

DRUG-FREE SCHOOLS AND COMMUNITIES ACT BIENNIAL REVIEW

—————2024 – 2026—————



COMMUNITY
COLLEGE
of AURORA

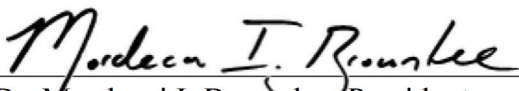
Community College of Aurora

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

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

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

Community College of Aurora
16000 East CentreTech Parkway
Aurora, Colorado 80011



Dr. Mordecai I. Brownlee, President

Date

98-15145-0000

IRS Employer Identification Number

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Overview of the Drug-Free Schools and Communities Act

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

Higher education institutions must additionally certify to the Secretary of Education the adoption and implementation of programs to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In response, CCA has adopted and implemented programs and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This report serves as a biennial review of this programming and notification for August 2024 through September 2026.

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

Overview of the Community College of Aurora

The mission of the Community College of Aurora (CCA) is to serve its diverse community by providing high-value instruction and support services to advance educational attainment, workforce readiness, and upward socio-economic mobility. 66.4% of CCA students are concurrent enrollment (CE) students, and approximately 71% identify as Black, Indigenous or People of Color. Designated as a Hispanic Serving Institution (HSI) and a Minority Serving Institution (MSI), CCA is the most diverse college in Colorado. Indicated in its vision, CCA aspires to be the college where every student succeeds. Dr. Mordecai Brownlee serves as CCA's sixth President and has provided visionary leadership to elevate the institution's profile through strategic innovation and a steadfast commitment to excellence and overall student success. To uphold the mission and vision of the College, CCA prioritizes compliance, ensuring adherence to higher education requirements under federal, state, and local guidance through the Division of Assessment, Strategy and Performance Excellence.

Data for this report was collected from annual reports, college guidelines, procedures, and student engagement programming/events. This biennial review includes information about the CCA AOD guideline, annual notifications to students, prevention programming, and enforcement and sanctions.

The CCA biennial report can be found on the [Legal Notices CCA web page](#). The review can additionally be found at the following office locations, upon request: Campus Safety, Security & Emergency Management, the Division of Student Success, and the Office of Human Resources & Personnel Success. A request can be made to the Vice President of Student Success for current or past reports at 16000 E. CentreTech Parkway, Aurora, CO 80011. Reports will be kept for seven years. CCA will keep the three latest reports on file.

Drug-Free Schools and Communities Act Biennial Review

Community College of Aurora (CCA) has several mechanisms to inform students and employees about the AOD guidelines and prevention programming. The CCA website displays information on the [Right to Know Information page](#). The information on this webpage informs students and employees about general federal regulations, student bill of rights, non-discrimination, Title IX, employee rights & responsibilities, voter registration, and the biennial report with direct links to the student code of conduct, and sanctions for drug and alcohol use. In addition, alcohol and drug abuse resource information and programs can be found on the [Office of Student Advocacy website](#) under Drug and Alcohol Abuse Recovery.

Students

Students are expected to comply with local and state laws pertaining to alcohol, controlled substances, and illegal drugs. The [Student Success Guide](#) provides students with information on Student Code of Conduct at CCA, which contains the student AOD policy. The Student Code of Conduct states that a student is in violation of the AOD policy for 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 Substance 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 by the College, and/or in state-owned or leased vehicles. Please refer to the Amnesty Policy for more information. This policy applies to all students including continuing education and non-credit seeking students. CCA encourages and expects students and employees to engage as active bystanders and refer incidents of AOD behavior to the Vice President of Student Success or to submit a [referral](#).

Colorado's underage drinking law states that individuals must be at least 21 years old to consume alcohol. This law is enforced through judicial referrals and/or reporting incidents to the Aurora and Denver Police Departments, and/or the Arapahoe County Sheriff's Office. Any student found to have violated or to have attempted to violate the CCA AOD policy may be subject to the conditions, restrictions, and outcomes outlined in the Student Code of Conduct. Violations of the Student Code of Conduct may result in a sanction of a verbal warning, written warning, loss of privileges, probation, suspension, or expulsion from the campus. Sanctions may also include educational outcomes such as referrals for substance use assessments, and/or referrals to local law enforcement for legal action. If a student is convicted of violating criminal laws regarding alcohol or other drugs, they may be subject to civil action. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs.

