



**Drug-Free Schools and Communities Act
Biennial Review, 2018 – 2022**

December 2022

Community College of Aurora
Drug-Free Schools and Campuses Regulations [EDGAR Part 86]
Alcohol and Other Drug Prevention Certification

The undersigned certifies that it has adopted and implemented an alcohol and other drug prevention program for its students and employees that, at a minimum, include:

1. The annual distribution to each employee and semesterly distribution to each student who is taking one or more classes of any kind of academic credit except for continuing education credits:
 - The standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
 - A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 - A description of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs that are available to employees or students;
 - A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal Law), and a description of those sanctions, up to and including expulsion or termination of employment and judicial referrals for violations of the standards of conduct.
2. A biennial review by the institution of its alcohol and other drug prevention program to:
 - Determine its effectiveness and implement changes to its comprehensive alcohol and other drug prevention program and policies or procedures, if they are needed.
 - Ensure that its disciplinary sanctions are consistently enforced.

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Dr. Mordecai I. Brownlee, President

Date

98-15145-0000
IRS Employer Identification Number

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Overview of the Drug-Free Schools and Communities Act

The Drug-Free Schools and Communities Act (DFSCA) and subsequent legislation require an institution of higher education to conduct a biennial program review of alcohol and other drug (AOD) prevention programs to be eligible for federal funding or financial support. The Community College of Aurora (CCA) has performed a biennial review in all even years since October 2014* to maintain compliance.

Higher education institutions must additionally certify to the Secretary of Education the adoption and implementation of programs to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In response, CCA has adopted and implemented programs and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This report serves as a biennial review of this programming and notification for 2018-2022.

*CCA combined biennial reports for 2020 and 2022 due to impacts of the COVID-19 pandemic.

Overview of the Community College of Aurora

The mission of the Community College of Aurora (CCA) is to serve its diverse community by providing high-quality instruction and support services to prepare students for transfer and employment. 53% of CCA students are concurrent enrollment (CE) students, and approximately 65% are minority students. Designated as a Hispanic Serving Institution (HSI) and a Minority Serving Institution (MSI), CCA is the most diverse college in Colorado. Indicated in its vision, CCA aspires to be the college where every student succeeds. In 2021, Dr. Mordecai Brownlee became CCA's sixth President and has since enacted an emergency operations plan, reconfigured infrastructure, and shifted priorities to ensure the College utilizes best practices and emphasizes student success.

To uphold the mission and vision of the College, CCA prioritizes federal compliance, ensuring adherence to federal requirements under the CCA Compliance Team. The CCA Compliance Team met twice in 2019 (01/09/2019 and 06/04/2019), but was temporarily paused during the height of the COVID-19 pandemic, meeting once in 2021 (01/21/2021 via Zoom). After being put on hold, the CCA Compliance Team will reconvene with new priorities under the supervision of the Senior Student Affairs Officer and Dean of Student Success.

Data for this report was collected from annual reports, current policies, procedures, and surveys. This biennial review includes information about CCA AOD policies, annual notifications to students, prevention programming, and enforcement and sanctions.

The CCA biennial review can be found on the Alcohol and Drug Prevention page on the CCA web page at <https://www.ccaurora.edu/students/student-right-know/drug-alcohol-prevention>. It can be found at the following office locations, upon request: Campus Safety and Security, the Office of the Dean of Student Success, and the Office of Human Resources. A request can be made to the Senior Student Affairs Officer and Dean of Student Success for current or past

reports at 16000 E. CentreTech Parkway, Aurora, CO 80011. Reports will be kept for seven years. CCA will keep three of the latest reports on file.

Drug-Free Schools and Communities Act Biennial Review

Community College of Aurora (CCA) has several mechanisms to inform students and staff about the AOD policy and prevention programming. The CCA website displays information on the Right to Know Information page <https://www.ccaurora.edu/students/student-right-know/drug-alcohol-prevention>. The information on this webpage informs students and employees about the standards of conduct, sanctions for drug and alcohol use, health risks, and alcohol and drug abuse information and programs.

Students

Students are expected to comply with local and state laws pertaining to alcoholic beverages, controlled substances, and illegal drugs. The CCA AOD policies (Addendum A) explicitly explain that the manufacture, distribution, sale, possession, consumption, use, or transportation of alcoholic beverages, controlled substances, and illegal drugs by any student on college property, or at CCA-approved classes, field trips, or activities off campus shall be strictly prohibited. Possession of alcoholic beverage containers and/or drug paraphernalia is also prohibited. No student shall be in an intoxicated condition, which may be evidenced by disorderly, obscene, or indecent conduct or appearance while on campus or at a College-approved event off-campus. No student shall furnish any alcoholic beverage to any person under the legal drinking age.

Colorado's underage drinking law states that individuals must be at least 21 years old to consume alcohol. This law is enforced through judicial referrals and/or reporting incidents to the Aurora and/or Denver Police Department. A violation of CCA AOD policies by students is a violation of the Student Code of Conduct (Addendum B). Violations of the Student Code of Conduct may result in a sanction of a verbal warning, written warning, loss of privileges, probation, suspension, expulsion from the campus, or imposition of a lesser sanction. Sanctions may also include educational classes, referrals for substance use assessments, and/or referrals to local law enforcement for legal action. If a student is convicted of violating criminal laws regarding alcohol or other drugs, they may be subject to civil action. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs.

Annual Policy Notification Process

CCA notifies students and employees of the AOD policy annually. During each semester of the 2018-2019, 2019-2020, 2020-2021, and 2021-2022 (2018-2022) Academic Years (AYs), all enrolled students, including online students, received an email from the Senior Student Affairs Officer (SSAO) and Dean of Student Success with information on the AOD policies at the College (Addendum C). A PDF copy of the Student Code of Conduct is included in the email. The SSAO also sends notifications about Clery, Title IX, and the Violence Against Women Act

(VAWA) to all student email accounts. Students may also find this information in the Student Handbook, updated annually and published for student use.

All first-time, first-year students are required to attend an interactive, online, mandatory New Student Orientation where they receive an overview of CCA's AOD policies. During these Orientations, students are provided with information regarding the Student Code of Conduct, AOD, and college policies through slides, interactive videos, and quizzes (Addendum D).

