



COMMUNITY
COLLEGE
of AURORA

2025-2026

STUDENT HANDBOOK

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LOCATIONS

WWW.CCAURORA.EDU/LOCATIONS



CentreTech Campus
16000 E. CentreTech Parkway
Aurora, CO 80011



Centennial Campus
12650 E. Arapahoe Rd., Suite 100
Centennial, CO 80112



Lowry Studios
710 Alton Way
Denver, CO 80230

WELCOME AND BIENVENIDOS

TO COMMUNITY COLLEGE OF AURORA (CCA)

Dear CCA Students,

Welcome to the 2025–2026 school year at the Community College of Aurora! Whether you are joining us for the very first time or returning to continue your journey, I want you to know how deeply grateful we are that you have chosen CCA as the place to pursue your goals and dreams. You are now part of a diverse, driven, and vibrant community that believes in the power of education to change lives, starting with yours.

This year is full of opportunity. Every class you take, every conversation you have, and every challenge you overcome will move you closer to the future you envision. My encouragement to you is this:

- Use every resource.
- Ask for help.
- Believe in your ability.



At CCA, your success is our mission. You are not alone on this journey; our faculty, staff, and peers are committed to walking alongside you. We are fully invested in helping you thrive academically, professionally, and personally. We believe in you, we are here for you, and we are ready to celebrate every milestone you achieve along the way.

Let's make this year one of growth, discovery, and transformation. I'm excited to see all that you will accomplish, and I look forward to cheering you on at every step.

Here's to a victorious year ahead!

With gratitude and anticipation,



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

ABOUT

THE COMMUNITY COLLEGE OF AURORA

The Community College of Aurora (CCA) is a Colorado community college with campuses in Aurora, Denver, and Centennial. In addition to the classes offered at our 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 and 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 to perpetuate 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 2025 Deadlines					
	Classes Begin	Last Day to Add	Last Day to Drop*	Last Day to Withdraw **	Classes End
Full Semester (Not Online)	August 18	August 24	September 3	November 13	December 7
Online Full Semester	August 18	August 20	September 3	November 13	December 7
Online First 7 Weeks	August 18	August 20	August 25	September 25	October 5
Online 10 Weeks	September 22	September 24	October 2	November 21	December 7
Online Second 7 Weeks	October 13	October 15	October 20	December 1	December 7

Spring 2026 Deadlines					
	Classes Begin	Last Day to Add	Last Day to Drop*	Last Day to Withdraw **	Classes End
Full Semester (Not Online)	January 20	January 26	February 4	April 16	May 11
Online Full Semester	January 20	January 22	February 4	April 16	May 10
Online First 7 Weeks	January 20	January 22	January 26	February 26	March 8
Online 10 Weeks	February 23	February 25	March 5	April 24	May 10
Online Second 7 Weeks	March 23	March 25	March 30	April 30	May 10

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 Registration Tools (SSB) card in 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

Navigate

Plan. Schedule. Register. Done! CCA Navigate is a new tool that allows you to plan the courses you want to take throughout your 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 on the Registration and Records Card on MyCCA. Please select the Apply for Graduation 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 (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 to our campus and the services we provide. New Student Orientation is required for new-first time students. All students are encouraged to attend an in-person orientation.

To experience CCA's Online Orientation:

- Log in to MyCCA
- Click on the Academic Tab
- Click on the Orientation Card- CCA Online
- Student Orientation

TUITION INFORMATION

Please visit www.ccaurora.edu/tuition for the complete tuition and fees table, including course specific fees (eg, Digital Content, Inclusive Access, etc) and WUE tuition rate.

Depending on your course, textbooks and other materials may be provided electronically and billed with your course registration, or you may need to purchase them separately at the CCA e-bookstore. For more information, please visit ccaaurora.ecampus.com

Resident Tuition (Excluding Fees)	Tuition Rate per Credit	COF	Tuition per Credit After COF
Resident On-Campus	\$291.00	\$116.00	\$175.00
Resident CO Online	\$403.50	\$116.00	\$287.50
Active Duty Military CO Online	\$366.00	\$116.00	\$250.00
Resident - BAS On-Campus and CO Online	\$403.50	\$116.00	\$287.50

Non-Resident Tuition (Excluding Fees)	Tuition Rate per Credit
Non-Resident On-Campus	\$718.35
Non-Resident CO Online	\$438.40
Non-Resident - BAS On-Campus and CO Online	\$438.40

Variable Fee Type	Fee Amount per Credit Hour	Campus Type
Course fee	\$9.05	All
Student Use Fee	\$6.10	On Campus only
Student Gov't Fee	\$2.16	On Campus only
Student Center Fee	\$2.89	On Campus only
Parking Facilities	\$1.58	On Campus only

Fixed Fee Type	Fee Amount per Term	Campus Type
Technology Fee	\$33.11	On Campus only
Registration Fee	\$17.55	All
Student ID Fee	\$7.16	All

Tuition Information

You may pay your tuition online at www.ccaurora.edu through your MyCCA student portal.