ANNUAL POLICY NOTIFICATION PROCESS

CCA notifies students and employees of the AOD policy annually. During each semester of the 2024-2025 and 2025-2026 Academic Years (AYs), all enrolled students, including online students, received communication from the Division of Student Success on the AOD policy at the College via the student newsletter. A hyperlink of the Student Code of Conduct is included in the summary. The Director of Campus Security and Emergency

Management and Chief Human Resources & Personnel Success Officer and Civil Rights & Title IX Coordinator/CORA Custodian also send communication about Clery, Title IX, and the Violence Against Women Act (VAWA) to all student email accounts. Students may also find this information on our [website](#).

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

Employees

CCA supports the laws and regulations of the United States of America, the State of Colorado, Arapahoe and Denver Counties, and the City of Aurora, Denver, and Centennial. Each student and employee are expected to do the same. CCA utilizes the State Board for Community Colleges and Occupational Education (SBCCOE) policies for AOD (BP3-24: Drug-Free Workplace) and the CCA HRP 5.36: Drug-Free Workplace, Alcohol and Substance Abuse Prevention (Addendum A). Additionally, employees are required to sign CCA's Drug-Free Workplace Policy & Work-Related Injuries or Illness Information Acknowledgement form upon hire (Addendum E). Violations of CCA and/or SBCCOE alcohol and drug policies as stated in College policies may result in disciplinary action, including corrective discipline, counseling, (faculty/instructor) reassignment, verbal warnings, documented warnings, probation, suspension with or without pay, and discharge for employees and/or referral to local law enforcement. All new employees are informed of the AOD policy through onboarding documents and required to provide a signature that they agree to the policy, in completion of their in-person orientation and online modules with Human Resources. The Annual Security (Clery) Report (Addendum F) also provides information about the AOD policy and procedures.

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

Alcohol and Other Drug Comprehensive Programming AOD Programming

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

Alcohol and Other Drug Program Goals

The goals for CCA's AOD programs include:

1. To promote low-risk/no-risk choices regarding alcohol and other drugs.
2. To develop and implement programs that promote the well-being of CCA students and staff.

Alcohol and Other Drug Biennial Review

Between August 2024 and September 2026, CCA provided AOD prevention programming through multiple delivery methods. Below are CCA's AOD program accomplishments between the 2024-2026 AYs.

Table 1: AOD Programming from August 2024-September 2026

Programming/Event Name	Date
Welcome Back Bash & Involvement Fair	08/20/2024 & 08/21/2024
Under the Influence (alcohol and marijuana safety)	09/17/2024
Narcan Training	09/19/2024
New Student Orientation	Fall 2024: 10/31, 11/5, 12/4
Narcan Training	02/03/2025
Campus Safety & Wellness Expo	02/04/2025
New Student Orientation	Spring & Summer 2025 (03/11, 03/27, 4/15, 05/29, 06/12)
Week of Welcome Fall Kick-Off	08/18/2025 & 08/19/2025
Narcan Training	09/08/2025
Safe Fox Tabling	09/09/2025
Campus Safety & Wellness Expo	09/09/2025
Safe Fox Tabling	09/10/2025
Arapahoe City Public Health Department Harm Reduction Team Tabling	10/27/2025
Campus Safety & Wellness Expo	02/23/2026
Safe Fox Trivia	02/23, 02/24, 02/26, 02/27
Campus Wellness Fair	02/09/2026
Arapahoe City Public Health Department Harm Reduction Team Tabling	04/21/2026
New Student Orientation	Summer 2026 (5/29, 6/5, 6/12, 6/18, 6/26, 7/23, 7/25, 7/30, 08/13)
AOD Tabling	06/25/2026
Foxy's Fest	08/17/2026
Under the Influence	09/08/2026
Safe Fox Tabling	09/10/2026

Alcohol and Other Drug Program Inventory

For all AOD programming initiatives, CCA aims to integrate educational opportunities into events that traditionally yield high attendance. CCA New Student Orientation includes topics related to the AOD policy, safety, and security tips. The RISE (Readiness, Involvement, Success, and Engagement) Center and Office of Student Advocacy provides information to encourage student involvement and healthy choices. Service-learning opportunities are offered on an annual basis, which partner with our Department of Health Sciences & Nursing as well as local community partners to provide educational materials and giveaways. Dedicated programming during National Campus Safety Awareness Month in September is offered and focused on public safety awareness and training, and promotion of alcohol and drug free choices. Interactive programming focused on intoxication, DUI, and alcohol/drug related resources is also provided each semester through CCA Campus Safety & Wellness Week. Finally, CCA offers over 100+ alcohol and drug-free activities/programs, including various basic needs and wellness events (i.e., Foxy's Mobile Market) offered by the Office of Student Advocacy, throughout the academic year via the Division of Student Success across all campus locations.