Employees

CCA supports the laws and regulations of the United States of America, the State of Colorado, Arapahoe and Denver Counties, and the City of Aurora. Each student and employee are expected to do the same. CCA utilizes the State Board for Community Colleges and Occupational Education (SBCCOE) policies for AOD (BP3-24: Drug-Free Work Place) and the CCA HR 4.16: Drug-Free Workplace, Alcohol and Substance Abuse Prevention (Addendum A).

Additionally, employees are required to sign CCA's Drug-Free Workplace Policy Acknowledgement form upon hire (Addendum E). Violations of CCA and/or SBCCOE alcohol and drug policies as stated in College policies may result in disciplinary action, including corrective discipline, counseling, (faculty) reassignment, verbal warnings, documented warnings, probation, suspension with or without pay, and discharge for employees and/or referral to local law enforcement. Human Resources informs all new employees about the policy during New Employee Orientations. The Annual Security (Clery) Report (Addendum F) also provides information about the AOD policies and procedures.

The unlawful possession, purchase, manufacture, use, sale, or distribution of illicit drugs and alcohol by employees on College property or at any of its activities is prohibited. If an employee is convicted of violating criminal laws concerning alcohol or other drugs, in addition to civil action, the employee may be subject to termination. Failure to disclose previous convictions on a job application is grounds for termination.

Alcohol and Other Drug Comprehensive Programming

AOD Programming

CCA is a two-year community college that prides itself on being a small, tight-knit community of learners. Care and compassion for one another permeates the culture of the institution. Staff and faculty work together to assist students in reaching their goals and being productive members of society. The misuse and abuse of alcohol and other drugs has the potential to threaten CCA's culture and goals. As a result, CCA is committed to promoting individual well-being and healthy, productive choices through programming.

Alcohol and Other Drug Program Goals

The goals for CCA's AOD programs include:

1. To promote low-risk/no-risk choices with regard to alcohol and other drugs.

2. To develop and implement programs that promote the well-being of CCA students and staff.

Alcohol and Other Drug Biennial Review

Between the 2018-2022 AYs, CCA provided various AOD prevention programming. During the 2019-2020, 2020-2021, and 2021-2022 AYs, the COVID-19 pandemic impacted in-person opportunities for AOD programming, and staff had limited capacity for online AOD programming. However, CCA continued to promote AOD programming through digital marketing, Zoom presentations and trainings, tabling events, and hybrid sessions. Additionally, CCA's partnership with Truth Initiative supported CCA's transition to a fully tobacco-free and smoke-free campus through a task force, assessment, cessation resources, policy development, and College leadership. Below are CCA's AOD program accomplishments between the 2018-2022 AYs.

Table 1: AOD Programming from 2018-2022

Programming/Event Name	Date
Under the Influence (alcohol and marijuana safety)	03/21/2019
Under the Influence (alcohol and marijuana safety)	09/24/2019
Open Mic Night (part of DeStress Fest)	11/30/2020
Art Contest (tobacco- and smoke-free related)	03/30/2021
Let's Talk Vape	04/28/2021
Tabling at DeStress Fest	05/03/2021
Welcome Back BBQ	08/24/2021
Resource Fair	08/25/2021 and 08/26/2021
Tobacco-Free Tabling	08/31/2021
Truth Initiative Community Service Cleanup	09/21/2021
Vape Presentation	09/28/2021
Cessation Workshop	10/13/2021
Celebrating Healthy Lung Month—Make Your Own Lungs	10/26/2021
Marijuana Presentation	11/16/2021
SGA Mental Health Fair	11/17/2021
Cessation Workshop	11/18/2021
MLK Habitat Cleanup	01/15/2022
SGA Mental Health Fair	03/30/2022
Black Lives Black Lungs Movie Showing	04/14/2022
Involvement Fair	08/24/2022 and 08/25/2022
Mid-Day Breakfast	09/06/2022 and 09/08/2022
Move-It Tobacco	09/16/2022
Truth Scholarship	11/18/2022

Alcohol and Other Drug Program Inventory

An inventory of CCA alcohol and drug prevention initiatives shows that the initiatives are diverse. For students, orientation includes topics related to the AOD policy and security tips. Student organizations and student activities provide information to encourage involvement and healthy choices, such as Student Government Association (SGA) in-person Mental Health fairs. Alternative events, such as service learning opportunities through a collaboration with Truth Initiative, are offered in the Fall and Spring semesters, but were limited during the COVID-19 pandemic. National Campus Safety Awareness and public safety training, which will continue in Spring of 2023, are provided to establish involvement and connection to campus while promoting alcohol-free choices.

CCA does active programming with DUI events each semester and provides alcohol-free activities/programs throughout the academic year. CCA is a tobacco-free and smoke-free campus, partnering with Truth Initiative to promote smoking prevention and cessation programming and resources, including for marijuana and cigarettes. 23% of respondents to the CCA's 2021 survey of tobacco, nicotine, and vape product usage felt that the COVID-19 pandemic affected their decision to use tobacco, nicotine, and vape products, highlighting a need for continued cessation resources and support. In the same survey, approximately 20% of respondents indicated they were slightly, moderately, or extremely likely to use substance cessation programs. In addition to providing substance cessation programming, CCA provides counseling services for students and Colorado State Employee Assistance Program (C-SEAP) for employees. CCA has implemented programs to provide students with additional resources in their time of need. The creation of the Office of Student Advocacy Services, sustainability of mental health and counseling services for students, implementation of mental health fairs, and the CCA's involvement with the goals of the Colorado Department of Higher Education's Healthy Minds and Hunger Free Campus designations are all continuing efforts to address mental health. Another CCA also has a behavioral intervention team—the CARE Team—to support students who may be a harm to themselves or others. The CARE Team consists of professional staff members who respond to incidents and concern reports filed by students, faculty, and staff. One of the assessment categories part of CARE includes substance use and abuse intervention. Interventions may include referrals to preventative education and external, extended treatment centers, among other resources. CCA has continued to provide a wide array of prevention-related interventions for both students and staff.

Program Effectiveness Analysis

An analysis of preventative programming was completed by the CCA Compliance Team and includes results from a survey regarding tobacco use. The analysis follows.

Alcohol and Other Drug Policy, Enforcement, and Compliance

Alcohol Poisoning and Drunk Students Protocol

Violation of CCA's alcohol and drug policy is considered a violation of the Student Code of Conduct (Addendum B). A violation will result in a meeting with the SSAO or designee to

discuss the situation and determine possible sanctions. The SSAO oversees all Student Code of Conduct policies and monitors them alongside the CCA Title IX/Equal Opportunity Coordinator and Deputy Coordinator. Discipline, adjudication, and sanctions are handled by the SSAO or designee. CCA staff and faculty are committed to ensuring legal action taken against a student only occurs when absolutely appropriate.