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 they are responsible for tuition and other associated fees on their student account and must follow add/drop and withdrawal procedures of CCA.

Drop for Non-Payment

Full payment of tuition and fees is due by the date on the invoice sent to your student email account. Please note, enrollment will be dropped for non-payment if funding is not in place by the deadline. Completing payment by this deadline will prevent students from being dropped or a hold placed on the account preventing registration. Students who set up a payment plan, accept a financial aid offer that covers the balance in full, submit a certificate of eligibility for Military benefits, or establish

sponsorship through an employer or Concurrent Enrollment by the payment deadline are exempt from the hold and from being dropped for non-payment. It is the student's responsibility to drop classes before the deadline if they do not plan to attend. Failure to do so will result in charges incurred on the student's account.

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@ccaaurora.edu | 303-360-4827

1. Start a Payment Plan

If you are unable to pay in full by August 11, 2025, you will need to set up a payment plan to avoid being dropped for non payment or having a Finance Hold placed on your account. Payments are available for a \$33 set up fee and options are available to all students in the MyCCA portal. Automatic payments can be made through the payment plan using a checking/savings account, or Visa/MasterCard/Discover debit/credit card. 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
 - a. Log into MyCCA
 - b. Click on the "Student Account Information" card
 - c. Click on "Pay/View My Bill"
 - d. Click on "Make a Payment"
- B. Pay in Person
 - a. Payments can be made in the form of cash, check, or debit/credit card (Visa, MasterCard, and Discover)
 - b. CentreTech Campus: Administration Building, 2nd Floor

Fall 2025

Dates to Enroll Online	Required Down Payment	Number of Payments	Months of Payments
July 11 – July 28	None	4	Aug 15 – Nov 15
July 29 – Sept 4	15%	3	Sept 15 – Nov 15
Sept 5 – Oct 3	25%	2	Oct 15 and Nov 15
Oct 4 – Nov 5	50%	1	Nov 15 Only

Spring 2026

Dates to Enroll Online	Required Down Payment	Number of Payments	Months of Payments
Nov 10 – Jan 1	None	4	Jan 15 – April 15
Jan 2 – Feb 2	15%	3	Feb 15 – April 15
Feb 6 – Mar 5	25%	2	March 15 and April 15
Mar 6 – Apr 6	50%	1	April 15 Only

Refund Information

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

Fees

For a full chart of tuition and fee information, including BAS degree program tuition and course specific fees, please visit <https://ccaaurora.edu/admission-aid/financial-aid/office-of-the-cashier/tuition-and-fees/>

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 by the student or through the Drop for Non-Payment process. 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 in 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 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 portal each month. Student billing statements will be available online 24/7 through your MyCCA portal:

- Sign into MyCCA
- Click on the “Student Account Information” card
- Click on “View Monthly Statements or Billing Notices”
- Click on “Statements” and select which statement to view

1098T - Tax Information

This important information is available for you to review under your student portal. Each tax year's form will be available by January 31st. Please log into your student account to review specific tax year's information. The tax information shown on the 1098T form has also been provided to Internal Revenue Services. Please call the CCA Cashier's Office at 303-360-4827 with any questions.



ACADEMIC CALENDAR

Fall 2025

Registration Begins: March 10, 2025

Classes Start: August 18, 2025

Classes End: December 7, 2025

Holidays / Breaks:

Labor Day: September 1, 2025

Fall Break: November 25-29

(No Classes, College Closed Thanksgiving Day)

Spring 2026

Registration Begins: October 27, 2025

Classes Start: January 20, 2026

Classes End: May 11, 2026

Holidays / Breaks:

Spring Break: March 9-14, 2026

Graduation: May 9, 2026



THE WELLNESS DEN

CENTRETECH CAMPUS: STUDENT CENTER S107

LOWRY STUDIOS: OUTSIDE ROOM 112

In the Division of Student Success, Foxy's Resource Room is a free service for all CCA foxes!

Didn't have time for breakfast? Working late on campus? Don't worry, we've got you. Come grab 2 free snacks per day!

Don't forget to check out our Care Cabinets as well! Our Care Cabinets are stocked with essential items to support your well-being, including personal hygiene products, sexual health supplies, and harm reduction products!



