable benefit on the employee’s W-2. Any employee submitting reimbursement requests prior to the 60-day window will be reimbursed through Accounts Payable with no reporting to Payroll.



# Admin Serv- ices: Finance

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## FINANCIAL OPERATIONS

### CCA ADS 3.25: Cash General

**Issued:** April 9, 2013

**Reviewed:** January, 2023

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**Legal or Other Authority:** State of Colorado Fiscal Rules 6-1 through 6-8; CCA President's Cabinet

#### PURPOSE

To ensure compliance and consistency the Community College of Aurora (CCA) follows State of Colorado [Fiscal Rules 6-1 through 6-8](#) with regards to cash handling practices and procedures used at CCA.

#### DEFINITIONS

Not applicable.

#### DESCRIPTION

##### 6-1 – Cash Receipts and Deposits

Deposits will be made on a timely basis as well as transfers to the State Treasury per State Treasurer requirements.

##### 6-2 – Change Funds and Petty Cash Funds

State fiscal rule allows for the establishment of change and petty cash funds. Expenditures are prohibited from change funds. Petty cash funds may only be used for nominal expenses such as postage or parking. Funds must be recorded on the State Financial System.

##### 6-3 – Imprest Cash Accounts and Bank Accounts

Bank accounts must be approved by the State Controller and State Treasurer. Account balances must be limited to the minimum amount necessary for legal requirements and operating efficiency. Deposits to cash accounts must be limited to expenditure reimbursements, account interest or other bank fee adjustments. Reimbursements must be limited to actual expenditures and properly recorded.

##### 6-4 – Refunds and Reimbursements

An account receivable or revenue account is normally used to record refunds and reimbursements. State agencies or institutions may credit incidental and non-recurring refunds or reimbursements for routine functions against the original account coding if the recovery occurs in the same fiscal year as the original expenditure. If recoveries are made in a subsequent fiscal year, the credit must be to a non-augmenting revenue account. Exceptions to this rule are allowed for capital construction funds, federal funds, and contracts and grants.

##### 6-7 – Checks Returned for Insufficient Funds

If a check is returned for insufficient funds, a reasonable fee shall be assessed against the person who issued the check. The fee must be at least equal to the bank charges associated with the returned check and may include up to an additional 25 percent of those charges to cover agency administrative costs.

##### 6-8 – Federal Cash Management

Draws of federal funds must be timed as closely as possible with the use of those funds. CCA fiscal staff will ensure compliance with federal laws related to the potential liability for interest payable to the Federal government earned on federal grant programs.

# CCA ADS 3.26: Cash Receipts and Deposits

**Issued:** April 9, 2013  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rule 6-1; CCA President’s Cabinet

**PURPOSE**  
To ensure consistency and compliance, the Community College of Aurora (CCA) adheres to the rules and requirements of State of Colorado Fiscal Rule 6-1.

**DEFINITIONS**  
Not applicable.

**DESCRIPTION**  
Consistent with the requirements of State of Colorado [Fiscal Rule 6-1](#), the Cashier’s Office at the Community College of Aurora (CCA) will deposit all cash and checks into CCA’s bank account within three business days of receipt.

All cash deposits will be delivered to the bank for deposit via armored car service regardless of amounts. During fiscal year-end close, deposits will be hand delivered to the bank daily via armored car service.

# CCA ADS 3.27: Cash General

**Issued:** April 9, 2013  
**Reviewed:** January, 2023

**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rule 6-2; CCA President’s Cabinet

**PURPOSE**  
To ensure compliance and consistency, the Community College of Aurora (CCA) adheres to the Sate of Colorado Fiscal rule 6-2 in regard to change and petty cash funds.

- DEFINITION**
- **Change Fund Checkout Form:** a required form detailing amount and use of change funds.
  - **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
  - **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

**DESCRIPTION**  
CCA follows the requirements of State of Colorado [Fiscal Rule 6-2](#) with respect to the creation and management of change and petty cash funds. The Fiscal Affairs Office on the CentreTech Campus and the Cashier’s Office on the Lowry Campus maintain change and petty cash funds for appropriate use by campus departments.

When a CCA department has an event or other function where change is needed, the following process is used:

- At the appropriate time for checking out the funds, but no earlier than one business day prior to the event or function, the approved amount, up to \$150, will be counted out in front of the department representative and the money received will be acknowledged with the signature of the recipient and a CentreTech Fiscal Affairs or Lowry Cashier’s Office representative.

- The money will be given to the department representative in a lock box after funds are verified by both parties and the Change Fund Checkout Form is signed.
- The Change Fund Checkout Form will be placed in the safe until the change fund is returned.
- The change fund must be returned no later than one business day after the event and must reflect the entire amount verified at check out. The funds may be returned in person to a CentreTech Fiscal Affairs or Lowry Cashier’s Office representative or left in the lock box. When the funds are returned they will be counted and the returned funds acknowledged on the original Change Fund Checkout Form.

The change fund must be returned in full before any revenue from the event or function is deposited. The department representative who checked out the change fund will assume liability for any unreturned funds and will be required to replace all such funds within one business day of the event.

# CCA ADS 3.28: Printing and Issuing Warrants (Checks)

**Issued:** April 9, 2013  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rule 6-3; CCA President’s Cabinet

## PURPOSE

To ensure compliance, the Community College of Aurora (CCA) follows the rules and regulations outlined in State of Colorado Fiscal Rule 6-3 in regards to printing and issuing warrants.

## DEFINITION

- **Warrant:** a finical check.

## DESCRIPTION

The Fiscal Affairs Department at the Community College of Aurora schedules warrant (check) print dates and issues warrants once per week at minimum. Fiscal Affairs releases warrants for payment after release by the State Treasurer’s Office, generally the morning after the print date.

Fiscal Affairs does not maintain a separate checking account for the purpose of disbursing emergency payments.

# CCA ADS 3.29: Tuition/Fee Refunds

**Issued:** April 9, 2013  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure a fair learning environment, the Community College of Aurora (CCA) has established a process of tuition or fee refunds.

## DEFINITION

Not applicable.

## DESCRIPTION

CCA will process refunds for cancelled or dropped classes by issuing credit card refunds or BankMobile Debit MasterCard depending on the student’s original form of payment.

- Refunds for payments made by credit or debit card will be issued to the original card used.
- Refunds for payments made by the student with cash or check will be issued through BankMobile through the refund preference selected by the student in their BankMobile account.
- Refunds for payments made by a third party will be returned to the third party.

Refunds for students who do not plan to return or continue classes at CCA will be processed immediately. Refunds for students who remain enrolled in other classes will be processed after census date.

# CCA ADS 3.30: Bad Debts

**Issued:** April 9, 2013  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** C.R.S. 23-5-113; CCA President’s Cabinet

## PURPOSE

To ensure finical security, the Community College of Aurora (CCA) adheres by the rules and regulations of C.R.S. 23-5-113 to collect outstanding financial debts and obligations.

## DEFINITION

Not applicable.

## DESCRIPTION

Per the provisions of [C.R.S. 23-5-113](#), CCA will implement procedures to collect outstanding financial obligations due to the college as follows.

The Cashier’s Office will send a minimum of two notifications of outstanding balances due to every debtor, with the final notice indicated as such. Nelnet deferred payment plans will default if the student fails to pay the full balance on the date that the final payment is due.

For all Student delinquent balances, the Cashier’s Office will forward the debt to state collections within 30 days after the census date of the semester following the one in which the balance was accrued. Fees will be assessed when the debt is submitted to collections. All non-student delinquent balances will be forwarded to collections 30 days after the due date of the amount.

The controller will write off bad debts for CCA based on:

- Age of account
- Materiality of account
- Discretion of circumstances
- Death of debtor
- Bankruptcy of debtor

# CCA ADS 3.31: Student Account Holds

**Issued:** April 9, 2013  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure financial security, the Community College of Aurora (CCA) will prohibit students with outstanding debts to enroll in classes.

## DEFINITION

Not applicable.

## DESCRIPTION

The Community College of Aurora (CCA) will place a hold on a student’s account to prohibit the student from enrolling in classes if outstanding tuition, fees or other payments are due to the college. Students may also have a registration hold placed on their account and be prohibited from registering if they are placed on suspension or expelled.

The Fiscal Affairs Office runs the Hold report before the registration process is opened each term. Any student requiring a hold is marked as such on their student record with the reason for the hold. Students marked with a hold will be prohibited from registering until the end date noted or until payment action is taken, as appropriate.

Suspension holds will be lifted based on the term end date for the suspension. Holds due to expulsion are only lifted if the student successfully appeals the expulsion decision. Payment holds are lifted upon full payment of the student’s outstanding balance and any applicable fees.



CCA ADS 3.32:  
Non-Payment Monitoring and Notification

Issued: April 9, 2013      Reissued: November 4, 2022  
Reviewed: October, 2022      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

To create the best learning environment possible, the Community College of Aurora (CCA) monitors and notifies students of tuition and fees.

DEFINITION

Not applicable.

DESCRIPTION

CCA monitors students and provides notification of tuition and fees due in order to help students avoid incurring extraneous tuition bills and to reduce the number of tuition bills needing to go to collections. CCA will run weekly monitoring reports and notify students that they need to make payment arrangements for outstanding tuition and fees. Monitoring and notifications will begin two weeks before classes start and continue weekly until all late-starting classes are captured.

MONITORING, STUDENT NOTIFICATION, DROPS

The monitoring, student notification and processing of drops for non-payment are managed by the Fiscal Affairs Office as follows:

- Each Monday Fiscal Affairs will run the Drop for Non-Payment report in Audit mode to generate a list of students still needing to make payment arrangements.
- Robo calls and e-mails will be sent to those students prior to semester start reminding them to make a payment or set up a Nelnet payment plan by the beginning of the semester

- Robo calls and e-mails will be sent to those students after the semester start reminding them of the need to make a payment. Holds will be placed on their accounts Students will furthermore be warned of their past-due balance being sent to collections with a collections fee percentage added if their bill is not paid in full by the end of the semester.
- Students who have not paid their remaining balance by the end of the semester will be dropped from the subsequent semester, if registered, and will not be permitted to register in any future semester until the balance is paid in full.
- Temporary removal of the holds to permit upcoming term registration will be considered in accordance with SAP-5 policies.

CLASSROOM/CLASS ROSTER REVIEW

Faculty members are expected to review class rosters each class session. If a student thinks they should be enrolled in a class or is no longer listed on the class roster but is attending or otherwise participating in class, the instructor must require that the student contact the Admissions, Registration and Records Office or Fiscal Affairs to resolve the drop issue before resuming the class.

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BUDGET

# CCA ADS 3.33: Budget General

**Issued:** April 9, 2013  
**Reviewed:** December 14, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** State of Colorado Fiscal Rules 7-1, 7-3, 7-4 (no rules apply under 7-2); CCA President’s Cabinet

**PURPOSE**  
To ensure compliance, the Community College of Aurora (CCA), outlines general fund budget guidelines.

**DEFINITIONS**  
Not applicable.

**DESCRIPTION**  
The Community College of Aurora (CCA) follows State of Colorado Fiscal Rules 7-1, 7-2, and 7-3 highlighted below with regards to budgeting and budget management.

**GENERAL FUND BUDGET**  
**Cash and Custodial**  
Funds Spending authority for cash or custodial funds (defined as funds set aside for a specific purpose as defined by a donor, trustee or court order and including federal funds) must be approved by both the Office of State Planning and Budgeting and the state controller.

Expenditures of these funds are contingent on the availability of a positive fund balance, current revenue, or an approved working capital loan or advance. Excess revenue from cash funds are reverted to the general fund unless otherwise provided by statute. Custodial fund revenues must be closed to the appropriate account per the associated fund agreement.

**Expiration and Rollforward of Appropriations**  
Unexpended appropriations expire at the end of each fiscal year and do not carry over unless otherwise authorized by statute. Encumbrances remaining at the

end of a fiscal year are carried over to the subsequent fiscal year and charged against the subsequent fiscal year appropriation/general fund.

**Over-expenditures and Required Spending**  
Expenditures of appropriated funds must be limited to the amount authorized and appropriated. For non-appropriated funds, expenditures must be limited to: the spending authority provided by the State, the amount of accrued revenue or fund balance, or the amount approved by the governing board for Department of Higher Education institutions.

# CCA ADS 3.34: Budget Development Process

**Issued:** March 29, 2013  
**Reviewed:** December 14, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

**PURPOSE**  
To ensure compliance, the Community College of Aurora (CCA), outlines the budget development process.

**DEFINITIONS**  
See Revenues and Expenditures.

**DESCRIPTION**  
The Budget is an estimate of the fiscal activity of Community College of Aurora (CCA) for the fiscal year. The budget development process is essentially a continuous process which operates on an annual cycle. CCA’s fiscal year begins July 1 and ends on June 30 of the following year. The budget provides a plan for resources to support College operations throughout the year while maintaining a balance of revenues and expenditures. Once the proposed budget is approved by the Cabinet, it is submitted for adoption in June by the State Board of Community Colleges and Occupational Education (SBCCOE) for the fiscal year. The general fund operating budget includes an estimate of anticipated revenues from all sources (tuition, COF, Amendment 50, and others) and operating expenditures (compensation, operating costs, and institutional expenses). Once CCA’s initial budget is set and the new fiscal year begins, two things begin to happen: revenues are collected and expenditures are incurred. These activities are monitored monthly to make sure that expenditure budgets are not overspent, and to determine what revenue budget changes may be needed as a result of enrollment increases or decreases. Typical examples of this are the adjustment to course fee revenue and the associated expenditure budgets, and the adjustment

to tuition revenue and part-time faculty expenditure budgets. The college initially budgets based on projected enrollment. Adjustments may be needed during the year to reflect actual enrollment or other factors which impact on the College’s financial position.

In addition to the budget for the General Fund, estimated revenues and expenditures for auxiliary funds and one-time expenditures will also be developed and approved.

**ONE-TIME EXPENDITURES BUDGET**  
In addition to the operating budget, which reflects continuing revenues and expenditures, the college also creates a one-time expenditures budget. This budget comes from the college’s reserves or roll-forwards both from individual departments and the college in general. State and SBCCOE policy provide a requirement for the level of college reserves. The college may approve spending of reserve for strategic activities. Budgeting for one-time expenditures is determined by the CCA Cabinet.

**AUXILIARY BUDGETS**  
CCA has a number of auxiliary accounts which are used to manage/account for revenues and expenditures for specific programs. Use of an Auxiliary account enables College Leadership to ensure that funds designated for a specific purpose or business are used in keeping with the intent. Auxiliary funds also provide for transparency on the use of these funds. As an example, revenues and expenditures for student technology fees are held and accounted for in a separate auxiliary account. These accounts are separate from the General Fund and operate in accordance with System policies.

## BUDGET DEVELOPMENT PROCESS

In February of each year, the college begins to construct the budget for the next fiscal year. The college has historically used a base-plus budgeting model; however, the college may utilize other methods including a hybrid of a base-plus budgeting and/or zero-based budgeting. In this model, the initial budget is constructed by starting with the previous year's budget with adjustments for the college strategic plans and for external mandates. The College is developing a multi-year forecasting tool to facilitate use of the budget as a strategic planning tool.

## REVENUES

Following are the categories of revenue for CCA, along with the year-to-year changes which affect them.

- **College Opportunity Fund (COF):** An act of the Colorado State Legislature in May 2004 established a new way for the state to provide state tax dollar support for higher education. The State no longer appropriates monies to institutions for undergraduate education, but instead provides direct funding to undergraduate students through the College Opportunity Fund (COF). Structured as a voucher or stipend, COF is not a loan, nor is it a financial aid.
- **Tuition Revenue:** This amount is determined by the estimated enrollments and the tuition rates for the new fiscal year. The new tuition rates are recommended by the State Board for Community Colleges and Occupational Education (SBCCOE), affirmed by the Colorado Commission on Higher Education (CCHE), and ultimately approved by both the General Assembly and governor. Tuition revenue is the primary source of the college's total general fund revenues. The tuition rate and fees are normally set by the May SBCCOE meeting to begin registering students for summer and fall terms during the second week in April.
- **General Fees:** This amount represents anticipated collections of the registration fee, transcript fee, and other miscellaneous fees and charges.

- **Course Fees:** This amount represents the anticipated collections of fees which are assessed for certain high cost classes. These fees must be spent specifically in the academic disciplines for which they are collected. As such, they are budgeted as operating costs and expenses (OCE) based on the fees collected during the previous year in the specific divisions and disciplines for which they are collected. For new programs/courses, VP of Academic Affairs provides the estimated fees and this will be trued-up at the end of the Fall semester.
- **Federal Indirect Cost Recoveries:** Certain federal grants allow the college to keep an amount representing those indirect costs incurred by the college on behalf of the grant.
- **System Office Transfers:** Amounts given to CCA by the Colorado Community College System (CCCS) office for specific purposes, such as remuneration for a portion of salary costs for a staff member dedicating a percentage of his or her time to a system office assignment as well as shared cost of services
- **Interest:** Interest earned on CCA cash balances managed with the state treasurer and transferred the appropriate funds CCA monthly.
- **Auxiliary Fund Overhead/Rent:** The TABOR amendment of 1992 requires the college to assess its auxiliary activities both an indirect cost (overhead) amount and a rent amount (if the auxiliary operates in a state-owned facility). The indirect cost amounts are similar in nature to the federal indirect cost for grants, except these amounts are assessed on auxiliary activity instead of federal grant activity.
- **Continuing Education Contributions:** CCA requires that continuing education auxiliary activities help "pay their own way" by returning a portion of their profits determined by CCA to the college's general fund.
- **Bond Fund Charges:** "Student" debt (long-term bonds) issued for the construction, operation, and maintenance of various auxiliary facilities, such as the Student Center, is repaid by the assessment of student fees. Those student fees may also be used for the upkeep, maintenance, utilities, and repairs on these facilities.

## EXPENDITURES

Unlike the revenue budget, the college can control most of its expenditures with the exception of some of the individual institutional expense categories. Following are the major categories of expenditures for which CCA must budget.

- **Compensation:** These amounts are the total salary, benefit and associated payroll tax payments to all administrative, professional technical, full- and part-time faculty members, and classified employees of the college. This category represents majority of the college's total expenditures. As a part of the annual budget, the college maintains a staffing pattern, which shows the amounts expected to be spent for salary for each individual administrative, professional technical, full-time faculty, and classified employee.
- **Operating Costs & Expenses (OCE):** These are the amounts allocated to departments and divisions for operating costs (goods and services).
- **Institutional Expenses:** These represent a wide variety of costs, some of which are largely outside the college's control, and are monitored centrally. Examples include: worker's compensation and other insurance premiums, grant match amounts, utilities, rents, retirement costs, bad debt expenses, telephone expenses, and postage.

## FINALIZING THE BUDGET

Given this picture of revenues and expenses, CCA uses the following process for working toward a balanced budget for the ensuing year.

Budget planning starts with each organization's initiatives with their strategic goal in mind combined with the previous year's newest revised budget, the one which reflects the current year's enrollment and other significant changes.

- For revenue, the amounts are updated once the external parties/agencies notify the college of the new amounts or rates. Estimates are used until the final figures are available.
- For expenditure, new amounts are updated for

- those institutional expenses which are externally determined. Similarly, the compensation increases for classified staff, which are determined by the General Assembly, are updated.
- During the year, the staffing pattern, which contains compensation, is updated to reflect active positions as well as vacancies.
- The college financial status for the next fiscal year will be determined based on the projections above. Adjustments are made in revenues or expenditures to provide a balanced budget for the year. The college will make every effort to ensure that the budget aligns with and supports its strategies and priorities.
- The CCA Cabinet finalizes the college budget which is then presented to the SBCCOE by the CCA president and vice president of administrative services in June for final approval.

CCA ADS 3.35:  
Budget Transfer

Issued: March 29, 2013      Reissued: February 9, 2023  
Reviewed: December 14, 2022      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

To ensure that budgetary funds can be moved accordingly, the Community College of Aurora (CCA), establishes a budget transfer process.

DEFINITIONS

See Types of Budget Transfers.

DESCRIPTION

Budget transfers are used to move budgeted funds from one budget pool to another due to a change in budget needs such as when new information is received, other unforeseen activities arise or organization structures are changed. Following is the budget transfer process used at the Community College of Aurora (CCA).

Types of Budget Transfers

Budget transfers may be either base or one-time transfers:

- Base budget transfers are used when the expense will be of an ongoing year-to-year nature, such as an increase in rent, salary for a permanent position, or regular maintenance costs for equipment.
- One-time budget transfers are used when the budget adjustment is needed to cover a one-time cost, such as an unexpected purchase of equipment, temporary staffing support and/or other unforeseeable activities.

Budget transfers should not be used to correct improperly recorded expenses. Likewise, budget transfers should not be used to purchase goods or services from another department.

Budget Transfer Request Process

The budget transfer form needs to be submitted along with the authorization(s) of the appropriate org owner, Dean, VP of the organization(s). The form must include the transfer amount, FOAP (Fund, Organization, Account and Program codes) for the funds to be transferred from and to as well as the reason(s) for the transfer.

Each approver reviews the information they are responsible for. If budget is transferred as a result of personnel move, the form must be approved by HR. If incremental funds are required to cover the change of expenditure, Cabinet approval may be required.

Once the Budget Transfer form is approved by all required parties, Director of Budget and Analysis prepares a request for transferring the budget which will be submitted to Fiscal Affairs. The information is verified and the fund transfer is initiated in Banner. Budget transfer requests are updated in Banner three times a year and the specific schedule is published at the beginning of the fiscal year.

# Admin Serv- ices: Finance

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## GRANTS



# CCA ADS 3.36: Grant Proposal Development and Submission

**Issued:** April 9, 2013

**Reissued:** February 9, 2023

**Reviewed:** December 14, 2022

**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure consistency and compliance, the Community College of Aurora (CCA), establishes a grant proposal development and submission process.

## DEFINITIONS

- **Not-for-profit 501(c)(3) corporation:** is a nonprofit organization established exclusively for one of the following purposes: charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, or preventing cruelty to children or animals.

## DESCRIPTION

The Community College of Aurora (CCA) identifies potential grant opportunities through referrals from the Colorado Community College System (CCCS) office and prospects identified by the Office of Strategic Partnerships and Resource Development, CCA faculty and staff. When grant referrals are provided by CCCS, the Office of Strategic Partnerships vets the opportunity, engages appropriate staff and leadership in the strategic review, program design and budgeting process. CCA faculty and staff are encouraged to work with the Office of Strategic Partnerships on grant proposal development and submission.

A formal approval process will be followed and documented authorizing CCA grant seeking staff to pursue and apply for grant funds.

In determining whether to pursue a grant, CCA will evaluate opportunities using, but not limited to, the following criteria:

- Fit with organizational mission, priorities and college or departmental areas of expertise;
- Institutional and/or departmental capacity – such as, available staff time, range of expertise, space, facility set up, equipment, etc. – to meet implementation, reporting and administrative requirements based on grant specifications;
- Alignment with priority initiatives, areas targeted for growth or new opportunities for expansion;
- Sustainability of programming efforts after the grant funding ends.

A grant approval form will be used to process requests to seek grants. Processing of the request will be facilitated by the Director of Grant Development. For grants that impact just one department the Director will obtain approval to pursue the grant from the VP of the relevant division as well as a grants committee including the Director of Grants Development and members from the Fiscal Grants team. College-wide grants will be submitted to the President’s Cabinet for approval.

## GRANT PROPOSAL DEVELOPMENT

The Office of Strategic Partnerships and Resource Develop provides funder research, proposal development, proposal submission and post-funding support across the college. CCA faculty and staff may obtain historical information on previous CCA grants from the Office of Strategic Partnerships which includes:

- Grant proposals and awards, and the amount of funds requested or awarded,
- Grant submission and award dates,
- CCA staff member who served as the principal investigator or project manager,

- Grant funding source, including federal or state agency, private individual or foundation,
- Project scope and outcomes.

The Office of Strategic Partnerships and Resource Development takes the lead in the grant preparation process, with extensive planning input and proposal review by the project/grant lead and other essential stakeholders. The grant preparation and submission process, includes:

- Assisting with assembling the grant team and leading the proposal development process, including: program concept development, collaborative partner engagement and budget development,
- Designing an individualized timeline for preparation and submission activities based on the proposal requirements,
- Coordinating and collecting supplemental submission documents, including letters of support, CCA fiscal documents and related items.
- Coordinating the grant submission.

As part of the proposal development process, the project/grant lead with support from the Office of Strategic Partnerships as needed will:

- Provide a draft of the proposed budget to the controller and vice president/chief financial officer for review and feedback. Draft may be provided via email for smaller, simpler budgets/projects (generally \$100,000 and under) and will be presented in-person for larger, more complex projects.
- Provide an early draft to the vice president and key internal and external stakeholders for review and input.

## GRANT SUBMISSION

Grant proposals at CCA must be submitted by the Office of Strategic Partnerships, including those processed through the CCA Foundation. Some grants funded by private foundations or individuals must be run through the CCA Foundation due to funder requirements to only fund grantees with 501(c)3 nonprofit status. See organizational guidelines in section FND 10.01 CCA Foundation for additional information.

Prior to grant submission, the project/grant lead and/or the Office of Strategic Partnerships will circulate final drafts of the grant proposal and budget to CCA cabinet members and other key stakeholders for final review and input. This email will serve to document the final step in the grant review process. Signature collection on the Grant Application Approval Form will no longer be required.

## POST-SUBMISSION TRACKING AND AWARD FOLLOW-UP

The Office of Strategic Partnerships will maintain both electronic and hard copy files of all submitted grant applications, including the project narrative, budget, approval form, attachment documents and confirmation of receipt of the application. Notification of the grant award will typically come to the Office of Strategic Partnerships, but may be sent to the principal investigator or program director or college president. Once notification is received and if the grant proposal is awarded, the Office of Strategic Partnerships or the CCA Foundation will acknowledge and accept the award from the grantor. Official copies of award notices are maintained in the grant application project files.

## GRANT KICK-OFF

Once the college has been notified of a grant award, the director of Strategic Partnerships and Resource Development will convene a kick-off meeting to present the grant award information to the grant team and other project collaborators. Items covered in the grant kick-off meeting include:

- Review of the grant agreement, including parameters, deliverables, milestones and timelines,
- Development of a plan for successful implementation and accomplishment of grant objectives,
- Assignment of grant roles related to the plan,
- Review of reporting timelines and requirements and assignment of reporting responsibilities,
- Review of the grant budget as well as necessary contracts, agreements and/or MOUs.

# CCA ADS 3.37: Grant Management

**Issued:** April 9, 2013  
**Reviewed:** December 14, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure consistency, the Community College of Aurora establishes a grant management process.

## DEFINITIONS

Not applicable.

## DESCRIPTION

At the Community College of Aurora (CCA), the grant program director or principal investigator identified in the grant proposal is responsible for the overall management and administration when a grant is awarded. The Office of Strategic Partnerships and Resource Development staff are available to assist with grant administration upon request, including drafting or reviewing narrative reports, troubleshooting challenges in meeting grant objectives, or related tasks. Following are guidelines for the key grant management responsibilities at CCA.

## GRANT ACCOUNT SET-UP

One of the first responsibilities of the principal investigator is to set up grant accounting with Fiscal Affairs in order to facilitate on-going expense tracking and reporting. The principal investigator must send Fiscal Affairs a copy of the grant award notification and grant agreement, if applicable, including a copy of the approved budget and financial reporting requirements. Fiscal Affairs will then set up a grant account cost center (fund and org.) and enter the approved budget under the appropriate object codes.

At times the total funding amount as well as the categories in which funds are awarded may vary from the proposed grant budget. It is critical that the grant

account cost center and subsequent grant expense management and reporting be based on the approved grant budget. The principal investigator must review and verify the accuracy of the set-up of the initial grant budget prior to incurring expenses.

The principal investigator should also inform Fiscal Affairs of all staff authorized to sign-off on grant- related expenses, if other than the principal investigator, and subsequent lines of authority to that person based on CCA’s signature authority guidelines. See organizational guideline *ADS 3.06 Signature Authority*.

## STAFF TIME TRACKING/SALARY ALLOCATIONS

Only personnel listed in the approved grant budget can be billed to the grant. The portion of work time for personnel billed to the grant cannot exceed the percentages approved in the grant award budget.

Grant awards are generally based on position titles, not on named individuals. If a staff member leaves in the course of grant implementation, the person hired to fill that open position title may be billed to the grant at the approved percentage and salary level without requesting formal funder approval of the change. Significant changes in salary level, generally anything greater than 10 percent, or in the type of personnel needed to implement the grant, must be reported and approved by the funder using the funder’s required budget and/or program modification request process. Funder approval must be obtained prior to implementing the adjustment and billing the associated expenses to the grant. See the Grant Budget Modifications section below.

Staff whose salaries are approved for grant billing must comply with the time reporting requirements outlined in organizational guideline *HRP 5.19 Grant Time Reporting* and submit the *Grant Time Report and Certification* forms as specified in that document. Time reports are required for all federal and state grants. It is the responsibility of the principal investigator to review time reports and monthly grant accounting reports to ensure that staff salaries and benefits, if allowable, are being billed appropriately to the grant cost center. If corrections or adjustments are needed, the principal investigator must contact Fiscal Affairs immediately to initiate the appropriate changes.

## PROCUREMENT

Only items approved in the final grant award budget may be purchased using grant funds. All items to be purchased using grant funds must be procured and received during the grant period. If grant funds remain at the end of the grant period, those funds must be returned unless otherwise specified and approved by the funder.

All State purchasing rules – including purchasing methods, purchase requisition, contracts, and competitive bidding requirements – must be applied to grant-funded purchases regardless of the funding source. See organizational guidelines section *ADS 3.05 Purchasing* for details on these and related purchasing rules.

## EXPENDITURE REVIEW/GRANT INVOICING

The principal investigator should review expenditure reports, available in Banner or from the Fiscal Affairs Department, on a monthly basis to ensure that expenses are posted to the correct object codes, positions and percentage of salaries are being billed correctly, and only allowable expenses have been billed to the grant. The principal investigator, or his or her designee, should request corrections from Fiscal Affairs if any error is discovered.

Grant expenses must be tracked and expensed accurately to ensure that the college does not have to cover unexpected, disallowed expenses. Expenses that are incurred outside the grant period, for unapproved items or at a cost higher than the approved level, may need to be covered by the college and result in funding gaps in other areas.

Some funders provide grant funds in advance and request follow-up reports on how the funds were spent and the results or objectives achieved. Other funders – generally all government grants fall into this category – require awardees to document grant funds spent over a particular timeframe and then reimburse the grantee for those expenses. Invoicing requirements for these types of funders are specified in the grant award documentation.

The Fiscal Affairs Department will prepare and submit all required grant invoices, after review and approval by the principal investigator, using the format, process and timeline specified by the funder.

Fiscal Affairs will receive and enter all grant expenditure reimbursements in the appropriate cost center fund.

All requests for financial information from external agencies, auditors, or the Colorado Community College System must be reviewed and approved by the controller or vice president of administrative services prior to submission.

## GRANT BUDGET MODIFICATIONS

At times the items or cost of items needed to achieve the desired grant objectives will change during the grant period or grant expenses will be less than expected resulting in unused grant funds. Most funders have a process for considering grant budget modifications that is specified in the grant award documentation. Government grants typically come with explicit guidelines on how to handle expense variances and budget modifications that must be followed carefully to avoid incurring expenses that cannot be billed to the grant.

If the funder does not specify whether and how grant modifications are to be handled, generally an expenditure variance of 10 percent or less is considered acceptable without formal funder approval. If in doubt or if the variance is greater than 10 percent, the principal investigator should request written review and approval from the funder. Copies of the modification request and funder approval should be provided to Fiscal Affairs and to the Strategic Partnerships Office for future reference and filing.

### **GRANT PROGRAM IMPLEMENTATION AND TROUBLESHOOTING**

One of the most important roles of the principal investigator is to oversee implementation of the grant program to ensure that the target deliverables and milestones are met. A project tracking form and progress review meetings may be helpful in this process to keep the grant implementation team apprised of expectations and progress to date, and to get their input on adjustments needed to address unexpected challenges. Strategic Partnerships Office staff will assist with setting up a tracking process and facilitating review meetings as needed.

### **REPORTING**

Communication with the funder is a critical component of grant management both to keep the funder up to date on progress and to help foster a long-term working relationship that facilitates future grant awards. The grant award paperwork specifies all funder reporting requirements which may include: interim narrative and financial reports, and the final grant report.

Some funders require that reports follow a particular format or use specific reporting documents. The principal investigator should review all reporting requirements and deadlines upon receipt of the grant award and adhere carefully to those requirements. The principal investigator should determine who is responsible for compiling each report and build those responsibilities and deadlines into the overall project implementation plan.

If grant deliverables are not on track, the funder must be notified on a timely basis about challenges and strategies being implemented to address them. Interim narrative reports are a prime opportunity to communicate these issues to the funder. However, if significant and immediate changes in staffing, program structure or other substantive elements of the grant program are needed, the principal investigator must contact the Office of Strategic Partnerships to schedule a call or meeting with the grant program officer to discuss the challenges at hand and potential solutions.

### **GRANT CLOSEOUT**

The closeout of a grant is an important opportunity to convey to the funder, the grant team and the broader CCA community the value and impact of the grant-funded program. A final grant report must be prepared by the principal investigator and submitted to the funder by the specified deadline. Fiscal Affairs will prepare the final financial reporting section and provide those materials to the principal investigator for submission with the final narrative report.

Copies of the final grant report and close-out documentation must be provided to the Office of Strategic Partnerships for retention in the grant file. The Office of Strategic Partnerships will maintain electronic paper files on each funded grant for at least three years after the final grant report is submitted or until any pending audit, claim, or litigation has been resolved.

# Admin Serv- ices: Finance

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## **PAYROLL**



# CCA ADS 3.38: General Payroll

**Issued:** March 29, 2013  
**Reviewed:** December 14, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** State of Colorado Fiscal Rules 9-1 through 9-4; CCA President’s Cabinet

**PURPOSE**  
To ensure compliance, the Community College of Aurora (CCA), outlines payroll information and process.

**DEFINITIONS**

- **Direct Deposit:** the electronic transfer of a payment directly from the account of the payer to the recipient’s account.

**DESCRIPTION**  
The Community College of Aurora (CCA) follows State of Colorado Fiscal Rules 9-1 through 9-4, highlights of which are noted below, for all payroll processes and procedures. See the full, official set of State Fiscal Rules for additional information.

**Use of the State Payroll System**  
All state agencies and institutions of higher education are mandated to use the state payroll system unless granted an exception by the state controller.

**Direct Deposit Payroll for State Employees Paid on the State Payroll System**  
State employees must participate in the direct deposit payroll program unless an exception is approved by the state controller or his or her delegate.

**Final Pay for a Terminating State Employee**  
When a state employee terminates his or her employment with the state, final payment must be made no later than the next regular pay day. When a state agency or institution of higher education terminates an employee, final payment must be made within three working days of the date of termination.

**Overpayments**  
If a state employee is paid more than is due, and the overpayment is nominal, it will be deducted from the employee’s next paycheck. If the overpayment is significant, a repayment schedule may be established. The state controller must approve any repayment schedule extending for more than six months

# CCA ADS 3.39: Payroll Administration

**Issued:** April 9, 2013  
**Reviewed:** December 14, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

**PURPOSE**  
To ensure compliance, the Community College of Aurora (CCA), establishes and implements payroll procedures and processes.

**DEFINITIONS**

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

**DESCRIPTION**  
The Payroll Office at the Community College of Aurora (CCA), in coordination with the Colorado Community College System Office, is responsible for establishing and implementing payroll procedures, processing payroll and maintaining CCA payroll records. The Payroll Office at CCA works jointly with Administrative Services and Human Resources.

**Payroll Schedules**  
CCA employees are paid on one of two payroll schedules – monthly or biweekly. The monthly payroll payday is the last working day of each month. Employees paid on the biweekly payroll schedule include part-time employees, adjunct faculty members, all student employees and employees who turn in an hourly timesheet every two weeks. The calendar for biweekly paydays is available on the Employee tab of MyCCA under Calendars. Details on the procedures and deadlines for submitting and approving timesheets are available in organizational guideline *CCA HRP 5.16 Time Reporting*. Employees are required to comply with time reporting procedures and timesheet submission and approval deadlines in order to ensure efficient payroll processing. Pay advices for all employees are sent via e-mail.

**Contract/Payroll Data**  
The Payroll Office maintains the original forms for hourly employee employment agreements, supplemental payments and Temporary Appointment Project Specialist (TAPS) contracts, as well as W4 and direct deposit information for all employees. All other employee contract information is retained in the Faculty Load and Compensation (FLAC) system and/or the Human Resources Office.

**Special Payroll Deductions**  
In addition to standard state and federal tax deductions and any applicable benefits deductions, all employees who earn over \$250 per month and for whom CCA is their principal employer will also receive a \$2 per month Occupational Privilege Tax deduction. This tax is required by the City of Aurora. All employees employed at the Film School who earn over \$500 per month and for whom CCA is the principal employer will also receive a \$5.75 per month Denver tax deduction as required by the City of Denver. The principal employer is defined as the one for whom the employee works the most hours. If an employee’s principal employment is one other than CCA, the employee must obtain a withholding certificate from his or her principal employer and submit it to Human Resources or Payroll in order to be exempted from the privilege tax deduction. The parking fee for CCA employees and students is approved annually by the State Board for Community Colleges and Occupational Education as part of CCA’s institutional fee plan. Employees paid on a monthly basis will have a parking fee deduction made from their monthly paycheck of \$3.00. Employees paid on a bi-weekly basis will not have a parking fee.



# CCA ADS 3.40: Payroll Salary Advances

**Issued:** March 29, 2013  
**Reviewed:** December 14, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** State of Colorado Fiscal Rule 2-2.8; CCA President’s Cabinet

## PURPOSE

To ensure compliance, the Community College of Aurora (CCA) does not, under any circumstance, prepay or provide advance payment of wages.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora (CCA) provides payment to employees for wages earned on official paydays established by the Colorado Community College System. Per State of Colorado Fiscal Rule 2-2.8, CCA will not, under any circumstances, prepay or provide advance payment of wages to an employee.

# CCA ADS 3.41: Method of Payroll Payments

**Issued:** March 29, 2013  
**Reviewed:** December 14, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** State of Colorado Fiscal Rule 9-2; CCA President’s Cabinet

## PURPOSE

To ensure compliance, the Community College of Aurora (CCA), requires all employees to participate in the direct deposit program.

## DEFINITIONS

- **Direct Deposit:** the electronic transfer of a payment directly from the account of the payer to the recipient’s account.

## DESCRIPTION

As required by State of Colorado Fiscal Rule 9-2, all Community College of Aurora (CCA) employees are required to participate in the direct deposit program for payment of their wages. The Payroll Office maintains direct deposit authorization forms for all CCA employees.

# Admin Serv- ices: Finance

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## TUITION & FEES

### CCA ADS 3.42: Student Tuition Rates

**Issued:** March 29, 2013

**Reissued:** November 4, 2022

**Reviewed:** October, 2022

**Legal or Other Authority:** SBCCOE BP 4-20; CCA President's Cabinet

#### PURPOSE

To ensure compliance, the Community College of Aurora (CCA) adheres to the tuition rates, fees and charges outlined by the State Board for Community College and Occupational Education.

to-date tuition and fee rates are published in the course schedule and on the CCA website on the *Student tab in the Paying for College section*.

#### DEFINITION

Not applicable.

#### DESCRIPTION

Tuition rates, fees and charges for services at CCA are approved annually by the State Board for Community College and Occupational Education (SBCCOE). CCA, as well as other Colorado Community College System colleges, may apply to the SBCCOE for approval for a special tuition rate that is higher than the system-wide rate if additional tuition revenue is needed to cover extraordinary costs associated with a particular course or program, including requirements that are mandated by outside agencies, such as regulatory bodies.

CCA follows the requirements and definitions of different types of fees and stipulations on how fees are to be assessed and shown on billing statements as detailed in SBCCOE Board Policy [BP 4-20](#). CCA also complies with BP 4-20 in determining when and how student approval through a majority vote must be obtained for new or increased student activity fees or bond fees.

The vice president of administrative services is responsible for overseeing the establishment of appropriate rates and the collection of [tuition and fees](#) from students in accordance with SBCCOE policies. Up-

# CCA ADS 3.43: Institutional Fee Plan

**Issued:** April 9, 2013  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** Colorado Department of Higher Education (CDHE) Policies & Procedures Section VI Part C Tuition and Fees; SBCCOE BP 4-20; CCA President’s Cabinet

## PURPOSE

To ensure financial security and consistency, the Community College of Aurora creates a tuition fees plan.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora (CCA) President’s Cabinet, in consultation with the student government, will establish an institutional fee plan as required in Colorado Department of Higher Education (CDHE) Policies & Procedures Section VI Part C and the State Board for Community Colleges and Occupational Education (SBCCOE) Policy BP 4-20. The institutional fee plan will be updated and submitted to SBCCOE for review and approval on an annual basis. SBCCOE generally reviews and approves these plans at its April meeting. Information on CCA’s current tuition and fee rates can be found on the CCA website under Students, Paying for College, Tuition & Fees.

Any new or increased mandatory fees which are charged to all students enrolled in a particular college or campus must comply with BP 4-20 and the institutional fee plan must, at minimum, include:

- Definitions and categories of all fee types, including descriptions of the purpose of each fee category.
- Procedures for specifying levels of student participation in setting student fees and disclosure about how student fees are allocated.

- A process for approving fee assessments or increases which includes a minimum notice of thirty (30) days to the student government. The notice must specify the amount of the new fee or fee increase, the reason for the fee assessment or increase, how the new revenue will be used and whether the fee assessment or increase is permanent or temporary and, if temporary, the repeal date.
- A complaint resolution process for disputes. However, fee assessments or increases approved at a student election are not subject to the complaint resolution process.
- Procedures for a student referendum relating to new or increased student fees pledged as security for a bond with prior SBCCOE approval of the referendum plan. The procedure shall specify how students will be informed of the amount and purpose of the proposed bond fee, the number of years that the fee will be imposed, and the effect of enrollment fluctuations.
- Procedures for informing students at each payment period concerning each fee, its purposes and whether the costs of collecting the fee will be reimbursed to the institution from the revenue collected.
- Procedures for the review of fee fund balances, including the thresholds at which such reviews are required. Institutional fee plans and any subsequent revisions must be submitted for annual review by the State Board. The SBCCOE may delegate the review and approval of the individual institutional fee plans to the Colorado Community College System (CCCS) president or his or her delegate. The approved institutional fee plans must be made available on the college’s web site.

## FEE CATEGORIES

### Student Activity Fees

Student Activity Fees are fees associated with enrollment in the college that are assessed for a specific purpose such as to support the student center, athletics, student government, parking or a specific student government need. Current CCA student activity fees include:

- **Student Activity Fee:** supports Student Life.
- **Student Government Fee:** supports student government and associated, approved activities.
- **Parking Fee:** used for parking lot repairs and upgrades. Parking fees for students will be assessed on a per credit hour basis. Courses that do not meet on campus, such as online and off-campus courses, will not result in parking fees.

### Program- and Course-Specific Fees

Some programs and courses are assessed additional fees to help defray extraordinary costs such as those mandated by outside entities, such as regulatory bodies, or costs incurred for specialized equipment, materials, technology or supportive services. CCA’s current program- and course-specific fees include:

- **High-Cost Program Fees:** offsets expenses for high-cost programs as defined by the SBCCOE. SBCCOE approves all special tuition rate requests that fall into this category. The fee is adjusted annually in July after approval by SBCCOE as part of CCA proposed fee plan. The approved fee is publicized in the course schedule and on the CCA website and is assessed for all math and English courses to offset technology and support services costs for these courses.
- **Fire Safety Program Equipment Fee:** covers equipment, materials and related extraordinary costs required by this program.
- **Basic Law Enforcement Application Charge:** a non-refundable charge assessed by the Academy to cover costs for Colorado Bureau of Investigation and Federal Bureau of Investigation fingerprint card processing and a limited background investigation. The charge is adjusted annually in July after SBCCOE institutional fee plan approval.

- **Basic Law Enforcement Training Charge:** covers the cost of ammunition, police vehicles, books and related program materials, handcuffs, arrest control uniforms, targets and target frames, and CPR/First Aid books and certificates.
- **Emergency Medical Provider (EMP) Equipment Charge:** offsets special equipment required for various courses in the program.
- **Film and Video Lab Charge:** covers the cost of film/video materials and supplies.
- **Paralegal-Law Library Charge:** covers classroom use, library privileges and student access to Westlaw online research services.
- **Art Material Charges:** for materials and/or lab fees for ceramics, photography, jewelry, multimedia graphic design, sculpture and stained-glass courses.

### Use Fees

Use fees include mandatory, campus-wide fees that are charged to support administrative services, such as student registration, wireless access and other technology supports, and equipment renewal and replacement. Other use fees are for miscellaneous service charges such as those for health insurance, late registration, promissory notes, returned checks and late tuition payments. CCA’s current use fees include:

- **Student Enrollment Charge:** mandated by CCCS and consistent across all colleges in the CCCS system; funds are used to defray registration and related administrative costs and are mandatory for all students.
- **Challenge/Portfolio Charge:** used to offset instructional review, materials and processing costs associated with this service.
- **Emergency Student Loan & Late Payment Charges:** offsets processing costs for administration of the Emergency Student Loan Fund and late payment processing.
- **International Student Application Charge:** used to offset additional costs related to processing international student applications.
- **Return Check Charge:** covers bank and administrative costs related to processing of returned checks.

**Bond Fees**

Bond fees are assessed and dedicated to build, renovate and/or operate, and maintain auxiliary facilities and, as allowable in state statute, academic facilities. CCA currently charges a Student Bond Fee to pay for common use and lounge space.

**Educational Activities Sales/Service Fees**

These fees are used to provide elective services such as the fitness center, testing and other services that are non-mandatory or are strongly encouraged. Private Instruction Charges are the only educational fee currently charged by CCA. These charges cover the cost of any private, supplemental instruction a student opts to receive outside of regular class time.

**STUDENT APPROVAL OF FEES**

Student approval is required for any increases, in excess of inflation adjustments, or establishment of new student activity or student bond fees. A simple majority of the votes cast by the current student body determines the outcome of any student election.

The Senior Student Affairs Officer/Dean of Student Success is responsible for administering student elections concerning fees. Elections must be scheduled in consultation with the Student Government Association and will be announced to the students at least thirty days in advance. Any new fee, fee increase or fee extension

proposal that is defeated by a vote of the student body may be resubmitted for another student vote only at the following regularly scheduled election.

CCA will hold student elections concerning fees as needed. Student fee elections will typically be held in February to allow any student-approved fee adjustments or additions to be submitted for approval by the SBCCOE in April. Students and student representatives may address the State Board during discussion of and action on student fee proposals.

Student fee elections will follow the following procedures:

- Elections will be run by the vice president of student affair’s office or other designated official. All referenda and supporting materials will be approved by the CCA Cabinet before they are announced or published.
- Any student taking at least one credit hour in the semester the election occurs may participate.
- Students will be notified by Student Life of an upcoming fee referendum via their college e-mail account, the Student Bulletin and other communication vehicles as appropriate.
- Referendum notification materials will be unbiased and provide the following information:
  - The amount of the proposed new fee or fee increase.
  - The purpose for which the institution will use revenues received from the proposed new fee or fee increase.
  - Whether the proposed new fee or fee increase is temporary or permanent and, if temporary, the repeal date of the proposed new fee or fee increase.
- CCA staff and student government officers are prohibited from campaigning either in favor or opposition to the proposed fee change.
- Referendums may be run by paper ballot or electronically.
- The identity and enrollment status of all participating students will be verified by Student Life staff.
- A fee is passed if the majority of students participating in voting approve the fee.

**ITEMIZATION OF STUDENT FEES ON BILLING STATEMENTS**

CCA will clearly explain and disclose the fees charged to students in its student billing statements. Itemization is not required for any academic course fee that is specifically listed in the course catalog.

**FEE DISPUTES**

Students wishing to dispute student fee proposals or any issues relating to student fees may file a formal, written complaint as described in organizational guideline CCA STS 7.06 Student Complaint Procedure.

**CCA ADS 3.44:  
Deferring Payment**

**Issued:** March 29, 2013      **Reissued:** November 4, 2022  
**Reviewed:** October, 2022      **Legal or Other Authority:** CCA President’s Cabinet

**PURPOSE**

To make education affordable for everyone, the Community College of Aurora (CCA) offers payment plans.

**DEFINITION**

- **Nelnet:** a student loan company.

**DESCRIPTION**

The Community College of Aurora (CCA) offers payment plans through Nelnet, enabling students to set up an installment payment plan to help them manage their educational expenses. The Fiscal Operations Department is responsible for administering the Nelnet program at CCA.

Delinquent accounts resulting from deferred payment agreements will be referred to state collections within 30 days of the due date.



# CCA ADS 3.45: Institutional Error and Appeals

Issued: June 26, 2019

Reviewed: January, 2023

Reissued: February 9, 2023

Legal or Other Authority: CCCS BP 8-190; CCA President’s Cabinet

## PURPOSE

To define institutional errors and the circumstances under which a student may appeal tuition and fees charged.

## DEFINITIONS

- **Institutional Error:** An error that occurs and is the result of action or inaction by the college.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

### Appeal of Delinquent Charges on the Student Account

A “Certification of Student Loan Debt and Due Process Rights” is mailed to students with outstanding account balances prior to accounts being sent to collection agencies. A student may appeal the debt by contacting the CCA Cashier Office. Disputes must be in writing and provide a factual explanation as to why the amount of debt should be corrected, revised or reversed. When the initial dispute is received, the Director of Student Accounts Receivable will review and respond to the student with a written letter to inform them of the decision. If the dispute is not resolved after this review and the student wishes to appeal to the next level, a written appeal with the reasons and supporting documentation must be received within 15 days of the denial notification being mailed. The Controller will make the final determination and the student will be notified by written letter. Tuition and fee charges that are not approved for appeal will be submitted to collections and reported to tax offset.

### Processing an Institutional Error

When there is disagreement over the validity of charges on the student account, CCA personnel will research to determine if an institutional error exists and whether the correction of the error requires adjustment to the student academic record and/or the amount of debt owed by a student. A CCA employee must verify and document the existence of an institutional error prior to student records being altered. Institutional errors identified pre-census will be resolved and the respective department will make corrections as part of normal operating procedure. Institutional errors identified post-census will require review and consultation of a committee including the Registrar, Financial Aid Director and Controller. If the committee approves the appeal for institutional error, the original charges are not considered a valid receivable and a late drop will be processed. The Controller shall be the approving authority for reversal of charges on a student account.

- Examples of institutional errors include, but are not limited to:
- An error in the data an employee keyed into Banner.
  - A hold placed on a student account that prohibits drop by the deadline.  
A system issue or outage that delays drops past census.
  - An error relating to drop for non-attendance. CCA instructors have responsibility to report no show students to the Admissions, Registration and Records Office for manual removal of a no-show student from the class enrollment roster. If documentation exists to

show that a student met no-show criteria and should have been dropped prior to census, this is considered an institutional error. If a student does not meet no-show criteria, a student is responsible for taking action to drop a course by census.

- No-show students are those who meet one of the following criteria for a class for which they are registered:
  - **Traditional Face-to-Face Courses:** a student is considered a no-show if they have not attended any class session prior to the course census date.
  - **Online Courses:** a student is considered a no-show if they have not completed and submitted an on-time graded, content-based assignment by the course census date.
  - **Hybrid Courses:** a student is considered a no-show if they do not attend the first hybrid meeting date for the course prior to census date or has not completed and submitted a graded, content-based assignment by the course census date.
  - **Open-Entry/Self-Paced Courses:** a student is considered a no-show if they have not completed and submitted a graded, content-based assignment by the course census date.

### Appeal for Extraordinary Circumstances

In extreme circumstances, when a student experiences an emergency after the published deadlines that is beyond their control and negatively affects their ability to be successful in the course, the student may apply for a tuition credit and/or administrative withdrawal. Extraordinary circumstance appeals normally cover medical emergency, mandatory employment change, death of a family member or other person with which the student had a significant relationship or other life events on a case-by-case basis. Students will need to complete the Extraordinary Circumstances Appeal form, which can be found in the Forms area in MyCCA, and submit the completed form and any required documentation to the Admissions, Records, and Registration Office (ARRO). Extraordinary appeals will be reviewed and decided by a committee headed by a chair from ARRO and comprised of at least one member

each from Faculty, Financial Aid, Academic Advising, and Fiscal Affairs. All extraordinary circumstance appeals will have a submission deadline of no later than the census of the semester after the semester being appealed.

If awarded a tuition credit appeal for extraordinary circumstances, the original charges are still considered a valid receivable and a late drop will not be awarded. Students can be awarded an administrative withdrawal, a tuition credit, a partial tuition credit, or both an administrative withdrawal and a tuition credit. Students awarded an administrative withdrawal will have their academic record updated to an AW grade. No refund for the course is given, but if a tuition credit (full or partial) is awarded, the credit will apply in the following order: 1.) refunded to any 3rd party that paid the original tuition; 2.) repaid to any federal financial aid owed to the college as a result of the appeal; 3.) credit the student account for any remaining balance due; 4.) any remaining tuition credit will be awarded as a voucher for use in immediate future (within following three terms). If the student is unable to attend in any future term and use their voucher by the expiration date, the student forfeits the value of such voucher. All approved vouchers are applied through Financial Aid Office directly to the student account.

### Appeal Under Title IX Legislation

Appeals covered under Title IX legislation are reviewed by a CCA Title IX Compliance Officer and decisions for these appeals are made independently, confidentially and exclusive of the requirements of this policy.

### Appeal of Student Grade Awarded & Other Academic Issues

Dissatisfaction with course content, academic progress, and/or personal conflicts with an instructor must be addressed with the Division of Academic Affairs. Students should discuss concerns about a class with the instructor, then, if necessary, with the department chair. There is a separate process outlined for grade appeals, detailed in CCA Organizational Guideline 2.12A and in the college catalog. If the Dean or

Vice President for Academic Affairs determines an institutional error or extraordinary circumstance exists, the appropriate appeal form will need to be completed. If it is determined a Title IX situation exists, a Title IX investigator must be notified, and they will determine the appropriate resolution.

The CCA President has the right to make final determination on any institutional errors and appeals.

# CCA ADS 3.46: Banner Access

**Issued:** March 29, 2013  
**Reviewed:** December 14, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** Family Educational Rights and Privacy Act (FERPA); CCA President’s Cabinet

## PURPOSE

To ensure compliance and security, the Community College of Aurora (CCA), establishes a process for Internet Native Banner access.

## DEFINITIONS

- **Internet Native Banner (INB or Banner):** an online software program that is an integrated student information system. The link for Banner can be found on MyCCA.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

Internet Native Banner (INB) access for CCA staff will be based on the employee’s position responsibilities and associated need to input, extract or reference data directly from the Banner system. Access to specific screens will be granted based on the employee’s need for consistent, on-going access to those screens. Tasks which come up infrequently or for which Banner access is needed on an exception, rather than a standard, basis should be referred to the department with more standard access to those screens rather than requesting Banner access for an employee with more episodic access needs.

To request Banner access, the employee’s supervisor must complete a Banner Security Request Form, and submit the completed form to CCA’s INB security administrator, currently the Controller. Instructions for completing the security request form can be obtained from the Controller. When completed the form will be

routed for approval by the employee’s direct supervisor and the Director of Financial Aid when applicable. Once all appropriate approvals have been received, including that of CCA’s INB security administrator where required, the INB security administrator will send the approved form to the Colorado Community College System Banner Security Team for processing.

### FERPA Requirements

All employees authorized to access Banner must maintain an understanding of and comply with all Family Educational Rights and Privacy Act (FERPA) and CCA’s associated policies and procedures as detailed in the college’s annual Notification of Rights under FERPA and organizational guideline ENM 6.01 Student Records/FERPA.

### Access Review and Clean-up

In order to maintain the security and integrity of CCA’s Banner data, the INB security administrator will conduct periodic reviews of all authorized Banner users. The security administrator will purge access codes for users who are no longer employed at the college and for those individuals who have not used their access code in the previous 12 months. Employees whose access codes are terminated will be notified via e-mail.

# Admin Serv- ices: General

## COLLEGE CLOSURE & CONTINUITY OF OPERATIONS

### CCA ADS 3.47: Closing Campuses

**Issued:** March 29, 2013

**Reviewed:** October 12, 2022

**Reissued:** February 9, 2023

**Legal or Other Authority:** CCA President's Cabinet

#### PURPOSE

Providing a safe learning and working environment is of paramount importance for the Community College of Aurora (CCA). Taking measures reasonably necessary to ensure safety by changing the times of college operations or temporary evacuations.

#### DEFINITIONS

- **Campus Closure:** the college will cease operation and close. Staff, faculty, and administrators will not be on campus do to inability to operate in a normal manner.
- **Severe weather:** such as excessive amounts of snow, ice or rain that create dangerous travel conditions
- **Natural disaster:** such as tornado, flood, or earthquake
- **Utility outage:** including electrical, heating or water outages
- **Other emergency situations:** such as a bomb scare or act of terrorism.
- **Emergency Operations Plan:** a guidance document for all hazard and emergency management, see CCA ADS 3.70 Emergency Operations Plan.

#### DESCRIPTION

In the event of a situation or conditions that warrant closing one or both Community College of Aurora (CCA) locations, changing the opening or closing times of college operations, or temporarily evacuating one or both locations, the following procedures will be used. Situations when these procedures may be activated include, but are not limited to:

- Severe weather
- Natural disaster

- Fire
- Utility outage
- Other emergency situations

#### Closure and Related Decisions

The decision to close, alter hours or evacuate one or both campuses will be made by the College President or their designee in consultation with the Vice President of Academic Success and the Director of Facilities. The Director of Facilities is responsible for evaluating conditions at the campus and informing the President of those conditions along with a recommendation of whether closure, alteration of hours or evacuation is advised in order to ensure the safety and security of staff members and students.

When conditions arise outside normal business hours, the decision to close the college or change hours of operation will be made by 6 a.m. or as soon thereafter as possible. If the emergency condition arises during regular operating hours, the decision to close the college or change hours of operation will be made as soon as possible after the emergency condition is evaluated.

In the event of a natural disaster, threat of violence, fire or other emergency situation, the Emergency Operations Plan will be activated to guide CCA's response to the situation.

#### NOTIFICATION PROCEDURES

Once the closure, alteration of operating hours or temporary evacuation decision has been made, the Incident Commander will contact the Director of Communications who will follow the college

communication plan and notify the college community, media, and partner entities.

LEAVE PROVISIONS

In the event of a campus closure, affected employees will be granted administrative leave unless they are already on approved sick or annual leave when the closure occurs. Employees may not substitute administrative leave for previously granted sick or annual leave for the closure period.

Employees who cannot reach the office for the entire day or who arrive late to work due to severe weather conditions when the college has not been closed may be granted administrative leave or temporary, alternative work, or scheduling options if the supervisor determines, in their discretion, that the absence or lateness was reasonable. Employees affected by emergency road closures made by state, county, or municipal governments or by the Colorado State Patrol will be granted administrative leave.

CCA ADS 3.48:  
Continuity of Operations Plan

Issued: March 29, 2013      Reissued: February 9, 2023  
Reviewed: October 12, 2022      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

In case of an emergency, that effects educational operations, the Continuity of Operations Plan, ensures the continuation of educational operations and services.

DEFINITIONS

- **Emergency Operations Plan:** a guidance document for all hazard and emergency management, see CCA ADS 3.70 *Emergency Operations Plan*.

DESCRIPTION

The Community College of Aurora (CCA) recognizes that the protection of its educational operations, as well as its students and staff members, is one of its major responsibilities to the citizens of Aurora. In light of this commitment, CCA has created a Continuity of Operations Plan to ensure that high levels of educational services are sustained in the event of an emergency or other incident that threatens, incapacitates, or significantly disrupts college operations.

To this end, procedures are in place to support the resumption of education operations and functions in the event of their disruption at the sites identified in the plan. The plan also includes procedures for supporting educational service resumption and recovery efforts at alternative sites, if required. CCA’s Continuity of Operations Plan is in conformance with relevant insurance, regulatory, and ethical practices as well as the provisions of the college’s and Colorado Community College System’s policies, plans, and procedures.

The Continuity of Operations Plan is designed to be used in conjunction with the Emergency Operations Plan to guide college staff in responding to and recovering from emergencies, and mitigating their impact.

PLAN COMPONENTS

The Continuity of Operations Plan includes:

- College-wide as well as department-specific measures that will be taken to ensure that the college is prepared to provide essential services to students in the event that college facilities or services are threatened, diminished, or incapacitated.
- Procedures to ensure the college’s ability to provide continuous communications to both internal and external communities.
- Guidelines to facilitate the return to normal operating conditions as soon as practical based on the circumstances of the incident.
- Procedures for providing timely direction, control, and coordination to CCA leadership and critical clients before, during, and after an event or upon notification of a credible threat.

PLAN OBJECTIVES

The main objective of the Continuity of Operations Plan is to ensure that the college is prepared to continue essential operations in the event of a wide range of potential emergencies and, specifically, when a primary site is either threatened or inaccessible. Additional objectives of the plan include:



- To ensure the continuous performance of essential functions and operations during an emergency.
- To ensure continuous access to essential facilities equipment, records, and other assets.
- To reduce or mitigate disruptions to operations and educational services.
- To minimize loss of life, damages and losses resulting from an emergency.
- To identify and designate students, staff and guests to be relocated.
- To facilitate decision-making for execution of the plan and the subsequent conduct of operations.
- To achieve a timely and orderly recovery from the emergency and resumption of full educational services.

Additional information on planning assumptions, activation scenarios, department leadership succession in emergency situations and other specific implementation details will be covered in the plan specifics. The plan will be maintained and kept up to date by the Vice President of Administrative Services or their designee.

# Admin Serv- ices: General

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## INFORMATION TECHNOLOGY

# CCA ADS 3.49: Scope of Information Technology (IT) Services

**Issued:** March 29, 2013

**Reviewed:** August 27, 2022

**Reissued:** November 4, 2022

**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure that students and staff have access to online information and tools, the Community College of Aurora (CCA) outlines the role and responsibility of the Information Technology (IT) department.

## DEFINITIONS

- **IT Support HelpDesk:** A service for students and staff to contact the IT department for help. Please visit the IT Helpdesk webpage for more information.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.
- **Desire2Learn (D2L):** An online platform for general class information and online classes.

## DESCRIPTION

The Information Technology Department at the Community College of Aurora (CCA) provides purchase recommendations and approval as well as installation, maintenance and troubleshooting support for all college-owned computer hardware, computing devices and software. The Information Technology Department also manages the installation, maintenance and management of CCA’s information technology network.

## SUPPORT FOR CCA STAFF MEMBERS

The Information Technology Department provides the following support for college-owned hardware, software and computing devices through the IT Support HelpDesk:

- **Password resets for:** MyCCA, college e-mail accounts, computer logins
- **Software support on college-owned computers including:** Microsoft Office 365, Microsoft Edge, Google Chrome or Firefox, Adobe products, Citrix
- **Hardware support on college-owned computers including:** monitors and projectors, desktops and laptops, printers and copy machines, network issues
- **Support for college-issued equipment including:** cell phones, iPads, classroom technology
- Desire2Learn (D2L) questions or challenges should be referred to the Online Learning Department at [OnlineLearning@ccaaurora.edu](mailto:OnlineLearning@ccaaurora.edu).

## HARDWARE AND SOFTWARE PURCHASES

Department staff members are available for consultation on proposed hardware or software purchases. The director of information technology must review and sign-off on all new hardware and software purchases as detailed in organizational guideline ADS 3.52 Computer Hardware and Software Acquisition/ Software License Management.

## TROUBLESHOOTING

Troubleshooting assistance for computer hardware, software or other information technology issues may be obtained by emailing or calling the Help Desk at [HelpdeskTickets.cca@ccaaurora.edu](mailto:HelpdeskTickets.cca@ccaaurora.edu) or 303.360.4900 Assistance with repairs, maintenance or related issues may be requested using the Work Order System link on the Resources tab of MyCCA in the Support Resources section.

## INFORMATION TECHNOLOGY BACK-UPS

The Information Technology Department conducts routine, scheduled back-ups of all files, data and other resources saved on CCA network drives. CCA staff members who save files, data or documents on their desktop must perform their own back-up if they wish to avoid losing those files in the event of a computer or system crash. The HelpDesk is available for support with back-ups as needed.

## SUPPORT FOR CCA STUDENTS

Students may contact the IT Support HelpDesk for troubleshooting assistance. CCA Information Technology staff members are prohibited, however, from providing hands-on technology support for student-owned technology resources. Support Available from CCCS As a Colorado Community College System (CCCS) college, some of CCA’s information technology infrastructure is provided by CCCS and supported by the CCCS-IT Helpdesk rather than by CCA’s Information Technology Department. For troubleshooting and related assistance with the CCCS-managed infrastructure, CCA staff should contact the CCCS-IT Helpdesk at 303-620-4357:

- Internet Native Banner (INB)
- Desire2Learn
- Student e-mail accounts

# CCA ADS 3.50: Computer Use Guidelines

**Issued:** March 29, 2013      **Reissued:** November 4, 2022  
**Reviewed:** August 10, 2022 **Legal or Other Authority:** SBCCOE BP 3-125; CCCS SP 3-125c; CCA President’s Cabinet

## PURPOSE

To ensure compliancy and security, the Community College of Aurora (CCA) outlines the use of computers for students and staff.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Information Technology Department at the Community College of Aurora (CCA) manages the implementation of and monitors CCA’s compliance with State Board for Community Colleges and Occupational Education (SBCCOE) Policy BP 3-125 and Colorado Community College System (CCCS) System Procedures BP 6-10 governing system-owned equipment, networking and electronic communication systems. Protecting the security of college-owned information technology resources, personal computing devices, data and other sensitive or confidential information is the responsibility of every CCA employee. While the Information Technology Department provides security systems, processes and procedures, each individual employee is expected to remain diligent about securing information and technology-related resources under their purview. Following are CCA’s computer use guidelines as required by SBCCOE and CCCS.

## ACCESS MONITORING AND ELECTRONIC COMMUNICATION GUIDELINES

As the owner of the CCCS computer system and the employer of CCCS and CCCS-affiliated college personnel, the SBCCOE is authorized to restrict use and monitor access of employees and students as outlined in Board Policy BP 3-125. BP 3-125 specifies that monitoring may occur in order to ensure the security and operating performance of systems and networks, to review employee performance and to enforce system policies.

Electronic communication guidelines, including prohibitions on the use of electronic communication, are provided in BP 3-125. Electronic communication is defined to include, but is not limited to, e-mail, Internet services, web pages and system computer use.

## USE OF COMPUTER EQUIPMENT, SOFTWARE, NETWORKS AND DATA

CCCS’s governing philosophy regulating faculty, student and staff use of CCCS computing resources as well as general principals regarding appropriate use of equipment, software, networks and data are detailed in BP 6-10. The procedure covers open records, confidentiality and document retention based on state and federal laws; management and use of user IDs and passwords; computer log-off and shut-down requirements; software licensing and installation rules; Internet, e-mail, hardware and

software use, including personal use; remote access; back-ups; security and inventory systems as well as security violations procedures and examples of prohibited activities.

## CONFIDENTIAL INFORMATION

All employees and any party accessing any CCCS or CCA communication system are obligated and required by law to protect all confidential information obtained from others, including student information. See organizational guideline ENM 6.01 Student Records/FERPA for additional information. Any questions regarding which information is public and which is protected should be referred to a supervisor.

## STORAGE OF CONFIDENTIAL INFORMATION

Confidential information, such as, student records, student data or financial aid information must only be stored on secure servers owned by CCCS or CCA, and must not be saved or stored on personal computers, laptops or portable electronic devices, including memory sticks. When work involving such records must be conducted from a remote location, remote access protocols should be followed to access and maintain the information on the secure server.

## PHYSICAL SECURITY AND UNATTENDED COMPUTERS

Physical security is the first layer of control to restrict access to technology systems and to protect costly technology equipment. The Information Technology Department maintains a secure server room at CCA that is kept locked and to which access is carefully controlled. Individual employees are responsible for managing the security of information and technology within their offices or other areas under their purview, including computers, telecommunications equipment, personal computing devices and other technology equipment.

Classrooms or storage spaces containing a significant number of or individual equipment items that are costly to replace should be kept supervised or locked at all times. Staff should never leave a laptop, computing device, digital recording equipment or other technology resource unattended in a car, coffee shop or other public area where theft may occur even with a moment of inattention.

## LOGGING OFF/SHUTTING DOWN/ LOCKING WORK STATIONS

To protect the user and maintain confidentiality of data and other sensitive records, CCA staff members are required to logout, shut down or lock their workstation, or activate a screen saver with password protection when leaving their computer unattended, even if only a few minutes.

## USER IDS AND PASSWORDS

All employees accessing any CCCS or CCA computer or communication system must have a unique user ID and password. Generic logins are only issued if an application requires it, allows no work-around and does not present a data or system security risk as determined by the Information Technology Department. Public access computers, such as those in the library or computer labs, are maintained off the main network and are monitored for use or access violations.

CCA staff must always login using their unique user ID and password and are prohibited from logging in as another user. Computer login passwords must be changed every 60 days as prompted by the system. Portal passwords are changed every 90 days. Staff members are prohibited from disclosing their passwords to others. Login and password information must not be written down, displayed or kept in places such as desk drawers or keyboard trays where there is a high potential for theft.

REMOTE ACCESS PHONE NUMBERS  
AND INTERNET ACCESS ACCOUNTS

All requests for remote access must be authorized in writing by the appropriate supervisor. Remote system access vehicles including virtual private network connections, Citrix connections, phone numbers, account ID’s, and passwords must be kept confidential and secure.

SECURITY VIOLATIONS

CCA employees must report information regarding security violations or misuse of hardware or software to either their supervisor, the CCA Information Technology Department or the CCCS-IT Helpdesk. Security violations may result in disciplinary action up to and including termination. The Information Technology Department, Human Resources Department and other administrative leaders, as appropriate, will assess the violation and determine appropriate follow-up action.

CCA ADS 3.51:  
Managing IT System User Account Access

Issued: March 29, 2013      Reissued: November 4, 2022  
Reviewed: August 18, 2022      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

To ensure consistency and security, the Community College of Aurora’s (CCA) IT Department manages system user account access and information.

DEFINITIONS

Not applicable.

DESCRIPTION

The Information Technology Department at the Community College of Aurora (CCA) will manage and oversee all information technology system user access. To add a system user and initiate the process of setting up a user ID, password and associated access, the Human Resources Office must notify the Information Technology Department of the new user via e-mail. Human Resources must use the on-board form the Information Technology created to keep track of equipment deployed to the user. To delete a system user and thus restrict the user’s access to CCA’s technology systems, the Information Technology Department must be notified by e-mail by the Human Resources Department. The user’s system access will be terminated immediately upon receipt of notification.



# CCA ADS 3.52: Computer Hardware and Software Acquisition/ Software License Management

**Issued:** March 29, 2013  
**Reviewed:** August 29, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** SPCCOE SP 3-125c; CCA President’s Cabinet

## PURPOSE

To ensure operable and secure technology and online resource, the Community College of Aurora (CCA) outlines the process for hardware and software purchases.

## DEFINITIONS

- **Hardware:** the physical parts of a computer.
- **Software:** computer programs and associated documentation and data for those programs.

## DESCRIPTION

The Information Technology Department at the Community College of Aurora (CCA) will review and approve all hardware and software purchases at the college. Staff members wishing to purchase software and/or hardware must obtain the appropriate, required approvals prior to completing a purchase transaction. The purpose of the review is to ensure:

- Effective operation and compatibility of all hardware and software with CCA’s information technology needs and infrastructure;
- Compliance with applicable laws and regulations, including Colorado Community College System (CCCS) procedures and CCA requirements;
- Receipt of the best possible pricing by leveraging pricing arrangements and consolidating purchasing power;
- Proper review and understanding of software licensing agreements;
- Clear understanding of requirements and expectations related to maintenance, licensing, network connectivity and other considerations.

## PURCHASE CONSULTATION AND APPROVAL

The Information Technology Department is available to provide consultation on hardware and software purchases including type, size, brand and other variables prior to the final purchasing review. Additionally, the department will review dependency needs related to the purchase to ensure support is available and adequate for the ongoing operation of the software and/or hardware. Dependencies reviewed will include: dedicated hardware or additional supporting software, database and/or file server space, backup server space, network and Internet bandwidth, and related needs.

All purchase requisitions for computers, computer peripherals or related equipment and software must be submitted to the director of information technology for review and approval prior to making a purchase. Any requisitions for computer technology received by the purchasing department that do not have the approval of the director of information technology will be forwarded to them for review and sign-off. All purchases, including consumables such as toner cartridges and paper, must be funded by the requesting department. The requesting department must have funds available in the appropriate budget and obtain sign-off from the cost center administrator prior to requesting purchase review and approval by the director of information technology.

## STANDARDIZATION OF TECHNOLOGY

CCA will strive, within reason, to purchase hardware and software that meets uniform, pre-determined

standards in order to obtain more competitive pricing, higher levels of customer service, less costly maintenance, and an improved ability to provide in-house support and troubleshooting. Purchases of non-standard hardware or software will be minimized where possible. The purchase of non-standard technology must be justified by the existence of special circumstances and approved by the dean or division director. The Information Technology Department will evaluate purchase requests and communicate to the requesting department any limitations, if applicable, to the level of support that will be provided for non-standard technology as part of the purchase approval process. Software Installation CCA computers are state and college assets that must be operated with legal software and kept virus-free. Only legal, registered software may be used on CCA technology devices. All software on CCA computing devices must be installed by the Information Technology Department to ensure compliance with licensing and security standards. Staff members are prohibited from downloading and/or installing any software from the Internet without prior approval, including music, video, games and other freeware or file- sharing software. Staff members are also prohibited from removing, modifying or otherwise adjusting standard virus protection software installed on college-owned technology devices.

Consistent with the requirements of Colorado Community College System Procedures SP 3-125c, CCA adheres to all software copyright protections and licensing terms to which the college is a party. CCA staff members are prohibited from duplicating any licensed software for use on the college premises or elsewhere unless such use is expressly authorized by fair use standards or a license agreement. The college can incur significant fines if illegal or unlicensed software use is discovered. Employees responsible for the unauthorized duplication or use of software may be subject to disciplinary procedures up to and including termination.

Generally, the purchase of a single copy of software entitles the owner to use the software on a single

machine at any given time. College staff members may use software on local area networks or on multiple machines only in accordance with applicable license agreements. The Information Technology Department must be consulted prior to installing any college-owned software on a home computer or other personal computing device.

Faculty and staff members are required to inform the Information Technology Department about software bundled with textbooks. If the software is to be installed on the network, the Information Technology Department will manage the installation and removal of the software from the network when the textbook is no longer in use, upon notification by the sponsoring department.

## SOFTWARE LICENSE MANAGEMENT AND UPGRADES

The Information Technology Department will maintain the original copies of all software purchased for use at CCA. This will enable the Information Technology Department to respond more quickly and efficiently to requests to upgrade, restore, or add software to additional machines where licensing agreements permit such action.

The Information Technology Department will also maintain an up-to-date list of all license tracking or installation key numbers, license expiration dates and other licensing terms, and the devices and locations where the software is installed. Any software license that expires and is not renewed will be removed on or shortly after the expiration date

# CCA ADS 3.53: Cell Phones, Smartphones and Mobile Broadband Cards

**Issued:** March 29, 2013

**Reviewed:** January 4, 2023

**Reissued:** February 9, 2023

**Legal or Other Authority:** Colorado Open Records Act (CORA); CCCS SP 3-125d; CCA President’s Cabinet

## PURPOSE

To ensure security, manage costs, and provide remote connectivity, the Community College of Aurora (CCA) outlines the use of cell phones, smartphones and mobile broadband cards.

## DEFINITIONS

Not applicable.

## DESCRIPTION

CCA recognizes that cell phones, smartphones and mobile broadband cards support productive, mobile employees with on-demand communication tools and remote wireless network connectivity. Such devices also add significant operating expenses and additional security challenges. The following guidelines related to the authorization and use of these devices are designed to maximize security, manage costs and provide specific employees with the convenience of remote connectivity.

All CCA employees who are authorized to have a college-issued cell phone, smartphone or mobile broadband card are subject to the terms of this guideline. The guideline also applies to CCA employees who use a personal smartphone to receive college e-mail and employees who use a personal cell phone or smartphone for college business calls.

## ELIGIBILITY AND APPROVAL

Supervisors may request a CCA-provided cell phone without PDA features and monthly voicemail service for those employees who demonstrate a business need for a cell phone. Generally, to be eligible for a

college-provided phone, the employee must be a dean, director or higher-level administrator and either travel frequently outside their office or have responsibilities that require them to be reachable outside of normal business hours. To balance business needs with cost considerations, the college will provide smartphones with PDA features and monthly voice and data service for the president, vice presidents, deans, and select directors with appropriate job-related justification. Provision of mobile broadband cards will be based on the demonstrated business need.

The supervisor must obtain approval prior to providing an employee with a cell phone, smartphone or broadband card. To obtain approval, the supervisor must identify the business justification for the purchase and service requirements in a written request to the vice president of the division and the information technology director. Final review and approval of the request will be provided by the vice president of administrative services.

## PURCHASING AND BUDGETING FOR PHONES

The Information Technology Department will assist with identifying compatible smartphone and cell phone platforms, purchasing equipment and supporting CCA-provided devices. The budgeting and allocation of funds to pay for cell phones and smartphones, accessories and ongoing service fees are the responsibility of the requesting supervisor and must be covered by the requesting department’s or division’s budget.

## ACCEPTABLE USE

Cell phones, smartphones and mobile broadband cards provided by CCA are to be used primarily for business purposes. Incidental and occasional personal use of college-provided devices is acceptable as long as that use complies with the rules and provisions described in Colorado Community College System (CCCS) System Procedure [SP 3-125d](#) and organizational guideline *IS 8.2 Computer Use Guidelines*. Any service fees or charges resulting from personal use must be reimbursed to the college.

## SECURITY, DATA PROTECTION, AND PHONE LOSS

CCA employees are responsible for the security of the college-issued device and data accessed using the device as well as protecting it from loss or theft as detailed in SP 3-125d and organizational guideline *ADS 3.50 Computer Use Guidelines*.

## OPEN RECORDS REMINDER

In accordance with the [Colorado Open Records Act \(CORA\)](#) and as specified in organizational guideline *CCA HRP 5.69 Colorado Open Records Act (CORA)*, files, text messages, e-mail and voicemail messages on cell phones and smartphones used for college business are subject to the rules and provisions of this act. As indicated in HRP 5.69, all open records requests received by CCA employees must be directed to the human resources director at CCA prior to responding.

# CCA ADS 3.54: E-mail Use Parameters

**Issued:** March 29, 2013  
**Reviewed:** August 29, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** Colorado Open Records Act (CORA); SBCCOE BP 3-125; CCCS SP 3-125d; CCA President’s Cabinet

**PURPOSE**  
To ensure compliancy and security, the Community College of Aurora (CCA) outlines the parameters for e-mail use.

**DEFINITIONS**

- **E-mail:** any message sent or received through or stored on a CCCS or CCA server and may include, but is not limited to, correspondence and attachments, calendar requests and schedules, and voicemail attachments forwarded electronically.

**DESCRIPTION**  
Use of e-mail by employees at the Community College of Aurora (CCA) is subject to the provisions of State Board for Community Colleges and Occupational Education (SBCCOE) Policy BP 3-125 and Colorado Community College System Procedures (CCCS) SP 3-125d. E-mail is defined as any message sent or received through or stored on a CCCS or CCA server and may include, but is not limited to, correspondence and attachments, calendar requests and schedules, and voicemail attachments forwarded electronically. All e-mail as defined in this guideline is the property of CCA and as such is subject to the following provisions:

- E-mail may be monitored by the CCA Information Technology Department to track compliance with CCCS requirements, among other reasons.
- E-mail is subject to the Colorado Open Records Act (CORA) and employees are expected to be aware that e-mail sent on college-owned devices may be subject to CORA disclosure requirements. Employees must ensure that proper records retention requirements

are followed as described in SP 3-125d. As specified in organizational guideline CCA HRP 5.69 Colorado Open Records Act (CORA), any open records request received by a CCA employee must be forwarded to the director of human resources at CCA prior to responding.

- Employees are prohibited from using e-mail and other college-issued technology resources and communication tools as described in SBCCOE BP 3-125.
- The Information Technology Department at CCA will monitor e-mail, assist employees, and otherwise ensure compliance at CCA with SBCCOE Policies and CCCS President’s Procedures.

