



COMMUNITY
COLLEGE
of AURORA

STUDENT SUCCESS

2026 - 2027

GUIDE

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LOCATIONS

[View Community College of Aurora Campus Locations](http://www.ccaurora.edu/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

9075 E. Lowry Blvd.
Denver, CO 80230



WELCOME AND BIENVENIDOS

TO THE COMMUNITY COLLEGE OF AURORA (CCA)

Dear CCA Students,

Welcome to the 2026–2027 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 CCA

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 (CCA) serves our diverse community by providing high-value instruction and support services to advance educational attainment, workforce readiness, and upward socio-economic mobility.

Values

- Belonging
- Respect
- Adaptability
- Vision
- Equity



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 Civic Engagement. 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.

Civic Engagement

Civic engagement is the ability to participate in the political, social, cultural, and community life of society with the goal of improving conditions for others and contributing to the public good.



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.



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 full-time 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.



IMPORTANT DATES AND REGISTRATION

Fall 2026 Deadlines

	Classes Begin	Last Day to Add	Last Day to Drop*	Last Day to Withdraw **	Classes End
Full Semester (Not Online)	August 17	August 23	September 2	November 12	December 7
Online Full Semester	August 17	August 19	September 2	November 12	December 6
Online First 7 Weeks	August 17	August 19	August 24	September 24	October 4
Online 10 Weeks	September 21	September 23	October 1	November 20	December 6
Online Second 7 Weeks	October 12	October 14	October 19	November 30	December 6

Spring 2027 Deadlines

	Classes Begin	Last Day to Add	Last Day to Drop*	Last Day to Withdraw **	Classes End
Full Semester (Not Online)	January 19	January 25	February 3	April 15	May 10
Online Full Semester	January 19	January 21	February 3	April 15	May 9
Online First 7 Weeks	January 19	January 21	January 25	February 25	March 7
Online 10 Weeks	February 22	February 24	March 4	April 23	May 9
Online Second 7 Weeks	March 22	March 24	March 29	April 29	May 9

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

[View the Community College of Aurora Academic Calendar](http://www.ccaurora.edu/calendar) (www.ccaurora.edu/calendar)

Financial Aid

[Email Financial Aid](mailto:financialaid@ccaaurora.edu) (financialaid@ccaaurora.edu)

Call: 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: April 1

Navigate

Plan. Schedule. Register. Done!

CCA Navigate is a 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

[Learn About CCA Foundation Scholarship](http://www.ccaurora.edu/scholarships)

[Opportunities](http://www.ccaurora.edu/scholarships) (www.ccaurora.edu/scholarships)

Share your story for CCA Foundation Scholarships!

- Summer and Fall Scholarship Applications: March 1 – May 31
 - ◊ Priority deadline for Summer applications: May 1
- Spring Scholarship Applications: October 1 – November 30

Graduation Application Deadlines

The graduation application is available on the Registration and Records card in MyCCA. 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

[View Important Academic Dates and Campus Closures](http://www.ccaurora.edu/calendar)

(www.ccaurora.edu/calendar)

Extended Hours (CentreTech Campus):

- August 1, August 8, and August 15: 9 a.m. – 1 p.m.

Semester Breaks and Closures:

- Labor Day: September 7 (College Closed)
- Fall Break: November 24–28 (No classes; college closed on Thanksgiving Day)
- Spring Break: March 10–15

New Student Orientation

[Learn About New Student Orientation at CCA](http://www.ccaurora.edu/orientation)

(www.ccaurora.edu/orientation)

Orientation marks your entrance into the CCA community and introduces 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 access CCA's Online Orientation:

1. Log in to MyCCA.
2. Select the Academic tab.
3. Open the Orientation card – CCA Online Student Orientation.

TUITION INFORMATION

Please [visit the Community College of Aurora Tuition and Fees webpage](http://www.ccaurora.edu/tuition) (www.ccaurora.edu/tuition) for the complete tuition and fees table, including course-specific fees (e.g., Digital Content and Inclusive Access) and the 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 through the CCA Online Bookstore. For more information, [visit the CCA Online Bookstore](https://ccaaurora.ecampus.com/) (https://ccaaurora.ecampus.com/).

Resident Tuition (Excluding Fees)	Tuition Rate per Credit	COF	Tuition per Credit After COF
Resident On-Campus	\$299.75	\$116.00	\$183.75
Resident CO Online	\$417.85	\$116.00	\$301.85
Active-Duty Military CO Online	\$366.00	\$116.00	\$250.00
Resident Nursing (ADN) On Campus	\$392.40	\$116.00	\$276.40
Resident Nursing (ADN) CO Online	\$503.95	\$116.00	\$387.95
Resident - BAS Behavioral Health On-Campus & CO Online	\$417.85	\$116.00	\$301.85
Resident - BAS Early Education On-Campus	\$299.75	\$116.00	\$183.75
Resident - BAS Early Education CO Online	\$417.85	\$116.00	\$301.85

Non-Resident Tuition (Excluding Fees)	Tuition Rate per Credit
Non-Resident On-Campus	\$754.25
Non-Resident CO Online	\$460.30
Non-Resident Nursing (ADN) On Campus	\$771.55
Non-Resident Nursing (ADN) CO Online	\$547.65
Non-Resident - BAS Behavioral Health On-Campus & CO Online	\$460.30
Non-Resident - BAS Early Education On-Campus & CO Online	\$460.30

Variable Fee Type	Fee Amount per Credit Hour	Campus Type
Course fee	\$9.25	All
Student Use Fee	\$6.24	All
Student Gov't Fee	\$2.21	All
Student Center Fee	\$2.96	All
Parking Facilities	\$1.61	On Campus only

Fixed Fee Type	Fee Amount per Term	Campus Type
Technology Fee	\$33.89	All
Registration Fee	\$17.95	All
Student ID Fee	\$7.33	All

You may pay your tuition online through your MyCCA student portal on the [Community College of Aurora website](http://www.ccaurora.edu) (www.ccaurora.edu).

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. Additional details are available on the [Community College of Aurora website](http://www.ccaurora.edu) (www.ccaurora.edu) or through the Registration and Records Office at CentreTech.