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 every 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 & Student Center S102
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 Coaching and Readiness

CentreTech Campus, Student Center S101



The Office of Student Leadership and Development offers career coaching services and programming designed to support students throughout their career preparation journey. Services include one-on-one career coaching, resume and cover letter assistance, interview preparation, and support with job and internship searches. The office also helps students engage in career exploration by identifying their interests, strengths, and goals.

All services are aligned with current workforce trends and focus on building industry-relevant, transferable skills. Career readiness resources are provided through workshops and personalized support to prepare students for a variety of professional paths.

Connect with us at careercoaching.readiness@ccaaurora.edu or call 303-360-4968.

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 credit College Preparatory ESL classes.

2025 – 2026 ESL Schedule				
Term	Student Registration	Classes Begin	Classes End	No Classes
Summer 2025	Non-Credit: January 10 – May 15 Credit: Open March 10	May 27	August 4	June 19 and July 4
Fall 2025	Non-Credit: May 16 – August 7 Credit: Open March 10	August 18	December 6	Sept 1 and Nov 25-29
Spring 2026	Non-Credit: August 8 – January 8 Credit: Open October 27	January 20	May 11	March 9 - 14

*Dates subject to change

2025 – 2026 Citizenship Schedule				
Term	Student Registration	Classes Begin	Classes End	No Classes
Summer 2025	March 28 – June 26	July 12	September 13	September 1
Fall 2025	June 27 – September 25	October 4	December 13	Nov 26-29
Winter 2026	September 26 – January 2	January 17	March 21	January 19
Spring 2026	January 3 – March 26	April 11	June 13	May 25

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 1-5	*\$350 for 10 weeks in Summer, 15 weeks Fall and Spring	60 hours
	Conversation	*\$175 for 10 or 13 weeks, 1.5 or 2 hours per week *\$125 for 10 or 13 weeks, 45 minutes or 1 hour per week	10 - 30 hours
Citizenship	Study of application and interview questions	*Free for 10 weeks	40 hours

*Prices subject to change

Some financial assistance is available. Ask for details.

Contact Information

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

Colorado Opportunity Scholarship (COSI) Initiative

CentreTech Campus, Student Center S101

CCA has the COSI Scholarship Program to support your success!

This opportunity includes:

- A scholarship per term for CCA courses to minimize your out-of-pocket costs
- A COSI staff member dedicated to helping you navigate college and your career, including admissions, financial aid, career assessments, resume writing, and interview skills

If you are interested in COSI programs, please contact CCACOSITraditional@ccaaurora.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](#) 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@ccaaurora.edu. For more detailed information please visit the [Financial Aid website](#).

2-Year Financial Wellness 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!

A "Passport to Your Financial Success" workbook will be provided to guide you through the 2-Year program.

The 1st Year Curriculum will be offered for those new to the Program. It is available August to April as Eight Self-Paced online courses. Registration begins every August. [Sign up here!](#) The 1st Year Program must be completed and workbook submitted to the CTC Financial Aid Office by the end of April to be considered for the \$1,000 Scholarship drawing to 10 students or staff participants.

After completing the 1st Year, students will advance to the new 2nd Year curriculum which will be held In-Person, by Zoom or Hybrid.

1st Year Eight Self-Paced Online Courses

- Budget
- Spending
- Saving
- Investment Insurance
- Credit
- Banking
- Earning

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@ccaaurora.edu.

Fox Den Café

CentreTech Campus, Student Center

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 Center, 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 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@ccaaurora.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@ccaaurora.edu.

Mental Health and Counseling Services

Free Short-Term Therapy Through BetterMynd

The Community College of Aurora has partnered with BetterMynd, an online therapy platform for college learners, to offer currently enrolled individuals 6 free online therapy sessions per semester. Through BetterMynd, students over 18 years of age can connect with a therapist from a diverse network of licensed providers, including professionals from various genders, sexual orientations, racial, ethnic identities, and languages. Register today using your CCA Student email address at <https://app.bettermynd.com/register>. For more detailed information please visit the [Mental Health and Counseling Services website](#).

Free Short-term Therapy for CCA Students Under 18

Colorado's iMatter program offers free short-term therapy for youth! If you're a CCA student under 18, you're eligible to receive support for your mental health at no cost. Take care of your emotional well-being—confidential, safe, and just for you. Learn more or sign up at imattercolorado.org

Military and Veteran Benefits

CentreTech Campus, Administration Building, Admissions, Registration and Records A103

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. We also have the veterans corner in the CentreTech Admin Building.

Office of Disability and Equity

CentreTech Campus, Student Center 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@ccaaurora.edu.

Student Leadership and Development

CentreTech Campus, Student Center 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
- Fox Times Student Newsletter
- Scholarship Coaching
- Career Readiness Coaching

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

Student Advocacy Services

**CentreTech Campus, Student Center S107, The Wellness Den
Lowry Studios, Student Lounge and 112B**

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@ccaaurora.edu.