Those found unresponsive, incapacitated, or who have vomited will be considered at risk for alcohol poisoning and transported to a medical facility. Students with multiple violations, may be subject to increased institutional and educational outcomes. In most situations, students will be released by security staff if they have arrangements for someone to transport them safely home. However, when the student commits an additional violation, does not communicate reasonably, or injures themselves, outside emergency response support will be requested. In situations where additional violations have allegedly been committed, Aurora or Denver Police will be contacted to determine appropriate next steps.

Assessment of Sanctions

The Community College of Aurora has a very small percentage of students referred through the conduct process for AOD violations, and as such, the reported incidents are very limited. Internal procedures and protocols allow CCA to evaluate consistency in sanction decisions. An annual institutional record of student conduct report is pulled using CCA's database system, Maxient. This system allows the College to track types of conduct and the sanctions imposed. Maxient data is used to evaluate conduct decisions and sanctions for consistency. CCA has established AOD protocols to direct disciplinary action. The guidelines are followed, with only rare exceptions allowing for professional discretion. The SSAO or designee serves as the conduct officer for reported student AOD violations.

Department of Campus Safety and Security Authority and Jurisdiction

The Community College of Aurora's Campus Safety and Security personnel are limited in their authority when responding to any crime or policy violation that occurs on CCA locations. While CCA Campus Safety and Security personnel may ask anyone on campus for identification and will make every effort to control and contain the situation, their authority regarding possible crimes in progress is restricted to that of a regular citizen. Although any citizen may make a "citizen's arrest," this also comes with serious liability concerns to the institution. CCA Campus Safety and Security personnel are trained to request outside law enforcement assistance once a situation is deemed dangerous or a subject uncontrollable. CCA Campus Safety and Security staff's authority applies only to campus grounds. While Security may intervene by requesting law enforcement response for an off-campus incident, due to liability concerns, they will not physically respond. Use of force is only used as a last resort and only when the safety of others is in peril.

Alcohol and Other Drugs Prevalence Rate

The Community College of Aurora has a very low occurrence of AOD conduct violations. During the 2018-2022 AYs, there were minimal drug- and alcohol-related incidents and no

fatalities that occurred on campus. There were no AOD-related admissions to local emergency rooms. There were no AOD-related ambulance transports/calls for service. CCA reported minimal disciplinary referrals due to a drug abuse violation between the 2018-2022 AYs. Due to transitions in CCA leadership, no Core AOD surveys were conducted.

Table 2 shows the types of sanctions imposed by CCA as a result of AOD-related violations that occurred on campus between the 2018-2022 AYs.

Table 2: Types of Sanctions

	Academic Year	Number of Sanctions
Arrests: drug abuse violations	2018-2019	0
	2019-2020	6
	2020-2021	0
	2021-2022	0
Disciplinary referrals: drug abuse violations	2018-2019	2
	2019-2020	0
	2020-2021	0
	2021-2022	0
Arrests: liquor law violations	2018-2019	1
	2019-2020	0
	2020-2021	0
	2021-2022	0
Disciplinary referrals: liquor law violations	2018-2019	0
	2019-2020	1
	2020-2021	0
	2021-2022	1

Information from CCA Annual Security Report 2018-2019, 2019-2020, 2020-2021, and 2021-2022 AYs and Maxient.

Alcohol and Other Drug Abuse Information and Programs

The College assists in drug education and prevention programs to reduce the abuse and illegal use of alcohol and other drugs. Student violators of the college's substance abuse policies are required to meet with the SSAO or designee as part of the disciplinary process. The College also provides education through the dissemination of informational materials, educational programs, and counseling referrals.

Human Resources provides AOD information during New Staff Orientation (Addendum D). The College's employee insurance companies provide employee programs. CCA is committed to providing preventative information in a variety of formats.

To provide information to students, faculty, and staff, any immediate concerns are communicated via Security's emergency notifications, using AppArmor and email. Official statements are sent to CCA via email and are posted on the College website.

Health Risks

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has long- and short-term effects on the body and the mind. Alcohol and other drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use.

Short- and long-term effects of alcohol impact students/employees and their lives. CCA's Drug and Alcohol Prevention webpage notes health risks of drug and alcohol use and abuse and is found at <https://www.ccaurora.edu/students/student-right-know/drug-alcohol-prevention>.

Short and long-term effects of drug use can impact an employee's ability to do their job. Employees are informed at New Employee Orientations of available drug counseling, rehabilitation, and other employee support programs (Addendums A and E).

If students struggle with alcohol or other drugs, CCA's Office of the Dean of Student Success has resources to help. For employees struggling with alcohol or other drugs, Human Resources has resources to help.

Treatment Programs

In addition to prevention programming, free on-campus counseling is available to students by walk-in or appointment. Counseling and referral assistance are available to employees troubled by alcohol or substance abuse. Employees are eligible to participate in the Colorado State Employees Assistance Program (CSEAP). This program is a proactive management tool that employees can use in many situations and offers a private source of expert consultation quickly and conveniently. Staff and faculty experiencing symptoms associated with their own or others' alcohol or drug use are encouraged to seek help (Addendum E). CCA employees may also seek assistance through their health insurance companies.

Recommendations for the Next Biennial Period

The Community College of Aurora will focus on intentional and preventative support through the Office of Student Conduct and Community Standards with plans for AOD-related programming centered in restorative practice and self-efficacy. To support student conduct, the CARE Team, the CCA Compliance Team, preventative programming, and other initiatives and efforts, the College plans to hire a Director of Student Conduct and Community Standards. With partnerships through nearby counties and departments such as Office of Student Advocacy and Campus Safety and Security, CCA plans to host semesterly Safety Weeks to engage students, staff, and faculty. As the COVID-19 pandemic effects subside, CCA expects to engage in more in-person AOD programming whilst continuing remote and online AOD programming efforts. By reviewing data from previous reports, surveys, and trainings, CCA can provide intentional training efforts on student behavior and conduct, and include reminders for reporting procedures and resources.