# CCA ADS 3.55: Peer-to-Peer File Sharing and Digital Millennium Copyright Act

**Issued:** March 29, 2013  
**Reviewed:** August 9, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** Higher Education Opportunity Act; CCCS SP 3-125e; CCA President’s Cabinet

**PURPOSE**  
To ensure compliancy and security, the Community College of Aurora (CCA) outlines the procedures for sharing information.

**DEFINITIONS**

- **Peer-to-Peer File Sharing:** the distribution and sharing of digital media without the use of a centralized administrative system.

**DESCRIPTION**  
As required by the Higher Education Opportunity Act and Colorado Community College System President’s Procedure (CCCS) SP 3-125e, the Community College of Aurora (CCA) is committed to implementing procedures to reduce illegal uploading and downloading of copyrighted works through peer-to-peer file sharing. CCA’s procedures include:

- Posting notices in computer labs to inform students that illegal uploading and downloading is not allowed and that individuals involved in the illegal distribution of copyrighted materials may be subject to criminal and civil penalties.
- Using technology-based deterrents to prohibit and otherwise restrict illegal downloading, uploading and file sharing.
- Certifying to the U.S. Secretary of Education that CCA has a plan to effectively combat the unauthorized distribution of copyrighted material, including the use of technology-based deterrents.

- Periodically reviewing the effectiveness, and adjusting as needed, the tools and procedures used to combat the unauthorized distribution of copyrighted materials.

**VIOLATIONS**  
The vice president of student affairs will be informed of incidents where a student is found in violation of this guideline. The vice president of student affairs will track these incidents and determine whether formal disciplinary action will be taken, such as instances where more than one such incident report is created for the same student or if the specific activity that triggered the violation is considered extreme or egregious. Student Code of Conduct and discipline procedures will be followed in the event that disciplinary action is warranted.

**U.S. DEPARTMENT OF EDUCATION CERTIFICATION**  
The director of financial aid will annually certify, via the CCA federal student financial aid report, that CCA is meeting its obligations with regard to illegal file sharing and copyright protection.



# Admin Serv- ices: General

## PROPERTY, PLANT & EQUIPMENT

### CCA ADS 3.56: College Facilities Master Plans

**Issued:** March 29, 2013

**Reviewed:** October 12, 2022

**Reissued:** November 4, 2022

**Legal or Other Authority:** CDHE Policies & Procedures Section III Part D; SBCCOE BP 16-10; CCA President's Cabinet

#### PURPOSE

To ensure the high level of comfort and safety for everyone on both of the Community College of Aurora (CCA) campuses. This includes maintenance and improvements on all buildings and equipment.

#### DEFINITIONS

- **Facilities Master Plan:** a plan analyzing the use of campus buildings and equipment to maintain the highest standard possible.
- **Facility Condition Audits and Infrastructure Assessments:** an evaluation of buildings and infrastructure to identify building systems and components and the associated costs of maintenance and improvements. These audits are conducted by the Colorado Office of the State Architect.
- **"Like new" condition:** maintaining restoring, renovating, retrofitting, and modernization of existing buildings and equipment to support essential use and functions.
- **CentreTech Location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.

#### DESCRIPTION

The Community College of Aurora (CCA) will maintain a long-range Facilities Master Plan for each campus as required by the Colorado Department of Higher Education (CDHE) [Policies & Procedures Section III Part D](#) and State Board for Community Colleges and Occupational Education (SBCCOE) Policy [BP 16-10](#). Each plan will analyze campus-wide programs, integrate academic program needs with facilities requirements and current information technology

standards, and consider the effectiveness of institution-wide space utilization.

CCA will pursue master planning activities for facilities on the CentreTech location based on academic program and facility needs and associated timelines. CCA maintains a Facilities Master Plan for the Lowry Campus.

Facilities Master Plans will be supported, as appropriate, by information gleaned from a [Facility Condition Audits and Infrastructure Assessments](#) based on guidance provided by the Office of the State Architect. The audit will identify and quantify the necessary actions and costs to renovate, retrofit, restore, modernize or maintain existing buildings and equipment in a "like new" condition.

As required by CDHE policy, CCA will re-examine the long-range plans for state-owned facilities at least every ten years and update those plans where needed to keep them current. The facilities planning and review processes will be led by the Director of Facilities with review and approval by the CCA President's Cabinet.



# CCA ADS 3.57: Facilities Program Planning

**Issued:** March 29, 2013  
**Reviewed:** October 12, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** CDHE Policies & Procedures Section III Part E; SBCCOE BP 16-20; CCA President’s Cabinet

## PURPOSE

Before the Community College of Aurora (CCA) engages in real estate lease, capital equipment expenditure, or construction project, a Facilities Program Plan will be approved, outlining the appropriateness and educational benefits of the plan.

## DEFINITIONS

- **Facilities Program Plan:** a document outlining the purpose and benefits for engaging in real estate leases, capital equipment expenditure, or construction project.

## DESCRIPTION

The Community College of Aurora (CCA) will develop and obtain approval for Facilities Program Plans as required by the Colorado Department of Higher Education (CDHE) [Policies & Procedures Section III Part E](#) and State Board for Community Colleges and Occupational Education (SBCCOE) Policy [BP 16-20](#). Facility Program Plans will be submitted for approval prior to engaging in a real estate lease, capital equipment expenditure, or construction project. The plans will provide evidence of the appropriateness and educational benefits of plan implementation. CCA’s Facility Program Plans will conform to the College’s Facility Master Plans and other CDHE requirements.

# CCA ADS 3.58: Naming College Facilities

**Issued:** March 29, 2013  
**Reviewed:** October 12, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** SBCCOE BP 16-50; CCCS SP 16-50; CCA President’s Cabinet

## PURPOSE

The naming of College facilities provides an opportunity to recognize and honor significant contributions that support of the Community College of Aurora’s (CCA) mission and values.

## DEFINITIONS

Not applicable.

## DESCRIPTIONS

In naming College facilities, the Community College of Aurora will follow the provisions of State Board for Community Colleges and Occupational Education Policy [BP 16-50](#) and Colorado Community College System President’s Procedure [SP 16-50](#).

# CCA ADS 3.59: Use of CCA Facilities

Issued: March 29, 2013

Reissued: August 19, 2020; November 4, 2022

Reviewed: October 12, 2022

Legal or Other Authority: CCA President's Cabinet

## PURPOSE

The purpose of this Guideline is to provide a well-managed and appropriately utilized learning and working environment by taking measures reasonably necessary to effectively use facilities, grounds, space, and property through the College.

## DEFINITIONS

- **CCA ADS 3.60 Vending and Solicitation on CCA Campuses:** outlines the process and requirements to reserve space for vending and solicitation.
- **CCA ADS 3.68 Non-Commercial Expressive Activity on Campus by the General Public:** outlines how the Community College of Aurora provides opportunities for discourse, debate, sharing of ideas, and other expressive activities while operating and maintaining an effective, safe and efficient Institution of Higher Education.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.
- **CentreTech Location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry Location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

## DESCRIPTION

The facilities and grounds of the Community College of Aurora (CCA) are dedicated primarily for use by students, faculty, and staff member for activities and programs directly related to the academic, student, and business activities and programs of the College. Academic scheduling is the top priority for the use of college facilities, followed by department-sponsored,

student groups, and other non-academic program activities by entities receiving college funds. To support our community, CCA allows outside groups to use available space on campus at times when that space is not committed to other college activities. In addition to the provisions of this policy, all use of CCA facilities and grounds shall comply with *CCA ADS 3.60 Vending and Solicitation on CCA Campuses* and *CCA ADS 3.68 Non-Commercial Expressive Activity on Campus by the General Public*.

This policy applies to CentreTech location and the Lowry location which consists of those buildings and property leased by CCA from the Colorado Community College System. For other properties at the Lowry Campus, interested parties should contact the CCCS Facilities Department.

## REQUEST AND APPROVAL PROCESS

**Internal/CCA Use:** Use of space by the campus community for an authorized campus activity, official college activity or CCCS affiliated activity will be coordinated through Academic Support Services. Requests may be made directly to that office of by submitting the [Request a Room](#) form available on the CCA web site or on the Resources tab of MyCCA in the Support Services section.

**Non-CCA Use:** Requests for use of CCA property or facilities by outside groups will be reviewed and approved based on space availability. Outside groups may reserve facilities on a semester-by-semester basis to ensure priority scheduling for college departments and groups. To request space, the group must contact the Administrative Services offices. Requestors, once

given tentative approval, will be required to submit the Facility Use Application, the applicable fees, insurance, and other requirements listed on the form unless specifically waived by the Vice President for Administrative Services or their designee.

## CONDITIONS ON THE USE OF CCA PROPERTY

In addition to the requirements herein and those contained in *CCA ADS 3.60 Vending and Solicitation on Campus* and *CCA ADS 3.68 Non-Commercial Expressive Activity on Campus by the General Public*, the following provisions shall apply to internal (CCA) as well as non-CCA use:

- All space use, outside of that normally reserved for the sponsoring entity, must be requested and approved in advance using the approval process described in this protocol. A deposit of 50% is required upon approval of the event and all remaining fees must be paid 10 days prior to the event.
- The sponsoring entity is responsible for all applicable costs associated with the space use, including, but not limited to, rental fees, non-routine clean-up costs, catering fees, and supplemental security costs. The event sponsor is also responsible for reimbursing the college for any damage to college property or facilities that occurs in connection with the space use.
- The event sponsor is responsible for leaving the facility or grounds in the same or better condition in which it was found at the start of the event, including returning any furniture that was moved to its previous location, cleaning up trash or other event materials, removing signage, etc.
- All space use must comply with Colorado Community College System (CCCS) and CCA policies and procedures as well as local, state and federal laws.
- No CCA facility or outdoor space may be used in manner that materially or substantially disrupts learning, administrative or service activities at the college, including, but not limited to:
  - Violence or incitement to imminent violence,
  - Damage to property,

- Persistent noise at a disruptive level,
- Obstructing the entrance or exit to any facility or outdoor space or obstructing the free movement of vehicular or pedestrian traffic on a campus sidewalk, walkway, parking lot, fire lane, or street.
- All event promotions and advertising materials must clearly identify the individual or group that is sponsoring and/or funding the event.
- Advance approval is required prior to attaching any temporary signs or banners to the exterior of a college facility or on College grounds/property. Signs, banners or other items hung inside the building may be subject to adjustment or removal by Campus Security or the Facilities Department if they present a safety hazard or obstruct security cameras.

CCA reserves the right to cancel or delay an event due to weather or other safety conditions that might present unreasonable risk of harm to participants or could result in damage to a college facility or grounds. In addition, the College reserves the right to cancel an existing reservation and/or withhold reservations and use of CCA facilities or grounds by any outside group during an emergency situation affecting college operations, public health and safety, or other emergency as designated by the federal, state, county, or municipal government. In these circumstances, alternative means of communication may be considered, if available.

# CCA ADS 3.60: Vending and Solicitation on CCA Campuses

**Issued:** August 19, 2013  
**Reviewed:** September 15, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** CCA President’s Cabinet; Request for Reservation of Space Form; [BP 16-60 Facilities Use](#) and [SP 16-60 Facilities Use](#)

## PURPOSE

The College has determined as part of its facilities use planning, to make certain College facilities available for solicitation and vending. This protocol sets out the process and requirements to reserve space for vending and solicitation.

## DESCRIPTION

This protocol applies to students, employees, and the general public. The protocol does not apply to CCCS-affiliated entities and recognized student groups engaging in authorized Campus Community activities. In addition, this policy applies to CentreTech location and the Lowry location which consists of those buildings and property leased by CCA from the Colorado Community College System. For other properties at the Lowry Campus, interested parties should contact the CCCS Facilities Department.

## DEFINITIONS

- **CentreTech Location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry Location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.
- **Authorized Campus Community Activity:** any activity of a recognized student group that is within the group’s mission, and any activity of CCCS-affiliated entities that is in support of the CCCS mission or has gone through the appropriate channels to receive approval and be held at CCCS Facilities.

- **CCCS-affiliated Entity:** any foundation, partner, governmental agency or nonprofit service provider acting in support of the CCCS mission in accordance with prior approval by the Chancellor or College President or designees.
- **Official College Activity:** any College or System activity undertaken by or under the authority of a College or System official within the scope of his or her duty as part of the CCCS mission.
- **Recognized student group:** a student group that meets and maintains the following criteria:

1. Has a minimum of three student members who are currently enrolled at CCA.
  - Has a full-time faculty or staff advisor.
  - Has completed an Active Student Organization Form.
  - Has registered and been approved by the Office of Student Life.
2. Solicitation means the act of:
  - distributing solicitation materials including flyers, handbills, leaflets, placards, bulletins, newspapers, magazines, coupon books, samples, and promotional items;
  - marketing for commercial purposes, and offering information about services or sales;
  - seeking petition signatures or a donation (whether money, services, or tangible item).
- Vending means any transaction that involves the exchange of money for services and/or goods.

## CAMPUS CONTACTS FOR RESERVING SPACE

Requests to reserve space for vending and solicitation on campus are coordinated through the campus contacts listed below:

- For students: Director of Student Life
- For employees: Director, Academic Support Services
  - For CCCS-affiliated entities: Vice President for Administrative Services
  - For recognized student groups: the group’s advisor
  - For members of the general public: Vice President for Administrative Services

## RESERVING AND USING SPACE

The following provisions apply to the use of campus space for vending and solicitation:

1. Vending and Solicitation are permitted at the College with prior reservation only.
2. Members of the general public will be required to enter into a use agreement and may be charged fees in accordance with the rental schedule below.
3. Solicitors and vendors will be assigned a location. The vendor or solicitor must adhere to the reserved location and this protocol.
4. Locations are allocated based on space available and space appropriate to the proposed activity. Certain spaces and vending and solicitation opportunities may be limited to, or priority given to, recognized student groups or CCCS-affiliated entities depending on the nature of the activity, the location and the College objectives to be advanced by providing the vending and solicitation space.
5. Solicitors and vendors shall not disrupt official College activities or other reserved or authorized uses, impede pedestrian or vehicle traffic or access to buildings.
6. Continuing to approach anyone who has indicated a lack of interest or stopping anyone, shouting, or using an amplifier of any kind is prohibited.

## RENTAL SCHEDULE

The following facilities may be available for rent for solicitation and vending, depending on availability.

- S100 Rotunda (and adjacent dining area) (CentreTech location)
- F100 Forum Room and adjacent lobby (CentreTech location)
- F110 Carter Theatre (CentreTech location)
- Fine Arts Building Lobby (CentreTech location)
- Lowry West Quad 112 Bergren Room (Lowry location)
- Designated outdoor areas
- Walkway between Student Center and Admin (CentreTech location)
- Lawn between classroom and Fine Arts (CentreTech location)
- CentreTech parking lots (CentreTech location)
- Vacant lot off First Avenue and Highline Canal (CentreTech location)

## REFUSAL OF A RESERVATION

No reservation for solicitation or vending space will be granted for the following activities:

1. Any activity that competes with official College activities or businesses with which CCCS has entered into an exclusive contract (e.g., food service, beverage/snack vending); or
2. Any activity prohibited by local, state and/or federal laws (e.g., solicitation for credit cards, campaign contributions, sales or promotion of tobacco and tobacco-related products and marijuana or marijuana-related products).

In addition, the campus contact for reservation of space may refuse a reservation in the following circumstances:

- Conflict with an earlier request to reserve the same space and time, whether for official College activity or other previously reserved use.
- Failure to conform to the requirements of law, Board Policy, System Procedure or this protocol.



- An adjacent space is being used for an official College activity or a previously reserved use that renders the requested space unsuitable for the proposed activity.
- The request form is incomplete.
- The request alone or cumulatively with other requests exceeds more than 5 days in a semester or is for more than 3 consecutive days.

The College reserves the right to cancel an existing reservation and/or withhold reservations and use of CCA facilities or grounds by any outside group during an emergency situation affecting college operations, public health and safety, or other emergency as designated by the federal, state, county or municipal government. In these circumstances, alternative means of communication may be considered, if available.

**ENFORCEMENT**

Violation of this protocol may result in being asked to leave immediately without refund. The College reserves the right to refuse to grant future applications to individuals or groups in violation of this protocol. Students and employees also may be subject to discipline up to and including suspension or expulsion for students and dismissal or termination for employees.

**DISCLAIMER**

This protocol provides operational directives that interpret Board Policies and System Procedures. It does not create, nor shall be construed to create, an express or implied contract or a guarantee or promise of any specific process, procedures, practice or benefit. To the extent that any provision of this protocol is inconsistent with federal or state law, State Board for Community Colleges and Occupational Education Policies Board Policies (BPs) or System Procedures (SPs), the law, BPs and SPs, shall, in that order, take precedence, supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. The College reserves the right to modify, change, delete or add to this protocol as it deems appropriate.

# CCA ADS 3.61: Posting of Signs, Flyers, Banners and Other Materials on Campus

**Issued:** March 29, 2013  
**Reviewed:** September 15, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** SCCA President’s Cabinet

**PURPOSE**

This Guideline outlines the regulations and limitations of positing banners, flyers, signs, and other materials to facilities or campus grounds.

**DEFINITIONS**

Not applicable.

**DESCRIPTION**

The Community College of Aurora (CCA) allows the posting of banners, flyers, signs, and other materials in facilities or on campus grounds as noted below. The Student Life Department is responsible for monitoring and maintaining compliance with these guidelines. Signs and related materials placed in facilities or outdoor spaces that do not comply with these guidelines will be discarded without notice.

**POSTINGS WITHIN FACILITIES**

Temporary notices, signs, flyers and posters may only be posted on bulletin boards. Signs may be posted on doors using attached notice clips in the Classroom Building only. Posting of notices, flyers, signs or posters is prohibited on the following:

- Walls, including in hallways, classrooms, bathrooms and stairwells
- Building entry areas
- Windows

General student bulletin boards are located between the first and second floor and between the second and third floor of the Classroom Building. The Student Life Department is responsible for maintaining these

bulletin boards. Notices and postings will remain as long as they are timely as indicated by dates on the notices. Items without clear expiration dates will be removed monthly.

Certain bulletin boards throughout the college are designated for use by specific offices, departments or organizations and are clearly marked as such. These bulletin boards are for college-related notices only. Permission of the designated user must be obtained prior to posting any notice, flyer or poster not associated with the assigned user group. Maintenance of these bulletin boards is the responsibility of the designated user group.

Class cancellation and temporary room change notices will be posted and removed by division administrative assistants by their respective departments.

**EXTERIOR SIGNAGE**

Signs or banners for posting on the exterior of a facility or in an outdoor space on campus must be approved in advance by the Director of Facilities. Approved exterior or outdoor signs may only be placed in the location, manner and duration approved by the Facilities Department.



# CCA ADS 3.62: College Vehicles

**Issued:** April 5, 2013  
**Reviewed:** October, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** CCCS SP 3-10am; CCA President’s Cabinet

## PURPOSE

To ensure safety, the Community College of Aurora (CCA) requires an employee using a College vehicle to follow rules and regulations.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

For a CCA employee to use or transport students in a CCA vehicle, the employee follow the procedures outlined in this guideline.

The CCA maintains three vehicles on campus for CCA employee use. All college vehicles are managed by the Grounds Supervisor.

## RULES OF USE

CCA employees wishing to check out and use one of these vehicles much comply with the following rules of use:

- The CCA staff member using the vehicle must have a current, valid driver’s license. As required by Colorado Community College System President’s Procedure [SP 3-10a](#), employees who operate state vehicles must notify their supervisor within five days of any suspension, revocation or cancellation of their driver’s license.
- Only CCA employees are permitted to drive any CCA vehicle.

- Vehicles must be scheduled in advance with the Grounds Supervisor. The keys must be checked out and back in with the CCA contact on the scheduled day of use.
- Mileage at the time of departure and upon return to the college must be logged in the three-ring binder provided in each vehicle.
- If the vehicle is showing a fuel level of less than half, the employee using the vehicle must refill the fuel tank using the gas card and pin number provided in the vehicle or available from the Grounds Supervisor.
- The employee using the vehicle is responsible for removing trash and any discarded items from the vehicle upon return to the college.
- Any items needing repair or replacement that are noted during use of the vehicle should be reported to the appropriate CCA contact person.

## STUDENT RELEASE FORM

Employees using the passenger van to transport students must ensure that each student has signed a *Field Trip Waiver and Release form available on the Faculty tab of MyCCA in the Faculty Forms* section. Copies of the completed waiver form will be retained by the division with which the student group is affiliated.

## ACCIDENT REPORTING

In the event of an accident, the employee using the vehicle should respond to the immediate situation based on its severity, including calling 911 if appropriate and reporting any students or staff members needing medical assistance. Instructions on

responding to an accident, including insurance cards and reporting materials, are provided in an envelope in the three-ring mileage log binder kept in each vehicle. The employee using the vehicle at the time of the accident must complete an accident reporting form and return it to the appropriate CCA contact person upon return to the campus. The contact person or another college official will assist with reporting and other follow-up activities upon receipt of the report and/or the return of the vehicle to campus.

# CCA ADS 3.63: Tangible Personal Property/ Equipment

**Issued:** March 29,, 2013  
**Reviewed:** October 12, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rule 1-10; CCCS Accounting Procedures Manual SAP-17; CCA President’s Cabinet

**PURPOSE**

To ensure accountability and safety, the Community College of Aurora (CCA) will account for, inventoried, safeguard, and properly dispose of all tangible personal property and equipment.

**DEFINITION**

- **Tangible Personal Property:** is defined as equipment with a useful life of more than one year and an acquisition cost of more than \$5,000 and which is not a permanent part of a building or otherwise incorporated into a more complex unit. Equipment meeting this definition will be capitalized in the fiscal year in which it is acquired. Equipment purchased by CCA at a cost of \$5,000 or less will be expensed in the fiscal year in which it is acquired.

**DESCRIPTION**

The Fiscal Affairs Department at the Community College of Aurora (CCA) will ensure that all tangible personal property/equipment acquired by CCA is properly accounted for when acquired, inventoried and safeguarded, and properly accounted for at the time of disposal as required by State of Colorado [Fiscal Rule 1-10](#) and the Colorado Community College System CCCS Accounting Procedures Manual SAP-17.

# CCA ADS 3.64: Equipment Identification & Inventory System

**Issued:** March 29,, 2013  
**Reviewed:** October 12, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** State of Colorado Fiscal Rule 1-10; CCCS Accounting Procedures Manual SAP-17; CCCS SP 3-125c; CCA President’s Cabinet

**PURPOSE**

In order to record and track equipment and other items, the Community College of Aurora (CCA) will establish and maintain an equipment identification and inventory system.

**DEFINITIONS**

- **Tagging:** a sticker attached to equipment or other items identifying it in the equipment identification and inventory system.
- **Equipment and other items required for tagging:** items required for inventory tagging upon acquisition and prior to leaving the receiving area include:
  - All computer and information technology equipment, such as computers, monitors, printers, scanners, and fax machines;
  - All multimedia equipment, including projectors, televisions, DVD/VCR devices, and interactive whiteboards;
  - Other machines or items that are easily stolen or valued at \$500 or more;
  - Non-electronic shop, lab and other equipment valued at \$500 or more;
  - All furniture.

**DESCRIPTION**

Consistent with the requirements of State of Colorado [Fiscal Rule 1-10](#), Colorado Community College System (CCCS) President’s Procedure SP 3-125c, CCCS Accounting Procedures Manual SAP-17 and external funding sources such as the federal Carl D. Perkins Career and Technical Education Act, the Fiscal Affairs

Department at the Community College of Aurora (CCA) will establish and maintain an equipment identification and inventory system for all applicable equipment and other items as noted in this guideline. The system will include attachment of a unique identification tag marking each item as CCA property with a bar code and an assigned identification number.

**INVENTORY DATA**

The Fiscal Affairs Department will track all tagged equipment, including the following details in the inventory tracking system:

- Tag number,
- Item name or description,
- Equipment serial number(s) and model number(s), if applicable,
- Name of department responsible for purchase,
- Location of item,
- Acquisition cost or fair market value at date of acquisition if donated,
- Date acquired,
- Expense voucher and/or purchase order number,
- Account number or other identifying source of funding,
- Date of deletion or removal from inventory.

# CCA ADS 3.65: Surplus Property Disposal

**Issued:** March 29,, 2013  
**Reviewed:** October 12, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** C.R.S. 24-18-101, et. seq. (Code of Ethics); State of Colorado Fiscal Rules, Rule 1-10; Board Policy 3-70, Colorado Community College System Code of Ethics; Board Policy 8-60, Delegation of Signature Authority

## PURPOSE

To ensure regulation and consistency, the Community College of Aurora (CCA) outlines the process and procedure to transfer or dispose of equipment.

## DEFINITION

- **Surplus Property Disposal:** a system to move or remove equipment on CCA property.

## DESCRIPTION

Any item that is determined to be of no value or obsolete, must be approved for disposal through the Surplus Property Manager, as defined below. This procedure defines the process for transferring or disposing of equipment. It applies to moveable equipment and not permanently attached to a building. It excludes land, land improvements, leasehold improvements, buildings, and fixtures. See System Accounting Procedure 17, Property, Plant and Equipment, for definitions of asset and non-asset classes. This procedure applies to CCA property regardless of the asset classification.

If questions arise as to the classification of an item that should be disposed of, please contact the Controller's office for assistance.

## PROCEDURE

For disposal of all equipment, the attached form should be completed and forwarded to the Surplus Property Manager responsible for the type of item being disposed of.

The value of equipment should be determined by the current market value of like items of like age, unless the item meets one of the specific exceptions noted in each category of equipment, below. Viable valuation tools could be eBay or similar forums if the items are sold through more focused venues. If the valuation is highly subjective, more than one source may be required to determine residual value. The appropriate Surplus Property Manager should determine the residual value of the item and the appropriate disposal method. If the item contains hazardous materials or contains data, appropriate steps should be taken by the area surplus property manager to ensure the items are disposed of properly and that any data is removed in such a way that it cannot be restored.

The appropriate surplus property manager should access the Fixed Asset Listing by contacting the CCA Fiscal Office to determine the historical cost and funding source of the item to be disposed of.

## SURPLUS PROPERTY MANAGER AND AREA OF RESPONSIBILITY

SURPLUS PROPERTY MANAGERS	AREA OF RESPONSIBILITY
<b>Controller:</b> Fiscal Surplus Property Manager	General equipment and Final Approval
<b>Director of Facilities:</b> Facilities Surplus Property Manager	<b>Facilities:</b> Furniture, Vehicles, Equipment Exposed to Hazardous Materials
<b>Director of Information Technology:</b> Surplus IT Property Manager	Information Technology equipment

As long as the item was not purchased with federal funds, it can be disposed of as soon as the Surplus Property Form 450-03 A is completed, including approval by the area Vice President. If the item was purchased with federal funds, follow the additional steps detailed below.

The completed form should then be routed to the Controller's office.

The Controller must also ensure that each item is removed from the fixed assets records of CCA. All equipment items being disposed of, regardless of historical cost or residual value, require the completion of a form and approvals.

## GENERAL

Acceptable means of disposal of equipment no longer used by a department within CCA include:

- Transfer to another department within CCA;
- Used as a trade-in;
- Transfer to a college within CCCS;
- Transfer to a public entity that operates a program for which the equipment was originally purchased.
- Resale through appropriate channels as determined and carried out by Surplus Property Managers,

and in accordance with Colorado Revised Statutes and applicable Board Policies and System Office's Procedures; including:

- Public auction and silent public auction;
- Vehicle sales through State Fleet;
- Discard through trash removal.

Items that can be used by another department within CCA should be transferred at the existing net book value, such that no gain or loss is recognized. Fiscal records will need to be updated, so the Surplus Property Form must still be completed.

When facilitating a sale, Surplus Property Managers must consult with the Controller to address cash handling procedures and collection of sales taxes. All payments must be made directly to the Fiscal Office. CCA considers all items not specifically addressed below with a historical cost of \$10,000 or less to have zero residual value after 10 years.

## LIMITATIONS ON SALES OF SURPLUS PROPERTY

Equipment cannot be purchased by CCA employees or their families, unless a public auction or public silent auction is held. CCA employees who facilitate such events cannot participate in the bidding, nor can their families.

Under no circumstances will items be sold to individuals or institutions unless the item is made available through a public bidding process and advertised accordingly. In addition, transferring items to private entities or individuals without consideration (i.e., donations) are specifically prohibited.

## COMPUTERS AND PERIPHERAL EQUIPMENT

All disposals of Information Technology equipment shall be coordinated through the CCA IT department. The attached form shall be completed and forwarded to the Surplus IT Property Manager.

The Surplus IT Property Manager shall determine,

based on the historical cost of the item, the original date of purchase, and the current market value of similar items, the current value of the item and the best means of disposal in accordance with the guidelines. The information used in determining residual value shall be attached to the Surplus Property Disposal form and forwarded to the Fiscal Surplus Property Manager.

CCA considers all personal computers and laptops with a historical cost of \$5,000 or less to have zero residual value after 7 years of service due to obsolescence in the information technology field.

CCA considers all peripherals with a historical cost of \$10,000 or less to have zero residual value after 10 years of service due to obsolescence in the information technology field.

FURNITURE

All furniture items with a historical cost of \$5,000 or more for disposal should be first routed through the Facilities Surplus Property Manager. CCA considers all furniture with a historical cost of \$10,000 or less to have zero residual value after 15 years of service.

VEHICLES

All vehicles for disposal should be first routed through the Facilities Surplus Property Manager.

Vehicles will be disposed of through:

- **Small utility vehicles:** If inoperable, small utility vehicles will be sold for scrap; if operable, they will be used as a trade-in, sold through an auction, or sold through eBay.
- **Passenger vehicles and Trucks:** If inoperable, small utility vehicles will be sold for scrap; if operable, they will be used as a trade-in, sold through an auction, or sold through eBay.
- **State Fleet vehicles:** These will be returned to State Fleet.

Any donated vehicles will be disposed of in accordance with the donor agreements in accordance within the categories noted above. CCA considers all vehicles with a historical cost of \$20,000 or less to have zero residual value after 10 years of service.

SPECIALIZED FACILITIES  
MAINTENANCE EQUIPMENT

Specialized maintenance equipment includes items such as tractors, mowers, generators, sweepers and other equipment used to maintain the facilities and grounds. All specialized maintenance equipment for disposal should be first routed through the Facilities Surplus Property Manager.

CCA considers all specialized maintenance equipment with a historical cost of \$10,000 or less to have zero residual value after 10 years of service.

SPECIAL CONSIDERATIONS

Property acquired through Certificates of Participation

All equipment purchased through certificates of participation or other debt instruments shall be disposed of by completing the attached form and forwarding to the appropriate Surplus Property Manager. Final approval resides with the Controller who is responsible for ensuring any debt covenants are considered prior to the disposal.

Equipment purchased with federal funds and restricted gifts

Any disposal of an item purchased with federal funds will be researched in cooperation with appropriate program and fiscal personnel to determine whether the awarding department placed restrictions on the disposal of the item. Any restrictions will be met.

Items donated to CCA will be researched to ensure any donor requirements for disposal are met.

Final approval resides with the Controller.

Equipment exposed to or containing hazardous materials

All items that have been exposed to or contain hazardous materials should be disposed of according to applicable regulations. If department personnel are uncertain as to whether an item has been exposed to or contains hazardous materials, they should contact the Facilities Surplus Property Manager prior to completing the form. All disposals of equipment exposed to or containing hazardous materials should be routed through the Facilities Surplus Property Manager. All records related to disposal will be archived with Fiscal records for seven (7) years after the date of the disposal.

PROCEDURE REVISIONS

CCA reserves the right to change any provision or requirement of any procedure at any time.

FORMS

Please contact the CCA Fiscal Department for the appropriate forms.



# CCA ADS 3.66: Room Set-ups and Audio-Visual Equipment

Issued: April 30, 2013

Reviewed: October 12, 2022

Reissued: November 4, 2022

Legal or Other Authority: CCA President’s Cabinet

## PURPOSE

To ensure safety, comfort and consistency, the Community College of Aurora (CCA) outlines the regulations and requirements for requesting the set-up and use audio-visual equipment for reserved conference rooms, classrooms and other facility space.

## DEFINITIONS

- **Work order requests:** a system that allows the Facilities Department to organize and complete requests for setting-up rooms for special functions.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.
- **CentreTech Location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry Location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

## DESCRIPTION

Reservations for conference rooms, classrooms and other facility space at the Community College of Aurora (CCA) must be made using the procedures outlined in organizational guideline *CCA ADS 3.59 Use of CCA Facilities*. Once a room has been reserved, all audio-visual equipment and room set-up requirements must be requested using a work order. The work order should be submitted a minimum of two weeks prior to the event using the *Work Order System on the Employee tab of MyCCA under Work Tools*.

## ROOM SET-UPS

The Facilities Department Event Set-Up Coordinator on the CentreTech location will coordinate room set-ups on that campus. The Maintenance Supervisor for the Lowry location Facilities Department will coordinate set-ups at Lowry.

The Bergren Room can accommodate a maximum of 48 people using round tables and 80 people using theater-style seating. The standard set-up for the Bergren Room is eight round tables with six chairs per table, two skirted tables in the back of the room and one skirted table by the entry doors. A work order for the room set-up is required even if the standard set-up is used.

The Rotunda can accommodate a maximum of 96 people using round tables and 120 people using theater-style seating. There is no standard set-up for the room. A work order is required to specify the desired room set-up.

Questions regarding the capacities of other rooms and/or set-up options should be directed to the appropriate campus contact noted above. Set-up requirements should be specified on the work order.

## TABLE SKIRTING AND LINENS

CCA has table skirting in stock for six tables on the Lowry location and for ten tables on the CentreTech location. Additional skirting may be rented or otherwise obtained at the discretion and expense of the event organizer or sponsor. The Facilities Department will not assist with rental arrangements.

Linens are available upon request and must be specified on the work order. A minimum notice of two weeks is required for linen requests to allow for processing and delivery time with the vendor.

## AUDIO VISUAL EQUIPMENT

Audio needs will be handled by the Information Technology (IT) department. An IT helpdesk ticket request should be submitted for any IT specific needs related to an event on campus. Projectors and other visual equipment needs will be handled by the Information Technology Department and must be requested using a work order.

*The Bergren Room* contains a permanent audio/visual system that includes a wired podium, projector, microphones, computer and speakers. A guide for operating the system is provided on the podium in the room.

*The Rotunda* contains a permanent audio/visual system that includes a wired podium, projector, microphones, computer and speakers. A guide for operating the system is provided on the podium in the room.

# CCA ADS 3.67: Moves, Adds, Changes, Request & Procedures

**Issued:** September 15, 2022      **Reissued:** November 4, 2022  
**Reviewed:** October 12, 2022      **Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure safety and comfort, the Community College of Aurora (CCA) provides a process to review requests for any building modifications, office moves, office reconfigurations, relocations of staff, and department moves.

## DEFINITION

- **The MAC Request:** a system that processes requests for any building modifications, office moves, office reconfigurations, relocations of staff and department moves.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

This process applies to all College personnel. This process is also a resource tool for providing budgetary estimates for project development.

## MAC REQUEST PROCESS

1. All projects as outlined above will be initiated by submitting a MAC Project Request Form which will be located in MyCCA on the Employee Tab. Each MAC Project Request Form shall be approved by the appropriate Dean/Director and Vice President for the unit making the request prior to submission to the Facilities Director.
2. The Facilities Director and Information Technology Director will complete the MAC Project Estimate Checklist.

3. The MAC Project Request Form and MAC Project Estimate Checklist will be sent to the Vice President of Administrative Services for review and for submission to the Cabinet for consideration at the earliest opportunity.
4. The Cabinet will review the project and make recommendations. A representative from the requesting department may be required to attend the Cabinet meeting to provide further information.
5. Project requests and recommendations will be submitted to the President who will then approve or reject the project request.
6. The Vice President of Administrative Services will be responsible for notifying the requesting entity of the final determination on any request and the requesting entity shall submit work orders with the Facilities and IT Directors to implement projects that have been approved.

# CCA ADS 3.68: Non-Commercial Expressive Activity on Campus by the General Public

**Issued:** August 19, 2020      **Reissued:** November 4, 2022  
**Reviewed:** October 24, 2022      **Legal or Other Authority:** CCA President’s Cabinet; Request for Reservation of Space Form; [BP 16-60 Facilities Use](#) and [SP 16-60 Facilities Use](#)

## PURPOSE

The Community College of Aurora (CCA) recognizes that freedom of expression and assembly are important aspects of the educational experience. CCA provides opportunities for discourse, debate, sharing of ideas, and other expressive activities while operating and maintaining an effective, safe and efficient Institution of Higher Education.

## DEFINITIONS

- **CentreTech Location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry Location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

## DESCRIPTION

This guideline outlines how CCA allow freedom of expression and assembly in a safe manner.

This guideline sets out how to make arrangements for use of publicly available spaces for expressive activity in a constitutionally protected manner consistent with the needs of the College to identify the appropriate time, place and manner for these activities in order to coordinate multiple uses of limited space, provide adequate services to support the campus, maintain the safety and appearance of the campus and preserve financial accountability.

This guideline applies to CentreTech location and the Lowry location which consists of those buildings and property leased by CCA from the Colorado Community

College System. For other properties at the Lowry location, interested parties should contact the CCCS Facilities Department.

This guideline applies to use of publicly available spaces for non-commercial expressive activity by the general public. This protocol does not apply to space requests for official College activities, authorized uses by recognized student groups and CCCS-affiliated entities, rentals under CCA’s guidelines for facilities use, or solicitation and vending.

The following definitions apply for purposes of this guideline:

- **Amplified Sound:** means sound that is increased or enhanced by any electric, electronic, or mechanical means, including handheld devices such as megaphones and sound trucks. Other sound, specifically individual shouting or group chanting/singing is subject to general requirements concerning disruption of official College activities. Campus Community means employees, students, recognized student groups and CCCS-affiliated entities.
- **Campus Contact:** means the person through whom a member of the Campus Community or general public arranges space for their official College activities and/or authorized activities in support of the College.
- **CCCS-affiliated Entities:** means any foundation, partner, governmental agency or nonprofit service provider acting in support of the Colorado

- Community College System mission in accordance with prior approval by the Chancellor or College President or designees.
- **College Facilities:** means CCCS-owned and controlled buildings, grounds, space, property and other facilities including but not limited to residence halls, buildings and the space within and between buildings, parking lots, athletic facilities, sidewalks, lawns, fields, shelters, amphitheaters, airspace, and all other spaces where events may be held, activities may take place, or that may require services.
  - **Literature:** means any printed non-commercial material that is produced for distribution or publication to an audience, including but not limited to flyers, handbills, leaflets, placards, bulletins, newspapers, and magazines, but does not include the College bulletins or newsletters or official College material. Distribution of commercial literature is governed by the College's solicitation and vending protocol.
  - **Non-commercial Expressive Activity:** means the verbal or symbolic expression of an idea, thought or opinion and may include speeches, assembly, vigils, picketing, distribution of literature, displaying hand-held signs and other similar activities intended to communicate an idea or opinion. It does not include commercial soliciting and vending. For those interested in commercial solicitation and vending, please refer to the campus protocol for solicitation and vending.
  - **Official College Activities:** means College or System activity undertaken by or under the authority of a College or System official within the scope of his or her duty as part of the CCCS mission.
  - **Publicly Available Space:** means an area of College facilities that has been identified as conducive to and available for non-commercial expressive activity by the Campus Community and/or members of the general public by reservation as outlined in this protocol.
  - **Recognized Student Group:** means a student group that meets and maintains the following criteria:
    - Has a minimum of three student members who are currently enrolled at CCA.

- Has a full-time faculty or staff advisor.
- Has completed an Active Student Organization Form.
- Has registered and been approved by the Office of Student Life.

## PRIORITY FOR USE OF PUBLICLY AVAILABLE SPACE

College facilities that are identified as publicly available spaces will be made available for non commercial expressive activity by groups in the following order of priority:

- Official College activities,
- The campus community (including students, employees, recognized student groups and CCCS-affiliated entities),
- Members of the general public.

## CAMPUS CONTACTS FOR RESERVING SPACE

Members of the Campus Community should arrange any use of publicly available space, whether for official/ authorized College activities or for other expressive activities, through their campus contact.

- For students and recognized student groups: Director of Student Life
- For employees: Director of Academic Support Services
- For CCCS-affiliated entities: Vice President for Administrative Services
- For members of the general public: Vice President for Administrative Services

## RESERVING AND USING SPACE

The following provisions apply to the use of publicly available space for non-commercial expressive activity:

- Those planning to engage in expressive activities as a group or individuals planning to engage in expressive activities intended to attract the attention of passers-by must reserve appropriate space for a proposed activity at least two weeks in

- advance. Reservations, including expected number of attendees and the proposed manner in which the activity will be conducted assist in identifying an appropriate location and time, thus avoiding conflicts that could require rescheduling an activity and permit the College to evaluate necessary services and costs. Where an activity requires more than a nominal increase in services to accommodate the event, or results in damages, the additional costs of such services and/or damages may be assessed to the individual or group reserving the space.
- Space is available for reservation and activities only during the normal business hours of 7:00 AM to 6:00 PM on Monday through Friday or 8:00 AM to 4:00 PM on Saturdays. To allow for a diversity of information and perspectives no one may reserve more than five consecutive days and fifteen days total for the semester.
- Upon arrival on the day of the reservation or activity, the individual making the reservation must check in with the Welcome Desk at CentreTech location.
- Internal campus-controlled streets and walkways are for public ingress and egress for activities open to the public. Persons must abide by all applicable laws, policies, procedures and protocols, and not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic.
- Persons must not engage in activity that defames, is obscene, incites violence, or threatens physical harm.
- Persons must not obstruct, disrupt, interrupt, or attempt to force the cancellation of any event or activity.
- Persons shall comply with the directions of a College official, Campus Security or law enforcement officer acting in the performance of his or her duty.
- Persons shall not disrupt official College activities or other reserved or authorized uses, or impede pedestrian or vehicle traffic or access to buildings.
- Continuing to approach anyone or stop anyone who has indicated a lack of interest is prohibited.
- Amplification is not permitted unless prior arrangement has been made through the reservation process for the activity to take place at a time and place where the amplification will not interfere with

- official College activities or the space is being rented and the rental agreement provides for amplification. No individual or group will be permitted to use amplification that interferes with official College activities.
- Signs, images, and demonstrative items or artwork used in connection with the activity must be hand-held. They may not be affixed to College facilities. No structures may be used or erected.
- Persons on campus may be required to provide picture identification and provide information regarding their status as a student or employee upon request.
- Campaign fundraising is not allowed.
- Candidates for public office may not use student groups to directly or indirectly secure the use of College facilities for free or at a reduced rate for campaigning in violation of law. Candidates may rent available facilities or solicitation or vending space in accordance with the College's protocols for facilities rental and solicitation and vending.
- To avoid the appearance that the College supports or opposes a particular candidate, ballot issue of referred measure, College facilities may not be used for collecting signatures for ballot initiatives, referred measures, or candidate petitions, except when the collector rents space in accordance with College protocol for facilities rental or protocol for solicitation and vending. Streets and sidewalks abutting campus property that are under the local government's jurisdiction are available for signature collection in accordance with federal, state and local law.
- Distribution of Literature:
  - Distribution of non-commercial literature is considered an expressive activity and may take place by reservation in publicly available space identified for expressive activity in accordance with this protocol or in conjunction with a reservation of vending and solicitation space or a facilities rental. College property, such as parking lots and internal campus walkways and other spaces are for supporting official College activities and for authorized activities of the Campus Community and are not available to the



general public for distribution of commercial or non-commercial literature. Streets and sidewalks abutting College property that are under a local government’s jurisdiction are available for distribution of literature in accordance with federal, state and local law.

- Those distributing literature may not continue to approach anyone who has indicated a lack of interest, follow or stop anyone, shout, or interfere with any person’s progress.
- Those distributing literature should be considerate about collecting any litter that may be generated as a consequence of their distributions and are expected to collect literature that is left over or that is on the ground in the area in which it is distributed.
- Literature distributed on campus that contains the College’s name or acronym in the organization’s name or that contains any reference to being affiliated with the College, or references an activity as taking place at the College, must include the statement that the literature is not an official College publication and does not represent the views or official position of the College.

### PUBLICLY AVAILABLE SPACE

Publicly available space identified in this protocol is also available for assembly and expressive activity in accordance with law, Board Policy and System Procedure, and this protocol. Publicly available space(s) are currently identified as available for reservation for expressive activity as follows:

- Rotunda (S100)
- Forum (F100)
- The paved area southwest of the Administration Building demarked by a yellow stripe
- The green space between the Classroom Building and the Fine Arts Building

If the above-described space(s) is/are unsuitable for the proposed activity because of logistical, support services or safety concerns, the College will work with the

requester to identify and reserve other suitable space on campus on a case-by-case basis.

In addition to the above space(s) available for reservation by members of the general public and the Campus Community for expressive conduct, students may assemble for spontaneous expressive activity without a reservation, on College walkways and outdoor common areas, so long as they remain at least 50 feet from building entrances and otherwise conduct their expressive activities in a manner consistent with this protocol.

### REFUSAL OF A RESERVATION

The Vice President for Administrative Services (VPAS) monitors and responds to requests to reserve space. When deemed appropriate by the VPAS, a requester may be asked to meet with College staff to clarify the request before a reservation is made so as to assist the requester to conform the request to the requirements of law, policy, procedure and this protocol and discuss time, place and manner considerations for effective communication that protects the safety of the requester, the Campus Community and any visitors. The VPAS may refuse a reservation request for the following reasons:

- Conflict with an earlier request to reserve the same space and time, whether for official College activity or other previously reserved use.
- Failure to conform to the requirements of law, Board Policy, System Procedure or this protocol.
- An adjacent space is being used for an official College activity or a previously reserved use that renders the requested space unsuitable for the proposed activity.
- The request form is incomplete.
- The request alone or cumulatively with other requests exceeds more than fifteen days in a semester or is for more than five consecutive days.
- Lack of resources necessary to support an activity in a manner that preserves College facilities and protects the safety of the campus.
- Failure of the applicant to comply with College policies and procedures in the past.

The College reserves the right to cancel an existing reservation and/or withhold reservations and use of CCA facilities or grounds by any outside group during an emergency situation affecting college operations, public health and safety, or other emergency as designated by the federal, state, county or municipal government. In these circumstances, alternative means of communication may be considered, if available.

Refusal of a reservation may not be based on the viewpoint of the proposed activity.

### REQUEST FOR REVIEW OF REFUSAL OF A RESERVATION

If a request for a reservation is refused by the Vice President for Administrative Services, the requester may request review of the refusal by the President, whose decision will be final.

### ENFORCEMENT

Activities that commence without a reservation may need to be moved or cancelled if the size and nature of the event cannot be accommodated without jeopardizing the safe and orderly operations of the campus or a previously scheduled use. If an activity attracts more attendees than can be effectively managed by available staff and/or resources, or is otherwise occurring in a manner that fails to observe this protocol, a College official acting in the performance of his or her duty shall determine appropriate action up to and including directing individuals in violation of this protocol to leave campus or cancelling the activity and directing participants to disperse. Any participant who fails to leave campus or disperse after having been requested to do so by a College official or law enforcement officer acting in the performance of his or her duty may be subject to arrest and/or issued a no trespass order.

Violation of this protocol may result in being asked to leave immediately. The College reserves the right to refuse to grant future applications to individuals or groups in violation of this protocol. Students and employees also may be subject to discipline up to and

including suspension or expulsion for students and dismissal or termination for employees.

### DISCLAIMER

This protocol provides operational directives that interpret Board Policies and System Procedures. It does not create, nor shall be construed to create, an express or implied contract or a guarantee or promise of any specific process, procedures, practice or benefit. To the extent that any provision of this protocol is inconsistent with federal or state law, State Board for Community Colleges and Occupational Education Policies Board Policies (BPs) or System Procedures (SPs), the law, BPs and SPs, shall, in that order, take precedence, supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. The College reserves the right to modify, change, delete or add to this protocol as it deems appropriate.



# Admin Serv- ices: General

## CAMPUS SECURITY & SAFETY

### CCA ADS 3.69: Security and Safety Roles and Responsibilities

**Issued:** March 29, 2013

**Reviewed:** September 12, 2022

**Reissued:** November 4, 2022

**Legal or Other Authority:** CCA President's Cabinet; Clergy Act

#### PURPOSE

To ensure a safe learning and working environment, the Community College of Aurora (CCA) maintains a Campus Security Office at both locations.

#### DEFINITIONS

- **CentreTech Location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry Location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

#### DESCRIPTION

The Community College of Aurora (CCA) provides for the safety and security of all members of its campus community. CCA believes that academic freedom can only flourish in an environment that is free of criminal or other disruptive activity and unsafe conditions. The college is committed to maintaining the campus community as a place of study and work that is free from abuse, intimidation and harassment, and where everyone is treated with respect and courtesy. The college will not tolerate criminal activity and will actively pursue internal discipline, criminal prosecution, or both, for all offenders.

While campus safety is a responsibility shared by the entire college community, the Campus Security Offices at the CentreTech and Lowry locations, in partnership with the Aurora and Denver Police Departments, are responsible for public safety, security, campus parking enforcement, after-hours emergency maintenance, and response to law enforcement and emergency incidents. The Campus Security Office at the CentreTech location is staffed and managed by the Community College

of Aurora. The Campus Security Office at the Lowry location is staffed and managed by the Colorado Community College System (CCCS). Most safety and security practices and procedures are the same for both locations.

#### SECURITY OFFICER'S SCOPE OF AUTHORITY

CCA's Security Technicians have the authority to ask a person for identification and to determine whether an individual has lawful business at CCA. CCA security officers also have the authority to issue parking tickets, which are billed to the financial account of students or directly to faculty and staff.

Security Technicians do not possess the authority to arrest. Criminal incidents are referred to the appropriate local police department.

#### COOPERATION WITH LOCAL LAW ENFORCEMENT AGENCIES

CCA augments its available safety and security resources through cooperative arrangements with the Aurora and Denver police departments. Aurora and Denver police officers have the authority to enforce federal, state, and local laws and those police departments maintain close relations with all federal, state, and local law enforcement entities.

The college requires that police officers serving the campus treat all subjects as individuals and use their access to both the college discipline and the criminal justice system to benefit individuals and the community as a whole. Law enforcement agencies can access the college discipline system at their discretion.

Criminal cases are filed in the Denver, Arapahoe or Adams County Courts or alternatively into the Aurora or Denver Municipal Courts.

REPORTING OF CRIMINAL ACTIVITIES OR EMERGENCIES

Administrative offices for the Aurora and Denver Police Departments are located, respectively, at 15001 E Alameda Pkwy in Aurora and 1331 Cherokee St in Denver. The Departments have officers available 24 hours a day and can be reached by calling Aurora: 303-627-3100, Denver: 303-913-2000 or 911 for emergencies. The appropriate police department responds to all campus incidents reported by students, faculty, staff, and members of the general public.

Emergency response for fire, ambulance, or hazardous materials is the joint responsibility of the Aurora or Denver Fire Department and the Aurora or Denver Police Department.

CAMPUS SECURITY AUTHORITY

According to federal law, CCA is required to identify campus security authorities to whom individuals may report a safety or security incident. Federal law defines campus security authorities as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings.” Campus security authorities at CCA are employees in the following areas:

- CCA Security Department
- CCCS Security Department
- President’s Office
- All Vice Presidents
- All Deans
- All Department Chairs
- Dean of Students Office
- Welcome Center Staff
- Campus Evening Administrators
- Student Life Department
- VP of Diversity, Equity, and Inclusion Office
- Disability and Equity Office

- Title IX Office
- Human Resources Office
- Admissions/Enrollment Office
- Advising Office

CCA ADS 3.70: Emergency Operations Plan

Issued: March 29, 2013      Reissued: November 4, 2022  
Reviewed: September 12, 2022      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

To ensure the safety of everyone, the Community College of Aurora (CCA) establishes and reviews an Emergency Operations Plan.

DEFINITIONS

- **Emergency Operations Plan:** a comprehensive all-hazard plan detailing CCA’s response to emergency incidents.
- **National Incident Management System:** guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents.
- **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

DESCRIPTION

CCA recognizes the importance of comprehensive all-hazard planning in order to ensure that the college is prepared to respond to emergency incidents and follows federal mandates. CCA maintains, and annually updates, an Emergency Operations Plan that serves as a guidance document for all hazard and emergency management at the college.

CCA’s Emergency Operations Plan is built upon scalable, flexible, and adaptable coordinating systems that align key roles and responsibilities across the college.

The plan is founded on the principles of the National Incident Management System (NIMS) which provides a template that enables federal, state, local, and tribal governments and private sector nongovernmental organizations nationwide to work together effectively and efficiently. The plan describes best practices for managing and coordinating incidents that range from minor occurrences to full-scale emergencies and catastrophic disasters.

EMERGENCY PLANNING STEERING COMMITTEE

The Emergency Planning Steering Committee at CCA is responsible for reviewing and updating the Emergency Operations Plan annually, with input from the Incident Command Team. The Emergency Planning Steering Committee is comprised of a cross-section of campus leaders including:

- the Director of Security for the CentreTech campus
- the Director of Facilities for the CentreTech campus
- the Directors of Facilities and Security for the Lowry campus
- the Director of Security for the Lowry campus
- the Director of Human Resources
- the Vice President of Administrative Services
- the Assistant to the President
- the Vice President of Student Affairs
- the Director of Communications
- the Executive Director of grants and planning
- the Dean of Liberal Arts at the CentreTech campus

A copy of the plan is available on the *Welcome tab of MyCCA in the Safety & Security* section, among other locations. An emergency procedures guidebook is

provided for use by all CCA staff members and faculty and serves as a quick, easy reference tool for employees faced with an emergency situation. The guidebook is updated annually, in conjunction with the Emergency Operations Plan, by the Emergency Planning Steering Committee.

# CCA ADS 3.71: Communicable Diseases

**Issued:** April 10, 2013  
**Reviewed:** September 12, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** HIPAA; FERPA; CCA President’s Cabinet

## PURPOSE

To protect the health, safety and privacy of infected individuals, the Community College of Aurora (CCA) established a procedure for communicable diseases.

## DEFINITIONS

- **Communicable Disease:** is an illness due to specific infectious agents or toxic products that are capable of being spread from one person to another or from an animal to a person. The spread can happen directly or indirectly via airborne viruses or bacteria, through blood or other bodily fluid, or through other environmental agents such as water or food.

## DESCRIPTION

CCA has established the following guidelines related to communicable diseases to protect the health, safety and privacy of infected individuals and the welfare of the broader college community. This guideline and CCA’s implementation of such will comply with all pertinent statutes and regulations, as well as professional ethical standards, related to the transmission of communicable diseases and protection of the privacy of infected individuals.

Any student or staff member who knows or who has reason to believe that they are infected with a communicable disease has an ethical obligation to conduct themselves in such a way as to protect themselves and others. Communicable diseases are defined as illnesses due to specific infectious agents or their toxic products that are capable of being spread from one person to another or from an animal to a person. The spread can happen directly or indirectly

via airborne viruses or bacteria, through blood or other bodily fluid, or through other environmental agents such as water or food.

Communicable diseases include, but are not limited to:

- Chickenpox
- COVID 19
- Monkeypox
- Conjunctivitis
- Hepatitis A, B, C and D
- HIV/AIDS
- Influenza, such as H1N1
- Measles
- Meningitis
- MRSA (methicillin-resistant Staphylococcus aureus - a bacterium resistant to certain antibiotics)
- Tuberculosis
- Whooping cough

## EXPECTATIONS AND DISCLOSURE

Staff or students who know or have reason to believe that they have a communicable disease are expected to seek professional medical advice and determine measures which can be taken to safeguard their own health and prevent the spread of the disease to others. Staff or students who have a communicable disease, whether symptomatic or not, will be allowed to participate in regular work or classroom activities as long as they are physically able and do not present a medically-proven threat of transmission to others. CCA reserves the right to send home a staff member or student who the college believes presents a risk to their own health or risk of transmission to others.

Individuals with influenza-like symptoms – that is, a fever of 100 degrees or higher plus any of the following: cough, sore throat, chills or muscle aches – should stay home and limit interactions with other people except to seek medical care during and for at least 24 hours after they no longer have a fever or fever symptoms. Individuals should stay away from others during this period even if they are taking anti-viral drugs for flu treatment or using fever-reducing medicines.

Staff members or students who know that they are infected with a communicable disease should inform their immediate supervisor of the predicted length of any absence needed and make arrangements for coverage of work or class assignments. Because of the public health concerns presented by active tuberculosis or meningitis, any staff member or student diagnosed with either of these diseases must inform their supervisor or a college official and stay home from work or class until they are no longer infectious. If a student is diagnosed with either active tuberculosis or meningitis, the local public health department should be informed.

Decisions on whether to act in situations involving students or employees with health issues will be made on a case-by-case basis, be based on all available medical facts in the case and be grounded in concern for the confidentiality and best interest of all impacted parties. The identity of any employee or student with a communicable disease will not be disclosed except as authorized by law and when necessary for the administration of this policy or as recommended according to the American College Health Association’s Recommended Standards and Practices for a College Health Program.

**PANDEMIC INFECTIONS**  
Should a communicable disease, such as influenza, reach a pandemic stage, the president and CCA Leadership Council will closely monitor the situation through communication with state and local health officials. Information, using materials provided by state and local health officials wherever possible, will be shared with students and employees on preventing the spread of the pandemic infection.

The president may, after consultation with local health officials and other college leaders, cancel public events, suspend classes, or temporarily close the college if he or she feels that such action is needed to protect the health and safety of students and employees. See organizational guidelines in section *CCA ADS 3.47 College Closure and Continuity of Operations* and *CCA ADS 3.70 Emergency Operations Plan* for additional information.

# CCA ADS 3.72: Campus and Workplace Violence

**Issued:** March 29, 2013  
**Reviewed:** September 12, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** SBCCOE BP 19-10; CCA President’s Cabinet

**PURPOSE**  
To ensure the safety of everyone, the Community College of Aurora (CCA) strictly prohibits violent behavior or threat of violent behavior.

- DEFINITIONS**
- **Violent Behavior:** is as any act or threat of physical, verbal or psychological aggression or the destruction or abuse of property.
  - **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
  - **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

**DESCRIPTION**  
The Community College of Aurora (CCA) strictly prohibits violent behavior or the threat of violent behavior toward employees, students, authorized volunteers, guests, college property or college-operated facilities consistent with State Board for Community Colleges and Occupational Education (SBCCOE) Board Policy [BP 19-10](#). Violent behavior is defined as any act or threat of physical, verbal or psychological aggression or the destruction or abuse of property.

Regardless of whether the threat is veiled, conditional or direct, or in verbal or written form, any threat that results in intimidation, harassment, harm or endangerment to the safety or well-being of another person or property may result in disciplinary action or criminal charges. All threats to employee or student safety from any source will be taken seriously and

addressed appropriately, including domestic violence occurring in the workplace or on campus and sexual assault or harassment.

**REPORTING**  
Any person who believes they have been subjected to behavior prohibited in this guideline or who has observed any such behavior should report the incident to their supervisor or other college official. The supervisor or college official will forward incidents related to staff to the director of human resources. Incidents related to students will be forwarded to the Office of Conduct and Intervention.

Prompt follow-up using established investigative, response and discipline procedures will be provided by the individual or entity to which the matter was referred. Reports that are criminal in nature will be referred to the local law enforcement agency.

**ADDITIONAL RESOURCES**  
The annual security reports produced for the CentreTech and Lowry locations details educational programs and related violence prevention efforts as well as safety and security response procedures at CCA. Both reports are available on the CCA website in the Campus Security & Safety section, among other locations. Prohibitions and related restrictions on firearms, weapons and related equipment at CCA are specified in organizational guideline *ADS 3.73*.



# CCA ADS 3.73: Firearms, Weapons and Related Equipment on Campus

**Issued:** March 28, 2013  
**Reviewed:** September 12, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** C.R.S. 18-12-201; SBCCOE BP 19-10; CCCS SP 19-10; CCA President’s Cabinet

## PURPOSE

To ensure the security and safety of the college, the Community College of Aurora (CCA) prohibits the possession of any unauthorized firearm, ammunition, explosive device, or illegal weapon.

## DEFINITIONS

- **Concealed Carry:** a weapon concealed on your person if it is placed out of sight so as not to be discernible or apparent by ordinary observation.

## DESCRIPTION

In accordance with the State Board for Community Colleges and Occupational Education (SBCCOE) Board Policy [BP 19-10](#), the Community College of Aurora (CCA) prohibits the possession of any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by the college. CCA limits those authorized to carry firearms and related equipment on campus or in a college facility, as specified in Colorado Community College System President’s Procedure [SP 19-10](#), to the following:

- People who are conducting or participating in an approved program of instruction in the college’s curriculum which requires access to such equipment as an integral part of the instructional program;
- Certified law enforcement officers;
- People who have been issued a valid permit to carry a concealed handgun in accordance with Colorado’s Concealed Carry Act, [C.R.S. 18-12-201](#), et seq. and who are acting in compliance with the requirements of that Act;
- Those persons granted permission at the discretion

of the college president for specific purposes from time to time.

## WEAPONS FOR INSTRUCTIONAL PURPOSES

If a weapon or facsimile is required for an official activity at the college, such as for a project associated with a class assignment, the person wishing to bring the item on campus must have the permission of the class instructor or the supervisor, if it is an instructor bringing the item, and the Director of Campus Security and Emergency Management. Firearms or weapons used by established programs within the college - such as, the police, fire or EMS academy - have already been approved for instructional weapons use and are exempted from this approval provision.

## CONCEALED WEAPONS

Concealed weapons permit holders exercising their rights pursuant to C.R.S. 18-12-201 may carry a concealed weapon on campus as long as they comply with the following provisions:

- The individual must have a valid concealed carry permit issued by a recognized government agency in their possession and must be prepared to share the permit if requested by a college official or law enforcement official while on campus.
- The weapon must remain concealed unless the person is a law enforcement officer displaying an official form of identification identifying the person in such capacity.
- Permit holders are responsible for preventing casual or inadvertent display of their weapon.

Permit holders may leave their weapon inside a locked motor vehicle on SBCCOE-owned real estate.

# CCA ADS 3.74: Campus Accidents

**Issued:** March 29, 2013  
**Reviewed:** September 12, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure safety, the Community College of Aurora (CCA) requires witnesses to report an accident on campus.

## DEFINITIONS

- **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

## DESCRIPTION

When a Community College of Aurora (CCA) staff member, student or guest experiences or witnesses an accident on campus, the accident should be reported to the Campus Security Office regardless of the severity of the situation. In some instances, an accident - such as a slip on the ice or a trip on an obstruction - may seem inconsequential at the time but result in more serious complications later.

CCA works with the State Office of Risk Management to address claims where the state is liable for an accident or injury. The Campus Security Office will forward all accident reports to the Human Resources Office for review and retention.

## SITUATIONAL RESPONSE

If the accident results in a medical emergency, the person experiencing the accident, or any witness should immediately call 911 and then notify Campus Security. For additional information on responding to medical emergencies on campus, see organizational guideline *CCA ADS 3.75 Campus Medical Emergencies*.

If the accident results in a non-emergency situation, the person experiencing the accident or any witness may seek help from a CCA Security Tech, or any other CCA staff member who may contact the Campus Security Office for assistance. The Security Office staff members will assess the situation, provide any immediate assistance needed, help to resolve any conflicts and complete an incident report.

## ACCIDENT REPORTING

Accidents may be reported by calling the Campus Security Office at the CentreTech location at 303-360-4727 or the Lowry location at 303-419-5557, in person at either office or via e-mail to the Director of Campus Security and Emergency Management. All verbal reports will be documented by Security Office staff using an incident report form. One copy of the incident report will be retained by the Security Office, and another forwarded to the Director of Human Resources and other appropriate parties. Accidents reported via e-mail will be handled in the same manner.

# CCA ADS 3.75: Campus Medical Emergencies

**Issued:** March 29, 2013

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**Reissued:** November 4, 2022

**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure safety on campus, the Community College of Aurora (CCA) establishes a procedure for a medical emergency.

## DEFINITIONS

- **Medical Emergency:** is an acute injury or illness that poses an immediate risk to a person’s life.
- **Emergency Code Blue stations:** a phone booth that allows a person to call 911.
- **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

In the event of a serious injury or other medical emergency on a Community College of Aurora (CCA) campus, immediate assistance should be requested by calling 911. The person calling 911 should stay with the injured party at the time of the call, if possible. Emergency Code Blue stations are located throughout the Lowry and CentreTech locations.

The caller should be prepared to provide the following information to the 911 dispatcher:

- Age and gender of the injured party; if the caller is unsure of the patient’s age, an estimate should be provided.

- Location of the injured party, including a street address, building name and room name or number as applicable.
- Nature of the medical emergency and whether the injured party is conscious and/or breathing.
- Any other pertinent information, such as events leading up to the emergency, known medical history or related details.

911 should be called even if the injured party is discouraging or protesting against 911 being called. The injured party has the right to refuse transport to an emergency care facility, unless he or she is experiencing a life-threatening emergency. However, the decision to refuse transport should be determined with 911 emergency responders and not by CCA staff or other witnesses to an emergency.

## CAMPUS SECURITY

After completing the call to 911, the Campus Security Office should be contacted to report the emergency and initiate on-site emergency response procedures. All security officers and several other CCA staff members are trained in first aid, CPR and AED and are thus able to provide the injured party with on-site emergency assistance until the 911 emergency responders arrive, among other critical assistance.

## EMERGENCY SCENE SUPPORT

Anyone witnessing an emergency should ensure that the scene of the emergency is safe prior to approaching the injured party. The witness should reassure the injured party that help is on the way and remain with them until help arrives. Bystanders should not move

the injured party unless it is absolutely necessary, such as an instance where the injured party’s life is endangered by leaving them in their current location.

If the injured party is inside a building or a remote location, someone should be sent to meet and direct 911 emergency responders to the injured party’s location, if possible. Upon arrival of 911 responders, a witness should remain and provide specific information about the injured party, their condition and other circumstances related to the emergency of which he or she is aware.

## EMERGENCY CARE MUST MATCH LEVEL OF TRAINING

People who are trained in first aid, CPR, AED or other emergency medical care may provide assistance to the injured party based on their level of training until 911 emergency responders arrive. It is critical that any advice or assistance provided not exceed the level of training that the person has completed. **T**raining in process does not qualify as sufficient for providing emergency care. Anyone providing on-site assistance must take care not to jeopardize their health or the health of the patient and, instead, wait for professional help when appropriate.

Anyone providing on-site assistance should wear personal protective equipment and be aware of hazards associated with blood-borne pathogens. If the on-site care provider is exposed to suspected infectious materials, the exposed area should be washed thoroughly with soap and water and then examined and treated by a medical professional. Any employee who is exposed to a potential hazard should immediately report the exposure to the Human Resources Office and file a workers’ compensation report using the form available on the *Employee tab of MyCCA in the FAQs section under the Workers’ Compensation link*.

# CCA ADS 3.76: Clery Reporting

**Issued:** March 29,, 2013  
**Reviewed:** September 12, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 Federal Law No. 101- 542; CCA President’s Cabinet

**PURPOSE**  
To ensure compliancy and transparency, the Community College of Aurora (CCA) issues an annual security report.

- DEFINITIONS**
- **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
  - **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

**DESCRIPTION**  
As required by the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990) Federal Law No. 101- 542, the Campus Security Office at the Community College of Aurora (CCA) will issue annual security reports for the CentreTech and Lowry locations. CCA’s reports will conform with guidance provided by the U.S. Department of Education on the report content and other requirements as detailed in [The Handbook for Campus Safety and Security Reporting](#).

The reports detail the Campus Security Office’s roles and responsibilities, identify campus security authorities, and describe processes and procedures for reporting criminal activities and emergencies, issuing timely warnings, sexual assault and harassment policies and educational programming, medical and other supportive resources for victims, crime prevention and

related issues. The reports also include definitions of crimes, crime locations and recent crime statistics for each campus.

Copies of these reports are made publicly available on the CCA website in the Campus Security & Safety section under the [Annual Security Report](#) link and through the Campus Security Offices. he Director of Campus Security and Emergency Management submits a copy of the security reports to the U.S. Department of Education annually.

**CRIME REPORTING AND ADDITIONAL INFORMATION**  
The Campus Security & Safety section of CCA’s website also includes a form for individuals to report crimes online, which may be submitted anonymously. The annual security reports detail other crime reporting options available to staff, students and guests.

A link to the sex offender registry is also provided in the Campus Security & Safety section of the CCA website as required by law.

# CCA ADS 3.77: Traffic and Parking Rules

**Issued:** March 29, 2013  
**Reviewed:** September 12, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** CCA President’s Cabinet

**PURPOSE**  
To ensure safety and protection of property, the Community College of Aurora (CCA) established traffic and parking rules.

**DEFINITIONS**  
Not applicable.

**DESCRIPTION**  
The Campus Security Office at the Community College of Aurora (CCA) has established the following traffic and parking rules in order to ensure the safety of students and staff while on college property, facilitate efficient use of campus parking space and comply with state laws regarding parking provisions for individuals with disabilities. CCA students and staff are expected to comply with these regulations. Violators will be subject to the sanctions noted below.

- GENERAL RULES**  
The Campus Security Office will enforce the following general traffic and parking rules:
- The speed limit in all parking lots is 10 miles per hour (mph).
  - All vehicles are required to park within marked lines in designated parking areas.
  - Only vehicles displaying appropriate handicapped placards or license plates will be allowed to park in designated handicapped parking spaces.
  - Parking in fire lanes is strictly prohibited. All fire lanes are marked with signs and/or curbs are painted yellow.

**PARKING STICKERS**  
To assist the Campus Security Office with monitoring campus parking and contacting vehicle owners if a vehicle needs to be moved or another issue occurs, all CCA staff and students will be required to obtain a parking sticker. Parking stickers will be issued free of charge and must be affixed to the lower passenger side of the vehicle windshield. The stickers are good for the duration of the student’s enrollment or employee’s employment and need only be renewed if lost or damaged or if a vehicle change occurs.

Parking stickers must be requested using the Parking Application form available from the Campus Security Office. Completed forms should be submitted to Campus Security. Individuals needing additional stickers for multiple vehicles may indicate that on the application form.

**ACCIDENTS**  
All accidents should be reported to the Campus Security Office. Security personnel will help with the required exchange of information. The police department will be called for minor accidents if requested by either party and for all accidents involving extensive damage or personal injury as well as for all hit-and-run accidents. See also organizational guidelines *CCA ADS 3.74 Campus Accidents* and *CCA ADS 3.75 Campus Medical Emergencies*.



**SANCTIONS FOR TRAFFIC OR PARKING VIOLATIONS**

Parking tickets may be issued to any vehicle that is parked illegally. Vehicles are parked illegally if any part of the vehicle is outside of lane lines, an unauthorized vehicle is parked in a handicapped space, a vehicle is left unattended in a fire lane, and/or a vehicle is parked within established traffic lanes.

On days when the volume of cars anticipated on campus is expected to exceed established parking areas, additional, temporary parking space will be designated on the grass or other areas close to the regular campus lots. Parking in these temporary areas is allowed during the times the space is marked for parking use. Parking on the grass or in any undesignated area at other times is strictly prohibited.

All fines associated with parking tickets must be paid within 30 days of the issue date. Outstanding fines will become part of the student’s outstanding fee balance and may be subject to collection or withholding of transcripts or other records until the fee balance is paid.

Vehicles will be towed if left in an area that causes a safety risk or if left unattended for an extended period and efforts to prompt owner removal fail. Vehicles left in an area blocking travel lanes within the parking lots will be towed. Vehicles left in the parking lot for an extended period of time without permission, including inoperative and abandoned vehicles, will be towed. The Campus Security Office will make arrangements for extended parking of a vehicle upon request if required for legitimate reasons.

Vehicles will be towed at the owner’s expense. Campus Security will provide the owner with information on the towing company name and phone number, lot location and funds required by the towing company to reclaim the vehicle.

# CCA ADS 3.78: Security Camera System

<b>Issued:</b> March 29, 2013	<b>Reissued:</b> November 4, 2022
<b>Reviewed:</b> September 12, 2022	<b>Legal or Other Authority:</b> CCA President’s Cabinet

**PURPOSE**

To ensure safety, the Community College of Aurora (CCA) uses a security camera system.

- DEFINITIONS**
- **Security Camera System:** a system of cameras used to deter crime.
  - **Surveillance Camera System:** a system of cameras used to monitor.

**DESCRIPTION**

The Community College of Aurora (CCA) uses a security camera system for asset control, to help maintain campus safety and security, and for event recall or review for investigations and other needs as identified by the Human Resources Office or other campus leaders. By definition, the system is a security camera system, not a surveillance system. The Campus Security Office does not always monitor the camera system, and does not use it to watch faculty, staff, students and visitors as a general practice.

**CAMERA VIEW INTEGRITY**

CCA’s security cameras are located where they are openly visible for purposes of asset control, campus safety and as a deterrent. Anyone caught knowingly tampering with, relocating or repositioning, interfering with or otherwise obstructing a camera or camera view may be subject to corrective or disciplinary action.

Signs, decorations, or obstructions of any kind must not be placed where they restrict the intended view of the camera. Plants, signs, balloons, streamers, displays or other types of decorations that move or hang must be

limited to areas that avoid obstructing camera views. The Security Office is authorized to remove or relocate any items interfering with the security camera system. Staff members, students or authorized visitors using a campus facility should contact the Security Office with any questions as to whether a sign or decoration might interfere with or restrict camera view or proper operation of the camera system.

**VIDEO STORAGE**

CCA’s security camera storage system has the capacity to maintain 30 days of video recordings for review purposes. The video storage devices are designed to overwrite previous recordings when the available disk space is full. Due to inherent variations within the physical recording environment, the daily amount of video storage will fluctuate.

Recorded video is maintained on the Security Office storage device unless it has been over-written or saved to an alternative storage device for investigative purposes. Saved recordings are maintained with an incident report by the Security Office. Access to the security camera system storage devices is restricted and is monitored and managed by the Security Office.

**PUBLIC VIEW OF VIDEO MONITOR SCREENS**

View of the video monitor screens by the public and unauthorized employees is restricted. While conducting a video review or during routine maintenance, the monitors will be blocked from view to the public by means of shades, closed doors and/or screen shields.



Persons involved in an investigation may be called as needed to witness or identify persons involved in a situation. Witnesses should only be asked to review the portion of a video recording that pertains to their involvement based on legal and privacy protections. The Director of Campus Security and Emergency Management will determine what portion of a video recording a witness or involved person may view.

AUTHORIZED REQUESTS FOR VIDEO REVIEW

Access to video recordings is restricted and will be provided to authorized requestors in select circumstances as noted below. During any investigation and video review, care will be taken to protect the privacy and confidentiality of witnesses, bystanders and accused parties as appropriate in the process of bringing resolution to the situation.

Employee under Investigation

The college President, a Vice President or the Human Resources Director are authorized to request a video review for the purpose of an employee investigation. The Director of Campus Security and Emergency Management or designee will either conduct the video review and share the findings with the requestor or schedule a viewing with the requestor. A copy of the video recording will be catalogued with the electronic copy of the incident report on the hard drive of the Security Office computer, with findings and other viewing details noted on the incident report.

Missing Property

A dean, director, department chair or executive-level leader at the college is authorized to request a video review in instances where property under their control is missing or has been used or moved without their consent. The video review will be conducted by the Director of Campus Security and Emergency Management, or designee, and the results shared with the requestor for follow up and resolution. The results of the review will be documented in an incident report and catalogued with an electronic copy of the video recording.

Theft, Criminal Mischief, Suspicious Incidents

Any staff member or student may request a video review for theft, criminal mischief, or suspicious incidents. Each request will be evaluated on its merits and pursued as appropriate. The results of the video review may be shared with the requestor unless it appears there is an impropriety associated with the request or if one is discovered during the video review. The Security Office will follow-up on the reported incident and complete an incident report as appropriate based on findings from the video review.

Routine College Operations

The Security Office will conduct video reviews as part of routine college operations at the discretion of the Director, Assistant Director, or designee. These reviews may stem from a wide range of requests. Each request shall be evaluated on its own merits and pursued where deemed appropriate. The results of the video review may be shared with the requestor unless it appears there is an impropriety associated with the request or if one is discovered during the video review. In those instances, the chief of security will evaluate the request or results and handle the disposition. Incident reports will be completed where appropriate.

CCA ADS 3.79: Issuing and Retrieving Keys

Issued: March 29, 2013 Reissued: November 4, 2022  
Reviewed: September 12, 2022 Legal or Other Authority: CCA President’s Cabinet

PURPOSE

To ensure a safe and secure campus, the Community College of Aurora (CCA) established a procedure for access to metal and electronic keys.

DEFINITIONS

- **Key Management:** is managing and tracking the issuance and recapture of keys.
- **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

DESCRIPTION

The Community College of Aurora (CCA) uses a combination of metal and electronic key cards to secure space in CCA facilities. This guideline is established in order to balance the dual needs of maintaining access to facilities while safeguarding the personal safety of CCA employees. Most doors at CCA are secured with metal keys. Electronic key cards are issued on a more limited basis and are generally used for exterior doors and interior rooms where frequent key changes are needed due to recurrent staff changes and/or to protect high-cost equipment. Key management, i.e., managing and tracking the issuance and recapture of keys, is important for maintaining the safety and security of CCA staff members and property. The systematic control of locks and keys is one of the most important components of security. Without

proper key control, locks provide little deterrence to illegal or unauthorized entry into a facility.

Successful lock and key control require the efforts of several parties, including:

- **Facilities**, which designs and maintains the integrity of the system;
- **Departments**, which safeguard facilities under their use maintaining proper key assignment and security systems.
- **Security**, which takes reports of lost or stolen keys and investigates, and monitors buildings for unlocked doors or unoccupied rooms.
- **Individual faculty and staff** who safeguard assigned keys from loss or theft and report these occurrences immediately. Persons issued keys are responsible for their safekeeping and must sign an agreement acknowledging this responsibility.

POLICY DETAIL AND INSTRUCTIONS  
Departmental Responsibility for Control of Campus Keys

- The Departments of Facilities and Security are responsible for the administration of the campus key policy.

Issue of Campus Keys

- All employees of Community College of Aurora are eligible to hold keys for areas to which they need access on a daily basis to perform their jobs. Students or student workers should not be issued keys. If needed the keys would be issued to the supervisor of the student worker. It would be the supervisor’s

- responsibility to track the keys.
- All requests for permanently issued keys should be made through the Facilities Department or CCA Department of Security and include proper authorization by vice president, dean, department chair or director.
- Requests for temporary keys must have definite issue and return dates and include the proper authorized signature before they will be processed. Once processed, keys must be picked up in person by the key holder from the dean, department chair, or director to which they report.
- Short-term contracted vendors (two weeks or less) to the campus may be issued keys to the Community College of Aurora campuses in certain circumstances such as long-term projects, and/or night or weekend projects. The Facilities Department has a temporary key request form for use in these cases.

#### Return of Campus Keys

- All keys must be returned by the key holder to the Facilities Department or HR upon departmental transfer or termination of employment. Any keys not currently used by the college employee should also be returned to reduce the number of keys in circulation.

#### Transfer/Loan of Keys

- Employees must sign for keys issued to them and should not receive or take into possession any campus keys that have not been formally issued to them by the Facilities Department.

#### Lost Keys

- In the event that a key is lost, report the loss immediately to the department head and to the Security Department within 24-hours. The person who loses the key will have to go through the request process for a replacement key. Approval for reissuance of a lost key will be left up to the discretion of the vice president, dean, chair or director.

#### Worn or Broken Keys

- A replacement for a worn or broken key will be provided at no charge in exchange for the defective key.

#### Re-Keying or Installation of New Locks

- All re-keying or installation of new locks in all academic and administrative areas must be requested through the Facilities Department.

### DEFINITIONS AND KEY ELIGIBILITY CRITERIA

**Key:** Any type of common, cut key, or any type of card key, proximity card, or electronic/smart key.

**Key Holder:** A person to whom a key has been issued.

**\*Great Grand Master and Grand Master keys:**

- Must be physically secured when not being used and locked in either an unmovable key safe or an unmarked locked storage cabinet/drawer in a locked area.
- Must not be left unattended or in unlocked vehicles. Keys left in vehicles must be locked out of view and be removed and physically secured when not in use.