During the 2024-2026 biennial period, CCA expanded its Campus Safety, Security & Emergency Management capacity to support the College's growth and the addition of a third campus location. The security function was expanded through additional hiring and is now fully staffed with a total of 13 team members as well as a contracted overnight team.

This expansion increased the College's ability to provide consistent safety coverage, respond to concerns, and support AOD prevention and emergency response across campus locations.

CCA strengthened campus safety education through the addition of programming opportunities during Campus Safety and Wellness Week, providing intentional opportunities for students and employees to update emergency contacts, learn about safety resources, and how to respond to concerning situations.

Additionally, CCA developed a new emergency safety protocol and created comprehensive Standard Operating Procedures (SOPs) for emergency management and coordinated outreach. These efforts support a consistent, coordinated response when a student or community member is experiencing an emergency or is otherwise at risk.

As community engagement on campus increased, including greater use of CCA spaces by community partners and other external groups, the College also strengthened communication of AOD expectations. Event organizers, partners, guests, and participants are provided clear expectations regarding alcohol, drugs, vaping, tobacco, and other prohibited conduct so that community use of college spaces remains consistent with CCA policies and safety expectations.

CCA transitioned its semesterly Lowry Studios Showcase celebration toward an environment that does not promote alcohol as part of the celebration. This included intentional planning around venues and sponsorships, including Lucky Strike, with consideration for younger, traditionally aged student populations and clear communication of AOD expectations. The goal is to provide meaningful opportunities for celebration and community-building while maintaining an alcohol- and drug-free environment.

Along with programming for alcohol and drug-free activities and programs, CCA has worked to promote smoking prevention and cessation programming and has fully transitioned to a tobacco-free, smoke-free campus, and vape-free campus as of 2021. Initially partnering with the Truth Initiative, CCA has continued to promote smoking prevention and cessation programming independently and monitors program effectiveness. CCA expanded education and awareness efforts related to vaping during this biennial period. Vaping was incorporated into

broader tobacco- and substance-use prevention messaging, with students receiving information about college expectations, health and safety considerations, and the potential consequences associated with vaping on campus. Education and reminders were reinforced through campus programming, signage, referrals, and community education. This work complemented CCA's existing tobacco- and smoke-free initiatives and helped ensure that vaping was addressed as part of the College's broader AOD prevention and education efforts.

CCA has continued to expand student services and supports designed to address students' mental health, basic needs, and overall well-being. In 2022, CCA established the Office of Student Advocacy Services, providing students with advocacy, resource navigation, and individualized support. The College has also sustained mental health and counseling services, implemented wellness fairs and other well-being initiatives, and engaged in the Colorado Department of Higher Education's (CDHE) statewide work addressing the Social Determinants of Student Success. CDHE's framework recognizes the connection between students' basic needs, mental health, and their ability to persist and succeed in college.

In 2024, CCA was awarded CDHE's Healthy Minds and Hunger Free Campus designations, recognizing the College's efforts to support student mental health and address food insecurity. CCA continued to build on this work in Spring 2026, when it was awarded CDHE's Comprehensive Campus Basic Needs designation, the highest level of recognition within the state's basic needs framework, as well as the Insight into Academia Excellence in Mental Health and Wellbeing Award, recognizing CCA's commitment to the emotional, mental, and physical well-being of its campus community.

CCA substantially expanded wraparound support and basic needs services during this biennial period. With the opening of the first in the state Wellness Den, CCA was able to provide a centralized, accessible point of connection for basic needs and wellness resources, including food security, emergency funding, housing support, technology resources, and other essential supports. CCA expanded Resource/Basic Needs Walls to make campus and community resources more visible and accessible to students. These supports are intended to address and remove barriers and to connect students with assistance before a concern escalates.

The College also incorporated basic needs and wellness support into prevention efforts through resource fairs, wellness programming, and coordinated referrals. By pairing AOD education with individual case management support, CCA seeks to address students holistically and provide alternatives, resources, and early intervention for students.

Through use of the NABITA Risk Assessment, the Care Team, Advocacy Coaches, and Student Conduct Officers assess student behavior including substance use and abuse intervention engagement. Interventions may include referrals to preventative education and external, extended treatment centers, among other resources. CCA has continued to provide a wide array of prevention-related interventions for both students and employees.

CCA further strengthened the student conduct process to emphasize educational and restorative outcomes while maintaining accountability for violations of the Student Code of Conduct. Outcomes of the conduct process may include educational conversations, referrals, resource connections, and other interventions designed to help students understand the impact of their behavior, restore harm, and make informed choices. The College also expanded the process of reviewing a student's standing to support consistent expectations for students serving in leadership roles, scholarship opportunities and/or being invited to institutional opportunities such as travel or community representation.