Furthermore, CCA is currently revamping its referral processes and education about the student conduct process to encourage AOD reporting. This intentional design and training will increase reporting and provide cocurricular student learning experiences that are both educational and

restorative. In addition, an increase in reporting will support CCA's overall analytic understanding that will serve to guide CCA's practices and engagement with employees and students. With the College undergoing website redesign, access to resource will be more visible and communication platforms will be reimagined. Under the leadership of CCA's President, CCA's infrastructure, systems, and processes will continue to be focused on data-driven evaluation and redesign as needed. CCA continues to look forward to furthering the success of AOD-related efforts at the College.

Addendum A: Alcohol and Other Drug Policies (Pages 13-25)

CCCS Policies and Procedures (click link to open)

- [CCCS B.P. 19-30 Drug-Free Schools](#)
- [CCCS S.P. 19-30a Drug-Free Schools Procedure](#)
- [CCCS B.P. 3-24 Drug-Free Workplace](#)
- [CCCS S.P. 3-24a Drug-Free Workplace Procedure](#)

CCA Policies and Procedures

- CCA HR. 4.16 Drug-Free Workplace, Alcohol and Substance Abuse Prevention (Pages 14-15)
- CCA SS 1.5 Alcoholic Beverages (cross-referenced as HR 4.17) (Pages 16-17)
- CCA SS 1.7 Drug-Free Campus Act & Substance and Alcohol Abuse Prevention (Pages 18-20)
- CCA IS 10.17 Tobacco and Smoke Free Campus (Pages 21-25)

CCA Policies and Procedures are accessible through www.ccaurora.edu/policies-procedures.

CCA HR. 4.16 Drug-Free Workplace, Alcohol and Substance Abuse Prevention

HUMAN RESOURCES

Employment and Workplace Practices

CCA HR 4.16: Drug-Free Workplace, Alcohol and Substance Abuse Prevention

Issued: March 29, 2013

Reissued:

Legal or Other Authority: Drug-Free Workplace Act of 1988; SBCCOE BP 3-24; CCCS SP 3-24; CCA Leadership Council

GUIDELINES

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.

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.

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 SS 1.5 Alcoholic Beverages (cross-referenced as HR 4.17)



STUDENT SUCCESS

General

CCA SS 1.5: Alcoholic Beverages

(cross-referenced as HR 4.17)

Issued: April 17, 2013

Reviewed: November, 2022

Reissued:

Legal or Other Authority: SBCCOE BP 19-30; CCCS SP 19-30; CCA President's Cabinet

GUIDELINES

Purpose

The purpose of this guideline is to provide information on the permission of alcoholic beverage use on the Community College of Aurora campus.

Definitions

- **Alcoholic Beverage:** An alcoholic beverage is a drink that contains ethanol, a type of alcohol that acts as a drug and is produced by fermentation of grains, fruits, or other sources of sugar.
- **Legal Age to Consume Alcohol:** According to federal and state law, persons consuming or in possession of alcohol must be of at least 21 years of age.

Description

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 below and in accordance with applicable state and local laws.

Alcoholic beverages are permitted at approved, college-sponsored on- or off-campus 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 accordance with applicable state and local laws.

- Attendees must be of legal age to consume alcohol and be able to provide proof of identification and age upon request
- No state funds may be used to purchase alcoholic beverages.

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.

Student Functions

Student functions where alcohol will be served are subject to the same provisions noted above. College staff supervising the student function/event are encouraged to refrain from consuming alcoholic beverages. Staff and student event leaders are prohibited from serving as designated drivers from the event.

CCA SS 1.7 Drug-Free Campus Act & Substance and Alcohol Abuse Prevention



STUDENT SUCCESS

General

CCA SS 1.7: Drug-Free Campus Act & Substance and Alcohol Abuse Prevention

Issued: April 5, 2013

Reviewed: November, 2022

Reissued:

Legal or Other Authority: SBCCOES [BP 3-24](#); CCCS [SP 3-24](#); SBCCOES [BP 19-30](#); CCCS [SP 19-30a](#); CCA President's Cabinet

GUIDELINES

Purpose

The purpose of this guideline is to outline the programmatic efforts that the Community College of Aurora will implement to uphold the Drug-Free Schools and Community Act of 1989.

Definitions

Not applicable.

Description

The Drug-Free Schools and Communities Act Amendment of 1989 requires all institutions of higher education, as a condition of receiving any form of federal financial assistance from any federal agency on or after October 1, 1990, to certify to the United States Department of Education that they have adopted and implemented programs to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

At a minimum, the Community College of Aurora (CCA) is required to distribute annually to all students and employees the following:

- The standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and all other visitors on its property or as part of any of its activities;
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs

that are available to employees or students;

- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal Law), and a description of those sanctions, up to and including expulsion or termination of employment and judicial referrals for violations of the standards of conduct.

Alcohol and Substance Abuse Prevention Education

CCA will provide prevention resources and education programming related to alcohol and drug use and abuse. These programs are provided in collaboration with local health agencies and organizations, mental health services, and law enforcement, and are listed in [CCA's Annual Security Report](#). Resources and assistance for alcohol and substance use and abuse are also available in the Office of Dean of Student Success for students and Office of Human Resources for employees.

Marijuana on campus

In November 2012, Colorado voters passed Amendment 64 to the Colorado Constitution. This amendment changed Colorado law to allow people 21 or over to cultivate, consume and possess limited amounts of marijuana in private, not in public. This amendment does not alter CCA's existing policies that prohibit the possession, use, and distribution of marijuana by students, employees, and all other visitors on College property. Marijuana remains a controlled substance under Federal law, and possession, cultivation and use are considered Federal offenses.

Biennial Review of Drug Free Schools & Community Act

As a member of the Colorado Community College System, CCA adheres to the State Board for Community Colleges and Occupational Education [BP 3-24](#) & [SP 3-24](#), Drug-Free Workplace Policy and [BP 19-30](#) & [SP 19-30a](#), Drug Free Schools. In doing so, CCA completes a Biennial Review of the College's alcohol and drug policy and preventative education initiatives. The Biennial Review includes: a foundational belief, a review of the College guideline, annual notification to students and employees, goals, statistical reporting elements, enforcement/sanction consistency, alcohol and drug campus efforts, and measured effectiveness of the policy and programs. CCA's Biennial Review can be found on the [CCA website](#).



For more information on the Biennial Review, please contact the Senior Student Affairs Officer & Dean of Student Success at DeanofStudents.CCA@ccaaurora.edu or 303-360-4771.

