COMMUNITY COLLEGE of AURORA

STUDENT HANDBOOK
2024-2025

Contents:

CentreTech Campus

16000 E. CENTRETECH PARKWAY
AURORA, CO 80011

N

6TH AVENUE

I-225

1ST AVENUE

CENTRETECH PARKWAY

CHAMBERS ROAD

AIRPORT BLVD.

CFA
Fine Arts Building

CADM
Administration Building

CCLA
Classroom Building

CST
Student Centre

ALAMEDA AVENUE
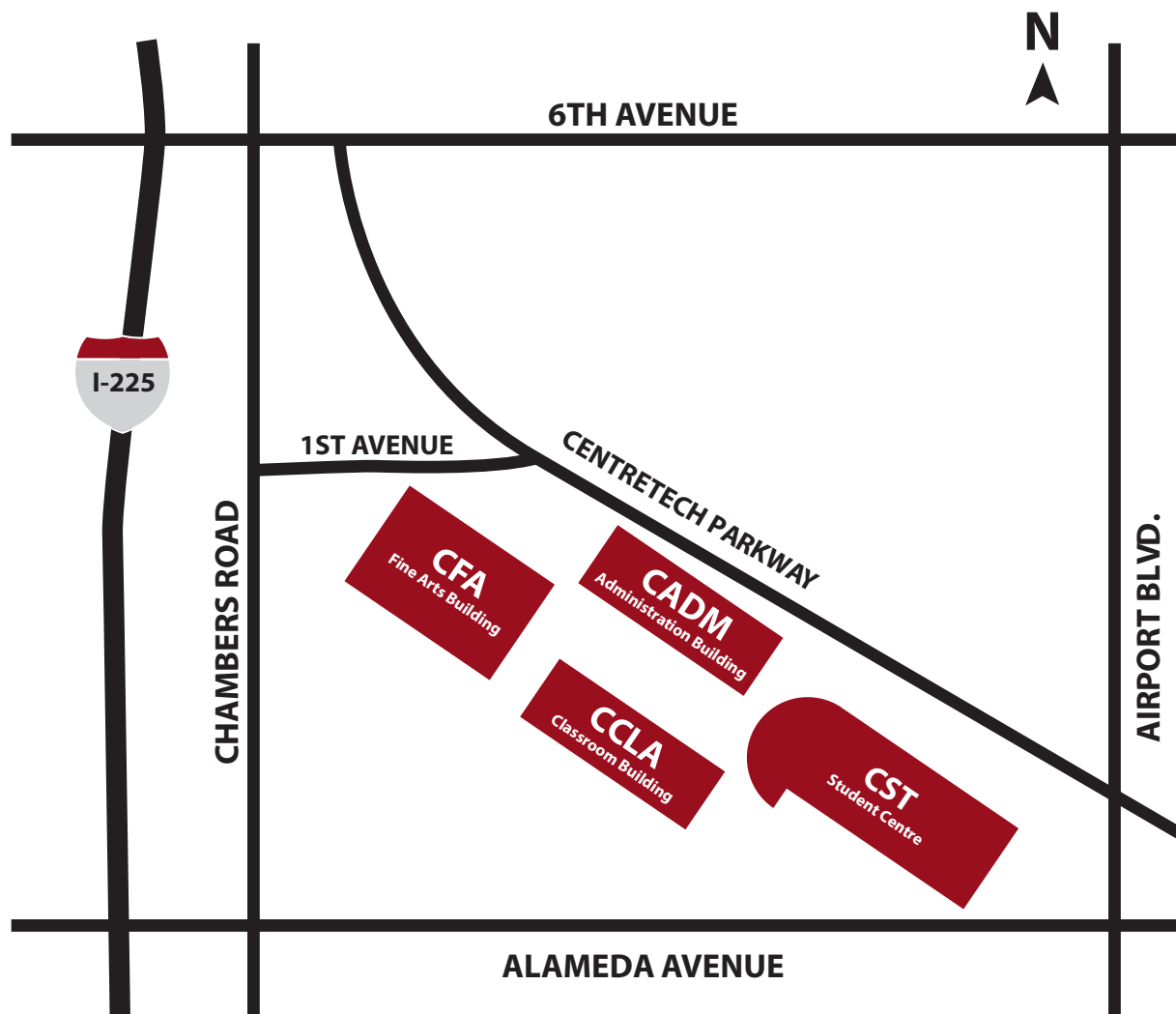
Lowry
Campus

710 ALTON WAY
DENVER, CO 80230

N

BEELER WAY

BOSTON STREET

840 Diesel Power Mechanics

CLCSIM Center for Simulation

10TH DRIVE

ALTON WAY

E. SEVERN PL.

BOSTON STREET

DAYTON STREET

CLCWES West Quad

ALTON WAY

E. 7TH PL.

YOSEMITE STREET

CLCLS Lowry Studios

LOWRY BLVD.
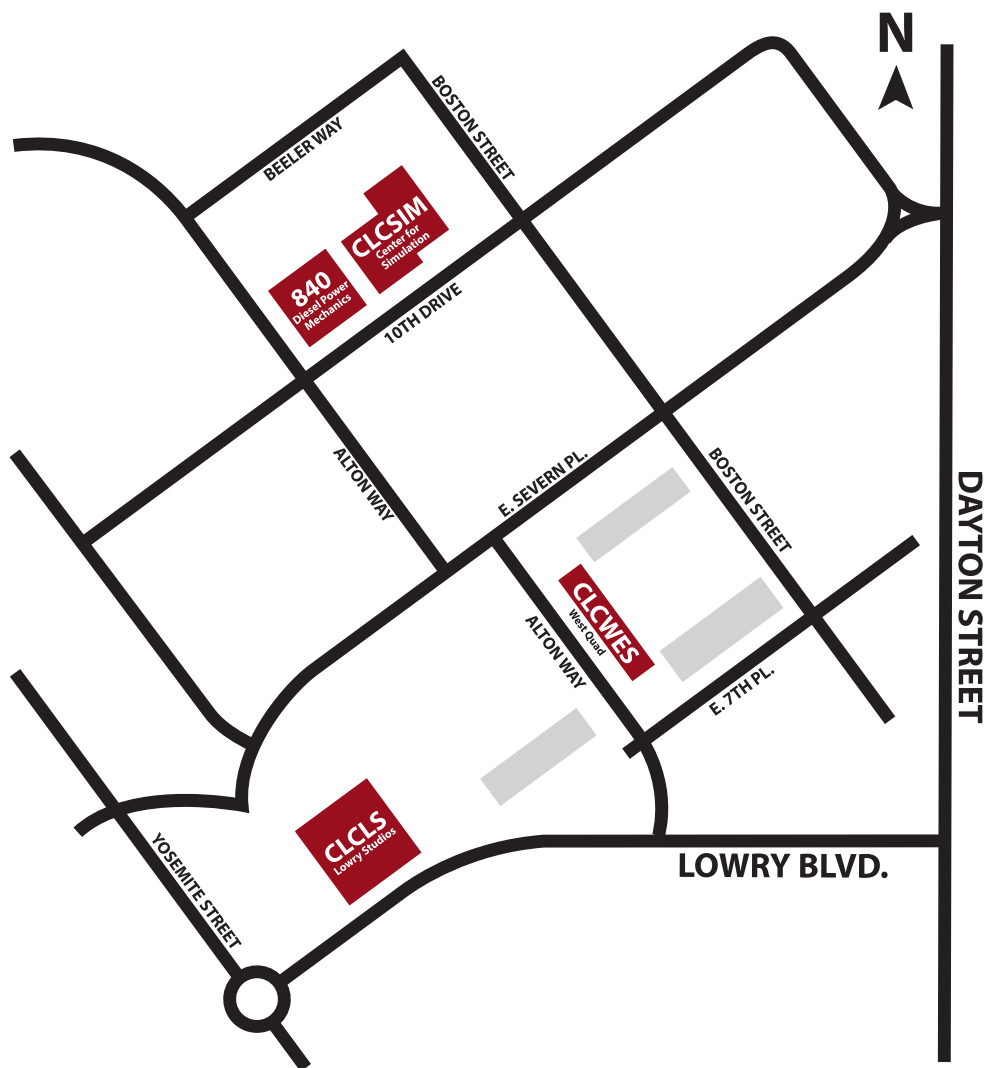
Welcome and Bienvenidos

TO COMMUNITY COLLEGE OF AURORA (CCA)

We are honored you have chosen CCA as your institution of higher education and know that we are committed to supporting your academic and career pathways. This Student Handbook was designed to aid in your understanding of our institution and serve as a reference guide for the various resources available to you as our student. The Student Handbook includes important semester dates and reminders, academic advising information, career services contacts, mental health and counseling resources, student life updates, academic tutoring information, and much more. In addition, we have provided a guide on college policies such as the Student Code of Conduct that promotes your overall wellness, persistence, and completion efforts.

We know that being a college student is a big choice for both you and your family, and it is our mission to make sure you receive the high-quality instruction and support services you deserve. CCA faculty and staff are here to help you navigate your college experience and are invested in your success because "You Matter, You Are Valued, and You Belong!"

Take care, Champions! Have a great academic year.

Mordecai I. Brownlee, Ed.D.
President, Community College of Aurora
He, Him, His

About Community College of Aurora

Community College of Aurora (CCA) is a Colorado community college with campuses in Aurora and Denver. In addition to the classes offered at these two campuses, we offer online courses and degrees. Maybe you need a degree or certificate to help you land your dream job – or you're looking for an affordable way to transfer to a four-year college or university in Colorado; CCA can help you achieve your educational goals.

We are small enough to get to know you, and big enough to offer a variety of courses of study that will meet your educational needs. Our exceptional faculty and staff, convenient class times and locations, friendly support services, and diverse student body will help shape your future in a fast changing world. And we offer tuition and fees that are about half of what students pay at a public or private university!

Community College of Aurora takes education to a whole new level, combining solid theory with practical training. With this approach, we equip students with relevant learning that can lead to a solid and secure future. Come to CCA and discover an exciting place to learn and grow!

VISION

We aspire to be the college where every student succeeds.

MISSION

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

INSTITUTIONAL OUTCOMES: 4 C'S

All students at CCA are expected to develop competence in our institutional outcomes, the 4 Cs, in addition to competence in occupational and discipline knowledge. The 4 Cs are: Career & Transfer Readiness, Communication, Critical Thinking, and Cultural Competence. These skills are the foundation of students' education at Community College of Aurora

Students develop competence in one or more of these skills in all of their experiences at CCA, both inside and outside of the classroom.

Career and Transfer Readiness