CCA continued to strengthen expectations and training for Student-Led Organizations (SLOs). SLO training addresses student success guide expectations, event planning, travel, purchasing, how to remain in compliance, and other responsibilities. Travel training and related expectations were incorporated into the student organization process so that students and advisors understand safety and conduct expectations before participating in College-sponsored travel or activities.

CCA supported the development of a student-led organization (SLO) focused on supporting students in recovery and increasing awareness and education around alcohol and other drugs. The organization was founded by a CCA student with lived experience in recovery who sought to create a supportive community for students navigating recovery while pursuing their education. During the biennial period, the SLO provided educational programming, developed and distributed care kits and resource packages for individuals currently in recovery, and increased awareness of available campus and community resources. The student leaders also developed a resource packet for CCA professional staff that included information about available resources and guidance for supporting students who may be navigating alcohol or other drug-related concerns. This initiative strengthened CCA's peer-to-peer prevention and recovery support efforts while helping build a more informed and supportive campus environment for students in recovery.

As CCA expanded both in number of campuses and degree programs offered, the College continued aligning handbooks and program expectations across areas with specialized requirements, including Nursing and the BuildStrong Academy. For Nursing programs, the Division of Student Success worked alongside leadership teams to communicate drug-screening requirements and related expectations to students in advance so that students understand program-specific requirements before they reach a point where a screening may affect participation. This work supports clearer communication, consistent expectations, and earlier intervention when students need assistance understanding program or AOD-related requirements.

CCA established an Emergency or Crisis Related Ride Sharing Service to provide students and employees with transportation support when they are experiencing an emergency or crisis. In 2024, CCA transitioned from a complimentary taxi service to a ride-share platform such as Lyft or Uber, managed collaboratively by the Division of Student Success and Human Resources & Personnel Success. For students, the service may be used for situations including transportation home when an individual is suspected to be intoxicated, urgent safety or conduct-related situations when transportation is unavailable, and non-life-threatening medical situations when emergency services are not necessary. Requests are reviewed and approved through the appropriate division, and a Refer a Concern form is completed following the ride to support appropriate follow-up.

In addition to the CARE Team process, CCA established monthly meetings with leadership representation from each campus. These meetings create an intentional space to review emerging concerns, coordinate educational and supportive responses, and strengthen consistency across locations that promote student success. This cross-campus approach complements the existing behavioral intervention process and supports earlier connection to resources and intervention.

Alcohol and Other Drug Policy, Enforcement, and Compliance

ALCOHOL POISONING AND DRUNK STUDENTS PROTOCOL

Violation of CCA's alcohol and drug policy is considered a violation of the Student Code of Conduct (Addendum B). A violation will result in a meeting with the Dean of Student Success or designee to discuss the alleged violation(s) and determine possible sanctions. The Dean of Student Success oversees all Student Code of Conduct policies and monitors them alongside the CCA Civil Rights & Title IX Coordinator. Discipline, adjudication, and sanctions are handled by the Dean of Student Success or Designee. CCA staff, faculty, and instructors are committed to ensuring legal action taken against a student only occurs when absolutely appropriate.

Those found unresponsive, incapacitated, or who have vomited will be considered at risk for alcohol poisoning and transported to a medical facility. Students with multiple violations may be subject to increased institutional and educational outcomes. In situations where emergency response is needed, local Police will be contacted to determine appropriate next steps.

ASSESSMENT OF SANCTIONS

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

DEPARTMENT OF CAMPUS SAFETY AND SECURITY AUTHORITY AND JURISDICTION

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

Alcohol and Other Drugs Prevalence Rate

The Community College of Aurora has a very low occurrence of AOD conduct violations.

During the 2024-2026 AYs, there were minimal drug- and alcohol-related incidents and no fatalities that occurred on campus. There were no AOD-related admissions to local emergency rooms. There were no AOD-related ambulance transports/calls for service. CCA reported 1 disciplinary referral due to a drug abuse violation between the 2024-2026 AYs.

Table 2 shows the types of sanctions imposed by CCA as a result of AOD-related violations that occurred on campus between the 2024-2026 AYs.

Table 2: Types of Sanctions

	Academic Year	Number of Sanctions
Arrests: drug abuse violations	2024-2025	0
	2025-2026	0
Disciplinary referrals: drug abuse violations	2024-2025	0
	2025-2026	0
Arrests: liquor law violations	2024-2025	0
	2025-2026	0
Disciplinary referrals: liquor law violations	2024-2025	0
	2025-2026	0

AOD data was provided from CCA’s Annual Security Report 2024-2025 and 2025-2026 AYs, Maxient, Aurora Police, and Denver Police. Arapahoe County Sheriff’s Office was contacted on 08/31/26 for AOD data, and no information has been received as of 9/22/26.