CCA IS 10.17 Tobacco and Smoke Free Campus



INSTITUTIONAL ISSUES

Campus Safety & Security

CCA IS 10.17 Tobacco and Smoke Free Campus

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Reissued:

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 Act of 2006](#) [Smoke Free Colorado Law: C.R.S. 25-14](#); Drug Free Schools; [BP16-60](#); [SP16-60](#), CCA President's Cabinet

GUIDELINES

Purpose

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 SA 1.6 & CCA HR 4.15: Smoking and Using Tobacco Products on Campus

Definitions

- 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; (for cessation exceptions see page 4)
- 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.
- 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 [College-sponsored](#) events are held and/or sponsored by CCA.

Description**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, [SP4-30](#).

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.

Transitional Period

As CCA transitions to a tobacco and smoke free environment, January 1, 2021 through August 23, 2021, will serve as a transitional period during which time faculty/instructors, staff, students, volunteers, contractors/subcontractors, guests, and visitors will be notified of this procedure and adequate signage will be posted. Any non-compliance during the transitional period will result in a non-punitive warning. Upon completion of the transitional period, the aforementioned enforcement mechanisms related to non-compliance will take full effect.

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 immediately.

The Student Code of Conduct

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.

Each College's Student Affairs Division 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. 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.

Students at each College are provided a copy of the Code and are responsible for reading and adhering to the Code. The Code in no way creates a contractual obligation and CCCS reserves the right to revise the procedure at any time.

For more information, please refer to the Student Disciplinary Procedure: [BP 4-30](#) and [SP 4 30a](#).

DISCRIMINATION AND HARASSMENT (CONT'D):

- Sexual harassment includes, but is not limited to, dating violence, domestic violence, stalking, and sexual assault.
- For more information and how to file a complaint regarding discrimination or harassment, including sexual misconduct, see [SP 19-60](#), Civil Rights and Sexual Misconduct Resolution Process.

DISRUPTIVE BEHAVIOR:

Engaging in any behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting) or disrupts the general operation of the College.

ENDANGERMENT OR DEFACEMENT:

Conduct that is detrimental to the College, and/or to community safety. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of College property or property of others.

FAILURE TO COMPLY:

- Failure to comply with or follow the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
- Failure to comply with or follow the directives and/or sanctions imposed under CCCS policies and procedures.
- Failure to identify oneself to College officials, acting in their official capacity, when requested to do so.

Fire Safety:

Violation of federal, state, local, or campus fire policies including, but not limited to:

- Intentionally, recklessly, or negligently causing a fire that damages the College, individual property, or causes injury.
- Failure to evacuate a College owned, operated, or controlled facility during a fire alarm.
- Improper use of College fire safety equipment.
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a criminal action.

GAMBLING:

Gambling as prohibited by the laws of the State of Colorado. Gambling may include, but is not limited to, raffles, lotteries, sports pools, and online betting activities. Participation in illegal gambling activities on College-owned or College-controlled property, and/or any function authorized or supervised by the College, and/or in state owned or leased vehicles.

HARM TO INDIVIDUALS:

Intentionally or unintentionally causing physical harm, threatening to cause harm, endangering the health and/or safety of any individual, or demonstrating violent behavior.

- Violent Behavior includes any act or threat of physical, verbal or psychological aggression, or the destruction or abuse of property by any individual.
- A threat is defined as direct or indirect, verbal or non-verbal conduct (including those made in person, by mail, over the telephone, by email, or by other means) intended to result or reasonably resulting in intimidation, harassment, harm, fear or endangerment of the safety of another person or property.
- For more information and compliance, see [SP 19-10](#), [Bullying/Violence/Firearms on Campus](#).

HAZING:

Defined as an act that endangers the psychological, emotional, intellectual, and/or physical health and/or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team, or organization. Additionally, any act that places a student in a subservient role within an organization is considered hazing. Participation or consensual cooperation by the individual(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and failing to report those acts may also violate this code.

INDECENT EXPOSURE:

Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Retaliation: Retaliatory acts include, but are not limited to intimidation, verbal or physical threats, harassment, coercion, or other adverse action(s) against a person who reports an incident of misconduct.

RIOTING:

Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or results in damage and/or destruction of property.

THEFT:

Obtaining, retaining or exercising control over property of another without authorization, or by threat or deception, with the purpose and/or effect of depriving the person(s) to whom the property belongs of its use or benefit.

TOBACCO VIOLATION:

Smoking and the use of tobacco and related products, including electronic smoking, where contrary to applicable laws or policies established by the College. This includes smoking inside buildings or in areas where smoking is posted as prohibited. Trademark Violation: Unauthorized use, including misuse, of the College or organizational names and images without the express written consent of the institution or organization.

UNACCEPTABLE USE OF COLLEGE EQUIPMENT, NETWORK OR SYSTEM:

Unacceptable uses of any College-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without the author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity. For more information, see [SP 4-32, Student Email Acceptable Use](#).

UNAUTHORIZED ACCESS AND ENTRY:

Unauthorized access to any College facility, including misuse of keys, cards, restricted access areas, or unauthorized possession, duplication or use of other individual's means of access to any College facility; failing to provide a timely report of a lost College identification card or key; misuse of access privileges to College premises or unauthorized entry to or use of facilities, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a College facility.

AIDING AND ABETTING:

It is a violation of this Code to actively assist another in violating the Code or covering up the violation after the fact.

ALCOHOL/DRUGS:

Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on College-owned or College-controlled property, and/or at any function authorized or supervised by the College, and/or in state owned or leased vehicles.

ANIMALS/PETS:

Animals are not permitted on campus except as permitted by law or as specifically approved by the College.

- Please see [SP 16-70a](#), Animals on Campus System Procedure, and [CCA SA 8.3: Service and Support Animal Procedure](#), for information related to service animals and emotional support animals.
- For additional questions about service and support animals on campus, contact the Office of Disability and Equity at ODE@CCAurora.edu.

BULLYING/NON-PHYSICAL ABUSE:

Bullying includes repeated and/or severe aggressive or negative actions or behaviors intentionally or reasonably likely to intimidate, hurt, control, or diminish another person, physically, mentally, or emotionally. Bullying may include direct or indirect communications in verbal or nonverbal form and specifically includes bullying by electronic means (e.g., cyberbullying).

- For more information and compliance, see [SP19-10](#), Bullying/Violence/Firearms on Campus.