KEY NAME	TYPE OF KEY	ELIGIBLE TO PROCESS	RESPONSIBLE FOR ISSUANCE
Great Grand Master*	Operates all locks on GGM system.	President, Vice Presidents, Security, Facilities, I.T., and Direct reports to the President	Facilities Department with President/ Vice President approval
Grand Master*	Operates multiple locks in various buildings.	Deans and department Directors, and Custodial Staff	Facilities Department with Vice President approval.
Master	Operates one group of locks	Employees as needed to perform their duties	Facilities Department with department/unit head approval.
Change	Operates one or multiple locks that are keyed alike within a building.	Employees as needed to perform their duties.	Facilities Department with department/unit head approval.
Building Entrance	Electronic Card	Employees who must work other than normally scheduled hours	CCA Security with President/ Vice President approval.
Electronic Key	Operates multiple locks in various buildings	Employees as needed to perform their duties	CCA Security with department/unit head approval.

### PROCEDURE

CCA safeguards its assets and promotes the security of campus personnel through appropriate monitoring of access to college property. The Issuing and Retrieving Keys Procedure is intended to act as an instrument that provides reasonable personal safety and security for all members of the college community as well as to ensure the protection of personal and college property through control of keys to college offices, buildings and other security areas on campus. The following procedures address all active locking systems on campus, such as keys and cards.

The Department of Facilities Management will hold the primary responsibility for the issuance of hard keys. The CCA Department of Security will issue all keycards. Facilities Management and Security will work together, as outlined below, to retrieve keys once an employee has ended their official business with the institution. All college departments are expected to follow all key control and security procedures below.

All persons issued college keys shall at all times be held responsible and accountable for all keys that

are issued to them. Appropriate administrators (hereinafter referred to as key authorizers) may request and delegate the issuance of keys. Faculty, staff and others possessing and using unauthorized keys must surrender them immediately to the Department of Security. In addition to being charged, employees that repeatedly lose keys may be subject to disciplinary action.

All keys (not including cabinets, desks, carts or padlock keys) when issued will be signed for by key authorizers and delivered to the key holder. All keys will be engraved with a unique serial number and the information on the keys along with the information regarding the key holder will be recorded in a database maintained by the Department of Facilities Management and Security.

### ACCESS CONTROL

The CCA Department of Security oversees the access control of the campus. All exterior doors to CCA lock and unlock at specified times electronically. Special access into buildings afterhours will be managed by the Department of Security. The Director of Security

will make the final determination for those who request afterhours access for special projects.

Additionally, security personnel on both CentreTech and Lowry are able to lockdown their locations quickly should an emergency occur. The electronic lockdown is managed by the swipe of a card and entering an access code.

Due to the differences between CentreTech and Lowry location, procedures will vary for each. Classroom doors on the CentreTech location will remain unlocked while classes are not in session. On the Lowry location, classroom doors will remain locked while classes are not in session. Faculty on the Lowry location must have keys issued in order to enter their classrooms. At CentreTech, this is not necessary.

Adjunct faculty teaching courses at the CentreTech location will not be issued keys. Classroom doors will be opened by the Security Department in the morning and locked at night. For safety purposes, Instructors are urged to lock their doors while teaching class. In situations where classroom doors are left locked, faculty and staff members should contact the Security Department for access into the room.

### KEY AUTHORIZERS

Key authorizers are available to current faculty, employed staff and contractors/vendors in support of academic work and college business. An appropriate key authorizer for the designated area must complete a Key Request form. Forms for keys and electronic access cards can be obtained under the Work Tools area in the employee section of MyCCA.

Key authorizers are those individuals who manage a department, head an academic program, direct a specific area or those who serve as administrators of programs or departments. Examples are:

- Vice Presidents
- Deans
- Department Chairs
- Directors/Assistant Directors

### KEY AUTHORIZER RESPONSIBILITIES

Authorizers shall authorize keys to their specific designated areas only. Faculty and staff shall be issued keys to assigned areas as necessary at the Authorizer's discretion. The number of keys issued will be kept to a minimum; limited to those persons who show valid and reasonable need. Authorizers may not authorize keys for themselves. Student work employees should not be issued keys. If needed, keys would be requested by the work study supervisor and issued in the supervisor's name with the supervisor taking responsibility of keeping track of the key.

### REQUESTS FOR KEY ISSUANCE

Keys provide different levels of access to CCA Buildings. A request for the issuance of hard keys is initiated by completing the Department of Facilities Key Request form. The key authorizer (Assistant Director, Director, Dean or Vice President) will sign the completed form signifying their approval for the keys to be issued for their established areas of responsibility. Only one key for a specific door will be issued to any one individual. The only exception to this rule will be for employees who supervise multiple student workers and who maintain compliance with the CCA Issuing and Retrieving Keys Policy.

Hard keys will be issued to the requester after the completion of the Key Request form. Once the form is complete, it will be sent to the Department of Facilities for further processing.

Keycard requests are submitted in MyCCA's work tool area by work order through the helpdesk and routed to the CCA Department of Security. Permanent, full time staff are issued keycards with an expiration date of two years after issuance. If a person ends their employment with CCA earlier than their keycard's expiration date, once the CCA Department of Security is notified, the employees' information is deleted from the software and the keycard is rendered inoperable.

Part-time and temporary employees holding keycard expire at the end of the semester they were issued.

In order to reactivate the keycard, the part-time and temporary employee's key authorizer must complete another key request.

Key requests for student employees must be submitted through their direct supervisor. The key will be issued in the supervisor's name. It is understood that the direct supervisor will be held accountable for retrieval of his/her student employee keys.

When requesting a replacement key (e.g., broken key), the original key must be turned into the Department of Facilities Management at the Lowry Campus.

Lost keys are to be reported immediately to the CCA Department of Security at ext. 4727. An incident report must be conducted with Security before a new request is honored. The lost key must also be reported to the key holder's key authorizer. It will be left up to the key authorizer's discretion whether or not an additional key will replace the lost key. A key holder who loses multiple keys may be subject to disciplinary action.

The Departments of Facilities and Security will be the final authorities on disputes regarding issuance of all keys.

### TYPES OF KEY HOLDERS

- 1 Faculty are identified by the Dean whom they report to. The Dean, acting as a key authorizer, will assign/authorize a classroom and office space key.
- 2 Staff are identified by each department and are authorized various keys dependent on need. The department's Director or Vice President will act as the key authorizer.
- 3 Temporary employees are identified by each department and authorized various keys dependent on need and duration of their employment. The key authorizer for temporary employees may vary depending on who and what the project is, and which department the temporary employee is assigned to.

- 4 Contractors and sub-contractors shall be issued keys to the CCA campus based on need. Any contractor requiring a Grand Master key will need the authorization of the Assistant Director, Director of Facilities or the Vice President of Administration. However, any key issued to short-term contractors will be issued and retrieved on a daily basis by the Department of Security.

### LOSS OF ACCESS OR KEY HOLDING PRIVILEGES

- 1 Authorizer determines that key holder no longer requires campus access.
- 2 Authorizer directs the Department of Security to recall holder's keys.
- 3 Human Resources advises Department of Security of personnel leaving college employment.
- 4 Key holder has demonstrated disregard for campus property.

### KEY RETURN

All keys must be returned to the Department of Human Resources once a person ends their employment with the college. Faculty & staff who are no longer employed by the College must return all issued keys to Human Resources. Human Resources will return the keys to the Facilities and Security Department. When exit interviews do not occur, it is the person's responsibility to return the key before leaving. The key(s) must be turned in by the last day of that person's employment.



# CCA ADS 3.80: Children on Campus

**Issued:** March 29, 2013

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**Reissued:** November 4, 2022

**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure safety, responsibility and consistency, the Community College of Aurora (CCA) allows students or staff to bring their children to campus on an infrequent and limited basis.

## DEFINITIONS

- **Children:** a person under the age of 18, who has not been admitted to CCA as an underage student.

## DESCRIPTION

The Community College of Aurora (CCA) acknowledges that family needs and responsibilities may, in some circumstances, require the presence of a child in the workplace or classroom for infrequent and limited amounts of time. Any student, faculty or staff member who brings a child into a classroom or workplace must be aware and respectful of the need for a quiet educational and work setting. Any faculty or staff may consider additional alternatives by referring to CCA *HRP 5.33 Flexible Work Arrangements*. Following are CCA’s guidelines for managing situations when children under the age of 18, who are not admitted to CCA as underage students, are brought on campus.

## FACULTY AND STAFF

CCA faculty and staff members’ primary responsibility while at work is to meet their employment obligations to the college. Where possible, employees should use annual or sick leave to care for a child in lieu of bringing them to the workplace.

Faculty and staff who wish to bring their children to work for infrequent and limited periods of time may do so if they adhere to the following guidelines:

- The supervisor must give specific and advance approval to an employee’s proposal to bring a child to work. Requests for approval must be in writing and must outline the reason for the request, the anticipated duration of the child’s visit, and a general plan for how the individual will accomplish their work with the child present.
- Employees must be able to meet their employment obligations to the college while at work. Any situation that impinges on those responsibilities for the employee monitoring a child or for fellow faculty, staff and students is unacceptable and will necessitate removal of the child from the classroom or workplace.
- A sick child may not be brought to the workplace, particularly when the illness is or could be contagious.
- Children may not be present at any time in science laboratories, simulation labs, film/video studios, construction sites, police and fire academy facilities, or in any place a potential hazard could exist. Supervisors may designate additional situations and physical facilities where the presence of a child is not appropriate.
- Minor children must remain with their parent at all times while on campus and must not be allowed to wander or explore the campus without supervision. Children may not be left unattended at any time.

CCA’s provision allowing faculty and staff to bring their children to work is a privilege extended by the college on a limited and infrequent basis to assist employees with meeting family responsibilities, and is not meant to be a substitute for regular childcare. This privilege may be revoked at the discretion of the supervisor or the college at any time.

## STUDENTS

Children of students are allowed on campus and in the classroom providing they are under the continuous supervision of a parent or guardian and if the parent or guardian adheres to the following guidelines. Students should limit the occasions they bring children on campus to those instances when the business the student needs to conduct on campus is relatively brief - such as picking up or dropping off materials, registering for classes or attending a short meeting – or when alternative arrangements are impractical or impossible, such as the illness of a day care provider. Alternatives, such as the student arranging to record a particular session, should be considered before bringing a child to the classroom.

Students who bring a child or children on campus must adhere to the following guidelines:

- The faculty member responsible for a classroom where the child will be present must provide specific, advance approval.
- Students may not bring children to classrooms on days involving special projects, presentations or examinations.
- A sick child may not be brought on campus or to a classroom, particularly when the illness is or could be contagious.
- Children may not be present at any time in science laboratories, simulation labs, film/video studios, construction sites, police and fire academy facilities, or in any place a potential hazard could exist. Faculty may designate additional situations and physical facilities where the presence of a child is not appropriate.
- Minor children must remain with their parent at all times while on campus and must not be allowed to wander or explore the campus without supervision. Children may not be left unattended at any time.

CCA’s provision allowing students to bring their children on campus is a privilege extended by the college on a limited and infrequent basis to assist students with meeting family responsibilities and is not meant to be a substitute for regular childcare. This privilege may be revoked at the discretion of the faculty or the college at any time.

Faculty, supervisors, and officers of the college have the right to refuse permission for parents or care givers to bring a child into any area of the college due to health and safety issues or concerns about the type of work or study being undertaken, including examinations and meetings.

## LIABILITY

Parents and guardians are responsible and liable for all injuries or damages sustained to or by their child while on the college campus.

## CONDUCT

Parents and caregivers are expected to be vigilant in their supervision of children while on campus. Parents and guardians are responsible for ensuring that children behave appropriately when accompanying a parent or guardian to work, class, or any other college function.

## REMOVAL OF A CHILD FROM CAMPUS

The college reserves the right to direct a parent or care giver to remove their child/children from any area of the campus. A parent or care giver may be directed to remove a child from the workplace, classroom or other college space by a faculty, supervisor, or officer of the college if:

- The child’s health or safety is at risk.
- The child is a health or safety risk to others.
- The child’s behavior is causing undue disruption to the work of staff or students.
- The presence of a child is inappropriate to the work and study being undertaken.

The parent or care giver must immediately remove the child as directed by the college authority.

## UNATTENDED CHILDREN

In the interest of security and child welfare, unattended children may not be left anywhere on campus, including the college parking lots. Children found unattended will be reported to the Campus Security Office and may also be reported to the Aurora Police Department.



# CCA ADS 3.81: Household Pets and Animals on Campus

**Issued:** March 29, 2013  
**Reviewed:** September 12, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** SP 16-70a, CCA President’s Cabinet

## PURPOSE

To ensure a safe and productive environment, the Community College of Aurora (CCA) outlines bringing household pets and animals on campus.

## DEFINITIONS

- **Service animals:** are animals that are individually trained to aid an individual with a disability.

## DESCRIPTION

The Community College of Aurora (CCA) strives to create a safe and productive environment for students and staff. Animals, including household pets, are prohibited on campus with the exception of:

- Service animals as defined by the Americans with Disabilities Act (ADA).
- A service animal in training is permitted when accompanied by a trainer and identified as such. A service animal in training and its trainer must meet the same behavioral expectations as a service animal.
- Animals for instructional purposes as approved by the appropriate college authority.
- Working dogs used by a law enforcement agency for law enforcement purposes.
- For Take Your Dog to Work Day please see *HRP 5.40*.

## SERVICE ANIMALS

The ADA defines service animals as those that are individually trained to aid an individual with a disability. If an animal meets this definition, it is considered a service animal under the ADA regardless of whether it has been licensed or certified by a state or local government. This does not include animals for

emotional support. Service animals and animals-in-training must be always leashed and remain under the owner’s or handler’s control. Under Colorado law, it is a crime to knowingly misrepresent an animal as a service animal. Misrepresenting an animal as a service animal can result in fines pursuant to Colorado statute and the individual may be referred for discipline under applicable policies and procedures (for students and employees), or removed from campus (for guests, visitors and other third parties).

## ANIMALS-IN-TRAINING

Animals-in-training must be clearly identified (i.e., wearing a vest) and the animal’s handler must obtain permission from the Campus Security Office prior to bringing the animal on campus. During work and classroom hours, no more than one animal-in-training is permitted on site per employee or student.

## ANIMALS FOR INSTRUCTIONAL PURPOSES

Animals that are used specifically for an instructional purpose as part of a college program are permitted on campus if approved in advance by the division director or dean. These animals must be kenneled and handled in such a way that does not pose a danger to any person on campus. Any injuries resulting from interaction with these animals must be reported immediately to the Campus Security Office for documentation. Injuries may also be subject to reporting with the Aurora Animal Care Division.

## UNAUTHORIZED ANIMALS

Animals found on campus that do not meet these criteria must be promptly removed. Students who bring unauthorized pets on campus will be considered in violation of the Student Code of Conduct and subject to student discipline procedures.

If an animal is found unattended, the Campus Security Office will, at their discretion, contact the Aurora Animal Care Division to remove the animal from campus.

# CCA ADS 3.82: Lost and Found

Issued: March 29, 2013

Reviewed: September 12, 2022

Reissued: November 4, 2022

Legal or Other Authority: CCA President’s Cabinet

## PURPOSE

To ensure consistency and a safe environment, the Community College of Aurora (CCA) established a lost and found policy.

## DEFINITIONS

- **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

## DESCRIPTION

Items that are found abandoned on Community College of Aurora (CCA) property may be turned in to the Campus Security Office on the CentreTech or Lowry location for retention in the campus lost and found. Items that are turned in will be returned to the rightful owner or donated using the following process.

## RECEIPT AND RETENTION OF ITEMS

When an item of personal property is turned in to the Campus Security Office, security staff will record receipt of the item in the lost and found log, including the date of receipt, item description and location where the item was found. The property will be searched in effort to locate the name of the person to whom the property belongs.

If the property owner can be identified, they will be contacted via phone or e-mail to return the property. If the property owner cannot be identified or does not respond to contact attempts, the property will be kept in the designated lost and found area of the Security Office for 30 days.

If after 30 days the item remains unclaimed, the property will be taken to the nearest donation site. Under no circumstances will any CCA employee, student or visitor be allowed to take or borrow items designated as lost and found property.

## RETURNED ITEMS

If the owner of lost property inquires as to whether such property is being held in the campus lost and found, the Security Office will require that person to identify the lost property. If the Security Office deems that person to be the rightful owner of the lost property, the owner will be required to show a form of identification. The owner’s S or other identification number, if appropriate, will be entered into the lost and found log along with the return date and the item will be returned.

# CCA ADS 3.83: Campus Notification Emergency Procedure

Issued: August 25, 2014

Reviewed: September 12, 2022

Reissued: November 4, 2022

Legal or Other Authority: CCA President’s Cabinet

## PURPOSE

To ensure safety, the Community College of Aurora (CCA) outlines the process for emergency notification procedure.

## DEFINITIONS

- **AppArmor:** a computer program used to notify the campus community.
- **Emergency:** are incidents where there is an immediate threat of physical harm or death to community members and there is no time to prepare or otherwise warn them of the crisis in advance.
- **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

## DESCRIPTION

This procedure authorizes use of the AppArmor system for immediate alerts and notifications to the Community College of Aurora (CCA) campus community, prior to and during a potentially life-threatening emergency. The college developed this procedure to furnish information and direction so that campus community members may immediately protect themselves during these situations. The direction herein includes the use of additional messaging systems to provide specific instructions when the emergency notification protocol is activated.

## PROTOCOL

In the event of an emergency requiring immediate campus-wide precautions and actions, the Security Department and/or Communications Department is

authorized to activate the AppArmor system. If necessary, immediately prior to activation of the system, the Department of Security will investigate the emergency and place a 911 call to trigger a response from the appropriate jurisdictional first responder authority.

The activation of the AppArmor system will be the first part of an integrated communication system that will also use additional tools to notify the campus community of danger. The notification will contain simple, clear instructions intended to minimize the risk of serious physical injury or death.

The sending of this first AppArmor message will be immediately followed by notification of the appropriate college officials who will activate the internal response:

- The Director of Security will notify all members of the President’s division. In cases where members of the President’s division are unavailable, efforts will be made to inform other appropriate leaders from within the institution.

Such emergency situations shall include only those incidents where there is an immediate threat of physical harm or death to community members and there is no time to prepare or otherwise warn them of the crisis in advance. Examples of such events or incidents include, but are not limited to, an active shooter, a shooter at large, a life-threatening and widespread hazardous materials incident, a bomb located, or other serious in-progress potentially deadly incidents. Such threats may be on campus or in the immediate area of the CentreTech or Lowry campus.

Only those threats requiring immediate action by community members may result in the activation of the AppArmor system.

The emergency notification system will send simple, clear, pre-established messages to members of the campus community through a variety of designated systems including, but not limited to, cell phone text messaging, voice messages and CCA e-mail accounts. A typical message will identify the type of crisis, the location, and the action to take to minimize risk. Examples are:

- “There is (type of crisis) on (CentreTech/Lowry) campus at (specific location), seek shelter, lock the door if possible, and remain in place.”
- “There is a (type of crisis) on (CentreTech/Lowry) campus (location) evacuate the area immediately and remain away (from the area) until further notice.”

**PROCEDURE**

The Security Department and/or Communications Department will choose the appropriate pre-established message to notify to the college community.

In the event of an emergency as defined in this procedure, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Security would activate Informacast systems at CentreTech and at Lowry to provide immediate notification and safety precautions.

Once the emergency notification has been issued, the Executive Director of Strategic Communications and Alumni Engagement will be informed. The college website as well as all social media sites will be updated continuously with information pertinent to the emergency.

Further instructions and information necessary to minimize risk of physical injury or death to community members may be transmitted through the same notification system as necessary until there is no longer

an immediate threat. This will be done at the discretion of the President of CCA.

Only an authorized member of the CCA Leadership may direct the transmission of a message that either notifies the campus community that there is no longer an immediate threat or provides additional non-emergency information.

**TIMELY WARNING**

CCA's office of the President or a designee will compose Timely Warning messages to notify members of the campus community about serious crimes against people that occur on campus after determining that the incident may pose a significant and ongoing threat to members of CCA. Timely Warnings will be distributed as soon as pertinent information is available. In many cases, to ensure the safety of students, faculty and staff, several Timely Warnings will be issued.

Timely Warnings will be issued for the following incidents:

- Murder
- Aggravated assault
- Robbery
- Sexual assault
- Major incidents of arson.
- Other crimes as determined necessary by the office of the President.

The Office of the President will draft the timely warning notice and forward it to members of President’s division, the Executive Director of Strategic Communications and Alumni Engagement and the Director of Security. The office of the President will use input from these individuals to review and revise the text as needed, and then transmit the email containing the Timely Warning to the college as a blast email.

It is important to note that these messages must be sent as soon as possible and that follow-up messages with additional information can be beneficial to the campus community. Moreover, the initial message may

not contain all the facts surrounding a criminal incident or incidents, but will alert

recipients that a situation has occurred with all the available pertinent information. While attempts to contact the abovementioned individuals for their feedback on the Timely Warning will be made, the message will be sent with or without their contribution – strict attention will be placed on the timeliness of the message’s distribution.

In addition to the Timely Warning, crime alerts also may be posted in campus buildings, when deemed necessary. When a crime alert is posted in campus buildings, it shall be printed on colored paper and be posted in the lobby/entrance area of the affected buildings.



# CCA ADS 3.84: Temporary and Permanent Trespass Notice Procedure

**Issued:** September 2, 2015  
**Reviewed:** September 12, 2022

**Reissued:** November 4, 2022  
**Legal or Other Authority:** Colorado Revised Statutes 18-9-109;  
CCA President’s Cabinet

## PURPOSE

To ensure safety and consistency, the Community College of Aurora (CCA) established a procedure for issuing trespassing notices.

## DEFINITIONS

- **Trespassing:** when a person unlawfully enters or remains on CCA property or is in violation of Colorado Community College System (CCCS) policies/CCA procedure, Colorado State law, or federal law.
- **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

## DESCRIPTION

This procedure describes the circumstances under which a trespass Notice may be issued, the process that will be followed and the rights of those issued a trespass Notice. CCA is required to make adequate provisions for the safety of students, faculty, staff, volunteers and visitors.

CCA is permitted by Colorado Revised Statutes (CRS) 18-9-109 (Interference with Staff, Faculty, or Students of Educational Institutions) to control the use of, and access to the College grounds, buildings, equipment and other College property. Persons may be removed or excluded from the CCA for violation of Colorado Community College System (CCCS) policies/CCA procedure, Colorado State law, or federal law.

The President’s Cabinet, the Senior Student Affairs Officer & Dean of Student Success and CCA’s Security Staff are authorized to issue both Temporary and Permanent Trespass Notices. People issued a Permanent Trespass Notice from a member of CCA Security staff or any other College official, must remain off College property unless given specific permission to enter. Such permission may be granted by the Vice President of Student Affairs, the Senior Student Affairs Officer & Dean of Student Success, or the Vice President of Human Resources & Personnel Success.

In order to ensure the correct administrative process, the applicable College official will be immediately notified once a Trespass Notice has been issued:

- For students, the Senior Student Affairs Officer & Dean of Student Success and the Director of Security will be notified when a Trespass Notice is issued.
- For faculty and staff, the Vice President of Human Resources & Personnel Success and the Director of Security will be notified when a Trespass Notice is issued.
- For unaffiliated parties, the Director of Security will be notified when a Trespass Notice is issued.

The President’s Cabinet, as well as other conduct related officials, will be notified through a Security Department Incident Report once a Trespass Notice is issued.

## TRESPASS NOTICES MAY BE ISSUED UNDER THE FOLLOWING CONDITIONS:

1 When a student or employee’s behavior is disruptive to College operations or poses a risk to the College, a College official may require the individual leave for the day (Temporary INSTITUTIONAL ISSUES Campus Safety and Security Trespass Notice) by verbally telling them to do so. The person will also be instructed to contact Human Resources or the Senior Student Affairs Officer & Dean of Student Success, or his or her designee, in order to discuss the circumstances surrounding the Temporary Trespass and any additional sanctions that may be imposed. For additional information regarding the administrative process, please read the Due Process section below.

2 Permanent Trespass Notices are issued for activities that pose a threat to the College community or which create a disruption to the College learning environment and/or College activities. The Trespass Notice may also be issued for violations of CCCS policies/CCA procedures, Student Code of Conduct, and Colorado State or federal law. Typically, but not always, Permanent Trespass Notices are issued to nonaffiliated persons.

The Permanent Trespass Notice may be issued when the actions of a person(s) are considered serious enough to be a threat to the CCA community including, but not limited to crimes of violence against persons or property, or when the behavior is persistent enough to alarm or disturb a reasonable person engaged in legitimate College business or is disruptive to the operations of CCA. The following are examples of behaviors that may result in the issuance of a Permanent Trespass Notice:

- Commission or conviction of any criminal offense on college property;
- Violation of College procedures and/or CCCS policies;
- Engaging in behavior or conduct that presents a threat to College property or member of the College

- community, including students, faculty, staff or visitors;
- Fails or refuses to leave College property after being requested to do so by an employee of the College.

The Permanent Trespass Notice must be in writing and specify the reason for the notice, the scope and duration of the restriction to campus, the potential consequences of a violation of the notice and the appeal process. The scope and duration of the restriction imposed must be proportional to the underlying misconduct.

Persons who violate the Permanent Trespass Notice are subject to arrest and prosecution for criminal trespass as provided by CRS 18-9-109.

Campus members are notified regarding a specific and individual case-by-case manner about trespassed persons. This notification is dictated when the safety of others is compromised by the potential presence or return to the College of the trespassed individual. Such notifications are generated by members of the Security staff or other College officials.

If a trespassed individual is requested to meet on College property, the official making the request will inform Security and direct the person to meet at the Security office. Security Officers will escort the trespassed individual to the scheduled meeting.

## DUE PROCESS

All individuals issued a Permanent or Temporary Trespass Notice will be given the opportunity to appeal the notice. The College’s Human Resources Department will direct the investigation into non-students and determine whether the issuance of the notice was reasonable. The Vice President of Student Affairs or the Senior Student Affairs Officer & Dean of Student Success will direct the investigation for students. Upon issuing a Permanent Trespass Notice, the student will be placed on Interim Action, ensuring the student receives due process. If Student Affairs concludes that



the student is to be permanently trespassed from campus, a Deans hold will also be completed, banning the student from enrolling in other colleges within CCCS.

CONSIDERATION OF APPEAL FOR STUDENTS

In the written appeal, the basis of the appeal should be written as precisely as possible. The following bases of appeal will be considered:

- A compelling reason for needing access to the College from which one has been excluded (e.g., to attend class). In the letter of appeal, the location and time of desired access, the reason for access, and the name (if applicable) of a College contact person to verify the need for access should be included.
- A clear abuse of discretion by the official who issued the Trespass Notice.
- New information or evidence related to the incident or circumstances around the issuance of the Trespass Notice (e.g., resolution of criminal or conduct proceedings).

Upon receipt of an appeal request, the official reviewing the appeal will consult, as needed, with other College officials to verify the need for access to campus to gather additional information or advice, or to review the impact that an appeal may have on the victim(s) and may also consult with the trespassed person. The appeal will be considered in context of the health, safety, and security of the College community.

APPEAL DECISION FOR STUDENTS

The Vice President of Student Affairs, the Senior Student Affairs Officer & Dean of Student Success, or designee will render a written decision regarding the appeal. The appeal decision may: uphold the Permanent Trespass Notice, modify it (e.g., granting access to specific locations at certain times), or vacate it. The decision made by the Vice President of Student Affairs, the Senior Student Affairs Officer & Dean of Student Success or their designee shall be final.

DISCLOSURE TO AFFECTED PARTIES

If the original Trespass Notice included a condition of no contact with a particular individual, the aggrieved person(s) and other College officials, as appropriate, will be notified. Similarly, the effected parties will be notified if an appeal is granted.

Lowry Security may issue a Temporary Trespass Notice at the College’s Lowry location. However, when requesting a Permanent Trespass Notice, they must petition the Vice President of Student Affairs, the Dean of Student, or his or her designee.

The Aurora and Denver Police Departments will be requested when unaffiliated parties fail to leave after being instructed to do so. Depending upon the circumstances, they may be issued a temporary or permanent trespass notification. In cases where the unaffiliated party commits an egregious offense (i.e. assault, stalking, threats) the Security Officer will issue a Permanent Trespass Notification on behalf of CCA. Additionally, the Security Officer will also request that the Aurora or Denver Police Department issue the person in violation a Trespass Notice (City Code – Section 94-71(8)). All violators that lead to Permanent Trespass will be photographed. Photos will be uploaded into the trespass/incident report database.

CCA ADS 3.85: Tobacco and Smoke Free Campus

Issued: February 8, 2021  
Reviewed: September 12, 2022  
Reissued: November 4, 2022  
Legal or Other Authority: [Colorado Executive Order B-2018-011](#); Colorado Medical Marijuana Code: C.R.S. 12-43.3-101 et. seq.; [Colorado Clean Indoor Air Act of 2006 Smoke Free Colorado Law: C.R.S. 25-14-204](#); Drug Free Schools; [BP16-60](#); [SP16-60](#), CCA President’s Cabinet

PURPOSE

This Procedure contains pertinent information affecting employees, students, authorized volunteers, guests, and visitors, current through the date of its issuance. To the extent that any provision of this Procedure is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System Chancellor’s Procedures (SPs), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. Students are expected to be familiar with and adhere to the BPs, SPs as well as College directives, including but not limited to this Procedure.

Nothing in this Procedure is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee employment for any term. The College reserves the right to modify, change, delete or add to this Procedure as it deems appropriate.

The purpose of this procedure, Tobacco and Smoke Free Campus, is to create and maintain a healthy environment for the well-being of faculty/instructors, staff, students, volunteers, guests, and visitors for whom this Procedure contains pertinent information. CCA will comply with banning tobacco products and smoking in state-owned property and limit the use of tobacco products, vaping products and e-cigarettes by youth. CCA will also comply with the Colorado Clean

Indoor Air Act 2006 (C.R.S. 25-14-201 et. seq.), Smoke Free Colorado Law. This Guideline is preceded by CCA HRP 5.36: Smoking and Using Tobacco Products on Campus.

SCOPE

This procedure applies to all employees, students, authorized volunteers, guests, subcontractor/contractor, and visitors to the college property of Community College of Aurora (CCA and/or College), to include all college owned and leased vehicles.

DEFINITIONS

Smoking

1. Setting alight or vaporizing any tobacco product or other substance for the purpose of inhalation or introduction into the mouth (including, but not limited to, cloves, herbs, synthetic substances, and marijuana products);
2. Carrying in one’s hand or mouth, or placing into an ashtray or other receptacle a lighted cigarette, cigar, pipe, or any other lighted or electronic smoking equipment, and allowing smoke or vapor to diffuse into the air;
3. Inhaling or exhaling smoke or vapor from a lighted cigarette, cigar, pipe, electronic smoking or vaping equipment.

Tobacco Product(S)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed,

absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; (for cessation exceptions see page 4)

2. Any electronic smoking device;
3. Notwithstanding any provision of subsections (1) and (2) above to the contrary, “tobacco product” includes any component, part, or accessory of a tobacco product, whether or not sold separately.

### Electronic Smoking Device

Any device that when activated emits a vapor, aerosol, or smoke or can be used to deliver nicotine or any other substance to the person inhaling from the device, including, but not limited to e-cigarettes, e-cigars, e-pipes, vape pens, e-hookahs, inhalant delivery systems, or any other similar product by any other name or descriptor. An electronic smoking device includes any component, part or accessory of such device whether or not sold separately, regardless of nicotine content or any other substance intended to be vaporized or aerosolized for human inhalation during the use of the device.

### College Property

Includes all College-owned facilities, grounds and parking lots at any CCA campus/site or facilities leased, owned or rented by CCA. This includes, but is not limited to, all vehicles used by the College for campus services, transporting students, staff, visitors or other persons.

### Off-Site Location(s)

Locations not owned or leased by CCA where classes or events are held and/or sponsored by CCA.

## PROCEDURE

### Prohibitions

- Smoking, vaping, all uses of tobacco, and the sale of tobacco are prohibited in all buildings and all grounds owned, leased, or controlled by CCA, including but not limited to, green space, courtyards, breezeways, terraces, stairways, and access ramps, outdoor plazas and patios, recreational facilities and

fields, roadways, walkways, sidewalks, and pick-up and drop-off points for campus and public bus transportation.

- Smoking, vaping, and all forms of tobacco are prohibited in all vehicles owned, leased, or rented by CCA.
- In addition, the following activities are prohibited:
  - Advertising of tobacco, vaping, and related products in campus publications (except for non-CCA supported magazines and newspapers), on College property, at any College sponsored event, or as part of any College owned or sponsored media;
  - The distribution of samples and redeemable coupons for tobacco, vaping, and related products on College property and/or at a College related event.

### Enforcement

- The success of this procedure depends on the cooperation of tobacco product users and non-tobacco product users. The CCA Community shares the responsibility for enforcing the procedure.
- Leaders, managers, and supervisors are responsible for leading by example and respectfully communicating this procedure to employees, students, authorized volunteers, guests, and visitors.
- Anyone who observes individuals smoking, vaping, or using tobacco products on campus property are encouraged and empowered to explain that its use is prohibited. Concerns about smoking, vaping, or tobacco products should be respectfully addressed in the moment whenever feasible.
- Concerns should be referred to the appropriate College personnel for review and action.
  - For students, concerns should be referred to Dean of Students Office or the appropriate student affairs leadership contact.
  - For employees (including student employees) and authorized volunteers, concerns should be referred to the appropriate supervisor or Human Resources.
  - For visitors, guests, and/or contractors/subcontractors issues should be referred to the Campus Security or Facilities Director.

- Individuals found to be non-compliant will be subject to existing accountability measures.
  - For students, non-compliance will be referred to Office of Student Intervention and Conduct to engage in a student conduct process, as referenced in the Student Code of Conduct, BP4-30, per the Student Disciplinary Procedure, BP4-30.
  - For employees, non-compliance will be referred to the employees’ supervisor and/or Human Resources for possible disciplinary actions.
  - For visitors or guests, non-compliance will be referred to the Campus Security and may result in being asked to leave campus.
  - For contractors/subcontractors, non-compliance will be referred to the project manager responsible for monitoring performance of the applicable contract.
  - For individuals who fail to comply, they may be asked to leave campus property immediately, and a referral may be made to the appropriate campus official for action.
- CCA students and employees attending or holding classes at other off-site locations, such as a hospital or other facilities, must adhere to all rules and regulations regarding smoking and use of tobacco products set forth by the off-site location or facility.

### Cessation

- CCA is strongly committed to supporting individuals to become smoke and tobacco free for health equity and overall wellness; therefore:
- Tobacco cessation (or quitting tobacco use) programs and support will be made available to employees and students through the appropriate offices.
- For the purpose of cessation, FDA-approved nicotine replacement therapy products, such as patches, gum and lozenges, are permitted on College property.
- For information on cessation resources, please access the [CCA Tobacco Free Sway Page](#).

### Funding

- CCA will not apply for or accept any funding from tobacco or tobacco product or vaping companies and/or affiliates.

- CCA will seek opportunities to provide additional resources and educational opportunities for the CCA community.

### Tobacco and Smoke Free Signage

- Signage shall be posted in prominent places on College properties to notify all that smoking or other use of tobacco products is prohibited.
- Installation and maintenance of signage are the responsibility of the Facilities Department in consultation with the Communications & Marketing Department and Dean of Students Office.
- Signage must be placed appropriately on entrances and exits of buildings and parking lots and on College owned and leased vehicles.
- References to a tobacco and smoke free environment campus may be published in all employee and student handbooks, posted on bulletin boards, at staff meetings and at school sponsored events.
- Areas that experience difficulties with tobacco product use may request supplemental signage from the Facilities Department.

## EXEMPTIONS FROM THIS PROCEDURE

Exemptions are limited to:

- Use of tobacco in personal vehicles
- Practice of cultural activities by Indigenous Peoples/ American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a allowing for the use of ceremonial tobacco.
- Use of tobacco for research purposes in a controlled laboratory setting

All ceremonial use and research exemptions must be approved in advance by the Dean of Students Office (if student related) or Human Resources (if employee related).

## REVISING THIS PROCEDURE

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

# ASP: Assessment, Strategy, & Performance Excellence

## INSTITUTIONAL PLANNING & EFFECTIVENESS

### CCA ASP 8:01: College Mission, Vision and Strategic Goals

**Issued:** March 29, 2012

**Reviewed:** August 26, 2022

**Reissued:** February 9, 2023

**Legal or Other Authority:** CCA President's Cabinet

#### PURPOSE

To succeed as an educational institution, the Community College of Aurora (CCA) creates a mission, vision and strategic goals to lead the college.

#### DEFINITIONS

Not applicable.

#### DESCRIPTION

The Community College of Aurora (CCA) articulates its mission, vision, values, and strategic goals to faculty, staff, students, and community stakeholders in a variety of publications and institutional settings in order to ensure that each element is widely recognized, understood, and embraced as an important driver of the college's work.

#### CCA MISSION STATEMENT

Colleges within the Colorado Community College System (CCCS) develop mission documents and strategic plans that respond to the needs of their service area and that are aligned with the mission and goals of the State Board of Community Colleges and Occupational Education (SBCCOE).

- **CCCS's mission is:** "To provide an accessible, responsive learning environment where our students can achieve their educational, professional, and personal goals in an atmosphere that embraces academic excellence, diversity, and innovation."
- **CCA's mission statement is:** "The Community College of Aurora serves our diverse community by providing high-quality instruction and support services to prepare students for transfer and employment."

Guided by its commitment to the community it serves and the mission of CCCS, CCA developed its current mission statement in 2013-2014 as a part of the new strategic plan process for the College. In line with CCA's values of collaboration and inclusion with the college community, the strategic planning committee included CCA faculty and staff and sought suggestions from students, employees, and external partners. The mission statement is reviewed on a regular basis as part of the college's strategic planning process.

#### CCA VISION

CCA's vision statement is: "We aspire to be the college where every student succeeds." CCA developed its current vision statement in 2013-2014 as a part of the new strategic plan process for the College. In line with CCA's values of collaboration and inclusion with the college community, the strategic planning committee included CCA faculty and staff and sought suggestions from students, employees, and external partners. The vision statement is reviewed on a regular basis as part of the college's strategic planning process.

#### CCA VALUES

Following the self-study process for the college's 1993 accreditation review, CCA formally adopted a set of values that focused primarily on interpersonal relations: respectful, exemplary, collaborative, empowering, and responsive. In 2001, the college's Cabinet Advisory Council revisited these original values and made revisions. The revised values were distributed to the CCA community for comments and suggestions. The Council used those responses to further revise the values into ones relating to a broader range of college goals and activities. The new values, and the



ones which CCA continues to follow, are: respect, collaboration, quality, access, diversity, and inclusion.

2019-2024 STRATEGIC PLAN

In 2018, a strategic plan for the 2019-2024 academic years was formed to map out the next five years of the College, with input once again requested from the CCA community as a means of valuing collaboration and inclusion. The 2019-2024 strategic plan added five commitments:

- A Commitment to Academic Excellence
- B Commitment to Student Learning and Success
- C Commitment to An Inclusive College Culture
- D Commitment to Community Leadership and Services
- E Commitment to Institutional Growth and Excellence

The 2019-2024 strategic plan added four institutional outcomes known as the 4Cs:

- Career and transfer readiness
- Communication
- Critical thinking
- Cultural competence

CCA ASP 8:02: Accreditation

Issued: March 29, 2013      Reissued: February 9, 2023  
Reviewed: August 26, 2022      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

To ensure regulation and compliance, the Community College of Aurora (CCA) maintains its’ accreditation relationships.

DEFINITIONS

- **Accreditation:** is an independent, third-party evaluation of a conformity assessment body against recognized standards, conveying formal demonstration of its ability.
- **Assurance Argument:** a document that states how an institution meets each of the five HLC Criteria for accreditation.
- **Federal Compliance Report:** a document required by HLC that assures the U.S. Department of Education that affiliated institutions are complying with the expectations of specific regulations accreditors.
- **CentreTech Location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.

DESCRIPTION

The Community College of Aurora (CCA) accreditation relationships signify to students and community members that the college and particular programs, where appropriate, meet a set of prescribed, nationally recognized quality standards. CCA discloses to the public and its accreditors its relationships with any specialized, professional, institutional accreditor, and with all governing or coordinating bodies in states in which CCA has a presence. Accreditation relationships are disclosed on the CCA website under About CCA, Accreditation, in the college catalog and in each semester’s class schedule.

THE HIGHER LEARNING COMMISSION (HLC)

CCA is accredited by the HLC, an independent corporation founded in 1895 as one of six regional institutional accreditors in the United States. The HLC accredits degree-granting post-secondary educational institutions by evaluating each institution as a whole. The evaluation covers formal educational activities, student academic achievement, governance and administration, financial stability, resources, admissions and student personnel services, organizational effectiveness, and relationships with outside constituencies. The HLC can be contacted at the following:

230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1413  
Phone: 800-621-7440 or 312-263-0456  
Fax: 312-263-7462  
Email: [info@hlcommission.org](mailto:info@hlcommission.org)

[Please visit the Higher Learning Commission Website](#)

CCA and HLC Accreditation

CCA has been accredited by the HLC since 1988. The college submits annual updates to the HLC and has two comprehensive evaluations each ten years, the last one in 2016 and the next one in 2024. These evaluations are for continued accreditation and include short visits to the college by an HLC team and the submission of an electronic Assurance Argument and related documents including a Federal Compliance report that provide evidence that CCA continues to meet the HLC criteria for accreditation.



The HLC also makes a visit every five years to evaluate if CCA is providing the necessary level of oversight to our additional locations. These are locations physically separate from our CentreTech location where students can earn 50 percent or more of the credits needed for a degree or certificate. They are primarily high schools where the college offers concurrent enrollment classes.

The Commission also evaluates and approves substantial changes the college proposes such as new degrees, certificates, and locations.

**Additional Accreditation**

The college discloses accurately to the public and the HLC its relationship with any specialized, professional, or institutional accreditor and with all governing or coordinating bodies in states in which CCA has a presence. CCA does not hold any specialized accreditation with a single agency that covers one-third or more of either the college’s offerings or its students. The following CCA programs are accredited/approved by special agencies:

***Paralegal*** – The American Bar Association Standing Committee on Paralegals.

***Emergency Medical Services*** – The Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

***Basic Law Enforcement Training Academy*** – The Colorado Peace Officer Standards and Training Board for Colorado law enforcement officer certification training.

**Accreditation Management**

The CCA college president provides executive oversight for all matters related to accreditation. CCA’s Accreditation Liaison Officer, the Dean of Assessment,

Strategy, and Performance Excellence, reports to the president and works with a Task Force comprised of deans, faculty representatives, and staff. CCA uses this and the Task Force to provide input on and assist with accreditation review activities, including conducting a self-study, writing a report on the self-study and related accreditation questions, and preparing for the Higher Learning Commission team visit.

**Accreditation Review**

An accreditation review occurs at those junctures when CCA’s accreditation is scheduled for review based on the accreditation timeframe granted by the Higher Learning Commission and/or when CCA is proposing new locations or programming elements that require review. For example, each CCA concurrent enrollment location must be reviewed and approved using the current request application and process. Accreditation-related reports, including self-studies and site change requests can be found on the CCA website under About CCA, Accreditation.

**PROFESSIONAL LICENSURE**

In compliance with the U.S. Department of Education for participation in the National Council for State Authorization Reciprocity Agreement (NC-SARA), the Community College of Aurora provides information pertaining to professional licensure and certification in correlation with programs offered at CCA that may lead to state licensure.

Students are advised to review the following information BEFORE beginning a program at CCA that leads to professional licensure with the intent to be licensed outside of the state of Colorado: Review the licensing information provided for the applicable program(s) below;

Contact the appropriate licensing agency in the U.S. states and territories where licensure is intended. This will enable you to obtain the most up-to-date information about licensure requirements and confirm how a CCA program facilitates those requirements.

Only a select few of CCA’s programs are formally approved for professional licensure. However, while a program may not be formally approved in states outside of Colorado, it may still meet all or a portion of the “educational” requirements for licensure in other states and territories. Therefore, it may be necessary for you to contact the licensing agency directly to find out if a CCA program will meet educational requirements in states other than Colorado.

Additionally, while progressing through any of these programs, CCA recommends that you check licensing agency requirements regularly to monitor whether they have changed in a manner that impacts your licensure plans. Programs not listed have no national licensure examination required to practice in the profession.

**Criminal Justice**

The Community College of Aurora’s criminal justice program does not prepare you to enter a police officer academy in: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, Washington D.C., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Marianas, Palau, Puerto Rico, Virgin Islands.

**Early Childhood Education**

In all fifty states and in all territories, teachers and directors of early childhood programs must be licensed. These vary widely and we recommend you visit the National Database of Childcare Licensing Regulations website to identify the requirements for the state in which you plan to live and practice. The Community College of Aurora can only guarantee that the requirements for the state of Colorado are met with our program.

**Law Enforcement Academy**

As a student applying for or attending the Law Enforcement Academy meets the licensure or certification for Colorado. It is possible that the degree/ certificate may count toward licensing in states other than Colorado. If you are planning to seek professional licensure, it is strongly recommended that you contact the appropriate licensing entity in the state in which you are located or plan to locate in order to seek information and guidance regarding licensure or certification requirements before you begin this program. This program meets the applicable state prerequisites for licensure or certification in Colorado as listed below:

**Colorado Peace Officer Standards and Training (POST) Board**

CCA has determined the Law Enforcement Academy does NOT meet applicable state prerequisites for licensure or certification for the following states: Alabama, Alaska, Arizona, Arkansas, California, Connecticut, District of Columbia, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming and U.S. Territories: American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands.

**Nurse Aide**

All graduated nurse aide students must take and pass the NNAAP Nurse Aide licensure exam in the state or territory where you wish to be licensed. The Community College of Aurora nurse aide program qualifies graduates to sit for the exam, and practice in: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska,

Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, Washington D.C., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Marianas, Palau, Puerto Rico, Virgin Islands.

#### **Paralegal**

Graduates living in these states must complete a licensure test: Arizona, California, New Mexico, Oklahoma, Washington, Wisconsin. The Community College of Aurora does not prepare students to practice in these states.

Graduates living in these states do not need to complete a licensure test, and the Community College of Aurora paralegal program does prepare them to work in this state or territory: Alabama, Alaska, Arkansas, Colorado, Connecticut, Delaware, Georgia, Florida, Hawaii, Idaho, Illinois, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, Wyoming, Washington D.C., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Marianas, Palau, Puerto Rico, Virgin Islands.

# ASP: Assessment, Strategy, & Performance Excellence

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## DATA & REPORTING

# CCA ASP 8:03: Data Entry and Reporting Responsibilities

**Issued:** March 29, 2013

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**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

Data entry and reporting at the Community College of Aurora (CCA) are managed by individual departments based on functional responsibilities. The Office of Institutional Research assists with reviewing data and reports for integrity and accuracy as needed and where their access to the data is authorized.

## DEFINITION

- **COGNOS:** is the reporting system provided by the Colorado Community College System (CCCS) to generate reports using data captured in Banner.
- **Banner:** an online software program that is an integrated student information system.

## REFERENCE/RESOURCE LINKS

Following are links to key reporting agencies or sites that the CCA Office of Institutional Research uses for federal, state, and system reporting.

- Federal IPEDS Report: <https://nces.ed.gov/ipeds/>
- State SURDS Report: <https://surds.colorado.gov/signin/default.aspx>
- CCCS Institutional Research Office: <https://cccs.edu/resources/institutional-research/>

## DESCRIPTION

### Data Entry

Data entry and responsibility for ensuring data integrity are managed by various departments that enter data into Banner as part of their daily business operations. Responsibility for the management of key data sets is as follows:

- Student records: Registrar and Director of Admissions, Registration, and Records
- Financial aid: Director of Financial Aid
- Finance: Vice President of Administrative Services
- Employee: Vice President of Human Resources and Personnel Success

### Data Reports

The Office of Institutional Research provides support and assistance to CCA faculty and staff using the COGNOS system. State and Federal reports involving institutional profile, student enrollment, and achievement are required for the public’s Right to Know, transparency, and accountability.

### General

CCA faculty and other staff may generate COGNOS reports using standard, pre-established formats. Customized reports and training in using COGNOS may be requested from the Office of Institutional Research. Requests requiring extensive customization or the inclusion of certain types of data may require CCCS approval. The Office of Institutional Research will submit requests for CCCS approval when required.

### State Reports

The business owners responsible for managing data entry for each functional area are also responsible for managing the submission of required state data reports for their area. The Office of Institutional Research will review those reports to which their access is authorized prior to final report submission to verify the quality and accuracy of the data included. The reports include data components of FTE, Retention and Graduation, and Cohort.

### Federal Reports

The Office of Institutional Research serves as the main point of contact at CCA for all required IPEDS federal reports. The Office of Institutional Research will coordinate with business owners to assemble and submit required federal reports based on deadlines and other guidelines provided by the U.S. Department of Education and other entities requiring reports.

# CCA ASP 8:04: Tracking and Reporting Imputed FTE

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**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

The imputed FTE is added to the FTE based on credit-bearing courses, which contributes to the total FTE and state funding.

## DEFINITION

- **Imputed FTE:** from vestibule labs at the Community College of Aurora (CCA) is calculated directly from log-in and log-out data entered by students as they enter and exit the labs. According to Colorado Department of Higher Education, vestibule lab is defined as “laboratory instruction in basic skills, which is provided or supervised by faculty, that is designed to improve the academic skills of students with specifically identified deficiencies. The deficiencies may be self-identified or instructor referred. Minimum of 1,000 contact minutes in a semester. Vestibule hours require 1.33 (okay per ’97 guidelines) contact hours to equal one credit hour.”

## REFERENCE/RESOURCE LINKS

Following are links to key reporting agencies or sites that the CCA Office of Institutional Research uses for imputed FTE.

- Colorado Department of Higher Education: <https://higher.ed.colorado.gov/Data/Documentation/FTE/FileDescription.aspx>
- FTE reporting portal in CDHE’s SURDS: <https://surds.colorado.gov/signin/default.aspx>

## DESCRIPTION

The Colorado Community College System (CCCS) Learning Resource Center Administration program database is used to capture vestibule lab data at

CCA. At the end of each semester, the director of the Academic Learning Center runs vestibule lab reports in COGNOS to analyze lab usage and for annual reporting purposes. The Office of Institutional Research is responsible for analyzing lab usage and using the data for reporting purposes in semester, year-end and other reports as requested. Vestibule lab minutes are converted to credit hours and then imputed FTE. The calculation to get a credit hour is Vestibule Lab Minute / 750 (15 weeks) / 1.33 while the calculation to get an imputed FTE is credit hour / 30. The imputed FTE is added to the college’s FTE that is based on credit bearing courses for the state FTE report.

- Reporting
  - Vestibule lab hours to Colorado Community College System and FTE are reported to the Colorado Department of Higher Education
  - There is no more reporting to CCCS about semester census. CDHE Census reporting also includes FTE based on credit hours and vestibule lab hours for Final term, not for census term. For example, for Fall Final and Spring Census in fall reporting, imputed FTE is included in Fall Final but Spring Census does not include imputed FTE. For Grand Final FTE in July, imputed FTE for three terms is reported. Freeze dates for each term are as below.
    - Summer EOT imputed FTE: October 15
    - Fall EOT Imputed FTE: February 15
    - Spring EOT and year end FTE: July 15
  - In the final FTE report, imputed FTE based on vestibule lab hours is included in table 1 (Summary) and table 4 (Basic Skills)

- Types of lab hours that are included in FTE
  - Tutoring for the registered courses in the current semester is included because these categories are supplemental resources for students’ contact with instructors.
  - Based on the categories in new Vestibule Lab Database, the reasons for Academic Learning Center visits should be ‘Writing Studio’ and ‘Workshop’ and these should be included in Vestibule Lab.
  - ‘Computer Lab’ and ‘Studying/Homework’ are not included.



# CCA ASP 8:05: Institutional Review Board (IRB) and Human Subjects Research

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**Reissued:** February 9, 2023

**Legal or Other Authority:** 34 CFR Part 97; CCA President’s Cabinet

## PURPOSE

The Community College of Aurora (CCA) encourages and supports the research and related academic activities of students, faculty members and staff. At the same time, CCA is committed to protecting the rights and welfare of people participating as subjects in research studies conducted on behalf of the college and/or involving CCA faculty, staff or students. Based on Code of Federal Regulations Title 34 Department of Education Part 97 Protection of Human Subjects, among other federal regulations, CCA is required to submit proposals for certain types of research studies for review and approval by an Institutional Review Board in order to ensure research subjects are protected.

## DEFINITION

- **An Institutional Review Board:** is a committee whose purpose is to make certain that research practices are ethical, that appropriate steps are taken to protect the rights and safety of human research subjects and that research subjects are fully informed and participate voluntarily in the research. Institutional Review Boards are authorized to approve, require modifications or deny requests to conduct research and to conduct periodic reviews of approved projects to confirm that ethical research standards and practices are upheld.

## REFERENCE/RESOURCE LINKS

Following is a link to a key agency that the CCA Office of Institutional Research references:

- Protection of Human Subjects in Research in Department of Education: <https://www2.ed.gov/about/offices/list/ocfo/humansub.html>

## DESCRIPTION

CCA uses the Colorado Community College System (CCCS) Institutional Review Board to review and approve research proposals involving CCA students, faculty or staff when appropriate. The Office of Institutional Research public web page, under the heading Conducting Research at CCA, contains instructions from the Office of Institutional Research on the steps required to submit and obtain approval of research projects at CCA. All research projects involving CCA students or employees must be submitted for internal review and approval. The Office of Institutional Research will forward proposals to the Executive Leadership for review and, if appropriate, to the CCCS Institutional Review Board following internal approval.

## INSTITUTIONAL REVIEW BOARD REQUIREMENTS

Not all research projects require Institutional Review Board review. For example, normal classroom and assessment activities do not require review. These activities might include course or faculty evaluations, surveys or focus groups designed to improve course delivery or internal employee surveys or department evaluations.

Studies that require Institutional Review Board review are those that:

- Are intended for a public audience or for presentation, publication or other means of dissemination to audiences other than CCA students, faculty or staff.
- Involve collection of sensitive data, such as, drug or illegal substance use, sexual activity, mental illness or illegal activities.
- Require data collection, including interviews or focus groups, using voice, video, digital or image recordings.
- Preclude compliance with FERPA requirements.
- Involve participants who are mentally ill or incompetent; suffering from a terminal disease; hospitalized, incarcerated or otherwise institutionalized; who could feel compelled or coerced to participate; or are under the age of 18 and not registered CCA students.
- Include risk or research practices that mask the true intent of the study and that potentially expose participants to physical harm, civil or criminal liability, damage to reputation or financial standing, substantial stress or discomfort, threat or embarrassment, loss of confidentiality around participation, or similar risks.

The Office of Institutional Research at CCA and other parties involved in CCA’s research proposal review and approval process will assist in determining whether Institutional Review Board involvement is necessary.

# CCA ASP 8:06: Procedures to Access CCA Students for Research

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**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

Individuals wishing to gain access to Community College of Aurora (CCA) students for research purposes must follow the procedures for conducting research using CCA students. These procedures are available on the Institutional Research public web page under Conducting Research at CCA. These procedures detail the information that must be included in the research request and a checklist specifying the approval process and requirements.

## DEFINITION

- Educational Research: is the scientific field of study that examines education and learning processes and the human attributes, interactions, organizations, and institutions that shape educational outcomes. Scholarship in the field seeks to describe, understand, and explain how learning takes place throughout a person’s life and how formal and informal contexts of education affect all forms of learning. Education research embraces the full spectrum of rigorous methods appropriate to the questions being asked and also drives the development of new tools and methods. Not all projects conducted at CCA are defined as research. For example, internal normal classroom and assessment activities are not classified as research, and they do not require review by the Institutional Review Board. These activities might include course or faculty evaluations, practical surveys or focus groups designed to improve course delivery or internal employee surveys or department evaluations.

## REFERENCE/RESOURCE LINKS

Following is a link to a key agency that IR references

- Office of Institutional Research at CCA  
<https://www.ccaurora.edu/about-cca/office-institutional-research>

## DESCRIPTION

### Community College of Aurora Procedures for Individuals Conducting Research at CCA

Obtaining permission to conduct research at CCA is a multi-step process involving approval from the Office of Institutional Research, the CCA Cabinet, and finally review by the Colorado Community College System Institutional Review Board. CCA reserves the right to deny permission to conduct research if it is deemed not in the best interests of the institution.

### If you are member of the CCA faculty, staff, or have a current Colorado Community College Affiliation:

Any research you conduct on CCA students, faculty or staff that will provide professional benefit to you (e.g., scholarly article, dissertation research) must be approved by the Office of Institutional Research to ensure proper protection of research subjects and to avoid potential conflicts of interest. If your research is for your own personal teaching or learning improvement and will not be published or presented at a conference, the research does not require approval.

**If you are an outside researcher or former employee with no current Colorado Community College System affiliation:** You are not permitted to conduct

research on the CCA population without a member of the CCA faculty or staff listed as a Co-Principal Investigator on your project IRB.

## STEPS TO SECURE PERMISSION TO CONDUCT RESEARCH

1 Proposed research, including those classified as “Exempt” by IRB, conducted on CCA students, faculty and staff (e.g., surveys, focus groups, interviews, etc.) must be submitted to the Director of Institutional Research. The proposal must contain a detailed description of the proposed research project. In addition, the following information and/or statements must be included:

- The contact information for the principal investigator and co-principal investigator; contact information for PI or Co-PI’s superiors (e.g. academic advisor for dissertation research, department chair); where applicable, the dean or director of the staff member’s unit;
- Description of relationship to CCA or CCCS, including any prior employment by the college;
- Statements showing how the research subjects would be protected from physical, social, or psychological risk and or justifications there would be no or a minimal harm;
- Statements demonstrating how the research would benefit CCA employees and/or students, or its educational policy and practices;
- Plans for the storage of physical research documents (e.g. room or office), medium of electronic data storage (e.g. flash drive, portable drive, computer), data security procedures, duration of data retention and methods for destroying the raw data.

Following submission of the proposal, the investigator will meet in person with the IR Director to review all steps of the proposal, answer questions, and discuss any proposed changes the IR staff may have. This is to ensure all parties agree about the nature of the proposed project; determine potential impacts and benefits to CCA; and ensure there are no issues with the research methodology or conflicts of interest.

2 Upon approval of the initial proposal, the IR Director will submit a summary of the proposed research project to the CCA Cabinet for review and approval at the next scheduled meeting. The CCA Cabinet has the right to deny research projects at any time for any reason. Similarly, they reserve the right to request changes to the proposed project to maximize benefit to the college or ensure the safety and well-being of the students.

3 Once the CCA Cabinet has approved the proposal, the IR staff will work with the investigator to develop the appropriate protocol to submit to the Colorado Community College System. The IR office will serve as the liaison between the researcher(s) and the System.

*If you have any questions about the research process, please contact the Director of Institutional Research. NOTE: A) The information regarding benefits to CCA and data logistics must be part of the research proposal submitted to CCA, even in the case of an IRB exemption for research on normal educational practices; and, B) Approval of a request does not guarantee any additional assistance from CCA IR staff, faculty or staff outside of IR in locating participants or in gathering data; C) Supplementary documents such as full review form, expedited review form, exempted protocol form, sample consent form, and continuing review questionnaire for the researcher who would like extending a period of the approved study will be provided as needed.*

# CCA ASP 8.07: Student Outcome Data

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**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 9-47; CCCS SP 9-47;  
CCA President’s Cabinet

## PURPOSE

The Community College of Aurora (CCA) will collect and analyze student outcome data in order to assess the college’s success in meeting the mission, vision, and value. Furthermore, student outcome data is utilized to evaluate strategic planning goals related to student retention, graduation, employment and wage gains. The data analysis will be included in the college’s annual institutional program review to inform changes in program structure, content and support services to meet students’ needs and as otherwise required by State Board for Community Colleges and Occupational Education Board Policy BP 9-47 and Colorado Community College System (CCCS) President’s Procedure SP 9-47.

## DEFINITION

- **Student Outcomes:** in a two-year public institution are aligned with student outcome types and definitions offered by Federal IPEDS reports, Colorado State’s Master Plan, and CCCS’s Key Performance Metrics (KPM). Retention (e.g. fall-to-fall), completion (number of degrees and certificates earned), erasing equity gaps, and reducing time to degree are major outcome metrics by the State, while Federal agencies and CCCS consider data components and leading indicators such as course success, credit hours accumulated, transfer, graduation (cohort-based), etc.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## REFERENCE/RESOURCE LINKS

Following are links to key agencies and sites that the CCA Office of Institutional Research references:

- BP 9-47: Review of Existing Programs: <https://cccs.edu/policies-and-procedures/board-policies/bp-9-47-review-of-existing-programs/>
- SP 9-47: Program Review and Evaluation: <https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-9-47-program-review-and-evaluation/>
- Federal IPEDS Outcome Components (see ‘Graduation’, ‘Graduation 200%’ and ‘Outcome Measures’): <https://nces.ed.gov/ipeds/use-the-data/survey-components/>
- Colorado Department of Higher Education’s Master Plan: <http://masterplan.highered.colorado.gov/read-colorado-rises/>
- Colorado Community College System’s Key Performance Metrics: <https://www.cccs.edu/resources/institutional-research/data-book/>

## DESCRIPTION

The institutional program review will address enrollment, successful completion of courses and programs, graduation rates, transfer to four-year institutions, and areas of strength and improvement. The institution will monitor failure rates (D, F, W grades) and success rates (A, B, C grades) by course, prefix, department, and division. These outcomes are reflected in yearly academic program review and in a four-year cycle of program review for curricular and co-curricular areas.

In addition to the institutional program review, career and technical education programs will be reviewed every five years in alignment with CCCS requirements. As part of the five-year review, the college will analyze whether the program’s students are employed in their field of study, if the job outlook for program graduates remains competitive, and how graduation/success rates compare to those of similar programs across the state. Each spring, the Office of Institutional Research will contact career and technical education program completers from the previous year to ask them a series of questions that provide the data for the annual Graduate Follow-up Survey. The Graduate Survey report is published on a public facing Institutional Research web site, and the survey report with a full summary is posted on CCA Internal Data for Faculty and Staff. Internal stakeholder can access the report through the Resources tab of MyCCA in the Institutional Research section.

The college’s Emergency Medical Services (EMS), Police, and Paralegal programs each have an external accreditor to whom they report outcome data. CCA will comply with the requirements of the Committee on Accreditation of Education Programs for the Emergency Medical Service Profession (CoAEMSP), the Police Officer Standards and Training (POST), and the American Bar Association (ABA) in measuring the rates of successful program completion and post-graduation employment for students in those programs.



# ASP: Assessment, Strategy, & Performance Excellence

## GRANTS

### CCA ASP 8:08: Grant Process from Pre-to Post-Award

**Issued:**

**Reviewed:** January, 2023

**Reissued:**

**Legal or Other Authority:** CCA President's Cabinet

#### PURPOSE

This document is a standardized process for the application, approval, acceptance, management, reporting, and close-out of grants at the Community College of Aurora (CCA). This procedure formally identifies the roles and responsibilities in managing grants at the College and assures compliance with federal, state, and private grant-awarding entities. The CCA Internal Grants Handbook supplements the information in this process and offers a comprehensive guide with examples and details to support those seeking, applying for, and managing grants at the College. It is available on MyCCA under "Forms."

#### DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

#### DESCRIPTION

The CCA Foundation (CCAF) follows the same processes outlined in this guideline and is expected to communicate regularly with the Department of Grant Development regarding CCAF grant opportunities, applications, and awards.

#### BACKGROUND

A grant is a contribution of cash or other assets from a federal, state, or private (i.e., private or public foundation/organization) agency for a particular purpose, activity, or facility. Typically, grants are limited to specified projects or services, have a set deadline for completion, and often require narrative and financial reporting. Grant requirements range depending on funders.

CCA is deliberate in its grant submissions and strives to be proactive, seeking out grant opportunities that correspond to project ideas as opposed to producing project ideas to correspond to grant opportunities.

In this document, the terms Project Director (PD) and Principal Investigator (PI) are used interchangeably to refer to the primary CCA lead for a potential or secured grant belonging to a particular department or division. Direct reports at the executive level include the PD/PI's supervisor in CCA's senior leadership, such as a Vice President or executive-level Dean. If the PD/PI is an executive-level position, their report is the President.

#### STEP ONE: PRE-AWARD—ASSESS FUNDING NEEDS

An informal needs assessment clearly highlights the College's areas of need. In collaboration with individual department/division employees, the Director of Grant Development analyzes College areas of need. The collection of pertinent supporting data, such as demographics, socioeconomic levels, and industry needs, facilitates the search for and submission of grant applications. The data obtained should describe the demographic of interest and the need being addressed. When collecting data, assumptions and unsupported assertions should be avoided.

When evaluating a need, ideas should be reviewed to determine how to address recognized College needs. This evaluation must also include an explanation of how funding will support the mission, vision, values, and strategic plan objectives of the College. The CCA Internal Grants Handbook contains specifications for conducting an informal needs assessment.



STEP TWO: PRE-AWARD—DETERMINE FUNDING CATEGORY AND PROJECT BASE

Prior to searching for grant opportunities, a concise description of the funding category is necessary to ensure the greatest alignment with the College and potential funder(s). Categories may include, but are not limited to:

- Building/renovation funds
- Conferences/seminars
- Consulting services
- Continuation funds (renewals)
- General/operating expenses/equipment
- Program development
- Research
- Scholarship funds for students
- Seed money for piloting programs
- Trainings

Ensuring that the grant opportunity sought corresponds to the funding type of the project, idea, or initiative will facilitate the search for and application for grant opportunities.

Once a funding category is determined, the project idea can begin to be formed using tools in the Internal Grants Handbook and resources from the Director of Grant Development.

STEP THREE: PRE-AWARD—SEARCH FOR GRANT OPPORTUNITIES

The CCA faculty and staff must be deliberate in their pursuit and application of grant opportunities. If a grant opportunity has not yet been presented, faculty and staff at the College may seek out funding opportunities. Prior to pursuing grant opportunities, CCA grant seekers should consult the CCA Internal Grants Handbook and contact the Director of Grant Development for support.

CCA faculty and staff may utilize free funding sources, such as [www.grants.gov](http://www.grants.gov), which houses the majority of federal and state grant opportunities. Finding private

funding from foundations may be more challenging, but [www.guidestar.org](http://www.guidestar.org) can provide a list of several foundations to aid in this search. The Director of Grant Development may have additional access to websites that can assist with this search. A request to search for funding opportunities on behalf of a department/division can be submitted by contacting [grants.cca@ccaaurora.edu](mailto:grants.cca@ccaaurora.edu). The CCA Internal Grants Handbook provides further information regarding specific funding sites.

STEP FOUR: PRE-AWARD—DISCUSS GRANT OPPORTUNITIES

Once funding opportunities have been identified, the PD/PI must collaborate with their direct report at the executive level to ensure that any opportunities selected for final approval by the Grants Approval Committee are relevant and realistic for the department/division.

The Grants Handbook contains considerations for discussion. It is imperative that the PD/PI evaluate application deadlines, funding requirements for the project/idea/initiative, and the grant management team’s capacity.

STEP FIVE: PRE-AWARD—APPROVAL OF GRANT OPPORTUNITY

The College provides a CCA Intent to Submit Grant Proposal Form to notify the CCA Grants Committee of the intent to apply for a specific grant opportunity. Before submitting this form, the executive-level direct report of the PD/PI must approve both the project concept and the grant opportunity.

The CCA Grants Committee includes the Director of Grant Development, Director of Grants and Payroll, Director of Institutional Research, Controller, and Dean of Assessment, Strategy, and Performance Excellence. The CCA Grants Committee uses the CCA Intent to Submit Grant Proposal Form to review and approve or deny the project idea and grant opportunity. In the event the Grants Committee rejects a grant opportunity, it will be referred to Cabinet for

final consideration. In circumstances where a grant opportunity exceeds \$75,000, requires matching funds, or requires Human Resources approval for personnel changes, Cabinet will review the grant opportunity. The following steps are included in the Grants Approval Process:

1. The Project Director/Principal Investigator (PD/PI), with the input and assistance of other key stakeholders and their respective executive-level direct report, has a project or community need in mind.
2. The PD/PI chooses a grant to support and fund the project or community need.
3. The PD/PI meets with and gets approval for both the project idea and grant opportunity from their respective executive-level direct report (i.e., their Vice President)
4. If the Vice President approves the project and grant opportunity, the PD/PI submits the CCA Intent to Submit Grant Proposal Form, which notifies the CCA Grants Committee of the intention to submit a grant application and needed resources. If the CCA Grants Committee does not approve the project and/or the grant opportunity, the Form will be referred to Cabinet for review and approval.
5. If the grant request is over \$75,000, has a fiscal matching note, or has a personnel component, the CCA Grant Notification Form is moved to Cabinet for review and approval.
6. Once approved by the CCA Grants Committee and/or Cabinet, the Director of Grant Development contacts the PD/PI to offer resources and assistance with completing the proposal for the grant application.
7. The PD/PI completes the grant application, utilizing resources and support from the Director of Grant Development as needed.
8. The Director of Grant Development and the PD/PI submit the grant application on behalf of the institution, notifying the PD/PI’s executive-level direct report and the Dean of Assessment, Strategy, and Performance Excellence.

For CCAF grant opportunities, the above process is followed but is amended to include:

1. \$10,000 and under grant opportunities require Dean approval
2. \$10,001-\$75,000 require Vice President approval
3. \$75,001 and above require Cabinet approval

The CCA Intent to Submit Grant Proposal Form includes the following questions:

1. Indicate the name of the person submitting this form.
2. Have you received Executive-Level Direct Report approval to pursue this grant opportunity and project? [Yes, No, or Unsure.]
3. What is the name of the grant opportunity?
4. Will the grant award be under the CCA Foundation? [Yes, No, or Unsure.]
5. Is this a new grant or a renewal of an existing grant? [A new grant or A renewal of an existing grant.]
6. Explain the purpose of the grant and specifically detail how the grant aligns with the Community College of Aurora’s vision, mission, and Strategic Plan.
7. Describe the grant project.
8. What is the Return on Investment (ROI) and/or College impact?
9. What data supports the College applying for this grant?
10. What is your vision for long-term sustainability?
11. Does this grant opportunity meet any of the following criteria? [The grant amount requested will be over \$75,000; the grant requires a matching fund or cost-sharing note; the grant will include the hiring of new personnel or changes to current personnel.]
12. Is there anything to add for the Grants Approval Committee to consider?
13. Option to upload a supporting document if needed.

After approval has been acquired, it is essential to register an account with the grantor to submit the application successfully. Some accounts created for submission reasons take weeks to activate. In most instances, the Director of Grant Development will submit the application and create the required account.

### STEP SIX: PROPOSAL DEVELOPMENT—DEVELOP A PROPOSAL AND BUDGET

Grant applications, particularly federal grants, require a significant amount of time to complete. The sooner a proposal is created, the simpler it is to revise and submit. All proposals generally require the same components:

1. Title Page and Cover Letter
2. Introduction/Abstract/Summary: A brief overview of the proposal, which includes information about the institution, its ability to complete the proposed project, the need(s) of the institution being addressed in the proposal, the methods/activities that will be used, and how the targeted population will benefit.
3. Problem Statement/Needs Assessment: Evidence of hard data linked to the funder's goals and priorities. Addresses the situation/need causing the institutional concern and why there is a need.
4. Program Goals and Objectives (Outcomes): The anticipated measurable outcomes and benefits—how the situation/need is expected to shift as a result of the project.
5. Methods/Implementation Plan: The activities that support the achievement of the objectives, including a timeline where applicable and a description of staffing needs/efforts.
6. Evaluation Plan: The plan for determining the project's success, including interim points and final evaluation.
7. Future Funding/Sustainability: The institution's plans for continuing the project efforts/outcomes after grant funding ends or after funding runs out.
8. Budget: The costs to be met by the funder and the methods to determine the costs.

Other submission requirements may include data, resumes, or letters of support. Following the funder's proposal guidelines ensures success. The Director of Grant Development should review all proposals for proofreading and content editing.

### STEP SEVEN: PROPOSAL DEVELOPMENT—COMPLETE APPLICATION

The PD/PI will collaborate with the Director of Grant Development to complete the grant application. In most cases, the Director of Grant Development will submit the application on behalf of the department/division, compiling the necessary documents. In some cases, the PD/PI may submit the application with the support of the Director of Grant Development. In all other circumstances, the submitter must be either the President or the Chief Financial Officer.

Before submitting, the PD/PI and the Director of Grant Development will thoroughly review and revise the application guidelines to ensure that all requirements have been met. The Director of Grant Development must be involved in the submission and revision process. Before submission, all relevant departments will be consulted (i.e., Fiscal Affairs will review the budget, Human Resources will review new personnel requests, Institutional Research will review data, etc.). Fiscal Affairs must validate all budgetary and fiscal figures. Institutional Research must validate all official data.

After submission, the PD/PI and Director of Grant Development will keep records and copies of all documentation, including final submitted materials.

### STEP EIGHT: AWARD—RECEIVE AWARD OR DENIAL OF AWARD APPROVED AWARD

Once the PD/PI, Director of Grant Development, or Fiscal Affairs receives the notification of funding, it is imperative that the Fiscal Affairs team (Director of Purchasing and Contracts) reviews any agreements, contracts, memorandums of understanding, or

other official documents that require a signature. No documents may be signed without Fiscal Affairs' express authorization. All agreements and contracts must be signed by either the President of the College or the Vice President of Administrative Services/Chief Financial Officer. The PD/PI will be involved throughout the entire process of acquiring final signatures, however they are not permitted to sign themselves. For CCAF grants, the Executive Director of the CCA Foundation must be included in all discussions of contracts and agreements, and may be required to sign as necessary.

In some instances, terms must be negotiated. Possible participants in the negotiation include the Director of Purchasing and Contracts, the Director of Grant Development, and the Vice President of Administrative Services/Chief Financial Officer. The PD/PI must be involved in negotiations for the statement of work. Budgetary negotiations require the participation of Fiscal Affairs. For other necessary negotiations, relevant departments or divisions, such as Financial Aid or Human Resources, may be consulted.

If a proposal was accepted as "funded with changes," the PD/PI is responsible for completing the funder's requirements and ensuring that the demands can be met, notably with regard to reporting and the statement of work. When needed, the Director of Grant Development will provide assistance.

The Controller and Assistant Controller will work with the system office to obtain an organization code for the specific award with the PD/PI's assistance. Once the contract is signed and forwarded to the funder, the organization code should be requested.

The PD/PI should express gratitude to the funder for their support. Together with the PD/PI, the Office of Strategic Communications will be responsible for publicizing the award, keeping to the standards outlined in the signed and fully executed contracts. As funders may have specific expectations for addressing press releases, the Director of Grant Development

and PD/PI will ensure that marketing and announcing grant awards adhere to defined criteria. For CCA Foundation grants, awards may be included on the CCA Foundation webpage, adhering to funder guidelines and regulations.

#### Denial of Award

If a grant proposal is denied, it is crucial to thank the funder for the opportunity and request feedback on the application. If funding is available for subsequent years, proposals should be developed early and incorporate the funder's recommendations before being submitted for review.

### STEP NINE: POST-AWARD—MANAGE AWARD AND ADHERE TO DEADLINES

The PD/PI and the Director of Grant Development must maintain all documentation. The PD/PI may create their own document retention scheme. The Grants shared drive and a tracking sheet will be utilized by the Director of Grant Development. To ensure that deadlines are followed, the Director of Grant Development will add deadlines to the tracking sheet as well as a shared Grants calendar. The PD/PI is also expected to monitor the deadlines.

Where applicable, the Director of Grant Development shall inform Fiscal Affairs, Financial Aid, and Institutional Research of pertinent dates.

The submitted proposal and fully executed contract will serve as a roadmap for the PD/PI and their team. The proposal's statement of work and expected obligations must be adhered to. The PD/PI and their team should maintain records of progress to ensure the delivery of narrative reports.

Fiscal Affairs will provide the PD/PI and their team with budget-to-actual and other grant-related financial information. When requested, Institutional Research will assist the PD/PI and their team by providing grant-related data, such as demographic information. When requested, the Director of Grant Development will assist the PD/PI and their team with reporting, deadlines, editing, and general support.

For record retention purposes, all reports, important communications, and documents must be shared with the Director of Grant Development.

Please reference FA Guideline 8.2 Grant Management for further information, specifically for Fiscal Affairs information.

STEP 10: POST-AWARD—CLOSE AWARD AND PRESENT FINDINGS

Six months prior to the end of the grant, the PD/PI should review their sustainability plan, including the personnel requirements needed to ensure that valuable team members feel secure at the College post-grant. The purchase deadlines must be adhered to, and purchases made after the deadlines cannot be allocated to the grant organization. Some grants also stipulate that all goods must be received by a certain deadline, which must be observed.

If applicable, the PD/PI should begin drafting the final report three months before the funding closes. For large federal awards, the report can be lengthy, necessitating additional time for its composition and submission. If required, the PD/PI should also begin drafting presentations. Before submitting a final report, the Director of Grant Development must be included for a final review. The Director of Grant Development may assist with final reports as needed. In the final report, all grant conditions should be satisfied and addressed.

The PD/PI should be aware that Fiscal Affairs, Financial Aid, and Institutional Research may also have reporting responsibilities. The Director of Grant Development will indicate forthcoming deadlines in a monthly report emailed to the CCA Grants Committee and during its monthly meeting.

Once a report has been prepared, the account holder (the one who submitted the application) will submit the report. All expenses should be accounted for, and it may be necessary to upload a financial report.

After submission, the PD/PI should acknowledge the donor and inform any stakeholders of the grant’s outcomes, including data points, accomplishments, and opportunities for improvement. Renewal applications may be submitted if there are funds available and with the permission of the grant applicant’s executive-level direct report and the CCA Grants Committee. All renewals must adhere to the Grants Committee’s approval procedure.

The Dean of Assessment, Strategy, and Performance Excellence will guide the Director of Grant Development and the PD/PI in disseminating information to stakeholders and the College community. The Director of Grant Development and the PD/PI will adhere to grant agreements with any and all communications regarding the grant.

CCA ASP 8:09: Grant Management

Issued: Reviewed:	Reissued: Legal or Other Authority: CCA President’s Cabinet
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PURPOSE

To ensure consistency and compliance, the Community College of Aurora (CCA) outlines the grants management process.

DEFINITIONS

- **Not-for-profit 501(c)(3) corporation:** is a nonprofit organization established exclusively for one of the following purposes: charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, or preventing cruelty to children or animals.

DESCRIPTION

At CCA, the grant Project Director (PD) or Principal Investigator (PI) identified during the development of the grant proposal is responsible for the overall management and administration when a grant is awarded. The Department of Grant Development staff are available to assist with grant administration upon request, including drafting or reviewing narrative reports, troubleshooting challenges in meeting grant objectives, and other related tasks. Following are guidelines for the key grant management responsibilities at CCA.

The CCA Foundation (CCAF) will follow the below processes, however, Fiscal Affairs operations may differ due to 501(c)(3) status. The CCA Foundation Staff Accountant handles invoices and tracking of budgets and finances for the Foundation. Financial reporting for grant awards may vary from CCA-awarded grants to CCAF-awarded grants.

GRANT ACCOUNT SET-UP

One of the first responsibilities of the PD/PI is to set up

grant accounting with Fiscal Affairs to facilitate ongoing expense tracking and reporting. The PD/PI must send Fiscal Affairs a copy of the grant award notification and grant agreement, if applicable, including a copy of the approved budget and financial reporting requirements. Fiscal Affairs will request a new org for the grant and prepare a Budget to Actual spreadsheet to track expenses.

At times the total funding amount and the categories in which funds are awarded may vary from the proposed grant budget. It is critical that the grant org and subsequent grant expense management and reporting be based on the approved grant budget. The PD/PI must review and verify the accuracy of the set-up of the initial grant budget prior to incurring expenses.

The PD/PI should inform Fiscal Affairs of all staff authorized to sign off on grant-related expenses, if other than the PD/PI, and subsequent lines of authority to that person based on CCA’s signature authority guidelines. See organizational guideline ADS 3.06 Signature Authority.

STAFF TIME TRACKING/SALARY ALLOCATIONS

Only personnel listed in the approved grant budget can be billed to the grant. The portion of work time for personnel billed to the grant cannot exceed the percentages approved in the grant award budget.

Grant awards are generally based on position titles, not on named individuals. If a staff member leaves during grant implementation, the person hired to fill that open position title may be billed to the grant at the approved percentage and salary level without requesting formal



funder approval of the change. However, the funder should be notified of the personnel change. Significant changes in salary level, generally anything greater than 10 percent, or in the type of personnel needed to implement the grant, must be reported and approved by the funder using the funder's required budget and/or program modification request process. Funder approval must be obtained prior to implementing the adjustment and billing the associated expenses to the grant. See the Grant Budget Modifications section below.