Your residency status must be finalized before the first day of classes. Failure to provide appropriate documentation before classes begin will result in a 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 through the Registration and Records Office at 303-360-4797.

Tuition and fees are posted on the Community College of Aurora Tuition and Fees webpage (www.ccaurora.edu/tuition) and in the Registration and Records and Cashier Offices. Please 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 for classes, students understand that they are responsible for tuition and other associated fees on their student account and must follow CCA add/drop and withdrawal procedures.

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 that 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 from being placed on their account that prevents 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 being incurred on the student's account.

ASSET / DACA Tuition Status

[Learn more about ASSET and DACA on CCA's ASSET/DACA webpage](http://www.ccaurora.edu/admission-aid/financial-aid/asset-daca-students) (www.ccaurora.edu/admission-aid/financial-aid/asset-daca-students). Community College of Aurora welcomes both ASSET students and those who qualify for DACA.

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 Opportunity Fund (COF) 303-360-4797

Colorado residents receive 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 questions about your residency determination or COF, please contact the Registration and Records Office 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 when you register for classes.

Waitlists

Waitlists allow students an opportunity to enroll in a class that is full if space becomes available before the course begins. The waitlist records the date and time that a student adds their name, and students will be notified through their student email account when openings become available in that order.

While on a waitlist, it is important to check your email daily. If offered a place in a waitlisted course, you will have only 48 hours to claim your spot in the class.

PAYING FOR COLLEGE

Payment Options

[Email the CCA Cashier's Office](mailto:cashiers@ccaaurora.edu) (cashiers@ccaaurora.edu)
Call the CCA Cashier's Office: 303-360-4827

START A PAYMENT PLAN

If you are unable to pay in full by August 10, 2026, 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. Payment plans are available for a \$33 setup fee and are available to all students through the MyCCA portal.

Automatic payments can be made through the payment plan using a checking or savings account, or a Visa, MasterCard, or Discover debit or credit card.
[Learn More About CCA Payment Plan Options](http://www.mycollegepaymentplan.com/cca) (www.mycollegepaymentplan.com/cca).

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.

Pay Online

- Log in to MyCCA.
- Select the "Student Finance" card.
- Select "Pay/View My Bill."
- Select "Make a Payment."

Pay In Person

Payments can be made using cash, check, or a debit or credit card (Visa, MasterCard, or Discover).

CentreTech Campus:
Administration Building, 2nd Floor

FALL 2026

Dates to Enroll Online	Required Down Payment	Number of Payments	Months of Payments
July 13 - 26	None	4	Aug 15 - Nov 15
July 27 - Sept 2	15%	3	Sept 15 - Nov 15
Sept 3 - Oct 5	33%	2	Oct 15 and Nov 15
Oct 6 - Nov 4	50%	1	Nov 15 Only

SPRING 2027

Dates to Enroll Online	Required Down Payment	Number of Payments	Months of Payments
Nov 16 - Dec 31	None	4	Jan 15 - April 15
Jan 1 - Feb 4	15%	3	Feb 15 - April 15
Feb 5 - Mar 4	33%	2	March 15 and April 15
Mar 5 - Apr 3	50%	1	April 15 Only

Refund Information

[Review CCA Refund Policies and Information](http://www.ccaurora.edu/admission-aid/financial-aid/office-of-the-cashier/) (www.ccaurora.edu/admission-aid/financial-aid/office-of-the-cashier/).

Fees

[View CCA Tuition and Fee Information](http://www.ccaurora.edu/admission-aid/financial-aid/office-of-the-cashier/tuition-and-fees/) (www.ccaurora.edu/admission-aid/financial-aid/office-of-the-cashier/tuition-and-fees/).

By registering for classes, 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 timeframe 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 remain financially responsible 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; however, 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 in to 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 State Fiscal Procedures, unpaid accounts will be forwarded to a collections agency. Such assignments 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 outstanding financial obligations to the College or any other Colorado Community College.

eBills

You will receive statements and invoices through your student account portal each month. Student billing statements are available online 24/7 through MyCCA.

To view your statements:

- Log in to MyCCA.
- Select the “Student Finance” card.
- Select “Monthly Statements & Billing Notices.”
- Select “Statements” and choose the statement you wish to view.

1098-T Tax Information

This information is available through your student portal. Each tax year’s form will be available by January 31.

Please log in to your student account to review your tax information. The information shown on Form 1098-T has also been provided to the Internal Revenue Service.

Questions About 1098-T Forms? Contact the CCA Cashier’s Office (303-360-4827).

ACADEMIC CALENDAR

Fall 2026

Registration Begins: March 9, 2026

Classes Start: August 17, 2026

Classes End: December 7, 2026

Holidays / Breaks:

Labor Day: September 7, 2026

Fall Break: November 23-28 (No Classes,
College Closed Thanksgiving Day)

Spring 2027

Registration Begins: October 26, 2026

Classes Start: January 19, 2027

Classes End: May 10, 2027

Holidays / Breaks:

Spring Break: March 15-20, 2027

Commencement: May 8, 2027

For a full list of important dates, please [visit the Community College of Aurora Events page](https://www.ccaurora.edu/calendar)
(www.ccaurora.edu/calendar)



STUDENT SUPPORT RESOURCES

Academic Advising

CentreTech Campus, Administration Building Rm A106

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 advisor through Navigate. Log in to MyCCA and select Navigate. You may also call Academic Advising at 303-360-4929 or [email the CCA Academic Advising Office](mailto:advising@ccaaurora.edu) (advising@ccaaurora.edu).



Campus Security and Safety

CentreTech Campus: Administration Building A101 | Student Center S102 | CAST Building 108

Centennial Campus, 115

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 Community College of Aurora Campus Security webpage](http://www.ccaurora.edu/campus-security) (www.ccaurora.edu/campus-security).

Career Coaching and Readiness

CentreTech Campus, Student Center S101



The RISE Center 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 the [CCA Career Coaching and Readiness Office by email](mailto:careercoaching.readiness@ccaaurora.edu) (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.