DAMAGE AND DESTRUCTION:

Reckless and/or unauthorized damage to, or destruction of, College property or the individual property of another, regardless of intention. Damage or destruction of community, public, or private property.

DECEITFUL ACTS:

Engaging in deceitful acts, including, but not limited to: collusion, forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.

- **Collusion:** Action with another or others to violate the Code.
- **Falsification:** Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments, including electronic forgery and/or manipulation.

DISCRIMINATION AND HARASSMENT:

Discrimination is any distinction, preference, advantage, or detriment given to a person based on one or more actual or perceived protected classes. Harassment is a form of discrimination that includes Quid Pro Quo and Hostile Environment.

- Hostile Environment occurs when a person is subjected to verbal or physical conduct based on a protected class that is sufficiently severe, persistent or pervasive, and objectively offensive to alter the conditions of a person's employment or unreasonably interfere with a person's ability to participate in or benefit from CCCS educational programs or activities, from both a subjective and objective viewpoint.
- Quid Pro Quo is a type of sexual harassment that exists when an employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

CCA considers the behavior described in the following subsections as inappropriate and in opposition to the values of the CCA community. These responsibilities apply to all students including continuing education. CCA encourages and expects students, faculty, and staff to engage as active bystanders and report to CCA officials' incidents that involve the following behaviors. Any student found to have violated or to have attempted to violate the following responsibilities may be subject to the conditions, restrictions, and outcomes outlined in [SP 4-30a, Student Behavior Expectations and Responsibilities Resolution Procedure](#).

The following section is organized alphabetically by violation followed by an explanation.

ABUSE OF CONDUCT PROCESS:

Abuse or interference with College processes, including conduct and academic integrity meetings:

- Falsification, distortion, or misrepresentation of information.
- Failure to provide, destroying, or concealing information during an investigation of an alleged Code violation.
- Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.
- Inappropriately influencing any member of the campus community with conduct authority prior to, during, and/or following a campus conduct proceeding.
- Influencing or attempting to influence another individual to commit an abuse of the campus conduct process.

ACADEMIC INTEGRITY:

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to outcomes as set forth in the Student Behavioral Expectations and Responsibilities Resolution Procedure.

- **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, or calculators or copying from or conversing with others during examinations (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).
 - Stealing, distributing, selling, and buying tests or having someone take an exam on someone else's behalf.
- **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.
 - 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 written, artistic, musical, language, symbols, or media. Reusing one's own work without proper citation (or approval of instructor) is also plagiarism.

WEAPONS VIOLATION:

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects, such as arrows, axes, machetes, nunchaku, throwing stars, or knives with a blade of longer than three (3) inches. This includes the unauthorized storage of any item that falls within the category of a weapon, including storage in a vehicle parked on College property, other than what is expressly permitted by law.

- Possession of an instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy.
- Intentionally or recklessly using and/or possessing a weapon or any other item in such a way that would intimidate, harass, injure, or otherwise interfere with the learning and working environment of the College shall face increased consequences.
- Students, faculty, and staff possessing valid Colorado Concealed Handgun Licenses are permitted to carry concealed on campus in accordance with state law and CCCS policy. For more details about certain restrictions, please consult with the campus/local police and/or the Housing and Residential Education Handbook, where applicable.
- For more information and compliance, see [SP 19-10, Bullying/Violence/Firearms on Campus](#).

VIOLATION OF COURSE, PROGRAM, OR ACTIVITY RULES:

Violation of established rules as contained in courses, programs activities, regulations, or guidelines and established by departments, regulatory boards, or licensing bodies, including all Housing and Residential Education policies, as applicable.

VIOLATION OF LAWS, DIRECTIVES AND SIGNAGE:

Violating any municipal, county, state or federal laws, or executive orders, or violating any public health orders in a manner that adversely impacts the health and well-being of the campus environment and those on campus.


Conduct meetings for student groups or organizations shall also follow the Student Behavioral Expectations and Responsibilities Resolution Procedure. In any such action, individual determinations as to responsibility will be made and restrictions, conditions, and outcomes may be assigned collectively and individually, and will be proportionate to the involvement of each individual and the organization. Procedures will begin with communication to the President or leadership of said organization.

Addendum C: Annual Compliance Notification Dates 2018-2022

Contact Date	DOA	Title IX/VAWA	Voter's Registration	To Whom	Delivery Mode
1/22/2018	X	X		New CCA Students	Email
5/29/2018	X	X		New CCA Students	Email
8/17/2018	X	X		New CCA Students	Email
1/21/2019	X	X		New CCA Students	Email
5/31/2019	X	X	X	All CCA Students	Email
8/23/2019	X	X	X	All CCA Students	Email
1/13/2020	X	X	X	All CCA Students	Email
6/1/2020	X	X	X	All CCA Students	Email
8/25/2020	X	X	X	All CCA Students	Email
1/18/2021	X	X	X	All CCA Students	Email
5/27/2021	X	X	X	All CCA Students	Email
8/20/2021	X	X	X	All CCA Students	Email
1/20/2022	X	X	X	All CCA Students	Email
9/8/2022			X	All CCA Students	CCA Student Newsletter
9/19/2022	X	X		All CCA Students	CCA Student Newsletter

Addendum D: New Student Orientation AOD Screenscaps

Online Orientation



COMMUNITY
COLLEGE
of AURORA

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Alcohol, Drug, & Tobacco FREE Campus

CCA IS A TOBACCO FREE CAMPUS

- This includes e-cigarettes and vaping products

You cannot come to campus under the influence or in possession of Alcohol or Drugs

- You cannot consume marijuana in public. Possession and use of marijuana remains illegal under federal law.
- A single marijuana possession charge could impact your eligibility for federal financial aid



Student Code of Conduct & Rights

The Student Code of Conduct outlines student behavioral expectations and responsibilities as members of the CCA community.


The Student Conduct Process is 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.

Examples of violations to the Student Code of Conduct, include:


- Disruptive behavior
- Academic dishonesty
- Failure to comply
- Physical/non-physical abuse
- Discrimination/harassment

Student Rights

As a CCA student you have the right to be informed about college expectations and guidelines, including but not limited to tuition and fees, federal student financial aid, student complaint processes, and the Student Code of Conduct. All the required disclosure information can be found through the *Right to Know* webpage. This information may also be obtained by contacting the Office of the Vice President of Student Affairs at (303) 360-4932.



I would like to learn more about Right to Know.



QUICK TIP

We encourage you to read [THE STUDENT CODE OF CONDUCT](#).