Staff whose salaries are approved for grant billing must comply with the time reporting requirements outlined in organizational guideline *HRP 5.19 Grant Time Reporting* and submit the *Grant Time Report and Certification* forms as specified in that document. Time reports are required for all federal and state grants. It is the responsibility of the PD/PI to review time reports and monthly grant accounting reports to ensure that staff salaries and benefits, if allowable, are being billed appropriately to the grant org. If corrections or adjustments are needed, the PD/PI must contact Fiscal Affairs immediately to initiate the appropriate changes.

## PROCUREMENT

Only items approved in the final grant award budget may be purchased using grant funds. All items to be purchased using grant funds must be procured and received during the grant period, adhering to deadlines in the formal grant award agreement. If grant funds remain at the end of the grant period, those funds must be returned unless otherwise specified and approved by the funder.

All State purchasing rules—including purchasing methods, purchase requisition, contracts, and competitive bidding requirements—must be applied to grant-funded purchases regardless of the funding source. See the organizational guidelines section *ADS 3.05 Purchasing* for details on these and related purchasing rules.

## EXPENDITURE REVIEW/GRANT INVOICING

The PD/PI should review expenditure reports, available

in Banner or from the Fiscal Affairs Department, on a monthly basis to ensure that expenses are posted to the correct accounts, positions and percentage of salaries are being billed correctly, and only allowable expenses have been billed to the grant. The PD/PI, or their designee, should request corrections from Fiscal Affairs if any error is discovered.

Grant expenses must be tracked and expensed accurately to ensure that the college does not have to cover unexpected, disallowed expenses. Expenses incurred outside the grant period, for unapproved items or at a cost higher than the approved level, may need to be covered by the college and result in funding gaps in other areas. To prevent the college from covering such expenses, budgets should be strictly adhered to, and purchases should fall within the specified timeframes.

Some funders provide grant funds in advance and request follow-up reports on how the funds were spent and the results or objectives achieved. Other funders—generally, all government grants fall into this category—require awardees to document grant funds spent over a particular timeframe and then reimburse the grantee for those expenses. Invoicing requirements for these funders are specified in the grant award documentation.

The Fiscal Affairs Department will prepare and submit all required grant invoices after review and approval by the PD/PI, using the format, process, and timeline specified by the funder. Fiscal Affairs will receive and enter all grant expenditure reimbursements in the appropriate account.

All requests for financial information from external agencies, auditors, or the Colorado Community College System must be reviewed and approved by the controller or vice president of administrative services prior to submission.

## GRANT BUDGET MODIFICATIONS

At times the items or cost of items needed to achieve the desired grant objectives will change

during the grant period, or grant expenses will be less than expected resulting in unused grant funds. Most funders have a process for considering grant budget modifications specified in the grant award documentation. Government grants typically come with explicit guidelines on handling expense variances and budget modifications that must be followed carefully to avoid incurring expenses that cannot be billed to the grant.

If the funder does not specify whether and how grant modifications are to be handled, generally an expenditure variance of 10 percent or less is considered acceptable without formal funder approval. If in doubt or if the variance is greater than 10 percent, the PD/PI should request written review and approval from the funder. Copies of the modification request and funder approval should be provided to Fiscal Affairs and to the Department of Grant Development for future reference and filing.

**Grant Program Implementation and Troubleshooting**  
One of the most important roles of the PD/PI is to oversee the implementation of the grant program to ensure that the target deliverables and milestones are met. A project tracking form and progress review meetings may be helpful in this process to keep the grant implementation team apprised of expectations and progress to date and to get their input on adjustments needed to address unexpected challenges. The Department of Grant Development staff may assist with setting up a tracking process and facilitating review meetings as needed.

## REPORTING

Communication with the funder is a critical component of grant management to keep the funder up to date on progress and to help foster a long-term working relationship that facilitates future grant awards. The grant award paperwork specifies all funder reporting requirements, which may include: interim narrative and financial reports and the final grant report. Some funders require that reports follow a particular format or use specific reporting documents. The PD/PI should review all reporting requirements and deadlines

upon receipt of the grant award and adhere carefully to those requirements. The Department of Grant Development will add all deadlines to a grants calendar shared with Fiscal Affairs and the CCA Foundation and add deadlines and information to a shared grant tracking sheet. The PD/PI should determine who is responsible for compiling each report and build those responsibilities and deadlines into the overall project implementation plan.

If grant deliverables are not on track, the funder must be notified promptly about challenges and strategies being implemented to address them. Interim narrative reports are a prime opportunity to communicate these issues to the funder. However, if significant and immediate changes in staffing, program structure, or other substantive elements of the grant program are needed, the PD/PI must contact the Department of Grant Development to schedule a call or meeting with the grant program officer to discuss the challenges at hand and potential solutions.

## GRANT CLOSEOUT

The closeout of a grant is an important opportunity to convey to the funder, the grant team, and the broader CCA community the value and impact of the grant-funded program. A final grant report must be prepared by the PD/PI and submitted to the funder by the specified deadline. Fiscal Affairs will prepare the final financial reporting section and provide those materials to the PD/PI for submission with the final narrative report.

Copies of the final grant report and close-out documentation must be provided to the Department of Grant Development for retention in the grant file. The Department of Grant Development will maintain electronic paper files on each funded grant for at least three years after the final grant report is submitted or until any pending audit, claim, or litigation has been resolved. Financial reports, from either CCA or CCAF, must be made available to the Department of Grant Development for compliance and retention purposes.



# DEI: Diversity, Equity, & Inclusion

## OFFICE OF DISABILITY & EQUITY

### CCA DEI 4.01: Accommodation Procedure for Students

**Issued:** February 2, 2021

**Reviewed:** January, 2023

**Reissued:** February 9, 2023

**Legal or Other Authority:** SBCCOE SP 19-60b, SBCCOE BP 19-60;  
CCA President's Cabinet

#### PURPOSE

The Office of Disability and Equity (ODE) operates under the mandates of [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act \(ADA\) Amendments Act of 2008](#), which require the College to provide reasonable accommodations for otherwise qualified students with disabilities. See also Colorado Community College System (CCCS) policy [SP 19-60b – Student Disability Services](#).

The Community College of Aurora (CCA) is committed to making reasonable modifications in policies, practices, and procedures when necessary to avoid discrimination on the basis of disability, unless making the modification would fundamentally alter an essential requirement of a program, service, or activity. When a dispute arises over whether a requested accommodation would fundamentally alter an essential requirement, ODE and relevant officials will engage in an interactive process to consider the nature of the requirement and whether effective alternatives to the requirement exist.

This procedure is intended to guide the student through the disability accommodation process once a request for an academic accommodation has been made. For non-academic situations, such as events, prospective students, etc., please see Other Situations below:

#### DEFINITIONS

- **Disability:** The term “disability” means that an individual has a mental or physical impairment which substantially limits one or more major life activities. [Major life activities](#) include, but are not limited to, activities such as seeing, hearing, walking, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A student is considered “otherwise qualified” when, with or without reasonable accommodations, they are able to meet the academic and behavioral standards for admission, continued enrollment, and ongoing participation.

#### DESCRIPTION

The following steps describe the process that CCA students should expect to complete in order to receive accommodations for a disability.

In order to receive accommodations in higher education, students are required to self-identify as an individual with a disability and request accommodations. A student requesting an accommodation based on a disability must have a disability as defined by the ADA and be qualified with or without reasonable accommodation. The student should engage in the interactive process to complete the College's documentation of the disability. CCA is not required to conduct or pay for an evaluation to document a student's disability. The College is only obligated to provide reasonable accommodations, and it is not required to fundamentally alter its programs to accommodate a student. Thus, not all accommodation

requests will be granted. Examples of reasonable accommodations include modifications to the time limits of exams, a quiet testing space, and auxiliary aids and services such as alternative format textbooks and qualified American Sign Language interpreters. Postsecondary institutions are not required to provide services of a personal nature (such as aid in hygiene, transportation, mobility, or readers for private study) or modification that would waive or fundamentally alter academic standards, program requirements, or codes of conduct.

Students may disclose their disability to a CCA employee outside of ODE. In this circumstance, they should be referred to ODE. No other department at CCA is authorized to determine appropriate accommodations for a student with a disability.

The College encourages the timely request of accommodations—a minimum of two weeks prior to the start of a school term—because the documentation and determination process may take up to a week, depending upon the nature of the request. However, accommodation requests can be made and will be accepted and considered at any time. Approved accommodations are not effective retroactively. Students will not be able to re-do assignments or re-take exams with accommodations that they originally took before they asked for and received accommodations.

**Step 1.** The initial meeting between ODE staff and the student requesting accommodations is called the intake interview. During this interview, students self-identify as a person with a disability, and request accommodations.

**Step 2.** The student provides supporting documentation of the disability or disabilities they have self-identified. Some disabilities that are readily observable may not require documentation, and documentation requirements may vary, depending upon the student's request.

While documentation of past accommodation history, such as an IEP or 504 Plan, is important and will be considered, it is not decisive as to what accommodations will be granted by the College. The documentation should identify the student's disability, describe any significant impacts upon major life activities, describe recommended intervention strategies, be authorized by a professional qualified to make the diagnoses/recommendations, and be reasonably recent. ODE provides guidance regarding acceptable documentation on the office website. If the documentation provided by a student is insufficient to establish the need for accommodations, additional documentation may be required prior to approval. ODE may schedule a follow-up meeting with the student to discuss the documentation submitted.

**Step 3.** ODE reviews relevant documentation and makes an individualized determination regarding appropriate academic adjustments for each individual student with a disability.

**Step 4.** If ODE believes that implementation of a requested accommodation has the potential to fundamentally alter an essential requirement of a course, academic program, service, or activity, ODE staff will contact the relevant staff and/or instructor to implement a review of the essential requirements, as explained in CCA DEI 4.07: Essential Course Requirements Review Procedure. If course instructors believe that an accommodation has the potential to fundamentally alter an essential requirement of a program, service, or activity, they may contact the ODE Director to implement a review of the essential course requirements, as explained in CCA DEI 4.07: Essential Course Requirements Review Procedure.

If a student disagrees with the determination made by ODE regarding reasonable adjustments, they may follow the Accommodation Appeal Process (see below).

**Step 5.** Approved accommodations are issued to the student via their CCA student email in a PDF attachment. The Office of Disability and Equity will,

with the student's permission, send this letter to the student's instructors. Students are responsible for providing an up-to-date course schedule to ODE and notifying ODE of any changes to their schedule. If the student has concerns about how the instructors are implementing their accommodations, it is the student's responsibility to contact ODE to address these concerns.

**Step 6.** The student is responsible for contacting and engaging with ODE staff each semester in order to renew accommodations, request modifications to their accommodations, and/or request additional accommodations. Once accommodations have been approved and communicated to the student and/or instructor, unless otherwise notified, ODE will presume that accommodations are being implemented effectively. It is the student's responsibility to contact ODE if they identify issues of concern.

### ACCOMMODATION APPEAL PROCESS

If a student disagrees about the implementation of accommodations or a decision of the Office of Disability and Equity, they are encouraged to first contact the ODE Director to discuss their concerns. If they are not satisfied with the decision of the ODE Director, students may submit a complaint via the Student Complaint Form in order to appeal the ODE Director's decision to the Vice President of Diversity, Equity & Inclusion.

### OTHER SITUATIONS

For questions about this procedure or to request an accommodation for an event, such as orientation, Commencement, or extracurricular activities, including prospective students who may need a disability accommodation during the admissions process, please contact ODE as outlined below:

Office of Disability and Equity  
Community College of Aurora  
S202A  
16000 E. CentreTech Pkwy  
Aurora, CO 80011  
303-340-7548  
[ODE@CCAurora.edu](mailto:ODE@CCAurora.edu)

# CCA DEI 4.02: Sign Language Interpreter & CART Procedure

**Issued:** May 1, 2016

**Reviewed:** January 3, 2023

**Reissued:** February 9, 2023

**Legal or Other Authority:** SBCCOE SP 19-60b, SBCCOE BP 19-60; SBCCOE SP 3-125g; CCA President’s Cabinet

## PURPOSE

The Office of Disability and Equity (ODE) operates under the mandates of [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act \(ADA\) Amendments Act of 2008](#), which require the College to provide reasonable accommodations for otherwise qualified students with disabilities. See also Colorado Community College System (CCCS) policy [SP 19-60b – Student Disability Services](#).

The Community College of Aurora (CCA) is committed to making reasonable modifications in policies, practices, and procedures when necessary to avoid discrimination on the basis of disability, unless making the modification would fundamentally alter an essential requirement of a program, service, or activity. When a dispute arises over whether a requested accommodation would fundamentally alter an essential requirement, ODE and relevant officials will engage in an interactive process to consider the nature of the requirement and whether effective alternatives to the requirement exist.

This procedure serves to guide the College in situations where students who identify as d/Deaf or hard of hearing require sign language interpreting and/or captioning for any academic and co-curricular programs, activities, events, etc. For information regarding prospective students, campus visitors, and other situations, please see Other Situations below. This procedure only applies to the provision of sign language and captioning services for the d/Deaf and hard of hearing community; it does not apply to

language translation or interpretation for individuals with limited English proficiency.

## DEFINITIONS

- **Disability:** The term “disability” means that an individual has a mental or physical impairment which substantially limits one or more major life activities. Major life activities include, but are not limited to, activities such as seeing, hearing, walking, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A student is considered “otherwise qualified” when, with or without reasonable accommodations, they are able to meet the academic and behavioral standards for admission, continued enrollment, and ongoing participation.
- **d/Deaf and Hard of Hearing:** Individuals who experience significant hearing loss may identify as deaf or as hard of hearing. Hard of hearing typically applies to situations of mild to moderate hearing loss, while deaf can be used by individuals with moderate to significant hearing loss, or no hearing. Individuals who identify as Deaf with an uppercase D identify as culturally Deaf and as part of the Deaf community. Individuals who identify as Deaf may consider themselves to be culturally distinct from “hearing” culture.
- **ASL, American Sign Language, sign language:** Sign language may refer to any form of regional sign language. Typically students at CCA will be familiar with American Sign Language (ASL), and most certified sign language interpreters will use this form of sign language. Individuals from other countries,

cultures, and communities may be fluent in other systems of sign language, rather than ASL. ASL is a distinct language that differs from English and other spoken languages, with its own grammar and vocabulary.

- **CART, captioning:** Students who identify as d/Deaf or hard of hearing may prefer captioning or audio amplification to ASL. These fall under auxiliary aids and services. CART is an acronym for Communication Access Real-Time services, which are simultaneous captions provided by a certified captioner in real-time. Captioning may refer to CART, or to post-production captioning in video or audio content to be viewed by students after a program or event. Captioning provided under this procedure applies to real-time engagement in College programs and activities, such as an online or live lecture, Commencement ceremony, or other event. Captioning for instructional materials should be ensured in advance, and is required under SP 3-125g (Web Accessibility Procedure).
- **FM Systems, audio amplification:** FM systems are individual audio amplification systems, provided by the College to individual students. These systems are distinct from hearing aids and cochlear implants, which are individually prescribed for students by medical professionals, and do not fall under the College’s responsibilities for provision, maintenance, or replacement.

## DESCRIPTION

The following steps describe the process that CCA students should expect to complete in order to receive accommodations for a disability and request sign language and/or captioning services.

In order to receive accommodations in higher education, students are required to self-identify as an individual with a disability, engage in the interactive process to document this disability with the College, and request accommodations. A student requesting an accommodation based on a disability must have a disability as defined by the ADA and be qualified with or without reasonable accommodation. Students

requesting sign language, CART, or use of an FM System must notify the ODE in a timely manner to ensure services are provided. For requests for the full semester, ODE requests a minimum of three weeks notice to ensure services are provided. For single instances, such as events, ODE requests a minimum of 5-7 business days for advance notice.

Students may contact ODE in advance of this meeting to arrange for interpreters, CART, etc. Additionally, prospective students can request interpreters and/or CART services for any meetings with College employees during the onboarding process. Documentation of disability will not be required for these initial requests.

For additional information about how to receive accommodations beyond sign language interpreters and/or CART, students should refer to DEI 4.01. If identified, additional accommodations may be identified and issued through that procedure.

## RESPONSIBILITY

Office of Disability and Equity responsibilities include:

- Maintaining contracts with vendors who provide qualified sign language interpreters and CART transcription.
- ODE will assess the projected need for sign language and other services for the d/Deaf and Hard of Hearing community each semester and cooperate with Fiscal Services to ensure these contracts are sufficient to cover the projected need.
- ODE will also maintain hourly contracts with staff interpreters. These contracts will be renewed every fiscal year on July 1. ODE will work with the students, staff interpreters, and vendors to cover all required curricular and co-curricular activities.
- The College is required to provide these services upon request, regardless of the cost.
- Requests for ASL and/or CART typically require a minimum of 5-7 business days to process. ODE will attempt to fill all requests for ASL and/or CART, but may be unable to fill any received with less than 5-7 business days notice. Requests with less than 48



- hours notice can rarely be filled.
- If students withdraw from a course after services have been scheduled for the term, ODE will provide staff interpreters with two weeks of pay for previously scheduled coverage.

**STUDENT RESPONSIBILITIES INCLUDE:**

- Following the College’s interactive process to receive accommodations, as described in DEI 4.01.
- Notifying ODE of their specific needs (ASL, CART, FM systems) prior to the start of the semester.
- If students alter their course schedule (including Withdrawal from one or more courses, adding or dropping courses, or switching from an in-person to an online course modality) or need additional services during the semester, they are responsible for notifying ODE in advance.
- Whenever possible, notifying ODE of absences from class.
- Notifying ODE if their scheduled interpreter or transcriptionist does not perform appropriately, including no-shows, inability to accurately interpret course content, inappropriate conduct or interactions, or any behavior that might constitute a violation of College guidelines.

**ACCOMMODATION APPEAL PROCESS**

If a student disagrees about the implementation of accommodations or a decision of the Office of Disability and Equity, they are encouraged to first contact the ODE Director to discuss their concerns. If they are not satisfied with the decision of the ODE Director, students may submit a complaint via the Student Complaint Form in order to appeal the ODE Director’s decision to the Vice President of Diversity, Equity & Inclusion.

**OTHER SITUATIONS**

For questions about this procedure or to request an accommodation for an event, such as orientation, Commencement, or extracurricular activities, including prospective students who may need a disability accommodation during the admissions process, please contact ODE as outlined below:

Office of Disability and Equity  
Community College of Aurora  
S202A  
16000 E. CentreTech Pkwy  
Aurora, CO 80011  
303-340-7548  
[ODE@CCAurora.edu](mailto:ODE@CCAurora.edu)

**CCA DEI 4.03:  
Service and Support Animal Procedure**

<b>Issued:</b> February 2, 2021	<b>Reissued:</b> February 9, 2023
<b>Reviewed:</b> January 3, 2023	<b>Legal or Other Authority:</b> SBCCOE SP 16-70a, SBCCOE BP 16-70; SBCCOE SP 19-60b; CCA President’s Cabinet

**PURPOSE**

The Office of Disability and Equity (ODE) operates under the mandates of [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act \(ADA\) Amendments Act of 2008](#), which require the College to provide reasonable accommodations for otherwise qualified students with disabilities. See also Colorado Community College System (CCCS) policy [SP 19-60b – Student Disability Services](#).

The Community College of Aurora (CCA) is committed to making reasonable modifications in policies, practices, and procedures when necessary to avoid discrimination on the basis of disability, unless making the modification would fundamentally alter an essential requirement of a program, service, or activity. When a dispute arises over whether a requested accommodation would fundamentally alter an essential requirement, ODE and relevant officials will engage in an interactive process to consider the nature of the requirement and whether effective alternatives to the requirement exist.

This procedure serves to guide the College in situations where College employees, students, visitors, and/or any other program participants may engage with service animals or emotional support animals. This procedure provides guidance to students who wish to have a service or emotional support animal accompany them on campus (or to CCA sponsored programs, activities, or events) and sets expectations for animal and student behavior. This procedure also provides guidance to CCA

employees for appropriate engagement with students and service/support animals.

**DEFINITIONS**

- **“Emotional support animal (ESA)”**: is a companion animal which provides therapeutic benefit, such as alleviating or mitigating some symptoms of a disability, to an individual with a documented disability. ESA animals are typically dogs and cats, but may include other animals, and are allowed on college campuses in limited circumstances.
- **“Handler”**: is the individual with a disability using a service or emotional support animal on campus, a person responsible for handling the animal in order to assist the individual with the disability, or a person responsible for a pet on campus.
- **“Pets”**: are defined as any animal that does not qualify as a service animal or ESA.
- **“Qualified individual with a disability”**: is an individual who has a physical or mental impairment that substantially limits one or more major life activities, who has a history or record of such an impairment, or who is perceived by others as having such an impairment.
- **“Service animals”**: are defined as dogs or, on a limited, case-by-case basis, a miniature horse that are individually trained to do work or perform tasks for people with disabilities. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under this procedure.



## DESCRIPTION

### Service Animal Procedure

Students who require a service animal to accompany them are not required to register with ODE. Service animals will be allowed to accompany the student in any campus location where the student is permitted to go. Service animals are not required to wear a vest or harness that identifies them as a service animal. Service animals are an extension of the student's right to equal access. Service animals with their handlers are allowed in any location where the handler is allowed. Locations in which food is prepared or sold must allow service animals even if state or local health codes prohibit animals on the premise.

Service animals may be excluded from campus if:

- The animal is out of control or otherwise disruptive to the educational environment, and the student does not take effective action to limit this disruption;
- The animal is not housebroken;
- The animal's handler is mistreating or neglecting the animal; or
- The animal poses a direct threat to the health or safety of others. For example, any service dog that displays vicious or unsafe behavior towards others may be excluded.

Students will have the opportunity to address and respond to violations that may result in the removal of their service animal, unless that violation is egregious enough to require immediate remedial action (i.e. if an insufficiently trained service animal is observed threatening, biting, or attempting to bite another student, CCA employee, or CCA visitor). If a student is unwilling or unable to remedy the violation, that student must be given the opportunity to access educational services, programs, and activities without the animal's presence, which may involve additional accommodations. Students should be directed to the Office of Disability and Equity to discuss options. If a CCA employee is unsure whether an animal is a service animal—for instance, if it is unclear what service the animal provides—only the following two questions may be asked:

- Is this animal required because of a disability?
- What work or task has the animal been trained to perform?

If the student is unable or unwilling to respond to these questions, please refer concerns to ODE. CCA employees should not make inquiries about the person's disability, ask for medical documentation or documentation of training, or ask that the dog demonstrate the task it has been trained to perform. If the above inquiries are made and, as a result, it becomes clear that the animal is not a service animal, the animal may be excluded from the building or area, or otherwise treated the same as any other non-service animal on campus.

Under Colorado law, it is a crime to knowingly misrepresent an animal as a service animal. Misrepresenting an animal as a service animal can result in fines pursuant to Colorado statute and the individual may be referred for discipline under applicable policies and procedures (for students and employees), or removed from campus (for guests, visitors and other third parties).

A service animal in training is permitted when accompanied by a trainer and identified as such. A service animal in training and its trainer must meet the same behavioral expectations as a service animal.

### Emotional Support Animal Procedure

ESAs are subject to the same documentation and approval procedures as other disability accommodations. Unlike service animals, emotional support animals may be restricted from places of public accommodation. In accordance with the federal Fair Housing Act, students with disabilities may be allowed to have an ESA within campus housing facilities with prior approval. They are not allowed to enter classrooms, recreational facilities, or other campus buildings. As with other accommodation requests, all student requests will be evaluated on a case by case basis, dependent upon the student's disability, identified limitations, and the particular circumstances of the educational program, service, or activity. For

additional information about ESAs, please see [SBCCOE SP 16-70a](#).

## ADDITIONAL CONSIDERATIONS

Service and emotional support animals may be excluded from specific areas if the animal's presence would, on the basis of available evidence:

- Fundamentally alter College operations;
- Pose an undue financial or administrative burden to the College; and/or
- Represent a direct threat to the health or safety of others that cannot be mitigated by reasonable accommodations.

The handler of an animal is responsible for caring for the animal, including feeding, walking, and disposing of animal waste in approved receptacles. If a student is unable, due to disability, to clean up after the animal, the student should notify ODE, so that alternative arrangements can be explored. Additional responsibilities for handlers include the following:

- Control of the animal at all times, whether by harness, leash, voice control, signals, or other effective means.
- Appropriate care of the animal to ensure it is regularly bathed, groomed, and treated for fleas and ticks.
- Compliance with state and local requirements regarding rabies and any other vaccinations (the service animal or ESA must wear a valid vaccination tag at all times), as well as state and local requirements regarding licensure and leash control.
- Prompt and thorough cleanup and disposal of waste in a closed container and appropriate trash bin.
- While CCA cannot require any surcharges or fees associated with service or emotional support animals, students and/or handlers of animals will be solely responsible for any damages to CCA property caused by a service or emotional support animal, as well as any damages for an injury such as a bite caused by an uncontrolled animal.

Any attempt to misrepresent an emotional support animal as a service animal for the purpose of bypassing the procedure established in CCA DEI 4.01: Accommodation Procedure will constitute a violation of this policy, and will result in a referral to the Office of

Student Conduct and Intervention.

## GUIDELINES FOR CCA COMMUNITY

All CCA employees, students, and visitors must abide by the following guidelines. Violations should be reported to the ODE:

- Service animals must be allowed to accompany students with disabilities on campus.
- Students with disabilities should not be asked for information about their disabilities.
- Service animals are working animals—do not feed, pet, or interact with them, as it disrupts their ability to perform their work, and interferes with the student's right to equal access, unless given express permission by the animal's handler.
- CCA employees, students, and visitors must not deliberately startle, tease, or otherwise intentionally distract a service animal.

## ACCOMMODATION APPEAL PROCESS

If a student disagrees about the implementation of accommodations or a decision of the Office of Disability and Equity, they are encouraged to first contact the ODE Director to discuss their concerns. If they are not satisfied with the decision of the ODE Director, students may submit a complaint via the Student Complaint Form in order to appeal the ODE Director's decision to the Vice President of Diversity, Equity & Inclusion.

## OTHER SITUATIONS

For questions about this procedure or to request an accommodation for an event, such as orientation, Commencement, or extracurricular activities, including prospective students who may need a disability accommodation during the admissions process, please contact ODE as outlined below:

Office of Disability and Equity  
Community College of Aurora  
S202A  
16000 E. CentreTech Pkwy  
Aurora, CO 80011  
303-340-7548  
[ODE@CCAurora.edu](mailto:ODE@CCAurora.edu)

# CCA DEI 4.04: Alternate Media Procedures

**Issued:** May 1, 2016  
**Reviewed:** January 4, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE SP 19-60b, SBCCOE BP 19-60;  
SBCCOE SP 3-125g; CCA President’s Cabinet

## PURPOSE

The Office of Disability and Equity (ODE) operates under the mandates of [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act \(ADA\) Amendments Act of 2008](#), which require the College to provide reasonable accommodations for otherwise qualified students with disabilities. See also Colorado Community College System (CCCS) policy [SP 19-60b – Student Disability Services](#).

The Community College of Aurora (CCA) is committed to making reasonable modifications in policies, practices, and procedures when necessary to avoid discrimination on the basis of disability, unless making the modification would fundamentally alter an essential requirement of a program, service, or activity. When a dispute arises over whether a requested accommodation would fundamentally alter an essential requirement, ODE and relevant officials will engage in an interactive process to consider the nature of the requirement and whether effective alternatives to the requirement exist.

This guideline provides instructions to students on how to request their course material be converted into accessible format; it does not comprehensively address the CCA’s responsibilities for accessibility of web-based information and services, including, but not limited to, websites, instructional materials, and online services. See [SBCCOE SP3-125g: Web Accessibility Procedure](#).

## DEFINITIONS

Not applicable.

## DESCRIPTION

The following steps describe the process that CCA students should expect to complete in order to receive accommodations for a disability.

**Step 1.** Eligibility for alternate media is determined by the Office of Disability and Equity through the process described in CCA DEI 4.01 Accommodation Procedure for Students.

**Step 2.** Students requesting material in alternate format may be required to present proof of purchase for any textbooks prior to receiving the text in alternate format from ODE. This requirement may depend upon several factors, including, but not limited to:

- Publisher requirements for proof of purchase;
- Availability from Access Text, Learning Ally, Bookshare, or other subscription based resources;
- Whether the textbook cost is already covered by course fees; and/or
- Availability as an open educational resource.

**Step 3.** Depending upon the content, format, and compatibility of the educational material, once ODE receives the text, it may need to be edited or remediated substantially for accessibility. This process may require five weeks or longer, staff reassignments, or outsourcing the text for 3rd party remediation. As such, ODE recommends that students contact ODE as soon as possible once they have confirmed their course schedule. Late requests will be honored, provided that the student understands the timeline for completion of the work will adjust accordingly. ODE will make every

effort to prioritize turnaround within a reasonable timeframe.

**Step 4.** This process, like the Accommodation Procedure, must be requested every semester. Students are responsible for notifying ODE of their course schedule, any additional texts required in their courses beyond the textbooks, and of any changes in their course schedule. Students may not copy or reproduce any alternate course material provided by the ODE. Misuse of this material such as reproduction or distribution may violate copyright laws and/or acceptable use guidelines, and violations may be subject to discipline under the Student Code of Conduct. See SBCCOE BP 4-32, SBCCOE SP 4-32a: Student Electronic Communications Acceptable Use.

## ACCOMMODATION APPEAL PROCESS

If a student disagrees about the implementation of accommodations or a decision of the Office of Disability and Equity, they are encouraged to first contact the ODE Director to discuss their concerns. If they are not satisfied with the decision of the ODE Director, students may submit a complaint via the Student Complaint Form in order to appeal the ODE Director’s decision to the Vice President of Diversity, Equity & Inclusion.

## OTHER SITUATIONS

For questions about this procedure or to request an accommodation for an event, such as orientation, Commencement, or extracurricular activities, including prospective students who may need a disability accommodation during the admissions process, please contact ODE as outlined below:

Office of Disability and Equity  
Community College of Aurora  
S202A  
16000 E. CentreTech Pkwy  
Aurora, CO 80011  
303-340-7548  
[ODE@CCAurora.edu](mailto:ODE@CCAurora.edu)

# CCA DEI 4.05: Assistive Technology Equipment Checkout

**Issued:** May 1, 2016

**Reviewed:** January 4, 2023

**Reissued:** February 9, 2023

**Legal or Other Authority:** SBCCOE SP 19-60b, SBCCOE BP 19-60; SBCCOE SP 3-125g; CCA President’s Cabinet

## PURPOSE

The Office of Disability and Equity (ODE) operates under the mandates of [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act \(ADA\) Amendments Act of 2008](#), which require the College to provide reasonable accommodations for otherwise qualified students with disabilities. See also Colorado Community College System (CCCS) policy [SP 19-60b – Student Disability Services](#).

The Community College of Aurora (CCA) is committed to making reasonable modifications in policies, practices, and procedures when necessary to avoid discrimination on the basis of disability, unless making the modification would fundamentally alter an essential requirement of a program, service, or activity. When a dispute arises over whether a requested accommodation would fundamentally alter an essential requirement, ODE and relevant officials will engage in an interactive process to consider the nature of the requirement and whether effective alternatives to the requirement exist.

This guideline outlines student responsibilities associated with checking out CCA owned equipment from ODE. It does not comprehensively address the CCA’s responsibilities for accessibility of web-based information and services, including, but not limited to, websites, instructional materials, and online services. See [SBCCOE SP3-125g: Web Accessibility Procedure](#).

## DEFINITIONS

Not applicable.

## DESCRIPTION

The following steps describe the process that CCA students should expect to complete in order to receive accommodations for a disability.

**Step 1.** Eligibility for assistive technology is determined by the Office of Disability and Equity through the process described in *CCA DEI 4.01: Accommodation Procedure for Students*.

**Step 2.** Students requesting assistive technology, including but not limited to various types of assistive equipment, from the Office of Disability and Equity will not be charged for this technology. Students will assume responsibility for the care and maintenance of the loaned equipment and make a good faith effort to return any technology in a condition comparable to what they received. Students may be required to pay a portion or the entirety of costs associated with replacing any equipment that is lost, damaged, or returned in an unusable state.

**Step 3.** Upon checkout of any physical technology, ODE and students will determine an appropriate date for returning this equipment. As a courtesy, ODE will contact any students who fail to return borrowed equipment at the beginning of the following semester. Fees assessed for the replacement of lost, damaged, or stolen equipment may be applied to the student’s CCA account for collection.

## RESPONSIBILITY

This process, like the Accommodation Procedure, must be requested every semester. Misuse of any technology

or technological equipment provided to the student by ODE may constitute a violation of acceptable use guidelines, and violations may be subject to discipline under the Student Code of Conduct. See [SBCCOE BP 4-32](#), [SBCCOE SP 4-32a: Student Electronic Communications Acceptable Use](#).

If the equipment provided to a student includes a recording device, such as a smart pen or digital recording device, students must comply with guidelines for acceptable use (see above) and may only record a class or discussion when such recording has been approved by the ODE as a disability accommodation, or if the student has received written permission from the course instructor. Recordings are for study purposed only and may not be uploaded to the internet, or otherwise shared, transmitted, or published without the prior written consent of the person teaching the class and others who were recorded. See [SBCCOE BP 19-50](#), [SBCCOE SP 19-50: Use of Recording Devices](#).

## ACCOMMODATION APPEAL PROCESS

If a student disagrees about the implementation of accommodations or a decision of the Office of Disability and Equity, they are encouraged to first contact the ODE Director to discuss their concerns. If they are not satisfied with the decision of the ODE Director, students may submit a complaint via the Student Complaint Form in order to appeal the ODE Director’s decision to the Vice President of Diversity, Equity & Inclusion.

## OTHER SITUATIONS

For questions about this procedure or to request an accommodation for an event, such as orientation, Commencement, or extracurricular activities, including prospective students who may need a disability accommodation during the admissions process, please contact ODE as outlined below:

Office of Disability and Equity  
Community College of Aurora  
S202A  
16000 E. CentreTech Pkwy  
Aurora, CO 80011  
303-340-7548  
[ODE@CCAurora.edu](mailto:ODE@CCAurora.edu)



# CCA DEI 4.06: Classroom Seizure Guidelines

**Issued:** August 11, 2016  
**Reviewed:** January 5, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

The Office of Disability and Equity (ODE) operates under the mandates of [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act \(ADA\) Amendments Act of 2008](#), which require the College to provide reasonable accommodations for otherwise qualified students with disabilities. See also Colorado Community College System (CCCS) policy [SP 19-60b – Student Disability Services](#).

The Community College of Aurora (CCA) is committed to making reasonable modifications in policies, practices, and procedures when necessary to avoid discrimination on the basis of disability, unless making the modification would fundamentally alter an essential requirement of a program, service, or activity. When a dispute arises over whether a requested accommodation would fundamentally alter an essential requirement, ODE and relevant officials will engage in an interactive process to consider the nature of the requirement and whether effective alternatives to the requirement exist.

This procedure is intended to guide instructors on how to respond to the event of an in-class seizure. For non-academic situations, such as events, prospective students, etc., please see Other Situations below. While this guideline provides context and guidance for this particular type of medical situation, it does not replace or contravene the standard guidance for any situation in which a student, employee, visitor or guest experiences any medical crisis, which is always to call 9-1-1 first and Safety and Security from the nearest phone.

## DEFINITIONS

A seizure disorder is a central nervous system disorder (neurological disorder) in which the nerve cell activity in the brain is disturbed. Seizures can last from a few seconds to a few minutes. Functional limitations may be episodic for some students and may include memory loss, reduced attention span, energy loss and eye focusing difficulties. For example, a student may have periods when they function without having any seizures or requiring any accommodations, but at other times their functional limitations are quite severe. Seizure disorders are often controlled by medication, but can reoccur unpredictably. Seizure triggers may include stress, lack of sleep, loss of access to medication or missed doses, as well as environmental triggers such as flashing lights.

Types of seizures include:

- **Absence Seizure (Petit Mal):** This type of seizure may last a few seconds to a minute (most last less than 30 seconds) and may cause confusion and/or abnormal eye/facial movements.
- **Tonic-Clonic Seizure (Grand Mal):** The most commonly known seizure, the body becomes rigid, which is followed by a series of convulsive and jerky movements that can last 2-3 minutes; bladder control might be lost. Full consciousness/awareness will take a few minutes to return.
- **Atonic Seizure:** The student will drop to the floor due to sudden loss of muscle tone; it may last a few seconds and the student may or may not lose consciousness.

- **Complex Partial Seizure:** The student may appear to be conscious but will not respond to others. Non-purposeful movements may include fidgeting with objects or hands, moving lips, aimless wondering, grinding teeth or rubbing hands. The seizure can last from a few seconds to several minutes; consciousness may be impaired.
- **Simple Partial Seizure:** The student will be lucid and conscious of changes in how things feel, look or taste for a few seconds.

## DESCRIPTION

There is no requirement that a student self-identify with ODE unless they require accommodations. As such, if a student does request accommodations from ODE on the basis of a seizure disorder, instructors will be notified of a student’s needs through the letter of accommodation, following the process described in *CCA DEI 4.01: Accommodation Procedure*. If a student does not feel the need to request accommodations, and manages the symptoms and recurrence of seizures independently, they may not notify the college of their condition—so a seizure can happen in the classroom without forewarning or a preestablished safety plan. If an instructor realizes that a student is, or may be, having a seizure in their classroom, they should do the following:

- An Absence Seizure, Complex Partial Seizure, or Simple Partial Seizure may occur and cause confusion or unusual behavior, but not be obviously a seizure. If Instructors notice a sudden, unusual change in affect or behavior that seems to be impacting a student’s participation, lasting more than few seconds, they should check to see if the student is responsive. Instructors should not assume that a student is misbehaving, intoxicated, or otherwise intentionally disrupting class.
- If a seizure occurs that affects body control and/or consciousness, remain calm, call 9-1-1 and Campus Security from the classroom phone.
- Ask students to clear the immediate area of obstructions, such as backpacks and desks, to prevent injuries from falling objects.

- If loss of body control or consciousness occurs, assist in lowering the student to the floor and protect their head. Instructors may need assistance from a student for this. Most seizure related injuries are caused by falls.
- Do not restrain the student or attempt to place anything in their mouth.
- If unconscious, assist the student in lying on their side until medical personnel arrive. This opens the airway as it allows the tongue to drop to the front of the mouth.
- After the seizure has stopped, keep the student as comfortable as possible until medical personnel arrive.
- Inform the student that they had a seizure.
- Provide medical personnel of the time, length, and severity of the seizure(s) as well as any injuries that occurred as a result of the seizure(s).

If an instructor realizes that a student is, or may be, having a seizure in their virtual classroom, they should do the following:

- If the behavior is happening in a virtual class meeting, call CCA Safety and Security at 303-360-4727 (CentreTech) or 303-419-5557 (Lowry), and provide the Campus Safety Technician with the student’s name and student ID number.
- Security will work with Aurora emergency services to provide the student’s address and may contact the student’s emergency contact.

## ACCOMMODATION APPEAL PROCESS

If a student disagrees about the implementation of accommodations or a decision of the Office of Disability and Equity, they are encouraged to first contact the ODE Director to discuss their concerns. If they are not satisfied with the decision of the ODE Director, students may submit a complaint via the Student Complaint Form in order to appeal the ODE Director’s decision to the Vice President of Diversity, Equity & Inclusion.



OTHER SITUATIONS

For questions about this procedure or to request an accommodation for an event, such as orientation, Commencement, or extracurricular activities, including prospective students who may need a disability accommodation during the admissions process, please contact ODE as outlined below:

Office of Disability and Equity  
Community College of Aurora, S202A  
16000 E. CentreTech Pkwy  
Aurora, CO 80011  
303-340-7548  
[ODE@CCAurora.edu](mailto:ODE@CCAurora.edu)

CCA DEI 4.07:  
Essential Course Requirements Review

**Issued:** November 7, 2021      **Reissued:** February 9, 2023  
**Reviewed:** January 5, 2023      **Legal or Other Authority:** SBCCOE SP 19-60b, SBCCOE BP 19-60;  
CCA President’s Cabinet

PURPOSE

The Office of Disability and Equity (ODE) operates under the mandates of [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act \(ADA\) Amendments Act of 2008](#), which require the College to provide reasonable accommodations for otherwise qualified students with disabilities. See also Colorado Community College System (CCCS) policy [SP 19-60b – Student Disability Services](#).

The Community College of Aurora (CCA) is committed to making reasonable modifications in policies, practices, and procedures when necessary to avoid discrimination on the basis of disability, unless making the modification would fundamentally alter an essential requirement of a program, service, or activity. When a dispute arises over whether a requested accommodation would fundamentally alter an essential requirement, ODE and relevant officials will engage in an interactive process to consider the nature of the requirement and whether effective alternatives to the requirement exist.

This procedure is intended to guide students and College officials in the event that such a dispute arises, ensuring that the review is thorough, informed, and appropriately communicated. This procedure should identify specifics related to the truly essential objectives, core competencies, and mandatory requirements of the course, and distinguish those factors from non-essential, undocumented preferences for how the course is, or has been traditionally, taught. For non-academic situations, such as events, prospective students, etc., please see Other Situations below:

DEFINITIONS

Essential course requirements: are the core components and learning outcomes all students must demonstrate to receive credit for completing a particular course. These requirements should be clearly identified in the course syllabus, degree pathway, and/or departmental major requirements. If the essential course requirement is not clearly identified already, but needs to be determined in order to assess the modification request, the following factors should be considered:

- The requirement’s relationship to the nature and purpose of the course/program,
- Whether exceptions or alternatives are permitted for other extenuating circumstances,
- Whether the requirement is unique to CCA or commonly required in comparable programs at similarly situated institutions,
- Whether the requirement is required under State guidelines for degree completion or transfer,
- Whether the requirement is related to a licensure or certification requirement for the course or program of study.

A fundamental alteration: is a modification that significantly alters the essential nature and objectives of a course or program of study. This may include changes that would waive measurement of an essential skill, changes that would threaten the health and safety of others, or changes that lower an academic standard (such as a request for altering the grading rubric, waiver of a direct licensing or certification requirement, or expectations of demonstrating core competencies).

A fundamental alteration cannot be demonstrated without the following:

- Participation of relevant CCA officials,
- Clear identification of the academic standard or requirement,
- Clear reasoning as to why this accommodation would alter the essential requirement, and
- Consideration of alternative accommodations or alternate means of meeting this standard or requirement.

A fundamental alteration of an academic or other program requirement cannot be demonstrated by the unilateral opinion of one individual.

### DESCRIPTION

The following process describes the steps that ODE, along with relevant CCA officials, will take to address concerns regarding fundamental alteration in student accommodation requests.

**Step 1.** Student requests an accommodation that presents a potential fundamental alteration of an academic or program requirement. This may be an accommodation that, while reasonable in one or more courses, alters an essential requirement of another course. For example, attendance may be highly flexible in some courses, but fundamental to others.

**Step 2.** CCA employee (faculty, instructor, staff) communicates their concerns to ODE in order to initiate this procedure. Alternatively, if the student makes the request to ODE directly, and ODE has sufficient information to anticipate these concerns, ODE may reach out to relevant CCA officials first in order to initiate process.

**Step 3.** Prior to initiating this procedure, ODE will first determine if the student has provided sufficient evidence, under CCA DEI 4.01, to substantiate the request. If the student's request for a particular accommodation is not logically connect to their disability or disabilities, ODE may need to meet with

the student and obtain additional information to document the connection between their request and the impact(s) of their disability. If the student is unable to explain or otherwise document how the requested accommodation is directly related to their disability, the request will be denied on that basis.

**Step 4.** If ODE has sufficient evidence to move forward with the request, the ODE Director will arrange a meeting with the appropriate CCA officials to discuss this accommodation request. The purpose of this meeting is to 1) identify any concerns regarding the accommodation request, 2) document how, if approved, this accommodation might fundamentally alter one or more essential course requirements, and 3) consider alternatives accommodations that would allow the student to meet the course requirements without a fundamental alteration.

**Step 5.** After deliberation, the ODE Director will provide a written explanation of the committee's decision to both the course instructor and the student who made the request. This decision should, at minimum, 1) identify and articulate the essential requirements and standards of the course or program to the student, and 2) propose any reasonable alternatives identified by the committee that will not alter essential requirements.

**Step 6.** If identified, alternatives will be offered to student. If no alternatives are identified, CCA may hold the student to the original academic or program requirement. Note: this process may require additional documentation to substantiate student's request, and can span over several interactive engagements, including subsequent meetings, email exchanges, and essential function reviews.

### ACCOMMODATION APPEAL PROCESS

If a student disagrees about the implementation of accommodations or a decision of the Office of Disability and Equity, they are encouraged to first contact the ODE Director to discuss their concerns. If they are not satisfied with the decision of the ODE Director, students may submit a complaint via the Student Complaint

Form in order to appeal the ODE Director's decision to the Vice President of Diversity, Equity & Inclusion.

### OTHER SITUATIONS

For questions about this procedure or to request an accommodation for an event, such as orientation, Commencement, or extracurricular activities, including prospective students who may need a disability accommodation during the admissions process, please contact ODE as outlined below:

Office of Disability and Equity  
Community College of Aurora  
S202A  
16000 E. CentreTech Pkwy  
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# CCA DEI 4.08: Personal Assistant for Students with Disabilities

**Issued:** November 2, 2021  
**Reviewed:** January 5, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE SP 19-60b, SBCCOE BP 19-60;  
CCA President’s Cabinet

## PURPOSE

The Office of Disability and Equity (ODE) operates under the mandates of [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act \(ADA\) Amendments Act of 2008](#), which require the College to provide reasonable accommodations for otherwise qualified students with disabilities. See also Colorado Community College System (CCCS) policy [SP 19-60b – Student Disability Services](#).

The Community College of Aurora (CCA) is committed to making reasonable modifications in policies, practices, and procedures when necessary to avoid discrimination on the basis of disability, unless making the modification would fundamentally alter an essential requirement of a program, service, or activity. When a dispute arises over whether a requested accommodation would fundamentally alter an essential requirement, ODE and relevant officials will engage in an interactive process to consider the nature of the requirement and whether effective alternatives to the requirement exist.

The Community College of Aurora is required to provide reasonable accommodations, including appropriate auxiliary aids and services, to ensure that students with disabilities have equal access to all programs and activities at the institution. However, the institution is not required under Section 504 or Title II of the ADAAA to provide personal aids and services, including personal care attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature. Students who require the services of a personal assistant and/

or an individually prescribed device are responsible for the cost and provision of these aids and services. CCA employees are not authorized or expected, except in individual extraordinary circumstances such as a medical emergency, to provide personal services to students with disabilities.

This procedure provides guidance for the review and approval of a personal assistant as an accommodation, expectations regarding the conduct of an approved personal assistant, and the possible consequences of failing to comply with this procedure.

## DEFINITIONS

Not applicable.

## DESCRIPTION

According to *CCA ACS 2.12: Class Attendance*, “only persons who are registered for a particular class may attend that class, with the exception of trained interpreters where appropriate.” The presence of a personal assistant may be allowed as a reasonable accommodation to this procedure.

Students who will be accompanied by a personal assistant on campus should follow ODE’s procedure for self-identifying and requesting accommodations, as described in CCA DEI 4.01: Accommodation Procedure. Students must have a qualifying disability, and the services provided by the personal assistant must be logically related to the impact of the disability(s). If approved as a reasonable accommodation, students and their instructors will be notified through an official letter of accommodation.

The Office of Disability and Equity conducts an individualized assessment for each request for accommodations. If a student requests approval for a personal assistant for services that can be reasonably provided by an equally effective alternative accommodation, such as notetaking assistance, ODE may engage in an interactive process to identify alternative accommodations to meet the student’s needs.

CCA employees will not fill the responsibilities of the personal assistant in the event that the personal assistant is unable to fulfill their own functions (i.e., unscheduled absence, termination, discontinued approval due to violations of this procedure, etc.).

## RESPONSIBILITY

ODE is not responsible for the hiring or the funding of the services for a student’s personal assistant. In order for the student to have a personal assistant, the college has certain expectations prior to approving the presence of a personal assistant, and additional expectations that must be met for the personal assistant’s continued approval to attend classes.

**HR Approval.** In order to ensure the safety and security of the CCA community, a personal assistant who is privately employed by a student must register with the Office of Human Resources as a volunteer prior to attending classes. The Office of Human Resources requires all volunteers to complete a packet, which includes:

- Volunteer Waiver of Liability
- Applicant Authorization & Consent for Release and Disclosure of Information
- Applicant’s Oath
- Personal Data Form
- Drug-Free Workplace Policy Statement Employee Acknowledgement Form

Approval to work at CCA, even as the private employee of a student, is contingent upon the receipt of a positive background check from the Office of Human Resources.

**Classroom Engagement/Code of Conduct.** A personal assistant is only present in the classroom to provide a service to the student with a disability, and is to limit their classroom engagement to that role. While a personal assistant to a student with a disability is not a registered student, their presence is solely allowed because of their relationship with the student. Therefore, the personal assistant will be responsible for any behavior that violates the Community College of Aurora [Student Code of Conduct](#). Violations of the Student Code of Conduct, as well as any other behaviors deemed to be a risk to the health, safety, or rights of the campus community may result in the removal of the personal assistant. See also [SP 4-30 Student Disciplinary Procedure](#) and [SP 4-31a Civil Rights Grievance and Investigation Process](#).

## ACCOMMODATION APPEAL PROCESS

If a student disagrees about the implementation of accommodations or a decision of the Office of Disability and Equity, they are encouraged to first contact the ODE Director to discuss their concerns. If they are not satisfied with the decision of the ODE Director, students may submit a complaint via the Student Complaint Form in order to appeal the ODE Director’s decision to the Vice President of Diversity, Equity & Inclusion.

## OTHER SITUATIONS

For questions about this procedure or to request an accommodation for an event, such as orientation, Commencement, or extracurricular activities, including prospective students who may need a disability accommodation during the admissions process, please contact ODE as outlined below:

Office of Disability and Equity  
Community College of Aurora  
S202A  
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# CCA DEI 4.09: Web Content Accessibility Management Plan

**Issued:** October 27, 2022  
**Reviewed:** October 4, 2023

**Reissued:**  
**Legal or Other Authority:** CCCS SP3-125g; CCCS BP3-120, CCCS SP 19-60b; CCA President’s Cabinet

## PURPOSE

This procedure is designed to ensure that the Community College of Aurora meets the requirements of SP 3-125g, and will define the scope of web content accessibility, the areas that are responsible for compliance, and the methods that the college will utilize to ensure ongoing accountability and compliance. This procedure does not detail specific methods for creating accessible content or remediating inaccessible content; rather, it defines the scope and areas of responsibility and the requirements for continuous compliance. To the extent any provision of this procedure is inconsistent with Federal or State law, SBCCOE Policies (BPs) or CCCS System President’s Procedures (SPs), the law, BP, or SP shall supersede and control.

## DEFINITIONS

- **Accessible:** The term accessible in this document specifically refers to the degree to which individuals with disabilities can perceive, navigate, interact with, and contribute to web content with an ease and effectiveness equivalent to that of individuals without disabilities. While associated with and included in principles of universal design, user friendliness, and inclusion, accessibility specifically pertains to requirements that prevent discrimination on the basis of disability.
- **Content Manager:** An employee of the college who is responsible for electronic communication. Inclusive of but not limited to: LMS/D2L administrators, course instructors, webmasters, departmental web content administrators, marketing campaign developers,

- social media managers, and any employee who creates and distributes electronic flyers, newsletters, and email/text notifications.
- **Software and Technology Adoption:** The process by which any area, office, or division at the college researches, seeks approval for, plans for integration and implementation of, and eventually purchases technology for use by faculty, instructors, staff, students, prospective students and/or the public.
  - **Universal design:** SP 3-125g states “CCCS strives to employ principles of Universal Design and the use of the World Wide Web Consortium’s WCAG 2.0 standards in the design, development, implementation, and enhancement, of all Web-based information and services.” Universal design for learning is a framework for optimizing and enhancing educational practices to ensure meaningful access and participation for all learners. While inclusive of accessibility, the scope of universal design is broad, encompassing learning styles, language proficiency, multiple means of engagement and demonstration of learning, etc.
  - **Vendor Agreements:** Vendor agreements typically encompass legal liabilities, appropriate use of the product, ongoing service provisions, and several other factors. Any vendors of products that, upon implementation, would constitute “web content” as defined in this plan, must provide evidence during the review process that their product meets web content accessibility standards relevant to their intended use. Additionally, vendor agreements must commit to ensuring that their product continues to meet accessibility requirements as

part of their ongoing service provisions. College personnel responsible for software adoption and implementation must ensure that vendors meet this standard prior to finalizing any agreements.

- **WCAG 2.0 AA:** Web Content Accessibility Guidelines, developed by the World Wide Web Consortium (W3C), the main international standards organization for the World Wide Web. SP 3-125g states “CCCS strives to employ principles of Universal Design and the use of the World Wide Web Consortium’s WCAG 2.0 standards in the design, development, implementation, and enhancement, of all Web-based information and services.” WCAG 2.0 is the International Organization for Standardization (ISO) recognized standard for making web content accessible for individuals with disabilities, consisting of 12 guidelines, organized under 4 principles: perceivable, operable, understandable, and robust.
- **Web content:** Any form of electronic content—including electronic alternatives to distributed print material—created, collected, utilized by, or distributed by any employee of the college in their official role or capacity. See Scope, above.

## DESCRIPTION

### Background

As a public institution of higher education, the Community College of Aurora (the College, CCA) is subject to Federal and State law, which require the institution to take steps to ensure that communication with people with disabilities is equally as effective as communication with others. Where a barrier to communication is identified, appropriate auxiliary aids and services must be provided, including an equally effective alternative format. Additional federal guidance regarding effective communication requirements is available [here](#)<sup>1</sup> and [here](#)<sup>2</sup>. The Colorado Community College System also approved [SP 3-125g-Web Accessibility Procedure](#)<sup>3</sup>, which states that “colleges must ensure that web-based information is accessible for use by faculty, staff, students, prospective students and the public” and requires all CCCS colleges to adopt procedures to ensure accountability and

compliance. See also [BP3-120](#), [SP 19-60b](#), [CCA SA 8.1](#), CCA IN 2.11.

### Scope

This procedure covers any web based communication, services, and/or information that the college makes available to faculty, instructors, staff, students, prospective students and the public, including but not limited to: course content added to the official Learning Management System (LMS), course content distributed outside of the LMS in electronic formats (pdf, Word, podcasts, videos, weblinks), email communication, social media campaigns, flyers, newsletters, forms, online scheduling and payment transaction systems, and student-facing information management systems (such as Navigate or Banner).

## REVISING THIS PROCEDURE

The college may revise this procedure—including the areas of concentration, procedures to ensure accountability and compliance, scope, definitions, WCAG technical standards—at any time to ensure ongoing compliance. Changes will be proposed and approved through relevant stakeholders, following the college’s standard procedure revision process.

## PROCEDURE

The college will determine procedures to address top priority web content, defined by [SP 3-125g](#) as the systems visible to the most users, with public-facing and student-facing systems having the highest priority. To ensure ongoing accountability and compliance, the college will designate individual(s) with the authority to ensure this procedure is implemented, reviewed regularly, and revised as needed.

Broad procedural guidelines for the high priority areas follow.

<sup>1</sup> <https://www.ada.gov/pcatoolkit/chap3toolkit.htm>

<sup>2</sup> <https://www.ada.gov/effective-comm.htm>

<sup>3</sup> <https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-125g-web-accessibility-procedure/>



**Website accessibility:**

Area(s) and personnel responsible for [www.ccaurora.edu](http://www.ccaurora.edu) must ensure structural accessibility, and will develop processes to:

- Assess the current website for accessibility, which may involve engaging internal and/or external expertise to assess structural accessibility issues.
  - If issues are identified, remedy those issues.
  - If numerous or complex issues are identified, a timeframe for addressing them should be provided to the designated individual(s).
- Ensure that any vendors, current or future, who administer structural website service, must conform to WCAG 2.0 AA standards, and address responsibility for accessibility (see also Vendor Agreements).
- Provide a clearly identified response form (such as a link in webpage footers) that allows users to identify inaccessible content and/or concerns about potential accessibility compliance.

**Content Management**

Divisions, offices, and administrative and academic departments responsible for the creation of web-based and/or digital content will develop processes to:

- Ensure that content managers are appropriately trained and informed regarding accessibility best practices for the content type and platform under their purview.
- Ensure new content meets accessibility standards.
- Assess current compliance with this procedure and understanding of WCAG 2.0 standards for the content they manage.
- Provide a clearly identified response form (such as a link in webpage footers) that allows users to identify inaccessible content and/or concerns about potential accessibility compliance.
- Take steps, where inaccessible legacy content is identified, to remove this content or provide an equally effective alternative for individuals with disabilities.

**Web content purchasing / Vendor agreements**

Divisions, offices, and administrative and academic departments responsible for the purchase and implementation of web content will develop processes to:

- Ensure that, prior to purchase, content will be accessible to and usable by individuals with disabilities. Prior to final approval, Fiscal Affairs must ensure that vendor agreements provide evidence of WCAG compliance.
- Require vendors to address accessibility during the vendor agreement approval process, including demonstrating that, in good faith, they are working towards complying with WCAG 2.0 standards as appropriate for the services they provide, unless an extraordinary circumstance exists.
- In unique circumstances, if an inaccessible software is the only option for a particular purpose, the area responsible for adoption must develop a plan to address alternative access options for users to participate in the program or activity. The plan must be provided to the individual(s) designated by the college to ensure compliance with this procedure.

**Training**

This procedure and its requirements shall be included in onboarding training, compliance training, and individual job descriptions for relevant content managers. Ongoing training workshops on identifying accessible instructional material and remediating inaccessible material will be provided at regular intervals and upon request.

**PRIORITY AREAS OF CONCENTRATION**

The following areas have been identified as areas of concentration for this plan.

- **Website:** Specifically, the accessibility of the website itself. Priority given to public-facing, student-facing, and high traffic areas of the college website, as well as any content that has been specifically identified by

end users as inaccessible.

- **Web content:** See definition of web content, below. See also, Scope. This includes links to partner and associated websites and web-based educational content. Priority given to public-facing, student-facing, and high traffic areas of the college website, as well as any content that has been specifically identified by end users as inaccessible.
- **Technology, student facing:** Includes functions such as portal log-in, Banner Self-Service, Navigate, Single Stop, Dropbox, D2L, online payment systems.
- **Training:** Priority given to content managers, vendor agreement personnel, department and division leadership.
- **Vendor agreements:** Fiscal processes for software purchase and implementation must include accessibility in the vendor agreements and identify the responsible parties for addressing and remediating accessibility issues. The college will only purchase software, applications, web-based course materials, and related web content from vendors who conform to WCAG 2.0 AA standards for accessibility, unless an extraordinary circumstance can be clearly identified and justified.

# CCA DEI 4.10: Course Substitution for Degree Requirements as a Reasonable Accommodation

**Issued:** November 2, 2021  
**Reviewed:** January 5, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE SP 19-60b, SBCCOE BP 19-60;  
CCA President’s Cabinet

### PURPOSE

The Office of Disability and Equity (ODE) operates under the mandates of [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act \(ADA\) Amendments Act of 2008](#), which require the College to provide reasonable accommodations for otherwise qualified students with disabilities. See also Colorado Community College System (CCCS) policy [SP 19-60b – Student Disability Services](#).

The Community College of Aurora (CCA) is committed to making reasonable modifications in policies, practices, and procedures when necessary to avoid discrimination on the basis of disability, unless making the modification would fundamentally alter an essential requirement of a program, service, or activity. When a dispute arises over whether a requested accommodation would fundamentally alter an essential requirement, ODE and relevant officials will engage in an interactive process to consider the nature of the requirement and whether effective alternatives to the requirement exist.

The Community College of Aurora recognizes that, in certain circumstances, an otherwise qualified student with a disability may, due to the impact of their disability, be unable to complete a specific course or courses required by their program of study. In such circumstances, students may request a course substitution as a reasonable accommodation.

This procedure is intended to standardize guidance for considering a student request for a course substitution for degree requirements when that request is made on the basis of disability.

### DEFINITIONS

Essential course requirements: are the core components and learning outcomes all students must demonstrate to receive credit for completing a particular course. These requirements should be clearly identified in the course syllabus, degree pathway, and/or departmental major requirements. If the essential course requirement is not clearly identified already, but needs to be determined in order to assess the modification request, the following factors should be considered:

- The requirement’s relationship to the nature and purpose of the course/program,
- Whether exceptions or alternatives are permitted for other extenuating circumstances,
- Whether the requirement is unique to CCA or commonly required in comparable programs at similarly situated institutions,
- Whether the requirement is required under State guidelines for degree completion or transfer,
- Whether the requirement is related to a licensure or certification requirement for the course or program of study.

A fundamental alteration: is a modification that significantly alters the essential nature and objectives of a course or program of study. This may include changes that would waive measurement of an essential skill, changes that would threaten the health and safety of others, or changes that lower an academic standard (such as a request for altering the grading rubric, waiver of a direct licensing or certification requirement, or expectations of demonstrating core competencies). A fundamental alteration cannot be demonstrated without the following:

- Participation of relevant CCA officials,
- Clear identification of the academic standard or requirement,
- Clear reasoning as to why this accommodation would alter the essential requirement, and
- Consideration of alternative accommodations or alternate means of meeting this standard or requirement.

A fundamental alteration of an academic or other program requirement cannot be demonstrated by the unilateral opinion of one individual.

### DESCRIPTION

Degree and certificate requirements are determined by the Academic department and leadership of the division of Academic Affairs, in accordance with department goals, guarantee transfer pathways, accreditation requirements, and Colorado state policies. The Office of Disability and Equity does not determine which courses are required for degree or certificate requirements. As such, the process for identifying and approving a reasonable substitute requires the participation of the student, ODE, and appropriate Academic Affairs representatives. The following process describes the steps that ODE, along with relevant CCA officials, will follow to review requests for course substitutions of degree requirements.

**Step 1.** Students must follow the Office of Disability and Equity (ODE) procedure for self-identifying and requesting accommodations, as described in CCA DEI

4.01: Accommodation Procedure. Students must have a qualifying disability, must provide documentation of that disability, and the documentation must clearly identify a substantial impairment that would prevent a student from successfully completing a required course.

**Step 2.** ODE will first explore potential accommodations with the student that would allow the student to complete the course.

**Step 3.** If ODE and the student are not able to identify such accommodations, the ODE Director will consult with the lead Faculty, Department Chair, and college Dean to identify a course that will provide comparable learning outcomes or skill measurements.

If identified, approval will be communicated to the ODE Director by the Dean, and the ODE Director will notify the student of the approved course substitution. A record of this approval will be placed in the student’s file and communicated to other relevant personnel, such as an advisor or Graduation Processors. Note: any identified course substitution will allow the student to progress toward graduation at CCA, but will not automatically substitute for any academic requirements at other institutions of higher education. Also, if a course substitution is made, the student should be informed that in specific cases this substitution may negatively impact the transfer matriculation agreements CCA has with various four-year institutions, which could void the matriculation agreement and limit the number of credits that transfer from CCA to the four-year institution.

There may be circumstances in which no reasonable substitute is identified. Certain courses may be deemed essential to the program of instruction being pursued by the student and/or directly related to a licensing requirement. In such circumstances, the request for a course substitution will be denied.

**Step 4.** CCA must interactively engage with the student before denying their request. ODE will arrange a

meeting with ODE Director, appropriate Academic Affairs representatives, student, and anyone who the student has requested to accompany them. The purpose of the meeting is to 1) identify and articulate the essential requirements and standards of the program or course of study to the student, and 2) engage with the student to identify any equally effective alternatives to the requested accommodation.

**Step 6.** If identified, effective alternatives will be offered to student. If none are identified, CCA may hold student to the original academic or program requirement. Note: this process may require additional documentation to substantiate student's request, and can span over several interactive engagements, including subsequent meetings, email exchanges, and essential function reviews.

#### **ACCOMMODATION APPEAL PROCESS**

If a student disagrees about the implementation of accommodations or a decision of the Office of Disability and Equity, they are encouraged to first contact the ODE Director to discuss their concerns. If they are not satisfied with the decision of the ODE Director, students may submit a complaint via the Student Complaint Form in order to appeal the ODE Director's decision to the Vice President of Diversity, Equity & Inclusion.

#### **OTHER SITUATIONS**

For questions about this procedure or to request an accommodation for an event, such as orientation, Commencement, or extracurricular activities, including prospective students who may need a disability accommodation during the admissions process, please contact ODE as outlined below:

Office of Disability and Equity  
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# ENM: Enrollment Management & Pathway Success

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## GENERAL



# CCA ENM 6.01: Student Records/ FERPA

**Issued:** April 5, 2013  
**Reviewed:** July 12, 2022

**Reissued:** July 1, 2016; February 9, 2023  
**Legal or Other Authority:** Family Educational Rights and Privacy Act (FERPA); SBCCOE BP 4-80, SBCCOE 4-60, CCCS SP 4-80a, CCCS SP 4-60, and President’s Cabinet

## PURPOSE

To ensure students’ rights relating to their educational records, the Community College of Aurora (CCA) complies with the federal Family Education Rights and Privacy Act (FERPA) and the Colorado Community College System SP 4-80.

## DEFINITION

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

In accordance with the federal Family Educational Rights and Privacy Act (FERPA) and the Colorado Community College System SP 4-80, which can be found on the Colorado Community College System website [www.cccs.edu](http://www.cccs.edu), the Community College of Aurora (CCA) protects CCA students’ rights relating to their educational records, including the right to access and request amendment of records as well as consent requirements for disclosure of certain types of information. The CCA registrar/director of admissions sends a Notification of Rights under FERPA, which can be found on the CCA website under Legal Notices, to all CCA students, faculty, and staff each fall. Additionally, a FERPA “do’s and don’ts” document is sent to faculty and staff as a reminder to ensure that all communication with students about any aspect of their student record must be in compliance with FERPA. CCA’s FERPA notification details students’ specific rights and CCA’s processes to ensure compliance with FERPA requirements.

- In addition to complying with specific FERPA requirements, CCA staff must:
- Remember that FERPA applies to all CCA students, even those under 18.
  - Ensure that any information released is accessible only to the student or to someone whom the student has identified through written permission to have access to the information.
  - Use the FERPA Release form; which can be obtained from the Financial Aid Office or the Admissions, Registration and Records Office, and on the MyCCA portal; to obtain written permission from students to share information with specific parties not included in those persons authorized for disclosure without consent according to FERPA, as specified on the annual notification.
  - Not to leave student records details on personal voicemail and e-mail accounts. Personal voicemail and e-mail accounts are not considered to guarantee privacy as CCA has no way of knowing whether these accounts are accessed exclusively by the student.
    - Voicemail messages should never include details from the student’s records, such as an account balance, financial aid status, or information about a course for which the student was or is registered.
    - E-mails must only be answered in the student’s college-issued e-mail account. Because CCA issues a student e-mail account only to the student, the College is free to provide details in e-mails sent to those accounts. When a student sends an inquiry from a personal account,

CCA staff members are encouraged to answer the student in their CCA account and send a follow-up reply to the original e-mail directing the student to their student e-mail account for details.

## STUDENT IDENTIFICATION VERIFICATION

In accordance with SBCCOE Policy BP 4-60, and Colorado Community College System President’s Procedures SP 4-60, which can be found on the Colorado Community College System website [www.cccs.edu](http://www.cccs.edu), CCA staff members must require students to verify their identification prior to taking action on any student service transaction whether over the phone or in person. Examples of such transactions include, but are not limited to: financial aid, registration, cashier, testing services, transcript requests, issuance of student identification cards and any other transaction requiring the release of student record information.

For most student services transactions, except for the issuance of a college identification card, the student can verify their identification through one of the following:

- Responding accurately to a series of questions unique to that individual student, as noted below;
- Producing a college identification card;
- Producing a high school identification card; or
- Producing another form of identification that is a “secure and verifiable document” issued by a state or federal government entity or recognized by the federal government and verifiable by law enforcement as listed in SP 4-60.

Examples of secure and verifiable documents can be located on the [www.cccs.edu](http://www.cccs.edu) website in SP 4-60.

Students must present a photo identification for the issuance of a student ID card.

### Options for Question Identification Verification

At CCA, students may verify their identification by

providing three pieces of information unique to the individual student, posed by staff in the form of questions. If the student knows their S number, two additional pieces of information must be obtained. If the student does not know their number, three additional pieces of information must be obtained.

The following are options for the two or three additional pieces of information the staff member must obtain and validate to verify a student’s identity prior to taking action on any student service transaction:

- Full name including middle initial and any prefix or suffix
- Date of birth
- Last term enrolled at the college
- Grade received for a completed class, identifying class name and grade received
- Address
- Program of study last declared at the college
- Degree(s) or Certificate(s) granted
- Cumulative GPA
- Identify names of three courses taken at CCA
- Previous name used at the college

If the CCA staff member is not confident of the verification answers received, the staff member should not proceed with the transaction and should instruct the student to come in or return with either a college identification card or a secure and verifiable form of identification as noted above.

## FERPA QUESTIONS

Questions or concerns about FERPA compliance should be directed to the registrar/director of admissions. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with FERPA requirements.



# ENM: Enrollment Management & Pathway Success

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## ENROLLMENT & REGISTRATION

### CCA ENM 6.02: Admissions Standards

**Issued:** April 5, 2013  
**Reviewed:** July 12, 2022

**Reissued:** July 1, 2016; February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 4-10, BP 9-41; CCCS 9-41;  
President's Cabinet

#### PURPOSE

To provide education to all, the Community College of Aurora (CCA) practices an “open door” admissions policy.

#### DEFINITIONS

- **“Open door” admissions:** a College or University policy allowing students to enroll without asking for evidence of previous education, experience, or references.
- **General Education Development (GED) certificate:** is a group of tests which, when passed provide certification of high school-level academic skills.
- **ACT or SAT score:** standardized tests scores used for college admissions and merit-based scholarships.
- **ACCUPLACER score:** a placement test score used to assess college readiness.
- **Guided Self-Placement (GSP):** is a locally developed tool or process that allows students, in consultation with advisors and/or faculty, to determine the appropriate starting coursework in mathematics, English, and English as a Second Language.
- **F-1:** a student visa issued by the United States to allow foreign nationals to study in the country.

#### DESCRIPTION

The Community College of Aurora (CCA), in accordance with State Board for Community Colleges and Occupational Education (SBCCOE) Policy BP 4-10, which can be found on the Colorado Community College System website [www.cccs.edu](http://www.cccs.edu), practices an “open door” admissions policy, which means that entry is generally unrestricted. However, the college reserves the right

to place students in classes on the basis of academic advising, testing, and past educational achievement. In addition, certain college programs have specific admission requirements, as provided for in BP 4-10.

#### MINIMUM REQUIREMENTS

The following minimum requirements are used as guidelines for admission:

- All individuals, 17 years of age or older, who have a high school diploma, a General Education Development (GED) certificate, or are not enrolled in high school, are admitted.
- Students younger than 17 must complete a Request for Waiver of Admission Requirements form, obtained from the Admissions, Registration and Records Office or Lowry Student Services. This form must be approved by the Director of Academic Advising and the college president. An admission decision will be based on a student's academic history, determination of ability to benefit from college level instruction, and overall educational goals. See organizational guideline ENM 6.04 Admission Waiver for Underage Students.
- All students must meet assessment requirements as noted below. SBCCOE Board Policy BP 9-41, which can be found on the Colorado Community College System website [www.cccs.edu](http://www.cccs.edu), requires that colleges determine students' levels of English, mathematics, and reading skills through assessment or other evidence. If needed, students must take developmental courses within their first 30 hours of coursework at the college.

ASSESSMENT REQUIREMENTS

Per Colorado Community College System President’s Procedure SP 9-41, which can be found on the Colorado Community College System website [www.cccs.edu](http://www.cccs.edu), all new students must meet assessment requirements in one of the following ways by providing:

- Evidence of an associate of arts or associate of science degree or higher.
- Qualifying ACT or SAT scores that are less than 5 years old.
- Qualifying ACCUPLACER score that is less than 5 years old or other college-approved assessment scores.
- English speaking ability. If English is not the student’s native language, they may be required to take the Level of English Proficiency (LOEP) exam.
- Guided Self-Placement (GSP) is a locally developed tool or process that allows students, in consultation with advisors and/or faculty, to determine the appropriate starting coursework in mathematics, English, and English as a Second Language (ESL). GSP encourages students’ personal metacognitive evaluation and self-determination as a part of the placement process. GSP tools provide students with basic information about multiple measures and help them, through questions, examples, and course descriptions, determine the appropriate level of placement aligned with the student’s educational goals.

ACT, SAT, ACCUPLACER, CPT or other college-approved assessment scores will be used to determine placement in both college-level and academic enrichment courses as appropriate. The current class schedule details placement and prerequisite requirements.

All degree or certificate-seeking students must meet assessment requirements. All students seeking to register for a course with prerequisites must meet assessment requirements regardless of degree or certificate status. All students under the age of 20 must meet assessment requirements regardless of degree or certificate status.

ADMISSION LIMITATIONS

Admission to the college does not guarantee acceptance of a student into a particular course or program. Some students may need to enroll in certain courses to address scholastic skill gaps or to meet established prerequisites. The college reserves the right to review and revoke the enrollment of any person whose personal history and background indicates that their presence at the college would endanger the health, safety, welfare, or property of the college community or interfere with the orderly and effective performance of the college’s functions; and/or any individual who has misrepresented his/ her credentials or background. Persons who seek enrollment pursuant to CRS 16-11-212 must be given timely notification of a denial of admission as required by the statute and in accordance with SBCCOE Policy BP 4-10, which can be found on the Colorado Community College System website [www.cccs.edu](http://www.cccs.edu).

DEGREE/CERTIFICATE DECLARATIONS

Students who enroll in an occupational program, who are veterans, who receive financial aid, or who are on F-1 (student visa) status must declare their degree or certificate program at the time of registration. Any changes in the declared degree or certificate must be recorded with the Admissions, Registration and Records Office, and if the student is a financial aid recipient, with the Financial Aid Office.

STUDENTS WITH SPECIAL NEEDS

The Community College of Aurora does not require physical examinations as a condition for admission. Students who have a disability or who otherwise have special needs are encouraged to contact the Disability and Equity Office. This office provides academic support and accommodations to remove barriers for students with documented disabilities at no cost.

CCA ENM 6.03: Admission for International Students

Issued: April 5, 2013      Reissued: July 1, 2016; February 9, 2023  
Reviewed: July 12, 2022      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

To ensure compliance and accessibility, the Community College of Aurora (CCA) allows students with an F-1 student visa to transfer or apply to the college.

Definitions

- **F-1 Student Visa:** a student visa issued by the United States to allow foreign nationals to study in the country.
- **I-20:** is a multipurpose document issued by a U.S. government-approved educational institution certifying that a student has been admitted to a full-time study program and has demonstrated sufficient financial resources to stay in the United States.

DESCRIPTION

The Community College of Aurora (CCA) will enroll international students who possess an F-1 student visa. CCA will admit both transfer students with F-1 visas or new applicants who meet the requirements and deadlines noted below. International students are required to pay non-resident tuition rates as noted on the CCA website and in the class schedule.

CCA will issue an I-20 to eligible, prospective international students seeking an F-1 student visa in order to enroll at CCA. Detailed information on the eligibility criteria, forms, process and fees are available on the CCA website under Students, International Students. Once a student receives an I-20 from CCA, they must then apply for and obtain an F-1 student visa in order to be admitted to the college. Information on obtaining and maintaining a student visa are also provided on the International Students section of the CCA website.

APPLICATION DEADLINES

The application and approval process for international students can take up to six months for first-time applications and approximately 30 days for transfer applications. International students are encouraged to apply early. International students wishing to receive an I-20 from CCA must submit all required materials by the deadlines noted below:

	FIRST TIME APPLICANTS	CURRENT F-1 STUDENTS SEEKING TRANSFER
Fall Semester	July 1st	14 days before the start of the semester
Spring Semester	November 15	14 days before the start of the semester

RESPONSIBILITIES OF ENROLLED INTERNATIONAL STUDENTS

In order to maintain an F-1 student visa, international students must meet the following general requirements. Additional information on student requirements and responsibilities is available on the International Students section of the CCA website.

- Enroll and finish each academic term as a full-time student (12 credits) in the fall and spring semesters. Summer semesters are optional for international students unless the summer semester is the student’s first semester with CCA. Students who need a reduced course load must obtain advance authorization from the Assistant Registrar for Credentials and Certifications in the Registrar’s Office. Permission for a reduced course load will be

allowed for only one semester during the student’s entire program at CCA for a valid academic reason as outlined by SEVP and up to 12 months for a medical reason.

- Register for a maximum of 3 credit hours of online or remote coursework towards the full-time course load.
- Notify the Assistant Registrar for Credentials and Certifications in the Registrar’s Office within ten days of an address or telephone number change per ICE (Immigration and Customs Enforcement) requirements. A P.O. Box may not be used as the primary address.
- Notify the Assistant Registrar for Credentials and Certifications in the Registrar’s Office within ten days of a name change. Supporting documentation such as a marriage license, court documents or similar official document must be submitted with the name change.
- Do not engage in any unauthorized employment.

CCA REPORTING RESPONSIBILITIES

The Student and Exchange Visitor Information System (SEVIS) and Immigration Customs Enforcement (ICE) require that CCA report the following information on international students enrolled in the college:

- Whether a student is registered full-time, part-time, or not enrolled each academic term;
- The current address of each enrolled student each academic term;
- Any action that is considered cause for termination of an I-20, including but not limited to: change of status, suspension, expulsion, failure to enroll, unauthorized drop below full course of study, unauthorized withdrawal, and unauthorized employment;
- The start date of the next academic term for each student.

CCA ENM 6.04: Admissions Waiver for Underage Students

Issued: April 5, 2013      Reissued: July 1, 2016; February 9, 2023  
Reviewed: July 12, 2022      Legal or Other Authority: SBCCOE BP 4-10; CCA President’s Cabinet

PURPOSE

To ensure compliance and access to education, the Community College of Aurora (CCA) has a special process for students under the age of 17.

DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

DESCRIPTION

Based on the state statutory definition of post-secondary institutions, the policy of the State Board for Community Colleges and Occupational Education (SBCCOE) is to admit students who are 17 years of age or older. However, SBCCOE Board Policy BP 4-10, which can be found on the Colorado Community College System website [www.cccs.edu](http://www.cccs.edu), also provides for the college President to grant a waiver of the minimum age requirement based on unique, extenuating circumstances related to fulfilling the college’s mission.

WAIVER REQUEST PROCESS

The Community College of Aurora (CCA) recognizes that there are students under the age of 17 who may be prepared to perform college-level work and expectations. Below are the steps for an admissions waiver request, for students under the age of 17 who wish to enroll at CCA:

- Student must complete a Request for Waiver of Admissions Requirements (under 17) form, available from the Admissions, Registration and Records Office at the CentreTech campus or the Lowry Student Services Office and on the Student tab of MyCCA

- in the Registration & Records Forms section under Registration and Records.
- Students must submit the form and all applicable documentation to the Director of the Pathways Advising Department. The student and parent(s) or legal guardian (s) will schedule an appointment and all meet together with the Director of the Pathway Advising Department.
  - The Director of the Pathways Advising Department will send a recommendation to the president of the college, based on the waiver request and student/parent or guardian meeting to the CCA president for final review and approval.

Students under the age of 17 must repeat the waiver request and approval process for **each semester** in which they wish to enroll into classes until they reach the age of 17. If a student under 17 has already graduated from high school or high school equivalent diploma, the student will be granted admissions.

WAIVER AND ADMISSIONS CONSIDERATIONS

Waiver and admissions decisions will be based on a student’s academic history, ability to benefit from college-level instruction, and overall educational goals.



# CCA ENM 6.05: Catalog of Record

**Issued:** April 5, 2013  
**Reviewed:** July 12, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure regulation and consistency, the Community College of Aurora (CCA) outlines how students will follow the catalog.

## DEFINITIONS

Not applicable.

## DESCRIPTION

Community College of Aurora (CCA) students will follow the catalog in use at the time of admission if they remain continuously enrolled. If a student stops their attendance at CCA for three consecutive terms, the student will follow the catalog in use at the time of re-enrollment.

If a student changes their degree or certificate program, the student will be subject to the same catalog year that is in use at the time the change was requested; However, if the change was requested after the drop deadline for the term (also known as census date) the requested degree or certificate change will be applied to the next semester.