Career and transfer readiness is the ability to adapt, commit to lifelong learning, and demonstrate knowledge and skills applicable in a global economy for successful transition into the workplace or continued coursework.

Communication
Communication is the ability to effectively express, impart, or exchange feelings, thoughts, opinions, and information both orally and in writing.

Critical Thinking
Critical thinking is the ability to analyze and evaluate information, evidence, arguments, and theories from multiple perspectives for use in the development of an opinion or conclusion.

Cultural Competence
Cultural competence is the ability to demonstrate awareness and integration of an intentional valuing of cultural differences and experiences in our decisions and interactions with all.

OUR
FUTURE.
TOGETHER.

NUESTRO
FUTURO.
JUNTOS.

HISPANIC-SERVING INSTITUTION

The Community College of Aurora was federally designated a Hispanic Serving Institution (HSI) in 2016. To receive this designation, institutions must have an undergraduate Hispanic fulltime equivalent student enrollment of 25 percent or more.

At CCA, more than 30 percent of the student population identifies as Latinx, and about 1 in 16 students who graduate are Latinx students.

As an HSI designated institution, CCA can apply for federal grant funding to assist in strengthening and expanding our programs, facilities, and services for Latinx students and other minoritized populations.

While the term Hispanic is used in the designation, Latinx is the more commonly used term at CCA. Hispanic is a government-designated term used in the U.S. to refer to people of origin or ancestry from Spanish-speaking countries. Latinx is the term that affirms people who do not identify in the gender-binary of the Spanish language.

As a Hispanic-Serving Institution, CCA can apply for federal grant dollars in assisting with our mission. Currently, CCA is a recipient of the Developing Hispanic-Serving Institutions Title V Grant. The purpose of this grant is to serve the campus community through instructional support, direct student support and programming, and perpetuating a data-informed culture to propel the social and economic mobility of our students.

MINORITY-SERVING INSTITUTION

CCA is also a designated Minority-Serving Institution (MSI) or an institution that enrolls a high percentage of BIPOC students (Black, Indigenous, and People of Color). Approximately 64 percent of CCA's students identify as BIPOC.

Diversity, Equity and Inclusion

The mission of the Diversity, Equity, and Inclusion Division at the Community College of Aurora is to advance initiatives and opportunities that expand access, celebrate diversity, foster inclusion and remove barriers in our pursuit of equity.

Our vision is to provide intentional support and resources to our diverse community that advance institutional growth and student success.

We value advocacy, care, community, cultural intelligence, diversity, equity, and inclusion.

YOU MATTER.
YOU ARE VALUED.
YOU BELONG.

Land Acknowledgement

The Community College of Aurora respectfully acknowledges that the land on which our campuses are located and the site on which we are presenting today is on the traditional and ancestral homelands of the Ute, Cheyenne, Arapaho, Kiowa, and Sioux Nations, Tribes, and peoples, and descendants of the Folsom and Clovis first peoples. These lands were also the sites of trade gatherings, generational migration routes, and places of harvesting, hunting, and healing for numerous other Native tribes.

We recognize the Indigenous peoples as original stewards of this land and all the living things within it. We pay our respects to these communities, past, present, and future, the land, and the elders. As these words of acknowledgment are spoken and heard, we renew and reaffirm the ties that Indigenous Nations have to their traditional lands.