The Wellness Den is CCA's Center for Basic Needs and Wellness—a cozy, welcoming space. Here, members of the Fox family can access FREE resources—from food and hygiene supplies to technology access support and more—because having your basic needs met is key to staying focused, healthy, and successful throughout your college journey.

Every CCA campus offers a similar warm, supportive space with FREE resources, so no matter where you study, you're always part of the Fox family and have access to the support you need.

- **Advocacy Coaching:** Work one-on-one with a coach to explore your goals, strengths, and challenges. Coaches help you create a personalized plan and connect you to resources like food, housing, transportation, mental health care, and more!
- **Foxy's Mobile Market and Mini Marts-** Fresh food, zero hassle, real support. FREE food is available on all three CCA campuses! Foxy's Mobile Market and Mini Marts offer fresh produce, meat, dairy, bread, canned goods, and more—enough to feed your household for up to 10 days.
- **Laptop Loan Program-** Need a laptop? We're here to help. Our Laptop Loan Program provides free loaner devices to ensure all students have the tools they need for learning, virtual classes, and campus resources. Just bring your student ID and proof of enrollment!
- **Aunt Flo Dispensers and Period Pantry-** We offer free menstrual products through Aunt Flo dispensers in all restrooms across CCA's three campuses and the Period Pantry, which provides monthly supply kits.
- **Quiet Spaces for Prayer and Reflection-** Find your calm, your way. We offer peaceful, multipurpose spaces where students, staff, and faculty of all faiths and spiritual traditions can pray, meditate, reflect, or simply find a moment of quiet away from the busy day. These inclusive spaces honor diverse beliefs and practices, providing a respectful environment for personal renewal and calm.

Parenting Student Support Services

CentreTech Campus, Student Center, The Wellness Den S107

CCA offers a variety of resources tailored to the needs of parenting students. These include:

- A scholarship cohort
- Fox Kit Corners on each campus to keep young children engaged
- Foxy's Activity Book to inspire early interest in college
- The Fox Den Café provides a kids' menu and highchairs
- Lactation and Chestfeeding spaces are available on all campuses
- Parenting students can access FREE diapers, wipes, baby food, and infant formula to help ease the financial burden of parenting while pursuing their education

For more information, please contact studentadvocacy.cca@ccaaurora.edu

TRIO Student Support Services

CentreTech Campus, Student Center 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

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@ccaaurora.edu.

DR. LINDA SPEIER BOWMAN

TEACHING AND LEARNING TRANSFORMATION HUB

CentreTech Campus, Classroom 107

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

HUB Resources:

- Tutoring and Learning Supports
- Drop in tutoring for math, writing, and computer science
- PearDeck Tutor: online tutoring available 24/7
- Student Lingo: virtual mini- lessons and interactive workshops
- Expert-led courses to build your professional skills with LinkedIn Learning

HUB Contact Info

- thehub.cca@caurora.edu
- caurora.edu/hub

Hub Location and Hours

- CentreTech Hub
 - Classroom Building, C107
 - 303-360-4736
 - Monday-Thursday: 8am-6pm
 - Friday: 8am-5pm
 - Saturday: 10am-2pm

Library and Educational Materials

- [Make an appointment](#) for help with research or citation
- Access [24/7 chat reference](#) for after-hours research help
- Over [400,000 ebooks](#)
- Millions of articles in our academic [databases](#)
- Access [research guides](#) for curated database collections
- Request articles and books that CCA does not own through [inter-library loan](#)
- Watch [Online Author Talks](#) with bestselling authors in a variety of genres
- Find [resources on AI](#) to guide students using this emerging technology -- Students can also make an appointment with a librarian for help using AI tools

Computers, Study Space, and More...

- Computers and printers
- Study Rooms and spaces
- Calculators available for check out
- Charging stations
- Basic tech support
- Graphic design and other software

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? Please contact concurrent.cca@ccaaurora.edu



STUDENT LED ORGANIZATIONS

Phi Theta Kappa Honor Society

Phi Theta Kappa recognizes and encourages scholarship among students. To achieve this purpose, Phi Theta Kappa provides 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 Annual National and Regional Conferences
- PTK offers thousands of scholarships just for PTK students.
 - Applications are open in the Fall and Spring semester for applicants.
- Professional Development
- PTK EDGE courses for certain disciplines and career paths

Wanting to get involved in Student Led Organizations?

We have many Student Led Organizations on campus from academic to affinity. Take a look at our website to see a list of all of our Student Led Organizations.

Don't see one on the list that interests you? Want to start your own? It is 3 easy steps:

- Find two of your peers
- Identify an Advisor (staff or faculty member)
- Schedule a meeting with us!