# CCA ENM 6.06: Transfer of College-Level Credit

**Issued:** March 29, 2013  
**Reviewed:** July 12, 2022

**Reissued:** July 1, 2016; February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 9-71 ,9-72; CCCS SP 9-72; CCA President’s Cabinet

## PURPOSE

To ensure consistency, the Community College of Aurora (CCA) follows the regulations set by The State Board for Community Colleges and Occupational Education and the Colorado Community College System in regards to transfer of college-level credits.

## DEFINITIONS

- **Parchment:** is an online records service used to track and manage credits, transcripts and diplomas.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

The State Board for Community Colleges and Occupational Education Policies BP 9-71 and BP 9-72 and the Colorado Community College System (CCCS) President’s Procedures SP 9-72, which can be found on the Colorado Community College System website [www.cccs.edu](http://www.cccs.edu), set forth a process to ensure the smooth transfer of credits between and among state system community colleges as well as the transfer of college level credits from four approved area vocational schools: Emily Griffith Opportunity School, Delta-Montrose Area Vocational School, Pickens Area Vocational School, and San Juan Basin Technical College.

The Community College of Aurora (CCA) accepts transfer credit from any CCCS college or approved area vocational school. CCA also accepts transfer credits from other colleges accredited by one of the nationally recognized accrediting associations or by an

articulation agreement. Credits from colleges outside the United States will be evaluated on an individual basis using recommendations from the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or with departmental approval when appropriate. Students with international college course work will submit those transcripts to a NACES (National Association of Credential Evaluation Services) member for evaluation before they are sent to CCA. A list of evaluators approved and registered with NACES is available online at [www.naces.org/members.htm](http://www.naces.org/members.htm).

Students must be enrolled at CCA to have their credits evaluated for transfer. Academic credit will only be awarded for course work that applies to the student’s declared degree or certificate program. Credits that are accepted for general transfer purposes may not necessarily apply to a specific certificate or degree program. Transfer credit that is accepted by CCA will not automatically transfer to other colleges.

## TRANSFER CREDIT EVALUATION

The student must have an official transcript either mailed or sent electronically through Parchment directly to CCA from the institution where the credits were earned. The CCA credentials evaluator will evaluate the transfer credit and make a credit award determination.

## TRANSFER CREDIT STANDARDS

Credit for remedial, non-college level courses will not be accepted for transfer. Credit for Advanced Placement courses will be considered only for those subjects where a minimum exam score meeting current CCCS scoring matrix standards has been achieved.



CCA reserves the right to examine all credits to ensure that transfer credits represent mastery of current coursework as determined by each academic department. Transfer of credit may be subject to a specific time limit as determined by the department. If coursework is found to be obsolete, the student may be required to retake the course or apply to receive credit for prior learning as detailed in organizational guideline *CCA ACS 2.28 Prior Learning Assessment Credit*.

Credit for courses that meet the provisions noted above and where a grade of C or better was achieved will be accepted for transfer. In some circumstances, credits for courses with a D grade will be transferred only if D-level credits may be used to meet the degree or certificate requirements of the student’s declared area of study. Transfer credit will not be awarded for courses in which an F or U was received.

CONFIRMATION AND TRANSCRIPTS

Students requesting a transfer credit evaluation will receive written confirmation of the award decision. Students may check the status of their transfer credits through the Student tab of MyCCA and viewing the *Degree Check*.

All coursework will be evaluated on a semester-hour basis i.e., one quarter hour equals .7 semester hours. Transferred grades will appear on official transcripts but will not be calculated into the student’s grade point average at CCA.

APPEALS

Students have 30 days from the date of their written transfer credit evaluation results to initiate an appeal or otherwise resolve concerns about the evaluation. See organizational guideline *CCA ENM 6.07 Transfer Credit Appeals* for additional information.

CCA ENM 6.07: Transfer Credit Appeals

Issued: March 29, 2013  
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Legal or Other Authority: CCA President’s Cabinet

PURPOSE

To allow students the opportunity to appeal for a transfer credit review.

DEFINITIONS

Not applicable.

DESCRIPTION

CCA students wishing to appeal the transfer credit review may do so by filing a written appeal with the Credentials Evaluator. The appeal must be sent within 30 calendar days of the credit award notice. If the student fails to file an appeal within this time period, the original award decision will be binding.

If a student disagrees with the decision of the Credentials Evaluator, the student may submit a second appeal in writing to the Registrar. The second appeal must be sent within 30 days after receiving the first appeal decision. The Registrar will work with the Credentials Evaluator, the Vice President of Academic Success and the appropriate department for those courses to review the appeal and make a final decision.

# CCA ENM 6.08: Tuition Credit Request Appeals

**Issued:** April 5, 2013  
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**Reissued:** July 1, 2016; June 7, 2017; February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To give students the opportunity to withdrawal from class after the withdraw deadline.

## DEFINITIONS

- **W Grade:** the grade given to a student that withdrew from a class.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

Each semester, the Community College of Aurora publishes the deadlines to drop and withdraw from courses. Courses dropped by the deadline will be removed from a student’s record and any tuition the student has already paid will be refunded or applied to any outstanding tuition balance in the semester. Withdrawing from a class after the drop deadline but before the withdrawal deadline will result in a W grade. No refund or tuition for the course is given. An appeal process is available to students through the following Tuition Credit Appeals for these reasons:

Extraordinary Circumstances

Tuition Credit Appeals based on Extraordinary Circumstances are available in extreme circumstances when a student has an emergency after the deadline that is beyond the student’s control and negatively affects their ability to be successful in the course. Appeal reasons normally cover medical emergency, mandatory employment change (not accepting a new job), death of a family member or other person with which the student had a significant relationship, or other life events to be reviewed on a case-by-case basis. Extraordinary appeals will be reviewed, and a

decision will be made by a committee headed by a chair from the Admissions, Records, and Registration staff. The committee should be comprised of at least one member from each of the following departments: faculty, financial aid, academic advising, and fiscal affairs.

## ADMINISTRATIVE

Administrative Tuition Credit Appeals are used to allow for tuition credit, late drops, late withdrawals, or a combination of these actions when the reason for the decision is outside CCA’s typical appeals processes (Extraordinary Circumstance). Administrative Appeals are investigated and approved by a CCA Vice President, Dean, or their designee.

## ADMINISTRATIVE ERROR

Administrative Error Tuition Credit Appeals allow for tuition credits and late withdrawals or late drops, depending on the time frame submitted, for those students that were not reported for no show and did not drop themselves prior to the drop deadline. Students cannot have submitted any work and cannot have attended more than one class total prior to the census date to be approved for this appeal. The Registrar and Assistant Registrars will research and approve or deny these cases.

## APPLICATION PROCESS

When applying for a Tuition Credit Request based on Extraordinary Circumstances, students will need to complete the appeal form which can be found in the Forms tab in MyCCA. Students will submit the completed form and any required documentation to

the Admissions, Records, and Registration Office for processing and routing. A student applying for a Tuition Credit Request based on Administrative Error will need to speak to an Admissions, Records, and Registration Office staff member to request the appeal. Students who have an appeal outside the purview of these Tuition Credit Appeals will be referred to a Dean or to the CARE team for further information and appeal process.

Also, students may want to appeal a grade or a problem they might have with an instructor. There is a separate process outlined for grade appeals and problems with a class in CCA’s Organizational Guideline ACS 2.20. Students can complete CCA’s Student Complaint Form on the CCA website. If the Department Dean or Vice President for Academic Affairs decides to give a student an AW (Administrative Withdrawal) and/or tuition credit due to a student complaint, the Department Dean or Vice President for Academic Affairs will need to complete the Administrative Tuition Credit Appeal form and send to Admissions, Records, and Registration for processing.

## DEADLINES

All Tuition Credit Appeals, no matter what type, will have a submission deadline of no later than the semester AFTER the semester being appealed (for example, an appeal for the fall 2020 semester must be submitted by the end of the spring 2021 semester). Exceptions may be made on a case-by-case basis for Administrative Appeals based on the discretion of the Dean.

## CREDIT VERSUS REFUND

There is often confusion as to whether a Tuition Credit Award can be used to obtain an actual cash refund for the student or if a student’s credit can be used to pay off the student’s balance. A tuition credit is only a credit to be used in a future semester. A tuition credit award is not meant to be a refund or to pay off a balance. However, there may be limited circumstances that would make more sense for a student to receive a refund, for instance, a student who is awarded a

tuition credit, had paid in cash, and who has moved out of state and does not plan to attend CCA again. In certain, exceedingly rare cases the Director of Financial Aid or their designee along with the Controller or their designee can approve of issuing a refund or applying a tuition credit to a student’s balance.

## OUTCOMES

The possible outcomes and notification process for each type of appeal are outlined below.

- **Extraordinary:** Students can be awarded an administrative withdrawal, a tuition credit, a partial tuition credit, or both an administrative withdrawal and a tuition credit. Notification of the outcome of the appeal goes out to the student via their college email account
- **Administrative:** Students can be awarded an administrative withdrawal, a withdrawal, a tuition credit, a partial tuition credit, or both an administrative withdrawal or withdrawal and a tuition credit. Notification of decision will be done via phone or if no phone available, via CCA student email, by the Dean, Vice President of Student Affairs, or Vice President of Academic Affairs that made the decision. Admissions, Records, and Registration will mail any tuition credit award paperwork and process any administrative withdrawals or withdrawals.
- **Administrative Error:** If the appeal is for a class during the current semester and is approved, the student will be late dropped from the course, and fees and tuition will be reversed. If the appeal is for a class in a past semester, the student will receive an administrative withdrawal and a tuition credit letter.

# CCA ENM 6.09: Drops for No-Shows

**Issued:** March 29, 2013  
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**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To protect students from having to pay for classes that they no longer intend to take as well as safeguarding the college’s funding, the Community College of Aurora (CCA) drops students from classes they are not attending.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.
- **Banner:** an online software program that is an integrated student information system. The link for Banner can be found on MyCCA.
- **DA:** Registration status code indicating drop for no-show.
- **SFARSTS:** Screen in Banner where the first and last date that a registration status code can be used is recorded for classes that are built into a Part of Term. The dates entered in this screen drive the availability of each registration status code.
- **POT:** Part of Term is a fragment of a semester that a class falls into.
- **SSARULE:** A screen in Banner where the first and last date that a registration status code will work for a course built into an open learning part of term.
- **CRN:** Course Record Number, a unique 5-digit number assigned to a course each semester. Summer CRNs begin with 1, fall with a 2, and spring with a 3.
- **SFAALST:** Banner screen that lists all students in a class and that displays the 0 reported for non-attendance until the overnight job drops students reported by their faculty as a no-show.
- **INB:** Internet Native Banner (also known as Banner Admin Pages) is the back-end of Banner used by staff

- **SZPNOAD:** is a banner job that looks for students reported as a no-show and drops all students who were reported prior to or on census.
- **Appworx:** is a server that runs schedule jobs/processes on a schedule.
- **Cognos:** data tool that pulls information from Banner and allows us to pull reports on students meeting a specific criterion.
- **Batch Calculation Reports:** an overnight job/process run in Appworx that re-calculates tuition after a course is dropped.

## DESCRIPTION

Community College of Aurora (CCA) students who fail to attend or otherwise participate in a class they are registered for will be classified as no-shows and dropped from that class on the census date (also known as a drop-deadline). Dropping no-show students from a class helps to protect students from having to pay for classes that they no longer intend to take as well as safeguarding the college’s funding. CCA receives state funding based on the number of students who enroll in and attend classes. Late or inaccurate reporting of enrolled students may cause the college to be liable for returning state and/or federal financial aid funds and may cause students to incur financial aid payback liabilities.

## NO-SHOW CRITERIA

- No-show students are those who meet one of the following criteria for a class:
- Traditional Face-to-Face Courses: a student is considered a no-show if they have not attended any class session prior to the course census date.

- Online Courses: a student is considered a no-show if they have not completed and submitted a graded, content-based assignment by the course census date.
- Hybrid Courses: a student is considered a no-show if they do not attend the first hybrid meeting date for the course prior to census date or have not completed and submitted a graded, content-based assignment by the course census date.
- Open-Entry/Self-Paced Courses: a student is considered a no-show if they have not completed and submitted a graded, content-based assignment by the course census date.

## FACULTY REPORTING RESPONSIBILITIES

Faculty members must report no-show students as close to the close of business on the drop deadline (census date) as possible, and not after the deadline. Students reported as no-shows after the drop deadline must be processed manually which can result in financial aid payback liabilities and related issues. In the event that a faculty member misses the census deadline, they should report no-show students as soon as possible to the Admissions, Registration, and Records Office for manual removal from the class enrollment roster.

To report no-shows, the instructor should use the Faculty Grade Assignment section which can be found in the Faculty tab in MyCCA. The instructor must enter a zero in the attended hours column for each student who has not attended or participated according to the above noted criteria. Students who are reported as no-shows will be dropped from the class roster overnight. Any student who has dropped prior to the census date will be removed from the class roster and no further action is needed from the instructor.

For courses that experience zero no-show students, the instructor must send an e-mail to the dean confirming that there were zero no-shows for the class. This e-mail must be sent by the drop-deadline (census date) for the course and will serve as confirmation that no reporting errors or delays have occurred.

## ADMISSIONS, REGISTRATION AND RECORDS RESPONSIBILITIES

As drop deadlines (census dates) occur, the Admissions, Registration and Records Office will employ the following process:

- DA code added to SFARSTS for all POTs and SSARULE for all Open Learning CRNs.
- SFAALST populates automatically so that CCA staff with appropriate INB access can see the students reported as no-shows prior to the overnight roll of information.
- SZPNOAD is run in Appworx overnight to drop reported students.
- Cognos report will be run daily to capture any students who are reported as no-shows after the course census date.
- Students who are dropped as no-shows will be sent an e-mail notification of this action via their college e-mail account.

### Fiscal Affairs/Bursar Office Responsibilities

- Batch calculation reports are run overnight each day to fix charges on student accounts.

When a student is reported as a no-show after the course census date, the Admissions, Registration, and Records Office will notify the:

- Instructor’s department chair to request that the faculty member be reminded of the importance of reporting no-shows on time and to inquire about any questions or challenges faculty members may be experiencing with the reporting process.
- Veterans/Military Services Office so that benefits adjustments can be made if necessary.
- Financial Aid Office so that appropriate award adjustments can be made.

If a student is reported as a no-show after the COF Recon file has been sent to the state, the Admissions, Registration and Records Office will include the student on the next COF Correction file.



# CCA ENM 6.10: Academic Renewal

**Issued:** April 5, 2013  
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**Legal or Other Authority:** CCCS SP 9-80b, CCA President’s Cabinet

## PURPOSE

To help Colorado Community College System (CCCS) students achieve success, the Community College of Aurora (CCA) allows returning students the option of a one-time academic renewal.

## DEFINITIONS

- **Reserve Transcript Degree/ Program:** When a student completes classes at CCA and transfers to another institution to finish their degree, the student can apply those new credits to complete their CCA degree.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.
- **College Opportunity Fund:** Created by the Colorado Legislature, which provide stipends to eligible undergraduate students.

## DESCRIPTION

In order to help CCCS students achieve success, returning students may request a one-time academic renewal from a CCCS College where up to 30 credit hours of poor academic performance may be excluded from their GPA calculation. The following procedures apply to applications for academic renewal:

- In order to apply for academic renewal, students must wait a minimum of two academic years from the last term being considered for academic renewal.
- Students must be enrolled and have completed at least 6 hours with a 2.00 term GPA to be awarded academic renewal. For a Reverse Transfer Degree only, the student may fulfill this requirement by demonstrating enrollment in at least 6 credit

- hours with a 2.00 term GPA during last semester of attendance at the four-year institution.
- A maximum of 30 credit hours can be excluded from the GPA.
  - Grades approved for academic renewal remain on the transcript but are excluded from the GPA calculations.
  - Academic renewal applies to D and F grades only.
  - Students can only apply for academic renewal once, and if awarded, it is not reversible.

Notwithstanding the above procedures, a CCCS College may automatically grant academic renewal for students through the statewide Colorado Reverse Transfer Program if the student’s four-year institution data shows they have been successfully progressing, and granting academic renewal will result in the awarding of an Associate’s degree.

NOTE: Federal and state financial aid eligibility rules require all attempted credits to be included when determining the length of time to completion. Therefore, coursework excluded as part of the Academic Renewal is included when calculating financial aid eligibility.

## APPLICATION PROCESS

To apply, a student must complete an Application for Academic Renewal form, which can be obtained from the Admission, Registration and Records Office or on the Student tab of MyCCA in the Registration & Records Forms section under Appeals. The student must submit the completed form to and meet with an academic advisor. Students are encouraged to discuss various academic progress options and strategies for academic success with the academic advisor. The

academic advisor will approve and sign the academic renewal form and submit it to the Registrar’s office for processing.

## TRANSCRIPTS, TRANSFERS AND LIMITATIONS

If academic renewal is awarded, the original grade(s) and credit hours for the approved courses will remain on the student’s permanent academic transcript. Credit hours previously deducted from the student’s College Opportunity Fund (COF) balance will not be restored. A notation on the transcript will indicate that academic renewal has been awarded and the student’s GPA has been adjusted. Courses and credits excluded from the GPA calculation cannot be used to satisfy the requirements for completion of a certificate or degree at CCA.

CCA’s academic renewal policy is only applicable at CCA. Other institutions receiving a CCA transcript for transfer or other purposes are not bound by this policy and may choose to calculate the student’s GPA using all grades, including those excluded by CCA under this policy.

Students applying for academic renewal are responsible for investigating transfer admissions requirements, financial aid, COF balances, veterans’ benefits and other requirements or benefits that may be impacted by academic renewal.



# CCA ENM 6.11: Repeating Courses and GPA Calculation

**Issued:** March 29, 2013  
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**Reissued:** July 1, 2016; February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To help students succeed, the Community College of Aurora (CCA) allows students to repeat courses.

## DEFINITIONS

- **MyCCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.
- **College Opportunity Fund:** Created by the Colorado Legislature, which provides stipends to eligible undergraduate students.
- **Repeated Course GPA Exclusion Request form:** a form that allows students to request their GPA be calculated with the original course grade.

## DESCRIPTION

Community College of Aurora (CCA) students may repeat courses taken at CCA, if the courses are still offered. Full tuition is charged for repeated courses and these classes count against the student’s College Opportunity Fund (COF) stipend balance unless the student opts not to authorize use of COF for the course.

Grades for both the original and the repeated class(es) will appear on the student’s transcript. Upon completion of the repeated class, the student’s grade point average (GPA) will be automatically recalculated using only the grade from the most recently completed course.

Students may be blocked from a course that is in their academic history two previous times. If a course must be registered for a third (or more) time a meeting with an academic advisor is required. The advisor will not prevent registration, but will ensure that the student

understands the financial aid impact of repeating a course and help to ensure the student is aware of the academic resources available to them to successfully complete the course.

## MANUAL GPA ADJUSTMENTS

If a student repeats a course more than one time or if the grade for the repeated course is lower than the original course grade, the student must request a manual GPA correction in order to have their GPA adjusted. Manual GPA corrections are made by the Registrar or Assistant Registrar. The student must submit a Repeated Course GPA Exclusion Request form available on the Forms tab of MyCCA in the Registration & Records section under Appeals or from the Registrar’s Office.

## RESTRICTIONS

The GPA adjustment process can only be applied to courses originally completed and repeated at CCA and does not apply to transfer credit courses. Repeated courses may only be applied once to meet degree or certificate requirements for graduation.

# CCA ENM 6.12: Student Academic Overload

**Issued:** March 29, 2013  
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**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To give students the opportunity to take more courses than the recommended amount, the Community College of Aurora (CCA) establishes requirements that students must meet in order to take a higher credit load.

## DEFINITIONS

- **Banner:** a commercial software system used by higher education for record keeping and planning.

## DESCRIPTION

- Community College of Aurora (CCA) students wishing to register for more than 18 credit hours for the fall or spring semester or 15 credit hours for the summer may do so if the following conditions are met:
- 
- Student has a GPA of at least 3.25 and is able to demonstrate their ability to succeed with a larger than average course load. That is, the student has managed a course load of more than 12 credit hours and achieved the minimum required GPA.
- Student has obtained approval from their academic advisor which is then noted by the advisor in Banner. Advisor approval must be noted in Banner before the student will be allowed to register for courses that would result in an academic overload. Only advisors are authorized to sign-off on an academic overload.

# CCA ENM 6.13: Dropping or Withdrawing from Classes

Issued: April 5, 2013  
Reviewed: July 12, 2022

Reissued: February 9, 2023  
Legal or Other Authority: CCA President’s Cabinet

## PURPOSE

To ensure correct class sizes, the Community College of Aurora (CCA) puts limitations on dropping and withdrawing from classes.

## DEFINITIONS

- **Banner:** a commercial software system used by higher education for record keeping and planning.
- **CCOnline:** the website for the Colorado Community College System (CCCS).
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.
- **W grade:** the grade given to a student that withdrew from a class.

## DESCRIPTION

Each semester, the Community College of Aurora calculates the deadlines to drop and withdraw from courses. Drop and withdraw deadlines are calculated based on the part of term for each course and are entered into Banner. The Drop deadline is typically set at the 15% mark of the part of term and the withdraw deadline is set at the 80% mark for the part of term, however, when a deadline for a large part of term falls on a weekend, the CCA scheduling office will adjust the dates to allow for them to fall on a weekday to maximize service to students. CCA will match full-semester online course deadlines to align with the CCAOnline full-semester courses to provide continuity in dates for students.

CCA will publish the drop and withdraw deadlines for the largest parts of term in the semester info guide and faculty are to include the dates in their course syllabi as

well. All drop and withdraw deadlines (except those for classes in Open Learning part of term) are available for students to view on their “Detailed Student Schedule with Drop and Withdraw Dates” in MyCCA.

Courses dropped by the deadline will be removed from a student’s record and any tuition the student has already paid will be refunded or applied to any outstanding tuition balance in the semester. Withdrawing from a class after the drop deadline but before the withdrawal deadline will result in a W grade. No refund or tuition for the course is given for a withdrawn course unless the student applies for and is awarded an appeal.

Students are expected to drop or withdraw from courses they do not intend to complete, but as outlined in ENM 6.10, students may be dropped for non-attendance.

# ENM: Enrollment Management & Pathway Success

STUDENT  
SUCCESS  
SERVICES

# CCA ENM 6.14: Testing Center

Issued: May 24, 2013

Reviewed: July 12, 2022

Reissued: July 1, 2016; February 9, 2023

Legal or Other Authority: CCA President’s Cabinet

## PURPOSE

To allow the community to take tests, the Community College of Aurora (CCA) operates multiple testing centers.

## DEFINITIONS

- **National Testing Center for the College Level Examination Program:** is a plan that enables students to earn college credit for introductory-level courses.
- **DANTES Subject Standardized Test:** are college subject tests, that allow people to earn college credit for knowledge acquired outside of a traditional classroom.
- **ACCUPLACER Placement Tests:** placement tests used to assess college readiness.
- **CentreTech Location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry Location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.
- **Tobacco Product(S):**
  - Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;
  - Any electronic smoking device;
  - Notwithstanding any provision of subsections (1) and (2) above to the contrary, “tobacco product” includes any component, part, or accessory of a tobacco product, whether or not sold separately.

## DESCRIPTION

The Community College of Aurora (CCA) has two main testing centers: one at the CentreTech location and one at the Lowry location. These centers bring testing services to CCA students as well as community members.

CCA also runs a National Testing Center for the College Level Examination Program (CLEP) and the DANTES Subject Standardized Test (DSST) at the Buckley Space Force Base. This center is only accessible to armed service members, their family members, and others who have base access.

## TESTS OFFERED

CCA offers the following tests on a routine basis. Other tests may be offered upon request based on space and staff availability at an agreed upon fee.

- **ACCUPLACER Placement Tests:** All new students must complete the right English and/or Math placement test or else meet the placement requirements described on the CCA website under Getting Started/Assessment and Testing. Students may take the ACCUPLACER test twice within three-years. The cost of the test is \$5 per section. Students are urged to study for the test and should make an appointment to take the test. Free study problems are available on the college’s website and in a booklet format available for pick-up.
- **ACCUPLACER English as a Second Language (ESL) Levels of English Proficiency (LOEP):** Non-native English speakers should take the ESL (LOEP) test if they plan to enroll in ESL courses.

- **College-Level Examination Program (CLEP)/ DANTES Subject Standardized Test (DSST):** These tests allow students and members of the community to earn college credit for what they already know. Exam and testing center fees are listed on the CCA website under Getting Started/Assessment and Testing/CLEP and DSST Testing.

## REMOTE PROCTORING

CCA will provide remote proctoring services in coordination with a student’s home school or institution - whether in a different city, state, or country – upon request. Fee and scheduling information are available in any CCA Testing Center.

## TESTING REQUIREMENTS

All tests provided at CCA require those wishing to be tested to show a photo ID, such as a driver’s license, passport, or military ID. High school IDs are not able to be accepted as a valid form of ID for testing purposes, except for the ACCUPLACER.

Wallets, calculators, cell phones, or other electronic devices are not allowed in the testing area. Children, food, and tobacco products are also not allowed in the testing area.

Hats are not allowed in the testing area unless required for medical or religious purposes.

Other rules for specific tests are listed on the CCA website under Getting Started, Assessment and Testing and are available in any CCA Testing Center.

# CCA ENM 6.15: Transcript Requests

**Issued:** April 10, 2013  
**Reviewed:** July 12, 2022

**Reissued:** July 1, 2016; February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To allow students to access their transcripts, the Community College of Aurora (CCA) establishes a transcript request process.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

Official transcripts may be requested by current or former Community College of Aurora (CCA) students online submitting an Official Transcript Request form. Current students can order transcripts online through MyCCA on the main dashboard under the Student Tools section or under the Student tab. Instructions for ordering transcripts for students who have not attended CCA for a year or more are available on the CCA main website under Quick Links, Transcripts.

## PROCESSING TIME

There are more than one ordering methods offered – electronic transcripts can reach their place the same day, requests for mailed paper transcripts and transcripts picked up at the college are processed within three business days (allowing time for mailing).

## CHARGES

The cost for a standard transcript is \$2. Extra fees will apply for same-day pick-up requests, forms that require extra paperwork included in the request, and for expedited mailing services.

# CCA ENM 6.16: Testing Center Cheating

**Issued:** January 29, 2016  
**Reviewed:** July 12, 2022

**Reissued:** July 1, 2016; February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure academic integrity, the Community College of Aurora (CCA) developed a policy for testing center cheating.

## DEFINITIONS

- **Banner:** an online software program that is an integrated student information system. The link for Banner can be found on MyCCA.
- **SPACMNT:** a screen in Banner Admin Pages that allows staff to take notes that are tied to a student’s record.
- **LanSchool:** a software program that allows staff to monitor and control what is on a student’s computer screen in real-time.
- **SOATEST:** a screen in Banner Admin pages where student test scores and exemptions are recorded that allows for registration into courses with pre-requisites.

## DESCRIPTION

This procedure is internal and applies to placement testing only. For students caught cheating with 3rd party (CLEP, DSST, Scantron, PearsonVUE, or Online or Distance learning), please refer to the test vendor or the student’s school policy.

## PROCEDURE

- 1

When the student is suspected of cheating (please refer to the Testing Center Rules and Conditions, page 3), invite the student to come outside the testing room to talk.
- 2

Tell the student they were seen doing something that is against the testing rules.

- If they were searching for information on a web browser, pull up the keystroke history on LanSchool for that computer (Select the computer, Monitor/View Student Keystroke and Application History). Copy and paste the history for that student into a word document. If the student denies searching for information, show them this proof. Look at how much the student researched. If they did not have time to do anything, let them complete their test. Warn the student that as soon as they click out of the testing window, their test could be zeroed out. If they clearly researched content from the test, invalidate the student’s scores and document the incident in detail in SPACMNT.
- If the student had a document or notes that were not allowed, ask for the student to hand it to you. If they refuse to do so, tell them that their test scores may be zeroed out. If you are not certain they had a document/paper, ask for a witness and ask the students to show their pockets. Again, if they refuse, their test could be zeroed out. If they clearly had documents that were not allowed, invalidate their scores and document in SPACMNT.

## PROCESS

### Placement Test

- 1

If the offense is confirmed, the student’s scores will be zeroed out. It is important that the attempt still shows in SOATEST to count in the re-test policy.
- 2

The offense will be documented in SPACMNT.



3 If the student requests a retest, the retest policy for the test applies. For ACCUPLACER/ ESL LOEP, the student could retest if they only tested once. If not, they must wait three years.

### 3rd Party Test

The Third Party has communicated a cheating policy and under that policy, the student is allowed to re-test with this testing company or institution, then CCA will allow the student to retest.

- File a report with the company if possible. Provide as much information as possible.
- If a report cannot be filed, contact the testing company or the school to inform them of the situation.
  - If the student is taking a placement test for another school, contact that school.
  - If the student is taking an online or distance learning test, contact the instructor if you have their contact information, or the contact who supplied the test administration instructions.
  - If the student is taking a test with a 3rd party testing company, contact that company
    - CLEP
    - PearsonVUE
    - DSST
    - Scantron
    - Etc.

# ENM: Enrollment Management & Pathway Success

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## ACADEMIC STANDARDS & GRADUATION

# CCA ENM 6.17: Associate Degrees, Certificates & Standards

**Issued:** April 5, 2013  
**Reviewed:** July 12, 2022

**Reissued:** August 1, 2016; February 9, 2023  
**Legal or Other Authority:** SBCCCOE BP 9-80, CCCS SP 9-80a, CCA President’s Cabinet

## PURPOSE

To ensure compliancy, the Community College of Aurora (CCA) follows the rules and regulations outlined by the State Board for Community Colleges and Occupational Education Policies in regards to degree and certification standards.

## DEFINITIONS

- **A.A.S. degrees and certifications:** associate of applied science degree or certification.
- **A.A. degrees:** associate of arts degree.
- **A.S. degrees:** associate of science degree.
- **A.G.S. degrees:** a two-year degree designed to transfer to a four-year degree program.
- **CCOnline:** the website for the Colorado Community College System (CCCS).

## DESCRIPTION

The Community College of Aurora (CCA) awards associate degrees according to the standards and provisions specified in State Board for Community Colleges and Occupational Education Policy BP 9-40, which can be found on the Colorado Community College System website [www.CCCS.edu](http://www.CCCS.edu). Details on particular degrees, program designations and certificates offered at CCA and the associated course requirements are available on the CCA website and in the college catalog.

CCA’s standards for degree and certificate attainment are as follows:

- Students enrolling at the Community College of Aurora must follow the provisions of the catalog

in use at the time of admission. When students interrupt their continuous attendance at CCA for three consecutive terms, or change their degree or certificate program, they will become subject to the provisions of the catalog current with their next enrollment.

- Students must complete the course requirements as prescribed by the specific degree or certificate program.
- Students must maintain a required cumulative grade point average of 2.0 (a C grade average) in all credit counted toward a degree or certificate.
- For A.A.S. degrees and certificates, students must earn at least a C in all courses in the area of study (e.g., students working on a program in business must earn a C or higher in all business-related coursework). D grades in general education course work may allow graduation, but likely will not transfer to other institutions.
- D grades earned will not be applicable to A.A., A.S., and A.G.S. degrees at CCA.
- Degree-seeking and certificate-seeking students must satisfactorily complete at least 25 percent of the program required semester hours at CCA to be eligible for graduation. CCCOnline courses with registrations through CCA will be included in residency hours.
- To obtain a second degree from CCA, a student must meet all program requirements as well as complete 15 additional semester hours at CCA. This applies to all additional degrees obtained.
- The college reserves the right to substitute or delete course work requirements based on the current curriculum. Students are assured that if the

curriculum does change, the college will make every effort to determine an equitable solution.

- No more than six semester hours of special topics may be applied to any associate’s degree program.
- No more than six semester hours of independent study courses may be applied to any program.
- No more than six semester hours of directed study courses may be applied to any associate’s degree program.
- Courses numbered 100 and above apply to degrees (with the exception of MAT 106).
- Credit for prior learning will apply toward degree requirements but not toward residency requirements.

# CCA ENM 6.18: Recognition of Academic Excellence

**Issued:** March 29, 2013  
**Reviewed:** July 12, 2022

**Reissued:** August 1, 2016; February 9, 2023  
**Legal or Other Authority:** CCCS SP 9-80a, CCA President’s Cabinet

## PURPOSE

To recognizes outstanding academic achievement, the Community College of Aurora (CCA) has established three academic honors.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora (CCA) recognizes outstanding academic achievement of students through honors designations each term, Phi Theta Kappa membership and graduation honors. Following is the recognition criteria and process for term honors and Phi Theta Kappa. See organizational guideline CCA ENM 6.20 Graduation Honors for details on those honors and the recognition process.

## TERM HONOR DESIGNATIONS

Term honors designations are provided to those students who complete a minimum of 6 grade point average (GPA)-producing credits at CCA with a GPA of 3.5 or higher for the semester. Honors are designated as follows:

- **President’s List:** GPA of 4.0
- **Vice President’s List:** GPA of 3.75 to 3.99
- **Dean’s List:** GPA of 3.5 to 3.749

The Admissions, Registration and Records Office will identify students eligible for honors designation each term and make that designation on the students’ transcripts. Students will receive an e-mail via their student e-mail account notifying them of their honors designation for the term.

## PHI THETA KAPPA MEMBERSHIP

Membership in Phi Theta Kappa is available to students who are enrolled in CCA for a minimum of 12 credit hours and have achieved a cumulative GPA of 3.5 or above. Phi Theta Kappa membership is optional for students who meet the membership criteria. Membership invitations are emailed to eligible students at the beginning of each semester. Information on enrollment and membership activities are available through the Student Life Office and in the Student Handbook.

# CCA ENM 6.19: Degree and Certificate Graduation Applications

**Issued:** April 5, 2013  
**Reviewed:** July 12, 2022

**Reissued:** July 1, 2016; February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To allow students to graduate once they complete their study, the Community College of Aurora (CCA) allows students to apply for graduation a semester early.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

Community College of Aurora (CCA) students who expect to complete their degree or certificate requirements and be eligible for graduation at the end of a semester must apply for graduation the semester before graduation is anticipated. This early application allows CCA’s credentials evaluator to review their records and ensure that they register for the appropriate courses in their final semester. Application deadlines are noted on MyCCA and in the college catalog.

GRADUATION APPLICATION DEADLINES	
PLANNING TO GRADUATE AT THE END OF:	FINAL SUBMISSION DEADLINE:
Spring	March 1
Summer	July 1
Fall	November 1

Applications will be processed in the order received. Applications received after the final submission deadline will be processed with the next semester’s graduating class. Spring applications received after the final submission deadline will not be included in the annual commencement ceremony program. CCA holds one commencement ceremony each year at the end of the spring semester.

## GRADUATION APPLICATION PROCESS

The *Graduation Application* is available on the *Student Tab of MyCCA in the Steps to Graduate* section. Prior to the graduation application deadline, students should do the following:

- Verify that they are currently in the correct degree or certificate program.
- Review their Degree Works audit to ensure that they have registered for the appropriate final semester courses.
- Meet with an academic advisor to discuss any questions or concerns about final semester courses.
- Complete the *Application for Graduation* and submit it to the Admissions, Registration and Records Office.

# CCA ENM 6.20: Graduation Honors

**Issued:** March 29, 2013  
**Reviewed:** July 12, 2022

**Reissued:** August 1, 2016; February 9, 2023  
**Legal or Other Authority:** SP 9-80a, CCA President’s Cabinet

**PURPOSE**  
To recognizes outstanding academic achievement, the Community College of Aurora (CCA) designates graduation honors.

**DEFINITIONS**  
Not applicable.

**DESCRIPTION**  
The Community College of Aurora (CCA) recognizes outstanding academic achievement throughout a student’s academic career through graduation honors. Graduation honors are awarded to students who complete the requirements for an associate’s degree and earn a cumulative GPA of 3.5 or above.

- Graduation honors designations are as follows:
- **Summa Cum Laude - with highest honor:** 4.0 cumulative GPA
  - **Magna Cum Laude - with great honor:** 3.75 to 3.99 cumulative GPA
  - **Cum Laude - with honor:** 3.5 to 3.749 cumulative GPA

Students earning these honors at CCA receive a transcript notation, recognition in the commencement program, and wear an honors cord at the commencement ceremony. The Admissions, Registration and Records Office handles all student notifications, transcript notations and recognition activities and honors cords are distributed in advance of the commencement ceremony.

# CCA ENM 6.21: Honorary Degrees

**Issued:** March 29, 2013  
**Reviewed:** July 12, 2022

**Reissued:** August 1, 2016; February 9, 2023  
**Legal or Other Authority:** CCCS SP 9-30d, CCA President’s Cabinet

**PURPOSE**  
To recognizes achievements, the Community College of Aurora (CCA) awards honorary degrees.

- DEFINITIONS**
- **Honorary degree:** a degree or certificate awarded as an honor for exceptional or compelling reasons rather than as the result of matriculating and earning a degree based on studies at the college.

**DESCRIPTION**  
The Community College of Aurora (CCA) recognizes achievement through the awarding of honorary degrees. An honorary degree is a degree for which the college has waived the usual requirements, such as matriculation, the passing of examinations and completion of course credits. It is intended to recognize unique achievements or contributions to CCA and the communities it serves.

- CRITERIA FOR GRANTING HONORARY DEGREES**
- Honorary degrees may be granted based on the following criteria:
- To recognize outstanding or meritorious academic or professional achievement.
  - To recognize excellence reflecting the mission, goals, objectives and ideals of CCA.
  - To honor outstanding service to the college or to the communities the college serves.
  - To recognize one or more persons whose lives and achievements serve as examples of CCA’s aspirations for its students.

- Honorary degrees may not be awarded to:
- Currently elected or appointed officials at the local, state, or national level to whom the college is directly or indirectly answerable.
  - Person(s) who are announced candidates for office.
  - Current employees or members of the CCA Foundation board.
  - Individuals for whom the awarding of a degree would constitute a conflict of interest.

Associate of arts or associate of science degrees may be designated as honorary. These criteria may be amended by the college president when extraordinary circumstances prevail.

**PROCEDURE**  
A CCA student or employee may nominate a recipient for consideration for an honorary degree. The recommendation will be made to the President’s Office. Nominations must include:

- A description of the nominee’s accomplishments,
- Documentation of the nominee’s accomplishments,
- Provide an explanation of how the accomplishments are connected to CCA’s goals and mission,
- Biographical information about the nominee.

Letters in support of the nominee will not be solicited. A person nominated for an honorary degree will not be notified of his or her nomination.



When nominations are submitted to the President’s Office, the following procedure will be used:

- The president’ will forward CCA approved nominations to the System president, for final consideration and approval.
- The college president will officially notify the individual upon whom an honorary degree will be conferred.
- Honorary degrees are presented by the President to the individual(s) at CCA’s annual commencement ceremony. If an approved nominee cannot be present at the commencement ceremony, the college president will determine if an appropriate alternative of presentation should transpire. If the nominee is unable to be present at the designated event to receive the honorary degree, the nominee may remain eligible for an honorary degree for one year from the date of approval. No honorarium will be provided to the recipient of an honorary degree.
- Honorary degrees will be designated as “honorary” in the commencement program and all official college documents related to the degree or the recipient.

# CCA ENM 6.22: Posthumous Degrees

**Issued:** March 29, 2013  
**Reviewed:** July 12, 2022

**Reissued:** August 1, 2016; February 9, 2023  
**Legal or Other Authority:** CCCS SP9-30d, CCA President’s Cabinet

## PURPOSE

To recognizes academic achievements of students who were enrolled at the Community College of Aurora (CCA) at the time of death, will be awarded a posthumous degree.

## DEFINITIONS

- **Honorary degree:** a degree or certificate awarded as an honor for exceptional or compelling reasons rather than as the result of matriculating and earning a degree based on studies at the college.

## DESCRIPTION

### Posthumous Degrees

The Community College of Aurora (CCA) recognizes the academic achievements of students who were enrolled at the college at the time of death, and commemorates those achievements through the award of posthumous degrees for the benefit of their families and the community. The procedure that follows establishes the criteria and processes under which posthumous degrees may be awarded in order to ensure academic and institutional integrity.

### Criteria for Granting Posthumous Degrees

Posthumous degrees may be granted based on the following criteria. These criteria may be amended by the college president when extraordinary circumstances prevail.

- The student was enrolled at CCA within 12-months of their death.
- The student was in good academic standing and either completed all the requirements for a degree or

certificate or was making progress toward a degree or certificate and was not dismissed or suspended at the time of death.

- The student’s death was not the result of engagement in a criminal activity or an act of negligence.
- The degree can be awarded within a reasonable period of time following the student’s death.

Degrees granted posthumously need not be degrees for which the deceased student met all degree requirements and are, thus, honorary degrees. Honorary degrees will be designated on the deceased student’s transcript, in the commencement program, and in all official college documents related to the degree or the recipient.

## PROCEDURE

A CCA student or employee, community or family member of the deceased may recommend a student for consideration for posthumous award of a degree. The recommendation must be made to the President’s Office. If the request is initiated by someone who is not a member of the family of the deceased, the President’s Office will obtain the approval of the deceased student’s family to conduct the recommendation process.

When the President’s Office receives a nomination for a posthumous degree, the following procedure will be used:

- The President's Office will submit the nomination to the Registrar's Office to:
  - verify the death of the student and ascertain whether the criteria set forth in this policy have been met,
  - determine whether an associate of arts or associate of science degree is most applicable to the courses the student completed before death.
- The Registrar's Office will notify the college president of these findings.
- Based on the recommendations of the Registrar's Office, the President's Office will forward the nomination to members of the CCA Leadership Council designated by the president. The Council members will review the nomination and submit a final recommendation to the president. The Council designee(s) may recommend only those nominees who meet the criteria set forth in this procedure.
- The college president will determine whether a posthumous degree is granted. If the president approves the request for a posthumous award, the Registrar's Office will notify the family of the deceased.
- As often as possible, a posthumous degree will be conferred at the next regularly scheduled commencement exercise following the student's death. If circumstances prevent meeting this schedule, the degree will be conferred within 12 months of the student's death.
- The recipient's family member or a representative selected by the family will be invited to be present at the ceremony at which the degree is awarded.
- The Registrar's Office will post the notice of the award of the posthumous degree to the student's transcript.

# ENM: Enrollment Management & Pathway Success

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## FINANCIAL AID

# CCA ENM 6.23: Processes and Procedures

**Issued:** March 29, 2013  
**Reviewed:** January 23, 2023

**Reissued:** August 1, 2016; February 9, 2023  
**Legal or Other Authority:** Higher Education Act Title IV; SBCCOE BP 4-60; CCCS SP 4-20a, SP 4-20b, SP 4-20c, SP 4-20d, SP 4-24, SP 4-60; CCA President’s Cabinet

## PURPOSE

The Community College of Aurora (CCA) Financial Aid Office follows the guidelines for financial aid as required by the United States Department of Education (ED), the Colorado Department of Higher Education (CDHE), and the Colorado Community College of Systems (CCCS) Board of Directors. The Community College of Aurora Financial Aid Office primary responsibility is to help students secure the funds necessary to pursue their educational goals at the Community College of Aurora. The Financial Aid Office is committed to providing students with the resources and information they need to become fiscally responsible and to understand the rights and responsibilities incurred when they receive financial aid.

## SCOPE

All current students who apply for financial aid.

## DEFINITION

- **MyCCA:** The internal portal used for student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

The fundamental purpose of financial aid at CCA is to provide financial assistance to students who otherwise would be unable to attend. Since the operation of the financial aid office is dependent upon federal, state, and institutional resources, we will utilize those funds to facilitate support for students, who without such assistance would not be able to attend CCA.

The Community College of Aurora (CCA) Financial Aid Office is dedicated to helping students secure the financial aid funds necessary to pursue their educational goals at CCA. The Financial Aid Office provides the resources and information students need to be fiscally responsible with respect to education expenses and to understand the rights and responsibilities incurred when receiving financial aid. The administration of financial aid programs at CCA is designed to complement and serve the educational programs of the institution.

As required by state and federal regulations, the Financial Aid Office produces and regularly updates two resource books on CCA’s financial aid processes and procedures:

- **Financial Aid Handbook**, which is geared primarily toward students and is available on the CCA website and on the Student Finance tab of MyCCA in the Financial Resources section under Other Financial Aid Information.
- **CCA Manual of Financial Aid Procedures**, which details the college’s philosophy, approach, staffing, division of responsibilities, and procedures governing the administration of financial aid at CCA. Copies of this manual are available from the director or assistant director of financial aid.

CCA’s financial aid processes and procedures comply with federal and state requirements, including the following State Board for Community College and Occupational Education (SBCCOE) policies

and Colorado Community College System (CCCS) president’s procedures, which can be found on the Colorado Community College System website [www.cccs.edu](http://www.cccs.edu):

- **SBCCOE BP 4-60:** Acceptable Identification Documents for In-Person Student Transactions and Financial Aid Verification
- **CCCS SP 4-20a:** System Financial Aid Procedure – Consumerism
- **CCCS SP 4-20b:** Financial Aid Professional Judgment
- **CCCS SP 4-20c:** Return of Title IV Funds
- **CCCS SP 4-20d:** Satisfactory Academic Progress
- **CCCS SP 4-24:** Colorado Student Grant Awarding Procedure
- **CCCS SP 4-60:** Acceptable Identification Documents for In-Person Student Transactions and Financial Aid Verification

# CCA ENM 6.24: Satisfactory Academic Progress

**Issued:** March 29, 2013  
**Reviewed:** January 23, 2023

**Reissued:** August 1, 2016; February 9, 2023  
**Legal or Other Authority:** Higher Education Act Title IV; CCCS SP 4-20d; CCA President’s Cabinet

## PURPOSE

The Community College of Aurora (CCA) Financial Aid Office follows the guidelines for financial aid as required by the United States Department of Education (ED), the Colorado Department of Higher Education (CDHE), and the Colorado Community College of Systems (CCCS) Board of Directors. The Community College of Aurora Financial Aid Office primary responsibility is to help students secure the funds necessary to pursue their educational goals at the Community College of Aurora. The Financial Aid Office is committed to providing students with the resources and information they need to become fiscally responsible and to understand the rights and responsibilities incurred when they receive financial aid.

## SCOPE

All current students who apply for financial aid.

## DEFINITION

- **MyCCA:** The internal portal used for student records management. The link for MyCCA can be found on the CCA website.
- **Financial Aid Handbook:** which is geared primarily toward students and is available on the CCA website and on the Student Finance tab of *MyCCA in the Financial Resources section under Other Financial Aid Information*.

## DESCRIPTION

The Colorado Community College System (CCCS) System President’s Procedure SP 4-20d, which can be found on the Colorado Community College System

website [www.cccs.edu](http://www.cccs.edu), and Title IV of the Higher Education Act require colleges to define, monitor and enforce standards to ensure the satisfactory academic progress of students. Student performance is measured in three areas: cumulative completion rate, cumulative grade point average (GPA) and maximum time frame.

The Financial Aid Office at the Community College of Aurora (CCA) ensures that all CCA students receiving financial aid are monitored, provided with an appeal process and otherwise supported, in conjunction with other college departments, in order to meet satisfactory academic progress standards as required by federal law and state board policy. Section 410 of CCA’s Manual of Financial Aid Procedures, available from the director or assistant director of financial aid, details the college’s procedures for meeting the required standards.

# CCA ENM 6.25: Process for Awarding Institutional Funds

**Issued:** May 26, 2017  
**Reviewed:** January 23, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## Purpose

The Community College of Aurora (CCA) Financial Aid Office follows the guidelines for financial aid as required by the United States Department of Education (ED), the Colorado Department of Higher Education (CDHE), and the Colorado Community College of Systems (CCCS) Board of Directors. The Community College of Aurora Financial Aid Office primary responsibility is to help students secure the funds necessary to pursue their educational goals at the Community College of Aurora. The Financial Aid Office is committed to providing students with the resources and information they need to become fiscally responsible and to understand the rights and responsibilities incurred when they receive financial aid.

## DEFINITIONS

- **Scholarship:** A scholarship is financial support based on academic achievement or other specified meritorious criteria. The donor (or designator of institutional funds) sets the criteria for recipient selection (e.g., financial need, field of study). Scholarships may be awarded on a one-time or renewable basis. Renewable scholarships must have defined criteria for retention (usually defined in terms of GPA requirements, earned hours and/or service expectations) and specified limits as to maximum number of terms or credit hours to be covered.
- **Grant:** A grant is financial support based on defined criteria that usually includes financial need. A grant recipient is selected based on these specified criteria set by federal or state governments or the institution. Grants are usually awarded for a specified academic

term. They may be re-awarded for continuing academic terms after assessment as to whether the specified criteria are still in place.

- **Institutional aid:** Funds awarded by the Office of Financial Aid from resources held by CCA Financial Aid and Fiscal Affairs. Institutional aid comes from the general funds, and thus is subject to state fiscal rules.
- **Cost of attendance:** Includes tuition, fees, room and board, transportation, books and personal expenses. These costs are set by the Financial Aid Office and based on average or actual student expenditures as appropriate. See “Limits and Eligibility for Institutional Awards” below.

## DESCRIPTION

### Scope

This guideline applies to all Institutional scholarships and grants. Acceptable use of institutional funds include scholarships and grants in the following categories:

### SENIOR CITIZEN GRANT

Colorado Resident, at least 60 years of age, max of 12 credit hours resident tuition (50% discount) per semester.

### ADVANCE SCHOLARSHIP

The Advance Scholarship is a merit based award offered to Colorado residents who:

- Have graduated High School with a cumulative GPA of a 3.5 or higher, OR
- Have earned a GED, TASC or HiSET diploma within the past two years, OR



- Is transferring to CCA from another institution after completing at least 12 college level credits with a cumulative GPA of a 3.5 or above, OR
- Is a continuing CCA student who has completed at least 12 college level credits with a cumulative GPA of a 3.5 or above

In addition, eligible candidates will:

- Be enrolled in a minimum of six credit hours per semester at CCA while being considered for this award
- Be admitted in a financial aid eligible degree or certificate program at CCA
- Be an undergraduate student who has not yet earned a Bachelor's degree
- Be classified as a Colorado resident for tuition purposes
- Be a U.S. citizen or classified as an eligible noncitizen
- Meet Federal financial aid eligibility requirements as set by the Department of Education

## AURORIAN SCHOLARSHIP

The Aurorian Scholarship recognizes Colorado Resident students who are entering higher education after not being enrolled for at least three years.

Eligible candidates will:

- Be in their first semester following an absence of at least three years from formal education
- Be enrolled in a minimum of six credit hours per semester at CCA while being considered for this award
- Be admitted in a financial aid eligible degree or certificate program at CCA
- Be classified as a Colorado resident for tuition purposes
- Be a U.S. citizen or classified as an eligible noncitizen
- Be an undergraduate student who has not yet earned a Bachelor's degree
- Meet Federal financial aid eligibility requirements as set by the Department of Education

## LAUNCH YOUR FUTURE SCHOLARSHIP

The Launch Your Future Scholarship is designed for Colorado residents who have graduated from high school or completed their GED, TASC or HiSET diploma within the last two years. Candidates for this award will:

- Be in their first semester of college coursework (Current ASCENT/Concurrent Enrollment students are not eligible)
- Be in their first semester at CCA
- Be enrolled in a minimum of six credit hours per semester at CCA while being considered for this award
- Be admitted in a financial aid eligible degree or certificate program at CCA
- Be an undergraduate student who has not yet earned a Bachelor's degree
- Be classified as a Colorado resident for tuition purposes
- Be a U.S. citizen or eligible noncitizen
- Meet financial aid eligibility requirements as set by the Department of Education

## DENVER SCHOLARSHIP FOUNDATION (DSF) MATCHING SCHOLARSHIPS

DSF Scholars will receive matching funds from college institutional funds provided they participate in the required support services in the Student Success Center. All DSF Scholars will enroll and participate in the TRIO Student Support Services or the Transfer Success Program within the Student Success Center.

- Both programs provide intrusive advising and require students to have knowledge of and utilize academic support resources available on campus.
- DSF Scholars who do not meet eligibility criteria for TRIO will participate in the Transfer Success Program.
- All DSF Scholars who meet the eligibility criteria for TRIO Student Support Services:
  - Must meet with their TRIO advisor a minimum of two times a semester by November 1 for fall and April 15 for spring.

- All DSF Scholars in the Transfer Success Program who are new to college must:
  - Take AAA 101 – college success and transfer planning and preparation course in the fall semester.
  - Meet with their advisor a minimum of two times by April 15 in the spring semester.
- All DSF Scholars in the Transfer Success Program who are continuing at CCA or transferring to CCA:
  - Must meet with their Transfer Success Program advisor a minimum of two times a semester, by November 1 for fall and April 15 for spring.

DSF Scholars who are PELL eligible will receive a \$250 matching scholarship. DSF Scholars who are not PELL eligible will receive a \$500 matching scholarship.

## APPLICATION AND AWARD PROCESS

Institutional scholarships and grants are awarded by the Financial Aid Office. To begin the process, those eligible should complete an application, which can be found on the CCA website [www.CCAurora.edu](http://www.CCAurora.edu), under the "Getting Started" tab and using the "Paying for College" and "Scholarships & Grants" links.

Note: Institutional funds may not be used to repay students for course related fees that were charged incorrectly. Errors of this type must come from departmental funds.

# CCA Foun- dation

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## FOUNDATION

### CCA FDN 10.1: Relationship to CCA and Role

**Issued:** March 29, 2013

**Reviewed:** December 26, 2022

**Reissued:** August 25, 2016; February 9, 2023

**Legal or Other Authority:** CCA President's Cabinet

#### PURPOSE

To ensure legality, the Community College of Aurora (CCA) Foundation outlines its relationship and role to the College.

#### DEFINITIONS

- **Not-for-profit 501(c)(3) corporation:** is a nonprofit organization established exclusively for one of the following purposes: charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, or preventing cruelty to children or animals.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.
- **CentreTech Location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.

#### DESCRIPTION

The Community College of Aurora (CCA) Foundation is a not-for-profit, 501(c)(3) corporation that raises money and solicits grants and other resources to support the college. The Foundation is governed by a voluntary board of directors and run by an executive director with assistance from other support staff.

The Foundation was established in 1985 to finance and manage the acquisition and construction of the Administration, Classroom and original Fine Arts buildings on CCA's CentreTech location. The Foundation owned those buildings, in part through financing from Series 2004 Educational Development Refunding Revenue Bonds issued in cooperation with the City of Aurora, and leased the buildings to the college until the bonds were paid in full. The original buildings,

and new buildings opened since 2000, including the Student Centre and the Larry D. Carter Theatre, as well as the Lowry Campus buildings are all owned by the college, and are considered state facilities. Since then, the CCA Foundation had evolved into a fundraising organization that supports the CCA mission and vision and overall student success.

#### SCHOLARSHIPS

A significant portion of the funds raised by the CCA Foundation are used to provide scholarships to provide tuition assistance for students who meet specific criteria for different types of scholarship and institutional grant opportunities. Information on available scholarships and grants, including application processes and deadlines is available on the CCA website under Business and Community, CCA Foundation, Scholarships. The Financial Aid Office at CCA processes all Foundation scholarships and must receive the completed application packet by the dates published on the applications. Foundation scholarships are awarded in the summer, fall and spring semesters.

#### CAPITAL CAMPAIGNS

Another significant way the Foundation supports the college is raising money for building improvements and new capital construction. Details on any current capital campaigns are available on the CCA website under the Business and Community, CCA Foundation.

#### FOUNDATION GRANTS

Because many private foundations will only provide grants to non-profit organizations with a 501(c)(3) designation, the CCA Foundation submits and receives most private foundation grants on behalf of the

college. As a state government agency, the college is restricted from receiving such grants directly. The Foundation works closely with the CCA Grants and Planning Office to coordinate these efforts.

DONOR RELATIONSHIP  
COORDINATION/MANAGEMENT

CCA faculty members, administrative leaders and Foundation staff all have extensive networks of contacts in the community, making coordination and communication about business relationships and contacts very important. Sharing information about contacts, existing collaborative relationships and partnership opportunities helps to ensure that the college presents a coordinated, professional message at every opportunity with businesses and other community members. Names, affiliations and contact information for new community colleagues should be shared with the CCA Foundation executive director and/or Director of Development to determine coordination and other collaborative opportunities.

PROGRAM ACCOUNTS

When a CCA department or division receives funds other than state-appropriate funds or grants, those funds must be held and managed in a separate account. In some rare instances, the Foundation establishes program accounts to manage the receipt and distribution of those funds as an alternative to establishing an enterprise account.

NON-MONETARY DONATIONS

All donations of equipment, educational materials and other non-monetary goods are run through the CCA Foundation to enable donors to receive non-profit charitable donation receipts for tax purposes. The Foundation then works with the appropriate college departments and staff to disperse donations as appropriate. All in-kind gifts of property, equipment or appreciated assets should be communicated to the CCA Foundation executive director. The CCA Foundation will prepare an in-kind gift receipt letter for the donor and send a copy to the CCA CFO, Controller, and appropriate department chair.

STAFF GIVING

CCA staff members are essential and valued supporters of the CCA Foundation. All staff members are invited to participate in the annual foundation giving campaign and attend the annual scholarship luncheon. This is a staff member’s change chance to individual go further in deepen their support of the students of CCA though a one-time or monthly gift. Additional information is available on the CCA website under the CCA Foundation link. The Foundation Payroll Deduction Authorization form for foundation donations is available on the Employee tab of MyCCA in the Employee Forms and Publications section under Human Resources & Payroll Forms.

CCA FDN 10.2:  
College Requests to the CCA Foundation

Issued: August 25, 2016      Reissued: February 9, 2023  
Reviewed: January 9, 2023      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

To ensure consistency, the Community College of Aurora (CCA) Foundation outlines the process for College requests to the CCA Foundation.

DEFINITIONS

- **Not-for-profit 501(c)(3) corporation:** is a nonprofit organization established exclusively for one of the following purposes: charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, or preventing cruelty to children or animals.

DESCRIPTION

The Community College of Aurora (CCA) Foundation is a not-for-profit, 501(c)(3) corporation that raises money and solicits grants and other resources to support the college. CCA Foundation’s mission is “To support CCA’s priorities and provide life-changing opportunities for students by developing philanthropic resources, community connections, and industry partnerships.” The Foundation is governed by a voluntary board of directors and run by an executive director with assistance from other professional staff.

SCOPE

This guideline applies to all CCA employees and students, who seek to request funding from the CCA Foundation for college programs or events. Acceptable requests include:

1. Funds to support curricular or co-curricular student programming.
2. Funds to support college events that support the college’s mission and strategic goals.

3. Funds for support scholarship drawings at recruitment or other college events that engage the public.

PROPOSAL DEVELOPMENT PROCESS

Any college individual, group or organization that wishes to request funds for college programs or events from the CCA Foundation must write their submit their proposal using the CCA Foundation’s approved request form and first seek approval from the Vice President or Dean of their division. No proposals can go forward to the CCA Foundation without first being reviewed and approved by either the appropriate Vice President or Dean. Please complete the CCA Foundation request for funds form, and in addition, submit a written proposal. A proposal should include the following to be considered complete and ready for initial review:

- **College Program and staff:** Names and titles of the individuals making the request.
- **Project Description:** a clear and concise summary description of the project, including the rationale for the request, the amount requested with a detailed breakdown of costs, and the length of time needed to complete project activities.
- **Rationale:** the reason for the project, including an explanation of how the requests aligns to CCA’s strategic priorities and annual goals;
- **Sustainability:** a plan for how the organization will ensure the longer-term sustainability of the project results and/or institutional changes supported by Foundation funding;
- **College support:** an account of other sources of financial support for the project
- **Reporting:** a statement indicating that the

requestors will provide the Foundation with reports identifying the person(s) who will have responsibility for reporting, and describing the criteria to be used in assessing the progress and, success, and impact of the project.

### PROPOSAL APPROVAL PROCESS

Once the proposal is developed, there is a specific approval process that must be followed:

- 1 Initially the proposal must be approved by the requestor's Vice President and/or Dean.
- 2 If the proposal requests more than \$2,500, the Vice President and/or Dean will take the proposal to the College Leadership Team for review and approval.
- 3 The Leadership Team will recommend that the proposal be moved forward to the Foundation, or not. At the discretion of the Vice President/Dean, the requestors may be invited to attend this meeting.
- 4 Once the Leadership Team, of which the Foundation Executive Director is a member. The CCA Foundation Executive Director will forward the request to the Foundation's appropriate Board committee for review.
- 5 For all requests \$5,000 and under, the CCA-Foundation board committee may approve or deny the request. For all requests over \$5,000, the CCA Foundation board committee shall present the request at the next full board meeting (full board meetings typically occur every other month).
- 6 Once approved or denied, the CCA Foundation will communicate with the requestors and the Vice President and/or Dean that signed the request, letting them know the decision, and if approved, the process for accessing funding, invoicing the CCA Foundation for funds spent, and reporting deadlines.

# HRP: Human Resources & Personnel Success

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## GENERAL



# CCA HRP 5.01: Governance: HR Rules, Policies, Procedures

**Issued:** March 29, 2013  
**Reviewed:** September 12, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** Various, as noted in guideline;  
CCA President’s Cabinet

## PURPOSE

As an institution of higher education for the State of Colorado, Community College of Aurora (CCA) employees are state employees.

## DEFINITION

- **State Employees:** Individuals who are employed directly or indirectly by the state. CCA reports through the Colorado Community College System, who then reports to The State Board of Community Colleges and Occupational Education (SBCCOE). SBCCOE aligns with the Department of Higher Education.

## REFERENCE/RESOURCE LINKS

Following are links to key personnel resources provided by these governing bodies:

- [State Personnel System Employee Handbook](#)
- [Colorado Department of Personnel 4 CCR 801 Personnel Board Rules and Personnel Director’s Administrative Procedures](#)
- [SBCCOE Board Policies, Series 3 – College Personnel](#)
- [CCCS President’s Procedures, Series 3 – College Personnel](#)
- The Colorado Partnership for Quality Jobs and Services Act’s [Collective Bargaining Agreement](#)
- [Universal Policies regarding Employment](#)

## DESCRIPTION

Personnel matters at CCA – including those related to compensation, selection, leave, performance management, and corrective and disciplinary actions - are governed by:

- Federal laws including, but not limited to, the Fair Labor Standards Act (FLSA), the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), Title VII and Title IX;
- The Colorado Constitution and laws passed by the Colorado General Assembly;
- Rules established by the State Personnel Board;
- Administrative procedures established by the state personnel director;
- Fiscal rules established by the state controller;
- Executive orders and policies issued by the governor;
- State Board for Community Colleges and Occupational Education (SBCCOE) board policies and Colorado Community College System (CCCS) president’s procedures;
- Rules and procedures established by CCA.

The organizational guidelines established by CCA are based on the above noted rules, procedures and policies and are designed to provide ease of reference and succinct explanations of those human resources policies and procedures most commonly used by or generating questions from CCA staff members. For additional information or with questions not addressed in the organizational guidelines, please see the reference materials noted above or contact the CCA Human Resources Office.

# CCA HRP 5.02: Authority for Personnel Matters

**Issued:** March 29, 2013  
**Reviewed:** September 16, 2013

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-05, BP 3-10; Colorado Department of Personnel 4 CCR 801 Personnel Board Rules and Personnel Director’s Administrative Procedures Board Rule 1-8 through 1-11; CCA President’s Cabinet

## PURPOSE

The State Board for Community Colleges and Occupational Education (SBCCOE) in [BP 3-05](#) has delegated authority to the Community College of Aurora (CCA) president to approve all personnel actions, subject to statutory guidelines and limitations. Colorado Department of [Personnel Board Rule 1-8](#) designates the CCA president as the appointing authority for matters related to classified employees.

## SCOPE

Applies to all employees

## DEFINITIONS

- **SBCCOE:** The State Board of Community Colleges and Occupational Education, which is the governing authority which determines policies for the Colorado Community College System to follow.
- **Appointing Authority:** The lawful delegated authority to make appointment or removal from an established position from the college.

## DESCRIPTION

As authorized in SBCCOE [BP 3-10](#) and State Personnel Board Rule 1-8, the CCA president has delegated appointing authority for all human resource functions related to classified employees to the vice president of human resources at CCA. As the appointing authority for CCA, the vice president of human resources is subject to the provisions of [State Personnel Board Rules 1-8 through 1-11](#).

# CCA HRP 5.03: Employee Position Classifications

**Issued:** March 29, 2013  
**Reviewed:** September 16, 2013

**Reissued:** February 9, 2023  
**Legal or Other Authority:** Colorado Department of Personnel 4 CCR 801 Personnel Board Rules and Personnel Director’s Administrative Procedures; SBCCOE BP 3-10; CCA President’s Cabinet

## PURPOSE

Community College of Aurora (CCA) employees fall into a variety of employment classifications as determined by Colorado Department of Personnel Board Rules and State Board for Community Colleges and Occupational Education (SBCCOE) policies based on the scope of decision-making authority, complexity of role, purpose of contact and supervisory responsibilities.

## DEFINITIONS

- **Classification:** The type of employment an employee falls under. CCA employee classifications include Exempt/Administrative, Professional, & Technical; Classified; Faculty; Instructor; and Student workers

## DESCRIPTION

CCA follows the position classification specifications outlined in the following policies and procedures:

- [SBCCOE BP 3-10 Administration of Personnel](#)
- [Colorado Department of Personnel 4 CCR 801 Personnel Board Rules and Personnel Director’s Administrative Procedures](#)
- [State Personnel System Employee Handbook](#).

## RESPONSIBILITY

In some instances, State Personnel Board Rules and SBCCOE policies dictate that human resources procedures vary for different position classifications. CCA’s organizational guidelines for human resources, and in other areas as applicable, highlight key policy and procedural variations to help guide staff and

managers in addressing questions and implementing practices that align with state rules and policies. Questions should be directed to the Human Resources Office at CCA.

# CCA HRP 5.04: Hiring an Independent Contractor/Personal Services Agreements (CROSS-REFERENCED AS ADS 2.18)

**Issued:** March 29, 2013  
**Reviewed:** October 20, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** Colorado Department of Personnel 4 CCR 801 Personnel Board Rules and Personnel Director’s Administrative Procedures Chapter 10; CCA President’s Cabinet

## PURPOSE

Colorado Department of Personnel Board Rules Chapter 10 Personnel Services Agreements set forth specific requirements related to the hiring of and establishment of contracts with independent contractors. These regulations require that the Community College of Aurora (CCA) set up a personal services agreement or contract with all outside contractors prior to their hiring, unless the desired services fall into a category for which a waiver of the personal services agreement requirement exists.

## SCOPE

Independent Contractors / Third Party Vendors

## DEFINITIONS

- **Independent Contractor:** A self-employed individual who is being paid to provide a service to the college in a clearly defined and time-bound manner.
- **Third-Party Vendor:** a person or company providing services to the college under a written contract.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

### Waivers

A list of current personal services waiver conditions and services is available from the purchasing coordinator at CCA or on the Forms tab of MyCCA in the Fiscal Affairs Forms section. CCA employees should review the

waiver conditions as well as the list of services for which waivers currently exist. If a service is listed among those for which a waiver exists but does not meet the waiver conditions, a personal services agreement may still be required. Also, all contract services must comply with state purchasing requirements, including the requirement that purchases of services costing \$25,000 or more be competitively bid through the State of Colorado Bid Information and Distribution System (BIDS) website. See organizational guideline ADS 3.08 Purchasing Methods for additional information.

### Advance Sign-off Requirements

In order to maintain compliance with these regulations, CCA staff members must prepare and submit required documentation to Purchasing prior to hiring any outside vendor or service provider. These requirements also apply to any services to be provided by a CCA employee that fall outside the scope of their current job duties as noted below.

### Human Resources Approval

If the requested services are to be provided by a CCA employee and those services fall outside the scope of the employee’s current job duties, review and approval of the request by Human Resources are required. This requirement also applies to any request to hire temporary personnel or for training services. If the request falls into any of these categories, the requesting department must send an e-mail to Human Resources to identify the employee, the desired services and the justification for using that individual.

Human Resources will review the request and respond to the requesting department with a denial or approval.

- **Request Denial:** If the request is denied, Human Resources will help with identifying alternative strategies or approaches to obtaining the desired services that are in compliance with fiscal rules and personnel requirements, and meet department needs and the best interests of the college.
- **Request Approval:** If the request is approved, Human Resources will convey their approval via e-mail. This approval must be submitted to Purchasing along with other required documentation noted below.

**Lowry/CentreTech Notification**

If the requested services will impact the Lowry or CentreTech buildings in any way, the director of facilities for the impacted campus must be notified as a courtesy and to obtain their input and assistance where needed.

**Documents Required by Purchasing**

In order to initiate the contracting and hiring process, the following documents must be submitted to Purchasing:

- Completed Pay Request/Requisition form, available from Purchasing, including all required signatures along with a copy of the quote, proposal or estimate from the vendor.
- Certification for Personal Services Agreement if the service category does not fall into one of the waiver categories, available on the Employee tab of MyCCA in the FAQs section under Personal Services Agreements.
- Human Resources approval, if applicable.

**PURCHASING PROCEDURES**

Upon receipt of a completed form or agreement, Purchasing will review the request to ensure it meets fiscal and personnel requirements and assign approved requests to a waiver category, if applicable. Purchasing

will then obtain the following items from the vendor, if they are not already on file or were not submitted by the requesting department:

- W9 form
- Exhibit IC Form (required only for Individual/Sole Proprietors or LLC Sole Proprietors)
- Certificate of Liability Insurance
- Unauthorized Immigrant Certificate
- PERA Retiree Questionnaire, if applicable

*If the services to be purchased exceed \$5000 and/or if the vendor is an Individual/Sole Proprietor or LLC Sole Proprietor, a purchase order is required. In these instances, Purchasing will generate a purchase order. Once the requesting department receives the final, fully authorized purchase order, the department can proceed with hiring the vendor.*

*If the services to be purchased are for \$5000 or less and/or if the vendor reports to the IRS as a Corporation, a purchase order is not required. In these instances, Purchasing will return the approved pay request/ requisition, quote and personal services agreement or waiver to the department and the department may proceed with hiring the vendor.*

**CCA HRP 5.05:  
Personnel Records and Files**

**Issued:** March 29, 2013      **Reissued:** February 9, 2023  
**Reviewed:** September 22, 2022      **Legal or Other Authority:** CCA President’s Cabinet

**PURPOSE**

The official personnel file of record for all Community College of Aurora (CCA) employees is maintained in the Human Resources Department to ensure thorough record of employment in compliance with state and system policies and law.

**SCOPE**

All CCA employees.

**DEFINITION**

- **Personnel File:** The working official record of documented employment for an individual as described below.

**DESCRIPTION**

Official personnel files will generally include, but are not limited to, the following documents:

- Employee’s most current application information and supporting documents;
- Letters of recommendation, reference or commendation, or other recognition if applicable;
- Employment offer and/or termination documentation;
- Signed forms included in the hiring packet;
- Copies of contracts, annual employment terms and associated payroll and benefit information;
- Corrective or disciplinary action documentation, if applicable;
- Annual performance appraisals and ratings;
- Grievance and other dispute information;
- Documentation of any special circumstances or provisions related to the employee’s hiring or job status, such as approved waivers of standard hiring

criteria, faculty release time or extended leave arrangements.

**SATELLITE FILES**

As a complement to the official personnel file, supervisors are encouraged to maintain satellite files for the employees they supervise. The purpose of these files is to capture notes and documentation of successes, accomplishments and challenges to support informal feedback discussions, formal performance review processes, and performance management activities.

Notes and other documents included in satellite files should be factual, observable, non-discriminatory and job-related. As these files may be subject to legal review in the event of a lawsuit; editorialized or impression-based commentary should not be included in file notes. Satellite files must be kept in a secure location to protect employee confidentiality.

**ACCESS TO PERSONNEL FILES**

The Human Resources Department maintains the security and confidentiality of personnel files within the provisions of state and federal laws. CCA employees have the right to review the content of their official personnel file upon request. Any employee who wishes to review his or her file may contact the Human Resources Office to schedule a review appointment.

Certain elements of personnel files – including satellite files – are subject to the Colorado Open Records Act and thus available for public review. See organizational guideline CCA HRP 5.69 Colorado Open Records Act (CORA) for additional information. All CORA requests



related to CCA personnel files will be reviewed and managed by the Vice President of Human Resources to ensure compliance with the law and protection of employee confidentiality where applicable.

The content of both official personnel and satellite files, including data and information stored electronically, may be subpoenaed in the event of legal action by or regarding a CCA employee that involves personnel matters.

RECORDS RETENTION

Personnel files will be maintained for at least 10 years after the employee’s employment with the college is terminated.

CCA HRP 5.06: Outside Employment

**Issued:** March 29, 2013  
**Reviewed:** September 16, 2013  
**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-70; State of Colorado – Employee Handbook; C.R.S. 18-8-301; C.R.S. 18-8-401; C.R.S. 23-60-202; C.R.S. 24-18-101; CCA President’s Cabinet

PURPOSE

As State Employees, any individual working with the Community College of Aurora (CCA) who wishes to engage in work outside the institution- even if with another state agency- must notify the college of the outside work to ensure there is no possibility of conflict of interest as defined in [BP 3-70](#).

SCOPE

All CCA employees.

DEFINITIONS

- **Outside employment:** any activity in which an individual engages that provides that individual with financial compensation or gain outside of their primary position with the college.
- **Conflict of Interest:** Any role or relationship which may intentionally or unintentionally present a situation in which an employee is swayed to show bias for or against any college relationship, initiative, or purpose.

DESCRIPTION

Outside employment includes teaching engagements with other community colleges or four-year colleges or universities. Questions about whether or not an engagement meets the reporting requirements of this policy should be directed to the Vice President of Human Resources at CCA.

According to State Board for Community Colleges and Occupational Education (SBCCOE) Board Policy [BP 3-70](#),

Community College of Aurora (CCA) employees are permitted to engage in outside employment as long as the following provisions are met:

- The outside employment does not interfere with the employee’s work performance at CCA or the efficient operation of the college.
- The engagement is disclosed to the employee’s immediate supervisor using the Employee Request to Engage in Outside Employment form.
- The engagement does not present a conflict of interest as described on the Employee Request to Engage in Outside Employment form and organizational guideline CCA HRP 5.08 Code of Ethics and Conflict of Interest.

The Employee Request to Engage in Outside Employment form, available from the Human Resources Department, contains a detailed explanation of the parameters surrounding the engagement of state employees in secondary employment outside of their primary position with the State of Colorado. Employees may contact Human Resources or review the form for additional information.

LEGAL REFERENCES

The basis for this reporting requirement is to ensure that CCA employees, as public employees serving the people of the State of Colorado, demonstrate the highest ethical standards and discharge their duties in an independent and impartial manner. The official references for the reporting requirement include:



- SBCCOE [BP 3-70](#) Colorado Community College System Code of Ethics
- [State of Colorado - Employee Handbook](#)
- [C.R.S. 18-8-301](#) Bribery and Corrupt Influences
- [C.R.S. 18-8-401 et seq.](#) Abuse of Public Office
- [C.R.S. 23-60-202](#) Duties of Board with Respect to State System
- [C.R.S. 24-18-101](#) et seq. Code of Ethics

DISCLOSURE REQUIREMENTS

Employees who are currently engaged in, or intend to engage in, outside employment must complete and submit an Employee Request to Engage in Outside Employment form to their immediate supervisor for review and approval. The form must be submitted and approved prior to initiating an outside engagement and on an annual basis for on-going engagements. The Vice President of Human Resources will send a reminder and copy of the reporting form to all CCA employees on an annual basis.

CCA HRP 5.07:  
Loyalty Oath

Issued: March 29, 2013

Reissued: February 9, 2023

Reviewed: September 22, 2022

Legal or Other Authority: C.R.S 22-61-103; CCA President’s Cabinet

PURPOSE

To ensure that all individuals in an instruction capacity have read and affirmed that they will provide the best possible instruction to students at the academy.

SCOPE

All CCA instructors and faculty members.

DEFINITION

- **Instruction:** Completing the duties and responsibilities of teaching any course which students enroll in at the institution.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

DESCRIPTION

In accordance with Colorado State Law [C.R.S. 22-61-103](#), all employees hired to provide instruction at the Community College of Aurora (CCA) must submit a signed and notarized loyalty oath as part of the hiring process. The Loyalty Oath form is included in regular and adjunct faculty employment packets.

A copy of the form can be found within the Instructor Employment Packet on the *Forms tab of MyCCA in the Employment Packets section under Payroll forms* or obtained from the Human Resources Office.

# CCA HRP 5.08: Code of Ethics and Conflict of Interest

**Issued:** March 29, 2013  
**Reviewed:** September 12, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-70; CCA President’s Cabinet

## PURPOSE

As a state institution of higher education, Community College of Aurora (CCA) employees are expected to demonstrate the highest ethical standards at all times in respect for the trust placed in them by the people of Colorado.

## SCOPE

All CCA Employees

## DEFINITIONS

- **Ethical:** The responsibility of employees to behave and interact in a way that ensures all reasonable steps to prevent harm to the institution, students, and peers are taken.
- **Conflict of Interest:** Any role or relationship which may intentionally or unintentionally present a situation in which an employee is swayed to show bias for or against any college relationship, initiative, or purpose.

## DESCRIPTION

In accordance with State Board for Community Colleges and Occupational Education (SBCCOE) Board Policy [BP 3-70](#), CCA employees are expected to discharge their duties in an independent and impartial manner and conduct external obligations, financial interests and activities such that there are no real or perceived conflicts or interferences with their primary obligation to CCA.

The Community College of Aurora is committed, within the laws of the State of Colorado and BP 3-70, to assist faculty and staff members in their pursuit of personal and professional growth, public service and personal

financial goals. Faculty and staff members may engage in outside activities which provide service to the community, improve professional reputations, and increase income as long as those engagements are not in violation of the provisions of BP 3-70.

## ACKNOWLEDGEMENT AND DISCLOSURE

Whenever a question or appearance of conflict could arise related to an employee’s obligation to the college, the employee is expected to report the situation to their supervisor for discussion. If the employee or supervisor believes the situation presents a possible conflict of interest, the employee should complete the Conflicts/Potential Conflicts Disclosure Statement attached to this guideline and submit the completed form to the Human Resources Office for review.

Per BP 3-70, all college presidents and senior staff as well as Colorado Community College System (CCCS) vice presidents and senior staff must submit a signed acknowledgement of the Colorado Community College System Code of Ethics and Whistleblower Policy to the CCCS president within 30 days of initial employment. Annually thereafter, employees in these positions must submit a signed Conflicts Disclosure Statement and Disclosure of Gifts Benefits Statement to the CCCS president.

Although CCA employees in other types of positions are not required by BP 3-70 to sign regular acknowledgement and disclosure statements, all employees are expected to adhere to the remaining provisions of the Board’s policy on ethics and conflict of interest. Employees are expected to report potential

conflicts as noted in this guideline using the attached form. If an employee or supervisor has questions or concerns about whether a particular action constitutes a breach of ethics or conflict of interest, they must contact the Vice President of Human Resources at CCA. CCA administration will review each disclosure to determine if the activity is permitted or not, or if conditions can be established to manage, reduce or eliminate the potential conflict(s).

CONFLICTS/POTENTIAL CONFLICTS  
DISCLOSURE STATEMENT

Any Community College of Aurora (CCA) employee needing to disclose a conflict or potential conflict of interest as defined in State Board for Community Colleges and Occupational Education Board Policy BP 3-70 and CCA organizational guideline HR 1.8 Code of Ethics and Conflict of Interest must complete this form.

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Conflicts or Potential Conflicts of Interest:

If your official actions in your role at the Community College of Aurora could in any way harm, benefit, or promote your private interests or the interests of your family, friends, or business associates, you have a potential conflict of interest. You also have a potential conflict of interest if pursuing your own interests is incompatible with or detrimental to the State or in any way compromises your loyalty to the State and your commitment to your duties.

Examples of conflicts of interest include, but are not limited to:

- Your department hiring a consulting firm in which you or a member of your family is a partner.
- You are an owner of a company that plans to bid on a state contract for work at the college in which you will have influence or oversight.
- You are a faculty member receiving royalties for a textbook that you selected, based on your decision-making authority, to be used in a CCA class. See organizational guideline IN 1.5 Selecting Textbooks.
- You are hiring and/or supervising a family member, close friend, spouse or significant other.

Please use the space below to describe all conflicts or potential conflicts of interest which you may have. You may attach additional pages if needed. If you are uncertain whether your situation presents a conflict or potential conflict of interest, contact your supervisor or the Human Resources Office.