With this land acknowledgement, we can begin to reconcile and address our history and communal legacy as the Community College of Aurora where we aspire to be the college where every student succeeds.

Important Dates and Registration

FALL 2024 DEADLINES					
	Classes Begin	**Last Day to Add**	**Last Day to Drop***	**Last Day to Withdraw***	**Classes End**
Full Semester (Not Online)	August 19	August 25	September 4	November 14	December 7
Online Full Semester	August 19	August 21	September 4	November 14	December 8
Online Fast Track Part 1	August 19	August 21	August 26	September 25	October 6
Online Late Start	September 23	September 25	October 3	November 22	December 8
Online Past Track Part 2	October 14	October 16	October 21	December 2	December 8

SPRING 2025 DEADLINES					
	Classes Begin	**Last Day to Add**	**Last Day to Drop***	**Last Day to Withdraw***	**Classes End**
Full Semester (Not Online)	January 21	January 27	February 5	April 17	May 12
Online Full Semester	January 21	January 23	February 5	April 17	May 11
Online Fast Track Part 1	January 21	January 23	January 27	February 27	March 9
Online Late Start	February 24	February 26	March 6	April 25	May 12
CCC Online Session 2	March 24	March 26	March 31	May 1	May 11

For short session and late session course offerings, please see the online Schedule of Classes for the semester. For the majority of short session courses, you may register for those classes through the first day of the course. For short session and late start drop, withdraw, and payment dates, please visit your Detailed Student Schedule on the Student tab of your MyCCA account or visit the Admissions, Registration, and Records office.

*The Last Day to Drop is the deadline to drop a class and have it removed from your record and to receive a refund of tuition and fees for the course.

**The Last Day to Withdraw is the deadline to withdraw from a class (no refund) and have a W grade recorded for the course.

UPCOMING DATES
www.ccaurora.edu/calendar

FINANCIAL AID
financialaid@ccaurora.edu

303-360-4709

Apply for financial aid early. If you have a completed file in the CCA Financial Aid Office by the priority deadline, you will be given priority in determining eligibility for financial aid.

Priority Deadlines:
- Fall Semester: May 1
- Spring Semester: November 1
- Summer Semester: March 1

Bookstore Charges:
- July 29, 2024 - August 9, 2024 (Bookstore phone number: 303-360-4774)

NAVIGATE
Plan. Schedule. Register. Done! CCA Navigate is a new tool that allows you to plan the courses you want to take through out your entire program at CCA. In the weeks just before registration opens, you can schedule the campus, time, and day of your classes in an easy to read calendar. Once you have your classes scheduled, wait for registration to open for the term. On the first day of registration, click the "Register" button and you're done!

SCHOLARSHIPS
www.ccaurora.edu/scholarships

Share your story for CCA Foundation Scholarships!
- Summer and Fall Scholarship Applications:
  March 3 - May 31
- Spring Scholarship Application:
  October 1 - November 30

GRADUATION APPLICATION DEADLINES
The graduation application is available from the Student Tab on MyCCA from the Steps to Graduate button. Applications received after the final deadline will be processed for the next semester.
- Fall Semester: November 1
- Spring Semester: March 1
- Summer Semester: July 1

SEMESTER BREAKS AND EXTENDED HOURS
www.ccaurora.edu/calendar

Extended Hours:
- Extended Hours (CentreTech Campus): August 3 and August 10, 9am – 1pm
- Labor Day: September 2 (College Closed)
- Fall Break: November 26-30 (No classes, college closed on Thanksgiving Day)
- Spring Break: March 10-15

NEW STUDENT ORIENTATION
www.ccaurora.edu/orientation

Orientation marks your entrance to the CCA community and will introduce you tour campus and the services we provide. Online Student Orientation is required for new first-time students. All students are encouraged to attend Online Orientation.

To experience CCA's Online Orientation:
- Log in to MyCCA
- Click on the Student Tab (Star icon)
- Click on Go to CCA's Online Student Orientation

Tuition Information

Fall 2024

RESIDENT

CREDIT HOURS	TUITION	FEES	TOTAL	LESS OF STIPEND	AMOUNT DUE AFTER STIPEND
1	$285.10	$68.96	$354.06	$116.00	$238.06
2	$570.20	$81.40	$651.60	$232.00	$419.60
3	$855.30	$93.84	$949.14	$348.00	$601.14
4	$1,140.40	$106.28	$1246.68	$464.00	$782.68
5	$1,425.50	$118.72	$1544.22	$580.00	$964.22
6	$1,710.60	$131.16	$1841.76	$696.00	$1,145.76
7	$1,995.70	$143.60	$2,139.30	$812.00	$1,327.30
8	$2,280.80	$156.04	$2,436.84	$928.00	$1,508.84
9	$2,565.90	$168.48	$2,734.38	$1,044.00	$1,690.38
10	$2,851.00	$180.92	$3,031.92	$1,160.00	$1,871.92
11	$3,136.10	$193.36	$3,329.46	$1,276.00	$2,053.46
12	$3,421.20	$205.80	$3,627.00	$1,392.00	$2,235.00
13	$3,706.30	$218.24	$$3,924.54	$1,508.00	$2,416.54
14	$3,991.40	$230.68	$4,222.08	$1,624.00	$1,598.08
15	$4,276.00	$243.12	$4,519.62	$1,740.00	$2,779.62
16	$4,561.60	$255.56	$4,817.16	$1,856.00	$2,961.16
17	$4,846.70	$268.00	$5,114.70	$1,972.00	$3,142.70
18	$5,131.80	$280.44	$5,412.24	$2,088.00	$3,324.24

NON-RESIDENT

CREDIT HOURS	TUITION	FEES	TOTAL
1	$694.10	$77.81	$771.91
2	$1,388.20	$99.10	$1,487.30
3	$2,082.30	$120.39	$2,202.69
4	$2,776.40	$141.68	$2,918.08
5	$3,470.50	$162.97	$3,633.47
6	$4,164.60	$184.26	$4,348.86
7	$4,858.70	$705.55	$5,064.25
8	$5,552.80	$226.84	$5,779.64
9	$6,246.90	$248.13	$6,495.03
10	$6,941.00	$269.42	$7,210.42
11	$7,635.10	$290.42	$7,925.81
12	$8,320.20	$312.00	$$8,641.20
13	$9,023.30	$312.00	$8,641.20
14	$9,717.40	$354.58	$10,071.37
15	$10,411.50	$375.87	$10,787.37
16	$11,105.60	$397.16	$11,502.76
17	$11,799.70	$418,45	$12,218.15
18	$12,493.80	$439.74	$12,933.54

ONLINE CLASSES: TUITION RATES	WESTERN UNDERGRADUATE EXCHANGE (WUE): TUITION RATES
CCA and CCC Online Classes • Resident Rate: $393.80 per credit hour • Reduced by: $116.00 COF stipend per credit hour • Amount Due After Stipend: $277.80 per credit hour • Non - Resident Rate: $423.60 per credit hour	• Traditional Classroom Courses: $253.65 per credit hour • Online Courses: $423.60 per credit hour

The following is included within the fee amount: Student Activity Fee, Bond Fee, Government Fee, Parking Fee, and Registration Fee.