Check out our website to see a list of current Student Led Organizations: <https://ccaaurora.edu/students/division-of-student-success/student-leadership-development/>

Connect with the Office of Student Leadership and Development to get started at studentleadership.development@ccaaurora.edu or 303-360-4729.

Student Government Association 2025-2026

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@ccaaurora.edu

MEET THE 2025-2026 SGA OFFICERS:



Samantha Anfield
President

Welcome CCA Students! The 25-26' 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 your success and look forward to an excellent academic year!

Go Foxes!



Bruce Hunter
Vice President



Frank Ketuanze
Senator for CentreTech



Corinne Nuncio
Senator for
Lowry Studios



Jesus Martinez Moreno
SSAC Representative

Available Position

- Senator for Centennial
- Email SGA.CCA@ccaaurora.edu if you're interested in being the Senator for Centennial!

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](#), 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 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. Please review CCA ACS 2.22: Academic Integrity for the full guideline.

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@ccaaurora.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).

Damage and Destruction:

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

Deceitful Acts:

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

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

Discrimination And Harassment:

Discrimination is any distinction, preference, advantage, or detriment given to a person based on one or more actual or perceived protected classes. Harassment is a form of discrimination that involves unwelcome physical or verbal conduct or any communication directed at an individual or group because of their membership or perceived membership in a protected class, which conduct is subjectively offensive to the Complainant, and objectively offensive to a reasonable individual who is a member of the same protected class. It need not be severe or pervasive, but petty slights, minor annoyances, and lack of good manners do not constitute harassment. Harassment includes Quid Pro Quo and Hostile Environment.

- Hostile Environment occurs when a person is subjected to harassment that unreasonably interferes with the individual's work or educational performance or creates an intimidating, hostile or offensive working or educational environment.
- Quid Pro Quo is a type of sexual harassment that exists when submission to the harassing conduct is explicitly or implicitly made a term or condition of employment or education, or when submission to or objection to the harassing conduct is used as a basis for employment or educational decisions.
- 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 19-60a, 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.

Education policies, as applicable.

Group Violations:

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this Code occur by the organization or its member(s), including the following conditions:

Violation(s) take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or implied.

Violation(s) have received the consent or encouragement of the organization or of the organization's leaders or officers.

Violation(s) were known or should have been known to the membership or its officers.

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

Harm to Individuals:

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

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

Hazing:

Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership, in a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as physical preparation necessary for participation in an athletic team), of physical or psychological injury.

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. Students enrolled in academic programs that involve firearms may use and carry them for approved educational purposes. For further information, please consult the campus or local police and refer to the College's housing and residential handbook, if applicable.

For more information and compliance, see SP 19-10, Bullying/Violence/Firearms on Campus.

Violation of Course, Program, or Activity Rules:

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

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 attended the first hybrid meeting date for the course prior to the census date or 2) has not completed and submitted a graded content-based assignment by the census date. Either may be used to demonstrate attendance in the class
- Remote Real-Time Courses - The student 1) has not attended at least one virtual synchronous class meeting prior to the census date or 2) has not completed and submitted a graded content-related assignment by the census date. Either may be used to demonstrate attendance in the class.
- Competency Based Courses - The student has not completed and submitted a graded content-based assignment by the course census date. The instructor must report no-shows in MyCCA > Faculty or Instructor tab > Faculty Grade Assignment section by noting a zero (0) in the attended hours column for each student who has not participated according to the aforementioned criteria. Students reported as no-shows will be dropped from the class then. Any student who drops a class prior to the census date will show up as such on the official class roster in Banner and no further action is needed from the course instructor.

WITHDRAWALS

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

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

OFFICIAL AND UNOFFICIAL ABSENCES

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

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

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

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

RETENTION OF ATTENDANCE RECORDS

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

CCA ACS 2.20: 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 and 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 Graduation Application process included in MyCCA >Registration and Records card 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.
- 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

The CCA ACS 2.22 Academic Integrity Guideline outlines the Community College of Aurora's (CCA) commitment to the pursuit of academic excellence; a student's right to due process, a right grounded in the Fifth Amendment to the United States Constitution; and a general outline of the steps followed when an alleged violation of the

guideline is identified. This Procedure document provides the process followed when an alleged violation of ACS 2.22 is identified.

DEFINITIONS

- Artificial Intelligence: Tool used to perform tasks that normally require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.
- 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.
- 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.