Please submit your completed form to the CCA Human Resources Office.

CCA HRP 5.09:  
Disclosure of Gifts and Benefits Procedures

Issued: March 29, 2013  
Reviewed: October 28, 2022

Reissued: February 9, 2023  
Legal or Other Authority: Colorado State Constitution Amendment 41/Article XXIX; SBCCOE BP 3-70; CCA President’s Cabinet

PURPOSE

The exchange of money, gift cards or other items of value as gifts, speaking honoraria or appearance fees, and similar transactions involving state employees have the potential to create a conflict of interest or the appearance of a conflict. In 2006 Colorado voters passed [Amendment 41](#) to establish standards of conduct for professionals involved with government activities that include restrictions on gifts and special discounts state employees can receive. Amendment 41 also set up an [Independent Ethics Commission](#) charged with “...advancing an ethical culture throughout government and helping define ethical conduct for public employees and officials under its jurisdiction.”

SCOPE

This guideline applies to all CCA employees.

DEFINITIONS

- **Gifts:** Any item given to an employee in thanks for a service provided in relation to their work at the college.
- **Conflict of Interest:** Any role or relationship which may intentionally or unintentionally present a situation in which an employee is swayed to show bias for or against any college relationship, initiative, or purpose.
- **Ethical:** The responsibility of employees to behave and interact in a way that ensures all reasonable steps to prevent harm to the institution, students, and peers are taken.

DESCRIPTION

State Board for Community Colleges and Occupational Education (SBCCOE) Board Policy BP 3-70 outlines the code of ethics for Colorado Community College System (CCCS) employees, including Community College of Aurora (CCA) employees, consistent with the requirements of Amendment 41. While [BP 3-70](#) only requires regular reporting by senior System and college staff, the ethical expectations outlined in that policy apply to all System and college employees.

DISCLOSURE REQUIREMENTS

CCA employees who receive gifts, speaking honoraria, publication royalties, tickets, meals or similar items that may be covered by Amendment 41 must complete the attached Disclosure of Gifts and Benefits Statement. The completed form must be submitted to the Human Resources Office. Human Resources will review the disclosure and work with the employee to return any items that are in violation of Amendment 41, if necessary. For additional information, including definitions of what constitutes a gift, see the Independent Ethics Commission website and the [Ethics Handbook](#).

REPORTABLE ITEMS

- Items that must be reported include, but are not limited to:
- Speaking honoraria, appearance fees, and fees for articles and publications of any amount;
  - Gifts of money, gift cards or cash loans of \$65 or more;

- Gifts of non-perishable items or loans of real or personal property valued at \$65 or more;
- Tickets, meals, memberships, travel or other expenses valued at \$65 or more.

NON-REPORTABLE ITEMS

Items that do not need to be reported based on the provisions of Amendment 41 include, but are not limited to:

- Gifts from family members,
- Non-monetary awards presented publicly by a public service organization,
- Items received as door prizes or in raffles.

Any CCA employee with questions about whether a gift should be reported or not should contact the Human Resources Office at CCA for assistance.

CCA HRP 5.10:  
Updating Personal, Benefits,  
Payroll Information

Issued: March 29, 2013      Reissued: February 9, 2023  
Reviewed: September 22, 2022      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

Community College of Aurora (CCA) employees must update their personal information on file with the Human Resources Department when changes occur. These updates will help to ensure that tax documents and other official correspondence and notifications are issued correctly and sent to the proper address. Employees can also make changes to payroll withholding and benefits deductions at any time using the available forms.

SCOPE

All CCA employees.

DEFINITION

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

DESCRIPTION

Various forms can be found on the Forms tab of MyCCA under Payroll Forms, including:

- **Direct Deposit Authorization and Additional Direct Deposit Forms:** to add or change the account or accounts to which payroll direct deposits are made.
- **Change of Address or Name Form:** to notify Human Resources of name, address, phone or other related changes.
- **Deferred Compensation (Supplemental Retirement Form):** to adjust deferred compensation amounts for available 401(k) and 403 (b) plans.

- **W-4 Form:** to make changes to tax withholding amounts.
- **CCA Gives Hope – Foundation Payroll Deduction Form:** to authorize donations or change donation amounts to the CCA Foundation through payroll deductions.

Completed forms should be submitted to the Human Resources Department unless otherwise noted. Changes to payroll will be made for the following payment cycle. Please note that for monthly payroll, the deadline for changes is typically before the 13th day of the month. For bi-weekly payroll, HR will notify the employee when their file has been updated.



# CCA HRP 5.11: Colorado Fair Campaign Practices Act

Issued: March 29, 2013

Reviewed: September 16, 2022

Reissued: February 9, 2023

Legal or Other Authority: CCA President’s Cabinet, State of Colorado Fair Campaign Act

## PURPOSE

### ELECTION CAMPAIGN DO’s AND DON’T’s

### COLORADO FAIR CAMPAIGN PRACTICES ACT

CCA reminds employees that System and college resources, including E-MAIL, copiers, and fax machines, are not to be used to urge a vote for or against any candidate, group of candidates, or ballot issue.

## SCOPE

The Colorado Fair Campaign Practices Act specifies what activities public employees are permitted or not permitted to engage in during a campaign. The following are guidelines for employee compliance with the Act.

## DEFINITION

- State Employees:** Individuals who are employed directly or indirectly by the state. CCA reports through the Colorado Community College System, who then reports to The State Board of Community Colleges and Occupational Education (SBCCOE). SBCCOE aligns with the Department of Higher Education. Note: State Employees and Employees are used interchangeably in this guideline.

## DESCRIPTION

ACTIVITY	PERMITTED	NOT PERMITTED
CLASS PRESENTATIONS AND OTHER PUBLIC PRESENTATIONS	During the work day employees may respond to unsolicited questions about ballot issues with strictly factual answers regarding a campaign issue. Those answers may not urge a particular vote.	During work time employees may not work to promote or defeat a candidate or ballot issue. This includes taking a position on an issue in the campaign that would tend to assist or oppose a candidate. “Work time” includes all times employees are on duty during regular hours or in attendance as a work requirement beyond regular work hours.

	Employees may make presentations that express a position on a ballot issue or candidate off campus and outside of employee work hours. When doing so, the employees should make clear that the views expressed are personal and that he/she is not speaking on behalf of the College or CCCS.	
COLLEGE MATERIALS AND EQUIPMENT	A state institution may expend state resources to create an unbiased factual summary on any issue of official concern before the electorate that includes arguments both for and against a proposal. The summary may not contain a conclusion or opinion in favor of or against any particular issue. The “Blue Book” prepared by Colorado Legislative Council is a good source for this type of information on statewide ballot issues.	College materials and equipment cannot be used to prepare, post, sort, or distribute any materials or information advocating a position concerning an election to public office or a ballot issue. This includes the use of e-mail, fax machines, copy machines, paper, telephones, bulk mailing permits, etc. This does not affect CCCS’ dissemination of information regarding support for or opposition to legislative bills that affect the System.
COLLEGE FACILITIES	College facilities may be used by organizations to present information and/or literature in accordance with college policies for community use of college facilities, if the facilities are available to all non-college organizations on the same terms.	
INTERACTING WITH STUDENTS		Employees should not take any stand on a candidate or ballot issue with students while on duty. Employees shall not distribute to students during work time any materials that express a position on ballot issues, candidates or issues in a campaign that would tend to assist or oppose a candidate.
PHONE CALLS	Employees may give undisputed factual responses about ballot issues on college phones in response to an unsolicited telephone inquiry.	Employees may not work to promote or defeat a candidate or ballot issue while using college phones.
	Employees may make phone calls stating their position on a candidate or ballot issue on their own time and on their own personal phone.	
WEARING OF CAMPAIGN BUTTONS, POSTING LITERATURE, ETC.		Employees should not wear, display, or distribute campaign materials at the work site.
FLIERS	Employees may distribute campaign materials on their own time outside of college grounds as long as the distribution is not done in connection with any college activity.	During the voting period, electioneering materials are specifically prohibited from public display in a college facility being used as a polling place.

<b>VOTING</b>	Employees may encourage citizens to register to vote and give them information on registration, absentee voting, and polling locations.	
<b>CAMPAIGN CONTRIBUTIONS</b>	Employees may make personal contributions to any candidate or organization supporting a ballot issue.	Employees may not solicit or accept cash or other campaign contributions during work time.
<b>PUBLIC RECORDS ACT</b>	Employees should respond to Public Records Act requests from candidates or election organizations in the same manner they would respond to such a request from the public at large.	Employees should not respond independently to requests for personally identifiable information about students or employees, including but not limited to names, email, addresses, or telephone numbers. Requests should be handled through the appropriate channels for requesting public records.

# HRP: Human Resources & Personnel Success

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## WORKLOAD STANDARDS

# CCA HRP 5.12: Regular Faculty Workload

**Issued:** April 11, 2013  
**Reviewed:** July 20, 2015, October 2022

**Reissued:** August 7, 2015, August 24, 2015; February 9, 2023  
**Legal or Other Authority:** SSBCCOE BP 3-80; CCA President’s Cabinet

**PURPOSE**  
Faculty are responsible for providing quality education for all those attending the college. It is the intent of the college to establish a fair and equitable workload guideline.

**SCOPE**  
All CCA Faculty Members

**DEFINITIONS**  
• **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

**DESCRIPTION**  
The State Board for Community Colleges and Occupational Education (SBCCOE) and Colorado Community College System (CCCS) recognize that the primary role of college faculty is to provide a quality education to those attending a CCCS college. SBCCOE and CCCS leadership also acknowledge that faculty’s ability to serve students and their community requires a commitment to on-going continuing education and development of professional expertise. SBCCOE Board Policy [BP 3-80](#) outlines the parameters of a fair and equitable faculty workload policy to be administered at the college level that balances these dual objectives. Following are the Community College of Aurora’s (CCA) guidelines for managing the workload of regular faculty members consistent with SBCCOE policy requirements.

**WORKLOAD**  
Regular instructional faculty members at CCA are assigned a minimum of 166 work days and maximum

of 260 days, extending an academic year, as specified in the annual Regular Faculty Calendar posted on the Employee tab of MyCCA in the Payroll Information section under Payroll Calendars. Contract work days are comprised of both teaching/class and non-class responsibilities, such as registration and advising, staff development, orientation, planning and other assignments as determined by the vice president of academic affairs, dean or department chair.

Teaching assignments for regular faculty members are calculated based on direct instruction activities and average 28 hours per week for the academic year. Faculty teaching assignments (including courses, times and locations) will be made by the department chair in consultation with the dean.

**JOB DUTIES**  
CCA faculty members are expected to perform instructional and institutional service responsibilities assigned by the college which may include, but are not limited to:

- Teaching courses in the subject area or specialization for which he or she was hired;
- Maintaining updated syllabi for assigned courses;
- Assessing student progress and performance, maintaining accurate student attendance and performance records, and submitting those records by required deadlines;
- Maintaining and updating curriculum in compliance with departmental guidelines;
- Actively engaging and advising students and assisting with registration as needed;

# CCA HRP 5.13: Instructor Workload

**Issued:** March 29, 2013  
**Reviewed:** September 28, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-10; CCA President’s Cabinet

**PURPOSE**  
Instructors are responsible for providing quality education for all those attending the college. It is the intent of the college to establish a fair and equitable workload guideline.

**SCOPE**  
All CCA instructors

**DEFINITIONS**  
Not applicable.

**DESCRIPTION**  
As defined in State Board for Community Colleges and Occupational Education (SBCCOE) Board Policy [BP 3-80](#), adjunct faculty members are employees hired to teach on an as-needed basis. Instructors are compensated at an hourly, per student and/or per credit hour basis based on their pay rate level and/or type of instruction. Instructor appointments must be for teaching assignments that are less than one academic year. Successive appointments may be made on an unlimited basis. The Community College of Aurora (CCA) employs and manages the workload of adjunct faculty members consistent with the requirements of BP 3-80.

**WORKLOAD**  
Adjunct faculty members will be limited to teaching no more than 25 credit hours over the fall and spring semesters and up to 10 credit hours during the summer semester. Any exceptions to this workload standard must be approved by the division dean.

**JOB DUTIES**  
Adjunct faculty members at CCA are expected perform all duties assigned by their direct supervisor related to class instruction and class-related work, which include but are not limited to those described in the instructor job description.

# HRP: Human Resources & Personnel Success

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## WORK SCHEDULES & TIME REPORTING

### CCA HRP 5.14: Fair Labor Standards Act (FLSA)

**Issued:** April 5, 2013

**Reviewed:** October 7, 2022

**Reissued:** February 9, 2023

**Legal or Other Authority:** Fair Labor Standards Act (FLSA);  
CCA President's Cabinet

#### PURPOSE

The Fair Labor Standards Act (FLSA) was passed by Congress in 1938 to establish a minimum wage, overtime compensation standards, work hours record keeping requirements, child labor provisions and other regulations to protect the rights of employees.

#### SCOPE

Following are key highlights of FLSA from the [Technical Assistance – FLSA](#) prepared by the Division of Human Resources in the Colorado Department of Personnel & Administration.

#### DEFINITIONS

- **Minimum Wage:** The minimum hourly pay rate which is set by the national or state government.
- **Overtime:** Time worked beyond 40 hours in a standard work week.
- **Children:** Individuals under the age of 18.

#### DESCRIPTION

In general, FLSA requires compliance with the following:

- Payment of the federal minimum wage (in the state personnel system, the higher of the federal or Colorado minimum wage is applied);
- Overtime pay for non-exempt employees for time worked over 40 hours in a standard workweek;
- Restrictions on the employment of children;
- Recordkeeping.

FLSA does not require the following:

- Payment for time not worked, e.g., vacation, holiday or sick leave;
- Payment for meal or rest periods;

- Pay raises or fringe benefits;
- Discharge notices, reason for discharge, or immediate payment of final wages to terminated employees;
- Severance pay.

#### EMPLOYEES COVERED UNDER FLSA

Employees covered under various provisions of the FLSA include both exempt and non-exempt personnel. However, the minimum wage and overtime compensation provisions of FLSA do not apply to exempt employees.

Non-exempt employees are eligible for overtime and minimum wage compensation under FLSA and non-exempt employees will earn overtime only if they physically work more than 40 hours in a designated workweek.

#### RIGHTS UNDER FLSA

Per law, employees may not waive their rights under FLSA; nor is it acceptable for supervisors to ask employees to waive their rights to any FLSA provision. Supervisors at CCA are expected to be knowledgeable about and adhere to the provisions of FLSA in managing their direct reports.

CCA's Human Resource and Payroll Departments are available to provide training and reference materials on FLSA-related issues, and is available for questions, troubleshooting and all related support for both supervisors and employees.

Additional details of employment of children guidelines can be found in Guideline *HRP 5.39*



# CCA HRP 5.15: Work Schedules

Issued: April 11, 2013

Reviewed: November 15, 2022

Reissued: February 9, 2023

Legal or Other Authority: Fair Labor Standards Act; CCA President’s Cabinet

## PURPOSE

This guideline ensures compliance with FLSA and that schedules are determined consistently to meet business needs of the College.

## SCOPE

All CCA Employees.

## DEFINITIONS

Not applicable.

## DESCRIPTION

Hours of operation at the Community College of Aurora (CCA) are determined by the college President with guidance from the State of Colorado as a State Employer. Within this, Vice Presidents may assign additional hours to meet the needs of the college such as evening and weekend times or scheduled extended hours. Work schedules for individual employees are set by supervisors based on the business hours and needs of the particular department or division. Supervisors will work with employees to establish a consistent, regular schedule for each direct report. CCA reserves the right to adjust employee schedules as necessary to meet the business needs of the individual departments. A good faith effort will be made to provide as much notice as possible when the department supervisor intends to make changes to an employee’s schedule.

## REGULAR WORKWEEK

According to the [Fair Labor Standards Act](#) (FLSA), employers have the latitude to define the regular workweek for their employees within certain parameters. For non-exempt employees, the workweek must be a “fixed and regularly recurring period of

168 hours or seven consecutive 24-hour periods.”The beginning time of the workweek must remain fixed, once established, unless any change is intended to be permanent and not designed to avoid overtime requirements. The standard workweek for all full-time employees is 40 hours.

At CCA, full-time employees are expected to work 40 hours per workweek. CCA’s workweek starts at 12 a.m. on Saturday and ends at 11:59 p.m. on Friday. See organizational guideline CCA HRP 5.16 Time Reporting for additional information.

## SCHEDULE VARIATIONS

Schedules for employees within a particular division or department and across the college may vary. These variations are encouraged where they help provide efficiency of operations, enhance customer service to students and/or employees, or support another business needs.

## EMPLOYEE EXPECTATIONS

CCA employees are expected to be at work regularly and on time. Employees must notify their supervisor immediately if they will be late or absent. All leave must be requested and approved in advance where foreseeable. See organizational guideline CCA HRP 5.46 Employee Leave Requests. Because each employee’s work schedule complements a broader scheduling and service plan, employees may not deviate from their established schedule without prior approval from their supervisor.

## FLEXIBLE WORK SCHEDULE

Please see Guideline CCA HRP 5.33 Flexible Work Arrangements for information regarding this area.

# CCA HRP 5.16: Time Reporting

Issued: April 5, 2013

Reviewed: January, 2023

Reissued: February 9, 2023

Legal or Other Authority: Fair Labor Standards Act (FLSA); CCA President’s Cabinet

## PURPOSE

This guideline provides process to ensure all time is appropriately tracked and reported per the Fair Labor Standards Act.

## SCOPE

This applies to non-exempt and hourly employees.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

All Community College of Aurora (CCA) employees who are required to submit timesheets must record their time on a daily basis and submit a completed timesheet according to the deadlines for their position and reporting schedule. Supervisors are responsible for monitoring timesheets to ensure that employees are recording time worked accurately and on a daily basis. Supervisors must approve submitted timesheets on a timely basis according to the approval deadlines provided by the Payroll Office.

## REGULAR WORKWEEK

According to the Fair Labor Standards Act (FLSA), employers have the latitude to define the regular workweek for their employees within certain parameters. For non-exempt employees, the workweek must be “any fixed and regularly recurring period of 168 hours – seven consecutive 24-hour periods.”The beginning time of the workweek must remain fixed, once established, unless any change is intended to be permanent and not designed to avoid overtime

requirements. The standard workweek for all full-time employees is 40 hours.

At CCA, full-time employees are expected to work 40 hours per workweek. CCA’s workweek starts at 12 a.m. on Saturday and ends at 11:59 p.m. on Friday.

## TIME REPORTING

Non-exempt employees who are paid on a monthly basis must submit a completed timesheet each month by 11:59 p.m. on the first working day of the following month. Hourly employees must submit a completed timesheet by 11:59 p.m. on the last day of the pay period.

To complete and submit a timesheet, the employee must:

- 1 Select the current pay period on the *Employee* tab in MyCCA in the *Time Reporting* section. The timesheet shows only one week at a time, so Next must be clicked to advance to the next week for time entry. Hours cannot be entered for a previous pay period. Any hours missed in reporting on a previous pay period must be submitted on a hard copy timesheet, signed by both the employee and the supervisor, and submitted to the Payroll Office by no later than noon on the Monday following the end of the pay period.
- 2 Click *Enter Hours* under Regular earnings to enter the hours worked. Time should be entered daily at the end of the shift, recording time in and time out for the day in 15 minute increments. Time should never be entered in advance. Time in and time out must be entered during the same log-in session. The shift

indicator in this section should never be changed and should always remain as the number one.

- Enter *Time In* as the time work was started at the beginning of the day and after a lunch break.
- Enter *Time Out* as the time work was stopped for a lunch break and at the end of day.
- *AM/PM* should be changed as needed.

- 3 If an employee is eligible for leave and any leave was taken, select *Enter Hours* under the correct earning/leave type (i.e., vacation time goes under Annual Leave). Please remember that when taking leave of any type, you must enter it on your time sheet and have completed a leave request with your supervisor.
- Leave requests must be submitted in MyCCA as well as on the relevant time sheet for your leave to be approved and recorded appropriately.

- 4 After entering time in and out for the day, click *Save*. Hours will total automatically.

- 5 Click *Timesheet* to return to the timesheet.

- 6 After all time for the pay period is entered on the timesheet, the employee should review the completed timesheet, correct any errors or omissions and then click *Submit for Approval*.

Timesheets must be submitted accurately before the deadline. Once a timesheet has been submitted and approved by the appropriate supervisor, changes cannot be made to the timesheet. If a timesheet is submitted after the deadline, it will not be editable even if the supervisor has not yet approved it. If a sheet has been submitted prior to the deadline and the supervisor has not approved the sheet yet, the employee can make changes to the timesheet by clicking on the Return Time button. Supervisors should never approve a timesheet that is incorrect or missing a time entry. Incorrect or incomplete timesheets must be returned to the employee for corrections prior to the supervisor's approval.

If an employee does not submit a timesheet for the pay period worked by the required deadline, the employee may be required to submit a hard copy timesheet, signed by both the employee and the supervisor, to the Payroll Office as soon as possible to be paid for hours worked. Repeat failure to submit timesheets by the required deadlines may result in disciplinary action. If a timesheet was started but not submitted prior to the deadline, the employee will need to contact Payroll to have the timesheet submitted on their behalf.

### TIMESHEET APPROVAL

Supervisors are responsible for approving timesheets for employees paid on a monthly basis by the 8th of the month. Timesheets for hourly employees must be approved by 11:59 p.m. on the Monday following the end of the pay period. Supervisors should periodically monitor employee time entry and follow up with any employee who has worked during the pay period but has not started their timesheet and/or needs to make corrections.

To approve timesheets, the supervisor must:

- 1 Click on the pay period for which time needs to be approved that is found on the *Employee* tab in MyCCA in the *Time Approval* section.
- 2 Supervisors approving timesheets for multiple organizations must select the appropriate organization, select and approve timesheets for those employees, and then repeat the process for the next organization and group of employees. Supervisors approving timesheets for a single organization will simply see the list of timesheets for all employees under their supervision. The supervisor may then select the name of the employee for whom time needs to be approved and proceed as follows.
- 3 The employee's timesheet should be reviewed, specifically the time in and out portion as well as total numbers of hours for the pay period, to ensure hours are accurate and verifying that:

- The recorded time worked or leave time entered totals the appropriate number of hours per week for the position.
- Meal periods are accounted for, if applicable.
- Any leave requests must align with leave reported on the timesheet, if applicable.

- 4 If any hours or other entries are inaccurate, click on *Add Comment*, add a note about what needs to be corrected and why, then click *Save*, *Previous Menu* and *Return for Correction*. Supervisors should never approve a timesheet that is incorrect or missing time entry. The supervisor should notify the employee that their timesheet has been returned for correction to ensure timely follow-up and resubmission.

- 5 If hours are accurate, supervisor should click *Approve* to process the timesheet.

### PROXY TIMESHEET APPROVERS

All timesheet approvers must set up at least one proxy approver to approve timesheets in their absence. All proxy approvers must be permanent CCA employees.

To set up a proxy approver, the supervisor should go to Update Approval Proxies on the Employee tab in MyCCA in the *Time Approval* section and select a proxy from the pull-down list. A check mark should be placed under Add and then click Save. After completing this process, the supervisor must send an email to the Human Resources Office to inform them of the proxy addition or change in order to ensure that the proxy is given the same approval access as the supervisor.

# CCA HRP 5.17: Overtime/Compensatory Time

**Issued:** April 5, 2013  
**Reviewed:** January, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** Fair Labor Standards Act (FLSA); Colorado Partnership for Quality Jobs and Service Act; CCA President’s Cabinet

## PURPOSE

The Fair Labor Standards Act (FLSA) sets standards for overtime, among other employment practices, to protect the rights of private sector and government employees. Consistent with FLSA standards and following are guidelines for handling overtime and compensatory time at CCA.

## SCOPE

This guideline applies to non-exempt/ overtime eligible employees

## DEFINITIONS

Not applicable.

## DESCRIPTION

All full-time CCA employees are expected to work 40 hours during a standard workweek. While CCA strives to manage employee workloads and budgets such that the need for overtime is rare, at times overtime work is needed and is always compensated for eligible (non-exempt) employees – either in overtime pay or compensatory time - when worked. In accordance with the [Collective Bargaining Agreement](#) established by the State of Colorado and Colorado Wins in the Colorado Partnership for Quality Jobs and Service Act, CCA will ensure overtime and comp time are observed appropriately.

## OVERTIME

Supervisors are responsible for approving overtime work. Supervisors at CCA are responsible for tracking and managing employee work schedules and overtime. Supervisors are expected to review and must approve

all time worked as described in organizational guideline CCA HRP 5.16 Time Reporting.

At the Community College of Aurora:

- Overtime work must be authorized in advance by the employee’s supervisor(s).
- Employees and supervisors must set a regular work schedule, including normal start and end times, as well as meal and rest periods. Deviations to normal work schedules must be approved in advance by the supervisor per CCA HRP 5.18 Meal and Break Periods.
- Any employee who violates rules and policies related to work schedules and overtime may be issued an appropriate corrective or disciplinary action by their supervisor, after consultation with the Human Resource Office.

### Non-Exempt Employees

Any non-exempt employee who works more than 40 hours during a standard workweek will be compensated for those hours in excess of 40 at a rate of one and one-half times the employee’s regular hourly rate or in the form of compensatory time as noted below. The employee’s supervisor will determine whether to grant overtime pay or compensatory time based on the situation and within the parameters of federal and state laws.

Overtime hours are not optional unless expressly designated as such by the employee’s supervisor. All overtime for eligible employees must be approved in advance by the supervisor. Employees may not make independent decisions to work overtime and seek

approval after overtime has already been worked, nor may they waive the right to overtime compensation. The department is, however, liable for payment of overtime, even if unauthorized, if the overtime is acknowledged, witnessed, or proven. Employees who fail to comply with overtime requirements may be subject to disciplinary action.

When overtime is paid in cash compensation, payments will be made by the next regularly scheduled payday following the pay period in which the overtime hours were worked. Reporting of overtime hours must be handled as follows:

- Employees must complete their timesheet, recording the hours worked as they are worked.
- Supervisors should carefully review all timesheets using the standard review process before approving, and request revisions by the employee where needed.
- Payroll or Human Resources will review timesheets and calculate overtime payments or compensatory time accruals as appropriate.
- An employee who is non-exempt cannot earn both overtime pay and compensatory time for the same overtime hours

### Exempt Employees

Exempt employees are not eligible for overtime. Exempt salaries take into consideration that these types of positions sometimes require more than 40 hours per week and are set accordingly. For a list and brief descriptions of the types of positions at CCA that fall into the exempt category, see organizational guideline CCA HRP 5.03 Employee Position Classifications.

## COMPENSATORY TIME

### Non-Exempt Employees

Compensatory time in lieu of monetary payment for overtime is allowed at CCA for non-exempt employees. As noted previously, any non-exempt employee who works more than 40 hours during a standard workweek will be compensated for those hours in excess of 40 in the form of overtime pay or in compensatory time

at a rate of one and one-half hours for every hour of overtime worked. All non-exempt employees will be required to sign a Compensatory Time-Off Agreement confirming their understanding and agreement with this policy as a condition of employment.

Supervisors will determine whether to authorize overtime or compensatory time based on the situation and within the parameters of federal and state laws. If compensatory time is authorized, the supervisor must ensure that the compensatory time is scheduled as soon as reasonably possible, ideally within 60 days after the pay period in which overtime hours were incurred. If an employee has compensatory time, that should be used prior to putting in for annual leave hours.

Accumulated compensatory time may not exceed 240 hours. Any overtime hours accumulated in excess of 240 hours will be paid in the next regular pay period using the overtime compensation formula. If a non-exempt employee has unused compensatory time, compensation for those hours will be paid at time of termination or prior to transfer to another department or employee classification, as applicable. Compensatory time balances will be recorded and managed in the leave system.

### Exempt Employees

Just as exempt employees are not eligible for overtime compensation, exempt employees are also not eligible to accumulate compensatory time on an hour-by-hour basis. Recognizing that at times deadlines or unusual project requirements may cause exempt employees to work a significant number of hours in excess of 40 in a workweek, CCA supervisors have discretion to adjust scheduling to accommodate those circumstances.



# CCA HRP 5.18: Meal and Break Periods

**Issued:** March 29, 2013  
**Reviewed:** January, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** Colorado Department of Personnel 4 CCR 801 Personnel Board Rules and Personnel Director’s Administrative Procedures 3-38 and 3-39; Colorado Partnership for Quality Jobs and Service Act; CCA President’s Cabinet

## PURPOSE

This guideline serves to provide parameters around meal and break times for CCA employees

## SCOPE

All CCA employees

## DEFINITIONS

Not applicable.

## DESCRIPTION

As stipulated in the [Collective Bargaining Agreement](#) which was agreed upon by the State of Colorado and Colorado Wins in the Colorado Partnership for Quality Jobs and Service Act, scheduled meal and break periods are required for non-exempt classified employees.

Classified employees who are non-exempt shall be allowed a minimum of 15 minutes of paid break every 4 hours worked and a minimum 30-minute duty-free meal period for workdays lasting 5 or more hours. Modifications are allowed if agreed upon mutually by the employee and their supervisor. If an employee’s meal period is interrupted or not completely free from duties, the meal period shall be deemed work time. Breaks may not be used to offset other work time or substitute for paid leave, may not be taken at the beginning or end of the workday to justify a late arrival or early departure, and may not be used to extend meal periods.

Classified employees who are exempt shall not have their work day extended solely due to scheduled meal periods.

For APT, Faculty, and Instructor designated employees, meal periods and work breaks will be granted at the supervisor’s discretion where business needs and work schedules will accommodate these breaks. Meal and break periods will, ideally, be built into the employee’s regular work schedule. Meal and work break considerations are not applicable to exempt employees.

Work breaks, if granted, are considered work time in segments of up to 15 minutes. Breaks may not be used to offset other work time or substitute for paid leave, may not be taken at the beginning or end of the workday to justify a late arrival or early departure, and may not be used to extend meal periods.

# CCA HRP 5.19: Grant Time Reporting

**Issued:** March 29, 2013  
**Reviewed:** December 19, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** Federal 2 CFR 200.430(i); CCA President’s Cabinet

## PURPOSE

In order to comply with local, state, and federal grant administration regulations (2 CFR 200.430(i)) and to ensure efficient management of the Community College of Aurora’s (CCA) financial resources, all employees working directly on grant-funded initiatives, in any capacity, must document their actual time spent working on a grant. This documentation is essential for compliance with federal and other grant reporting requirements and for ensuring that staff salaries and benefits are allocated to the appropriate grant resources where applicable.

## SCOPE

This guideline applies to all employees who complete at least a portion of their time for the college as grant work.

## DEFINITIONS

- **Allocation:** The separated time spent working within each work type including each grant’s related tasks as well as time worked for non-grant related tasks.

## DESCRIPTION

The hours documented should be of actual time worked on a particular grant even if those hours vary from planned or budgeted time allocations. Employees should not simply report planned or budgeted allocations if those times are not reflective of the actual number of hours spent on the grant-funded project. Salaries that are not properly documented may be highlighted as an audit finding and deemed an unallowable grant cost. Such findings may result in a negative audit review for CCA and require the college to reallocate scarce resources to cover the inadmissible costs.

Reporting 100 Percent of Duties as Grant Activity  
If 100 percent of an employee’s work time is spent on one grant, the employee must complete and submit the following in order to document their grant work time:

- Employee must complete and sign a Grant Time & Effort Distribution Report, available from the Fiscal Affairs Office, certifying that 100 percent of their time was spent on the grant to which 100 percent of their salary is being expensed. The report must be submitted at the end of each month.
- Employee’s supervisor as well as Principle Investigator for the grant with the work that was performed, must sign the report.
- The completed report must be submitted to Fiscal Affairs by the first of the following month.



# CCA HRP 5.20: Training/Travel Time

Issued: April 5, 2013

Reviewed: January, 2023

Reissued: February 9, 2023

Legal or Other Authority: Fair Labor Standards Act (FLSA); CCA President’s Cabinet

## PURPOSE

This guideline outlines the process the Community College of Aurora follows regarding payment for training and travel time,

## SCOPE

This guideline applies to any employee traveling for work-related purposes.

## DEFINITIONS

- **Work-related travel:** Any travel an employee completes outside of their normal commute from home to their primary work destination and back for work-designated activities.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

As specified in the [Fair Labor Standards Act](#) (FLSA) provided by the Division of Human Resources in the Colorado Department of Personnel & Administration, the Community College of Aurora (CCA) will consider or preclude training and travel time to be defined as work time as noted below.

## MEETING AND TRAINING TIME

Mandatory training and meetings as well as supervisor-approved, voluntary training during normal work hours will be considered work time. Attendance at lectures, meetings, training programs and similar activities will not be counted as work time if all of the following criteria are met:

- Attendance is outside normal work hours,
- Attendance is voluntary,
- The activity is not job-related (job-related training is defined as training designed to make the employee perform his or her current position more effectively, as opposed to preparing the employee for a different job or new skill),
- No other work is concurrently performed.

## TRAVEL TIME

Travel time will be defined as work time depending on the nature of the travel as described below:

- **Home-to-work travel:** Travel from home before the regular workday begins and back to home at the end of the workday is not considered work time, even if a state vehicle is used. If an employee is required to work at home first and then travel to an office, the travel time is considered work time.
- **Special, one-day assignments in another city:** If an employee who normally works at a fixed location travels to another city for a work assignment and returns home the same day, the travel time is considered work time. The college may deduct the time that the employee would normally spend commuting to the regular work site. If the employee is completely relieved from duty during meal breaks while traveling, that time does not have to be paid.
  - The employee may complete a mileage reimbursement form with approval from their supervisor. The form can be found in MyCCA in the Forms tab under Fiscal Affairs Forms, within the Travel section to compensate for mileage from the college to their destination and back to the college.

- **Travel as part of the job:** If an employee’s job requires travel as part of their principal activity, such as travel from job site to job site during the workday, the travel is considered work time. However, travel from home to the first job site and back home again from the last job site at the end of the day is not considered work time, consistent with the definition of home-to-work travel. When the distance between home to the first job site or back is substantially longer than the usual home-to-work travel, the college may exercise its discretion in allowing some of the travel time to be work time.
  - The employee may complete a mileage reimbursement form with approval from their supervisor. The form can be found in MyCCA in the Forms tab under Fiscal Affairs Forms, within the Travel section to compensate for mileage from the college to their destination and back to the college.
- **Travel away from home:** Travel away from home, such as overnight travel, is considered work time when it cuts across the employee’s normal work-day. Work time includes hours worked during normal working hours and on regular work days, as well as travel time outside normal working hours and on non-working days and any other hours the employee actually performs work for the state. All work-related travel which includes expenses beyond mileage must have a completed Travel Authorization Form on file prior to the purchase of any conference, airfare, or other associated accommodation and the travel must follow CCA’s fiscal travel guidelines.

# HRP: Human Resources & Personnel Success

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## EMPLOYMENT & WORKPLACE PRACTICES

### CCA HRP 5.21: Equal Employment Opportunity

**Issued:** April 11, 2013

**Reviewed:** September 15, 2022

**Reissued:** February 9, 2023

**Legal or Other Authority:** SBCCOE BP 3-120; CCCS SP 3-120b;  
CCA President's Cabinet

#### PURPOSE

The purpose of this guideline is to ensure that no member of the CCA community is treated in a manner that is discriminatory and to continually work towards eliminating such acts of discrimination in the workplace.

Office Building, 1244 North Speer Blvd., Suite 310,  
Denver, CO 80204; 303-844-5695.

Additional information on CCA's efforts related to SP 3-120b goals can be found in organizational guideline *CCA HRP 5.22 Employee Recruitment and Selection*.

#### SCOPE

CCA is committed to the Equal Employment Opportunity policies established by the State Board for Community Colleges and Occupational Education as detailed in Board Policy [BP 3-120](#) as well as with the associated goals and procedures specified in Colorado Community College System President's Procedure [SP 3-120b](#).

#### DEFINITIONS

- **CentreTech Location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.

#### DESCRIPTION

The Community College of Aurora (CCA) does not discriminate on the basis of race, color, creed, national or ethnic origin, religion, sex/gender, sexual orientation, age, physical or mental disability, veteran status or pregnancy status in admission or access to employment, educational programs or activities. Inquiries concerning Title VI, Title IX Section 504, 42 U.S.C. §2000e et seq. and the Americans with Disabilities Act may be made in the Human Resources Office, CentreTech location, Administration Building, Room 207, 303-360-4752 or the Office of Civil Rights at the US Department of Education, Region VII, Federal

# CCA HRP 5.22: Employee Recruitment and Selection

**Issued:** March 29, 2013

**Reviewed:** September 27, 2022

**Reissued:** February 9, 2023

**Legal or Other Authority:** CCCS BP 3-10, SP 3-10a; CCA President's Cabinet

## PURPOSE

Consistent with the goals and objectives of Colorado Community College System (CCCS) Board Policy [310](#), and the Colorado Equal Pay Act 2001.

The Community College of Aurora (CCA) strives to hire top quality, highly qualified staff members who reflect the diversity of the community the college serves. Towards this end, CCA takes a strategic approach to filling position openings and primarily uses open, competitive searches to fill available positions.

## SCOPE

Open, competitive searches are used to cast a broad net for prospective candidates, reaching beyond the networks of current CCA employees and CCCS colleagues in order to find the best possible candidate for a position.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

The approach used for a particular position opening will be determined based on the type and level of position, the extent of known, qualified prospects for the position and other search goals as established by the CCA president, director of human resources and/or the hiring supervisor. These approaches are not mutually exclusive. For example, an open search may be used to create a broad pool but an internal candidate may ultimately be selected for the position with a transfer or reassignment used to process the appointment.

For information on classified employee recruitment and selection, see organizational guideline *HRP 5.23 Classified Position Descriptions, Posting and Selection*.

## POSITION AND RECRUITMENT PROCESS SIGN-OFF

To request approval to fill an existing position or create a new position, the hiring supervisor must complete a Personnel Action Form (PAF) and route with a signed updated job description. Both the PAF and job description template are available on the Employee tab in MyCCA in the HR forms section. The PAF must be signed for approval in the following order.

- Requestor
- Supervisor
- Human Resources
- Vice-President
- Budget Director
- President

The hiring supervisor may not proceed with candidate recruitment or any aspect of the search process until full sign-off is obtained.

Once the position and search process are approved, the Human Resources Office will assist with finalizing and posting job descriptions.

## OPEN, COMPETITIVE SEARCHES

An open, competitive search is used to cast a broad net for prospective candidates in order to create a robust candidate pool. Open searches may entail a full-scale strategy that includes advertising, recruiting outreach and extensive networking over an extended time period or may be more limited in time and scope based on the position and the prospective candidate pool.

In order to generate diverse, high quality candidate pools, CCA advertises for all open, competitive searches in the following:

- The Chronicle of Higher Education
- HigherEdJobs.com
- AsiansinHigherEd.com
- BlacksInHigherEd.com
- HispanicsInHigherEd.com

In a competitive search, advertising alone cannot be relied on to generate a strong candidate pool. It is critical that the hiring supervisor and other college staff inform their professional networks of the position opening. Colleagues should be asked to post and forward the position announcement, encourage qualified candidates to apply, and share names of individuals who might be recruited.

## SCREENING AND HIRING PROCESS

### Screening Committee

Screening committees must be convened for all open, competitive searches at CCA. Screening committees are designed to play an advisory role, providing insights and recommendations to the hiring supervisor. The hiring supervisor will gather input from the committee, other colleagues and references to make the final hiring decision.

Screening committees should typically be comprised of three to six CCA employees who offer a diversity of perspectives based on discipline, position, gender, ethnicity and related considerations. Smaller committees may be used at the discretion of the hiring supervisor. The hiring supervisor has the option of participating directly on the committee or simply receiving the committee's feedback and recommendations to use in narrowing and prioritizing the candidate pool.

The hiring supervisor will identify a chair to convene the committee, along with a representative from the Human Resources Office, to establish and review guidelines, selection criteria, interview questions and a committee timeline.

### Candidate Pre-Screening

Human Resources will forward application materials for all candidates via NeoEd to all the committee members. Committee members will screen resumes to identify a pool of candidates for initial interviews. The Committee will schedule candidates for all interviews.

### Interviews

The committee will interview the selected pre-screened candidates. The first round of interviews may take place in person or by video conference or phone. The top candidates from the first round will typically be invited for a campus visit that may include a second interview with the committee, interviews with the hiring supervisor and his or her direct supervisor, and meetings with other peer leaders or executives from the division as appropriate. Campus tours and lunch may also be included. A final interview is required with the Vice President and the President before a contingent job offer can be made.

### Reference Checks

The hiring supervisor or the chair of the committee will conduct reference checks on the top candidate.

Employment Packet and Background Check  
Based on interview feedback and reference checks, the hiring supervisor will select the finalist for the position and make a contingent job offer. Once a contingent offer is accepted the Human Resources will forward the forms authorizing the college to conduct a background check. A successful background check is required for all employees, per CCCS President's Procedure [SP 3-10a](#), prior to starting employment. Employees who fail to pass the background check based on criteria established by Human Resources will have their contingent employment offer rescinded.

### Final Offer

After the background check is completed and the employee is clear for hire, the HR department will work with the hiring authority for the start date. HR will send a final offer letter and onboard the new employee.

# CCA HRP 5.23: Classified Position Descriptions, Posting and Selection

**Issued:** March 29, 2013  
**Reviewed:** October 10, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** Colorado Department of Personnel 4 CCR 801-1 Personnel Board Rules and Personnel Director’s Administrative Procedures; SBCCOE BP 3-10; CCA President’s Cabinet

## PURPOSE

As a state institution of higher education, the Community College of Aurora (CCA) is required to fill classified positions, that is, positions that fall within the Colorado State Personnel System, according to the [State Personnel Board Rules](#). These rules and procedures include specific provisions related to the classification, identification and selection of candidates for classified positions, among other details. CCA follows State Personnel Board Rules as well as State Board for Community Colleges and Occupational Education Board Policy [BP 3-10](#) to appropriately categorize and fill classified position openings.

## SCOPE

Supervisors needing to fill an opening for an existing classified position or add a position that clearly, or potentially, falls within the Colorado State Personnel System must follow State Personnel Board Rules.

A complete list of current classified positions by class code and by title can be found in the [Job Evaluation](#) section of the Colorado Department of Personnel & Administration, Human Resources’ website.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

### Responsibility

#### Position Description Questionnaire (PDQ)

For new positions or for positions that are being re-evaluated to verify continued alignment with the State Personnel System, the hiring manager must complete a Position Description Questionnaire (PDQ), found on the Employee tab of MyCCA in Human Resources forms The PDQ is used to evaluate positions against four factors – decision-making, complexity, purpose of contact and line/staff authority – in order to classify the position and determine an appropriate compensation structure based on federal law and state rules. The completed PDQ must be submitted to the Human Resources Office for review, feedback and processing.

### Candidate Recruitment and Selection

CCA supervisors hiring classified employees must follow the processes and procedures detailed in Chapter 4 of the State Personnel Board Rules for handling job announcements, qualifications review, testing and scoring of competitive examinations and assessments, employment lists, referrals, appointments and the service status assigned to the selected candidate for a classified position. The Human Resources Office is available to assist supervisors with questions or concerns.

### Nine-Month Temporary Classified Appointment

Personnel who fall into a classified appointment classification may be hired on a temporary basis up

to a maximum of nine months using the Nine-Month Temporary Classified Appointment process. This process must be used if the duties required of the temporary employee are ones that are generally performed by a classified employee.

To initiate this appointment process, the supervisor must complete a *Nine-Month Temporary Classified Appointment* form available from the Human Resources Office. The supervisor must obtain the required approvals as noted and return the form to Human Resources for approval and processing prior to confirming the appointment with the temporary employee. Individuals engaged in this type of appointment must complete a time sheet and are paid based on the hours listed on the time sheet.



# CCA HRP 5.24: Employment of Relatives/Significant Others

Issued: March 29, 2013

Reviewed: September 12, 2022

Reissued: February 9, 2023

Legal or Other Authority: CCCS SP 3-70a; CCA President’s Cabinet

## PURPOSE

To ensure equitable treatment across the institution in working relationships where there is potential of dual-relationship conflict to arise.

## SCOPE

Applies in all instances where family or family-like relationships among any 2+ parties at the college arise.

## DEFINITION

- **Conflict of Interest:** Any role or relationship which may intentionally or unintentionally present a situation in which an employee is swayed to show bias for or against any college relationship, initiative, or purpose.

## DESCRIPTION

Colorado Community College System President’s Procedure [SP 3-70a](#) permits the employment of qualified relatives as long as that employment does not create actual or perceived conflicts of interest. Direct reporting relationships between relatives, as defined in the procedure, are prohibited. In addition, employees may not act in an evaluative capacity with any relatives who may be in their line of supervision but not direct reports.

There are no prohibitions at the Community College of Aurora (CCA) against relatives working at the college, including in the same department or unit. However, CCA employees may not appoint, nor participate in the decision-making process to appoint a relative to a position at CCA. Similarly, once a relative is employed at CCA, neither party may participate in decisions on

salary, promotion, performance evaluation or related issues that impact either relative in any way. Disclosure and Authorization Requirements Proper disclosure and authorization requirements must be met when relatives are employed. If an immediate family member of a CCA employee is the finalist for a position that is in the current employee’s line of supervision, the situation must be disclosed to the CCA president who then must obtain the approval of the CCCS president for the appointment.

Additional relevant information may be found in CCA *HRP 5.25 Amorous Relationships*.

# CCA HRP 5.25: Consensual Amorous Relationships

Issued: March 29, 2013

Reviewed: September 12, 2022

Reissued: February 9, 2023

Legal or Other Authority: CCCS SP 3-70a; CCA President’s Cabinet

## PURPOSE

The Community College of Aurora (CCA) is committed to fostering a professional work and learning environment that exemplifies strong ethical behavior and is free of discrimination and conflict of interest. Amorous relationships, between college employees or between college employees and students, have the potential to impair or undermine work environments when one member of the relationship has evaluative authority over the other or when unequal levels of authority or power exist.

## SCOPE

All College Employees

## DEFINITIONS

- **Conflict of Interest:** Any role or relationship which may intentionally or unintentionally present a situation in which an employee is swayed to show bias for or against any college relationship, initiative, or purpose.

## GUIDELINE

Colorado Community College System President’s Procedure [SP 3-70a](#) describes the State Board for Community Colleges and Occupational Education policy related to amorous relationships and disclosure requirements. Relationships of this nature must be disclosed when an employee exercises evaluative, supervisory, educational or professional responsibility, in the workplace or academically, over the other party to the relationship, whether that party is an employ or a student.

CCA employees in consensual amorous relationships requiring disclosure as noted in SP 3-70a must disclose their relationship to Human Resources at the earliest opportunity. The employee(s) must then complete the required Disclosure of Consensual/Amorous Relationship form and submit it to the CCA Human Resources Office for review and discussion. This is put in place to ensure the safety of all parties including notice and understanding of consent, non-discrimination or harassment if a relationship sours, and avoidance of perceived or actual advantage among peers, whether it be employees or students.

If an amorous relationship conflict arises, directives will be issued using Appendix C-2 of SP 3-70a. Efforts that will be made to ensure integrity of the work and educational environment may include the following options:

- Removing the faculty member, administrator or staff who are in any type of supervisory or oversight authority over the individual with whom they are involved in an amorous relationship from any evaluative decision concerning the other individual;
- Moving an advisor from their involvement as advisor or committee member with an advisee;
- Relocation of an employee to another supervisory area;
- Moving a student to a different course or course section; or
- Other action that the appropriate administrators believe resolves the actual or perceived conflict of interest.

**EXPECTATION OF WORKPLACE BEHAVIOR:**

In the event that professional interaction is necessary between individuals in a consensual amorous relationship, it is expected that both parties practice professional behaviors to the same standard as peers not engaged in amorous relationships at all times while performing work-related duties, on or off campus. The college appreciates that in many instances, interactions between individuals benefits the community by promoting the interchange of ideas, building mutual trust and respect, and facilitating communication. Such non-amorous interaction, to the extent that it enhances the employee and/or student experience, is permitted.

At any point during or after an amorous relationship takes place, if either party believes they may be experiencing harassment, sexual misconduct, discrimination or retaliation of any kind due to the relationship, they may proceed to file a complaint per Board Policy BP 19-60, Prohibition of Discrimination, Harassment or Retaliation as well as Colorado Community College System President’s Procedure SP 19-60a.

Amorous relationships, whether romantic or sexual, create a conflict with the requirements of BP 3-70, Colorado Community College System Code of Ethics (“an amorous relationship conflict”) when an employee exercises evaluative, supervisory, educational or professional responsibility, in the workplace or academically, over the other party to the relationship, whether that party is an employee or a student.  
It is the obligation of parties to an amorous relationship conflict at the College level to disclose the relationship at the earliest opportunity to the College President by completing and forwarding an electronic copy of this form to College Human Resources for disclosure to the College President.

It is the obligation of parties to an amorous relationship conflict at the System level to disclose the relationship at the earliest opportunity to the System President by forwarding an electronic copy of this form to System Human Resources for disclosure to the System President.

Both parties to the relationship must sign this statement in front of a witness.

I HAVE CAREFULLY READ THIS PROCEDURE AND VOLUNTARILY SIGN THIS STATEMENT.

PRINTED NAME OF PARTY #1 (employee):

POSITION:

DATE:

COLLEGE/SYSTEM:

SUPERVISOR:

SIGNATURE:

I HAVE CAREFULLY READ THIS PROCEDURE AND VOLUNTARILY SIGN THIS STATEMENT.

Amorous relationships, whether romantic or sexual, create a conflict with the requirements of BP 3-70, Colorado Community College System Code of Ethics (“an amorous relationship conflict”) when an employee exercises evaluative, supervisory, educational or professional responsibility, in the workplace or academically, over the other party to the relationship, whether that party is an employee or a student.

It is the obligation of parties to an amorous relationship conflict at the College level to disclose the relationship at the earliest opportunity to the College President by completing and forwarding an electronic copy of this form to College Human Resources for disclosure to the College President.

It is the obligation of parties to an amorous relationship conflict at the System level to disclose the relationship at the earliest opportunity to the System President by forwarding an electronic copy of this form to System Human Resources for disclosure to the System President.

Both parties to the relationship must sign this statement in front of a witness.

PRINTED NAME OF PARTY #2 (employee or student):

POSITION:

DATE:

COLLEGE/SYSTEM:

SUPERVISOR:

SIGNATURE:

I CERTIFY THAT I HAVE WITNESSED THE ABOVE SIGNATURES.

WITNESS NAME:

POSITION:

DATE:

SIGNATURE:

# CCA HRP 5.26: Faculty Contracts

**Issued:** March 29, 2013  
**Reviewed:** November, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure a process by which faculty are informed of their compensation and the term for which they are responsible; the Community College of Aurora will issue a contract annually. Instructors are considered at-will and will be provided teaching assignments on a semesterly basis with no promise of continuous employment.

## SCOPE

This guideline applies to all faculty and instructors.

## DEFINITIONS:

- **Instruction:** Completing the duties and responsibilities of teaching any course which students enroll in at the institution.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

Contracts for regular Community College of Aurora (CCA) faculty members are issued annually by the Human Resources Department. Contracts for instructors- who are employed on an at-will basis with no promise of continuous employment, are run once the chair or dean authorizes payment for teaching assignments.

As shown in the sample contract that follows, all contracts include: the employee’s status, salary, terms of employment, contract start and end date, and contract length of nine, ten, eleven or twelve months. Faculty members may view and confirm their contract

details using the Compensation and Acknowledgement link on the Faculty tab of MyCCA under Faculty Tools.

## REGULAR FACULTY

The contract dates and work days for regular, nine-month faculty members are specified in the Regular Faculty Calendar which is published annually and posted on the Employee tab of MyCCA in the Payroll Information section under Payroll Calendars. Contract dates and employment terms for ten-, eleven-, and twelve-month faculty members are specified in their individual contracts.

## INSTRUCTORS

Adjunct faculty contracts are based on the rates for different levels and types of instruction as indicated on the Faculty Pay Rate schedule posted on the Employee tab of MyCCA in the Payroll Information section under Adjunct Faculty Pay Rates.

## CONTRACT ADJUSTMENTS

Contracts may be adjusted due to:

- Overload assignments,
- Release time or reassignment,
- Course instruction converted to a guided/ independent study format,
- Pay adjustments for online classes with enrollment in excess of 20 students,
- Substitute pay,
- Pay for supplementary assignments.

Contract adjustments must be authorized by the dean or director and will be processed by Human

Resources or a FLAC processor as appropriate. Substitute pay must be requested using the *Substitute Pay Authorization* form found on the *Employee tab on MyCCA in the Employee Forms and Publications section under Human Resources & Payroll Forms* and submitted to Human Resources for processing. Procedures for supplementary assignments are outlined in organizational guideline CCA HRP 5.30 Supplemental Pay. All other contract adjusts may be requested via e-mail to the FLAC processor or Human Resources.

# CCA HRP 5.27: Provisional to Non-Provisional Faculty Transition

**Issued:** March 29, 2013  
**Reviewed:** September 27, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-20; CCA President’s Cabinet

## PURPOSE

State Board for Community Colleges and Occupational Education Board Policy [BP 3-20](#) requires that community college faculty serve a provisional period of three, consecutive, regular full-year contracts before becoming eligible for transition to non-provisional status.

## SCOPE

In accordance with BP 3-20, the Community College of Aurora (CCA) uses the following procedure for the review and approval of faculty transition from provisional to non-provisional status.

## DEFINITIONS

- **SBCCOE:** The State Board of Community Colleges and Occupational Education, which is the governing authority which determines policies for the Colorado Community College System to follow.
- **Personnel File:** The working official record of documented employment for an individual as described below.

## DESCRIPTION

### Provisional Term

Faculty members must serve a three-year provisional period starting from the date of employment until three, consecutive, regular full-year contracts are completed. The CCA president may extend the provisional period for one additional year, but may not establish a provisional period that exceeds four years.

Extension of the provisional period will be made at the discretion of the CCA president, with input from the

faculty member’s direct supervisor, dean and the vice president of instruction. Reasons for extending the provisional period may include, but are not limited to:

- Determination of the need for additional time to develop instructional or other skills.
- Leaves of absence granted during the provisional period lasting six months or more.

### Non-Renewal of Contracts

A provisional employee’s contract may be non-renewed without cause at the end of any contract term. Decisions to non-renew a provisional faculty member’s contract will be made by the CCA president and are final. Non-renewal provisions and the notification process at CCA will follow the requirements of BP 3-20.

## REVIEW PROCESS

Faculty eligible for consideration for non-provisional status will be reviewed as follows:

- The direct supervisor of the eligible faculty member will provide a recommendation on transition to non-provisional status, fourth year extension or non-renewal to the dean in the spring semester of the faculty member’s third full contract year.
- The dean will review the supervisor’s recommendation, including the factors for consideration, and, if he or she concurs, forward the recommendation to the vice president of instruction.
- The vice president of instruction will then provide a formal recommendation to the CCA president, including supporting rationale.
- The CCA president will make the final decision to

grant non-provisional status, extend provisional status to a fourth year or non-renew the provisional faculty member’s contract. The decision will be shared with the faculty member at least 60 days prior to the end of the current contract term.

## PERSONNEL FILE DOCUMENTATION

The recommendations and supporting rationale related to the faculty member’s non-provisional status transition review and determination will be submitted to Human Resources for retention in the employee’s official personnel file.



# CCA HRP 5.28: Administrator and Professional Technical Employee Employment Terms

**Issued:** March 29, 2013  
**Reviewed:** September 27, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

Administrator and professional technical employees at the Community College of Aurora (CCA) are employed on an at-will basis.

## SCOPE

All CCA Administrator and Professional Technical Employees.

## DEFINITION

- **Administrative and Professional Technical Employees:** Employees who work in a capacity with the college that serves a non-instructional role and is not classified in the state personnel system.

## DESCRIPTION

Each fiscal year, administrator and professional technical employees will be sent an annual salary notification letter. The letter specifies the terms and conditions of each individual’s employment with CCA, including job title, annual salary, and terms of appointment. These appointments may be terminated with or without cause by either party at any time.

# CCA HRP 5.29: Temporary Appointment Project Specialist (TAPS)

**Issued:** March 29, 2013  
**Reviewed:** September 22, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

At times the Community College of Aurora (CCA) will hire an individual on a temporary basis to complete a job or project for a set, lump sum amount. The Temporary Appointment Project Specialist (TAPS) form is used to obtain approval for and process these types of appointments.

## SCOPE

All CCA employees.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

The Temporary Appointment Project Specialist (TAPS) form is available on the Forms tab of MyCCA in the Payroll Forms section. The hiring supervisor must complete and obtain sign-off on the TAPS form and submit the completed form with a job description to the Human Resources Department for processing prior to initiating work on the project.

Payments to the project specialist will be disbursed in one or several transactions during the project period based on the length of the project. Because the individual is hired and paid to complete a project or job, they are paid a project amount rather than by the hour. Time sheets are not required for payment.

# CCA HRP 5.30: Supplemental Pay

**Issued:** March 29, 2013  
**Reviewed:** January, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

Community College of Aurora (CCA) employees who are approved for supplementary service assignments will receive supplemental pay.

## SCOPE

Individuals assigned tasks and projects beyond normal duties for a pre-determined project or timeframe.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

Supplementary service assignments will receive supplemental pay on an hourly or flat rate basis.

Faculty and instructors whose supervisor(s) have approved supplementary assignments may find the Instructional Hourly Pay sheet useful as this sheet provides recommendations relative to assignments. This sheet is located in MyCCA in the “Faculty or Instructor” dashboard within the Instructional Links section in the Faculty/Instructor link. If the assignment is one for which a pre-established pay rate has not been set, the hiring supervisor may consult with the appropriate Vice President and Human Resources Office to determine an appropriate pay rate based on the nature of the work.

The employee must obtain advance authorization for the supplemental assignment from the cost center administrator. Once the assignment is completed, the employee must submit the completed form to the cost center administrator for sign-off and processing.

# CCA HRP 5.31: Hiring and Managing Student Hourly and Work-study Employees

**Issued:** March 29, 2013  
**Reviewed:** January, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** Internal Revenue Code section 3121(b)(10); CCCS SP 3-10a; CCA President’s Cabinet

## PURPOSE

Community College of Aurora (CCA) student employees will be treated with the professionalism and courtesy afforded to any other CCA employee.

## SCOPE

This guideline applies to student hourly workers as well as work-study students.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

For some students, their position at CCA may be their first professional work experience and, thus, an important professional learning opportunity. Other students with extensive work experience will come to their position at CCA with high expectations, which CCA is well positioned to meet.

## STUDENT ELIGIBILITY

Only eligible students may be hired for student hourly and work-study appointments. Students eligible for student hourly appointments are those who are currently enrolled at CCA and are actively attending a minimum of six (6) credit hours of courses per semester. Students eligible for work-study appointments are those who have applied and qualified for work-study as part of their financial aid package.

For additional information on work-study eligibility, contact the Financial Aid Office.

## SCREENING AND HIRING PROCESS

The work-study program is supported by state and federal funding, and allows CCA to employ qualified students at a reduced cost to the institution. Specific requirements must be met and processes followed to qualify and employ work-study students.

Student employees – for both student hourly and work-study positions – should be interviewed and have references checked by the designated position supervisor. Supervisors and any other screeners for the position must have completed Implicit Bias Training through the division of Diversity, Equity, and Inclusion prior to launching their applicant search process. After a position has been accepted, a Student Hourly Appointment form must be completed, signed and submitted to the Human Resources Office. If the student is a work-study, they must work with the Financial Aid Office to complete documents as designated in compliance with current Federal or State Work-Study processes. After this, a *Student Hourly & Work-study Employment Packet* must be completed with Human Resources.

- *Student Hourly Appointment Forms* can be found in MyCCA in the “Forms” dashboard, within the Payroll Forms section.
- *Student Hourly & Work-study Employment Packets* can be found in MyCCA in the “Forms” dashboard, within the Payroll Forms section, Employment Packets subsection.

Per Colorado Community College System President's Procedure [SP 3-10a](#), all prospective employees must have a successful background check completed prior to their start date. This requires that the background check form in the employment packet be submitted to Human Resources prior to the student employee's start date to allow time for processing. This requires that the background check form in the employment packet be submitted to Human Resources prior to the student employee's start date to allow time for processing; this process can take up to 5 days to clear. Employees who fail to pass the background check will have their employment offer rescinded.

## STUDENT HOURLY SCHEDULING PARAMETERS

The [Internal Revenue Code](#) allows institutions of higher education to distinguish student employees – defined as individuals enrolled in an institution of higher education at least half-time and regularly attending classes – for tax reporting and allow them to be exempt from certain payroll withholding taxes. In order to maintain student employment status, student employees – both those in student hourly and work-study positions – must not be scheduled to work more than 20 hours per week while classes are in session. During holiday and semester breaks, student employee hours may be expanded to up to 28 hours per week for a period of up to six weeks. Any exceptions to these scheduling parameters must be approved in advance by the director of human resources.

## WORK-STUDY SCHEDULING PARAMETERS

Students awarded work-study as part of their financial aid package are allocated a specific dollar amount that equates with an associated number of maximum work hours for the award period. Work-study employees require careful schedule monitoring to ensure that student work hours and associated compensation do not exceed the work-study allocation for the award period. If a work-study student works and earns compensation in excess of their award without

proper authorization, future financial aid awards may be jeopardized and the college is liable for the full cost of additional hours worked and compensation earned. Also, the 20 hour per week student employee maximum scheduling requirement noted above must be followed.

## TIME SHEETS

Supervisors of student employees must verify that the hours reported on each time sheet reflect the actual number of hours worked by the student. Any discrepancies must be discussed with the student employee and fixed prior to submission of the time sheet. See organizational guideline CCA HRP 5.16 Time Reporting for additional information on timesheet review, changes and approval. Contact Financial Aid or Human Resources for additional questions regarding work-study employees.

Time sheets must be submitted promptly according to the deadlines provided by Payroll per guideline *HRP 5.16*.

## SUPERVISION, FEEDBACK AND EVALUATION

Like any other employee, student employees will thrive and perform best when communication between the supervisor and employee regarding job expectations and performance is open and on-going. Supervisors should ensure that student employees clearly understand the goals and expectations for their position, have the tools needed to perform effectively, and receive regular feedback on progress as well as areas for improvement. Student employees may also be given more formal performance reviews using the student employee performance evaluation tool attached to this guideline.

As with other hourly workers, if significant performance concerns arise - such as chronic lateness, absenteeism, incomplete work or work which is below the standard of sufficient work as determined by the job description by the supervisor, the supervisor should address these concerns with the student employee in a

timely fashion. The supervisor should provide the feedback with specific examples and discuss a plan for remedying the situation as quickly as possible. If challenges continue and disciplinary action is required, the supervisor must contact the Human Resources Department before any formal action is taken.

The student employee success planning and feedback form is provided to supervisors from Financial Aid in the Student Worker Supervisor Handbook located in MyCCA under the *Forms* dashboard, *Human Resources Forms* section within *Performance Planning*.

# CCA HRP 5.32: Work-Related Injuries or Illness

Issued: March 29, 2013

Reissued: February 9, 2023

Reviewed: January 26, 2023

Legal or Other Authority: CCA President’s Cabinet

## PURPOSE

The Community College of Aurora (CCA) strives to provide safe working conditions for all employees. However, injuries on the job do occur and CCA provides for prompt medical treatment of these injuries through several networks of authorized medical facilities. If a work-related injury or illness occurs, the employee must notify the Human Resources Department as soon as possible in order to activate worker’s compensation review and documentation procedures.

## SCOPE

All CCA employees.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

### Authorized Treatment Facilities

If a CCA employee is injured while at work, the employee must seek treatment at one of the facilities authorized by CCA that are listed on the Forms tab of MyCCA in the Human Resources Forms section under Worker’s Compensation. Clinic lists and related information may also be obtained from the Human Resources Department.

The facilities listed are the only ones authorized by CCA to treat employees for work-related injuries or illness. If an employee seeks medical treatment from a facility other than one of those listed, the cost of medical treatment will be the responsibility of the employee.

### Life- or Limb-Threatening Emergencies

The only exception to the requirement to use an authorized medical treatment facility is in the event of a life- or limb-threatening emergency. If such an emergency occurs, the employee should seek immediate medical care from the nearest emergency medical facility or hospital emergency room by calling 911. Once the employee’s condition is stabilized, subsequent treatment must be transitioned to an authorized treatment facility as noted above.

### Human Resources Notification Requirement

If a work-related injury or illness occurs, the employee must notify the Human Resources Department as soon as possible using the *Worker’s Compensation Employee Statement* form available on the Forms tab of MyCCA in the Human Resources Forms section under Worker’s Compensation or from Human Resources. Once the Human Resources Department receives the form and evaluates the claim, a determination will be made regarding worker’s compensation coverage and a treatment plan for the employee as appropriate.

# CCA HRP 5.33: Flexible Work Arrangements

Issued: June, 2021

Reissued: February 9, 2023

Reviewed: November, 2022

Legal or Other Authority: CCA President’s Cabinet

## PURPOSE

The Community College of Aurora (CCA) permits Flexible Work Arrangements (FWA) including remote work and alternative work schedules, using an equitable mindset to ensure the needs of the college as well as employee are being met when reason.

## SCOPE

Flexible Work Arrangement guidelines apply to all employees of the college seeking alternative options for meeting job duty demands.

## DEFINITIONS

- **Core Hours:** Core hours are the hours where CCA will remain open and staffed. The core hours for the majority of the CCA campus facilities and offices are Monday through Friday, 8:00 AM – 5:00 PM as required by law for State of Colorado agencies. Many offices and instructional divisions within CCA have service hours outside of 8:00 AM to 5:00 PM, or on the weekends in which they serve students and the public. In those cases, alternate hours and days of operation will be communicated by the appropriate supervisor to all affected employees. Employees will be informed of any adjustments to core hours due to, but not limited to, such things as college needs, holidays or adverse conditions that warrant unexpected office closures or schedule changes.
- **Work Week:** The standard work week for CCA is defined as Saturday at 12:00 a.m. through the next Friday at 11:59 p.m. All work schedules will fall within the standard work week. This definition is most important to those employees who are non-exempt under the FLSA (Fair Labor Standards Act), as this is the official measurement period we track

for calculating actual hours worked in a one-week measurement period for purposes of calculating any overtime pay earned.

- **Standard Work Schedule:** A standard work schedule for full time employees includes a 40-hour work week Monday through Friday, 8 hours per day. Standard work schedules may include flexible start/end times provided the department has appropriate coverage during core hours. Standard work schedules for both full and part time employees will be established by the manager/supervisor depending upon college need, but will generally fall within the CCA core hours.

## DESCRIPTION

Employees may be regularly or occasionally required to work evenings and weekends as a condition of employment for the position for which they are hired. Overtime exempt employees are expected to work the number of hours necessary to accomplish their job, which may require, on occasion, working more than 40 hours in a work week. Overtime eligible employees who are, on occasion, required to work more than 40 hours in a work week will be compensated appropriately in the form of compensatory time or overtime payment per the terms of the Fair Labor Standards Act (FLSA).

**Alternative Work Schedule:** A work schedule that differs from the standard work schedule as defined in a given department of the college, either in the number of hours worked per day, the times worked in a given work day or the number of days worked in a work week. Alternative work schedules and agreements must be approved in writing by the employee’s supervisor,



department Vice President and Human Resources and be stored electronically in Human Resources.

**Remote work:** Remote work is a term used to describe an alternate work location (such as working from home). Remote work redefines the traditional understanding of a workplace or office. Rather than employees traveling to the traditional workplace, the employee is allowed to work from home, or in some cases an approved alternate location other than home. Also known as teleworking, remote work can be done on a full-time or part-time basis. Remote work schedules and agreements must be approved in writing by the employee's supervisor, department Vice President and Human Resources and will be stored electronically in Human Resources.

## OVERVIEW

The Community College of Aurora will consider Flexible Work Arrangements for employees that differ from the standard, on-site work location and work schedule in order to aid employees in meeting a work/life balance on a case-by-case basis, when approved by the Supervisor, Division Vice President and Human Resources. Flexible work arrangements may consist of either location flexibility, schedule flexibility or a combination of the two.

It is the intent that these arrangements will provide employees with increased flexibility with their work schedule while allowing CCA to maintain a progressive and productive work environment, which ideally will aid the college in improving employee recruitment and retention through increased employee satisfaction. Additionally, the arrangement should also provide a clear benefit to the college, in which productivity and work quality can be maintained in service to our students, and the arrangement can be reasonably and affordably accommodated by the college.

It is our intent that while doing an assessment of whether or not these options may be appropriate for any employee, we maintain an unwavering commitment to the mission and vision of the college.

In determining who and which positions may be able to work on flexible work arrangements, we must keep the ability to provide exceptional support and service to our students as primary considerations within our decision making and evaluation factors.

(Note: Employees of the Colorado Community College System and the Community College of Aurora must be residents of the State of Colorado. Remote work may not be used in situations where an employee has relocated, full-time or part-time to a residence outside of Colorado. For questions regarding this requirement, you may contact the Human Resource Office.)

## GENERAL RULE

CCA employees may be considered for flexible work arrangements on a case-by-case basis. Alternative work schedules and/or remote work options (i.e. working from home) are not appropriate for all employees or positions and are not a universal employee benefit. The nature of the employee's work and responsibilities must be conducive to an alternative work schedule and/or remote work schedule without causing disruption to performance and/or service delivery. In evaluating appropriateness of one or both of these options, consideration will be given to ensuring the work unit has appropriate coverage during the college's or departments/division's core hours. For example, in a work unit where there is only one employee with customer service responsibilities, an alternative or remote work schedule will not be approved. The following conditions must be met for a flexible work arrangement schedule to be sustained:

- the employee must have a satisfactory attendance record;
- the employee meets all performance expectations in their current role and has a full and comprehensive understanding of the position functions and tasks;
- the employee consistently demonstrates the ability to complete tasks and assignments on a timely basis with minimal supervisory oversight;
- the tasked work assignments can reasonably be done in the proposed flexible arrangement style.

It is highly recommended that both the employee as well as the supervisor participate in professional development regarding best practices and resources for successful remote work or remote team dynamics as needed. These trainings can be found through the Colorado Division of Human Resources website for free.

Exceptions to these conditions will be made based on college need. No alternative or remote work schedules will be approved that build in, create or necessitate the working of overtime hours by any overtime eligible employee, unless deemed necessary. Additionally, no alternative or remote work schedules will be approved that create a hardship for colleagues or supervisors in a manner which would significantly change their workload or impact their work schedule as a result of the arrangement.

Operational demands may occasionally require an employee on an alternative work schedule to work on a day normally scheduled off or come into the office on a day when they are scheduled to work from an alternative location. In such cases the supervisor will give the employee as much advance notice as is possible. In order to manage budgets, supervisors of overtime eligible employees required to work on a scheduled day off may grant the overtime eligible employee an alternative day off within the same work week. If an alternative day off within the same work week is not available, the employee will be appropriately compensated for any overtime in the work week.

Flexible work arrangement schedules must be documented in writing and approved by the employee's supervisor, department Vice President and Human Resources. Approved documentation will be kept on file in Human Resources. When an alternative or remote work schedule has been approved, it may be reevaluated at any time to ensure its continued success. At a minimum, the work arrangement will be formally reviewed for ongoing approval at least once annually. The arrangement may be canceled or altered at any time for any reason by the supervisor. An employee wishing to permanently adjust an alternative or remote

work schedule must obtain written approval from their supervisor, department Vice President and Human Resources prior to doing so. Those wishing to return to a standard schedule and/or work location must provide as much notice as possible for consideration as college operations and physical workspace may have been altered as a result of the schedule, space available and new business needs.

## TYPES OF ALTERNATIVE WORK SCHEDULES & REMOTE WORK GUIDELINES

**Four 10's:** A four 10 schedule is one where an employee works 10 hours per day, four days per week, reducing the employee's work week to four days a week.

**Nine by four:** A nine by four schedule is one where an employee works nine (9) hours per day, four (4) days per week and 4 hours per day, one (1) day per week.

**9/8/80:** A work schedule which consists of eight, nine (9) hour days, and one eight (8) hour day in a two-week period with one scheduled day off every other week.

**Remote Work:** Remote work denotes working from home or another location and may be approved for up to 40 hours each work week. Approval for remote work arrangements will only be granted in cases where the arrangement provides a clear benefit to CCA, in which productivity can be maintained, measured and evaluated, and the arrangement can be reasonably and affordably accommodated, and when the arrangement may be deemed necessary.

Supervisors are responsible for identifying if the requested FWA is appropriate within the department. To determine whether an employee's request for an alternative or remote work schedule is appropriate, the supervisor must assess the impact and the outcome in terms of productivity, quality and absenteeism, and if one or a combination of the above arrangements is in the best interests of CCA, the affected department(s) and the employee. For positions whose duties include providing support to multiple departments, the

impact across all departments will be considered. As a matter of good practice, any alternate or remote work schedule for full-time employees should include a minimum of a 30-minute meal break/rest period during each scheduled work day.

Positions or job duties that could work well for reduced workweek schedules (i.e. 4 10's, 9 by 4, or 9/8/80) include the following:

- Jobs with a high level of independence that do not frequently participate in meetings or meetings are regularly scheduled and can be planned around;
- Jobs with redundancy – meaning there is more than 1 person who performs the same function and schedules would be staggered such that there are no gaps in service;
- Jobs with structured work output or timelines where a regularly day off during the week will not negatively impact students, prospective students or co-worker's ability to complete their tasks;
- Jobs where providing additional hours of customer support outside of regular business hours, several days a week will be beneficial to students, customers or the college.

HOLIDAYS

Employees receive eight (8) hours of Holiday leave for each observed Holiday. In order to fulfill their 40-hour work week, employees on an approved alternate work schedule who would otherwise work greater than eight (8) hours on a day in which a CCA observed holiday falls will be responsible to work and/or use available paid leave for scheduled hours over 8 on the holiday. For example, an employee works a nine by four schedule and a holiday falls on a day in which the employee would otherwise work 9 hours. The employee must either work an additional hour during the same work week or use an hour of paid leave, as approved by the supervisor.

Employees on approved alternate work schedules, who have a regularly scheduled day off on a CCA observed holiday, may observe that holiday on an alternate day, as approved by the supervisor. The alternate holiday

will preferably be taken within the same month as the observed holiday. For example, an employee works a four 10 schedule, Tuesday through Friday with Mondays off. A CCA observed holiday occurs on a Monday. The employee may either shorten their work days Tuesday through Friday of the holiday week to eight (8) hours per day or may take an alternate 8 hours of leave at a later date within the same month as the observed holiday, as approved by the supervisor.

LEAVE TIME

When submitting for annual or sick leave, employees on an approved alternative work schedule shall be required to submit for the hours scheduled. For example, an employee works four 10s and reports a sick leave day. The sick leave must be submitted for ten (10) hours to cover the absent scheduled day of ten (10) hours.

ACCOMMODATIONS

Under the American's with Disabilities Act Amendment Act (ADAAA), any employee who believes that they have an impairment that substantially limits one or more major life activities and which may be impacting their ability to complete the duties and requirements of the position they hold may request consideration of work accommodations under the rules of this act. In the event an employee requests an alternate or remote work/telework modification to their work schedule and in doing so cites that they have a disability which they believe warrants such request be granted, those requests will then be forwarded immediately to Human Resources to be processed under the rules and procedures for requesting that accommodation under the ADAAA, in consultation with the employee's supervisor.

EXCEPTIONS

Any requests for exceptions to this policy should be made in writing to Human Resources for review. Only Human Resources, in consultation with the supervisor and department Vice President, or College President may grant such an exception in consideration of CCA operations.

CCA HRP 5.34: Professionalism, Collegiality and Respect

Issued: April 11, 2013      Reissued: February 9, 2023  
Reviewed: October, 2022      Legal or Other Authority: CCA President's Cabinet

PURPOSE

The Community College of Aurora (CCA) proudly fosters its image in the community as a high-quality, professional educational institution. CCA's reputation and image stem from the results the college achieves, as well as the impression employees and students make in interactions with one another and others in the community. Employees are important role models to our students and serve as ambassadors of the college to the public.

SCOPE

With recognition of the impact CCA employees have on each other as well as students, the institution expects employees to make choices that support the college's efforts to create a positive and professional public image.

DEFINITIONS

- **Professional:** The personal behaviors and presentation of oneself which align with CCA's established values to the effect of meeting job expectations and fulfilling the college mission.
- **Collegiality:** Companionship and cooperation between colleagues who share a common responsibility.
- **Respect:** The acknowledgement and behaviors which affirm that every individual has inherent value and a basic right to be heard and appreciated.
- **Growth Mindset:** The thought process of evaluating how processes, actions, or systems can continue to improve moving forward rather than focusing on the past behavior or result.

DESCRIPTION

The Community College of Aurora has six core values which every member of the community are expected to follow to ensure collegiality and a culture of success. These values include Respect, Collaboration, Quality, Access, Diversity, Inclusion. Employees are also expected to engage with their work successfully by following basic workplace expectations including:

- Being present and engaging in work activities during scheduled hours
- Communicating expectations clearly with colleagues regarding tasks and initiatives
- Addressing interpersonal conflict with an inclusive and respectful lens
- Receiving and providing feedback in a respectful way which avoids speaking over others and prioritizes understanding and growth mindset
- Showing up for work appropriately dressed and groomed for the tasks by working with one's supervisor
  - Please note that CCA holds strong values for diversity and inclusion. No employee shall be penalized for engaging in practices which align with their own identities to include hairstyle, clothing, and language so long as it remains respectful at all times.
- Compliance with national, state, system-wide, college-wide, and departmental laws, policies, and guidelines as they relate to the workplace and operations thereof.
- It is acknowledged and encouraged for individuals to have differing thoughts and opinions. It is expected that as such differences are made known, that individuals of the CCA Community

address differences using respect, collegiality, and collaboration when making any decisions.

- If colleagues are in conflict and need support resolving the conflict, the individuals involved are to seek support from a next-level supervisor or Human Resources to work towards resolving the conflict.

**GUIDELINES FOR WORKPLACE PROFESSIONALISM IN PRESENTATION**

Given the range of roles at CCA and variance in the frequency of contact with students, business contacts and the general public, supervisors have the discretion to establish specific appearance guidelines appropriate for the work performed within individual departments. The shared standard at CCA is that all employees must choose clothing that communicates professionalism consistent with their job responsibilities.

Following are guidelines for all employees to consider in ensuring a professional appearance:

- Clothing should be neat and clean, not excessively worn or faded and should be free of holes and rips, even those considered fashionable.
- Clothing should not have statements or logos that could be offensive or demeaning to a student, colleague or campus visitor.
- In general, attire should not include shorts, flip-flops, or excessively revealing, loose, or tight attire unless there are specific functional needs.
- CCA logo t-shirts, polo and sweat shirts may be worn on Fridays if approved by the appropriate supervisor or as a part of a uniform rotation as directed by department supervisors.
- Due to the service nature of the college’s work, all CCA employees must maintain personal cleanliness by grooming daily, bathing regularly and practicing good oral hygiene. Employees must also remain aware of other’s odor sensitivity in their use of colognes, perfumes, body sprays and other personal scents. Those scents should be used in moderation.

Employees who have questions about appropriate standards for their position should confer with their immediate supervisor or the Human Resources Department.

**CCA HRP 5.35:  
Smoking and Using Tobacco Products  
on Campus**

<b>Issued:</b> March 29, 2013	<b>Reissued:</b> February 9, 2023
<b>Reviewed:</b> October 20, 2022	<b>Legal or Other Authority:</b> Colorado Clean Indoor Air Act of 2006; CCA President’s Cabinet

**PURPOSE**

The Community College of Aurora (CCA) is a Tobacco-free environment dedicated to providing a healthy, comfortable and productive environment for students, employees, and visitors.

**SCOPE**

CCA’s Smoke and Tobacco-Free environment applies to all students, employees, and visitors on campus.

**DEFINITION**

- **Smoking Material:** Any lighted cigar, cigarette, pipe, electronic cigarette, hookah, or other product that can be smoked in any manner or form or that emits secondhand smoke, including ash, cigarette butts or filters, or cigar stubs.
- **Smoking**
  - Setting alight or vaporizing any tobacco product or other substance for the purpose of inhalation or introduction into the mouth (including, but not limited to, cloves, herbs, synthetic substances, and marijuana products);
  - Carrying in one’s hand or mouth, or placing into an ashtray or other receptacle a lighted cigarette, cigar, pipe, or any other lighted or electronic smoking equipment, and allowing smoke or vapor to diffuse into the air;
  - Inhaling or exhaling smoke or vapor from a lighted cigarette, cigar, pipe, electronic smoking or vaping equipment.
- **Tobacco Product(S)**
  - Any product containing, made, or derived from tobacco or nicotine that is intended for human

consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;

- Any electronic smoking device;
- Notwithstanding any provision of subsections (1) and (2) above to the contrary, “tobacco product” includes any component, part, or accessory of a tobacco product, whether or not sold separately.