Alcohol and Other Drug Abuse Information and Programs

The College assists in drug education and prevention programs to reduce the abuse and illegal use of alcohol and other drugs. Students found in violation of the College’s substance abuse policies are required to meet with the Dean of Student Success or designee as part of the disciplinary process. The College also provides education through the dissemination of informational materials, educational programs, and counseling referrals. Information on AOD resources can be found on the Office of Student Advocacy [website](#).

The Office of Human Resources & Personnel Success provides AOD information in the event that they identify that they may need support or in events of a performance management process where drugs or alcohol were involved. The College’s employee insurance companies provide employee programs. CCA updated the Drug-Free Awareness Program Information Sheet (Addendum E) which accompanies Drug-Free Workplace Policy and Work-Related Injuries or Illness Information Acknowledgement form and has additional information related to programs. Additionally, all employees are made aware of the expectation to refrain from drug or alcohol use while on any college property or engaging in work activities. CCA is committed to providing preventative information in a variety of formats.

SLO training similarly reinforces expectations for student leaders and advisors, including student success guide requirements, travel procedures, event planning, and responsible use of College spaces. These trainings provide

an additional prevention opportunity by addressing AOD expectations before students plan or participate in activities where policy questions may arise.

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

HEALTH RISKS

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

Short- and long-term effects of alcohol impact students/employees and their lives. CCA's Legal Notices webpage notes risk of alcohol and other drug use and is found at [Legal Notices – Community College of Aurora \(ccaaurora.edu\)](http://ccaaurora.edu)

Short and long-term effects of drug use can impact an employee's ability to do their job. Employees are informed at New Employee Orientations of AOD policy and resources available for employees (Addendums A and E).

For students struggling with alcohol or drug use, CCA's Office of Student Advocacy has resources to help. For employees struggling with alcohol or drug use, Human Resources and Personnel Success have resources to help.

TREATMENT PROGRAMS

In addition to prevention programming, CCA provides mental health and well-being resources to both students and employees. For CCA employees, short-term therapy and mental health resources are available through the Colorado State Employee Assistance Program (C-SEAP). Employees experiencing concerns related to their own or others' alcohol or drug use are encouraged to seek appropriate support (Addendum E). CCA employees may also seek mental health services through their health insurance providers.

All CCA students aged 18 and older are eligible to receive free, 24/7 support through TimelyCare, a virtual health and well-being platform. TimelyCare offers a broad range of services, including TalkNow, on-demand emotional support; scheduled counseling and therapy; medical care; a 24/7 emotional support line; an Online Peer Community; self-care modules with guided resources on topics such as stress management, sleep, mindfulness, relationships, and emotional well-being; and TimelyPulse, an interactive text-based check-in that helps students reflect on their well-being and connect with relevant resources. This platform allows institutions to engage with students, understand their needs, and connect them with available support.

TimelyCare supports language access through bilingual and multilingual providers, where available, as well as interpreter services for eligible virtual visits. Students can view available provider profiles and select providers based on language and other preferences. TimelyCare also integrates LanguageLine, which allows students to connect with a trained interpreter during eligible virtual visits in more than 240 languages.

CCA provides prevention and support related to alcohol and other drugs (AOD). AOD education and prevention are incorporated into CCA's broader health and wellness programming, with opportunities for students to receive information, build awareness, and connect with support when substance use is affecting their well-being or academic success. When a student needs support beyond prevention or short-term services, Student Advocacy Coaches can help students identify appropriate resources and connect them with specialized community

providers or a higher level of care.

While TimelyCare provides a broad range of accessible mental health and well-being supports, some mental health concerns may be better suited to longer-term treatment, more intensive levels of care, or specialized services beyond what TimelyCare provides. CCA's Student Advocacy Coaches can help students identify their needs, navigate available options, and connect with an appropriate level of care or specialized community provider when additional support is needed.

For concurrently enrolled students or students under the age of 18, CCA works with surrounding school districts to connect students to the iMatter platform, which provides mental health therapy services.

Recommendations for the Next Biennial Period

Since the last Biennial Report in 2024, the Community College of Aurora (CCA) has completed several of its recommended practices.

During this biennial period, CCA expanded Campus Safety, Security & Emergency Management to support three campus locations; created and strengthened emergency management protocols and SOPs; expanded wraparound and basic needs supports; opened the Wellness Den and increased content on our Resource & Basic Needs Walls; strengthened educational and restorative conduct practices; increased education in trainings for Student-Led Organizations, as well as student and employee onboarding; aligned program-specific expectations and drug-screening communication; strengthened safety transportation guidance; and increased cross-campus coordination through monthly student-of-concern meetings. Together, these efforts reflect a broader prevention model that combines AOD education with safety, early intervention, basic needs support, and intentional student engagement.