2026 - 2027 ESL SCHEDULE

Term	Student Registration	Classes Begin	Classes End	No Classes
Summer 2026	Non-Credit: January 10 – May 15 Credit: Open March 10	May 27	August 4	June 19 and July 4
Fall 2026	Non-Credit: May 15 – August 6 Credit: Open March 9	August 17	December 5	March 15 - 19
Spring 2027	Non-Credit: August 7 – January 7 Credit: Open October 26	January 26	May 10	March 15 - 19

**Dates subject to change*

2026 – 2027 CITIZENSHIP SCHEDULE

Term	Student Registration	Classes Begin	Classes End	No Classes
Summer 2026	March 27 – June 25	July 11	September 12	August 31
Fall 2026	June 26 – September 24	October 3	December 12	Nov 25-28
Winter 2027	September 25 – January 2	January 16	March 20	January 18
Spring 2027	January 2 – March 25	April 10	June 12	May 24

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 are subject to change.*

Some financial assistance is available. Ask for details.

Contact Information

Community ESL and Citizenship: Call 303-360-4700 or [email the Community ESL and Citizenship program](mailto:cae@ccaaurora.edu) (cae@ccaaurora.edu).

Colorado Opportunity Scholarship Initiative (COSI) Achieve CentreTech Campus, Administration Building A103I

COSI Achieve is here to support your success throughout your college journey. The program provides scholarships each term to help reduce out-of-pocket costs and minimize student loan debt for Colorado students. A dedicated COSI staff member provides holistic support to help students overcome barriers, stay on track and successfully complete their degree or certificate while preparing for their future career goals.

If you are interested in COSI Achieve, please contact the [COSI Achieve program by email](mailto:cosiachieve.cca@ccaaurora.edu) (cosiachieve.cca@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 GPA, there are scholarships available for you. The Community College of Aurora Foundation awards more than one million dollars in scholarships through a single, simple application process.

Scholarships are available based on factors such as your academic program, area of study, and high school attended. Eligibility for federal financial aid is not required to apply for CCA Foundation scholarships.

[Apply for CCA Foundation Scholarships](http://ccaaurora.awardspring.com) (ccaaurora.awardspring.com) and [visit the CCA Foundation website for more information](http://auroragives.org) (auroragives.org).

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 engaging with any of our campus services as a CE student? Please contact the [CE Student Support team by email](mailto:cestudents@ccaaurora.edu) (cestudents@ccaaurora.edu).

Please [review the Concurrent Enrollment webpage](http://www.ccaaurora.edu/academics/concurrent-enrollment) for frequently asked questions and additional information (www.ccaaurora.edu/academics/concurrent-enrollment).

Employment Opportunities

Work-Study Employment

Through a student's application via the Free Application for Federal Student Aid (FAFSA) and/or the Colorado Application for State Financial Aid (CAFSA), a student may be awarded eligibility to participate in one of CCA's work-study programs.

Questions about whether you qualify for either of the work-study programs? Contact [Monica Sena-Chavez by email](mailto:monica.senachavez@ccaaurora.edu) (monica.senachavez@ccaaurora.edu) or [email the CCA Financial Aid Office](mailto:financialaid.cca@ccaaurora.edu) (financialaid.cca@ccaaurora.edu).

If you qualify for a work-study program, review [Student Employment opportunities at CCA](http://www.ccaaurora.edu/admission-aid/financial-aid) (www.ccaaurora.edu/admission-aid/financial-aid). From the Financial Aid webpage, select the red button labeled "Student Employment at CCA" to view open positions and application information.

Quick notes on Work-Study Eligibility:

- You must be enrolled in a minimum of six credit hours during the semester you are working.
- You must have been awarded work-study hours by CCA's Financial Aid Office for the current semester and/or academic year.
- You may not work more than 20 hours in a given work week (Saturday to Friday).
- You must NOT have yet obtained your first Bachelor's Degree.
- You must be seeking an eligible program of study.
 - ◊ Unsure if your program of study is eligible, reach out to Monica Sena-Chavez and/or Financial Aid at CCA!

Student Hourly Appointment

While enrolled as a student, but not work-study eligible, students can seek a job as a student hourly employee.

If you are seeking employment, explore [Student Employment opportunities at CCA](http://www.ccaurora.edu/about-cca/careers-at-cca) (www.ccaurora.edu/about-cca/careers-at-cca). From the Careers at CCA webpage, select the red button labeled "Explore Student Employment" to view open positions and application information.

Please note that if a position is designated as work-study and you are not eligible for work-study, your application will not be considered for that position.

If you have questions about the application process or eligibility requirements, [contact Ashleigh Barnett by email](mailto:ashleigh.barnett@ccaaurora.edu) (ashleigh.barnett@ccaaurora.edu) or [email the CCA Human Resources Office](mailto:human.resources@ccaaurora.edu) (human.resources@ccaaurora.edu).

If you have questions related to employment paperwork after being offered a position, [contact Carmelina Mejia by email](mailto:carmelina.mejia@ccaaurora.edu) (carmelina.mejia@ccaaurora.edu).

These positions work on a part-time basis with similar qualifiers to a work-study position such as:

- You must be currently enrolled in a minimum of six credit hours.
- You must work no more than 20 hours per work week (Saturday – Friday).

Financial Aid

CentreTech Campus, Administration Building RM A103

To qualify for most types of financial aid at CCA, students must complete either the Free Application for Federal Student Aid (FAFSA) or the Colorado Application for State Financial Aid (CASFA). CCA's Federal School Code is 016058.

Apply as soon as possible after October 1 of the academic year you plan to attend. You must reapply for financial aid each year.

CCA has three financial aid priority deadlines:

- Fall Semester: May 1
- Spring Semester: November 1
- Summer Semester: April 1

However, you may apply for financial aid at any time throughout the academic year.

For questions about financial aid, call the CCA Financial Aid Office at 303-360-4709 or [email the CCA Financial Aid Office](mailto:financialaid@ccaaurora.edu) (financialaid@ccaaurora.edu).

For more detailed information, please [visit the CCA Financial Aid webpage](http://www.ccaaurora.edu/admission-aid/financial-aid/) (www.ccaaurora.edu/admission-aid/financial-aid/).

A 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 1st Year Curriculum will be offered for those new to the Program. It is available August to December as an Eight Self-Paced online courses. Registration begins every August.