**DESCRIPTION**

The Colorado Clean Indoor Air Act of 2006 prohibits smoking in public places and buildings, including educational institutions. Additionally, CCA is a Tobacco-free environment. Consistent with this, CCA prohibits smoking and the use of tobacco products in college facilities and on the grounds. Smoking will be permitted in college parking lots, but it must be a minimum of 25ft from all entrances/doorways and common walkways. All college employees, students, and visitors must extinguish any smoking material prior to entering the perimeter of the buildings of the college campus.

**ENFORCEMENT PROCEDURES**

Initial violators will receive a warning about the prohibition of tobacco use on CCA property. Subsequent violations by the same employee will result in a notification of the employee’s supervisor and the Human Resources Department. The referral will be made using a Public Safety Incident Report outlining the violation, date, time and location of the warning.



All smoke/tobacco-related violations will be treated in the same manner as any other human resource policy or regulation violation.

For visitors, subsequent violations by the same offender will result in the violator being escorted from CCA property and a no-trespass order issued for a period of 30 days. This ban will be documented using a Public Safety Incident Report outlining the circumstance of the violation, the date, time and location of the incident. Visitors subjected to the no-trespass order may apply for reinstatement of their privilege to visit the campus through the Campus Security Office.

MARIJUANA

Although possession and use of marijuana consistent with the requirements of the Colorado State 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 is prohibited on college-owned or college-controlled property, at any function authorized or supervised by the college and in state-owned or leased vehicles.

See organizational guideline *ADS 3.85 Tobacco and Smoke Free Campus* for the comparable student and campus policy.

CCA HRP 5.36:  
Drug-Free Workplace, Alcohol and  
Substance Abuse Prevention

Issued: March 29, 2013  
Reviewed: October 20, 2022  
Reissued: February 9, 2023  
Legal or Other Authority: Drug-Free Workplace Act of 1988; SBCCOE BP 3-24; CCCS SP 3-24; CCA President’s Cabinet

PURPOSE

State Board for Community Colleges and Occupational Education (SBCCOE) Policy [BP 3-24](#) and Colorado Community College System (CCCS) President’s Procedure [SP 3-24](#) require each system college to be a drug-free workplace. The Community College of Aurora (CCA) adheres to and supports federal, state, and local laws and SBCCOE/CCCS policies and procedures with regards to maintaining a drug-free workplace.

SCOPE

This guideline applies to all CCA employees

DEFINITION

- **Controlled Substance:** Any substance whose manufacture, possession, and use is regulated by the government.

DESCRIPTION

Employees impaired by alcohol, controlled substances, or other drugs including prescription and non-prescription medications during work hours may pose safety and health risks. In compliance with the Drug-Free Workplace acts of 1988 and 1998 as well as the policy of the SBCCOE (BP3-24) which prohibit unlawful manufacture, distribution, dispensation, possession and/or use of a controlled substance where CCA employees work, including while operating any state or college owned vehicles or while conducting business for or representing CCA. It is the intent of CCA to comply with the Drug-Free Schools and communities Act Amendments as outlined in BP19-30 and SP19-30, Drug Free Schools.

DRUG-FREE WORKPLACE POLICY  
STATEMENT

It is the policy of the SBCCOE (BP 3-24) that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee who violates this policy will be subject to appropriate disciplinary action, which includes termination. All employees are encouraged to report dangerous behavior or evidence of impairment in the workplace to their supervisor or the Human Resources Department. As a condition of employment, each CCA employee must sign and return a Drug-Free Workplace Policy Statement Employee Acknowledgement Form to the Human Resources Office no later than five days after receiving an Employee Notification Packet from Human Resources confirming their agreement to:

- Abide by the terms of the Drug-Free Workplace Policy Statement; and
- Notify their supervisor of any drug statute conviction for violation occurring in the workplace no later than five days after such conviction.

PENALTIES EMPLOYEES MAY SUFFER  
FOR VIOLATIONS

Any employee who is convicted of a violation of any criminal drug statute, which occurred in the workplace, will be subject to:

- Appropriate personnel actions up to and including termination; or



- Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement or other appropriate agencies.

### MARIJUANA

Although possession and use of marijuana consistent with the requirements of the Colorado State 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 is prohibited on college-owned or college-controlled property, at any function authorized or supervised by the college and in state-owned or leased vehicles.

### DRUG-FREE AWARENESS PROGRAM

As part of its Drug-Free Awareness Program, which includes the Drug-Free Workplace Policy Statement, CCA will provide the following information to all employees:

- Drug counseling, rehabilitation, and employee assistance programs with addresses, phone numbers and a brief synopsis of each program available from the Human Resources Office including:
  - Substance Abuse Treatment Locator
  - AlcoholScreening.org
  - Al-Anon/Alateen
  - Alcoholics Anonymous (AA)
  - American Council on Alcoholism
  - Cocaine Anonymous
  - Nar-Anon
  - Focus on Recovery Helpline
  - National Council on Alcoholism and Drug Dependence Hopeline

The Colorado State Employees Assistance Program (C-SEAP) available for all state employees and their immediate family members (15 years of age and older). C-SEAP offers confidential counseling, supervisory consults, conflict resolution, crisis intervention,

training/workshops, drug-free workplace coordination, problem solving, violence prevention and other services. Additional information and appointments with qualified professionals may be obtained by contacting C-SEAP at 303-866-4314 or 800-821-8154.

## CCA HRP 5.37: Alcoholic Beverages

**Issued:** April 17, 2013  
**Reviewed:** October 18, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 19-30; CCCS SP 19-30; CCA President’s Cabinet

### PURPOSE

The Alcoholic Beverages guideline ensures compliance with Colorado Community College System policy and ensures the college remains a safe place for all individuals on campus and at college-sponsored events.

### SCOPE

This guideline applies to any college-sponsored event.

### DEFINITION

Not applicable.

### DESCRIPTION

Consistent with state and federal law, State Board for Community Colleges and Occupational Education Policy BP 19-30 and Colorado Community College System President’s Procedure SP 19-30a, the Community College of Aurora (CCA) prohibits the unauthorized or unlawful use, distribution or possession of alcohol on college property or as part of college activities. Alcoholic beverages are permitted only in limited circumstances as detailed below and in accordance with applicable state and local laws.

Alcoholic beverages are permitted at approved, college-sponsored events subject to the following provisions:

- Written approval of the college president must be obtained in advance of the event.
- Service or sale of alcohol must be handled in strict accordance with applicable state and local laws.

- Attendees must be of legal drinking age and appropriate age verification must be provided upon request.
- No state funds may be used to purchase alcoholic beverages.

### PROHIBITIONS AT STUDENT FUNCTIONS

Alcoholic beverages may not be consumed, served, sold or stored at any CCA student group activity or function, whether held on- or off-campus.

### PERSONAL RESPONSIBILITY

The purchase of alcoholic beverages by individuals attending college-approved activities held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion must be exercised in the selection of the location of such activities based on the nature of the group involved.

To view the CCA Guideline relating to consumption of drugs including Alcoholic beverages in the workplace, please see guideline *HRP 5.36*.

# CCA HRP 5.38: Current Employee Background Checks and Reporting Requirements

**Issued:** April 5, 2013

**Reviewed:** September 27, 2022

**Reissued:** February 9, 2023

**Legal or Other Authority:** CCCS SP 3-10a; CCA President’s Cabinet

### PURPOSE

The Colorado Community College System (CCCS), as described in President’s Procedure SP 3-10a, reserves the right to conduct a criminal, credit and/or driving background check on a current employee and prospective employees and volunteers.

### SCOPE

All CCA employees and prospective employees and volunteers.

### DEFINITIONS

- **Criminal History:** a federal, state, or local criminal history of conviction or a pending charge or indictment of a crime whether misdemeanor or felony
- **Driving History:** A motor vehicle report of all public records related to an individual’s driving including accidents, license suspensions, tickets, etc.
- **Credit History:** The ongoing documentation of an individual’s repayment of debts

### DESCRIPTION

In order to evaluate qualifications and suitability for employment or volunteering, the Colorado Community College System requires employment finalists and prospective volunteers to provide information on qualifications, previous employment, criminal history, and, when applicable, credit, driving history, and fingerprint-based criminal history record check. After an employment finalist has been identified, an offer of employment can be made; but this must be contingent upon a successful background check. Background checks shall not be performed until the applicant has

been identified as a finalist or a conditional offer of employment has been made to the applicant. The Office of Human Resources requests a background check from the Colorado Community College System contracted consumer reporting agency as follows:

1. Criminal history in the states where the individual resides or resided in the past seven years for all employment.
2. Social Security Number verification.
3. Educational history verification.
4. Credit history for positions where credit information is substantially related to the job.

Driving history for employment that includes driving a State of Colorado vehicle or transporting students. For fingerprint-based criminal history record checks, the Office of Human Resources shall formalize an arrangement for employees, finalists for employment, and volunteers to have fingerprint-based criminal history checks taken and submitted to the Colorado Bureau of investigation

Consistent with this provision, any Community College of Aurora (CCA) employee or volunteer who is charged with a felony or other offense that adversely affects their ability to perform their job or volunteer engagement must report the charge to their immediate supervisor within five (5) days of such action.

Employees who operate a state vehicle as part of their employment with CCA, must notify their immediate supervisor if their driver’s license is suspended, revoked or canceled. Notification must occur no later than five

(5) days after the date of such action. Employees who fail to comply with these reporting requirements may be subject to disciplinary action up to and including termination.

Supervisors receiving any such reports must inform Human Resources and forward associated documentation to the Human Resources Office for immediate review. Human Resources will review the report against the employee’s job description, assess the potential impact on the college and CCCS and advise the supervisor and employee on follow up actions needed.

# CCA HRP 5.39: Employment of Minors

**Issued:** April 11, 2013

**Reviewed:** October 28, 2022

**Reissued:** February 9, 2023

**Legal or Other Authority:** Fair Labor Standards Act (FLSA); Colorado Youth Employment Opportunity Act; CCCS SP 3-70a; CCA President’s Cabinet

## PURPOSE

The Employment of Minors guideline is intended to ensure CCA is in compliance with the Fair Labor Standards Act and the Colorado Youth Employment Opportunity Act which ensure employees within protected age groups are equitable and to take into consideration any limitations related to work for this group.

## SCOPE

This guideline applies to all minors.

## DEFINITION

- **Minor:** an individual below legal age of majority- 18 years old in Colorado.

## DESCRIPTION

At times the Community College of Aurora (CCA) may have temporary or part-time employment opportunities that are appropriate for minors under the age of 18 such as janitorial or custodial tasks, light office work, gardening or snow removal assistance. Per state and federal law, minors must be at least 14 years of age to be eligible for employment at CCA.

The Human Resources Office must approve all positions for which minors will be considered for employment and the normal hiring process must be followed, including completing all necessary paperwork such as the personnel authorization form to obtain appropriate approval to fill a position. The structure and supervision of these positions must comply with state and federal laws including the [Colorado Youth Employment](#)

[Opportunity Act](#) and the [Fair Labor Standards Act](#) (FLSA).

## MINOR LABOR PROVISIONS

FLSA minor labor provisions are designed to prioritize education and prohibit the employment of youth in jobs or conditions that might be dangerous or detrimental to their health and safety. Limitations on youth employment as defined by the U.S. Department of Labor are as follows:

- No employer is allowed to work a minor more than 40 hours in a week or more than eight hours in any 24-hour period.
- Individuals 18 years of age or older may perform any job, hazardous or not, for unlimited hours within the parameters of minimum wage and overtime requirements.
- Overall work limitations for those under 16 are: no more than three hours on a school day, a limit of eight hours on a non-school day, and no work time in excess of 18 hours during a school week.
  - For the purposes of enforcement in this area, Friday is considered a school day if a minor’s school district is in session on that day.
  - If a district has a non-conventional schedule such as a four-day week, permissible non-school work hours would apply on the fifth day.
- Minors under 16 may work up to 40 hours during non-school weeks.
  - Additionally, on school days, during school hours, no minor under the age of 16 is permitted employment unless he or she has a school release permit.

- Minors under 16 can work between 7:00am and 7:00pm during the basic school year, but between June 1 and Labor Day, the evening hours are extended to 9:00pm.
- Work performed by 14- and 15-year-olds during school hours is limited to Work Experience, Career Exploration and Work Study Programs.

## MINORS WHO ARE RELATIVES OF EMPLOYEES

Colorado Community College System President’s Procedure [SP 3-70a](#) permits the employment of qualified relatives as long as that employment does not create actual or perceived conflicts of interest. Direct reporting relationships between relatives, as defined in SP 3-70a, are prohibited. In addition, employees may not appoint nor participate in the decision-making process to appoint a relative to a position at CCA. Similarly, once a relative is employed at CCA, neither party may participate in decisions on salary, promotion, performance evaluation or related issues that impact either relative in any way. See organizational guideline HRP 5.24 Employment of Relatives/Significant Others for additional information.

# CCA HRP 5.40: Bring Your Dog to Work Days

**Issued:** February 9, 2023      **Reissued:**  
**Reviewed:** November 9, 2022      **Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

The Community College of Aurora knows that pets are a valued family member for many employees and recognizes the impact of pets on many lives. Occasionally, the Community College of Aurora will designate “Bring Your Dog to Work” days and has developed guidelines to ensure safety and comfort in the workplace on these designated days.

## SCOPE

This guideline applies to any employee who wishes to occasionally bring their pet to work.

## DEFINITIONS

- **Service Animal:** Any dog that is individually trained to do work or perform tasks.
- **Pet:** A domestic or tamed animal kept for companionship.

## DESCRIPTION

Dogs in the workplace unless otherwise permitted or in a service capacity, are only permitted on designated Bring Your Dog to Work days.

These guidelines in no way limit the use or training of service animals on campus. Service animals are not considered “pets”, and are not limited to the terms of these guidelines. In accordance with the Americans with Disabilities Act (ADA), CCA shall provide reasonable accommodations for employees, students and visitors with documented disabilities as defined by law.

*The employee who is in ownership of the pet is*

*personally responsible for any damage or harm caused by the pet. By choosing to bring a pet to work, the employee indemnifies the college against any and all claims regarding the employee’s pet.*

Please keep the following guidelines in mind when deciding if you and your lovable canine are ready to participate:

- Pets must already be well socialized to people and other animals, and may not be loud or aggressive. Hyper dogs may also not be a good fit for a busy work environment. If you dog isn’t a good fit, please feel free to bring in a photo or video to share of your pooch in action as an alternative!
- Do an office check. Check with your immediate colleagues to see if anyone is allergic, afraid of or opposed to you bringing you dog to work on this special day. Be respectful of those you work with and discuss how to accommodate everyone in a given office area.
- Post a sign on your office door indicating that you have a pet in your office, and always accommodate those that do not wish to meet with you with the pet in your office. Post a sign on your door if you need a pet free zone for any reason.
- Pets must be leashed or transported in an enclosed carrier when travelling to and from the employee’s office.
- When not in a closed office, pets must be on leash or under physical control at all times. Do not leave pets unattended.
- If appropriate for the personal disposition of your particular dog, feel free to share your pet with a dogless colleague to take for a walk or stress break!

- Pets may not obstruct hallways or other traffic areas.
- Avoid forcing people to interact with your dog. Dog lovers will make themselves known. Assume people do not want to be greeted by your pet, unless they tell you otherwise. Keep your pet away from people with allergies and people who are afraid of animals.
- Pets must be bathed and well-groomed. Pets must be in good health, parasite free and current on normally recommended vaccines.
- Immediately clean up after your pet.
  - Bring clean up bags with you. Be sure to schedule time in for your pet’s potty breaks and follow the signs to the appropriate locations for such breaks.
- The number of dogs that each employee is allowed to bring to work is limited to 1 (one).
- Dogs should not be taken into restrooms, lactation rooms, meditation rooms or food service areas, including the CCA Grill on either campus.
- Prepare a Doggy Bag!
  - Bring a leash, food and water containers, quiet toys and any other supplies you may need to make your dog comfortable for the day.
  - Food and water must be removed from work areas at the end of the day.
- Have an alternate plan. If you dog doesn’t do well in the work environment and needs to be taken back home at any time, discuss this contingency plan with your supervisor.
- Any excessive noise, disruption of the workplace, or disregard for employees who have allergies or fear of animals will be considered a work violation and you will be requested to remove your dog immediately from the environment and may not be able to participate in future events.

The employee must abide by all applicable City of Aurora and Arapahoe County laws regarding animals.



# HRP: Human Resources & Personnel Success

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## EMPLOYEE LEGAL PROTECTIONS, DUE PROCESS & GRIEVANCES

### CCA HRP 5.41: Sexual Harassment

**Issued:** March 29, 2013

**Reviewed:** October 31, 2022

**Reissued:** February 9, 2023

**Legal or Other Authority:** CCCS SP 19-60a; CCA President's Cabinet

#### PURPOSE

The Community College of Aurora (CCA), by virtue of its commitment to the ideals of dignity, equality, and mutual respect for all people, strictly prohibits any form of sexual harassment. Sexual harassment is a violation of professional ethics, a form of discrimination and a violation of federal law, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

#### SCOPE

This guideline applies to all students, employees, and visitors while on campus or in affiliation with any CCA function.

#### DEFINITIONS

- **Ethical:** The responsibility of employees to behave and interact in a way that ensures all reasonable steps to prevent harm to the institution, students, and peers are taken.
- **Conflict of Interest:** Any role or relationship which may intentionally or unintentionally present a situation in which an employee is swayed to show bias for or against any college relationship, initiative, or purpose.
- **Sexual Harassment:** Behavior of making unwelcome and inappropriate sexual remarks or physical advances.
- **Sexual Advances:** The verbal and/or physical conduct expressing or soliciting romantic or sexual relations.

#### DESCRIPTION

It is the policy of CCA that unwelcome sexual advances, requests for sexual favors, and other verbal or

physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or educational opportunity.
- Submission to or rejection of such conduct by an individual is the basis for employment or educational decisions affecting such individuals.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or learning environment.

Such conduct will not be tolerated at the college. Substantiated charges will result in disciplinary action which may include expulsion or termination of employment.

#### COMPLAINT PROCEDURE

Employees, unless deemed a confidential resource by law, have an ethical obligation to promptly report incidents they are aware of concerning civil rights violations within 24 hours unless there is a reasonable justification for delay.

All sexual harassment complaints must be reported through the CCA [Refer a Concern](#) link within the "[Report Title IX, Discrimination or Civil Rights](#)" procedure or directly to Human Resources at CCA. Colorado Community College System (CCCS) President's Procedure [SP 19-60a](#) outlines the process CCA follows to address sexual misconduct complaints. As required by this procedure, the Vice President of Human Resources at CCA has been designated as the

college’s Title IX/EO Coordinator to oversee all civil rights complaints, including sexual harassment. In this capacity, the Vice President of Human Resources is responsible for the investigation and corresponding appropriate corrective action and other procedural steps detailed in SP 19-60a.

This will typically be handled through a series of interviews conducted under guidance of the Title IX/EO Coordinator to deem whether harassment has occurred followed by an action plan for resolving the situation. Note that CCA prohibits discrimination, harassment, or retaliation at all times when any complaint procedure takes place per [BP19-60](#) meaning no acts of such nature may take place as a result of the complaint.

Complaint Form and Additional Information  
Details on CCA’s complaint procedure, complaint form and related information are available on CCA’s website [here](#).

# CCA HRP 5.42: Employment of Minors

**Issued:** April 11, 2013  
**Reviewed:** October, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** Americans with Disabilities Act of 1990 and ADA Amendments Act of 2008; SBCCOE BP 3-120; CCCS SP 3-50b, SP 4-31a; CCA President’s Cabinet

## PURPOSE

The Community College of Aurora (CCA) is an equal opportunity educational institution and does not discriminate on the basis of disability, among other considerations.

## SCOPE

This guideline applies to all CCA Employees.

## DEFINITIONS

- **Accommodation:** A modification to the work or educational place including space, schedule, resources, or equipment to ensure individuals have equitable opportunity to succeed in their work.

## DESCRIPTION

CCA will provide reasonable accommodations for persons with disabilities who wish to participate in college programs, services or activities where possible and within the scope of applicable laws. CCA’s practices and procedures related to nondiscrimination and disability accommodations meet the requirements of the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2008 and State Board for Community Colleges and Occupational Education (SBCCOE) Policy BP 3-120.

Accommodation Requests  
Any applicant for a position or staff member with a disability, mental or physical, who requires an accommodation to complete the hiring process or perform work functions or otherwise participate in college programs, services or activities, may contact

the Human Resources Office. The Human Resources Office will review the request to determine if it can be reasonably accommodated and, if so, work with the individual to discern accommodation options from available services and assistive supports.

## COMPLAINTS/GRIEVANCE PROCEDURES

CCA follows the procedures established by the Colorado Community College System (CCCS) president to address complaints against students and against staff, volunteers, guests or visitors. All discrimination complaints must be reported to the vice president of human resources.

The vice president of human resources at CCA has been designated as the College’s Title IX, Title VI and Title VII/ Equal Opportunity coordinator by the CCA president as required by the CCCS president’s procedures noted below to oversee all civil rights complaints, including discrimination. In this capacity, the vice president of human resources is responsible for investigating, taking appropriate corrective action and other procedural steps detailed in the applicable system president’s procedures below: Student Respondents: When the accused party, also known as the respondent, to a discrimination complaint is a student, CCA will follow CCCS President’s Procedure [SP 4-31a](#).

- **Staff or Other Respondents:** When the accused party, the respondent, to a discrimination complaint is an administrator or professional technical employee, faculty or adjunct instructor, classified employee, authorized volunteer, guest or visitor,

CCA will follow the procedures detailed in CCCS President’s Procedure [SP 3-50b](#).

ADDITIONAL INFORMATION

Additional information regarding civil rights or grievance procedures can be obtained from any of the following sources:

- Human Resources at the Community College of Aurora, 16000 E. CentreTech Parkway, Administration Building, Suite 207, Aurora, CO 80011; 303-360-4934
- Director of Affirmative Action at the Colorado Community College System, 9101 East Lowry. Blvd., Denver, Colorado 80230; 303-620-4000
- Office of Civil Rights at the US Department of Education, Region VII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; 303-844-5695
- Note that CCA prohibits discrimination, harassment, or retaliation at all times when any complaint procedure takes place per BP19-60 meaning no acts of such nature may take place as a result of the complaint.

CCA HRP 5.43: Nondiscrimination

**Issued:** April 11, 2013  
**Reviewed:** October 21, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-120; CCCS SP 3-50a, SP 4-31a; CCA President’s Cabinet

PURPOSE

In alignment with State Board for Community Colleges and Occupational Education (SBCCOE) Policy BP 3-120 prohibiting discrimination in the Colorado Community College System, the Community College of Aurora (CCA) is an equal opportunity educational institution. Neither employees nor students will be subjected to unlawful discrimination on the basis of race, color, creed, national or ethnic origin, religion, sex/gender, sexual orientation, age, physical or mental disability, veteran status or pregnancy status in admission or access to employment, educational programs or activities.

SCOPE

In philosophy and approach, CCA complies with the requirements of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008.

DEFINITIONS:

- **Discrimination:** The unjust or prejudicial treatment of different categories of people based on any protected class under the Civil Rights Act, the Age discrimination in Employment Act, and the

DESCRIPTION

Hostile Work Environment

Unlawful harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 and the

Americans with Disabilities Act of 1990. Harassment is defined as unwelcome verbal or physical conduct based on race, color, religion, sex (whether or not of a sexual nature and including same-gender harassment and gender identity harassment), national origin, age (40 and over), disability (mental or physical) or sexual orientation.

Harassment becomes unlawful when:

- Enduring the offensive conduct becomes a condition of continued employment.
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

Federal law does not prohibit simple teasing, offhand comments, or isolated incidents that are not extremely serious. The conduct must create a work environment that would be intimidating, hostile or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, or other things that interfere with work performance. The harasser can be the victim’s supervisor, a supervisor in another area, an agent of the employer, a co-worker or non-employee, such as a contractor, vendor or guest. The victim is not necessarily the person harassed, but can be anyone affected by the offensive conduct.

COMPLAINT PROCEDURES

CCA follows the procedures established by the Colorado Community College System (CCCS) president to address complaints against students and against staff, volunteers, guests or visitors. All discrimination complaints must be reported to the director of human resources. Details on the complaint procedure can be found on CCA’s website at: <http://www.ccaurora.edu/discrimination/employee>.

The vice president of human resources at CCA has been designated as the college’s Title IX, Title VI and Title VII/Equal Opportunity coordinator as required by the CCCS president’s procedures noted below to oversee all civil rights complaints, including discrimination. In this capacity, the vice president of human resources is responsible for investigating, taking appropriate corrective action and other procedural steps detailed in the applicable system president’s procedures:

- **Student Respondents:** When the accused party, also known as the respondent, to a discrimination complaint is a student, CCA will follow CCCS President’s Procedure [SP 4-31a](#).
- **Staff or Other Respondents:** When the accused party, the respondent, to a discrimination complaint is an administrator or professional technical employee, faculty or adjunct instructor, classified employee, authorized volunteer, guest or visitor, CCA will follow the procedures detailed in CCCS President’s Procedure SP 3-50a.
- Note that CCA prohibits discrimination, harassment, or retaliation at all times when any complaint procedure takes place per [BP19-60](#) meaning no acts of such nature may take place as a result of the complaint.

CCA HRP 5.44:  
Faculty Service Credit and Peer Review Panel

**Issued:** March 29, 2013  
**Reviewed:** January 3, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-20; CCCS SP 3-20a, 3-20b; CCA President’s Cabinet

PURPOSE

The purpose of this guideline is to ensure faculty members are informed and aware of their workload. The Peer Review panel’s regular election process also ensures the panel is regularly updated and that peers select the panel to represent them in the event of an appeal.

SCOPE

All regular non-provisional faculty members

DEFINITIONS

- **Regular Faculty:** Faculty members who have been moved from provisional status to full faculty status after their 3-4 year provisional time.

DESCRIPTION

Regular faculty members at the Community College of Aurora (CCA) will be provided with due process in reassignment, provisional employment status, non-renewal, reduction in force and dismissal, suspension or other disciplinary actions for cause as required by State Board for Community Colleges and Occupational Education Policy [BP 3-20](#). CCA will comply with the requirements and provisions of the peer review panel process as described in Colorado Community College System (CCCS) President’s Procedure [SP 3-20a](#) as well as the timelines for faculty contracts, service credit records, peer review panel elections, program area assignments and other actions as specified in CCCS President’s Procedure [SP 3-20b](#).

Service Credit Determination and Notification  
By October 15 of each year, faculty members will be

notified of their anticipated service credit disposition for the year based on their current assignments. For purposes of service credit, a faculty member’s workload will be calculated based on the credit hours taught in a program area, including the release time equivalent for program coordination, staff development activities, curriculum development and special assignments. Overload contract work will not be included in workload and service credit calculations.

Deans will keep records of each faculty member’s workload. Each academic year, faculty will be given a service credit report showing the program areas in which service credit has been earned and those in which additional service credit will be earned for the current contract year. During the annual performance evaluation process, service credits will be reviewed with faculty members. Information about service credits will then be forwarded to the Human Resources Office for retention in each faculty member’s official personnel file.

PEER REVIEW PANEL

By September 30 of every even numbered year, CCA faculty will select 13 faculty members to serve on the Peer Review Panel, as described in BP 3-20 and SP 3-20a. Peer Review Panel members will be elected using a voting process involving all regular, full-time faculty members. Faculty members will be given a list of all current regular faculty members at CCA and asked to vote for 13 to serve on the panel. The 13 faculty members receiving the most votes will be elected. The Review Panel, if convened, will follow the policy and procedures specified in the noted board policy and system president’s procedures.



# CCA HRP 5.45: Employee Grievances

**Issued:** April 11, 2013  
**Reviewed:** October 31, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-50; CCCS SP 3-50a; Colorado Department of Personnel 4 CCR 801 Personnel Board Rules and Personnel Director’s Administrative Procedures, Chapter 8; CCA President’s Cabinet

**PURPOSE**  
To ensure equitable and efficient resolution of conflicts. The community College of Aurora has developed a standard process for addressing employee grievances in accordance with State Board and System Policies.

**SCOPE**  
This procedure applies to all APT, Faculty, Instructors, and hourly employees to include student hourly and work study employees.

**DEFINITIONS**  
• **Grievance:** A grievance is an official statement of inequitable treatment or action which negatively impacts an employee’s working conditions.

**DESCRIPTION**  
The State Board for Community Colleges and Occupational Education (SBCCOE), Colorado Community College System (CCCS) and the Community College of Aurora (CCA) are committed to providing employees with a mechanism for resolving grievances at the earliest opportunity as outlined in SBCCOE Board Policy BP 3-50 and CCCS President’s Procedure SP 3-50a. The grievance process is designed to facilitate problem solving of significant employment-related issues that cannot be solved independently and using less formal means by the employee and supervisor, with or without assistance from the Human Resources Office.

All administrators, professional technical employees and faculty/instructor members at CCA are covered by these policies and procedures. This will typically be

handled through a series of interviews conducted under guidance of the Vice President of Human Resources to determine facts of the situation under which the grievance has occurred followed by an action plan for resolving the situation. Note that CCA prohibits discrimination, harassment, or retaliation at all times when any complaint procedure takes place per BP19-60 meaning no acts of such nature may take place as a result of the complaint.

Classified employee grievances are covered by Colorado Department of Personnel Board Rules, Chapter 8 unless the grievance is based on discrimination or harassment as defined by federal or state law. See organizational guidelines CCA HRP 5.41 Sexual Harassment, CCA HRP 5.42 Americans with Disabilities Act or CCA HRP 5.43 Nondiscrimination for additional information.

- Non-Grievable Offenses:**
- The following matters are not grievable under this policy except as noted:
  - Matters over which the employer is without authority to act.
  - Evaluations (See Board policy on evaluations)
  - Dismissals, nonrenewals, reductions-in-force, suspensions, disciplinary actions. (See Board policies on due process)
  - Reassignments except that a reassignment of a Regular Faculty member which results in a reduction in pay or a loss of due process rights shall be grievable.

If any CCA employee has a conflict they would like support in resolving informally, they can reach out to the Director of Talent Development, Engagement, and Belonging within Human Resources for consultation or mediation.

# HRP: Human Resources & Personnel Success

EMPLOYEE  
LEAVE

# CCA HRP 5.46: Employee Leave Requests

**Issued:** March 29, 2013  
**Reviewed:** October 20, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-60; CCCS SP 3-60a, 3-60b; CCA President’s Cabinet

## PURPOSE

The purpose of this guideline is to ensure a clear process for employees to follow when managing their leave time.

## SCOPE

This guideline applies to all employees who accrue leave balances with the college.

## DEFINITIONS

- **Leave:** The umbrella term referring to any category of time off taken by an employee whether paid or unpaid. Information regarding the types of leave can be found in SP3-60b
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

The Community College of Aurora (CCA) provides employees with leave benefits based on the employee’s position and terms of employment in accordance with Colorado Department of Personnel Board Rules, State Board for Community Colleges and Occupational Education Policy [SP 3-60](#) and Colorado Community College System President’s Procedures [SP 3-60a](#) and SP 3-60b, and other applicable state and federal laws.

## LEAVE REQUEST SUBMISSION

All leave requests are processed through MyCCA in the Time & Leave section on the Employee tab. Three links are available in this section providing different leave input and reporting options:

- **Leave Request/Report:** used to submit leave requests or report on leave taken
- **Leave Request/Report History:** used to view details and status of leave that has been submitted and/or is pending
- **Leave Balances:** used to view current balances for different types of leave

To request leave for a future date and/or to report leave taken, such as unexpected sick leave, the employee should use the Leave Request/Report link. Available leave balances as well as balances of leave that have been approved but not yet taken are listed at the top of the request form. Additionally, if the employee could potentially lose annual leave at the end of the fiscal year, the accrual maximum and hours at risk are displayed just below the leave balances.

To enter a leave request, the employee should:

1. Start the form by entering a Start Date, using either the calendar icon next to the empty Start Date box to pick a date or typing in a date. If the date is typed in, the full date including year - i.e., 02/09/2010 – must be entered. The same process should be used for the End Date.

Enter a starting Time and an ending Time by clicking the down-arrows in the corresponding columns. Note that there are pre-selected entries, both for AM and PM hours, and the time is in 15 minute increments.

# HRP: Human Resources & Personnel Success

## EMPLOYEE BENEFITS

# CCA HRP 5.50: Employee Benefits

**Issued:** March 29, 2013  
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**Legal or Other Authority:** CCA President’s Cabinet; Colorado Department of Personnel and Administration

## PURPOSE

The Community College of Aurora cares for the team members who work in service of the college and is pleased to offer a competitive range of benefits to support employee well-being holistically.

## SCOPE

This guideline applies to all benefit-eligible employees.

## DEFINITIONS

- **Benefits:** Non monetary compensation including contribution to a variety of insurance, retirement, and other coverages.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION CLASSIFIED EMPLOYEE BENEFITS

Medical, dental and other types of insurance, disability coverage, retirement plans and all other benefits for classified employees at the Community College of Aurora (CCA) are determined by the State of [Colorado Department of Personnel & Administration](#). Information on available benefits, enrollment processes and related questions can be found on the Colorado Department of Personnel & Administration website and on the Employee tab of MyCCA in the Benefits – Classified section.

### Faculty and APT Employee Benefits

Medical, dental and other types of insurance, flexible spending accounts, retirement plans and all other benefits for regular faculty, contract professional

staff, technical and professional educational staff and college administrators at the Community College of Aurora (CCA) are determined by the State Board for Community Colleges and Occupational Education as specified in System Procedure [SP 3-60a](#). Information on available benefits, enrollment and change procedures, and related issues can be found on the Employee tab of MyCCA in the Employee Section under Employment Details.

As state employees, all CCA employees also have access additional services as listed below:

- Colorado State Employee Assistance Program (CSEAP) for free which provides mental health counseling, leader consultation, critical incident response, mediation, or webinar and facilitation services
- State of Colorado [BenefitHub](#) access, providing discounted goods and services to state employees

The Human Resources Office at CCA provides additional information and assistance with employee benefit questions.

# CCA HRP 5.51: Tuition Assistance Programs

**Issued:** March 29, 2013  
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**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-60; CCA President’s Cabinet

## PURPOSE

All employees are encouraged to develop job skills and abilities which will benefit the employee as well as the college. The CCA President also recognizes the value of access to educational services for both employees and their dependents.

## SCOPE

All CCA employees.

## DEFINITIONS

- **Benefit:** eligible employees and permanent classified employees are eligible for tuition reimbursement when courses are taken at a CCCS College.
- **Dependents:** Spouses and eligible dependent children unless otherwise specified.

## DESCRIPTION

The Community College of Aurora (CCA) views its mission to provide lifelong educational opportunities and prepare the current and future workforce as applying to employees as well as the students the college serves. Subject to the provisions of State Board for Community Colleges and Occupational Education (SBCCOE) Policy [BP 3-60](#), System Procedure [SP3-60a](#) CCA employees and their eligible dependents may enroll in credit courses at any Colorado Community College System (CCCS) college and receive tuition reimbursement.

### Eligibility

Benefit-eligible employees and permanent classified employees are eligible for tuition reimbursement when courses are taken at a CCCS College. Eligible employees may also request tuition reimbursement for their

spouses and eligible dependent children, subject to the limitations outlined below.

- Eligible dependents are those who are associated with an employee’s benefit plan, either health or dental. Any dependent not on the employee’s benefit plan will have to supply proof of dependency, via a third party official public record (e.g., birth certificate, marriage license), and submit this proof to Human Resources to confirm status as an eligible dependent.
- Eligible dependent children applying for reimbursement must have completed their high school diploma or GED prior to the first term for which they are applying. Students 18 years of age or younger and still attending high school classes, or who have not obtained their GED, may attend classes within the applicable concurrent enrollment guidelines and are not covered within these benefits.
- Eligible dependent children may be no older than 26 years old in the month of September for the calendar year in which the dependent is taking courses for reimbursement.

The employee must be continuously employed in an eligible position, as defined by the scope of this procedure, from the point of application for the tuition reimbursement program to the time the request for reimbursement is made.

### Course Registration Process:

The employee or dependent must follow the published College application and registration process and qualify for admittance to the course under institutional-defined criteria.

Before registering for a course, eligible employees and their dependents are encouraged to fill out a Free Application for Federal Student Aid (FAFSA) financial aid form for the year in which they are attending courses.

Tuition reimbursement is approved and paid by the CCA. All employees and dependents must apply for the College Opportunity Fund (COF), in order to be eligible for tuition reimbursement.

Tuition and fees must be paid by the student when registering for a course and the student account must be current at the time of reimbursement. Employees will also be eligible to use CCA's payment plan option.

**Employee Tuition Reimbursement:**  
CCA will reimburse for credit and developmental education tuition and course related fees (e.g. lab fees), except online differentials, not to exceed 15 credit hours per semester and 30 credit hours per academic year, beginning each fall-spring-summer. Non course related fees such as parking, bus passes, health club memberships, etc. are the sole responsibility of the employee and are not eligible for reimbursement. When a course is only offered online, the employee may request approval from Human Resources to be reimbursed for the online differential. This approval must occur as part of the tuition reimbursement application approval process.

To be eligible for reimbursement, courses must be job related, career enhancing, or applicable to a degree. When attendance for courses during the employee's normal working hours is required, the employee must obtain prior approval from their supervisor and document any agreed upon alternative work arrangements (e.g. altered work schedule, use of accrued leave).

Job related and career enhancing courses include the following:

- Those that provide training for employees to assist in meeting the qualifications for a CCA position;
- Those that provide training in the use of new or modified methods and equipment;
- Those that provide training in skills and knowledge to keep the employee's knowledge current with advancements in their field; and/or
- Those that provide training in skills and knowledge that may be beneficial to the College.

When courses are to provide training in skills and knowledge necessary for the employee's current position, the supervisor should first consider alternative professional development funds and processes for the employee over the use of tuition reimbursement.

**Dependent Tuition Reimbursement:**  
The College or the System Office will reimburse the employee for each dependent's tuition at the resident, base tuition rate, per credit hour, not to exceed 15 credit hours per semester and 30 credit hours per academic year, beginning each fall-spring-summer. To be eligible for reimbursement, courses must be applicable to a degree. Qualified tuition reimbursed for courses taken through this program by eligible dependents is not taxable under the Internal Revenue Code, until it exceeds \$5,250 in a calendar year. These reimbursements will be processed through CCA's accounts payable process to the employee, not to the student.

**Tuition Reimbursement Processing:**  
Employees must submit a Tuition Reimbursement Application to Human Resources by the applicable drop/add date of the term of attendance. The applicable drop/add date is determined by the College where classes are being taken. Applications must be approved by the Human Resources Office and the authorized tuition assistance org code owner. When courses are being taken by the employee, the employee's supervisor also must approve the application.

Upon completion of each semester, the employee must submit documentation of all tuition costs, any aid received, final grades, and their approved tuition reimbursement application to their Human Resources Office to process the reimbursement. Submission deadlines are as follows:

- No later than June 30 for the completed spring semester, or within one week of the end of class for classes ending after June 30;
- No later than September 30 for the completed summer semester; and
- No later than January 31 for the completed fall semester.

Approved requests will only be reimbursed if the student successfully completes the course with a grade of C or better. When applicable, courses assigned a Satisfactory rating shall also be eligible for reimbursement.

Under no circumstances will CCA reimburse an employee an amount that exceeds the student's personal financial obligation.

Eligible reimbursement will be calculated based on any remaining tuition and course fees after COF, financial aid (excluding loans and work study awards), scholarships, and grants (excluding those restricted in writing for purposes other than tuition), have been deducted from the tuition bill for the semester. Financial aid, scholarships and grants will be proportionally reduced from tuition based on the number of credit hours taken in the term. The applicable proportion will be reduced from the requested reimbursement. COF will be deducted from all tuition bills, unless the student can demonstrate they have exhausted this fund. Grants include, but are not limited to, local, private, or institutional grants, or other third-party reimbursements.

Any tuition reimbursement in excess of \$5,250 in a calendar year shall be taxable to the employee.



# HRP: Human Resources & Personnel Success

## EMPLOYEE PERFORMANCE EVALUATION

### CCA HRP 5.52: Employee Benefits

**Issued:** March 29, 2013

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**Reissued:** February 9, 2023

**Legal or Other Authority:** SBCCOE BP 3-31; CCCS SP 3-10 and SP 3-31;  
CCA President's Cabinet; CCA Faculty Senate

#### PURPOSE

The Community College of Aurora (CCA) Faculty Evaluation Plan outlines CCA's approach to conducting annual performance appraisals for all regular faculty members using processes and procedures consistent with the requirements of State Board for Community Colleges and Occupational Education (SBCCOE) Policy [BP 3-31](#) and Colorado Community College System President's Procedures [SP 3-31](#).

#### SCOPE

This guideline applies to all faculty

#### DEFINITIONS

Not applicable.

#### DESCRIPTION

##### The Faculty Evaluation Plan

The faculty evaluation plan is designed to assure the quality of instruction and learning at the Community College of Aurora. The plan is a qualitative review that provides faculty with the opportunity to experiment, create, and develop, as well as prompts that acknowledge and encourage teaching and learning excellence, innovation, assessment of student outcomes, and participation in college and community initiatives.

Each year, the college will conduct an evaluation of all regular faculty members. The annual work plan is an essential component of the faculty evaluation plan. Each faculty member will ensure that all major components of the evaluation plan are included in the annual work plan. The annual work plan will

be developed jointly by the faculty member and supervisor, usually the division dean or department chair, who must agree on the plan in its final form. The faculty member will prepare a written mid-year progress report, including any proposed work plan revisions, which will be reviewed by the supervisor. Any proposed changes to the work plan are subject to supervisor approval. The faculty member will also submit a year-end self-evaluation. The supervisor and faculty member will hold a year-end evaluation conference and preliminary planning session for the following year.

The Annual Faculty Evaluation Plan form which includes the annual work plan sign-off, the mid-year progress review report, the year-end evaluation, instructions for the self-evaluation and the overall performance evaluation summary is available from Human Resources. Completed work plans and evaluation forms may be retained in the working personnel files kept by each faculty member's supervisor, however, the original must be kept in the faculty member's official personnel file in Human Resources.

##### Performance Planning and Evaluation Process

*Planning Phase: April of previous contract year-  
September of applicable contract year*

- 1 Review, discuss and update as necessary the Position Description/Departmental Job Description and department needs in collaboration with supervisor

2 Establish expectations and goals for the year in conversation with supervisor. The expectations and goals should be for a reasonable work load that can be accomplished in an on average 40-hour work week (unless additional compensation for overload is agreed to). There are no minimum goal requirements nor is there a required % split between teaching and service. The goals and the split between teaching and service should be appropriate to the teaching assignments/service load of each individual.

3 Establish any deadlines specific to the department regarding the evaluation process (this may be more specific than outlined in this document). Department-specific deadlines should be communicated by the supervisor in writing with at least 4 weeks advance notice.

4 Create a Performance Plan that briefly summarizes primary responsibilities and goals for the year. This should be holistic and reflect all aspects of job duties, not just goals, including the four General Factors for Evaluation listed in the supporting documents. Bulleted points are acceptable. This should be no more than one page in length.

5 Supervisor submits Performance Plan to Next-Level-Supervisor (Dean or VP) for approval. Revise as necessary to reach Final Plan by the end of the fifth week of the contract year.

6 Employee and Supervisor should sign the planning document to indicate completion of this phase of the process and attach any documentation.

**Mid-Year Review: January through mid-February of the contract year**

Note: the Mid-Year Review is a formal opportunity to discuss changes in the work plan. However, it is understood that unexpected needs and changes may arise at any point in the contract year and that conversation between employee and supervisor about workload may need to occur at additional points outside the Mid-Year Review.

1 Meet with supervisor to discuss performance plan progress and any potential changes. Creation of a document outlining progress is not required. This is also a time to discuss departmental needs that may have arisen and necessitate a change in goals and expectations to maintain a reasonable workload. Supervisor should express any concerns they have up to that time about performance so that the faculty member can address in the remaining part of the year. This should be completed by three weeks after returning to campus in the spring semester.

2 Employee and Supervisor should sign the mid-year review sheet to indicate completion of this phase of the process and attach any documentation, if changes were made to the performance plan.

**End of Year Self-Assessment and Supervisor Evaluation (mid-April through last contract day)**

1 Faculty submit to their supervisor a narrative summarizing their primary responsibilities and accomplishments over the year that addresses the four general factors for evaluation. Approximately one page in length would be suitable (think cover letter). Bulleted points highlighting primary accomplishments are acceptable.

2 Supervisor will assign an overall rating equitably and holistically according to the faculty member's documented responsibilities, job description, and efforts to complete goals that they have set, and all additional duties agreed on (including supplemental assignments, reassignments, Lead positions, etc.).

1. As general guidance for ratings
  - Commendable means Success and engagement fully satisfies the requirements of the job. Expectations were consistently met in all essential areas of responsibility at times possibly exceeding expectations, and the quality of overall work was very good.
  - Exemplary is meeting Success and engagement consistently exceeds expectations. Team

members at this level stand as a model for other staff in comparable positions.

- Needs Improvement means Success and engagement did not consistently meet expectations, or success and engagement failed to meet expectations.

2. There is no quota or limit for ratings. That is, it is possible that every faculty member could be Exemplary. Also, the rating should reflect quality of work as much if not more than quantity (reassignment compensation may have been provided in many cases for additional quantities of work.)

3 The supervisor will explain their rating in a narrative form addressing the four general factors for evaluation. The focus of the narrative is to outline accomplishments from the year and to provide tangible feedback for any suggestions for growth, regardless of rating as even exemplary faculty may have room for growth. The focus of the narrative is not to justify the rating to an external audience.

4 Employee and Supervisor should meet to review the self-narrative, supervisor narrative and overall rating.

5 Employee and Supervisor should sign below to indicate completion of this phase of the process and attach any documentation. This is also where a faculty member should indicate if there is disagreement with the final rating.

6 The signed form will be submitted to the secondary supervisor and HR for acknowledgment of receipt only.

7 If a faculty member disagrees with their rating, they should submit an explanation of their reasoning to the Chair, Dean, and VPAA by email. This will initiate a conversation between the involved parties. This should be submitted within one week after signing this form. The Dean and VPAA will follow up with next steps within one week of receiving the faculty member's response.

# CCA HRP 5.53: Instructor Evaluation

**Issued:** March 29, 2013  
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**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

The Community College of Aurora is committed to providing quality instruction to ensure economic mobility to students.

## SCOPE

This guideline applies to all instructors as they teach CCA courses via any mode including online, in-person, and hybrid models.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Community College of Aurora (CCA) will provide instructors with regular performance evaluations which include, at minimum, student evaluation and classroom observation feedback. Department chairs, or their designated proxies, may conduct the instructor observations and provide feedback. Department chairs will use all information gathered for department success planning.

# CCA HRP 5.54: Administrator and Professional/Technical Performance Evaluation

**Issued:** March 29, 2013  
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**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-31; CCCS SP 3-31a; CCA President’s Cabinet

## PURPOSE

Team Member Success & Strategy Planning is fundamental to ensuring successful and positive outcomes for your team’s job success and engagement. Using the tools available to supervisors, the leader, to create an environment where supervisors can coach a team member to meet job expectations and achieve high levels of job success and engagement, while increasing their levels of job satisfaction and engagement is of paramount importance at CCA. CCA’s administrative and professional/technical performance evaluation process complies with the requirements of State Board for Community Colleges and Occupational Education Policy [BP 3-31](#) and Colorado Community College System (CCCS) President’s Procedure [SP 3-31a](#).

## SCOPE

This guideline applies to all Administrative, Professional, and Technical (APT) employees.

## DEFINITIONS

Not applicable.

## DESCRIPTION

As supervisors develop a success and strategy plan with their staff please note that CCA is a community that is committed to equity, diversity, and inclusion. We can only achieve this together. CCA embraces Inclusive Excellence because we want our students, staff, and faculty to learn and contribute within an inclusive environment. This means members of our college community will be active, respectful, and mindful of equity, diversity, and inclusion at all levels

of engagement. Recognizing our diversity is only the first step toward Inclusive Excellence. We must also be intentional in valuing cultural differences and experiences, while incorporating them into practices, curricula, and policies.

As a leader, it is important to set clear job expectations, establish success and engagement goals, and provide feedback to their team members throughout the year and to document formally an annual evaluation and goal setting. As a team member it is important to have full participation in a success and engagement dialogue.

### Here are some valuable outcomes for a well-developed Employee Success & Strategy Dialogue:

- To create cohesion and synergy within our culture
- Establishes clear job expectations and recognition for the full scope of position responsibilities
- To align every individual with CCA with our Strategic Plan
- To promote and empower team and individual career growth and accountability
- Promotes two-way dialogue between team members and leaders
- To identify training needs and strategy to support team members
- Provides basis for action.

# CCA HRP 5.55: Classified Employee Performance Planning and Evaluation

**Issued:** March 29, 2013

**Reviewed:** November 4, 2022

**Reissued:** February 9, 2023

**Legal or Other Authority:** Colorado Department of Personnel 4 CCR 801 Personnel Board Rules and Personnel Director’s Administrative Procedures Chapter 6; Colorado Partnership Agreement Article 27; CCA President’s Cabinet

## PURPOSE

The Community College of Aurora’s (CCA) performance planning and evaluation system for classified employees is a communication tool for the employee and supervisor. It is designed to promote a strong understanding between supervisors and employees about job responsibilities and performance expectations. It is also designed to reward excellence in job performance and directly link job performance to pay.

## SCOPE

This guideline applies to all Classified employees.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The evaluation period begins August 1 and ends July 31 of the following year. CCA’s classified employee performance planning and evaluation system meets the requirements of the [Colorado State Personnel Board Rules](#), Chapter 6: Performance. The performance planning and evaluation system also meets requirements of the [Colorado Partnership Agreement](#) Article 27.

## EVALUATION PROCESS

### Planning Phase

By July 31 of each year, the supervisor and employee will meet to discuss and/or establish expectations

in three areas: core competencies, job duties and goals, and the importance of each to the overall evaluation. These expectations and related planning and performance evaluation ratings and comments will be documented in the Classified Success & Strategy Plan available from the Human Resources Office. For new employees, the success and strategy plan must be developed within 30 days of the date of hire.

All employees will be evaluated on the following core competencies: Job Knowledge, Customer Service/ Interpersonal Skills, Communication, and Accountability/Integrity. Classified personnel with supervisory roles will also be evaluated on their supervision/human resources management performance. Supervisors and employees will also develop up to three targeted goals, also known as Individual Performance Objectives (IPOs) to reach for the year. The supervisor must complete the Supervisor Planning Comments section of the planning and evaluation form, obtain proper signatures, and provide a copy to the employee. Notification must be sent to the Human Resources Office upon completion of this phase. If the employee disagrees with the Performance Plan, they may explain the disagreement in the Team Member Comments section of the form.

### Progress Review Phase

At minimum the mid-year point will be a time for the supervisor and employee to hold a mid-year reflection to identify progress and make a plan for

any necessary improvement or adjustments to the success and strategy plan. By February 1, the supervisor and employee must meet to discuss the employee’s performance and decide if the performance plan needs to be revised. The supervisor should provide feedback and coaching to the employee as needed throughout the year. The supervisor must also complete the Progress Review section of the form, obtain proper signatures, and provide a copy to the employee. Notification must be sent to the Human Resources Office upon completion of this phase.

### Year-End Review

No later than July 31 of each year, the supervisor and employee must meet to discuss the overall success rating for the previous year, ending July 31, and plan for the upcoming year, beginning August 1. The supervisor and next level supervisor must sign the success and strategy form prior to reviewing it with the employee. The supervisor must also complete the Supervisor Overall Justification for the Rating section of the form, obtain proper signatures, and provide a copy to the employee.

If any of the individual factor ratings are needs improvement or unacceptable, the supervisor must explain the reason(s) in the comments section for that individual factor. Those ratings may result in a corrective action or performance improvement plan. If the employee is given an overall needs improvement or unacceptable rating, a Corrective Action Form must be completed. If the employee disagrees with the year-end evaluation rating, they must explain the disagreement in the Employee Comments section of the form and may consider pursuing avenues available for resolving the disagreement via the dispute resolution process described in Chapter 8 of Colorado Department of Personnel Board Rules. The final success and strategy form with original signatures must be submitted to the Human Resources Office for retention in the employee’s official personnel file.

Additional information on the performance rating levels and instructions for completing each section are

available on the Classified Performance Planning and Evaluation Form, a copy of which can be obtained from the Human Resources Office.

## EVALUATION ASSISTANCE

Supervisors needing assistance in the preparation for or delivery of performance evaluations, particularly in instances where performance challenges or unsatisfactory performance must be addressed, are encouraged to contact the Human Resources Department for guidance. Supervisors are prohibited from taking any personnel action – including promotions, pay adjustments, suspensions, demotions or terminations – without consulting with the Human Resources Office and obtaining the approval of the CCA president.



# CCA HRP 5.56: Faculty Evaluation Appeal Process

**Issued:** February 9, 2023  
**Reviewed:** December, 2022

**Reissued:**  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

This guideline is designed to support faculty in providing guidance in the event that they would like to appeal their success planning evaluation per CCCS System Procedure [SP 3-31](#).

## SCOPE

This guideline applies to all regular faculty members

## DEFINITIONS

- **SP3-31 states:** The faculty member shall have the opportunity to respond to the formal evaluation report for the record. A faculty member may petition the college president for a review of the formal evaluation report within days of receipt of that report. Each college president will establish guidelines for a prompt review of the appeal; these guidelines may include a requirement that the faculty member seek to resolve the dispute informally with a dean or vice-president before a review by the president.

## DESCRIPTION

### INFORMAL REVIEW PROCESS:

In the event a regular faculty member disagrees with the performance plan evaluation or performance rating, faculty is encouraged to discuss the discrepancy with the immediate supervisor (Department Chair) or second level supervisor (Division Dean) to come to a resolution if possible.

Faculty may respond to the performance plan evaluation and/or performance rating in writing on the form and/or include an attachment, making it part of the personnel record.

### FORMAL APPEAL PROCESS:

Faculty may also engage in a formal appeal process. In the formal process, re-evaluation of the performance rating will be engaged using the following steps:

- Faculty shall have 10 working days from receipt of signed performance rating to request review by the Vice President by submitting a written request for appeal to the Human Resources department.
- The request for review must be submitted in writing and must contain a description of the performance factors that the faculty member believes may not have been considered in the evaluation process by the supervisor, or other relevant and applicable factors or extenuating circumstances that the faculty member believes should be considered.
- The Vice-President shall make a determination within 10 working days of receipt of request.
- If the faculty member is not satisfied by the findings of the Vice-President, they may appeal once more to the College President within 5 days after receipt of determination from the Vice President.
- All parties will be made aware of the final determination in writing.
- The decision of the President is final and not appealable.

**Note:** If at any time during the appeal process a faculty member asserts a claim of discrimination, or there is suspicion that a faculty evaluation may have been motivated by illegal discrimination, Human Resource Services must be contacted before proceeding with the Faculty Evaluation Appeal Process. If an investigation is warranted, Human Resource Services will attempt to reach a disposition regarding the issue of alleged discrimination within a thirty-day time period. Once the issue of alleged illegal discrimination has been resolved, the faculty member may, if warranted, proceed with the Faculty Evaluation Appeal Process.

# HRP: Human Resources & Personnel Success

## AWARDS

# CCA HRP 5.57: Employee Awards

Issued: March 29, 2013  
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Reissued: February 9, 2023  
Legal or Other Authority: CCA President’s Cabinet

## PURPOSE

The Community College of Aurora (CCA) recognizes staff members who are exemplars for outstanding performance, collegiality, and service in their area of expertise through a variety of employee awards.

## SCOPE

This guideline applies to all employees who meet criteria for an award.

## DEFINITIONS

Not applicable.

## DESCRIPTION

### Faculty of the Year

The Faculty of the Year award is granted annually to recognize one regular CCA faculty member who exemplifies outstanding teaching and professionalism. Faculty members may be nominated by any CCA student, faculty or staff member. Nominations must be submitted to the Human Resources Department by the published deadline using the Faculty of the Year Nomination Form provided by Human Resources.

A selection committee comprised of individuals who have no standing nomination nor direct team membership with any of the nominees will review nominations and identify a faculty member of the year to recommend to the president of the college for final approval. The committee will use a rubric to evaluate all nominations.

The award winner will be announced at an awards ceremony on campus. The faculty member of the year will also be recognized at a special luncheon

and awards ceremony hosted by the State Board for Community Colleges and Occupational Education, honoring awardees system-wide.

Nominated candidates may not serve on the selection committee in the year in which they are nominated. In the case of a selection committee member being nominated for the award, one of the alternate members will replace the nominee on the committee. Selection committee members will recommend committee members for the following year to the president, along with two alternate faculty members.

### Classified Employee of the Year

The Classified Employee of the Year award is given annually to recognize one CCA classified staff member who exemplifies outstanding skills, service and performance in his or her role. All classified staff members at CCA who have been on staff for at least one year are eligible for nomination.

Classified staff members may be nominated by any full- or part-time CCA employee. Nominations must be made in writing using the Classified Employee of the Year Nomination Form and submitted to Human Resources by the published deadline. Whenever possible, a selection committee comprised of one faculty member, two classified employees and two exempt staff members appointed by the college president will review and discuss the nominations and vote to select the award winner. The name of the award winner will be submitted to the college president for final approval.

The award winner will be announced by the college

president, generally at the annual CCA holiday party. The Classified Employee of the Year will receive an individual plaque and his or her name will be placed on the college-wide recognition plaque. The awardee will also receive reimbursement for up to \$500 for expenses incurred while attending a professional development seminar or meeting with the approval of his or her supervisor.

Nominated candidates may not serve on the selection committee in the year in which they are nominated. In the case of a selection committee member being nominated for the award, one of the alternate classified employee members will replace the nominee on the committee. Selection committee members will recommend committee members for the following year to the president, along with two classified employees to serve as alternates.

### Exempt/Administrative Employee of the Year

The Exempt/Administrative Employee of the Year award is given annually to recognize one CCA exempt/administrative staff member who exemplifies outstanding skills, service and performance in the areas noted on the nomination form. Any exempt/ administrative employee who has been on staff at CCA for at least one year is eligible for nomination.

Exempt/Administrative staff members may be nominated by any full- or part-time CCA employee. Nominations must be made in writing using the Exempt/Administrative Employee of the Year Nomination Form and submitted to Human Resources by the published deadline.

Whenever possible, a selection committee comprised of one faculty member, two classified employees and two exempt staff members will review nominations and vote to select the award winner. The name of the award winner will be submitted to the college president for final approval.

The award winner will be announced by the college president, generally at the annual CCA holiday party.

The Exempt/Administrative Employee of the Year will receive an individual plaque and his or her name will be placed on the college-wide recognition plaque. The awardee will also receive reimbursement for up to \$500 for expenses incurred while attending a professional development seminar or meeting with the approval of his or her supervisor.

Nominated candidates may not serve on the selection committee in the year in which they are nominated. In the case of a selection committee member being nominated for the award, one of the alternate members will replace the nominee on the committee. Selection committee members will recommend committee members for the following year to the president, along with two exempt employees to serve as alternates.

### Service Awards

CCA recognizes employees for their commitment to CCA with Service Awards for every five years of regular, full-time employment with the college. Service Awards are recognized and distributed annually at an appropriate, college-wide gathering.

### Instructor of the Year

The Instructor of the Year Award recognizes an outstanding instructor. Any CCA instructor in good standing with at least five academic years and a minimum of 15 credits of teaching service at CCA is eligible for nomination.

Any CCA faculty or staff member may submit a nomination. Self-nominations are also accepted. Nominations must be submitted using the Instructor of the Year Award nomination form and submitted to the Human Resources department by the published date. The nominations will be reviewed by a peer review committee each fall along with the Faculty of the Year, Classified of the Year, and Exempt Employee of the year nominations to be presented in the Spring.

### Dr. Linda and Roger Bowman Faculty Award

The Dr. Linda and Roger Bowman Faculty Award is presented annually to recognize one or more

CCA faculty members who have made a significant difference for CCA students. The recognition includes a \$2,500 cash award that is shared evenly if more than one faculty member is recognized. All regular and adjunct CCA faculty members are eligible to be nominated. The award is announced each spring at the annual Scholarship Recognition Luncheon hosted by the CCA Foundation.

Any student, faculty or staff member, or alumni may nominate a faculty member for the award using the [award nomination form](#) found on the CCA website. A selection committee comprised of the executive director of the CCA Foundation, the vice president of instruction, and the vice president of student services will review nominations and select the award recipient(s).

#### **Dr. Betsy & Duane Oudenhoven Excellence in Service to Students Award**

Dr. Oudenhoven's tenure at CCA began one year prior to the Aurora theater shooting, spanned the Obama and Trump presidencies, and ended during the global COVID-19 pandemic. It was often a challenging and historic time for our city, our state and our country. In her own words, Betsy reminds us, "I didn't accomplish anything by myself. I tried to communicate a vision and a plan to go with it, offer ideas and feedback, nudge and support, course correct when I thought it necessary, make the hard decisions when they were mine to make, take responsibility when I made mistakes, let very knowledgeable and capable people do their jobs, cheerlead, empathize, and be proud of the college, my colleagues and our students."

The Excellence in Service to Students Award celebrates one front-line staff member each year who:

1. consistently models CCA values including a commitment to equity;
2. is a supportive colleague, provides direct service to students with care and compassion;
3. and is interested in professional growth within a community college setting.

The Excellence in Service to Students Award honors the legacy of CCA's fifth President, Dr. Betsy Oudenhoven. The purpose of the Fund is to annual recognize the superior service and ongoing contributions of one exceptional staff member at the Community College of Aurora ("CCA") who meets the criteria below:

1. Has been employed at CCA full time (.75 FTE or greater) for a minimum of two continuous years by the date of award nomination.
2. Serves as a front-line staff member that spends the majority of work time directly supporting CCA students.
3. Exemplifies the following student support principles:
  - Builds supportive and inclusive communities. Works effectively across difference.
  - Is a respectful, authentic, humble and ethical practitioner.
  - Is a collaborative team player; gentle with self and others.
  - Cares deeply about students and believes in their potential.
  - Is committed to community colleges and the power of this sector of higher education to change lives (and plans to keeping growing in their leadership and responsibilities within the field at CCA).
  - Finds enjoyment and fulfillment in the profession.

The selection process for this award will be via nomination from leadership members within the Enrollment Management & Pathway Success; Diversity, Equity, and Inclusion; and Student Success divisions.

Recipients of the award will be recognized at the Spring CCA Foundation luncheon annually with a cash award of \$\_\_\_\_\_.

# HRP: Human Resources & Personnel Success

## COMPENSATION

# CCA HRP 5.58: Regular Faculty Salary Plan

**Issued:** March 29, 2013  
**Reviewed:** October 18, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-55; CCCS SP 3-31 and 3-55; CCA President’s Cabinet

## PURPOSE

Consistent with the requirements of State Board for Community Colleges and Occupational Education Policy [BP 3-55](#) and Colorado Community College System (CCCS) President’s Procedure [SP 3-55](#), the Community College of Aurora (CCA) uses the following salary structure to determine initial salary placements for regular, full-time faculty members as well as extra-duty pay rates and salary adjustments. Exceptions to any component of this compensation plan may be made with the approval of the Vice President of Academic Success or the College President.

## SCOPE

All CCA Faculty salary placement.

## DEFINITIONS

- **Regular Faculty:** Faculty members who have completed their 3-4 year limited faculty contract and have been converted to a regular or ‘permanent’ faculty member.

## DESCRIPTION

### Responsibility

#### Initial Salary Placements

The faculty salary structure will be updated at the start of each new fiscal year, July 1, and will be used for initial placement of regular, full-time faculty members on nine-month contracts. Salary placements for regular faculty members on twelve-month contracts will be determined by multiplying the salary amounts listed below by 1.22. Salary placements for eleven-month contracts will be determined by multiplying the

amounts by 1.15. Salary placements for ten-month contracts will be calculated by multiplying the amounts by 1.073.

The maximum level of experience that will be factored into the initial salary placement for new faculty members is eight years, unless waived by the vice president of instruction and CCA president.

According to CCA’s Regular Faculty Professional Advancement and Pay Plan, initial salary placements will be no higher than the average salary of regular faculty prevailing at the time of placement, provided that the average salary placement rate attracts a qualified applicant pool.

# CCA HRP 5.59: Instructor Compensation

**Issued:** March 29, 2013  
**Reviewed:** January, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

The Community College of Aurora is committed to transparency within the compensation process and works to ensure fair compensation.

## SCOPE

This guideline applies to all instructors at the College.

## DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

Pay rates for instructors at the Community College of Aurora (CCA) are determined by a set of criteria determined within Academic Success as well as on an hourly basis depending on the instructor’s duties and responsibilities as agreed upon with their department chair.

Resources regarding instructor compensation can be found in three documents located in the MyCCA portal. These can be found by visiting the *Faculty or Instructor* dashboard within *Instructional Links > Faculty/Instructor*

- *Instructor Pay Rates*
- *Faculty and Instructor Resource Guide, section: Pay Levels for Instructors*
- *Instructional Hourly Pay Rate*

Criteria for each pay level is identified within the “Pay Levels for Instructors” section of the *CCA Faculty and Instructor Resource Guide* and can be used in conjunction with the Instructor Pay Rates sheet.

Additional duty hourly rates can be found in the Instructional Hourly Pay Rates guide when additional duties are assigned per department chair.



# CCA HRP 5.60: Administrative/Professional/Technical Employee Salary Plan

**Issued:** March 29, 2013  
**Reviewed:** October 18, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 3-45; CCCS SP 3-45; CCA President’s Cabinet

**PURPOSE**  
Administrative/Professional/Technical employees at the Community College of Aurora (CCA) perform duties which require a high level of competencies and skills as determined by position-specific job descriptions. Initiative as well as organizational and independent decision-making skills, with minimal supervision, are expected from people in these positions. Different levels of formal education, experience, skills and competencies are required for different positions based on the variety and complexity of requirements for the specialized area.

**SCOPE**  
The following compensation plan for administrative/professional/technical positions at CCA complies with the requirements of State Board for Community Colleges and Occupational Education Policy [BP 3-45](#) and Colorado Community College System President’s Procedure [SP 3-45](#). Exceptions to this salary schedule and changes to employee salaries may be made with the approval of the vice president or president.

**DEFINITIONS**  
Merit-Based Salary Adjustment: This means that salary adjustment and raises are determined by performance and employee success in their role which is outlined in HRP 5.54

**DESCRIPTION**  
**Responsibility**  
**Initial Salary Placements**  
The CCCS Metro College Pay Ranges schedule is used

as the basis to determine the initial salary placements for administrative/professional/technical employees to include: the level and complexity of skills required for the position; education requirements, with a minimum requirement of a bachelor’s degree or an equivalent combination of education and relevant training, salary equity within each position classification, requirements of the State of Colorado pay equity act and experience.

Initial salary placements will be determined by the Human Resources Office. When position vacancies occur, the job description and candidate information must be submitted to the Human Resources Office for salary placement review and determination.

**Salary Adjustments**  
Professional/technical employees may be eligible for merit-based salary adjustments based on available funds and individual performance ratings. More information regarding performance and success plans can be found in HRP 5.54. Consistent with the provisions for other types of employees at CCA, professional/technical employees whose performance evaluation results in an unsatisfactory rating will not be eligible for salary increases.

# CCA HRP 5.61: Classified Employee Compensation

**Issued:** March 29, 2013  
**Reviewed:** October 19, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** Colorado Department of Personnel 4 CCR 801 Personnel Board Rules and Personnel Director’s Administrative Procedures Chapter 3; Colorado Partnership for Quality Jobs & Services Act; CCA President’s Cabinet

**PURPOSE**  
This guideline was established to inform of the Classified Employee compensation system

**SCOPE**  
This guideline applies to all CCA Classified Employees

**DEFINITIONS**  
Not applicable.

**DESCRIPTION**  
Compensation of classified employees at the Community College of Aurora (CCA) is subject to the provisions of Colorado Department of Personnel Board Rules Chapter 3. Information on classified compensation plans, salary adjustments and related information can be found on the [Colorado State Department of Personnel & Administration](#) website.

# HRP: Human Resources & Personnel Success

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## LEAVING EMPLOYMENT

### CCA HRP 5.64: Exit Interviews

**Issued:** March 29, 2013

**Reviewed:** October 21, 2022

**Reissued:** February 9, 2023

**Legal or Other Authority:** CCA President's Cabinet

#### PURPOSE

Exit interviews are used to gather information on what the employee valued about working for CCA and aspects of the college that might be improved in order to increase employee engagement and organizational performance.

#### SCOPE

The Community College of Aurora (CCA) invites all regular full-time employees who terminate their employment with CCA to participate in an exit interview.

#### DEFINITIONS

Not applicable.

#### DESCRIPTION

Information obtained in exit interviews will be kept confidential and the content of the interview will be shared only on a need-to-know basis with appropriate individuals to ensure the institution continues to improve. The information will be used to identify and track trends that illuminate ways to strengthen and improve hiring, management, performance feedback and other human resources or organizational practices.

#### Conducting Exit Interviews

Exit interviews are conducted by the Human Resources Office and include completion of the Exit Interview check list that documents the date of notification of employment termination, reason for leaving, benefits information, return of college property and additional details.

Employees are also asked to bring written notes on feedback they would like to provide the college regarding their experience including aspects of their position that went well and those which may pose need for improvement. The employee is then asked in the exit interview to elaborate and provide any relevant context to their feedback which they would like to share.

Employees are provided with a survey link and encouraged to complete an exit survey provided by the Colorado Department of Personnel & Administration.

# CCA HRP 5.65: Post-Retirement Employment

**Issued:** March 29, 2013      **Reissued:** February 9, 2023  
**Reviewed:** September 23, 2022      **Legal or Other Authority:** CCCS SP 3-60a; CCA President’s Cabinet

## PURPOSE

Community College of Aurora (CCA) may hire PERA retirees to address specific business needs. Employees interested in post-retirement employment with CCA must follow the provisions of Colorado Community College System President’s Procedure [SP 3-60a](#) and comply with Colorado Public Employees Retirement Association ([PERA](#)) [rules and requirements](#).

## SCOPE

All CCA employees.

## DEFINITIONS

- **PERA:** The Colorado Public Employees’ Retirement Association which provides retirement benefits for Colorado state employees.

## DESCRIPTION

CCA may hire PERA retirees who are allowed to work and receive compensation for up to 110 days or 720 hours per calendar year without impacting their retirement benefits. Retirees are responsible for monitoring their work hours and reporting any excess time worked to PERA. Benefits reductions will be applied as specified by PERA. See the PERA [Working After Retirement](#) booklet for additional information.

## LIMITED 140-DAY POSITION DESIGNATIONS

CCA is authorized to designate up to 10 positions annually to allow PERA retirees to extend their maximum annual work schedule to 140 days or 916 hours. If a PERA retiree working at CCA or his or her supervisor wishes to extend an employee’s work schedule beyond the standard 110 day/720 hour

maximum, the supervisor or employee must contact the Human Resources Office prior to the 110 day mark. CCA may designate a 140-day position at any time during the year, but only up until December 31 of that year.

Human Resources will take the request to CCA leadership for review and approval. If the request is approved by CCA, the Human Resources Office will prepare and submit the paperwork required by PERA to designate the position as one of CCA’s 140-day positions.

# HRP: Human Resources & Personnel Success

**AUTHORIZED  
VOLUNTEERS**

CCA HRP 5.66:  
Volunteer Screening, Required Documents,  
Management

Issued: March 29, 2013      Reissued: February 9, 2023  
Reviewed: December, 2022      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

The Community College of Aurora (CCA) welcomes individuals interested in volunteering their time and talents to assist in serving the needs of CCA students, instructors or business operations.

SCOPE

This guideline applies to any volunteer work taking place around the campus.

DEFINITIONS

- **Volunteer:** A volunteer is an individual who is completing work on behalf of the college under the supervision of a paid CCA employee with the approval of Human Resources.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

DESCRIPTION

Volunteers play an important role in extending the capacity of the college to serve and assist students and campus guests. Students and guests often do not distinguish volunteers from staff members and, thus, volunteers must be screened and managed using standards similar to those used with staff.

Individuals interested in volunteering at CCA may contact the Human Resources Office or department personnel for information on volunteer opportunities as well as the application process. Following are guidelines for the screening and management of volunteers at CCA.

APPLICATION PROCESS AND  
SCREENING

All volunteers at CCA must complete a volunteer packet and pass a background check in order to be authorized as a volunteer. The volunteer packet contains a liability waiver and forms for work-related injuries, drug and alcohol awareness and personal data that are important for CCA to obtain for liability and legal purposes. The volunteer packet is available on the Employee tab of MyCCA. Select the Forms icon at the top of the screen, then select Employment Packets, and Volunteer Packet.

Only authorized volunteers are allowed to engage in volunteer opportunities at CCA. CCA departments may not engage any volunteer prior to being notified by the Human Resources Office that the volunteer packet and background check for that individual have been successfully completed.

VOLUNTEER MANAGEMENT

CCA staff who manage volunteers should approach the process much like managing employees. That is, volunteers should be given clear direction as to how to prioritize their time and the desired outcomes from their efforts. Volunteers should also be given immediate and specific feedback if an error, conflict or similar challenge occurs. Volunteers who experience productive and satisfying engagements at CCA will both help further the college’s mission and work, and convey positive messages about CCA to others in the community.

# HRP: Human Resources & Personnel Success

## PROFESSIONAL DEVELOPMENT



# CCA HRP 5.67: Staff Development

Issued: April 5, 2013

Reviewed: January, 2023

Reissued: February 9, 2023

Legal or Other Authority: SBCCOE BP 3-65; CCCS SP 3-10; CCA President’s Cabinet

## PURPOSE

As a teaching and learning institution, the Community College of Aurora (CCA) is dedicated to the philosophy of lifelong learning for faculty, instructors, and staff as well as student employees.

## SCOPE

This guideline applies to all CCA employees

## DEFINITIONS

- **Desire2Learn (D2L):** Desire2Learn is the online course management system for the syllabus, online grade book, attendance registers, course e-mail, course content and assignments, and a wide selection of customizable features.
- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

## DESCRIPTION

CCA follows the parameters of State Board for Community Colleges and Occupational Education Policy [BP 3-65](#) in determining key components of the college’s professional development programming.

## FACULTY DEVELOPMENT AND SUPPORT

CCA is a teaching and learning institution dedicated to student success. In order to support faculty members who will foster successful student learning, the Instructional Division provides an orientation for new faculty members and on-going professional development opportunities.

## Faculty Development Requirements

All new faculty and instructors complete the Academic New Hire Orientation, including an in-person orientation, virtual orientation resource overview in D2L, and mentoring activities. Faculty and instructors also have opportunities to engage in college-wide strategic planning Summits in the fall and spring as well as professional learning workshops each semester.

Faculty members must also complete Desire2Learn (D2L) training prior to teaching at CCA. Adjunct faculty members are paid on an hourly basis for required training activities.

## Identifying Faculty Development Opportunities

CCA offers a faculty development program to improve teaching and provide opportunities for faculty members to increase their pay levels. Faculty development opportunities and the calendar of events can be found on the Faculty tab of MyCCA in the Faculty Development and Training section. Pay level advances require completion of faculty development credits. The coordinator of the faculty development program provides information on faculty development workshops. Information on pay level adjustments and faculty development credits are found in the Faculty Handbook available on the Faculty tab of MyCCA in the Faculty Quick Links section.

## APT AND ALL-STAFF DEVELOPMENT ACTIVITIES

All new Staff members of the college are required to complete a 1-1 Orientation with the Director of Payroll

and Benefits to cover their individual employment package as well as a group New Hire Orientation through the Human Resources office to learn about:

- CCA’s History, Mission, Vision, Values
- Structure of CCA as a State Agency and as a member of the Colorado Community College System
- Employee resources including IT, Benefits, conflict management
- Critical Policies and Guidelines related to employment
- Diversity, Equity & Inclusion at CCA
- Resources for Students including Advocacy, Disability, and Student Life services
- Identifying best practices for identifying and setting goals for success within year one of employment

New Hires are also invited by Human Resources after their first 30 days of work to discuss how their onboarding process has gone and identify pathways to success as an employee within Higher Education to further develop an individualized outline for employee development with their supervisor.

## ONGOING DEVELOPMENT

The Human Resources Office offers a variety of professional development activities open to any CCA staff member. These opportunities are offered periodically throughout the year and cover topics such as strategic planning, stress management, communication, conflict management and related issues. Workshop offerings and schedules are announced via e-mail to all staff members. Members of leadership are also invited to engage in opportunities such as workshops, thinktanks, and virtual trainings related to personnel success and supervision.

Information on a variety of tuition assistance programs available to CCA staff and family members is described in organizational guideline CCA HRP 5.51 Tuition Assistance Programs.

# HRP: Human Resources & Personnel Success

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## COMMITTEES

### CCA HRP 5.68: College Advisory Council

**Issued:** April 5, 2013

**Reviewed:** July 23, 2022

**Reissued:** July 1, 2016; February 9, 2023

**Legal or Other Authority:** SBCCOE BP 2-25; CCA President's Cabinet

#### PURPOSE

To ensure compliancy the Community College of Aurora (CCA), maintains a College Advisory Board.

#### DEFINITIONS

- **President's Office:** Located at the CentreTech Campus at 16000 E CentreTech Pkwy, Aurora, CO 80011 in the Administration building suite A200.

#### DESCRIPTION

As required by state statute and State Board of Community Colleges and Occupational Education Policy [BP 2-25](#), CCA maintains a College Advisory Council. Comprised of business, school district and other community leaders from CCA's service area, the Council provides feedback and input to the college president and the State Board on the area's education needs. The Council also serves as a liaison between the college and service area employers, school boards, government agencies and other key constituencies.

#### MEMBERSHIP

Council membership and appointment terms are determined as specified in BP 2-25. A list of current Council members is available in the President's Office.

#### MEETINGS

CCA's College Advisory Council meets a minimum of four times per year as required by BP 2-25 with additional meetings called by the CCA president as needed.

# HRP: Human Resources & Personnel Success

## RECORDS

### CCA HRP 5.69: Colorado Open Records Act (CORA)

**Issued:** March 29, 2013

**Reviewed:** November 3, 2022

**Reissued:** February 9, 2023

**Legal or Other Authority:** C.R.S. 24-72-201 to 24-72-309; CCCS SP 3-125c; CCA President's Cabinet

#### PURPOSE

As a public institution of higher education in Colorado, the Community College of Aurora (CCA) is governed by the Colorado Open Records Act (CORA). The intent behind CORA is to support the desire of citizens for an open government by giving the general public broad access to government records. This enables citizens to learn what their government is doing in different areas. Colorado Revised Statutes related to CORA are those numbered 24-701-201 to 24-72-309.

#### SCOPE

CORA applies to the work and communications of all employees within the college

#### DEFINITIONS

- **CORA:** The Colorado Open Records Act "CORA" requires that most public records be available to the public. A "public record" includes most writings made, maintained, or kept by our office.
- **Public Records:** Contain information, minutes, files, accounts, or any other documents that a governmental body is required to maintain as described below.

#### DESCRIPTION

CORA stipulates that "all public records shall be open for inspection by any person at reasonable times" with some exceptions detailed in the Act or as otherwise provided by state or federal law. The Attorney General has compiled a list of [frequently asked questions](#) related to CORA which provides background on the law, the types of documents covered, how requests

are handled and related information. Additionally, [rules concerning public records requests](#) can also be viewed. Colorado Community College System (CCCS) President's Procedure [SP 3-125c](#) highlights CCCS's commitment to CORA and indicates that the only public records that fall outside CORA are those specified in state and federal law, such as student educational records protected under the Family Educational Rights and Privacy Act (FERPA).

#### RECORDS SUBJECT TO CORA

Materials considered "public records" and thus open for public inspection according to CORA span a wide range and include, but are not limited to:

- Books, papers, maps, photographs
- Tape recordings
- Files, records and reports, both official and informal (such as handwritten file notes)
- Communications sent by mail, private courier, and e-mail
- Computer records, including database records and electronic reports
- Personnel records

#### CORA REQUEST REQUIREMENTS

All requests for the inspection of records from CCA under CORA must be submitted in writing to the designated custodian of records for that area as outlined within the stated CORA Response Procedures below. A person requesting information under CORA is not required to disclose the reason for their request. Employees should not ask the requestor about the reason for the request.