DESCRIPTION

1. The faculty member/instructor identified an alleged academic integrity violation.
 - a. No grade or outcome is determined at this point.
 2. The faculty member/instructor notifies the student and representatives from Academic Success and Student Success, and the student is required to respond to the notification.
- Student notification:
 - The faculty member/instructor notifies the student within three (3) business days of when the alleged incident is identified. This initial contact can be in person, via video conferencing software, by phone, or via email. In addition, a notification about the alleged incident must be sent to the student's CCA issued email address.
 - Communication to the student should be conducted privately, and will include:
 - A request for a meeting to discuss the alleged academic integrity violation;
 - A description of the alleged academic integrity violation;
 - A copy of CCA ACS 2.22: Academic Integrity Guideline;
 - Supporting information about academic misconduct and campus resources (i.e., HUB information, accommodation, translation, or interpretation services) for students; and
 - The opportunity to bring a support person to the meeting.
 - Academic Success/Student Success notification:
 - The faculty member/instructor completes an Academic Integrity Referral, which will be routed to the Vice President of Student Success (VPSS) (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 Division of Student Success of the alleged 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 Division of Student Success.
 - Student response
 - The student must reply to the faculty member/instructor within three (3) business days from when the notification email was sent via their CCA issued email account. The faculty member/instructor must confirm the meeting with a follow-up email to the student providing date, time, and location of meeting.
 - If an accommodation or translation and interpretation service is requested, the faculty member/instructor and student must allow at least three (3) business days for the Office of Disability and Equity to provide the needed support for the meeting. To support the facilitation of an accommodation request, please direct the student to contact ode@ccaaurora.edu

If there is no reply from the student to the request to schedule a meeting after three (3) business days, the faculty member/instructor will notify the Vice President of Student Success (VPSS) and the Dean of Academic Success

for the department in which the course is delivered, and a student conduct process for failure to comply will be initiated.

1. The meeting between the student and faculty member/instructor occurs.
 - The student and/or faculty member/instructor may bring a support person to the meeting to provide both emotional and moral support. Examples of support people are peer, parent/ legal guardian, spouse/partner, mentor or CCA employee. If a support person will be attending, it is expected that the student and/or faculty member/instructor notify the other party at least 24 hours in advance via email that they will have a support person joining the meeting.
 - The meeting is intended to facilitate a conversation that is both educational and restorative, while promoting a positive learning environment and supportive experience. In the meeting, the student and faculty member/instructor will review:
 - CCA ACS 2.22: Academic Integrity Guideline;
 - The allegation of the academic integrity violation and its referral to the Vice President of Student Success (VPSS) (or designee)
 - Information that supports the alleged academic integrity violation;
 - A review of academic and student support resources on campus; and
 - If applicable, the potential impact on the student, faculty member/instructor, course, and larger CCA community.
2. Outcome and Communication
 - The Dean of Academic Success consults the VPSS (or designee) to identify any extenuating or additional information about the student involved in the alleged academic integrity violation, including information about any prior violations of academic integrity.
 - The faculty member/instructor and the Dean of Academic Success meet to discuss the alleged academic integrity violation (no information about prior violations will be shared during this discussion).
 - The faculty member/instructor sends an email to the student within three (3) business days of the meeting with the Dean of Academic Success, thanking the student for attending the meeting and sharing their perspective, while also providing rationale for their decision of no responsibility.
 - The Dean of Academic Success will notify the VPSS (or designee) that there is no violation of academic integrity and close the Maxient case (recording all outcomes in Maxient).
 - If it is determined that a violation of academic integrity has more likely than not occurred:

The Dean of Academic Success and faculty member/instructor discuss and agree on an academic outcome and, if applicable, an educational outcome that best fits the student's needs.

- outcome to the student, and closes the case in Maxient.

A notification of the outcome for the academic integrity process may come from Academic Success and/or the VPSS (or designee). The student will be notified via their CCA college issued student email of an outcome within three (3) business days after the meeting between the Dean of Academic Success and the faculty/instructor. The notification will include:

 - A summary of the behavior that led to the violation;
 - Rationale for the outcome finding;
 - A description of any outcomes and deadlines;
 - Academic and student support resources on campus; and
 - Information about the appeal process.

The notification will also inform the student about the impact of engaging in this type of behavior and that the violation may be referred to the VPSS (or designee). All outcomes will be recorded in Maxient.

If the student has previous violations of academic integrity, the Dean of Academic Success will collaborate with the VPSS (or designee). They will send a notification to the student via their CCA college issued student email to participate in a student conduct meeting. For information on student conduct meetings, please refer to [SP 4.30a: Student Behavioral Expectations and Responsibilities Resolution Procedure](#).