TUITION INFORMATION

- You may pay your tuition online at www.ccaurora.edu through your MyCCA account.
- Residency status for in-state tuition is based on the information you provide on your application. To be eligible for in-state tuition, applicants (or the parents of applicants under 23) must be able to show domicile in Colorado for at least 12 months prior to starting classes. Details are available on our website or through the Admissions, Registration and Records office at CentreTech or Lowry.
- Your residency status must be finalized BEFORE the first day of classes. Failure to provide appropriate documentation before classes begin will result in non-resident tuition classification.
- Active Duty Military personnel and their dependents are eligible for in- state tuition by providing certification from the military base Education Office each semester. More information is available from the Admissions, Registration and Records office at 303-360-4797.
- Tuition and fees are posted on the website and in the Admissions, Registration and Records and Cashier Offices. You should take note that some fees are NONREFUNDABLE. Tuition and fee payments are due even if you do not receive a bill in the mail.
- Upon registration of classes, student must understand that you are responsible for tuition and other associated fees on your student account and you must follow add/drop and withdrawal procedures of CCA.

ASSET / DACA TUITION STATUS

Community College of Aurora welcomes both ASSET students and those that qualify for DACA. Learn more about ASSET and DACA on CCA's ASSET/DACA webpage.

AUDIT COURSES

The COF stipend does not cover audit courses. If you decide to change your course to an audit, you will be required to pay the COF share of the tuition. You must request an audit by the refund date.

COLLEGE OF OPPORTUNITY FUND (COF)

www.ccaurora.edu/COF | 303-360-4797

Colorado Residents get a tuition discount through the College Opportunity Fund. If you are a Colorado resident for tuition purposes and did not sign-up for COF through your admissions application, you can sign-up online. If you have any questions about your residency determination or COF, please contact the Admissions, Registration and Records at 303-360-4797. If you do not sign up for COF, you will pay a higher in- state tuition rate. Don't forget to authorize the COF each semester that you sign up for your classes.

WAITLISTS

Waitlists allow students an opportunity to get into a class that is full, but could have space become available before the course begins. The waitlist will record the time and date that the student placed their name on the waitlist and students will be notified via student email of open spaces in that order. While on a wait list, it is important that you check your email daily. If offered a place in a waitlisted course, you will have only 48 hours to claim a spot in the class.

Paying for College

PAYMENT OPTIONS
cashiers@ccaurora.edu | *303-360-4827*

1. Start a Payment Plan
If you are unable to pay in full by September 5, 2023, you will need to set up a payment plan to avoid having a Finance Hold placed on your account. NBS payments are available for a $25 set up fee, and options are available to all students through MyCCA. Payments can be made by checking/savings account, Visa/MasterCard, or Discover. Please visit www.mycollegepaymentplan.com/cca for more information.

2. Prefer to Pay in Full?
Students who want to pay all at once instead of creating a payment plan can pay Online or in person.
A) Pay Online
   - Log into MyCCA
   - Click on the Student Finance Tab
   - Scroll down the page and click on View Monthly Statement
   - Under Payment Options select "Pay with Credit Card"
B) Pay in Person
   - Payments can be made in the form of cash, checks or credit cards(Visa, MasterCard, and Discover).
   - CentreTech Campus: Administration Building, 2nd Floor
   - Lowry Campus: West Quad Building, Lowry Student Services

3. Pay in Person: CentreTech or Lowry Campus
Payments can be made in the form of cash, checks, or credit cards (Visa, MasterCard, and Discover only). No partial payment is accepted at the Cashier's window.

Fall 2024

DATES TO ENROLL ONLINE	REQUIRED DOWN PAYMENT	NUMBER OF PAYMENTS	MONTHS OF PAYMENTS
July 6 – 20	None	4	Aug 20 – Nov 20
July 21 – Aug 17	None	3	Sept 20 – Nov 20
Aug 18 – Sept 17	None	2	Oct 20 – Nov 20
Sept 18 – Oct 8	25%	2	Oct 20 – Nov 20
Oct 9 – Nov 9	50%	1	Nov 20 Only

Spring 2025

DATES TO ENROLL ONLINE	REQUIRED DOWN PAYMENT	NUMBER OF PAYMENTS	MONTHS OF PAYMENTS
Nov 6 – Dec 3	NONE	5	Dec 5 – April 5
Dec 4 – Jan 2	NONE	4	Jan 5 – April 5
Jan 3 – 27	15%	3	Feb 5 – April 5
Jan 28 – Feb 24	25%	2	March 5 and April 5
Feb 25 – March 27	50%	1	April 5 Only

REFUND INFORMATION
For information and policies about refunds, please visit *ccaurora.edu/admission-aid/financial-aid/office-of-the-cashier/*

FEES
For a full chart of fee information visit *ccaurora.edu/admission-aid/financial-aid/office-of-the-cashier/financial-obligation*

By the act of registration, you automatically incur a financial obligation to the College and will be required to complete a Student Account Payment Agreement form upon registration. This means that when registering for one or more classes (unless classes are officially dropped within the time specified for a refund) you are obligated to pay the full amount of tuition and fees. View and print your bill through MyCCA after registering. You still have a financial obligation to the college even if you do not receive a bill in the mail.

Failure to pay tuition and fees may result in cancellation of your registration, but you are still financially responsible for classes that are not dropped or purged for nonpayment. Do not rely on the drop for non-payment process to remove you from classes you do not wish to attend. Log into MyCCA to verify your course schedule and drop all courses you do not wish to be enrolled by the published drop dates. In accordance with the State Fiscal Procedures, unpaid accounts will be forwarded to a collections agency. Such assignments to a collections agency may impact your credit rating and may result in the addition of collection fees, attorney fees, interest, or other costs. The college will not register you, provide semester grades or a final transcript to any student who has any financial obligations to the College or any other Colorado Community College.

EBILLS

You will be receiving statements and invoices through your student account each month. Student billing statements will be available online 24/7 through your MyCCA account:

- Sign into MyCCA
- Click on your Student Finance Tab
- View Billing Statement
- Click eBill

1098T - TAX INFORMATION

This important information is available to you to review under your student portal. Please log into your student account to review specific Tax Year's information. The Tax Information has also been provided to Internal Revenue Services. Please call CCA Cashier's Office at 303-360-4827 with any questions.

Academic Calendar

FALL 2024

REGISTRATION BEGINS: March 14, 2024

CLASSES START: August 19, 2024

CLASSES END: December 7, 2024

HOLIDAYS / BREAKS:

> **Labor Day:** September 2, 2024

> **Fall break:** November 26-30 (No classes, college closed Thanksgiving Day)

SPRING 2025

REGISTRATION BEGINS: October 28, 2024

CLASSES START: January 21, 2025

CLASSES END: May 12, 2024

HOLIDAYS / BREAKS:

> **Spring Break:** March 10-15, 2025

GRADUATION: May 10, 2025

CCA Snack Stations

In partnership with Student Government Association and the Office of Student life, CCA snack stations are a free service at both campuses for all CCA foxes. Need a snack before or after class? Stop by either of our snack station locations for a free snack! We try our best to offer a variety of quick, healthy, filling snacks.