CORA RESPONSE PROCEDURES

Any CCA employee who receives a request for data, records or other information that is not currently available to the public on the CCA website, must clear the request with the appropriate custodian of records at CCA or the vice president of human resources prior to responding. The custodian of records will ensure that the request complies with state and federal laws, protect against the release of any confidential or otherwise protected information and coordinate the response with the Colorado Community College System office or other colleges as appropriate.

Responsibility for serving as a custodian or records and responding to requests for information under CORA has been delegated within CCA as described below. Upon receipt of a CORA request, the request should be immediately sent to one of the following individuals:

- **Employee personnel records, including salary information:** vice president of human resources
- **Student records (\*see FERPA information at the bottom of this document):** Dean of Students
- **Financial records:** except salary information - and land, facilities and water records: vice president of administrative services.

Requests for records not clearly identified above should be submitted to the vice president of human resources who will then identify the appropriate college official to respond to the request. Questions regarding the applicability of CORA to a specific request should be directed to the CCA vice president of human resources who will consult with the CCCS Legal Affairs Office to seek guidance on responding to the request.

GENERAL RESPONSE GUIDELINES

The following guidelines will be applied in response to CORA requests of CCA records:

- As required by law, CCA must produce documents requested under CORA within three (3) days or provide a written, reasonable explanation within that same time frame as to why the college is unable

to respond within three (3) days and provide a date by which the college will be able to respond to the request and provide access to the records requested.

- The custodian of the records requested may set the time, during normal office hours, and the place for records to be inspected.
- The custodian, or a designated employee delegate, is required to be present while the records are examined.
- A person wishing to examine CCA records must reasonably specify the record or records desired for examination in writing. General requests to search college files for unspecified documents are not permitted.
- If a document(s) requested is not in the custody of the person to whom a request is made, the request should be forwarded to the appropriate custodian and the person who initiated the request should be provided with the name of the appropriate custodian.
- A person granted the right to inspect college records will be furnished with copies of those records, if requested, at a cost of \$0.25 per page or the actual cost of the document for non-standard formats.
- In those cases where the location of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, the college may charge a reasonable research and retrieval fee, the hourly rate for employee time is \$30 per hour.

**\*FERPA - STUDENT EDUCATION RECORDS**  
*The Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g) prohibits the disclosure of student education records without the student’s prior written consent except under limited circumstances. FERPA broadly defines an education record as those records that are directly related to a student and maintained by an educational agency or institution, including records of disciplinary matters.*

CCA HRP 5.70: Security and Confidentiality of Records

**Issued:** March 29, 2013      **Reissued:** February 9, 2023  
**Reviewed:** November 3, 2022      **Legal or Other Authority:** FERPA, HIPAA, CORA; SP 3-125c; CCA President’s Cabinet

PURPOSE

Regulations and responsibility for safeguarding, maintain and accessing these records are governed by policies, producers, rules and statues of CCA, the Colorado Community College System (CCCS), the State Board for Community Colleges and Occupational Education, the State of Colorado, and the federal government.

SCOPE

All college information, records and files, including those stored electronically, are the property of the Community College of Aurora (CCA).

DEFINITIONS

- **FERPA:** The Family Educational Rights and Privacy Act of 1974 is a United States federal law that governs the access to educational information and records by public entities such as potential employers, publicly funded educational institutions, and foreign governments.
- **HIPAA:** The Health Insurance Portability and Accountability Act of 1996 is a United States Act of Congress enacted by the 104th United States Congress and signed into law by President Bill Clinton on August 21, 1996.
- **CORA:** The Colorado Open Records Act “CORA” requires that most public records be available to the public. A “public record” includes most writings made, maintained, or kept by our office.
- **State and federal laws:** including FERPA, HIPAA, CORA, and Social Security regulations, among others – designate certain data as confidential with release

by CCA restricted without proper authorization. Information protected by such laws includes any identifying information, information regarding a student’s account, history, or academic records, and any information regarding employee health information. Other data is designated as a public record subject to public access and review. Each CCA employee is responsible for understanding the confidentiality requirements of the data to which they have access and ensuring compliance with applicable state and federal laws.

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

DESCRIPTION

As part of the hiring process, all CCA employees will be required to sign a *Responsibility for Security and Confidentiality of Records and Information* form to confirm their understanding of and commitment to maintaining the security and confidentiality of records at CCA. A copy of the form is available on the Employee tab of MyCCA in the *Employee Forms and Publications* section under *Human Resources & Payroll Forms* under *Confidentiality Statement*.

See also: guidelines CCA HRP 5.69 Colorado Open Records Act (CORA), CCA ADS 3.50 Computer Use Guidelines, and CCA ENM 6.01 Student Records/FERPA.



# CCA HRP 5.71: Records Retention and Disposition

**Issued:** May 27, 2013

**Reviewed:** November 3, 2022

**Reissued:** February 9, 2023

**Legal or Other Authority:** Colorado State Archives Records Management Manual Schedule 8 – Higher Education Records; CCCS SP 3-125d; CCA President’s Cabinet

**PURPOSE**

The Community College of Aurora (CCA) follows [Schedule 8 – Higher Education Records](#) of the Colorado State Archives Records Management Manual in determining the types of information and timeframe for retaining various kinds of records. Records management, including retention and destruction, at CCA is handled by individual departments and/or divisions based on the nature of records managed and any applicable laws, regulations or guidelines for the functional area, including Colorado Community College System President’s Procedure SP-125d.

**SCOPE**

SP-125d covers electronic communications management and rendition, including e-mails, electronic copies of the final form, office documents such as contracts, correspondence or other materials substantiating an official decision, activity, or contract.

**DEFINITIONS**

Not applicable.

**DESCRIPTION**

General Records Management Guidelines  
In addition to following the specific guidance provided in Schedule 8 – Higher Education Records, all departments at CCA will follow the general guidelines noted below with regards to records retention and disposition:

- Records should be destroyed when the minimum retention period has been met, unless they are needed to meet specific legal requirements or are designated for permanent (archival) retention.
  - Records should be destroyed at the end of their minimum retention period. Obsolete records should not occupy offices or physical or electronic storage space.
  - Retention periods apply regardless of the physical format on which the information is contained, which may be paper, microfilm, computer disk or tape, optical imaging, USB drive or another medium. The Information Technology department can assist with the destruction of material retained on a non-paper medium if needed.
  - All retention periods are based on the fiscal year, from July 1 through June 30, starting after the year in which the record is created.
  - All paper documents containing confidential information and/or personal digital identity information must be shredded or otherwise disposed of in a way that protects the confidentiality of the information contained in the document.
  - Records pertaining to a pending legal case, claim action or audit must not be destroyed until such pending action is resolved, even if the retention period lapses during that time.
- Divisions and departments that have established specific records management schedules and processes are highlighted below. All other divisions and

departments simply follow the Schedule 8 guidelines noted above.

**FINANCIAL AID**

The records management and retention process for the Financial Aid office is detailed in the CCA Manual of Financial Aid Procedures, in Section 208, General Financial Aid Office Management and Administration, subsection F: Records Management and Retention. A copy of the manual is available from the director or assistant director of financial aid.

**CCA FOUNDATION**

The CCA Foundation follows the [Document Retention Policy](#), available on the Foundation website under the Governance link. This policy applies to all Foundation documents and to all Foundation employees, officers and directors.

**HUMAN RESOURCES**

The Human Resources Office’s practice related to personnel files and document retention are described in organizational guideline CCA HRP 5.05 Personnel Records and Files.

**INSTRUCTION**

The specific records retention and disposition schedule for the Instructional Division is as follows:

DOCUMENTS	RECORD	RECORD MEDIUM	RETENTION LOCATION	RETENTION / DESTRUCTION SCHEDULE
Administrative Files / Correspondence (Academic Deans & Department Chairs)	Correspondence / memoranda / annual reports / self-studies	paper or	Dept Office	3 Years
		electronic	College Archives (Imaging)	Permanent
	Policy & Procedure Statements	paper or	Dept Office	3 Years
		electronic	College Archives (Imaging)	Permanent
	Organizational Charts	paper or	Dept Office	3 Years
		electronic	College Archives (Imaging)	Permanent
	Curriculum Information (Program Approval / Renewal / Teach-Out)	paper or	Dept Office	3 Years
		electronic	College Archives (Imaging)	Permanent
	Personnel data (including Assignment Worksheets) and student information	paper or	Dept Office	3 Years
		electronic	College Archives (Imaging)	Permanent

Meeting Minutes (Academic Deans & Department Chairs)	Meeting Minutes (including names of attendees & persons absent, summary of topics discussed & decisions made) Examples: Advisory Committee, Curriculum Committee, Instructional Salary Committee	paper or	Dept Office	5 Years
		electronic	College Archives (Imaging)	Permanent
Photographs / Slides / Posters	Depict activities in various academic depts and include photos (individuals & groups) / lecturers / professors & students / campus scenes & demonstration slides for instruction	paper or	Dept Office	Until no longer needed
		electronic	College Archives (Imaging)	Permanent
Thesis & Dissertation File	Official printed or electronic copy of dissertation or thesis	paper or	Dept Office	Until no longer needed
		electronic	College Archives (Imaging)	Permanent
Instructional Miscellaneous (classified as “not defined” [ND] in Schedule 8 and/or referenced in another section of Schedule 8)	Grade rosters / sheets	electronic	Faculty Office - shared drive	One year from distribution
	Faculty contracts (FT / PT) reflect instructor name, SSN, position, subject taught, employment dates, total number of hours, hourly rates, total contract amount & budget code, date, signatures of the instructor, department chair, & academic dean	paper or electronic	HR office	6 years after termination of contract and until no longer needed for reference
	Program Admission Documents	paper or electronic	Dept Office - shared drive or Imaging	5 years after graduation or last date of attendance
	Course Evaluations (ND)	Maintained by Online	course evaluation	vendor
	Marketing files	paper or electronic	Staff Office - shared drive or College Outreach	Until no longer needed for reference
	Student Work (ND) - <i>including homework, assignments, projects, exams, etc.</i>	paper or electronic	Faculty or Dept Office	Until end of following semester unless needed as program Accreditation requirement
	Course syllabus (ND)	electronic	Dept Office - shared drive	1 year
	Course attendance rosters (ND)	electronic	School Office - shared drive	1 year
	Schedule production documents / materials (ND)	paper or electronic	Instructional Division - shared drive	1 year from the end of that semester

	Budget Reports (Schedule 7)	paper or electronic	Business Office	7 years
	Instructional Program Contracts / Agreements (non-fiscal) (Schedule 7)	paper or	Instructional Division - shared drive	Through expiration date of agreement
		electronic	Business Office	6 years after termination of contract
	Instructional Program Contracts / Agreements (fiscal impact) (Schedule 7)	paper or	Instructional Division - shared drive	Through expiration date of agreement
		electronic	Business Office	6 years after termination of contract

ADMISSIONS, REGISTRATION AND RECORDS

The records retention and disposal schedule used by Admissions, Registration and Records is maintained by and available from the registrar/director of admissions.

# OTP: Office of the President

## COMMITTEES

### CCA OTP 1.1: College Advisory Council

**Issued:** March 29, 2013

**Reviewed:** July 23, 2022

**Reissued:** July 1, 2016; February 9, 2023

**Legal or Other Authority:** SBCCOE BP 2-25; CCA President's Cabinet

#### PURPOSE

To ensure compliance, the Community College of Aurora (CCA) maintains a College Advisory Board.

#### DEFINITIONS

- **President's Office:** Located at the CentreTech Location at 16000 E CentreTech Pkwy, Aurora, CO 80011 in the Administration building suite A200.

#### DESCRIPTION

As required by state statute and State Board of Community Colleges and Occupational Education Policy [BP 2-25](#), CCA maintains a College Advisory Council. Comprised of business, school district and other community leaders from CCA's service area, the Council provides feedback and input to the college president and the State Board on the area's education needs. The Council also serves as a liaison between the college and service area employers, school boards, government agencies and other key constituencies.

#### MEMBERSHIP

Council membership and appointment terms are determined as specified in BP 2-25. A list of current Council members is available in the President's Office.

#### MEETINGS

CCA's College Advisory Council meets a minimum of four times per year as required by BP 2-25 with additional meetings called by the CCA president as needed.

# CCA OTP 1.2: Leadership Council

**Issued:** March 29, 2013  
**Reviewed:** July 23, 2022

**Reissued:** July 1, 2016; February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure proper communication, information sharing, and input among all college leaders director-level and above, the Community College of Aurora (CCA) maintains a leadership council.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The Leadership Council at the Community College of Aurora provides an opportunity for communication, information sharing, and input among all college leaders director-level and above, including academic department chairs. Leadership meetings facilitate college-wide conversation and input, provide opportunities for professional development with college leaders, and offer broad opportunities for institution-wide input and problem-solving. The Council seeks to enhance communications within the college and provide college-wide opportunities to discuss and support strategic priorities and initiatives. The exchange of information and perspectives with leaders across the institution promotes the development of shared understanding of priorities, activities and outcomes.

## COMPOSITION

The Leadership Council is composed of the members of the President’s Cabinet and all deans, associate deans, directors and department chairs.

## MEETING SCHEDULE

The Council receives information and data through correspondence weekly. The Council also engages in

both the Fall and Winter Strategic Planning Summits, and the annual Operational Unit Report Outs, where the College’s planning, budget, assessment, and innovation cycles conclude for the following academic year.

# CCA OTP 1.3: President’s Cabinet

**Issued:** March 29, 2013  
**Reviewed:** October 20, 2022

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To provide strategic management and advise on day-to-day operations, the Community College of Aurora (CCA) maintains a President’s Cabinet.

## DEFINITIONS

Not applicable.

## DESCRIPTION

The President’s Cabinet at CCA serves as the primary strategic management team for the college, providing the president with the necessary intellectual and systems support to effectively lead the college. Guided by the college mission and strategic plan, Cabinet members work to ensure the fulfillment of all strategic plan objectives. Furthermore, college procedures, protocols, and process changes are presented and voted on for approval with this body.

## FUNCTIONS

The President’s Cabinet serves three primary functions:

- Implement and support the college’s strategic plan.
- Develop an annual budget to support the strategic plan.
- Advise the president on day to day operational and personnel matters.

## COMPOSITION

The Cabinet includes the president as well as all college team members with the title of Executive Director, Dean, Associate Vice President, and Vice President. Other personnel may be included at the discretion of the President.

## MEETING SCHEDULE

The Cabinet schedule is set by the President, but will meet, at minimum, every other week.



# SCA: Strategic Communications & Alumni Exchange

## COLLEGE BRANDING, PUBLICATIONS, & COMMUNICATIONS

### CCA SCA 9.01: Branding Guidelines and Publications

**Issued:** March 29, 2013

**Reviewed:** January 31, 2023

**Reissued:** February 9, 2023

**Legal or Other Authority:** CCA President's Cabinet

#### PURPOSE

To ensure consistency the Community College of Aurora (CCA) establishes branding guidelines and publications.

#### DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

#### DESCRIPTION

Ensuring that the CCA stands out from the multitude of colleges and universities that offer academic programming, expert faculty, superior customer service and commitment to student success is achieved in part through creating a distinct brand for the college. CCA's brand is an extension of its mission and vision that resonates throughout the college and extends beyond the campuses, promising that CCA will help students start smart, and start strong.

#### CONSISTENT BRAND IDENTITY

The CCA logo, colors, images, language, and design provide tools for constituents and vendors to identify the college and recall qualities associated with our brand. The sub-logos in the brand architecture represent programs and departments that have proven to support their extended value to the college and community. The creation and use of these logos are determined by policies set and approved by the CCA President's Cabinet and carried out by Strategic Communications Department when designing for both print and electronic publication, including, but not limited to: advertisements, letterhead and business

cards, web pages, view book, direct mail, promotional brochures, flyers, posters and social media.

#### DEPARTMENT STAFF ROLES AND RESOURCES

While creation and strategic pursuit of CCA's brand identity are the responsibility of CCA's Strategic Communication Department, much of the day-to-day use and reinforcement of this brand identity rests with individual staff members and departments at CCA. The Strategic Communications Department provides tools and serves as a resource for the communications needs of staff members to both leverage and protect CCA's brand identity.

Communications resources and support include the following that are available on the *Resources tab of MyCCA in the CCA College Communications* section:

- Electronic files of logos, letterhead and templates for PowerPoint, brochures and flyers; see organizational guideline CCA SCA 9.03 *CCA Logos, Letterhead and Templates* for additional information.
- *Communications Work Request Form* for staff to use to request assistance from the Strategic Communications Department with writing, designing and producing products to promote and market CCA programs and events while maintaining the commitment to the college brand.
- The Brand Identity Guidelines which provide instruction on official brand elements including the college logo and colors.

PUBLICATIONS

CCA publishes an annual college catalog, course schedules each semester and a variety of other reports and publications as needed or required by state or federal law. The Strategic Communications Department is responsible for the design and production management of the college catalog and course schedules. Copy for these publications is the responsibility of the director of academic affairs support and the registrar and director of admissions.

For other publications, the Strategic Communications Department is available as a resource to assist with, provide input on and otherwise coordinate copy writing, design and production. Departments are encouraged to utilize College Communications’ expertise in these areas.

CCA SCA 9.02:  
CCA Website Content Management

Issued: March 29, 2013      Reissued:  
Reviewed: January 31, 2023      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

To ensure update-to-date and accurate information is displayed on the Community College of Aurora’s (CCA) website, the Strategic Communications Department is responsible for website content management.

DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

DESCRIPTION

The content on the Community College of Aurora’s (CCA) website is available to any member of the general public. CCA’s primary goal of its website is to drive enrollment and retain students. While also being used to market the college’s programs and services, provide enrollment and related information, post reports, procedures and other documents as required by law. MyCCA is a restricted, internal website accessible only to CCA staff members and students with an active S number and password. The purpose of MyCCA is to provide information, tools, and other resources for CCA staff and students for their day-to-day business or school-related activities. Different tabs are provided on MyCCA with content and access customized to various types of users. The MyCCA portal should function as an intranet.

CCA WEBSITE

CCA’s Strategic Communications Department is responsible for implementing and maintaining the overall design, structure and navigational elements of the CCA website.

Each Division should assign a web administrator who is responsible for working collaboratively with the Strategic Communication Department to maintain content in the MyCCA Portal. The website should be kept up-to-date, especially with regard to personnel changes, contact information and event postings. Classes, degrees, and certificate information should be linked to the SmartCatalog on the website, rather than to individual degree sheets or web pages. Any changes outside of standard content edits or additions must be approved by the CCA Strategic Communications Department. This includes changes to the main site navigation, structure, and home page requests.

CCA staff members may request assistance with design changes, web page copy writing and other web content from College Communications using the *Communications Work Request Form* available on the *Resources tab of MyCCA in the CCA College Communications section*.

When a new web administrator is assigned, the department must inform the College Communications. College Communications maintains a list of current web administrators, manages passwords for security maintenance, and provides training on CCA’s content management system. For security reasons, the

department’s web administrator password should not be shared with a new web administrator prior to notifying College Communications.

MYCCA

The Executive Director of Communications and the Senior IT Officer will serve as the Primary Portal Administrators for MyCCA. The portal administrators stay current on design and functionality changes, trains users, manages new user account requests, and provides general troubleshooting as needed. Content area experts manage the design and content for different pages based on division responsibilities and the associated page content.

CCA SCA 9.03:  
CCA Logos, Letterhead and Templates

Issued: March 29, 2013      Reissued: Februray 9, 2023  
Reviewed: January 31, 2023      Legal or Other Authority: CCA President’s Cabinet

PURPOSE

To ensure consistency, the Community College of Aurora (CCA) establishes guidelines and templates for media and publications.

DEFINITIONS

- **MyCCA:** The internal portal used for employee and student records management. The link for MyCCA can be found on the CCA website.

DESCRIPTION

The Community College of Aurora’s Strategic Communications Department has posted files of the CCA logo, letterhead, and templates for PowerPoint, flyers, and brochures to make it easier for CCA staff to create professional looking documents and other communications materials that are consistent with CCA’s brand standards. These files are available on the *Resources tab in MyCCA in the CCA College Communications section.*

BRAND STANDARDS

Brand standards are important in helping to create a clear, consistent, and recognizable message and impression about an organization’s mission, vision, and impact. CCA’s logo, letterhead, templates, and other communications tools are designed with these objectives in mind.

It is important in using these resources that staff members refrain from changing or modifying the format, including the font, color scheme, or placement of words within the logo or letterhead. All aspects of the logo and letterhead design are part of CCA’s brand identity and any modifications may create

confusion or weaken our brand equity or place within the marketplace. Templates are designed to provide more editing flexibility, however, font types, layout standards, and logo use should be kept consistent with the template design.

COMMUNICATIONS OFFICE  
ASSISTANCE

For assistance with creating official documents or using standardized, CCA-branded communications resources, staff members should contact the Strategic Communications Department or submit a *Communications Work Request Form*. The Work Request Form is available on the *Resources tab of MyCCA in the CCA College Communications section.*

# CCA SCA 9.04: Social Media

**Issued:** March 29, 2013  
**Reviewed:** January 31, 2023

**Reissued:**  
**Legal or Other Authority:** CCCS SP 3-125f; CCA President’s Cabinet

## PURPOSE

To ensure consistency and compliance, the Community College of Aurora (CCA) establishes guidelines for social media.

## DEFINITIONS

Not applicable.

## DESCRIPTION

Given the prevalence of the use of social media – such as, Facebook, Twitter, Instagram, TikTok, LinkedIn, and YouTube – and the potential these sites have to significantly impact organizational and professional reputations and institutional public affairs, the Community College of Aurora (CCA) has established the following social media guidelines as required by the [Colorado Community College System](#). These guidelines address officially recognized social media accounts for the college as well as provides general parameters for personal pages and postings that may reference or create other associations with the college. CCA’s HR guidelines dive deeper into how employees are to conduct themselves when operating in the capacity as an employee of the college.

## OFFICIAL CCA SOCIAL MEDIA SITES

Officially-recognized college social media accounts must be approved and created by the Strategic Communications Department. Requests to create an officially-recognized social media page must be submitted in writing to the Executive Director of Communications including the reason or need for the page and identifying at least two college employees who will administer and monitor the page on a daily basis.

Each officially approved page will be set up by Colleges Strategic Communications Department under an account and must be attached to a CCAurora.edu email. College Communications will serve as the official “owner” of the page. No personal email accounts are to be associated with any of the social media accounts branded under “Community College of Aurora”, “Colorado Film School” or a “CCAurora” Prefix. Those employees responsible for administering and monitoring the page will be assigned administrative rights for the page.

CCA personnel are prohibited from creating social media pages that might be construed as an official representation of the college without advance review and approval by the Strategic Communications Department. All page administrators must abide by the social media rules set forth in this guideline. Social media users acting on behalf of CCA must adhere to all CCCS and CCA policies and procedures, including those pertaining to: acceptable use, copyrights, information technology security, records privacy and security, FERPA policies, faculty/staff/student codes of conduct and procurement rules.

## SOCIAL MEDIA ADMINISTRATION RULES

College staff responsible for administering and monitoring officially-recognized social media pages for CCA must comply with the following rules:

- Only officially-recognized college social media pages can be linked to CCA’s website or other officially-recognized CCA social media pages.

- Any official social media page must have prominently displayed language directing the public to the main CCA website: <http://www.ccaurora.edu>.
- Each officially-approved page must include a disclaimer stating that the content and opinions contained on the site do not necessarily represent those of the college. CCA’s Strategic Communications Department will post this disclaimer upon initial set up of the page. The page administrators are responsible for ensuring the disclaimer remains visible over the life of the page.
- CCCS and the college have the right to remove or direct the removal of any content for any lawful reason including, but not limited to, content deemed threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. Inappropriate, offensive, injurious and illegal content may be removed by college employees identified as account administrators at their discretion or at the direction of college or CCCS management.
- All official social media pages must have at least two employees assigned to the role of administrator at all times. If a page administrator leaves the college or no longer wishes to serve in that capacity, the sponsoring department or division must designate another college employee to serve as a page administrator. The department or division must contact CCA’s Strategic Communications Department to request the removal and/or addition of all page administrators.
- To ensure the security and authorized administration of college Facebook pages, account administrators must check the box for “secure browsing” that is found in the Account Security section on Facebook.
- CCA employees, other than College Communications, are prohibited from entering into advertising agreements with social media sites.
- Departments who wish to utilize social media as a medium of communication with the general public must attend a yearly training hosted by the Strategic Communications Department. Additionally, online consistency is a large part of maintaining CCA’s online presence. Users must post (at minimum) 15 times in a given month to keep their respective account active.

## EDUCATIONAL USE, PERSONAL PAGES AND POSTINGS

While faculty may have students use various social media tools as an educational activity, faculty are required to use the official learning management system, Desire2Learn (D2L), instead of social media sites to post or exchange course work or for other teaching purposes.

College employees are expected to adhere to the same standards of conduct online as in the workplace and are encouraged to consider the ethical ramifications of their interactions with students on social media sites. Students are expected to adhere to the Student Code of Conduct. Laws, policies and procedures relating to confidentiality, conflict of interest, discrimination, harassment and related standards apply online and with social media, as with in-person interactions. Employees and students are responsible for any content posted on social media sites and may be subject to disciplinary actions if violations of law, SBCCOE policy, CCCS procedures or CCA processes occur.

By posting content to any social media site, the poster represents that he or she owns or otherwise has the rights necessary to lawfully use that content or that the use of the content is permitted by fair use. Persons posting information also agree that they will not knowingly provide misleading or false information and that they will indemnify and hold CCCS and the college harmless for any claims resulting from the content.

CCA employees maintaining personal social media accounts should avoid creating confusion as to whether the account is officially associated with the college. If a staff member identifies themselves as a CCA faculty, instructor, or staff member online, it should be made clear that the views expressed on their site are not those of the college and they are not acting in their capacity as a college employee. While not a requirement, college employees may consider adding the following disclaimer to personal social media accounts: “While I am an employee at CCA, comments



made on this account are my own and do not represent the views or opinions of the college.”

College employees are expected to use good judgment about the content of pages and postings, and respect privacy and related laws. In general, postings should not:

- Include confidential information about the college, staff, or students.
- Include content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. Employees should refrain from using information and conducting activities that may violate local, state, or federal laws and regulations. Questions about protected content or intellectual property laws, should be directed to the CCCS Legal Affairs Office.
- Represent personal opinions as being endorsed by the CCCS, the college or any affiliated group or organization. The college’s name, logo or other branding materials may not be used to endorse any opinion, product, private business, cause or political candidate.

# CCA SCA 9.05: Media Inquiries

**Issued:** March 29, 2013  
**Reviewed:** January 31, 2023

**Reissued:** Februray 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

To ensure a consentient and timely response to media inquiries, the Community College of Aurora (CCA) outlines the process of media inquiries.

## DEFINITIONS

- **Sound bite:** a short extract from a recorded interview, chosen for its pungency or appropriateness.

## DESCRIPTION

Accurate and balanced news coverage of Community College of Aurora (CCA) programs, activities, and community impact is valuable for gaining public support, disseminating information, and building public awareness for the college as an important educational asset to its community and stakeholders. CCA strives to be open and responsive to news media by providing information requested in a timely manner, actively publicizing the college’s programs, faculty and staff, and assisting reporters in conducting interviews or filming.

To minimize interference with educational activities and services, and in recognition of a media environment where sound bites and swift turnaround prevail, it is of critical importance that CCA respond to media inquiries using a coordinated, consistent, and well-planned approach. A question or inquiry from a reporter that may seem innocuous to a faculty or staff member may have broader implications outside of the college or present a greater messaging opportunity for the college or for the Colorado Community College System.

To that end, all news media inquiries received by staff – regardless of whether by phone, e-mail, or in-person – must be referred to the CCA’s Public Information Officer. While the Strategic Communications Department may involve faculty or staff members in a response or interview once the initial inquiry is reviewed, CCA faculty and staff members are prohibited from responding to media inquiries without prior approval from College Communications.

College Communications will review all media inquiries and craft a messaging strategy and follow-up to include key college or system office personnel as appropriate.

# Student Success

## GENERAL

### CCA STS 7.01: Crisis Assessment Risk Evaluation (CARE) Team/ Behavioral Intervention Team

**Issued:** July 1, 2016

**Reviewed:** January 31, 2023

**Reissued:** February 9, 2023

**Legal or Other Authority:** SBCCOE SP 19-40c, President's Cabinet

#### PURPOSE

The purpose of this guideline is to provide information on the CARE Team (also known as the Behavioral Intervention Team), including its purpose, team make-up, record maintenance, and risk assessment tool. In addition, the guideline shares how to refer a behavior of concern, and the team's approach in assessing the referral to support student success at the Community College of Aurora.

#### DEFINITIONS

- **Behavior of Concern:** Concerning behaviors are observable behaviors exhibited by the student, a wide variety of concerning behaviors were considered, including those related to potential symptoms of a mental health disorder, interpersonal interactions, quality of the active shooter's thinking or communication, recklessness, violent media usage, changes in hygiene and weight, impulsivity, firearm behavior, and physical aggression.
- **Behavioral Intervention Team:** A multidisciplinary team which coordinates with stakeholders and other third parties to identify, assess, and manage concerns for targeted violence.
- **Behavioral Threat Assessment:** Threat assessment is a systematic, fact-based method of investigation and examination that blends the collection and analysis of multiple sources of information with published research and practitioner experience, focusing on an individual's patterns of thinking and behavior to determine whether, and to what extent, a person of concern is moving toward an attack.
- **Crisis:** A crisis is that moment in time when a person loses rational or even physical control over their own behavior.

- **Maxient:** a client record management software program designed to help with behavior management on college campuses.
- **NaBITA Risk Rubric:** The NABITA (National Association for Behavioral Intervention & Threat Assessment) Risk Rubric provides a triage capacity to identify and classify risks over a broad set of concerns. The strength of this triage measure is in its ability to look broadly at a wide variety of risks to guide the intervention decisions of the BIT or CARE Team. Its expansive nature makes the tool not as helpful for the assessment of the specific risks in detail.
- **Referral Form:** An online reporting process may be used in a decentralized system where the information will first go to the office most appropriate for follow-up and then be shared with the case manager as needed.
- **Risk Assessment:** A calculation, based upon known variables, of a person's risk for engaging in violence. Risk level is often based upon static factors rather than warning behaviors, and frequently requires in-person evaluations in a clinical setting. This technique is not commonly used by threat assessors.

#### DESCRIPTION

With increased violence and need for mental health support in education, colleges and universities across the country have developed Behavioral Intervention (BIT) and/or Threat Assessment Teams as a means of providing timely threat assessment, holistic support and intervention for students and campus communities. In Spring 2012, the Colorado Community College System recommended all system schools create a BIT or Threat Assessment Team. In response to that request, the Community College of Aurora (CCA) began

researching best practices and attending conferences/trainings to develop a BIT Team in 2012-2013. Based on recommendations from NABITA, CCA chose to apply a CARE, as opposed to BIT Team model, based on its attention to case management and support of both students and referring individuals. CARE at CCA stands for Crisis Assessment Risk Evaluation.

MISSION, TEAM, & RECORD MAINTENANCE

The CCA CARE Team is a referral source for members of the CCA community to share student behaviors of concern. The Team will assess and provide holistic support to each referral with the goal of providing resolutions that promote student wellness, safety and success.

The CCA Care Team achieves its mission by:

- Building awareness about behaviors of concern and the referral process
- Supporting students holistically and helping them develop self-advocacy.
- Facilitating behavioral interventions that are both culturally responsive and inclusive.
- Being available to students and their families.
- Providing consultation and support to CCA faculty/instructors, staff, and administration.
- Recommending guidelines to the college community regarding behaviors of concern to self and others

The CARE Team consists of CCA personnel with expertise in law enforcement, threat assessment, academic affairs, and student affairs. Specifically, there are three levels of membership and/or representation on the CARE Team: Core CARE Team, Expanded CARE Team, and CARE Team Consulting Representatives. All levels will work in collaboration to assess the perceived student concern referred to the CARE Team. The Team meets biweekly to assess case referrals, and engages monthly in training around threat assessment, behaviors of concern, suicidality, and other relevant topics. The CARE Team is chaired by the Senior Student Affairs Officer & Dean of Student Success or designee.

The Dean of Student Success Office maintains detailed records and minutes of CARE Team meetings, actions/interventions taken by the CARE Team, as well as all follow-up interactions with students of concern. The CARE Team utilizes Maxient to maintain accurate records. CARE Team members do not keep any detailed notes or records, outside of this database. CARE records are protected by FERPA and should only be shared with those individuals who have the appropriate permissions and/or need to view these records. FERPA allows transmittal of the student’s education record, including CARE records (but not confidential medical or counseling records), without student consent.

How to Make a Referral & Risk Assessment

Any campus constituent (student, faculty member/instructor, staff, administrator) can submit an online referral form to share student behaviors of concern. The [referral form](#) can be found in several places, including:

- CCA Website Quick Links
- CCA Website Refer A Concern Page
- MyCCA Welcome and Resource Tab
- CCA Computer Desktops

When an online referral is submitted, both CORE and Expanded CARE Team members are pinged through Maxient to gather information on the student. The CARE Case Manager will contact the referral party to confirm receipt of referral and gather any additional context or information. The CARE Team will then discuss all information, conduct a risk assessment to determine if a true threat exists, assign a [NABITA Risk Rubric](#) level, and proceed with recommended interventions by the team and NABITA Risk Rubric. The referral party will receive confirmation that the referral has been assessed for risk and information on next steps, if applicable.

For questions regarding the CCA Care Team, please email [deanofstudents.cca@ccaaurora.edu](mailto:deanofstudents.cca@ccaaurora.edu)

CCA STS 7.01: Health Care and Insurance

Issued: April 5, 2013      Reissued: August 1, 2016; February 9, 2023  
Reviewed: January, 2023      Legal or Other Authority: President’s Cabinet

PURPOSE

To ensure the health and safety of students, the Community College of Aurora (CCA) provides information on health care, insurance, and mental health.

DEFINITIONS

Not applicable.

DESCRIPTION

The Community College of Aurora (CCA) does not provide health care or insurance for students. Students are responsible for obtaining their own health insurance coverage. Information about health care and insurance options offered in the community are available through the Office of Student Advocacy. For more information, please contact [StudentAdvocacy.CCA@ccaaurora.edu](mailto:StudentAdvocacy.CCA@ccaaurora.edu).

All international students are required to have full health insurance and must provide proof of coverage when registering for classes each semester. CCA does not recommend or endorse any specific insurance provider for International Students, but will provide international students with brochures and/or internet links to websites that provide insurance to F1 Visa Students.

MENTAL HEALTH

With the rise in mental health challenges amongst college students, CCA has implemented a short-term telehealth therapy model for currently enrolled students. Each student is offered up to three sessions per semester to meet with a local therapist. For more information on mental health and counseling services at CCA, please email [StudentAdvocacy.CCA@ccaaurora.edu](mailto:StudentAdvocacy.CCA@ccaaurora.edu).

# Student Success

## CCA STS 7.04: Code of Student Behavioral Expectations & Responsibilities, and Student Conduct and Appeal Process

**Issued:** March 29, 2013

**Reviewed:** January 31, 2023

**Reissued:** February 9, 2023

**Legal or Other Authority:** SBCCOE BP 4-30, BP 4-31, BP 4-120; CCCS SP 4-30, SP 4-31, SP 4-31a, SP 4-120a; CCA President's Cabinet

### PURPOSE

This guideline provides information on the Community College of Aurora's Code of Student Behavioral Expectations & Responsibilities and student conduct process, including an overview of the alternative conflict resolution and formal investigation pathways, interim measures, and outcomes. In addition, the guideline reviews the appeal process, record maintenance, and financial implications involved in the conduct process.

### DEFINITIONS

*Alternative Conflict Resolution (Giacomini et al, 2020)*

Alternative conflict resolution is a process of addressing differences that allow everyone involved to find a way to work together. Differences may be personal, financial, employment, political, emotional, or interpersonal. It is an alternative to formal investigation of a reported violation. There are many types of alternative conflict resolution pathways that may be utilized to work through conflict that may arise. Examples include:

- **Dialogue:** Students engage in a conversation to gain understanding or to manage a conflict independent of intervention or third-party facilitation.
- **Conflict Coaching:** Students seek counsel and guidance from the Division of Student Success to learn more about their own conflict styles and strategies to engage in conflict in a more effective and independent way.

- **Facilitated Dialogue:** Students access Division of Student Success for facilitation services to engage in a conversation to gain understanding or manage a conflict with another party. In a facilitated dialogue, parties maintain ownership of decisions concerning the conversations or any resolutions of a conflict.
- **Mediation:** Students access the Division of Student Success to serve as a third party to coordinate a structured session aimed at resolving a conflict and/or constructing a resolution agreement for the parties involved.
- **Restorative Justice Practices (conferences, circles, and boards):** The Division of Student Success provides space and facilitation services for students taking ownership for harmful behavior and those parties impacted by the behavior to jointly construct an agreement to restore community.
- **Shuttle Diplomacy:** The SSAO or designee actively negotiates an agreement between two parties who do not wish to directly engage with one another.
- **Due Process:** Due process provides a student reported to be in violation of the Code, a written notice of the allegation of misconduct, time to examine the evidence and formulate a response, and the opportunity to explain their version of events to the SSAO.
- **Notification:** Notification is an email from the SSAO requesting a meeting. The email will be sent to the student's College issued email address and will outline the incident in question, process, and rights of the student.

## STUDENT RIGHTS & CONDUCT



- **Preponderance of Information:** The standard of proof that shows more likely than not that a violation occurred, based on what a reasonable person would consider.

## DESCRIPTION

### The Code

A college community is defined by its values for learning, teaching, and service that reflect academic excellence, holistic student development, and societal impact. To guide student success, the Colorado Community College System (CCCS) has created the Code of Student Behavioral Expectations and Responsibilities (Code), which includes standards of behavior that support an engaged learning environment for all students. The Code embraces the institutional values of integrity, excellence, learning, diversity, intellectual freedom, and equal opportunity, and is rooted in conflict resolution practice to support students in resolving their own conflicts.

At CCA, the Division of Student Success is authorized to enact the Code and utilize the Code procedures to support students while holding them accountable to the behavior that supports the college mission and vision. CCA students are provided a copy of the Code each semester and are responsible for reading and adhering to the Code. The Code in no way creates a contractual obligation, and CCCS and CCA reserves the right to revise the procedure at any time. To access a copy of the Code, please view the [Student Handbook](#).

## STUDENT CONDUCT PROCESS

Any member of the CCA community may refer an alleged student code violation through the [referral form](#) on the CCA website. Upon receipt of the referral, the Senior Student Affairs Officer (SSAO) or designee will determine if the behavior in question allegedly violates the Code. If so, the alleged behavior can be addressed through an alternative conflict resolution or formal investigation pathway.

### Alternative Conflict Resolution:

The SSAO, in consultation with the involved student(s),

may determine informally resolving student conduct matters through an alternative conflict resolution process is appropriate to resolve the alleged behavioral concerns. The primary focus during alternative conflict resolution remains the welfare of the parties and the safety of the CCA community, but it does not involve a formal investigation.

Alternative conflict resolution, includes, but is not limited to, dialogue, conflict coaching, mediation, restorative justice, or shuttle diplomacy. Alternative conflict resolution works best when students take responsibility for their actions, have a desire to restore the impact created in the incident, and actively participate in deciding and agreeing upon an outcome. If a resolution is reached, the matter will be closed without opportunity for an appeal.

At any time during the alternative conflict resolution process, the SSAO may elect to initiate formal investigation as deemed appropriate to resolve the matter. The parties can elect to cease the alternative conflict resolution process at any time before it concludes and proceed with a formal investigation.

### Formal Investigation:

Where formal investigation is designated, the SSAO shall investigate the allegations, provide the student(s) an opportunity to be heard, and make a decision as outlined below:

**Conduct Meeting:** The SSAO will notify the student(s) in writing via their student email of the allegation, how to schedule a meeting, an overview of their right to due process, how to request accommodations or interpretation/translation services, and [CCCS's Discrimination, Harassment, & Retaliation, BP19-60](#) policy. During the meeting with the student(s), the SSAO or designee will:

- Share the original referral
- Gather information on the alleged behavior
- Explain the alleged Code violation
- Facilitate a dialogue on harm and impact caused by the alleged behavior

- Ask about opportunities for harm and impact repair
- Restate the CCCS Discrimination, Harassment, & Retaliation, BP19-60 policy
- Provide an opportunity for questions

The student(s) will have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process, and to be accompanied by that advisor at any meeting. An advisor may only consult and advise their advisee, but not speak for the advisee at any meeting or hearing. The SSAO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

The SSAO may also conduct any other information gathering, such as meeting with the reporting party (if any), meeting with other relevant witnesses, and evaluating relevant documents, information, and evidence.

### Decision, Outcomes & Notification:

Upon completion of the meeting, the SSAO or designee will make a responsible or not responsible decision about the alleged behavior based on the preponderance of information gathered in the meeting(s). Based on the responsibility decision, the student(s) may or may not have assigned outcomes or restrictions to complete and/or abide by. Decisions made by the SSAO will be communicated to the student(s) email, and are final unless subject to appeal. Any assigned outcomes and restrictions imposed take effect immediately unless the SSAO agrees to delay or change the outcome.

The outcomes of the student conduct process are designed to assist students in their development, help them think through their moral and ethical decision-making, and realign their behavior with the college's community expectations. In certain incidents, this may involve separation from the college either temporarily or permanently. Outcomes are assigned based on the severity of the violation, cumulative conduct history, and educational needs of the student. The SSAO or

designee may also identify that an alternative conflict resolution is most appropriate for the behavior at hand rather than an assigned outcome or restriction. Should a student withdraw from the institution prior to the conclusion of the student conduct process, the college will proceed with or without the student's involvement.

The student conduct process is separate from civil or criminal proceedings that may relate to the same incident. Investigations or conduct proceedings by the college are not postponed while criminal or civil proceedings are pending unless otherwise determined by the SSAO.

Any student who believes they have been subjected to a civil rights or sexual misconduct violation should follow the [CCCS Civil Rights & Sexual Misconduct Resolution Process, SP 19-60a](#) to report their concerns. CCA will act on any complaint brought to the attention of the Title IX/EO Coordinator that is made under this procedure. To report a harassment, discrimination (including sexual misconduct), and retaliation violation, please complete the referral form.

There is no time limit on reporting violations of the Code; however, the longer someone waits to report, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations. Anonymous complaints are permitted, though doing so may limit the College's ability to investigate and respond effectively.

### Interim Actions

The SSAO, in consultation with appropriate administrative personnel, may implement interim actions intended to protect the safety and well-being of the CCCS community; preserve CCCS property; address the effects of the reported behavior; and prevent further violations while the matter is under review or investigation. Interim actions may include, but are not limited to:

- **Interim No Trespass:** The SSAO may issue a “Cease Communications,” “No Contact,” and/or “No Trespass,” directive, also referred to as a persona non grata.
- **Interim Suspension:** This interim suspension includes attending classes and events pending a final outcome. This interim suspension begins immediately upon notice from the SSAO. In cases where a student is banned from campus on an interim basis, they will be subject to immediate arrest for trespass if they are on campus, until the exclusion has been lifted. A meeting with an SSAO is then scheduled as soon as possible to determine the appropriate conduct resolution pathway.
- Any other outcome listed in this procedure below may also be imposed on an interim basis.

In all cases in which an interim action is imposed, the individual will be given the opportunity to meet with the SSAO prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the interim action should not be implemented. The SSAO shall have sole discretion to implement or stay an interim action, and to determine its conditions and duration. Violation of an interim action may be grounds for imposition of an outcome, up to and including expulsion.

### Outcomes

The following outcomes can be implemented by the SSAO as a result of finding a violation in the formal investigation process, or as part of an agreed upon alternative conflict resolution. These outcomes are intended to develop an educational and restorative experience for individuals engaging with the conduct process. These outcomes may also be put in place to ensure safety of the individual and/or the CCA community. Outcomes will be effective immediately upon notice to the student, except that the SSAO may delay the effective date, in their discretion, upon request from the student (e.g., it may be appropriate to delay an outcome pending the resolution of an appeal).

- **Loss of Privileges:** The student will be denied specified privileges for a designated period of time,

from one to three semesters or one academic year.

- **Building/Access Restriction:** The student will be denied access to specific campus locations, from one to three semesters or one academic year.
- **Restriction on Visitation Privileges:** Restrictions that may be imposed on a residence hall student or non-residence hall student. The parameters of the restriction will be specified.
- **Eligibility Restriction:** The student is deemed “not in good standing” with the College for a specified period of time, from one to three semesters or one academic year. Specific limitations or exceptions may be granted by the SSAO, and terms of this outcome may include, but are not limited to, the following:
  - Ineligibility to hold any office in any student organization recognized by the College or maintain an elected or appointed office at the College.
  - Ineligibility to represent the College in any way, including, but not limited to participating in the study abroad program, attending meetings, or representing the College at an official CCCS function, event, or intercollegiate competition as a player, manager, or student coach, etc.
- **No Contact Orders:** If a “no contact” order is issued, it is the responsibility of the student not to have any contact with the individual(s) named in the order, directly or through third parties, or electronically/online until the order is officially removed by the SSAO.
- **Restitution:** Compensation for damage caused to the College or any individual’s property. This could also include situations such as failure to return a reserved space to proper condition, including labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- **Referral for Treatment/Assessment:** These include, but are not limited to, alcohol or drug education programs, anger management, or other relevant assessment and treatment programs. Some outcomes may include a cost or fee.
- **College/Community Service Requirements:** Completion of a specific supervised College/Community service.

- **Confiscation of Prohibited Property:** Items whose presence is in violation of College policy (pipes, bongos, weapons, etc.) will be confiscated. Prohibited items may be handled, disposed of, or returned to the owner at the discretion of the SSAO.
- **Educational Program/Project:** Requirement to complete an educational or reflection project designed to support students in their understanding of the overall impact of their behavior, or a requirement to attend, present, and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about the violation for which the student was found responsible. Audience may be restricted.
- **Warning:** An official notice that misconduct has occurred and/or that future specific behavior could result in more severe restrictions, conditions, and outcomes.
- **Probation:** A period of time in which the privilege of continuing as a student is conditioned upon meeting certain requirements. Any violation or failure to comply with restrictions while on probationary status could be escalated for further outcomes, including removal from CCCS. Additionally, students on probationary status typically will be required to meet with SSAO or other College personnel for follow up meetings. Probationary status may range from one semester up to duration of time at CCA.
- **Suspension:** Separation from a CCA for a specified minimum period of time, after which the student is eligible to petition the SSAO for permission to return. Eligibility for return may be contingent upon satisfaction of specific conditions. The student is required to vacate the campus immediately upon receipt of notification of a suspension. During the suspension period, the student is restricted from college property, functions, events, and activities without prior written approval from the SSAO. Additionally, students may be suspended from one class period per incident by the responsible faculty member or instructor without triggering this procedure. Any longer suspension must be referred to the SSAO.

- **Expulsion:** Permanent separation from CCCS. The student is banned from CCCS College properties and the student’s presence at any CCCS-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
- **No Trespass:** The College may issue a “No Trespass” directive, also referred to as a persona non grata.
- **Other:** Additional or alternate restrictions, conditions, or outcomes that promote reflection and holistic student development (e.g., creative expression, community restoration project) may be created and designed as deemed appropriate to the violation.

### Appeal Process

A student found responsible for violating the Code has a right to appeal. The appeal is the final step in the conduct process, however, it does not provide a second meeting or review of the case. The appeal process will be based on the existing record and the appeal criteria. Regardless, if a case is appealed, all outcomes imposed in the case will go into effect immediately unless they are officially pertaining to the pending appeal decision. Students are encouraged to consult with the SSAO and external resources about the appeal process prior to submitting the request for an appeal.

There are two levels of appeal: formal and discretionary. If an outcome other than suspension or expulsion is imposed as a result of a conduct process, a student may request in writing a discretionary appeal to the designated Appellate officer. A request for a discretionary appeal must be in writing and submitted to the DeanofStudent.CCA@ccaaurora.edu within five (5) business days of the notice of decision. If suspension or expulsion are imposed as outcomes, a student has ten (10) business days from the notice of the decision to file a formal appeal. Situations may occur that shift the timeframe of the appeal process. Considerations will be given at the discretion of the SSAO for extenuating circumstances, including but not limited to, college holidays, family crisis, trauma, and medical/non-medical emergencies.

Upon receipt of the appeal, the student will receive notification from the Appellate Officer about the decision of the initial review of their appeal within five (5) business days regardless if discretionary or formal. If the appeal is found to meet the criteria, the Appellate Officer shall give written notice to the student(s) via their student email, if applicable, to allow other student(s) involved an opportunity to provide a response to the appeal.

All appeals must be made in accordance with procedures outlined in this section.

- A material procedural error occurred that significantly impacted the outcome of the factual findings, outcomes, or both (e.g., substantiated bias, conflict of interest, or material deviation from established procedures).
- There is new information, unavailable during the formal investigation that could substantially impact the decision or the outcome. The new information must be included with the student’s request for appeal and the student must show that the new information was not known to them at the time of investigation. Failure to participate in the initial investigation does not constitute new information for the appeal process.

If it is determined an appeal meets the appeal criteria, the Appellate Officer will review the appeal. In reviewing the appeal, the Appellate Officer may only consider the information contained in the record of the case, but may seek clarification of the decision rendered by the SSAO.

Upon review of an appeal, the Appellate Officer shall have the authority to:

- Deny the appeal and affirm the initial decision and outcomes.
- Find that a material procedural error occurred (g., substantiated bias, material deviation from established procedures) that impacted the outcome and refer the case back to the SSAO or an alternate

designee with instructions to reconvene the investigation, and/or the Appellate Officer may otherwise correct the procedural error.

- Find that the student has presented new information that is material to the decision or outcome of the case. Upon this finding, the Appellate Officer shall conduct or request appropriate additional steps (such as requesting additional investigation by the SSAO) and/or modify the decision and outcome accordingly.

The Appellate Officer will notify the student in writing of the decision, typically within ten (10) business days of completing the review. During this appeal process, if the Appellate Officer requires additional time, they shall promptly notify the parties.

**Student Records**

Student conduct records will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and SP 4-80a, Student Educational Records and Directory Information. Generally, student conduct records are sealed seven (7) years after a final decision is delivered in the resolution process, except as required by law. Student conduct records may be sealed earlier by the SSAO upon written request from the student. Conduct records that result in a separation from the College (suspension or expulsion) and those that fall under Civil Rights, to include a Title IX investigation, will be maintained for seven (7) years.

**Financial Implications**

Students who are suspended or expelled as a result of the conduct process will not receive a refund of any tuition, fees, or other charges, and will be responsible for any outstanding balances owed to CCA. For more information regarding the Code of Student Behavioral Expectations & Responsibilities or the Student Conduct Process, please review CCCS Board Policy [BP 4-30](#), System Procedure [SP 4-30a](#), CCA Student Handbook; or email [DeanofStudents.CCA@ccaurora.edu](mailto:DeanofStudents.CCA@ccaurora.edu).

# CCA STS 7.05: Code of Student Behavioral Expectations & Responsibilities, and Student Conduct and Appeal Process

**Issued:** March 29, 2013  
**Reviewed:** January 31, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** SBCCOE BP 4-30, BP 4-31, BP 4-120; CCCS SP 4-30, SP 4-31, SP 4-31a, SP 4-120a; CCA President’s Cabinet

**PURPOSE**

This guideline provides information on the Code of Student Behavioral Expectations & Responsibilities, and the student conduct and appeal process at the Community College of Aurora (CCA).

**DEFINITIONS**

**Alternative Conflict Resolution** (*Giacomini et al, 2020*)  
Alternative conflict resolution is a process of addressing differences that allow everyone involved to find a way to work together. Differences may be personal, financial, employment, political, emotional, or interpersonal. It is an alternative to formal investigation of a reported violation. There are many types of alternative conflict resolutions that may be utilized to work through conflict that may arise. Examples include:

- **Dialogue:** Students engage in a conversation to gain understanding or to manage a conflict independent of intervention or third-party facilitation.
- **Conflict Coaching:** Students seek counsel and guidance from the Division of Student Success to learn more about their own conflict styles and strategies to engage in conflict in a more effective and independent way.
- **Facilitated Dialogue:** Students access Division of Student Success for facilitation services to engage in a conversation to gain understanding or manage a conflict with another party. In a facilitated dialogue, parties maintain ownership of decisions concerning the conversations or any resolutions of a conflict.

- **Mediation:** Students access the Division of Student Success to serve as a third party to coordinate a structured session aimed at resolving a conflict and/or constructing a resolution agreement for the parties involved.
- **Restorative Justice Practices (conferences, circles, and boards):** The Division of Student Success provides space and facilitation services for students taking ownership for harmful behavior and those parties impacted by the behavior to jointly construct an agreement to restore community.
- **Shuttle Diplomacy:** The SSAO or designee actively negotiates an agreement between two parties who do not wish to directly engage with one another.
- **Due Process:** Due process provides a student reported to be in violation of the Code, a written notice of the allegation of misconduct, time to examine the evidence and formulate a response, and the opportunity to explain their version of events to the SSAO.
- **Notification:** Notification is an email from the SSAO requesting a meeting. The email will be sent to the student’s College issued email address and will outline the incident in question, process, and rights of the student.
- **Preponderance of Information:** The standard of proof that shows more likely than not that a violation occurred, based on what a reasonable person would consider.



## DESCRIPTION

### The Code

A college community is defined by its values for learning, teaching, and service that reflect academic excellence, holistic student development, and societal impact. To guide student success, the Colorado Community College System (CCCS) has created the Code of Student Behavioral Expectations and Responsibilities (Code), which includes standards of behavior that support an engaged learning environment for all students. The Code embraces the institutional values of integrity, excellence, learning, diversity, intellectual freedom, and equal opportunity, and is rooted in conflict resolution practice to support students in resolving their own conflicts.

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## STUDENT CONDUCT PROCESS

Any member of the CCA community may refer an alleged student code violation through the [referral form](#) on the CCA website. Upon receipt of the referral, the Senior Student Affairs Officer or designee will determine if the behavior in question allegedly violates the Code. If so, the alleged behavior can be addressed in two ways: alternative conflict resolution or formal investigation.

### Alternative Conflict Resolution

The SSAO, in consultation with the involved parties, may determine informally resolving student conduct matters through an alternative conflict resolution process is appropriate to resolve the alleged behavioral concerns. The primary focus during alternative conflict resolution remains the welfare of the parties and the safety of the CCA community, but it does not involve a formal investigation.

Alternative conflict resolution, includes, but is not limited to, dialogue, conflict coaching, mediation, restorative justice, or shuttle diplomacy. Alternative conflict resolution works best when students take responsibility for their actions, have a desire to restore the impact created in the incident, and actively participate in deciding and agreeing upon an outcome. If a resolution is reached, the matter will be closed without opportunity for an appeal.

At any time during the alternative conflict resolution process, the SSAO may elect to initiate formal investigation as deemed appropriate to resolve the matter. The parties can elect to cease the alternative conflict resolution process at any time before it concludes and proceed with a formal investigation.

### Formal Investigation

Where formal investigation is designated, the SSAO shall investigate the allegations, provide the student(s) an opportunity to be heard, and make a decision as outlined below:

**Conduct Meeting:** The SSAO will notify the student(s) in writing via their student email of the allegation, how to schedule a meeting, an overview of their right to due process, how to request accommodations or interpretation/translation services, and [CCCS's Discrimination, Harassment, & Retaliation, BP19-60](#) policy. During the meeting with the student(s), the SSAO or designee will:

- Share the original referral
- Gather information on the alleged behavior
- Explain the alleged Code violation
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The student(s) will have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process, and to be accompanied by that advisor at any meeting. An advisor may only consult and advise their advisee, but not speak for the advisee at any meeting or hearing. The SSAO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

The SSAO may also conduct any other information gathering, such as meeting with the reporting party (if any), meeting with other relevant witnesses, and evaluating relevant documents, information, and evidence.

**Decision, Outcomes & Notification:** Upon completion of the meeting, the SSAO or designee will make a responsible or not responsible decision about the alleged behavior based on the preponderance of information gathered in the meeting(s). Based on the responsibility decision, the student(s) may or may not have assigned outcomes or restrictions to complete and/or abide by. Decisions made by the SSAO will be communicated to the student(s) email, and are final unless subject to appeal. Any assigned outcomes and restrictions imposed take effect immediately unless the SSAO agrees to delay or change the outcome.

The outcomes of the student conduct process are designed to assist students in their development, help them think through their moral and ethical decision-making, and realign their behavior with the college's community expectations. In certain incidents, this may involve separation from the college either temporarily or permanently. Outcomes are assigned based on the severity of the violation, cumulative conduct history, and educational needs of the student. The SSAO or designee may also identify that an alternative conflict resolution is most appropriate for the behavior at hand rather than an assigned outcome or restriction. Should a student withdraw from the institution prior to the conclusion of the student conduct process, the college will proceed with or without the student's involvement.

The student conduct process is separate from civil or criminal proceedings that may relate to the same incident. Investigations or conduct proceedings by the college are not postponed while criminal or civil proceedings are pending unless otherwise determined by the SSAO.

There is no time limit on reporting violations of the Code; however, the longer someone waits to report, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations. Anonymous complaints are permitted, though doing so may limit the College's ability to investigate and respond effectively.

### Interim Actions

The SSAO, in consultation with appropriate administrative personnel, may implement interim actions intended to protect the safety and well-being of the CCCS community; preserve CCCS property; address the effects of the reported behavior; and prevent further violations while the matter is under review or investigation. Interim actions may include, but are not limited to:

- **Interim No Trespass:** The SSAO may issue a "Cease Communications," "No Contact," and/or "No Trespass," directive, also referred to as a persona non grata.
- **Interim Suspension:** This interim suspension includes attending classes and events pending a final outcome. This interim suspension begins immediately upon notice from the SSAO. In cases where a student is banned from campus on an interim basis, they will be subject to immediate arrest for trespass if they are on campus, until the exclusion has been lifted. A meeting with an SSAO is then scheduled as soon as possible to determine the appropriate conduct resolution pathway.
- Any other outcome listed in this procedure below may also be imposed on an interim basis.



In all cases in which an interim action is imposed, the individual will be given the opportunity to meet with the SSAO prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the interim action should not be implemented. The SSAO shall have sole discretion to implement or stay an interim action, and to determine its conditions and duration. Violation of an interim action may be grounds for imposition of an outcome, up to and including expulsion.

**Outcomes**

The following outcomes can be implemented by the SSAO as a result of finding a violation in the formal investigation process, or as part of an agreed upon alternative conflict resolution. These outcomes are intended to develop an educational and restorative experience for individuals engaging with the conduct process. These outcomes may also be put in place to ensure safety of the individual and/or the CCA community. Outcomes will be effective immediately upon notice to the student, except that the SSAO may delay the effective date, in their discretion, upon request from the student (e.g., it may be appropriate to delay an outcome pending the resolution of an appeal).

- **Loss of Privileges:** The student will be denied specified privileges for a designated period of time, from one to three semesters or one academic year.
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- **Restriction on Visitation Privileges:** Restrictions that may be imposed on a residence hall student or non-residence hall student. The parameters of the restriction will be specified.
- **Eligibility Restriction:** The student is deemed “not in good standing” with the College for a specified period of time, from one to three semesters or one academic year. Specific limitations or exceptions may be granted by the SSAO, and terms of this outcome may include, but are not limited to, the following:
  - Ineligibility to hold any office in any student organization recognized by the College or

- maintain an elected or appointed office at the College.
- Ineligibility to represent the College in any way, including, but not limited to participating in the study abroad program, attending meetings, or representing the College at an official CCCS function, event, or intercollegiate competition as a player, manager, or student coach, etc.
- **No Contact Orders:** If a “no contact” order is issued, it is the responsibility of the student not to have any contact with the individual(s) named in the order, directly or through third parties, or electronically/online until the order is officially removed by the SSAO.
- **Restitution:** Compensation for damage caused to the College or any individual’s property. This could also include situations such as failure to return a reserved space to proper condition, including labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- **Referral for Treatment/Assessment:** These include, but are not limited to, alcohol or drug education programs, anger management, or other relevant assessment and treatment programs. Some outcomes may include a cost or fee.
- **College/Community Service Requirements:** Completion of a specific supervised College/Community service.
- **Confiscation of Prohibited Property:** Items whose presence is in violation of College policy (pipes, bong, weapons, etc.) will be confiscated. Prohibited items may be handled, disposed of, or returned to the owner at the discretion of the SSAO.
- **Educational Program/Project:** Requirement to complete an educational or reflection project designed to support students in their understanding of the overall impact of their behavior, or a requirement to attend, present, and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about the violation for which the student was found responsible. Audience may be restricted.

- **Warning:** An official notice that misconduct has occurred and/or that future specific behavior could result in more severe restrictions, conditions, and outcomes.
- **Probation:** A period of time in which the privilege of continuing as a student is conditioned upon meeting certain requirements. Any violation or failure to comply with restrictions while on probationary status could be escalated for further outcomes, including removal from CCCS. Additionally, students on probationary status typically will be required to meet with SSAO or other College personnel for follow up meetings. Probationary status may range from one semester up to duration of time at CCA.
- **Suspension:** Separation from a CCA for a specified minimum period of time, after which the student is eligible to petition the SSAO for permission to return. Eligibility for return may be contingent upon satisfaction of specific conditions. The student is required to vacate the campus immediately upon receipt of notification of a suspension. During the suspension period, the student is restricted from college property, functions, events, and activities without prior written approval from the SSAO. Additionally, students may be suspended from one class period per incident by the responsible faculty member or instructor without triggering this procedure. Any longer suspension must be referred to the SSAO.
- **Expulsion:** Permanent separation from CCCS. The student is banned from CCCS College properties and the student’s presence at any CCCS-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
- **No Trespass:** The College may issue a “No Trespass” directive, also referred to as a persona non grata.
- **Other:** Additional or alternate restrictions, conditions, or outcomes that promote reflection and holistic student development (e.g., creative expression, community restoration project) may be created and designed as deemed appropriate to the violation.

**Appeal Process**

A student found responsible for violating the Code

has a right to appeal. The appeal is the final step in the conduct process, however, it does not provide a second meeting or review of the case. The appeal process will be based on the existing record and the appeal criteria. Regardless, if a case is appealed, all outcomes imposed in the case will go into effect immediately unless they are officially pertaining to the pending appeal decision. Students are encouraged to consult with the SSAO and external resources about the appeal process prior to submitting the request for an appeal.

There are two levels of appeal: formal and discretionary. If an outcome other than suspension or expulsion is imposed as a result of a conduct process, a student may request in writing a discretionary appeal to the designated Appellate officer. A request for a discretionary appeal must be in writing and submitted to the [DeanofStudent.CCA@ccaurora.edu](mailto:DeanofStudent.CCA@ccaurora.edu) within five (5) business days of the notice of decision. If suspension or expulsion are imposed as outcomes, a student has ten (10) business days from the notice of the decision to file a formal appeal. Situations may occur that shift the timeframe of the appeal process. Considerations will be given at the discretion of the SSAO for extenuating circumstances, including but not limited to, college holidays, family crisis, trauma, and medical/non-medical emergencies.

Upon receipt of the appeal, the student will receive notification from the Appellate Officer about the decision of the initial review of their appeal within five (5) business days regardless if discretionary or formal. If the appeal is found to meet the criteria, the Appellate Officer shall give written notice to the student(s) via their student email, if applicable, to allow other student(s) involved an opportunity to provide a response to the appeal.

All appeals must be made in accordance with procedures outlined in this section.

- A material procedural error occurred that significantly impacted the outcome of the factual findings, outcomes, or both (e.g., substantiated

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bias, conflict of interest, or material deviation from established procedures).

- There is new information, unavailable during the formal investigation that could substantially impact the decision or the outcome. The new information must be included with the student's request for appeal and the student must show that the new information was not known to them at the time of investigation. Failure to participate in the initial investigation does not constitute new information for the appeal process.

If it is determined an appeal meets the appeal criteria, the Appellate Officer will review the appeal. In reviewing the appeal, the Appellate Officer may only consider the information contained in the record of the case, but may seek clarification of the decision rendered by the SSAO.

Upon review of an appeal, the Appellate Officer shall have the authority to:

- Deny the appeal and affirm the initial decision and outcomes.
- Find that a material procedural error occurred (g., substantiated bias, material deviation from established procedures) that impacted the outcome and refer the case back to the SSAO or an alternate designee with instructions to reconvene the investigation, and/or the Appellate Officer may otherwise correct the procedural error.
- Find that the student has presented new information that is material to the decision or outcome of the case. Upon this finding, the Appellate Officer shall conduct or request appropriate additional steps (such as requesting additional investigation by the SSAO) and/or modify the decision and outcome accordingly.

The Appellate Officer will notify the student in writing of the decision, typically within ten (10) business days of completing the review. During this appeal process, if the Appellate Officer requires additional time, they shall promptly notify the parties.

## Student Records

Student conduct records will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and SP 4-80a, Student Educational Records and Directory Information. Generally, student conduct records are sealed seven (7) years after a final decision is delivered in the resolution process, except as required by law. Student conduct records may be sealed earlier by the SSAO upon written request from the student. Conduct records that result in a separation from the College (suspension or expulsion) and those that fall under Civil Rights, to include a Title IX investigation, will be maintained for seven (7) years.

## Financial Implications

Students who are suspended or expelled as a result of the conduct process will not receive a refund of any tuition, fees, or other charges, and will be responsible for any outstanding balances owed to the

For more information regarding the Code of Student Behavioral Expectations & Responsibilities or the Student Conduct Process, please review CCCS Board Policy [BP 4-30](#), System Procedure [SP 4-30a](#), or the [CCA Student Handbook](#); or email [DeanofStudents.CCA@ccaaurora.edu](mailto:DeanofStudents.CCA@ccaaurora.edu).

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## STUDENT GOV'T, ORGANIZATIONS, & CLUBS

# CCA STS 7.08: Student Government Association

**Issued:** March 29, 2013      **Reissued:** August 1, 2016; February 9, 2023  
**Reviewed:** January 31, 2023      **Legal or Other Authority:** SBCCOE BP 4-25, BP 4-50; CCA President’s Cabinet

## PURPOSE

The purpose of this guideline is to provide information on the objective and responsibilities of Student Government Association (SGA) at the Community College of Aurora.

## DEFINITIONS

Not applicable.

## DESCRIPTION

Student Government Association (SGA) at the Community College of Aurora was established consistent with the requirements of State Board for Community Colleges and Occupational Education Policy (SBCCOE) [BP 4-50](#). SGA represents the student body and serves as a representation of the student voice and acts as a liaison between faculty, instructors, administration, staff, and students. Co-advisors from the Division of Student Success and Division of Academic Success support and advise SGA in fulfilling their mission and goals. The Director of Student Leadership & Development will serve as a co-advisor for SGA under supervision of the Senior Student Affairs Officer & Dean of Student Success.

## CONSTITUTION AND BYLAWS

The SGA constitution and bylaws details the organization’s purpose, structure, membership, officers’ duties, elections process, meeting schedule and other organizational procedures. This information is available on the [CCA website](#). The constitution and bylaws also include specifications relating to the duties and responsibilities of CCA’s State Student Advisory Council Representative (SSAC) to ensure CCA’s active

representation and participation as provided by SBCCOE [BP 4-25](#).

SGA holds both Executive Leadership and Senate meetings biweekly. Senator meetings serve as an open forum for any CCA student, staff, faculty member, instructor, or administrator to attend. Senator meeting minutes are available to the public and can be found on the [CCA website](#).

# Student Success

## STUDENT LEADERSHIP & DEVELOPMENT

# CCA STS 7.09: Student Led Organizations

**Issued:** February 9, 2023  
**Reviewed:** January 31, 2023

**Reissued:** February 9, 2023  
**Legal or Other Authority:** CCA President’s Cabinet

## PURPOSE

The purpose of this guideline is to provide information on the purpose and requirements to start a Student Led Organization (SLO) at the Community College of Aurora (CCA).

## DEFINITIONS

Not applicable.

## DESCRIPTION

Student-Led Organizations (SLOs) at CCA are designed to provide students with an opportunity to develop leadership skills, engage in co-curricular learning and create community. If an existing SLO does not meet a student’s interest, they can create a new SLO at CCA. To create a new SLO, students must meet the following requirements:

- Identify at least three (3) members in the organization, two of which must be officers (President, Vice President, or Treasurer). All members should be listed on the submitted student roster
- Identify a faculty/instructor/staff advisor
- Develop a constitution
- Submit an official [active SLO form](#)
- Attend a SLO training and orientation each academic year with a Student Leadership and Development staff member

The Office of Student Life provides guidance and support to all SLOs, and will provide final approval for SLOs seeking official recognition at CCA. The President of the SLO will receive confirmation of the SLO’s official recognition from the Office of Student Life via their student email.

Once a SLO receives official recognition, they are eligible to apply for program and/or operational funding from Student Government Association (SGA). Details on SLO regulations, requirements, funding and other operational details can be found in the [Student-Led Organization Handbook](#).

Each academic year, SLOs are required to submit an official [active SLO form](#) and update their SLO student participants and advisor information, and are encouraged to review and update their constitution. Information and forms to create a new SLO are located on the [CCA website](#).

For questions on creating a SLO, please contact [Student.Life@ccaaurora.edu](mailto:Student.Life@ccaaurora.edu).

# Student Success

## STUDENT LIFE



# CCA STS 7.10: Student Travel

**Issued:** February 9, 2023

**Reviewed:** January 31, 2023

**Reissued:**

**Legal or Other Authority:** SBCCOE SP 8-61c; CCA President’s Cabinet

## PURPOSE

At the Community College of Aurora (CCA), students may have an opportunity to travel for curricular, co-curricular, and student led organization activities. This guideline outlines expectations to effectively manage the travel process and safeguard students.

## DEFINITIONS

Not applicable.

## DESCRIPTION

All local, out of state, international and/or overnight student travel must receive college approval prior to the date of travel. College approved student travel be funded by the college and/or student activity fees; required for a course, and/or authorized by a registered student-led organization or department. Examples of student travel may include: course related field trips, conferences and meetings where students are serving as college representatives, leadership and service programming, and off-campus retreats. Travel sponsored by a student-led organization must be consistent with the organization’s mission and constitution.

### Procedures for Student Travel

- Identify a designated travel leader. The role of the designated travel leader is to plan travel details, ensure all paperwork is submitted and retained, schedule a pre-departure meeting (if applicable), and attend the travel activity.
  - The designated travel leader must be a CCA full-time staff, instructor or faculty representative/ advisor.
  - A part-time staff or faculty member may serve as

the designated travel leader with approval from the appropriate Vice President or designee.

- Complete a travel authorization form for all student and designated trip leader travelers and obtain all required signatures for approval. In the travel authorization packet, please include proposed travel agenda and expenditures.
- Upon travel authorization approval, complete a [Student Travel Form](#). This form is managed by the Division of Student Success, and will serve as a tracking document for all student travel information for the college.
- For all off-campus, overnight student travel, the designated travel leader must schedule a pre-departure meeting. This meeting is required, and will be facilitated in conjunction with the Dean of Student Success or designee. The following information is to be reviewed in the pre-departure meeting:
  - Group/trip expectations
  - Travel itinerary overview
  - Emergency and safety procedures, including preventative education around Title IX and substance use behavior
  - Completion of [student travel paperwork](#) (risk waiver & release, emergency contact information, photo release, health information, behavior agreement, etc.)
    - If a faculty member or instructor plans to engage in frequent student travel activities throughout the semester, the faculty member or instructor may collect student travel paperwork at the beginning of each semester. For frequent student travel activities,
  - All student travel paperwork must be

completed and retained in the Division of Student Success, and made accessible to the designated travel leader throughout the duration of the travel/off-campus activity.

- For local and in-state travel, it is encouraged that staff or faculty members/instructors transport students in a state fleet vehicle instead of in their personal vehicles per Colorado Community College System Procedure, SP 8-16c. If transporting students to and from a local event, use of the CCA college van is required. The designated travel lead must request the CCA college van 2-3 weeks prior to travel date. To request the CCA College Van, please email [facilities@ccaurora.edu](mailto:facilities@ccaurora.edu).
  - If students chose to use their own vehicles to travel, they must hold a valid driver’s license and carry minimum insurance coverage as required by law. The student may also only transport themselves to the travel activity. The Community College of Aurora assumes no responsibility or liability for the use of their personal vehicle for an activity or event.

### Requirements for CCA Students to participate in travel activities

- Be in good academic standing (2.0 GPA or higher) and hold no open conduct incidents.
- Attend required pre-departure meeting with designated trip leader, if applicable.
- Submit all required paperwork within the given timeline and approved prior to travel. Failure to comply with stated timeline and approval process could result in travel requests being denied.
- Inform instructors ahead of time if travel coincides with academic commitments. Students may not be excused for class absences.
- Comply with the standards listed in the Community College of Aurora [Student Code of Conduct](#), and with applicable college policies, procedures, rules and regulations. Noncompliance could result in disciplinary action as described in student code of conduct.
- If a student is under 18 years of age, the college will require that the student’s parent or legal guardian provide signature approval of the travel.

For questions regarding student travel procedures, please contact the Division of Student Success at [deanofstudents.cca@ccaurora.edu](mailto:deanofstudents.cca@ccaurora.edu).

# CCA STS 7.11: Tabling at Community College of Aurora Campus

**Issued:** February 9, 2023  
**Reviewed:** January 31, 2023

**Reissued:**  
**Legal or Other Authority:** [SBCOE BP 16-60](#); CCA President’s Cabinet

## PURPOSE

The purpose of this guideline is to provide procedures and requirements for internal and external organizations tabling in public spaces at the Community College of Aurora (CCA).

## DEFINITIONS

- **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

## DESCRIPTION

Internal departments and Student Led Organizations (SLOs) to CCA can request to table in public spaces on campus to market for an event, recruit for a program or club, and/or provide information on resources and services.

External organizations are defined as organizations not affiliated with the Community College of Aurora. To table in a public space at CCA, external organizations’ purpose for tabling must align with one of the following:

- Recruit for employment or military enrollment.
- Market volunteer/service opportunities.
- Providing information on transfer institutions.

## PROCESS TO REQUEST A PUBLIC SPACE

The following locations are available to reserve for tabling at CCA’s Lowry and CentreTech locations:

### Lowry

Outside of West Quad main entrance  
West Quad lobby  
West Quad Fox Den Cafe  
Colorado Film School Lobby

### CentreTech

Classroom Building lobby  
Student Centre Building lobby  
Fox Den Cafe Lobby  
Outside near fountain  
Outside near bench closest to the Student Centre Building

For all tabling reservations, a 6 ft table and two chairs will be provided with your reservation upon confirmation with Facilities.

CCA internal organizations and departments can reserve a public space for tabling through [Astra Scheduler](#) or by contacting [student.life@ccaaurora.edu](mailto:student.life@ccaaurora.edu). No approval is required to reserve a space. Spaces are available on a first come, first serve basis.

SLOs are encouraged to contact the Office of Student Life at [student.life@ccaaurora.edu](mailto:student.life@ccaaurora.edu) a minimum of two weeks prior to their desired date for tabling to ensure the space is available and facility requests are submitted.

Any external organization requesting to utilize a public space for tabling, must contact Facilities at 303-360-4785. The tabling requests will be approved based on applicability to the CCA student population.

## EXPECTATIONS WHEN TABLING

While tabling on the CCA campus, organizations must meet the following expectations:

- Stay behind the table to avoid impeding pedestrian or vehicle traffic, access to buildings and office/classroom locations, and emergency exits.
- Allow students to have choice of whether to interact or not.
- Refrain from approaching any student who has indicated a lack of interest.
- Do not shout at students or use an amplifier to lure students to your table.

Failure to abide by the tabling expectations may result in the revoking of an organization’s tabling privileges until further notice.

# CCA STS 7.12: Student Led Event & Meeting Procedure

Issued: February 9, 2023

Reissued:

Reviewed: January 31, 2023

Legal or Other Authority: CCA President’s Cabinet

## PURPOSE

The purpose of this guideline is to provide procedures and requirements for students and student led organizations (SLOs) interested in hosting an event or meeting at the Community College of Aurora.

## DEFINITIONS

- **CentreTech location:** the main location of CCA located at 16000 E CentreTech Pkwy, Aurora, CO 80011.
- **Lowry location:** the secondary location of CCA located at 9202 E Severn PL, Denver, CO 80230.

## DESCRIPTION

Individual students and SLOs can request support and funding from the Office of Student Life and Student Government Association (SGA) to host an event or meeting on campus. Common events and meetings hosted by students include, but are not limited to:

- Organization information sessions
- Weekly business meetings
- Guest speakers
- Fairs or tabling opportunities
- Community building sessions

Students & SLOs are allowed to invite students, staff, instructors and faculty members to attend an events or meeting.

## MEETING & EVENT PROCEDURE

To ensure facility spaces are reserved and prepared, and items are ordered for an event or meeting the following requests must be made in this timeframe:

### 3-4 Weeks Before the Event or Meeting

Contact the Office of Student Life to schedule a meeting to discuss the event/meeting proposal via email at [student.life@ccaurora.edu](mailto:student.life@ccaurora.edu) or call 303 340 7501.

Complete an [Official Function Form](#) and submit it to the Office of Student Life Office.

Create a flyer or marketing to your event or meeting, if applicable.

Identify and request a location to host your event or meeting on campus through the Facilities Request Form. The following rooms are available to reserve for events or meetings on the CentreTech or Lowry locations:

- Lowry
  - Bergren Room
  - Classrooms
  - Computer Labs
  - Cafeteria
  - Film School Theatres
- CentreTech
  - Rotunda
  - Classrooms
  - Fine Arts Forum
  - Cafeteria
  - Conference Rooms

Outdoor locations are also available at both locations.

When scheduling an event or meeting room, please consider the size of room needed, set-up of tables and chairs in room, and an alternate location in case of inclement weather.

If funding is needed for the event, please complete a [Funding Request Form](#). The request must include:

- Name of event or meeting
- Purpose of event or meeting
- Itemized budget, including any hyperlinks to items that can purchased online

The request will be reviewed for eligibility by the SGA Treasurer and presented to SGA for approval. If approved, the Office of Student Life will work with the student or SLO to purchase requested items for the event or meeting. Please do not purchase items with your own personal funds.

Consistent with state and federal law, the State Board for Community Colleges and Occupational Education Policy [BP 19-30](#) and Colorado Community College System President’s Procedure [SP 19-30](#), the Community College of Aurora (CCA) prohibits the unauthorized or unlawful use, distribution or possession of alcohol on college property or as part of college activities. Alcoholic beverages are permitted only in limited circumstances as detailed in CCA SA 1.5: Alcoholic Beverages.

### 2-3 Weeks Before the Event or Meeting

Send flyer or material material(s) to the Office of Student Life to distribute. Flyers will be marketed digitally on TVs around campus and via the Office of Student Life social media platforms, and on various bulletin boards on the Lowry & CentreTech locations.

**Flyers must be approved by the Office of Student Life prior to dissemination, and must include the following information:**

- Event or Meeting Name
- Location & time
- Purpose of event or meeting
- Contact information for the event
- CCA logo and accessibility statement: “We kindly request that persons who require reasonable accommodations to fully participate in this event contact the Office of Disability and Equity with any

questions or to request accommodations: [ODE@ccaurora.edu](mailto:ODE@ccaurora.edu), 303-340-7548.”

- SLO logo, if applicable
- If you would like to have Foxy attend an event or meeting, please complete the [Foxy Request Form](#). The Office of Student Life will review the request and confirm approval or need to schedule another date/time.
- 1-2 Weeks Before the Event or Meeting

Request event or meeting equipment from the Office of Student Life for your event by email at [student.life@ccaurora.edu](mailto:student.life@ccaurora.edu) or 303 340-7548. Items available include:

- Popcorn Machine (must purchase popcorn)
- Board Games
- Giant Jenga
- Corn Hole
- Arrow Signs
- Hot Water Urns
- Coolers
- Drink Tubs

### Day of the Event or Meeting

Please identify a team to help set-up and clean up for the event or meeting. Please coordinate with the Office of Student Life to pick up food, items requested for purchase, equipment, decorations, etc. Create a sign-in sheet for the event or meeting that collects names of attendees and their signatures.

After the Event or Meeting  
Please provide the sign-in sheet(s) and any receipts collected to the Office of Student Life.

The Office of Student Life is here to support all student and SLO events and meetings. For questions regarding the requested timelines, please email [student.life@ccaurora.edu](mailto:student.life@ccaurora.edu).