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Addendum E: Drug-Free Workplace Forms (Pages 22-27)



**Drug-Free Workplace Policy & Work-Related Injuries or Illness Information
Acknowledgement**

I, the undersigned employee of the Community College of Aurora, have received a copy of the Drug-Free Workplace Policy Statement; and

1. I agree to abide by the terms of the policy statement; and
2. I agree to notify my supervisor if I am convicted of violating a criminal drug statute in the workplaces no later than five (5) days after the date of such conviction.

Additionally, I have received a copy of the Work-Related Injuries or Illness notice containing information about what to do in the case of on-the-job injury or illness.

By signing and returning this acknowledgement, I am indicating that I have received and read, in their entirety, the Drug-Free Workplace Policy and the Work-Related Injuries or Illness Information.

Signature

Printed Name

Date

rev. 12/2016



Drug-Free Awareness Program Information Sheet

Pursuant to the Drug-Free Workplace Act of 1988, any organization that is desirous of contracting with any Federal agency must take the following steps to ensure the existence of a drug-free environment for its employees:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken against employees for violation of such prohibition.
2. Establish a drug-free awareness program to inform employees about:
 - the dangers of drug abuse in the workplace;
 - the organization's policy of maintaining a drug-free workplace;
 - any available drug counseling, rehabilitation, and employee assistance programs;
 - the penalties that may be imposed upon employees for drug abuse violations.
3. Require that each employee who will be engaged in the performance of such contract be given a copy of the statement required by paragraph 1 and that, as a condition of employment on such contract, the employee agrees to abide by the terms of the statement and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
4. Notify the contracting agency within ten (10) days after receiving notice under paragraph 3 from an employee or otherwise receiving actual notice of such conviction.
5. Within 30 days after receiving notice, impose a sanction on, or require the satisfactory participation in drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by the statute.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

In response to the federal statute, the State Board for Community Colleges and Occupational Education has approved a policy statement requiring all employees at state system community colleges and on the System Central staff whether exempt or classified, to comply with the requirements of the statute. Accordingly, please find attached to this memo a copy of the institutional Drug-Free Awareness Program that should be retained for reference. The program includes the following:

1. A Drug-Free Workplace Policy Statement. Note that a comprehensive list of "controlled substances" under the Drug-Free Workplace Act of 1988 is available for inspection in the workplace.
2. Information about the penalties employees may suffer as the result of drug abuse violations occurring in the workplace.
3. A listing of available drug counseling, rehabilitation, and employee assistance programs.
4. Information about the dangers of drug abuse in the workplace.
5. An Employee Acknowledgement Form. This form must be signed and returned to the Human Resources office no later than five (5) days after receiving the Employee Notification Packet.

If you have any questions, please contact the Human Resources office at (303) 360-4823. Thank you for your cooperation.

rev. 12/2016

Drug-Free Workplace Policy Statement

It is the policy of the System/College's Governing Board that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. Any employee who violates the above policy will be subject to appropriate disciplinary action, which includes termination.

As a condition of employment, each employee shall:

1. Abide by the terms of this Policy Statement; and
2. Notify the College and/or System of any drug statute conviction for violation occurring in the workplace no later than five (5) days after such conviction.

Based on State Board for Community Colleges and Occupational Education Policy requiring a Drug-Free Workplace, BP 3-24.

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:

1. Appropriate personnel actions up to and including termination; or
2. 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.

Drug-Free Awareness Program

As part of its Drug-Free Awareness Program, which includes the Drug-Free Workplace Policy Statement, the College/System provides the following information to all employees:

1. Drug counseling, rehabilitation, and employee assistance programs, which are available to employees of this institution, include:
 - Substance Abuse Treatment Locator
 - AlcoholScreening.org
 - Alcoholics Anonymous (AA)
 - Al-Anon/Alateen
 - American Council on Alcoholism
 - Cocaine Anonymous (CA)
 - Narcotics Anonymous (NA)
 - Nar-Anon
 - Focus on Recovery Helpline
 - National Council on Alcoholism and Drug Dependence Hopeline

Addresses, phone numbers, and a brief synopsis of each above-mentioned drug counseling, rehabilitation, and employee assistance programs as well as additional resources are available by contacting the Human Resources Office at (303) 360-4823.

2. Employees are encouraged to contact the Colorado State Employees Assistance Program (C-SEAP) concerning a wide range of services, from confidential counseling to the Drug-Free Workplace requirements.

C-SEAP is available for all state employees and their immediate family members (15 and older) and offers confidential counseling, supervisory consults, conflict resolution, crisis intervention, training/workshops, drug-free workplace coordination, problem solving, violence prevention, and more! For more information or to make an appointment, contact C-SEAP at (303) 866-4314 or (800) 821-8154.



Work-Related Injuries or Illness Information

The Community College of Aurora strives to provide safe working conditions for all employees. However, injuries on the job do occur and prompt medical treatment of these injuries has been arranged through HealthONE Occupational Medicine & Rehabilitation Clinics and Concentra Medical Centers. If you are injured while at work, these are the only authorized facilities for treatment. Any medical cost incurred at locations other than these facilities is the responsibility of the employee. To locate a center near you, visit:

HealthONE Occupational Medicine and Rehabilitation Clinics

<http://healthoneoccmed.com/locations/>

or

Concentra Medical Centers

<http://maps.concentra.com/corporate/>

You must notify the Human Resources Department at (303) 360-4823 as soon as possible if a work-related injury or illness occurs.