CENTRETECH CAMPUS: STUDENT CENTER S101
LOWRY CAMPUS: WEST QUAD 110 AND LOWRY STUDIOS

For questions or concerns, please contact the Office of Student Leadership and Development at 303-360-4720 or studentleadership.development@ccaurora.edu

Academic and Student Support

ADVISING

CentreTech Campus, Administrative Building Rm A106
Lowry Campus, West Quad Building Rm 119

Advising is a collaborative and intentional process between students and trained advisors. Our mission is to partner with students to guide and empower them in developing, implementing, and completing academic plans that further their career and life goals.

Advising provides the following Services:

- Understand assessment testing results
- Choose or change a degree or certificate program
- Understand degree requirements
- Find course descriptions and prerequisite courses in the catalog
- Learn how to use the class search to build your schedule
- Determine if an online course is the "right choice"
- Assist in planning educational goals
- Assist with degree completion
- Help with a successful transfer to four-year colleges and universities

Overall, we help students each step of the way – from getting started through graduation, to transfer and anywhere in between.

You can schedule an appointment with your academic pathway advisor through Navigate. Login to MyCCA and select Navigate. You can obtain more detailed information on the Advising webpage.

CAMPUS SECURITY AND SAFETY

CentreTech Campus, Administration Building RM A101 & Lowry Campus, Building 999

Community College of Aurora strives to provide a safe and healthy environment that enhances the learning process. Each student and employee should be able to attend classes, work on campus, and/or participate in activities with the feeling that they are in an environment that is safe and secure. For more information please visit the Campus Security website.

CAREER READINESS

The Office of Student Leadership and Development assists students with career coaching services and programming focused on career learning and readiness skill development. We work to align services to career and workforce trends, industry transferable skills, and career readiness resources.

Connect with us at careercoaching.readiness@ccaurora.edu or call 303-360-4771

CENTER FOR ADULT EDUCATION

The Center for Adult Education (CAE) has a variety of programs available to support students with improving their essential skills and transitioning to college or a career. CAE offers programs that include non-credit Community English as a Second Language (ESL), Citizenship preparation, and High School Equivalency (HSE/GED) preparation, as well as credit College Preparatory ESL classes.

2024-2025 ESL SCHEDULE				
Term	**Student Registration**	**Classes Begin**	**Classes End**	**No Classes**
Summer 2024	*Non-Credit:* March 23 – May 16 *Credit:* Open March 13	May 28	August 5	June 19 and July 4
Fall 2024	*Non-Credit:* May 17 – August 8 *Credit:* Open March 13	August 19	December 7	Sept 2 and Nov 26-30
Spring 2025	*Non-Credit:* August 9 – January 9 *Credit:* Open October 28	January 21	May 12	

*Dates subject to change

2024-2025 HSE (GED)/ CITIZENSHIP SCHEDULE				
Term	**Student Registration**	**Classes Begin**	**Classes End**	**No Classes**
Summer 2024	*March 23 – June 27*	July 8	September 14	September 2
Fall 2024	*June 28 – September 26*	October 5	December 14	Nov 27-30
Winter 2025	*September 27 – January 2*	January 13	March 22	January 20
Spring 2025	*January 3 – March 27*	April 7	June 14	May 26

Student registration is online. Students may fill out an interest form at any time at https://forms.office.com/r/paMfJFdZWx.

CLASS SCHEDULES

Classes are available in the mornings, evenings, or Saturday mornings. Both online and in-person options are available for many of the classes.

PRICES			
Program	**Classes**	**Cost**	**Instructional Hours**
Community ESL	Levels 1-6	*$250 for 10 weeks in Summer, 15 weeks Fall and Spring	60 hours
	Conversation or Computer	*$100 for 10 or 15 weeks, 2 hours per week *$70 for 10 or 15 weeks, 1 hour per week	10 - 30 hours
Community ESL	Study of application and interview questions	*$30 for 10 weeks	40 hours
HSE (GED)	Math, Science, Social Studies, Language Arts	*$80 for 2 subjects, 10 weeks	50 hours

*Prices subject to change

Some financial assistance available. Ask for details.

CONTACT INFORMATION

Community ESL and Citizenship: CAE 303-361-7369, cae@ccaurora.edu

HSE (GED): Rebecca Pickett, 303-340-7040, cae@ccaurora.edu

COLORADO OPPORTUNITY SCHOLARSHIP (COSI) INITIATIVES

CentreTech Campus, Student Centre S101

CCA has three COSI Scholarship Programs (COSI Community Partnership, COSI Back to Work, COSI Finish What You Started) to support your success.

This opportunity includes:
- A scholarship per term for CCA courses to minimize your out-of-pocket costs
- A COSI team dedicated to helping you navigate college and your career, including admissions, financial aid, career assessments, resume writing, and interview skills
- Access to Single Stop, a resource website providing information for local services such as childcare, health, housing, computer and internet services, and other personal needs

If you are interested in COSI programs, please contact scholarships.cca@ccaurora.edu.

CCA FOUNDATION SCHOLARSHIPS

The Community College of Aurora Foundation offers scholarships for a variety of students. Whether you have a 2.0 GPA or a 4.0, there are scholarships for you! The Community College of Aurora Foundation awards over 60 different scholarships with a single, simple application. We provide scholarships based on everything from your specific major, to where you graduated from high school! Federal Financial Aid eligibility is not a requirement for our scholarships. Apply today at ccaurora.academicworks.com/opportunities and check out the CCA Foundation Website for more information.

FINANCIAL AID

CentreTech Campus, Administration Building RM A103

To qualify for most types of aid at CCA, students must complete a Free Application for Federal Student Aid (FAFSA) or Colorado Application for State Financial Aid (CASFA) application. CCA's Federal School Code is 016058. Apply as soon as possible after October 1st of the academic year that you plan to attend. You must reapply for financial aid each year. CCA has three financial aid priority deadlines including May 1st for the fall semester, November 1st for the spring semester, and March 1st for the summer semester. However, you may apply for financial aid at any time throughout the academic year. To contact the Financial Aid Office, call 303-360-4709 or email financialaid@ccaurora.edu. For more detailed information please visit the Financial Aid website.

2-YEAR FINANCIAL LITERACY CURRICULUM

CentreTech Campus, Administration Building RM A103

Why does CCA care about Financial Literacy? Because your Financial Health is just as important as your Education. It will guide you throughout life. It equips us with the financial knowledge and skills needed to manage money effectively.