1st Year Eight Self-Paced

Online Courses

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

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 CCA Financial Aid Office by calling 303-360-4709 or [emailing the CCA Financial Aid Office](mailto:financialaid@ccaaurora.edu) (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 for all dietary needs, and there's also a kid's menu for students with children. Mobile ordering and FREE coffee is available for all students and employees during operating hours. Stop by for a quick bite or stay a while to eat while studying!

Hours

- Monday-Thursday: 7 a.m. - 3 p.m.
- Friday: 7 a.m. - 1 p.m.

Check out the Menu, and don't forget you can place a mobile order!

Additional On-Campus Food Offerings:

Available on all campuses (Centennial Cafe, Lowry Studios, and CentreTech CAST & Classroom Building), our fresh food vending options include:

- Sandwich wraps
- Salads & Pasta
- Mini Charcuterie Cups
- Desserts and more

Free Snacks Across Campus

The Division of Student Success offers snack stations to help keep you energized throughout the day!

- Centennial: Foxy's Resource Center
- CentreTech: Student Centre Building, Wellness Den
- Lowry Studios: Outside Room 112

Fox Zone

CentreTech Campus, Student Center, In front of S101

The Fox Zone offers a variety of activities and video games, including foosball, pool, Xbox, PlayStation, and Nintendo switches. Students can check out recreational supplies such as pool balls, cues, and video 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 a 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, including brief descriptions of previous projects, frequently asked questions, and proposal forms, [email the CCA Honors Program](mailto:honors.cca@ccaaurora.edu) (honors.cca@ccaaurora.edu).

LGBTQIA+ Task Force

The LGBTQIA+ Task Force is a committee of CCA staff, faculty, instructors, and students dedicated to increasing LGBTQIA+ visibility on campus; educating and fostering understanding; providing support and resources; and advocating for the LGBTQIA+ community through educational programming, community events, and intentional trainings for all.

Connect with the [CCA LGBTQIA+ Task Force by email](mailto:LGBTQtaskforcecca@ccaaurora.edu) (LGBTQtaskforcecca@ccaaurora.edu).

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 Accessibility Services

CentreTech Campus, Student Center RM S202

Denver Campus, Lowry Studios Student Lounge and 112B

Centennial Campus, Foxy's Resource Center

CCA's Office of Accessibility Services (OAS) provides student-centered, collaborative support to ensure equitable access to educational opportunities for students with disabilities. OAS partners with students, faculty/instructors, and campus departments to implement reasonable accommodations, reduce disability-related barriers, and support student success while maintaining essential academic and program standards.

Accessibility is a core priority at CCA, and students are encouraged to connect early so supports can be put in place in a timely and effective way. Whether you have had accommodations before (such as an IEP or 504 Plan) or are exploring whether you may benefit from support, OAS can help you understand options and identify appropriate resources for your needs.

The Office of Accessibility Services (OAS) is committed to fostering an inclusive learning environment through clear communication, proactive collaboration, and support that helps students fully participate and succeed.

To discuss your situation or learn more about available accommodations, [contact the Office of Accessibility Services by email](mailto:accessibilityservices.cca@ccaaurora.edu) (accessibilityservices.cca@ccaaurora.edu).

RISE Center

CentreTech Campus, Student Center RM S101

The RISE Center is committed to providing inclusive, co-curricular opportunities that promote a sense of belonging and enhance the student experience. This includes campus involvement, leadership opportunities and career readiness.

Services:

- Student Led Organizations
- Student Engagement Events
- FoxLEADS
- Leadership and Service-Learning
- Fox Times Student Newsletter
- Career Readiness Coaching

Connect with [Student Leadership and Development by email](mailto:studentleadership.development@ccaaurora.edu) (studentleadership.development@ccaaurora.edu) or call 303-360-4771.

Student Advocacy Services

CentreTech Campus, Student Center S107- The Wellness Den

Denver Campus, Lowry Studios- Student Lounge and 112B

Centennial Campus- Foxy's Resource Center

The Office of Student Advocacy recognizes that student well-being and success depend on access to resources that support all areas of life. CCA provides holistic and equity-minded support services that connect students to resources, build self-awareness and self-advocacy skills, and assist with navigating basic needs and personal challenges throughout their educational journey.

[Connect with the Office of Student Advocacy by email](mailto:studentadvocacy.cca@ccaaurora.edu) (studentadvocacy.cca@ccaaurora.edu).

Basic Needs and Wellness Resources

Across all CCA campuses, students can access FREE supports including food and pantry items, hygiene and self-care supplies, period products, school supplies, RTD bus passes, technology support through the Laptop Loan Program, and more. These resources are here to support your basic needs so you can stay focused on your health, learning, and success throughout your college experience.

CCA's Wellness Den is the first dedicated Basic Needs and Wellness center in the Colorado Community College System. This welcoming supportive space provides CCA Foxes with access to FREE resources including food, school supplies, self-care items, period products, RTD bus passes, and CCA's Laptop Loan Program. Let us help support your basic needs.

CCA is committed to providing equitable access to supports across all campus locations so students can stay focused, healthy, and successful throughout your college journey.

Our Denver and Centennial Campuses offer their own basic needs and wellness hubs offering access to all the essential resources. No matter where you learn, you are part of the Fox family—and support is always within reach.

Advocacy Coaching

You don't have to navigate college life alone. Meet one-on-one with a coach who is here to support you—whether you're navigating school, finances, basic needs, or just feeling stuck and unsure where to start. Together, you'll talk through what's going on, identify your strengths, and build a realistic plan that fits your goals and current situation. Your coach can also help you connect to practical supports like food access, housing resources, transportation, mental health care, and other campus and community services.

You don't have to have everything figured out to start—this space is here to help you take the next step, whatever that looks like for you.

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 Pantries

We offer free menstrual products through Aunt Flo dispensers in all restrooms across CCA's three campuses and Period Pantries, which provide monthly supply kits.

Quiet Spaces for Prayer and Reflection

Find your calm, your way. We offer peaceful, multipurpose spaces on all three campuses 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

When you're balancing college and care giving, support should meet the needs of both you and your family. CCA has earned the FamilyU Seal in recognition for advancing family-centered practices that promote student success. Check out our parenting student supports, including:

- A scholarship cohort
- Fox Kit Corners are available in key student support areas across each campus to help keep young children engaged while parents access services.
- 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
- One-on-one support from a Parenting Student Advocacy coach with a unique understanding of the realities of balancing college, parenting, and everyday responsibilities.