Appeal Process

- Students may file an appeal. Appeals must be filed in writing within ten (10) business days of the notice of the initial conduct decision or decision allowing discretionary appeal. A student may file a written appeal by completing and submitting an appeal form. It is the student's obligation to provide any and all materials for consideration at the time of appeal submission. Subsequent information and/or revisions to the appeal after initial submission will not be accepted. Upon receipt of an appeal, the VPSS (or designee) shall conduct an initial review to determine if the appeal meets the limited appeals criteria and is timely. The student will receive notification about the decision of the initial review of appeal within five (5) business days of receipt of the student's appeal.
- If it is determined an appeal meets the appeal criteria, the VPSS (or designee) will review the appeal. In reviewing the appeal, the VPSS (or designee) may only consider the information contained in the record of the case but may seek clarification of the decision rendered by the Dean of Academic Success and faculty member/instructor. Upon review of an appeal, the VPSS (designee) shall have the authority to:
 - Deny the appeal and affirm the initial decision and outcomes.
 - Find that a material procedural error occurred (g., substantiated bias, material deviation from established procedures) that impacted the outcome and refer the case back to the Dean of Academic Success and faculty member/instructor or an alternate designee with instructions to reconvene the investigation, and/or the VPSS (or designee) may otherwise correct the procedural error.
 - Find that the student has presented new information that is material to the decision or outcome of the case. Upon this finding, the VPSS (or designee) shall conduct or request appropriate additional steps (such as requesting additional investigation by the Dean of Academic Success and faculty member/instructor) and/or modify the decision and outcome accordingly.
- The VPSS (or designee) will notify the student in writing of the decision, typically within ten (10) business days of completing the review.

During this appeal process, if the VPSS (or designee) requires additional time, they shall promptly notify the parties.

Process for Prior Student Academic Integrity Violation

If the student has previous violations of academic integrity, the Dean of Academic Success will collaborate with the VPSS (or designee), who will initiate a student conduct process as described in SP 4.30a: Student Behavioral Expectations and Responsibilities Resolution Procedure.

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.

DEFINITIONS

Travel Leader: A CCA employee who is designated as the point of contact for student travel. All travel leaders must receive approval from their division Vice President or designee.

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, off-campus retreats, etc. Travel sponsored by a student-led organization must be consistent with the organization's mission and constitution.

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. If an instructor or faculty member requires confirmation of travel, the student can request a letter from the VPSS or designee at deanofstudents.cca@ccaaurora.edu.
- 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.

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. Follow the travel request timeline and complete all required steps.
- Comply with fiscal travel expectations as cited in OPS 3.23: Overnight Travel Authorization, Mileage and Other Travel Reimbursement guideline.
- The designated travel leader(s) will be responsible for paying for all student purchasing needs with a Travel Card or P-card during the activity/event. Travel leaders who do not possess a Travel Card or P-card may request an advance to students to receive 100% of per diem rates to cover meals when traveling.
- All receipts must be kept for fiscal purposes and submitted as appropriate within one week of return.

TRAVEL REQUEST TIMELINE

- Local/In-State Travel
- 5 Weeks Prior to Event
- Familiarize self with CCCS and CCA Travel Expectations and adjust event as necessary

All CCCS and CCA Travel Expectations can be found on MyCCA > Forms > Travel

8 Weeks Prior to Event

- Familiarize self with CCCS and CCA Travel Expectations and adjust event as necessary
- All CCCS and CCA Travel Expectations can be found on MyCCA > Forms > Travel
- Complete the Travel Authorization Form for all participants. Must include proposed travel agenda and expenditures.

6 Weeks Prior to Event

- Schedule accommodation and transportation needs for travel lead and students
- The Travel Leader must submit the Student Travel Form to the Division of Student Success with roster of all student participants

4 Weeks Prior to Event

- Complete the Travel Authorization Form for all participants. Must include proposed travel agenda and expenditures.
- Contact Facilities to book a CCA Van. For local and in-state travel, it is encouraged that staff or faculty members/instructors transport students in a state fleet vehicle 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.
- Students can transport themselves to the CCA travel activity/event. However, they cannot transport other students to travel activity/ event. CCA assumes no responsibility or liability for the student's use of their personal vehicle for transportation to a CCA activity or event.

- Upon travel authorization approval, the Travel Leader must submit the Student Travel Form to the Division of Student Success with a roster of all student participants.
- All participants must complete risk waivers and submit to Student Leadership and Development at studentleadership.development@ccaaurora.edu.
- 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.
- All student travel paperwork must be completed and retained digitally in the Division of Student Success and made accessible to the designated travel leader throughout the duration of the travel/off-campus activity.
- If travel is out of state and/or overnight:
 - Contact the Director of Student Leadership and Development to schedule a pre- departure travel meeting with all students in attendance. This meeting is required and will be facilitated in conjunction with the Vice President for 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 and release, emergency contact information, photo release, health information, behavior agreement, etc.)