The Office of Financial Aid is now offering a 2-year Financial Literacy Program!
The same 1st Year Monthly Curriculum will be offered for those new to the Program.   After completing the 1st Year, students will advance to the new 2nd Year curriculum. A "Passport to Your Financial Success" workbook will be provided to guide you through the 2-Year program.

1st Year Monthly Curriculum Sessions
- Budgeting
- Spending and Saving
- Debt Basics
- Identity Theft
- Life Events
- Financial Institutions partnered with the Credit Union of Colorado
- Credit Basics
- How to use Studentaid.gov
- Exit Counseling

2nd Year Monthly Curriculum Sessions
- Budgeting for the Holidays
- What's your Debt Ratio
- Women's Voices Around Wealth
- Retirement 101
- Financial Anxiety
- Psychology of Money
- Planning for Transferring to a 4 Year Institution
- Intro to Managing your Personal Finance Debts
- Basics of Investing and Risk
- Student Loan Repayment Choices

For more detailed information, contact the Financial Aid Office, call 303-360-4709 or email financialaid@ccaurora.edu.

FOX DEN CAFÉ

CentreTech Campus, Student Centre Building | Lowry Campus, West Quad

The Fox Den Café is the go-to spot for grabbing a quick breakfast or enjoying lunch with friends! There are a variety of menu options including breakfast, lunch, and salads. Stop by for a quick bite or stay a while to eat while studying!

FOX ZONE

CentreTech Campus, Student Centre Building, In front of S101

The Fox Zone offers a variety of activities, including foosball, pool, Xbox, PlayStation, and Nintendo switches. Students can check out pool balls, cues, and games in the Division of Student Success, just across the hall, using their Student ID.

HONORS PROGRAM

The Community College of Aurora Honors Project Program provides enhanced educational opportunities and promotes academic dialogue between highly motivated students and faculty. Any student can turn any CCA class (1000-level or above) into an honors class by designing, proposing, and completing an Honors Project with their course instructor serving as a mentor for the project. For more information, brief previous project descriptions, frequently asked questions, and proposal forms, please email honors.cca@ccaurora.edu.

LGBTQIA+ TASK FORCE

We are a committee of CCA staff, faculty, instructors, and students who increase LGBTQIA+ visibility on campus, educate and foster understanding, provide support and resources, and advocate for the LGBTQIA+ community through educational programming, communal events, and intentional trainings for all. Please connect with us at LGBTQtaskforcecca@ccaurora.edu.

MENTAL HEALTH AND COUNSELING SERVICES

Short-term individual therapy sessions are free to non-currently enrolled students. To schedule your first session, complete a mental heath counseling referral or simply create a BetterMynd account by following this link: https://app.bettermynd.com/ register. If you have questions about creating a BetterMynd account our would like assistance in doing so, please contact deanofstudents.cca@ccaurora.edu or 303-360-4771. For more detailed information please visit the Mental Health and Counseling Services website.

MILITARY AND VETERAN BENEFITS

CentreTech Campus, Administration Building, Admissions, Registration and Records 118F

CCA has a dynamic veteran and military community, and the Veteran Certifying Official is committed to assisting these students in transitioning to the college environment to achieve their educational goals. CCA honors military education benefits including Active Duty GI Bill, Veteran Readiness and Employment (VR&E), Post 9/11 GI Bill, Survivors' and Dependents' Educational Assistance, and Reserve GI Bill.

OFFICE OF DISABILITY AND EQUITY

CentreTech Campus, Student Centre RM S202

The Office of Disability and Equity (ODE) provides accommodations and support services to students with disabilities. These services include assistive technology, text to speech literacy software, supporting self-advocacy, and approval of accommodations such as extra time on tests. If you have, or think you may have, a disability and are in need of support, contact ODE by email at ode@ccaurora.edu.

OFFICE OF STUDENT LEADERSHIP AND DEVELOPMENT

CentreTech Campus, Student Centre RM S101

The Office of Student Leadership and Development is committed to providing inclusive, co-curricular opportunities that promote a sense of belonging and enhance the student experience.

Services:
- Student Led Organizations
- Student Engagement Events
- FoxLEADS
- Leadership and Service Learning Programming
- Student Newsletter
- Scholarship Coaching
- Career Readiness Coaching

Connect with us at studentleadership.development@ccaurora.edu or 303-360-4771

STUDENT ADVOCACY SERVICES

CentreTech Campus, Student Centre S101

The Office of Student Advocacy recognizes that student wellbeing and success depend upon access to resources that meet their needs. We provide holistic and equity-minded services that connect students to resources, build self-awareness and self-advocacy skills, and assist with navigating basic needs and personal challenges during their educational journey. To contact the Office of Student Advocacy Services, please email studentadvocacy.cca@ccaurora.edu.

The following services are offered in the Office of Student Advocacy:
- Case Management: Creating culturally competent and accessible partnerships with students to secure their basic human needs, including reliable and consistent access to affordable food, housing, transportation, technology, familial care, health care and mental health services.
- Care Team: Providing risk assessment, outreach, support and follow up to students in crisis.
- Self-advocacy skill building training to equip students to navigate life challenges and competing demands.
- Stress Management programing that emphasizes prevention, awareness and self-care
- SingleStop: Screener and State and federal benefit enrollment support
- Personalized connections to community resources
- Support navigating personal challenges that impact academic progress.

STUDENT PARENT SUPPORT SERVICES

CentreTech Campus, Student Centre S101

The Student Parent Navigator is dedicated to providing support and community development for both student parents and children at the Community College of Aurora, and throughout the greater Colorado Community College System. Our office utilizes an intentional 2Gen approach where we provide resources to student-parents that are inclusive and in celebration of their unique identities and backgrounds. Through case management, program facilitation, and advocacy we aim to retain student-parents from post- admission to graduation. To contact Parenting Student Services, please email studentadvocacy.cca@ccaurora.edu.

TRIO STUDENT SUPPORT SERVICES

CentreTech Campus, Student Centre S203

TRIO Student Support Services (SSS) offers an array of services designed to make your college career a success. From an assigned Academic Coach who is dedicated to your success to supplemental tutoring and success workshops, participation in TRIO will help you to make the most of your college education. Research tells us that students who participate in TRIO SSS programs are more likely to find success in college. Space is limited to 160 participants in the Traditional program and 140 participants in the English as a Second Language program, which supports students whose first language is not English. TRIO Student Support Services is funded by the U.S. Department of Education. To learn more and apply, visit our TRIO Student Support Website.

Eligibility:
- U.S. Citizen or US Permanent Resident
- First Generation: Neither parent has earned a bachelor's degree OR
- Income Qualified OR
- Documented Disability

UNDOCU-SERVING TASK FORCE

The Community College of Aurora (CCA) is an open-door institution, which allows any student to attend, regardless of citizenship. We are made up of a rich and diverse student body, including immigrants, international students, DREAMERS, those who are undocumented, those with DACA status, and those with U.S. citizenship.