CCA will continue to strengthen student behavior programming and support services through the Division of Student Success during the next Biennial Report cycle. The Division will assess intervention and resource data to better understand their impact on student success across areas such as student behavior and substance use, basic needs, mental health, and other significant areas of need. This work will be conducted in partnership with the Division of Assessment, Strategy & Performance Excellence to develop and implement a tool for analyzing relevant data. Findings from the assessment will inform the development of a plan focused on effective interventions, sustainability, and opportunities for program and practice improvements.

CCA will continue to advance intentional and preventative approaches to student support through several key initiatives. Planned efforts include providing the CARE Team and Advocacy Coaches with AOD related training to strengthen their understanding of how substance use may intersect with threat assessment and student behavior; partnering with the Dr. Linda Speier Bowman Teaching and Learning Transformation Hub to provide faculty, staff, and instructors with information recognizing, responding to, and appropriately referring AOD-related concerns; expanding student outreach and education regarding AOD risks and resources; and collaborating with the Grants Development Director to identify potential funding opportunities that support holistic wellness and preventative care/support.

To improve resources and support for employees, Human Resources will enhance supervisor training to strengthen awareness and recognition of signs that an individual may be under the influence. Additionally, Human Resources will explore opportunities to incorporate recovery-friendly workplace practices and resources to better support employees.

APPENDIX

Appendix A: Alcohol and Other Drug Policies

SBCCOE Board Policies and CCCS Procedures (click link to open)

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

CCA Guidelines

- CCA HRP 5.35 Smoking and Using Tobacco Products on Campus
- CCA HRP 5.36 Drug-Free Workplace, Alcohol and Substance Abuse Prevention

CCA HRP. 5.35 SMOKING AND USING TOBACCO PRODUCTS ON CAMPUS



HUMAN RESOURCES & PERSONNEL SUCCESS Employment & Workplace Practices

CCA HRP 5.35: Smoking and Using Tobacco Products on Campus

Issued: March 29, 2013

Reviewed: October 20, 2022

Reissued: February 9, 2023

Next Review Scheduled: July, 2025

Lead Responsible: Chief Human Resource & Personnel Success Officer

Legal or Other Authority: Colorado Clean Indoor Air Act of 2006; CCA President's Cabinet

GUIDELINES

Purpose

The Community College of Aurora (CCA) is a Tobacco-free environment dedicated to providing a healthy, comfortable and productive environment for students, employees, and visitors.

Scope

CCA's Smoke and Tobacco-Free environment applies to all students, employees, and visitors on campus.

Definitions

- **Smoking Material:** Any lighted cigar, cigarette, pipe, electronic cigarette, hookah, or other product that can be smoked in any manner or form or that emits secondhand smoke, including ash, cigarette butts or filters, or cigar stubs.
- **Smoking**
 - Setting alight or vaporizing any tobacco product or other substance for the purpose of inhalation or introduction into the mouth (including, but not limited to, cloves, herbs, synthetic substances, and marijuana products);
 - Carrying in one's hand or mouth, or placing into an ashtray or other receptacle a lighted cigarette, cigar, pipe, or any other lighted or electronic smoking equipment, and allowing smoke or vapor to diffuse into the air;



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

Description

The Colorado Clean Indoor Air Act of 2006 prohibits smoking in public places and buildings, including educational institutions. Additionally, CCA is a Tobacco-free environment. Consistent with this, CCA prohibits smoking and the use of tobacco products in college facilities and on the grounds. Smoking will be permitted in college parking lots, but it must be a minimum of 25ft from all entrances/doorways and common walkways. All college employees, students, and visitors must extinguish any smoking material prior to entering the perimeter of the buildings of the college campus.

Enforcement Procedures

Initial violators will receive a warning about the prohibition of tobacco use on CCA property. Subsequent violations by the same employee will result in a notification of the employee's supervisor and the Human Resources Department. The referral will be made using a Public Safety Incident Report outlining the violation, date, time and location of the warning. All smoke/tobacco-related violations will be treated in the same manner as any other human resource policy or regulation violation.

For visitors, subsequent violations by the same offender will result in the violator being escorted from CCA property and a no-trespass order issued for a period of 30 days. This ban will be documented using a Public Safety Incident Report outlining the circumstance of the violation, the date, time and location of the incident. Visitors subjected to the no-trespass order may apply for reinstatement of their privilege to visit the campus through the Campus Security Office.