For more information, [contact the Office of Student Advocacy by email](mailto:studentadvocacy.cca@ccaaurora.edu) (studentadvocacy.cca@ccaaurora.edu).

CCA's Mental Health and Wellbeing Services In Partnership with TimelyCare

Whether you're on the go, managing stress, or looking to invest in your overall wellbeing, TimelyCare offers currently enrolled CCA students multiple ways to support you. Free, 24/7 virtual health and mental wellness support—right from your phone.

- TalkNow (24/7) – Immediate emotional support anytime you need to talk
- Scheduled Therapy – 6 FREE Short-term counseling sessions per year with a licensed provider of your choice
- Self-Care Content – On-demand tools, guided activities, and wellness modules
- On-the-Go Support – Care that fits your schedule, wherever you are
- Peer Community Resources – A national online space to connect, share experiences, and engage with peers about college life, stress, wellbeing, and navigating challenges together

If you're looking for in-person, longer-term, or specialized mental health support, Advocacy Coaching can help you explore options and connect with trusted resources in the community that meet your needs. Support is always within reach—so you can take care of your mental health in the way that works best for you, on your schedule.

Mental Health Support for Students Under 18

If you are a CCA student under 18, free and confidential mental health support is available to help you care for your emotional well-being.

Concurrent Enrollment students can access school-based mental health support through their local public school district. Counselors, social workers, and school psychologists in your school are there to support wellbeing, academic success, and postsecondary readiness through individual, group, and school-wide services. iMatter Colorado (Free Youth Therapy) is another free resource that provides free short-term therapy for youth in

Colorado, offering accessible, confidential support with licensed providers.

Suicide Prevention and Crisis Support

While CCA is not a crisis or emergency response service, we can help you get connected to immediate and ongoing support when you need it most.

988 Suicide & Crisis Lifeline

If you or someone you know is experiencing emotional distress or a mental health crisis, call or text 988 anytime, 24 hours a day, 7 days a week, to [connect with trained crisis counselors through the 988 Suicide & Crisis Lifeline](#).

QPR (Question, Persuade, Refer) Training

CCA offers monthly QPR suicide prevention gatekeeper trainings to help students, faculty, and staff learn how to recognize signs of distress and confidently connect others to help.

QPR is a nationally recognized suicide prevention gatekeeper training that teaches simple, practical skills to help you recognize warning signs, ask direct questions, and connect someone to appropriate support.

Transfer Success

Student Center, CentreTech Campus S202J

Planning to transfer to a four-year university? You don't have to navigate the process alone. Transfer Success is here to help you make a smooth transition from CCA to your bachelor's degree program.

We can help with:

- Transfer Planning: Explore schools, programs, and financial aid options.
- Credit Evaluation: Review degree audits, transcripts, and transfer guides to see how your credits apply.
- Applications: Get support with fee waivers, personal statements, and additional documents.
- Events & Visits: Attend Transfer Fairs, Grad Fair, campus visits, and application workshops.

Connect with the Transfer Success Coordinator:

- Bry'ona Johns – Transfer Success Coordinator
- [Email the Transfer Success Coordinator](mailto:bryona.johns@ccaaurora.edu) (bryona.johns@ccaaurora.edu)
- Phone: 303-360-4983
- Office: Student Center S202J

TRIO Student Support Services

CentreTech Campus, Student Center S205

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 Labor. To learn more and apply, visit our TRIO Student Support Website.

Eligible students must be a U.S. Citizen, US Permanent Resident, or eligible to receive Federal Student Aid and must qualify under one or more of the following:

- First Generation: Neither parent has earned a bachelor's degree
- Income Qualified
- 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 undocumented students. Many of these financial, community, and CCA resources are available on our webpages, which we continue to update.

[Contact the Undocu-Serving Task Force by email](mailto:undocuserving@ccaaurora.edu) (undocuserving@ccaaurora.edu).



ACADEMIC SUPPORT RESOURCES

How to Use Navigate, D2L, and MyCCA

TECHNOLOGY: EMAIL ACCOUNT AND COMPUTER LOGIN

All students enrolled in at CCA are assigned a college email account. This email account is the college's primary means of communication with students. Students will receive important information about scholarships, registration dates, financial deadlines, etc.

To access MyCCA and your student email account, follow the steps below:

1. Access [CCA's website](#) through a browser of your choice (Google Chrome, Firefox, Microsoft Edge, Safari, etc.).
2. Locate the [MyCCA](#) link and enter your username and password:
 - Username: Use your assigned student ID number (S00000000)
 - Password: StudentMMDDYYYY (default password or an updated password)
 - ◇ For example, if your date of birth is February 14, 1992, your initial password is Student02141992.
 - ◇ After the initial login attempt, the system will prompt the student to update their password.
 - ◇ NOTE – a new password must meet these security criteria: 14 characters with a mix of uppercase, lowercase, numbers, and/or special characters.
3. Verify password change:
 - After updating your initial password, log back in to MyCCA and confirm that your account credentials are working properly.
4. Accessing your Student Email:
 - After you enter your student email address/mycca password, you will be prompted to setup Multi-Factor Authentication. Here is a [guide](#) to set this up to protect your Microsoft 365 sign in. We recommend using the phone number method.

On-Campus Computer Login:

Use the same credentials as used for MyCCA

- Username: Use your assigned student ID number (S#)
- Password: StudentMMDDYYYY (default password or updated password)

Note: Updated passwords are good for 180 days and will continue to work when students return from break or the following semester.

If you are unable to login to MyCCA, your email, or campus computers, please call the CCA IT Helpdesk at (303) 360-4900 or the 24x7 Helpdesk support line at (888) 800-9198.

TECHNOLOGY: ONLINE LEARNING

MyCourses D2L is a virtual space designed to support you as a learner. Not only can you access syllabi and learning materials in D2L, but this is also where some instructors will require you to turn in work, and all work will be submitted in D2L for online courses. Additionally, you can review your instructor's feedback, your grades, and your attendance records.