The Undocu-Serving Task Force coordinates campus efforts and provides resources, programming, and training to build a more inclusive and supportive CCA community for our students who are undocumented. Many of these resources (financial, community, and CCA) are listed on our webpages, which we continue to update. You can contact us at undocuserving@ccaurora.edu.

The Hub

THE TEACHING AND LEARNING TRANSFORMATION HUB

CentreTech Campus, Classroom 107 and Lowry Campus, West Quad 106

We provide transformational learning assistance to help you become an independent, self- directed learner and achieve your academic goals. All services are FREE to current CCA Students.

What's in the HUB?

Tutoring and Learning Supports
- Drop in and appointment-based tutoring
- PearDeck Tutor: online tutoring available 24/7
- Student Lingo: virtual mini-lessons and interactive workshops
- LinkedIn Learning guidance: virtual professional skill developement
- EdReady adaptive learning platform: available in select Math and English course selections
- Embedded Peer Educators: available in select Math and English course selections

Library and Education Resources
- Research and information literacy instruction
- One-on-one appointments with a librarian, in person or online
- Databases with journal articles, eBooks,streaming media, and more
- Research guides by subject
- Open Educational Resources (OER) support
- Check out books and use course reserves
- 24/7 chat with a Librarian

Computers, Study Space and More
- Individual study space and group study rooms
- Laptop and desktop computers to use in the Hub
- Calculators available for check out
- Printers
- Charging stations
- Basic tech support

General Contact Info
- thehub.cca@ccaurora.edu
- tutoring@ccaurora.edu
- library@ccaurora.edu
- *Web:* search library or tutoring at ccaurora.edu/hub

CenterTech Campus
Classroom Building, Room 107
- Phone: 303-360-4742 or 303-360-4736
- Hours:
  Monday-Thursday: 8am-6pm
  Friday: 8am-5pm
  Saturday: 10am-2pm

Lowry Campus
West Quad, Room 113
- Phone: 303-340-7247
- Hours:
  Monday-Thursday: 8am-6pm
  Friday: 8am-5pm
  Saturday: Closed

Concurrent Enrollment Program

Did you know you can get a jump start on your college plans by earning college credit while still in high school? Concurrent Enrollment offers students the opportunity to take college-level courses at either their high school or on the CCA campus! Not only can you get a head start on your college courses and possibly reduce the time you spend in college, but your school district pays for your college tuition!

WHAT IS CONCURRENT ENROLLMENT?

The Concurrent Enrollment Program is an exciting partnership between the Community College of Aurora and high school districts that allow eligible 9th, 10th, 11th, and 12th grade students the opportunity to enroll in college credit courses while in high school. The Concurrent Enrollment Program consists of two separate components:

- Concurrent Enrollment courses on the CCA Campus
- Concurrent Enrollment courses in the high school

Need help with registration? Scan the QR Code to meet with a CE Student Success Coordinator!

Student Led Organizations

STUDENT GOVERNMENT ASSOCIATION (SGA) 2024 – 2025

Student Government Association (SGA) serves as a representing body for the students at the Community College of Aurora, and acts as a bridge to college leadership in providing an enriched campus experience. SGA strives to advocate for student success by advancing CCA's institutional outcomes of communication, critical thinking, cultural competence, career, and transfer readiness.

GET CONNECTED WITH SGA:

Share an initiative or concerns with SGA, attend a meeting or email SGA.CCA@ccaurora.edu

MEET THE 2024-2025 STUDENT GOVERNMENT ASSOCIATION OFFICERS:

Samantha Anfield
President

Welcome CCA Students! The 24-25' Student Government Association (SGA) team is thrilled to serve you. We will work diligently to address your needs and would love to chat about your experience at our college! We strive to support you succeed and look forward to an excellent academic year!

Go Foxes!

Samantha Anfield | President

Jesus Martinez
Vice President

Bruce Hunter
Treasurer

Meried "TJ" Amare
Secretary

Akelia Reddie
SSAC Representative

Daphne Perez
Senator of Academic Success and Science, Technology, Engineering and Mathematics

Kate Torres
Senator of Academic Success and Career and Technical Education

Eunice Muanda
Senator of Student Success

Kim Petersen
Senator of Academic Success in Innovative Arts

Kurt Schroeder
Senator for Academic Success in General Education

Corinne Nuncio
Senator of Academic Excellence and Instructional Support

Available Roles:
Senator of Concurrent Enrollment

PHI THETA KAPPA HONOR SOCIETY

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among institution students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

ELIGIBILITY:
- Must have completed 12 credits or more at CCA
- Must have a GPA of 3.5 or more

BENEFITS:
- Leadership development opportunities as a PTK officer
  - Facilitate monthly meetings with membership
  - Support completion of Honors and Action and College Project
  - Support recruitment of new PTK members
  - Attend 2023 PTK Catalyst Conference
- Scholarships
  - PTK offers thousands of scholarships just for PTK students. Applications are open in the Fall and Spring semester for applicants.
- Professional Development
  - Complete PTK EDGE courses specified for certain disciplines and career paths

INTERESTED IN STARTING YOUR OWN STUDENT LED ORGANIZATION?

REQUIREMENTS:
- Have at least 3 members
- Have an advisor affiliated with the college
- Apply

Now accepting applications, and there is funding available. Connect with the Office of Student Leadership and Development to get started at studentleadership.development@ccaurora.edu or 303-360-4729.

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.

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.

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 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, pubic, 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.

- 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 at 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, threating 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.

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 are prohibited from carrying firearms on campus, including all buildings and grounds, except under limited exceptions. Those with a valid concealed carry permit may carry concealed firearms only in campus parking areas, in accordance with state law. For questions, please reach out to Travis Hogan, Director of Security and Emergency Management, at travis.hogan@ccaurora.edu or 303-360-4722.
- For more information and compliance, see SP 19-10, Bullying/Violence/Firearms on Campus.

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.

College Student Guidelines

For a full list of all CCA guidelines, please visit MyCCA.

CCA ACS 2.12: CLASS ATTENDANCE

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 coursework has been completed and the student was earning a C of 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 2.20: ACADEMIC APPEALS AND RENEWAL

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 2.22 ACADEMIC INTEGRITY

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. X
- 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.

CCA STS 7.10: STUDENT TRAVEL

PURPOSE

At the Community College of Aurora (CCA), students may have an opportunity to travel for curricular, cocurricular, and student led organization activities. This guideline outlines expectations to effectively manage the travel process and safeguard students.

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 fulltime 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 predeparture 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.

- 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.

CCA STS 7.11: TABLING AT CCA

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@ccaurora.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@ccaurora.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 ADS 3.85: TOBACCO AND SMOKE FREE

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 of 2006 (C.R.S. 25-14-201 et. seq.), Smoke Free Colorado Law. This Guideline is proceeded 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;
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 pickup 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:
    o Advertising of tobacco, vaping, and related products in campus publications (except for nonCCA supported magazines and newspapers), on College property, at any College sponsored event, or as part of any College owned or sponsored media;
    o 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 nontobacco 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.
    o For students, concerns should be referred to Dean of Students Office or the appropriate student affairs leadership contact.
- Individuals found to be non-compliant will be subject to existing accountability measures.
    o 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.