Marijuana



HUMAN RESOURCES & PERSONNEL SUCCESS Employment & Workplace Practices

Although possession and use of marijuana consistent with the requirements of the Colorado State Constitution is no longer a crime in the state of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana is prohibited on college-owned or college-controlled property, at any function authorized or supervised by the college and in state-owned or leased vehicles.

See organizational guideline ADS 3.85 Tobacco and Smoke Free Campus for the comparable student and campus policy.

History of Reviews and Changes:

CCA HRP. 5.36 DRUG-FREE WORKPLACE, ALCOHOL AND SUBSTANCE ABUSE PREVENTION



HUMAN RESOURCES & PERSONNEL SUCCESS | Employment & Workplace Practices

CCA HRP 5.36: Drug-Free Workplace, Alcohol and Substance Abuse Prevention

Issued: March 29, 2013

Reviewed: October 20, 2022

Reissued: February 9, 2023

Next Review Scheduled: July, 2025

Lead Responsible: Chief Human Resource & Personnel Success Officer

Legal or Other Authority: Drug-Free Workplace Act of 1988; SBCCOE BP 3-24; CCCS SP 3-24; CCA President's Cabinet

GUIDELINES

Purpose

State Board for Community Colleges and Occupational Education (SBCCOE) Policy BP 3-24 and Colorado Community College System (CCCS) President's Procedure SP 3-24 require each system college to be a drug-free workplace. The Community College of Aurora (CCA) adheres to and supports federal, state, and local laws and SBCCOE/CCCS policies and procedures with regards to maintaining a drug-free workplace.

Scope

This guideline applies to all CCA employees

Definitions

- **Controlled Substance:** Any substance whose manufacture, possession, and use is regulated by the government.

Description

Employees impaired by alcohol, controlled substances, or other drugs including prescription and non-prescription medications during work hours may pose safety and health risks. In compliance with the Drug-Free Workplace acts of 1988 and 1998 as well as the policy of the SBCCOE (BP3-24) which prohibit unlawful manufacture, distribution, dispensation, possession and/or use of a controlled substance where CCA employees work, including while operating any state or college owned vehicles or while conducting business for or representing CCA. It is the intent of CCA to comply with the Drug-Free



Schools and Communities Act Amendments as outlined in BP19-30 and SP19-30, Drug Free Schools.

Drug-Free Workplace Policy Statement

It is the policy of the SBCCOE (BP 3-24) that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee who violates this policy will be subject to appropriate disciplinary action, which includes termination.

All employees are encouraged to report dangerous behavior or evidence of impairment in the workplace to their supervisor or the Human Resources Department.

As a condition of employment, each CCA employee must sign and return a Drug-Free Workplace Policy Statement Employee Acknowledgement Form to the Human Resources Office no later than five days after receiving an Employee Notification Packet from Human Resources confirming their agreement to:

- Abide by the terms of the Drug-Free Workplace Policy Statement; and
- Notify their supervisor of any drug statute conviction for violation occurring in the workplace no later than five days after such conviction.

Penalties Employees May Suffer for Violations

Any employee who is convicted of a violation of any criminal drug statute, which occurred in the workplace, will be subject to:

- Appropriate personnel actions up to and including termination; or
- Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement or other appropriate agencies.

Marijuana

Although possession and use of marijuana consistent with the requirements of the Colorado State Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana is prohibited on college-owned or college-controlled property, at any function authorized or supervised by the college and in state-owned or leased vehicles.

Drug-Free Awareness Program



As part of its Drug-Free Awareness Program, which includes the Drug-Free Workplace Policy Statement, CCA will provide the following information to all employees:

- Drug counseling, rehabilitation, and employee assistance programs with addresses, phone numbers and a brief synopsis of each program available from the Human Resources Office including:
 - Substance Abuse Treatment Locator
 - AlcoholScreening.org
 - Al-Anon/Alateen
 - Alcoholics Anonymous (AA)
 - American Council on Alcoholism
 - Cocaine Anonymous
 - Nar-Anon
 - Focus on Recovery Helpline
 - National Council on Alcoholism and Drug Dependence Hopeline

The Colorado State Employees Assistance Program (C-SEAP) available for all state employees and their immediate family members (15 years of age and older). C-SEAP offers confidential counseling, supervisory consults, conflict resolution, crisis intervention, training/workshops, drug-free workplace coordination, problem solving, violence prevention and other services. Additional information and appointments with qualified professionals may be obtained by contacting C-SEAP at 303-866-4314 or 800-821-8154.

History of Reviews and Changes:

Appendix B: Student Code of Conduct

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@ccaurora.edu.