2 Weeks Prior to Event

- Meet with the Director of Student Leadership and Development for student pre-departure meeting with all students in attendance.

1 Week Post Event

- The Travel leader must work with the Director of Student Leadership and Development to submit all necessary fiscal paperwork and receipts.
- Complete travel and p-card packet as appropriate

All student travel, travel approvals and records will be managed by the Division of Student Success. For questions regarding student travel procedures, please contact the Division of Student Success at deanofstudents.cca@ccaaurora.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: Classroom Building Lobby

Lowry Studios location: Main Lobby

Centennial Location: Main Lobby

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 SLO, 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

TABLING LOCATIONS

- Lowry Studios
 - Lobby
- CentreTech
 - Classroom Building lobby
 - Student Center lobby
 - Fox Den Cafe Lobby
 - Outside near fountain (breezeway)
 - Outside near bench closest to the Student Center

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 studentleadership.development@ccaaurora.edu. Spaces are available on a first come, first serve basis.

Any external organization requesting to utilize a public space for tabling, must contact Facilities. 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 OPS 3.85: Tobacco and Smoke Free Campus

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 preceded by CCA HRP 5.36: Smoking and Using Tobacco Products on Campus.

SCOPE

This procedure applies to all employees, students, authorized volunteers, guests, subcontractor/ contractor, and visitors to the college property of Community College of Aurora (CCA and/or College), to include all college owned and leased vehicles.

DEFINITIONS

Smoking

- Setting alight or vaporizing any tobacco product or other substance for the purpose of inhalation or introduction into the mouth (including, but not limited to, cloves, herbs, synthetic substances, and marijuana products);
- Carrying in one's hand or mouth, or placing into an ashtray or other receptacle a lighted cigarette, cigar, pipe, or any other lighted or electronic smoking equipment, and allowing smoke or vapor to diffuse into the air;
- Inhaling or exhaling smoke or vapor from a lighted cigarette, cigar, pipe, electronic smoking or vaping equipment.

Tobacco Product(s)

- Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;
- Any electronic smoking device;
- Notwithstanding any provision of subsections (1) and (2) above to the contrary, "tobacco product" includes any component, part, or accessory of a tobacco product, whether or not sold separately.

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:
 - Advertising of tobacco, vaping, and related products in campus publications (except for non CCA supported magazines and newspapers), on College property, at any College sponsored event, or as part of any College owned or sponsored media;
 - The distribution of samples and redeemable coupons for tobacco, vaping, and related products on College property and/or at a College related event.

Enforcement

The success of this procedure depends on the cooperation of tobacco product users and 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.
 - 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.
 - For students, non-compliance will be referred to the Dean of Students Office to engage in a student conduct process, as referenced in the Student Code of Conduct, BP4-30, per the Student Disciplinary Procedure, [BP4-30](#).
 - For 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 immediately.

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 Vice President of Student Success (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 Vice President of Student Success (VPSS) 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. 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 is communicating 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 Vice President of Student Success (VPSS) or designee in the Division of Student Success. Once the complaint is received the VPSS 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 VPSS 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@ccaaurora.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 and 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 [Referral to the Office of Student Advocacy](#).
- 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@ccaaurora.edu

303-340-7231

DIRECTORY

CCA Main Contact Line
303-360-4700

CCCS 24/7 Support for Students
<https://istonish.service-now.com/cccs>

Bookstore
<https://ccaaurora.ecampus.com/>

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

Career Coaching and Readiness
careercoaching.readiness@ccaaurora.edu

Cashier's Office
303-360-4827
cashiers.cca@ccaaurora.edu

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

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

Concurrent Enrollment Program
concurrent.cca@ccaaurora.edu

COSI Community Partner Program
303-360-4921
ccacositrade@ccaaurora.edu

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

Division of Student Success
303-360-4771
deanofstudents.cca@ccaaurora.edu

Facilities
facilities.cca@ccaaurora.edu

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

The HUB
303-360-4742
thehub.cca@ccaaurora.edu
www.ccaaurora.edu/hub

Human Resources
303-360-4934
human.resources@ccaaurora.edu

Lowry Studios
303-340-7321
cinematicarts.cca@ccaaurora.edu

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

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

Registration and Records
303-360-4797
registration@ccaaurora.edu

Office of Student Advocacy
303-621-4986
studentadvocacy.cca@ccaaurora.edu

Student Leadership and Development
studentleadership.development@ccaaurora.edu

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

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

TRIO SSS/ESL Programs
303-361-7370
trioss.cca@ccaaurora.edu

Upward Bound
upwardbound.cca@ccaaurora.edu



Connect With Our Community!
[CCAURORA.EDU/CONNECT](https://ccaaurora.edu/connect)