Accessing & Navigating MyCourses D2L

- Logging In: To access D2L, start by logging into [MyCCA](#). On the main Dashboard, under Student Tools, select the MyCourses (D2L) icon.
- Accessing Courses: Once in D2L, scroll down on the homepage. Below the Announcements, you will find the Course Dashboard which contains a list of your enrolled courses. Select the course you want to access.
- Accessing Course Content and Syllabi: Select Content at the top to view the Welcome Module, Syllabi Module, and Course Materials modules to become more familiar with the course and review the course layout.
- Email Communication: D2L uses an email tool, also called Internal Messaging, for you to communicate with your instructor and classmates. You cannot send or receive emails from email accounts outside of D2L (such as Gmail or Outlook). To send emails, follow these steps while in the Class with the classmate/instructor you wish to contact:
 - ◇ Choose Classlist at the top. Here you can find your classmates and instructor listed. To find your instructor more easily, select the instructor tab.
 - ◇ Choose the name of the person you want to email, and an email message window will open. If you want to email multiple people, select the checkmarks by their names in the Classlist and then choose the Email button at the top of the Classlist and an email message window will open addressed to all names that were selected.
 - ◇ Compose your email and select send.

TECHNOLOGY: CCA NAVIGATE

CCA Navigate is an online tool that streamlines how students connect to the college, identify their academic pathways, and successfully complete their educational goals. You will use it to:

- Search for and find available courses
- Review personalized academic plans created by your Advisor
- Register for classes to fit your schedule
- Find a program to fit your interests and skills
- Schedule appointments with Advising, tutoring, financial aid, and more.

Log in using your S number on the [CCA Navigate webpage](#).

DR. LINDA SPEIER BOWMAN TEACHING AND LEARNING TRANSFORMATION HUB **CentreTech Campus, Classroom Building 107**

[Access the Academic Support Center webpage](#) (www.ccaurora.edu/hub).

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.

[Visit the Academic Support Center webpage](#) for information about accessing these services (www.ccaurora.edu/hub).

24/7 Learning Support from The Hub

- Online tutoring in over 250 subjects through My Online Tutoring CCA (Tutor.com)
- Chat for research help with a librarian

AI Math tutoring (Math Tutor Bot) for students enrolled in CCA math classes

- Access to eBooks, audiobooks, and online articles
- Research guides by class subject
- Learning support websites (videos, instructions, links, and contacts for educational technology, LinkedIn Learning, guidance on using AI tools, how to do citations, and more)
- Watch online Author Talks with bestselling authors

In-person Learning Support in The Hub

- In-person and virtual tutoring for math and writing; in-person tutoring only for physics and computer science.
- Research or citation help from a librarian by appointment
- AI guidance from a librarian by appointment
- Request articles and books that CCA does not own through inter-library loan
- Computers for day-use check out
- Printer and charging stations
- Study spaces and computers with graphic design software, accessibility features
- Calculators for check out
- Books for check out and course textbooks for use in The Hub
- Connection to tech support

Contact Information

[Visit The Hub webpage](http://www.ccaurora.edu/hub) (www.ccaurora.edu/hub)

Phone: 303-360-4736 or 303-360-4742

[Email The Hub](mailto:thehub.cca@ccaaurora.edu) (thehub.cca@ccaaurora.edu)

Hours:

Summer term and breaks

Monday-Friday: 8 a.m. - 5 p.m.

Fall and Spring semesters

Monday-Thursday: 8 a.m. - 6 p.m.

Fridays: 8 a.m. - 5 p.m.

Saturdays: 9 a.m. - 1 p.m.



STUDENT LED ORGANIZATIONS

Wanting to get involved in Student Led Organizations?

Student-Led Organizations (SLOs) at the Community College of Aurora are student-driven groups formed around shared interests, academic goals, cultural identity, leadership, or community engagement.

SLOs give students the opportunity to build connections, develop leadership skills, and create meaningful experiences on campus.

Don't see one on the list that interests you? Want to start your own? It is 4 easy steps:

1. Recruit a minimum of 3 CCA students who are interested in joining
2. Find a CCA advisor (faculty, instructor, or staff member)
3. Submit a roster and constitution
4. Meet with the Office of Student Leadership and Development to schedule a SLO training and become an official organization at CCA!

Take a look at the [Student Leadership and Development webpage](http://www.ccaurora.edu/students/division-of-student-success/student-leadership-development/) to explore a list of all CCA Student-Led Organizations (www.ccaurora.edu/students/division-of-student-success/student-leadership-development/).

To get started, [connect with the Office of Student Leadership and Development by email](mailto:studentleadership.development@ccaaurora.edu) (studentleadership.development@ccaaurora.edu) or call 303-360-4771.



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 and professional development opportunities for PTK officers and PTK members
- 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.
- PTK EDGE courses for certain disciplines and career paths

[Explore Student Leadership and Development opportunities at CCA](http://www.ccaurora.edu/students/division-of-student-success/student-leadership-development/) (www.ccaurora.edu/students/division-of-student-success/student-leadership-development/).

To get started, [connect with the Office of Student Leadership and Development by email](mailto:studentleadership.development@ccaaurora.edu) (studentleadership.development@ccaaurora.edu) or call 303-360-4771.

Student Government Association 2026-2027

The 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.

Get Connected With SGA:

Share initiatives or concerns with the Student Government Association (SGA), attend an SGA meeting, or [contact SGA by email](mailto:sga.cca@ccaaurora.edu) (sga.cca@ccaaurora.edu).

MEET THE 2026-2027 SGA OFFICERS:

Welcome CCA Students! The 2026-2027 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!



Connor Ross
President



Corinne Nuncio
Senator for Lowry Studios Campus



Bryan Guzman
Vice President



Shimone Van Der Berg
SSAC Representative



Tshiamo Phetla
Senator for CentreTech Campus



Carrie Gentles
Senator for Centennial Campus

THE STUDENT CODE OF CONDUCT

A College community is defined by its values for learning, teaching, and service that reflect academic excellence, holistic student development, and societal impact. To guide student success, the Colorado Community College System (CCCS) has created the [Code of Student Behavioral Expectations and Responsibilities](#) (Code), which includes standards of behavior that support an engaged learning environment for all students. The Code embraces the institutional values of integrity, excellence, learning, diversity, intellectual freedom, and equal opportunity, and is rooted in conflict resolution practice to support students in resolving their own conflicts.