- o 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.

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.

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

STUDENT COMPLAINT PROCESS

All students at the Community College of Aurora (CCA) have the right to file a complaint or grievance. CCA is committed to ensuring that all concerns and complaints of students are addressed fairly and are resolved properly. This guideline is intended to provide an overview of the process for students to present a complaint or concern that they feel warrants action on the part of the college.

DESCRIPTION
The Student Complaint Process provides an opportunity for students to have complaints reviewed by the institution in a timely and unbiased manner to determine if there is a way to resolve the issue. This guideline covers any concern or situation that a student may wish to bring forth that is not otherwise covered by another college guideline.
Student complaints, appeals, and grievances not within the scope of this guideline include:

- On Campus Crime Reporting
- Discrimination and Harassment Reporting
- Financial Aid Satisfactory Academic Progress (SAP) Appeal
- Grade Appeal
- Sexual Harassment and Misconduct Reporting
- Student Conduct Appeal
- Tuition and Fee Appeal

INFORMAL COMPLAINT PROCESS

Students are encouraged to resolve concerns through direct communication with the individuals or offices involved. The Senior Student Affairs Officer (or designee) will facilitate this communication if a student needs support or assistance. If the informal process is not successful or if the student or the college chooses not to utilize an informal process, the Senior Student Affairs Officer (SSAO) will open a formal complaint.

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 COMPLAINT PROCESS

A formal complaint must be submitted electronically using the Student Complaint Report Form located at the bottom of the CCA Website under Refer a Concern or Incident. The form must include the name and contact information for the student who iscommunicating the concern and should describe the concern and the desired resolution. Supporting materials can also be provided. All complaints should be filed as soon as possible after the occurrence prompting the complaint. The student complaint process is managed by the Senior Student Affairs Officer (SSAO) or designee in the Division of Student Success. Once the complaint is received the SSAO will identify if the complaint is non-grievable, a matter over which the college has no authority to act as defined in CCCS SP4-31a. If the complaint is non-grievable, the student who filed the complaint will be notified via their CCA student issued email.

If the matter can be addressed by the college, the SSAO or designee will forward the complaint to the Division leader at the Dean or Department Director level with whom the complaint resides. The designated Division leader will then request separate meetings with the student filing the complaint and the individual(s) to whom the complaint is directed to gather more context on the complaint.

Both parties will be given the opportunity to discuss the concern and offer documentation, witnesses, or other information pertinent to the complaint. The designated Division leader may also request meetings with other relevant individuals as part of the inquiry.

Based on the information presented, the designated Division leader will issue a decision, in writing, to both the student with the complaint and the individual/department to whom the complaint is directed. The decision will affirm or deny the merits of the complaint, and if affirmed, will suggest a resolution.

For questions on the Student Complaint Process, please contact deanofstudents.cca@ccaurora.edu.

Student Bill of Rights

As a CCA Student, you are afforded the following rights as stated by The Colorado General Assembly, Student Bill of Rights (C.R.S. 23-1-125):

- A quality general education experience that develops competencies in reading, writing, mathematics, technology and critical thinking through an integrated arts and science experience.

- Students should be able to complete their Associate of Arts or Associate of Science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours, unless there are additional degree requirements recognized by the commission

- A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission.

- Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees.

- Students have a right to know which courses are transferable among the state public two- and four-year institutions of higher education.

- Students, upon successful completion of core general education courses, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education.

- Students have a right to know if courses from one or more public higher education institutions satisfy the student's graduation requirements.

Title IX and Civil Rights

TITLE IX: SEXUAL MISCONDUCT, NON-DISCRIMINATION AND HARASSMENT As a CCA student, you have the right to be free from sexual violence. All members of the CCA community are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCA is committed to a zero-tolerance policy for sex/gender-based misconduct.

If you have experienced Harassment/Sexual Harassment/Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, Discrimination, Civil Rights or Retaliation, you should:

- Review the Colorado Community College System Procedure, SP19-60 Civil Rights & Sexual Misconduct Resolution Process.
- Discuss Your Options with a Confidential Resource.
- Call the CCA Confidential Reporting and Support line at 303-360-4790.
- Submit a Mental Health/Counseling Referral.
- File a Harassment/Sexual Harassment/Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, Discrimination, Civil Rights or Retaliation Report.
- Your report will be submitted to CCA's Title IX Coordinator.

Title IX/Equal Opportunity Coordinator
Erica Hines
Chief Human Resource and Personnel Success Officer
erica.hines@ccaurora.edu
303-340-7231

Directory

General Contact Inf
303-360-4700

CCCS 24/7 Support for Students,
888-800-9198

MyCCA, D2L, Email and More
https://istonish.service-now.com/cccs

Admissions, Registration, and Records
303-360-4797
admissions@ccaurora.edu

Bookstore
303-360-4774

Career Services
303-360-4929
careerservices.cca@ccaurora.edu

Cashier's Office

303-360-4827 (CentreTech)
303-360-4757 (Lowry)
cashiers.cca@ccaurora.edu

CCA Foundation
303-360-4926
brittany.davis@ccaurora.edu

Center for Adult Education
303-361-7369
cae@ccaurora.edu

Center for Recruitment and Orientation
303-360-4918
recruiting.careers@ccaurora.edu

Concurrent Enrollment Program
303-340-5526
concurrent.cca@ccaurora.edu

COSI Community Partner Program
303-360-4921
ccacositraditional@ccaurora.edu

COSI Finish What You Started
303-361-7817
cosifinishwhatyoustarted.cca@ccaurora.edu

Disability and Equity
303-340-7548
ode@ccaurora.edu

Facilities
facilities@ccaurora.edu

Financial Aid
303-360-4709
financialaid@ccaurora.edu

Lowry Studios
303-340-7321
innovativearts.cca@ccaurora.edu

Mental Health and Counseling Services
Online Referral Form

Military and Veteran Benefits
303-340-7534
vetbenefits@ccaurora.edu

Office of Dean of Student Success
303-360-4771
deanofstudents.cca@ccaurora.edu

Pathway Advising
303-360-4929
advising@ccaurora.edu

Security
Emergency 911
303-360-4727 (CentreTech)
303-419-5557 (Lowry)

Student Advocacy Services
303-340-7524
beau.green@ccaurora.edu

Student Leadership and Development
303-360-4729
studentleadership.development@ccaurora.edu

Student Parent Support Services
303-360-4941
megan.dempsey@ccaurora.edu

Testing Center
303-360-4948
testing.cca@ccaurora.edu

Transfer Success Initiatives
303-360-4830
transfer@ccaurora.edu

TRIO SSS/ESL Programs

303-361-7370
triosss.cca@ccaurora.edu

Upward Bound
720-661-3706
upwardbound.cca@ccaurora.edu

**Workforce and Professional
Development
Customized Training**
julie.stewart@ccaurora.edu

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