If you, or a fellow employee, is injured in a life- or limb-threatening manner, medical care should be obtained from the nearest emergency medical facility (hospital emergency room).

rev. 12/2016

OCCUPATIONAL MEDICINE AND REHABILITATION DIRECTORY

AURORA

1444 S Potomac St, #200, Aurora, CO 80012
p: 303.214.0000 | f: 303.343.8135
M-F 7:00-5:00, PT, OT & X-Ray

PROVIDERS:

Matthew R. Lugliani, MD, MPH**^
Christian O. Updike, MD**^
Thanh (Tom) Chau, MS, PA-C^

CARE COORDINATOR: Lorena Ruelas
PRACTICE ADMIN: Shelly Johnson

CareNow Urgent Care & Occupational Medicine

5990 S University Blvd, Greenwood Village, CO
80121 p: 720.446.5890 | f: 303.797.5505
Mon-Fri 8am-10pm, Sat 8am-8pm, Sun 8am-5pm

PROVIDERS:

M. Susan Zickefoose, MD**^
Jessica Madden, MD^

CENTER MANAGER: Rosa Orellana

CareNow Urgent Care & Occupational Medicine OPENING DECEMBER 13, 2016

5620 S Parker Rd, Aurora, CO 80015
p: 720.446.5893
Mon-Fri 8am-10pm, Sat 8am-8pm, Sun 8am-5pm

PROVIDERS:

Martin Kalevik, DO**^
Sharon M. McKelvey, DO^

CENTER MANAGER: Carol Anderson

LODO

1515 Wazee #D, Denver, CO 80202
p: 303.534.9550 | f: 720.932.7805
M-F 7:00-5:00, PT & X-Ray

PROVIDER:

Paul T. Raford, MD**^

CARE COORDINATOR: Elizabeth Gurley

PRACTICE ADMIN: Elizabeth Gurley

NORTH SUBURBAN

9195 Grant St. #100, Thornton, CO
80229p: 303.292.0034 | f: 303.292.0097
M-F 7:00-5:00 | PT, OT & X-Ray

PROVIDERS:

Heip Ritzer, MD**^
Robert W. Watson, Jr., MD, MPH**^
Katherine Drapeau, DO**^

CARE COORDINATOR: Diane Leiker

PRACTICE ADMIN: Berenice Chavez

CareNow Urgent Care & Occupational Medicine OPENING DECEMBER 20, 2016

7120 County Line Rd, Highlands Ranch, CO 80126
p: 720.446.5891
Mon-Fri 8am-10pm, Sat 8am-8pm, Sun 8am-5pm

PROVIDERS:

Mary Nolan, MD**^
Malin Sadler, MD^

***Indicates Level II Accredited Providers*

**Indicates Level I Accredited Providers*

^ NRCME Certification

Emergency Department Care Coordinator..... 303.788.9288

MRO Services.....p: 303.584.8165 | f: 1.866.210.2798 | MROservices.OccMed@HealthONEcares.com

Customer Service.....Brian Narber | p: 303.886.9398 & Karen McGuire | p: 303.330.7989

Billing Department Customer Service.....855.900.8084

Occupational Medicine/Rehabilitation Market Manager.....Celeste Tucker | Celeste.Tucker@HealthONEcares.com



www.CareNowDenver.com



www.HealthONEoccmed.com

Updated Nov. 18, 2016

Concentra Urgent Care Locations		
Name	Address	Hours
Aurora North	15235 East 38th Ave, Aurora, CO 80011	Regular : (Mon. - Fri.) 8am - 8pm(Sat.) 8am - 4pm; Holiday : (Christmas Eve) 8am - 2pm,(Christmas Day) Closed,(New Year's Eve) 8am - 4am
Aurora Southeast	10355 E Iliff Avenue, Aurora, CO 80247	Regular : (Mon. - Fri.) 8am - 5pm; Holiday : (Christmas Eve) 8am - 3pm,(Christmas Day) Closed
Aurora Chambers	3449 Chambers Road Suite B, Aurora, CO 80011	Regular : (Mon. - Fri.) 8am - 5pm; Holiday : (All Holidays) Closed
Boulder	3300 28th Street, Boulder, CO 80301	Regular : (Mon. - Fri.) 8am - 6pm; Holiday : (Christmas Eve) 8am - 3pm,(Christmas Day) Closed
Tech Center	11877 E. Arapahoe Rd., Centennial, CO 80112	Regular : (Mon. - Fri.) 8am - 6pm; Holiday : (All Holidays) Closed,(Christmas Eve) 8am - 3pm
Downtown Denver	1730 Blake Street Ste. 100, Denver, CO 80202	Regular : (Mon. - Fri.) 8am - 6pm; Holiday : (Christmas Eve) 8am - 3pm,(Christmas Day) Closed
North Denver	420 E 58th Avenue Ste. 111, Denver, CO 80216	Regular : (Mon. - Fri.) 7am - 5pm; Holiday : (All Holidays) Closed,(Christmas Eve) 7am - 3pm
South Broadway	1212 S Broadway Ste. 150, Denver, CO 80210	Regular : (Mon. - Fri.) 7am - 5pm; Holiday : (All Holidays) Closed,(Christmas Eve) 7am - 3pm
Stapleton	5855 Stapleton Drive North Suite A-130, Denver, CO 80216	Regular : (Mon. - Fri.) 7am - 5pm; Holiday : (All Holidays) Closed,(Christmas Eve) 7am - 3pm
Cherry Creek	875 South Colorado Blvd, Denver, CO 80246	Regular : (Mon. - Fri.) 8am - 8pm(Sat.) 8am - 4pm,(Sun.) 10am - 4pm; Holiday : (Christmas Eve) 8am - 2pm,(Christmas Day) Closed,(New Year's Eve) 8am - 4am
Highlands Ranch	9330 South University Blvd. Suite 100 & 120, Highlands Ranch, CO 80126	Regular : (Mon. - Fri.) 8am - 8pm(Sat.) 8am - 4pm,(Sun.) 10am - 4pm; Holiday : (Christmas Eve) 8am - 2pm,(Christmas Day) Closed,(New Year's Eve) 8am - 4pm
Lakewood Simms	11185 W. 6th Ave., Lakewood, CO 80215	Regular : (Mon. - Fri.) 8am - 6pm; Holiday : (Christmas Eve) 8am - 3pm,(Christmas Day) Closed
Littleton	20 W Dry Creek Circle Suite 100, Littleton, CO 80120	Regular : (Mon. - Fri.) 8am - 5pm; Holiday : (Christmas Eve) 8am - 3pm,(Christmas Day) Closed
Thornton Parkway	550 East Thornton Parkway Suite 110 , Thornton, CO 80229	Regular : (Mon. - Fri.) 8am - 5pm; Holiday : (All Holidays) Closed
Thornton	500 E 84th Avenue Ste. B14, Thornton , CO 80229	Regular : (Mon. - Fri.) 8am - 5pm; Holiday : (All Holidays) Closed,(Christmas Eve) 8am - 3pm

Addendum F: Annual Security (Clery) Reports 2021

The Annual Security Reports (ASRs) are updated annually and are available on the CCA website under Campus Security and Safety. Below are links to the two reports for each CCA physical location, the Lowry and CentreTech sites.

[Lowry ASR](#)

[CentreTech ASR](#)