Each College's Student Affairs Division is authorized to enact the Code and utilize the Code procedures to support students, while holding them accountable to the behavior that supports the College mission and vision. The outcomes of the student conduct process are designed to assist students in their development, help them think through their moral and ethical decision-making, and realign their behavior with the College's community expectations. In certain incidents, this may involve separation from the College either temporarily or permanently.

Outcomes are assigned based on the severity of the violation, cumulative conduct history, and educational needs of the student, and in consideration of the safety of individuals and the CCCS community.

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 conduct described in the following subsections as inappropriate and in opposition to the values of the CCA community. These conduct provisions apply to all students as defined in Appendix B of System Procedure 4-30a. CCA encourages and expects students, faculty, and staff to engage as active bystanders and report to CCA officials' incidents that involve the following conduct. Any student found to have engaged in or to have attempted to engage in the following conduct 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 conduct charge, 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 process.
- Inappropriately influencing any member of the campus community with conduct authority prior to, during, and/or following a campus conduct process.
- Influencing or attempting to influence another individual to commit an abuse of the campus conduct process.
- Creating or propagating a false or misleading report of misconduct against another person associated with the college with the intention of causing harm to their reputation or standing as a student or employment with the college.

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.

CHEATING:

The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to:

- Using books, notes, or calculators or copying from or conversing with others during examinations (unless such external aids are permitted by the instructor).
- Directing, requesting, or allowing someone else to conduct research, write papers, or take examinations for the student.
- Resubmitting work completed in one class to fulfill an assignment in another class without prior approval.
- Stealing, distributing, selling, buying, or otherwise procuring exams without authorization.

FABRICATION:

The invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to:

- Inventing the data for a scientific experiment.
- Inventing the title and author of a publication in order to use the invented publication as a source.
- Knowingly attributing material to an incorrect source.

PLAGIARISM:

The act of using someone else's work without giving proper credit to the original source. The work can be written, artistic, musical, language, symbols, or media. Reusing one's own prior work without proper citation or approval of instructor is also plagiarism.

PROHIBITED USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI):

Generative AI may only be used with the instructor's express permission. Students should seek clarification from the instructor before using any AI tools to understand what is permitted prior to submitting any work that includes the use of Generative AI. Any tools approved as an official accommodation for a disability through the Disability Support Office may be used consistent with the approved accommodation. For more information, see [SP 2-60a Artificial Intelligence](#).

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:

Unauthorized 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 CCCS, and/or in state owned or leased vehicles, regardless of whether such conduct is lawful or unlawful under applicable law. Possession of a state of Colorado medical marijuana card does not entitle a student to possess or use marijuana on the College campus, buildings, or grounds. Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the state of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana by students is prohibited on college-owned or College-controlled property, and/or any function authorized or supervised by the College, and/or in state-owned or leased vehicles. Please refer to the Amnesty Policy for more information.

Amnesty:

Assisting an individual by calling for help in an alcohol- or drug-related emergency means neither the person who calls for help, nor the person who needs help, will be subject to formal investigation nor receive a formal conduct record for violation of the Alcohol/Drug provision of the Code. Students seeking assistance under these provisions may be required to meet with the SSAO and to complete educational, counseling, or other requirements aimed at addressing health and safety concerns. The requirements will be informal or on a deferred basis. The student must fully comply with reporting to appropriate College officials for amnesty to be considered.

Animals/Pets:

- Animals are not permitted on campus except for service animals as defined by the [Americans with Disabilities Act \(ADA\)](#). Service animals are permitted on campus and in college facilities when accompanying an individual with a disability and must remain under the handler's control at all times.
- Emotional support animals (ESAs), comfort animals, therapy animals, and companion animals are not permitted in classrooms or other college facilities. ESAs are only applicable in residential housing settings under the [Fair Housing Act](#), which does not apply to this non-residential campus.
- Please see [SP 16-70a, Animals on Campus System Procedure](#) for information related to service animals.
- For additional questions about service and support animals on campus, [email the Office of Accessibility Services](#) at accessibilityservices.cca@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). For more information, see [SP19-10b, Bullying and Violence](#).

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, including electronic forgery and/or manipulation.
- Collusion: Action with another or others to violate the Code.
- Falsification: 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 and Harassment are defined in [SP 19-60a Prohibition of Discrimination, Harassment, or Retaliation](#).

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, Damage, and Destruction:

Conduct that is detrimental to College safety 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. For purposes of this provision, directives issued by College employees or by a College administrator include directives that are communicated through officially posted signs or notices.
- 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 or 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.

Gambling:

Gambling as prohibited by the laws of the State of Colorado or applicable law. 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.

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.
- Violation(s) that include hazing for a group or organization. (See Hazing)

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.

Hazing:

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

Indecent Exposure:

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

Non-Physical Harm:

Engaging in repeated and/or severe aggressive or negative actions or behaviors that are intentional or reasonably likely to intimidate, hurt, control, or diminish another person mentally, emotionally, or psychologically. This includes bullying in any form, whether in person or by electronic means (e.g., cyberbullying, cyberstalking, cyberharassment).

- Bullying includes repeated and/or severe aggressive or negative actions or behaviors intentional or reasonably likely to intimidate, hurt, control, or diminish another person. Bullying may be direct or indirect, verbal or nonverbal, and specifically includes electronic means (e.g., cyberbullying, cyberstalking, cyberharassment).
- Conduct that places a person in reasonable fear for their safety or wellbeing, even in the absence of actual physical contact, including persistent or pervasive conduct that a reasonable person would find hostile, demeaning, or humiliating.
- Retaliatory, coercive, or controlling behavior intended to isolate, manipulate, or exert power over another individual.
- For more information, see [SP19-10b – Bullying and Violence](#).

Physical Harm:

Intentionally, recklessly, or negligently causing physical harm to any person, or engaging in conduct that creates a substantial risk of physical harm to any person. Bullying that results in or threatens physical harm is also a violation of this charge.