Bullying/Non-Physical Abuse:

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

Appendix C: Annual Compliance Notification Dates 2024-2026

Contact Date	AOD	Title IX/VAWA	To Whom	Delivery Mode
10/07/2024	X	X	All CCA Students	CCA Student Newsletter
01/21/2025	X	X	All CCA Students	CCA Student Newsletter
01/29/2025		X	All CCA Students	Email
05/27/2025	X	X	All CCA Students	CCA Student Newsletter
08/18/2025	X	X	All CCA Students	CCA Student Newsletter
01/20/2026	X	X	All CCA Students	CCA Student Newsletter
05/25/2026	X	X	All CCA Students	CCA Student Newsletter
08/17/2026	X	X	All CCA Students	CCA Student Newsletter
09/08/2026	X		All CCA Students	Email
09/11/2026		X	All CCA Students	Email

Appendix D: New Student Orientation AOD Screenscaps

Alcohol, Drug, & Tobacco FREE Campus

CCA IS A TOBACCO-FREE CAMPUS

- This includes e-cigarettes and vaping products

You cannot come to campus under the influence or in possession of alcohol or drugs

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



Student Code of Conduct & Rights

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

The Student Conduct Process is designed to assist students in their development, help them think through their moral and ethical decision making, and realign their behavior with the College's community expectations. In certain incidents, this may involve separation from the college either temporarily or permanently.

Examples of violations to the Student Code of Conduct, include

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

Student Rights

As a CCA student, you have the right to be informed about college expectations and guidelines, including but not limited to tuition and fees, federal student financial aid, student complaint processes, and the Student Code of Conduct. All the required disclosure information can be found through the *Right to Know* webpage.



QUICK TIP

We encourage you to read the [Student Code of Conduct](#).



Safety & Policies

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Appendix E: Drug-Free Workplace Forms



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

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

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

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

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

Signature

Printed Name

Date



Drug-Free Awareness Program Information Sheet

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

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

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

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

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

rev. 12/2016

Drug-Free Workplace Policy Statement

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

As a condition of employment, each employee shall:

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

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

Penalties Employees May Suffer For Violations

Any employee who is convicted of a violation of any criminal drug statute, which occurred in the workplace, will be subject to:

1. Appropriate personnel actions up to and including termination; or
2. Satisfactory participation in a drug abuse assistance, or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agencies.

Drug-Free Awareness Program

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

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

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

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

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



Work-Related Injuries or Illness Information

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

HealthONE Occupational Medicine and Rehabilitation Clinics

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

or

Concentra Medical Centers

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

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

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

OCCUPATIONAL MEDICINE AND REHABILITATION DIRECTORY

AURORA

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

PROVIDERS:

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

CARE COORDINATOR: Lorena Ruelas

PRACTICE ADMIN: Shelly Johnson

CareNow Urgent Care

& Occupational Medicine

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

PROVIDERS:

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

CENTER MANAGER: Rosa Orellana

CareNow Urgent Care

& Occupational Medicine

OPENING DECEMBER 13, 2016

5620 S Parker Rd, Aurora, CO 80015
p: 720.446.5893

Mon-Fri 8am-10pm, Sat 8am-8pm, Sun 8am-5pm

PROVIDERS:

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

CENTER MANAGER: Carol Anderson

LODO

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

PROVIDER:

Paul T. Rafor, MD**^

CARE COORDINATOR: Elizabeth Gurley

PRACTICE ADMIN: Elizabeth Gurley

NORTH SUBURBAN

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

PROVIDERS:

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

CARE COORDINATOR: Diane Leiker

PRACTICE ADMIN: Berenice Chavez

CareNow Urgent Care

& Occupational Medicine

OPENING DECEMBER 20, 2016

7120 County Line Rd, Highlands Ranch, CO 80126
p: 720.446.5891

Mon-Fri 8am-10pm, Sat 8am-8pm, Sun 8am-5pm

PROVIDERS:

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

**Indicates Level II Accredited Providers

*Indicates Level I Accredited Providers

^ NRCME Certification

Emergency Department Care Coordinator..... 303.788.9288

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

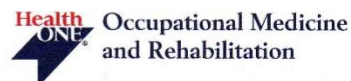
Customer Service.....Brian Narber | p: 303.886.9398 & Karen McGuire | p: 303.330.7989

Billing Department Customer Service.....855.900.8084

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



www.CareNowDenver.com



www.HealthONEoccmed.com

Updated Nov. 18, 2016

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

Appendix F: Annual Security (Clery) Reports

The Annual Security Reports (ASRs) are updated annually and are available on the CCA website under [Campus Security, Security, & Emergency Management](#).



Connect With Our Community!

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