- Violent Behavior includes any act of physical aggression, including but not limited to hitting, kicking, pushing, biting, choking, or other physical contact intended to hurt, restrain, or intimidate another person.
- A threat of physical harm 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 in or reasonably resulting in intimidation, fear, or endangerment of the safety of another person.
- Bullying, as defined below under Non-Physical Harm, that results in or threatens physical harm constitutes a violation of this charge.
- For more information, see SP 19-10b, Bullying and Violence, and SP 19-10a, Firearms and Weapons on Campus.

Retaliation:

Any adverse action or conduct taken against a person because of the person's participation, or perceived participation, in a conduct process or other College process. Retaliatory acts include, but are not limited to, intimidation, verbal or physical threats, harassment, coercion, or other adverse action or conduct committed for the purpose of interfering with any right or privilege provided by applicable laws, policies, and procedures. Under certain circumstances, an incident of Abuse of Conduct Process may also constitute retaliation.

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. For more information, see [SP 16-60a- Facilities Access and Use](#).

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.

Violation of Course, Program, or Activity Rules:

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

Violation of Laws, Directives, and Signage:

Violating any directive issued by a College official or signage posted by the College. Violating any applicable law or regulation, including municipal, county, state, federal, or tribal 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. A determination by CCCS regarding this charge is independent of any criminal process or any other process resulting from the same underlying allegations.

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 a weapons violation under the Code.

Intentionally or recklessly using and/or possessing a weapon or any other item in such a way that could reasonably intimidate, harass, or injure a person, or otherwise could reasonably 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](#).

COLLEGE STUDENT GUIDELINES

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.
 - ◊ 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 Dean of Student Success (or designee) and the Dean of Academic Success for the department in which the course is delivered. The purpose of this referral is to notify the 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 the Office of Accessibility Services by email](mailto:accessibilityservices.cca@ccaaurora.edu) (accessibilityservices.cca@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 Dean of Student Success 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 Dean of Student Success (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 Dean of Student Success (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 Dean of Student Success (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.

3. 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 Dean of Student Success (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 Dean of Student Success (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 Dean of Student Success (or designee). They will send a notification to the student via their CCA college issued student email to participate in a student conduct meeting. 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 (or 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 Dean of Student Success](mailto:deanofstudents.cca@ccaaurora.edu) 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 the RISE Center](#) 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 Dean of Student Success](#) to schedule a pre- departure travel meeting with all students in attendance by emailing deanofstudents@ccaaurora.edu. This meeting is required and will be facilitated in conjunction with the Dean of Student Success or designee. The following information is to be reviewed in the pre-departure meeting:
 - ◇ Group/trip expectations
 - ◇ Travel itinerary overview
 - ◇ Emergency and safety procedures, including preventative education around Title IX and substance use behavior.

- ◇ Completion of student travel paperwork (risk waiver and release, emergency contact information, photo release, health information, behavior agreement, etc.)

2 Weeks Prior to Event

- Meet with the Dean of Student Success for student pre-departure meeting with all students in attendance.

1 Week Post Event

- The Travel leader must work with the Dean of Student Success 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](mailto:deanofstudents.cca@ccaaurora.edu) 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 Division of Student Success 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 Division of Student Success 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 Division of Student Success.

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 Dean 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 Dean of Student Success 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 Dean of Student Success or designee in the Division of Student Success. Once the complaint is received, the Dean of Student Success 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 Dean of Student Success 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 about the Student Complaint Process, [contact the Dean of Students Office by email](mailto:deanofstudents.cca@ccaaurora.edu) (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):

- Students should be able to complete their Associate of Arts and 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, regardless of the delivery method, 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 degree requirements.
- A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferrable
- Students have a right to transparency of the cost of postsecondary education programs, including information on fees, associated expenses, and financial aid in the form of scholarships, grants, and loans.
- Students have the right to seamless transfer of courses in the guaranteed transfer pathway matrix, transparency in the process for transferring credits, a timely response on applications for transferring credits, and transparency in how and why a credit is accepted or rejected by an institution and how and why a credit is or is not applied toward degree requirements.
- Students have the right to appeal an institution's failure to accept the student's request for transfer credit.
- Students have the right to know what work-related experiences or prior learning opportunities are awarded postsecondary academic credit at the institution in which the student is enrolled, pursuant to section 23-5-145.5.

For the full Student Bill of Rights, please visit the [Colorado Student Bill of Rights webpage](https://cdhe.colorado.gov/what-is-the-student-bill-of-rights) (<https://cdhe.colorado.gov/what-is-the-student-bill-of-rights>).

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](#).
- 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

[Contact by email](mailto:erica.hines@ccaaurora.edu) (erica.hines@ccaaurora.edu) or call 303-340-7231.

DIRECTORY

CCA Main Contact Line

303-360-4700

CCCS 24/7 Support for Students

<https://istonish.service-now.com/cccs>

Campus Security

Emergency 911

303-360-4727 (CentreTech)

303-419-5557 (Lowry)

720-520-6573 (Centennial)

Career Coaching and Readiness

303-360-4771

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

cestudents@ccaaurora.edu

COSI Achieve Program

303-360-4921

cosiachieve.cca@ccaaurora.edu

Division of Student Success

303-360-4771

cca-studentsuccess@ccaaurora.edu

External Events

externalevents.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

303-361-7867

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

Office of Accessibility Services

303-360-4746

accessibilityservices.cca@ccaaurora.edu

RISE Center

studentleadership.development@ccaaurora.edu

Testing Center

303-360-4948

testing.cca@ccaaurora.edu

Textbook Support

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

Transfer Success Initiatives

303-360-4830

transfer@ccaaurora.edu

TRIO SSS/ESL Programs

303-361-7370

triosss.cca@ccaaurora.edu

Upward Bound

upwardbound.cca@ccaaurora.edu

DAILY PLANNER

Goal

Focus

Priorities

To-Do List

Schedule

WEEKLY PLANNER

Goal

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday and Sunday

MONTHLY PLANNER

Goal

Sun

Mon

Tue

Wed

Thu

Fri

Sat



Connect With Our Community!

[CCAURORA.EDU/CONNECT](https://ccaaurora.edu/connect)

